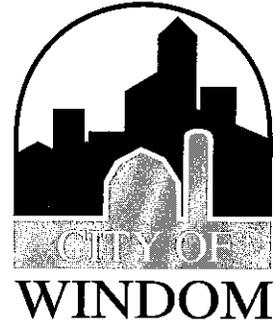


**Council Meeting**  
**Tuesday, June 16, 2015**  
**City Council Chambers**  
**7:30 p.m.**  
**AGENDA**



Call to Order

Pledge of Allegiance

1. Approval of Minutes

- Council Minutes–June 2, 2015

2. Consent Agenda

- Minutes
  - Telecom Commission – May 18, 2015
  - Housing and Redevelopment Authority – April 8 & May 13, 2015
  - Economic Development Authority – May 19 & June 8, 2015
  - Airport Commission – June 3, 2015
  - Library Board – June 9, 2015
- License Applications
  - Business Solicitation Permits
    - James Janney Educational Consulting
  - Dance License - RiverFest

3. Department Heads

4. Street Closure Requests

- July 11, 2015 – Windom Theater
- July 24, 2015 – Relay for Life Event

5. Flag Pole Lease Agreement

6. Adopt-A-Park Program

7. First Reading Ordinance No. 150, 2<sup>nd</sup> Series – Amending Chapter 118: Alcoholic Beverages

8. Windom Area Schools Resource Officer Agreement and Memo of Understanding

9. Pool – Part-Time Seasonal Hiring Recommendations

10. New Business

- Airport Runway Justification Study

11. Old Business

12. Regular Bills

13. Council Concerns

14. Adjourn



**Regular Council Meeting  
Windom City Hall, Council Chamber  
June 2, 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, Paul Johnson, Bryan Joyce and JoAnn Ray   |
| Council Absent:     | Dominic Jones   |
| City Staff Present: | Steve Nasby, Administrator; Scott Peterson, Police Chief and Mike Haugen, Water/Wastewater Superintendent |

3. Pledge of Allegiance

4. Approval of Minutes:

**Motion by Ray second by Joyce to approve the City Council minutes from May 19, 2015 and May 28, 2015. Motion carried 4 – 0 (Jones absent).**

5. Consent Agenda:

Maricle noted the minutes from the following Boards and Commissions.

- Community Center Commission – May 18, 2015
- Parks & Recreation Commission – May 20, 2015
- Utility Commission – May 27, 2015

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

Maricle said there were also some license applications as follows:

Exempt Permit for the Windom Area Hospital raffle on October 10, 2015.

**Motion by Jones second by Ray to approve an exempt permit for Windom Area Hospital raffle on August 29, 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. Maricle noted that the City's code section 114.01 for solicitors not to impede or inhibit legitimate business. Nasby replied that the business is registered with the Better Business Bureau and the rating was included in the packet. He added that this is construction contract work so any contractors performing work would need to have a state license.

**Motion by Joyce second by Cooley to approve business solicitation permits for Alex Mader and Joshua Bridges with American Exteriors, LLC. Motion carried 3-0-1-1 (Ray abstain and Jones absent).**

6. Department Heads:

Mike Haugen, Water\Wastewater Superintendent, said that the water meter replacement project is well underway and there are less than 400 left. He encouraged property owners that have not made an appointment yet to contact the call center at 866-778-2951. The contractors are in town until June 5 and then will return on June 22 to finish the installations. He noted that 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 and water could be shut off.

Maricle asked when the last contact would be made with property owners. Haugen said a letter will be mailed to the remaining properties around June 15 and then the contractors would return on June 22 to finish installations so it is important for property owners to get appointments set up as soon as possible. Shut offs would occur late June.

Cooley asked about abandon properties or those where the homeowners are out of town for months at a time. Haugen said the water would get shut off if the meter was not replaced and the water would only turned back on when the new meter is installed.

Joyce said that he wanted to thank Haugen for the work he did at the new war memorial at Lakeside Cemetery and also thanked the VFW and other volunteers involved.

7. 2015 Seal Coat and Street Repair Projects:

Todd Thurmer, Wenck Associates, said that there were three bids received for the seal coat project with the low bidder as McLaughlin Company. He said that they have experience with the McLaughlin Company and they are recommending accepting the bid.

Maricle asked about the seal coat budget. Nasby said he recalls that it is \$50,000 and the bid is within budget and there would be some engineering fees added.

Thurmer said the second project covers street repairs on Bonnie Street, Cindy Street from a previous street project in 2003. There are areas that have settled due to the poor soils in that area. The quotes for this work are divided between street paving and concrete work. The quotes are \$15,979.01 for the concrete work and \$27,771.20 for the paving aspect. Both are within the engineer's estimate so Wenck Associates are recommending approval.

Cooley noted that the area being repaired had numerous springs too which contribute to the problems. Thurmer said there was tile work completed when the roads were reconstructed to help minimize this issue.

Johnson asked if this settling would be an on-going problem and the City would have to address it again in the future. Thurmer replied that the settling is confined to a few areas so they are hopeful this will fix the problem, but with the poor soils it would not be cost effective to try to remove the soils and replace with different materials.

**Motion by Ray second by Joyce to approve the quote from McLaughlin Company for the 2015 seal coat project at a cost of \$47,177. Motion carried 4 – 0 (Jones absent).**

**Motion by Joyce second by Ray to approve the quote from Negan Construction for \$15,979.01 and quote from M & R Paving for \$27,771.20 for the 2015 Street Repair project. Motion carried 4 – 0 (Jones absent).**

8. Arena and Recreation Hiring Recommendations – Temporary, Seasonal and Part-time:

Maricle said there are hiring recommendations for temporary, seasonal and part-time employees at the Arena and for the Rec program. The recommendations were Ryan Evers, Isaac Paulson and Austin Haken.

**Motion by Joyce second by Johnson to approve the hiring of Ryan Evers and Isaac Paulson as part-time, temporary employee clerks at the Arena and Austin Haken for the Recreation program. Motion carried 4 – 0 (Jones absent).**

9. St. James Mutual Aid Agreement Ambulance and Fire Departments:

Nasby said there was a request from St. James to enter into a mutual aid agreement for Ambulance and Fire Departments as occasions may call for assistance. He said the Fire Chief, Ambulance Director and City Attorney have all reviewed the proposed agreement.

Johnson said that the Windom Ambulance has done some assistance and this is a good agreement to have in place to benefit both communities.

Joyce asked if there are other mutual aid agreements in place. Nasby replied that there are agreements with Jackson, Heron Lake and with other cities in Cottonwood County.

**Motion by Ray second by Joyce to approve the mutual aid agreement between the City of Windom and City of St. James. Motion carried 4 – 0 (Jones absent).**

10. Approval of Goals and Priorities:

Maricle said that the Council had met on May 28 to finalize the priorities and had previously gone through the goals submitted by the Departments.

## Preliminary

Joyce said that at the end of the May 28 meeting there was discussion on what the overall goal or vision was for the Council. One suggestion was to set a vision or target for growing the community of Windom to a population of 5,000 by 2020 as that is the next census. This would incorporate the priorities and goals as they are actions to support the vision of growth and moving the community forward.

Cooley said he likes the goals and priorities as they set a direction for everyone.

Maricle said the 5,000 population goal is important as it relates to some State funding, especially for streets.

Joyce said that this being the first year of the SMART goal process he would want to see that accountability is included in this effort and the goals are not just left on the shelf. He would also like to see a process for accomplished goals to be noted and new goals added.

Maricle suggested that the goals and priorities could be addressed annually with changes.

Johnson said that he would be okay with an end of year report.

Cooley noted that staff should include goals and associated resource needs when the budgeting process is underway.

Nasby suggested a report card by department at the end of the year on the goals and then the boards and commissions could revise, add or eliminate items as needed annually. The larger review and planning process with priorities setting may be done every two years with the Council to coincide with the Council elections.

Joyce said there are still goals and strategies from the 2012 long range plan that can be worked on and accomplished.

Cooley noted that as funding opportunities come up or designated funds are available the priorities and work could be altered to match them.

Maricle said the list of items has been put forward now by the Council and the next steps are to work to complete them.

**Motion by Joyce second by Cooley to approve the goals and priorities as presented and to set the vision as growing the community to 5,000 population by 2020. Motion carried 4 – 0 (Jones absent).**

### 11. New Business:

Maricle said there were two resolutions handed out for Council consideration. The first one is a donation by Windom Floor & Sleep to the Windom Pool for vinyl and related products valued at approximately \$50.

**Council member Johnson introduced the Resolution No. 2015-16 entitled “AUTHORIZATION TO ACCEPT A DONATION FROM WINDOM FLOOR AND SLEEP SHOP FOR THE WINDOM SWIMMING POOL” and moved its adoption. The resolution was seconded by Joyce and on roll call vote: Aye: Joyce, Ray, Cooley and Johnson. Nay: None. Absent: Jones. Abstain: None. Resolution passed 4 – 1.**

Maricle said the second resolution is supporting the submission of a bonding request to the State for the Emergency Services Facility.

Nasby apologized for handing this out so late, but the first deadline on submitting projects is June 12. The resolution is supporting the bonding request and is a section of the submission documentation. The resolution is requesting \$2.2 million, agreeing to match the bonding funds with local resources and stating that the Emergency Services Facility is the number one priority for the City of Windom.

**Council member Joyce introduced the Resolution No. 2015-17 entitled “A LOCAL GOVERNMENT RESOLUTION APPROVING SUBMISSION OF A BUDGET REQUEST TO THE MINNESOTA DEPARTMENT OF MANAGEMENT AND BUDGET FOR CONSIDERATION IN THE 2016 LEGISLATIVE SESSION” and moved its adoption. The resolution was seconded by Ray and on roll call vote: Aye: Joyce, Ray, Cooley and Johnson. Nay: None. Absent: Jones. Abstain: None. Resolution passed 4 – 1.**

12. Old Business:

None.

13. Regular Bills:

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

14. Council Concerns:

Joyce noted that the City Council meetings are now being uploaded to YouTube and he thanked Ethan Clerc for his work to get that accomplished. Joyce congratulated the Windom Area High School athletes competing in state tournaments. Last, he is disappointed in the 2015 legislative session as there was no new LGA, local option sales tax for Windom and he feels an opportunity was missed, especially with a surplus.

Cooley said he is happy the City Council meetings are now worldwide on the web.

15. Adjournment:

**Mayor Maricle adjourned the meeting by unanimous consent at 8:03 p.m.**

Preliminary

\_\_\_\_\_  
Corey Maricle, Mayor

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

**TELECOMMUNICATION COMMISSION MINUTES**  
**City Hall Council Chambers**  
**May 18, 2015**  
**6:00 P.M.**

**I. Call Meeting to Order**

**II. Roll Call**

**Member Present:** Jeremy Lund, Forrest Fosheim, Travis Eichstedt, Bryan Joyce and Dominic Jones.

**Member Absent:** None

**Staff Present:** Dan Olsen, WindomNet Manager, Steve Nasby, City Administrator; Jeff Dahna, WindomNet Staff

**Others Present:**

Commissioners toured the Cable Head End Facilities and the Central Office prior to the meeting. Dan Olsen discussed current concerns regarding the age and condition of the satellite antennas, receivers and air conditioning. He also showed the commissioners which equipment would likely be eliminated should WindomNet proceed with receiving video content from an alternate source.

**III. City Security Camera Discussion**

An update was provided on the status of the proposed City Security Cameras from WW Communications & Security out of Mankato that included handouts of the quote with equipment specs and cost. Dan Olsen also provided proposed quotes for the monthly recurring costs for the circuits that would provide service to these cameras.

Significant discussion ensued regarding the quoted rates which led into more questions regarding the bandwidth requirements for each location. Steve Nasby shared copies of the Bandwidth Estimates provided by WW Communications.

Dominic expressed concerns regarding the monthly recurring charges and why the rate needed to be that high. It was discussed that the quote was for Special Circuits required to establish a private network overlaid on the existing WindomNet infrastructure that provides regular Internet access to subscribers.

The question was raised on whether WindomNet could charge less for City services, however, no action was taken. Forrest will attempt to get additional information regarding the bandwidth requirements and share with the other commissioners.

**IV. ISP Network Reconfiguration**

Dan Olsen provided an update on changes being made to the ISP Functions of WindomNet that should help mitigate and prevent future occurrences related to recent Denial of Service Attacks against WindomNet's DNS servers.

**V. Monticello Switch Services Agreement Discussion**

Dan Olsen provided information regarding a possible agreement with Monticello's FiberNet that would let WindomNet assume the responsibilities of switching their phone customers. This agreement would be structured similarly to SMBS and WindomNet would provide wholesale phone services to Monticello.

Considerable discussion regarding whether or not this would be in the best of interest of Windom.

It was suggested that before any significant effort was made to pursue this agreement, a Letter of Intent, or something similar, should be drafted by Monticello expressing their desire to enter into an agreement for wholesale services.

**VI. Update on Carl Schneider Industrial Park Extension**

Dan Olsen provided an update on the extension of Fiber Services to the Industrial Park. The project was completed.

**VII. Island Park Wifi Update**

Forrest Fosheim shared a couple options for providing public wireless access at Island Park. Additional information will be provided later but estimates are that to provide a quality access point to serve an outdoor location will cost approximately \$2000 for hardware.

**VIII. Council Chambers Video Upgrade Project Estimate**

Brief discussion on proposed upgrade.

**IX. Upgrades Update & New Data Plans**

Commissioners reviewed status provided by Chelsie via email. Discussion regarding extent of advertising of the new plans.

**X. Adjourn**

Lund adjourned the meeting at 8:30 P.M.

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

April 8th, 2015 ~ 4:00 pm

A regular meeting of the Board of Directors was held on Wednesday, April 8, 2015, in the Hillside Manor Community Room. Members present: Frank Dorpinghaus, Margaret McDonald, Jens Hansen, Linda Jaakola, Ronda Renee Koch and Hillside Liaison, Audrey Knuth. Also present were: Executive Director, DeeAnna Bakken and Director of Operations, Connie Clausen. Absent: City Liaison, Bryan Joyce.

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

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

A. Scheduled Guests: None

Old business consisted of:

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1. An update was given for the Fairmont HRA. The Director of Operation's last day helping in Fairmont was March 31, 2015. The Executive Director's contract with Fairmont ends April 30, 2015.
2. A GPNA regional update will be presented in the near future.
3. The ED and DoO attended the initial meeting for the POHP grant on March 25<sup>th</sup> in St. Paul and are working on completing the initial reports.
4. The first contract was received from Brunton Architects & Engineers for the Riverview wall project. It was rejected by the ED and is being redone with plans to be finalized for the May board meeting.
5. A contract has been signed for the Office Reno/Mailbox x 2 Project between WHRA, Brunton Architects & Engineers and Rocker Construction. The pre-construction meeting will be scheduled shortly and construction will begin soon after.
6. Construction options are currently being completed for the Hillside Porch Project.

New Business consisted of:

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1. A new application proposal was received for a Rental Rehab Loan. The proposal was presented and discussed before making a motion to approve the request (McDonald/Hansen).
2. The ED discussed the modification of the CFP reports as presented at the Special Board Meeting on March 26<sup>th</sup>, 2015. A motion was made and approved to move the \$14,900 from designated for the Riverview Parking lot project to the Office Renovation/Mailbox Project (Koch/Jaakola).
3. Both Riverview Apartments & Hillside Manor are in the process of a lock re-key project. CFP in the amount of \$828.13 is designated to this project and the rest will come from operating funds.
4. Wording to the updated Animal Policy was recently returned. This wording is the right for residents to request a variance to the Animal Policy.
5. The Executive Director reported HUD 4710 report for Labor Standards was recently submitted.
6. It was recently discovered that the Pilot Payment of \$15,858 due for 12/31/2012 was not paid at that time. It will be paid along with this year's Pilot Payment for a total of \$32,929; all from operations.
7. End-of-year Maintenance Wage Rates were returned from HUD. Starting wages for maintenance staff is \$12.00/hour minimum and for custodial staff \$10.00/hour minimum (Koch/Hansen).
8. HUD has officially approved the PHA Annual and Five-Year plan.

9. Staff are currently in the process of closing out end-of-year with C.Naber.
10. The vending machines at Riverview Apartments are in the process of being removed before the construction project begins. New options for purchasing vending machines are being researched.
11. Upcoming board meetings: Wednesday, May 13<sup>th</sup> (Riverview) and Wednesday, June 10<sup>th</sup> (Hillside).

The meeting was adjourned at 4:45 pm (Hansen/Koch).

Frank Dorpinghaus, Chairman

DeeAnna Bakken, Executive Director

REGULAR MEETING OF THE HOUSING AND REDEVELOPMENT AUTHORITY OF WINDOM, MN  
May 13th, 2015 ~ 4:00 pm

A regular meeting of the Board of Directors was held on Wednesday, May 13, 2015, in the Riverview Apartments Community Room. Members present: Frank Dorpinghaus, Jens Hansen, Linda Jaakola, Hillside Liaison, Audrey Knuth and City Liaison, Bryan Joyce. Also present were: Executive Director, DeeAnna Bakken and Director of Operations, Connie Clausen. Absent: Margaret McDonald and resident board member, Ronda Renee Koch.

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

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

A. Scheduled Guests: None

Old business consisted of:

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1. The contract with the Fairmont HRA has been completed as of April 30, 2015.
2. The Executive Director presented the GPNA report that was done in the regional perspective. The information was a good comparison as to where we are in a long term view in comparison to other HRA's in the area.
3. An update was given on the progress of the GPNA grant. The Executive Director has a training session and is scheduled for a one-on-one session on the GPNA grant process coming up at the MN NAHRO Conference the following week.
4. Contract negotiations are currently in process with Brunton Architects & Engineers for "The Wall" project. The director has concerns with the contracts that have been presented and will not bring one to the board until it has better protections for the HRA.
5. An update was given on the Office/Mailbox Renovation project. This project is expected to be complete approximately June 30th.
6. Brunton Architects are currently working on preliminary plans for the Hillside Porch Project.
7. The re-keying project of both Riverview Apartments and Hillside Manor is complete. Residents have commented on how much easier the use of their keys has been since the project.
8. A new vending machine for Riverview Apartments has been ordered. We expect delivery of the new machine when the Office/Mailbox Renovation project is complete.

New Business consisted of:

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1. The Executive Director reported the current status on our 2013, 2014 and 2015 HUD CFP funds; it was also noted that we are now on "no review" status which will make access to funds quicker and easier.
2. City Liaison, Bryan Joyce, shared a re-development webinar link with the director via email and the board was asked if they would like to receive this and any further emails.
3. The annual EPIC (energy measures with capital funds) reporting has been completed.

4. The Executive Director reported that maintenance staff is working on a low-cost (in house) beautification project for the front of Riverview Apartments.
5. The staff attended the Working Together Conference in April and brought good information back with them. They will be working on updating emergency processes and procedures for both buildings.
6. New housing applications are starting to come in and current vacancies are being filled. We had 3 vacancies the end of last month which are all being filled.
7. The Executive Director reported that she has been officially elected as the new President of the NCRC NAHRO. This position is effective October 1, 2015 though some duties have started in April. The newspaper was notified in case they would like to do an article.
8. It was reported that two of our Certificates of Deposit will be up for renewal soon and will auto-renew at this time.
9. Upcoming board meetings: Wednesday, June 10<sup>th</sup> (Hillside) and Wednesday, July 8<sup>th</sup> (Riverview).

With no further business, the meeting was adjourned at 5:15 pm (Hansen/Koch).

Frank Dorpinghaus, Chairman

DeeAnna Bakken, Executive Director

ECONOMIC DEVELOPMENT AUTHORITY OF WINDOM  
MINUTES  
SPECIAL MEETING  
MAY 19, 2015

1. Call to Order: The meeting was called to order by Secretary-Treasurer Herding at 12:05 p.m.

2. Roll Call & Guest Introductions:

EDAWN Commissioners: Betsy Herding, Dominic Jones, and Paul Johnson.

Absent: Sally Larson and Justin Espenson.

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

3. Approval of Agenda

**Motion by Commissioner Johnson, seconded by Commissioner Jones, to approve the Agenda for the May 19, 2015, Special EDA Meeting. Motion carried 3-0.**

4. River Bend Center – Parcel 3

A. Closed Session – Land Negotiations

Director Backman announced that the purpose of this closed session was to discuss the terms of a potential sale of Parcel 3 of River Bend Center property located south of the River Bend Liquor Store.

**Motion by Commissioner Jones, seconded by Commissioner Johnson, authorizing the Board to go into closed session. Motion carried 3-0.**

Secretary-Treasurer Herding closed the meeting to the public at 12:06 p.m.

**Motion by Commissioner Jones, seconded by Commissioner Johnson, authorizing the EDA Secretary-Treasurer to re-open the meeting to the public. Motion carried 3-0.**

Secretary-Treasurer Herding re-opened the meeting to the public at 12:26 p.m.

**Motion by Commissioner Jones, seconded by Commissioner Johnson, approving the Development Agreement between the EDA and BriMark Builders, LLC subject to proposed amendments. Motion carried 3-0.**

**Motion by Commissioner Johnson, seconded by Commissioner Herding, authorizing the EDA Director to continue negotiations to finalize the purchase and sale agreement with Cobblestone Hotel Development, LLC, and setting the public hearing on the proposed sale of Parcel 3 of River Bend Center for 12:10 p.m. on Monday, June 8, 2015.**

5. North Windom Industrial Park – Lot 2, Block 1

A. Closed Session – Land Negotiations

Director Backman announced that the purpose of this closed session was to discuss the terms of a potential sale of Lot 2, Block 1 of the North Windom Industrial Park Subdivision.

**Motion by Commissioner Johnson, seconded by Commissioner Jones, authorizing the Board to go into closed session. Motion carried 3-0.**

Secretary-Treasurer Herding closed the meeting to the public at 12:30 p.m.

**Motion by Commissioner Jones, seconded by Commissioner Johnson, authorizing the EDA Secretary-Treasurer to re-open the meeting to the public. Motion carried 3-0.**

Secretary-Treasurer Herding re-opened the meeting to the public at 12:58 p.m.

**Motion by Commissioner Johnson, seconded by Commissioner Jones, accepting the letter of intent from WASP, Inc. concerning the purchase of Lot 2, Block 1 of the North Windom Industrial Park, authorizing the EDA Executive Director to negotiate the terms of the Purchase Agreement, and setting the public hearing on the sale of this property for Monday, June 8, 2015, at 12:30 p.m. Motion carried 3-0.**

6. New Business: Director Backman advised the Board concerning contacts he has received regarding interest in other lots in NWIP. There was a discussion regarding any additional land that might be available for purchase. It was the consensus of the Board that the EDA Director conduct additional research regarding available land adjacent to NWIP.
7. Adjourn: By consensus, Secretary-Treasurer Herding adjourned the meeting at 1:21 p.m.

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Betsy Herding, EDA Secretary-Treasurer

Attest:

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Aaron A. Backman, EDA Executive Director

ECONOMIC DEVELOPMENT AUTHORITY OF WINDOM  
MINUTES  
JUNE 8, 2015

1. Call to Order: The meeting was called to order by President Larson at 12:05 p.m.

2. Roll Call & Guest Introductions:

EDAWN Commissioners: Sally Larson, Justin Espenson, Betsy Herding, Dominic Jones, and Paul Johnson.

Also Present: EDA Staff – Aaron Backman, EDA Executive Director, and Mary Hensen, Admin. Asst.; Mayor Corey Maricle, WADC Liaison Tara Christensen, Fritz Jaeger (BriMark), Eileen Pankonin, Jeanne Kramer (WASP), John Lafferty (Windom Chamber & CVB), and Rahn Larson (Citizen).

3. Approval of Minutes:

**Motion by Commissioner Johnson, seconded by Commissioner Jones, to approve the Minutes of the EDA Meetings held on May 11, 2015, and May 19, 2015. Motion carried 5-0.**

4. Public Hearing – 12:10 P.M.

A. Sale of Land – Parcel 3 of River Bend Center: President Larson opened the public hearing at 12:10 p.m. and read the rules of procedure for public hearings. Notice of the public hearing was published in the May 27, 2015, Citizen. The Commissioners received copies of the Notice of Hearing, Purchase and Sale Agreement, and a draft of Resolution 2015-02. Director Backman introduced Fritz Jaeger with BriMark Builders, LLC (development arm for Cobblestone Hotels). Director Backman recapped the recent events concerning this property. On May 11<sup>th</sup> the EDA Board authorized the EDA Director to follow up with the representatives from Cobblestone Hotels concerning a potential purchase agreement for Parcel 3 of the River Bend Center property. A special meeting was held on May 19<sup>th</sup> at which time the Board reviewed and approved the proposed Development Agreement with BriMark Builders subject to proposed amendments. On May 19<sup>th</sup> the EDA Board called for a public hearing on the proposed sale of Parcel 3 of River Bend Center for 12:10 p.m. on June 8, 2015. The proposed amendments were made to the Development Agreement and approved by BriMark. Thereafter the Purchase Agreement was completed and signed by the CEO for Cobblestone Hotel Development, LLC.

President Larson referred to Fritz Jaeger for any comments. He stated that the parties involved believe that Parcel 3 of River Bend Center is the best site for the project. They have approved the terms of the purchase agreement and understand that the EDA has been working with consultants concerning the Letter of Map Revision (LOMR) for the area. Mr. Jaeger is very positive in moving forward with the hotel project and said that this is the first step in the process.

Director Backman provided a brief overview of the terms of the Purchase and Sale Agreement. The purchase price for Parcel 3 is \$180,000. He advised that the property can be served by all of the utilities. He has been in contact with Mike Haugen, Windom Water/Wastewater Superintendent. The water line on the west side of the liquor store which runs from the corner hydrant (south of McDonald's) south towards the area of the fishermen's entrance will need to be replaced. Director Backman has obtained a preliminary estimate from Wenck Associates of approximately \$35,000 for the project. All other utilities appear to be in order.

In response to questions, Fritz Jaeger advised that the current plan is to construct a two-story hotel with 43 rooms, a pool, an elevator, exercise area, small meeting space, greeting and breakfast area. They feel the site is also a good location because of its proximity to amenities such as food, fuel, pharmacy, park, and the liquor store. The architect is currently working on the drawings and site plan for the project. Mr. Jaeger indicated that he would like to add a picnic table in the lower area of the lot. They feel that there should be plenty of room for parking and there was a brief discussion concerning entrances.

President Larson asked for public comments and there were no other comments from anyone in the audience. President Larson closed the public hearing at 12:26 p.m. and referred the matter to the EDA Board. After further discussion, the following action was taken.

**B. Follow-up Action to Public Hearing:**

**1) Resolution No. 2015-02 (Re: Sale of Land – Parcel 3 of River Bend Center):**

**Resolution introduced and motion by Commissioner Jones, seconded by Commissioner Johnson, to adopt EDA Resolution No. 2015-02, entitled “Resolution Approving Sale of Property Locally Described as Parcel 3 of River Bend Center in the City of Windom, Cottonwood County, Minnesota”.**

**Upon roll call vote being taken, the following voted in favor thereof: Commissioners Herding, Larson, Espenson, Jones, and Johnson; the following voted against the same: None; the following were absent: None. (The Resolution was adopted.)**

**5. Public Hearing – 12:30 P.M.**

**A. Sale of Land – Lot 2, Block 1, North Windom Industrial Park Subd.:** President Larson opened the public hearing at 12:30 p.m. Notice of the public hearing was published in the May 27, 2015, Citizen. The Commissioners received copies of the Notice of Hearing, Purchase Agreement, and a draft of Resolution 2015-03. Director Backman recapped the history of the events leading up to the public hearing. On Monday, May 18, 2015, the closing occurred on the purchase by WASP, Inc. based in Glenwood, Minnesota, of the business and company assets of Fast Manufacturing, Inc. The EDA had been contacted by principals for WASP, Inc. concerning their interest in purchasing Lot 2, Block 1 of NWIP. (This is the lot just south of the existing Fast Manufacturing plant.) At the Special Meeting on May 19, 2015, the EDA Board accepted the Letter of Intent submitted by WASP Inc. for the purchase of Lot 2, Block 1 of NWIP subject to submission of a purchase agreement by WASP, Inc. The EDA Board called for a public hearing on the proposed sale for June 8, 2015, at 12:30 p.m. Director Backman introduced Jeanne Kramer, Corporate Secretary for WASP, Inc. Director Backman provided a brief overview of the terms of the Purchase Agreement. The purchase price for the property is \$79,200. There are also special assessments for this lot concerning the extension of Commerce Boulevard.

President Larson referred to Jeanne Kramer for any comments. She reviewed the purchase of Fast Manufacturing, Inc. by WASP, Inc. She related information concerning Fast’s previous construction in NWIP and a brief history of the interaction between the two companies. She advised that WASP, Inc. produces ground support equipment for the airlines and also package handling equipment for Fed Ex and UPS. Their plans are to construct an office addition, move the Fast detention pond from Lot 3 to Lot 2, do some grading, and pave the parking areas. They would also like to construct a facility for retail parts sales either as an addition or a separate building and add an outdoor display area for equipment. WASP, Inc. was impressed with Fast’s wash and powder-coating systems and has been working with Fast since

January 2015 producing both Fast and WASP products at the Windom plant. Currently there are approximately 65 employees in Windom and they would like to bring the 25 office employees to the Windom location and hire at least an additional 50 employees.

Commissioner Johnson commented favorably concerning the construction of a new retail area for parts. Commissioner Larson gave a brief summary concerning the favorable comments about WASP, Inc. that she has received from an individual she knows who is employed at the Glenwood plant.

President Larson asked for public comments and there were no other comments from anyone in the audience. President Larson closed the public hearing at 12:41 p.m. and referred the matter to the EDA Board. After further discussion, the following action was taken.

**B. Follow-up Action to Public Hearing:**

**1) Resolution No. 2015-03 (Re: Sale of Land - Lot 2, Block 1, NWIP):**

**Resolution introduced and motion by Commissioner Johnson, seconded by Commissioner Espenson, to adopt EDA Resolution No. 2015-03, entitled “Resolution Approving Sale of Property Described as Lot 2, Block 1 of North Windom Industrial Park Subdivision to the City of Windom, Cottonwood County, Minnesota”.**

**Upon roll call vote being taken, the following voted in favor thereof: Commissioners Herding, Larson, Espenson, Jones, and Johnson; the following voted against the same: None; the following were absent: None. (The Resolution was adopted.)**

**6. River Bend Center – Phase II**

**A. LOMR – Progress Report:** Director Backman reported that Bryce Cruely and Kirby Templin of Wenck Associates, Inc. completed the preparation of the Technical Memo and other documentation required for the submission of the Letter of Map Revision (LOMR) to FEMA. The document was signed by City Administrator Steve Nasby on May 13, 2015, and submitted by Mr. Cruely to FEMA on May 22, 2015. The area covered by the LOMR runs from the Highway 62 bridge to 28 feet past the Union Pacific Railroad bridge. As a part of the process, the EDA was required to send notification letters to the owners of 76 properties in specific areas adjacent to the River Bend Center and Island Park. These letters were mailed on May 28 and 29, 2015. Mr. Cruely sent an e-mail on Friday, June 5<sup>th</sup>, advising that DNR has accepted the LOMR application. The EDA is now awaiting response from FEMA concerning any other submittals they may require.

**7. North Windom Industrial Park**

**A. Minnesota Energy Resources – Service Extension – Update:** Director Backman recapped this project. At the EDA Meeting on April 13, 2015, the Board approved the installation of a natural gas line extension from the North Windom Industrial Park entrance on the north side of Opportunity Drive to SCI at 4121 Commerce Boulevard for a cost not to exceed \$37,150 and authorized the EDA Director to enter into a contract with Minnesota Energy Resources Corporation (MERC) for this installation. Based on additional potential projects in the NWIP, MERC revised the contract’s local contribution to \$23,637. The check from the City was received by MERC on May 11<sup>th</sup>. Installation of the natural gas main in the industrial park began on Wednesday, May 27<sup>th</sup>, and was completed on Saturday, May 30<sup>th</sup>. This was timely because SCI was moving into its new building the first of June. Also, the owner of Hwy 71 Mini Storage indicates that her new building will now be hooked up to natural gas as well for the climate-controlled units.

8. Closed Session - Land Negotiations – Potential New Residential Subdivision

Director Backman announced that the purpose of this closed session was to discuss land negotiations with ISD 177 (the Windom Area Schools) concerning a potential new residential subdivision.

**Motion by Commissioner Espenson, seconded by Commissioner Herding, authorizing the Board to go into closed session. Motion carried 5-0.**

President Larson closed the meeting to the public at 12:54 p.m.

**Motion by Commissioner Johnson, seconded by Commissioner Jones, authorizing the EDA President to re-open the meeting to the public. Motion carried 5-0.**

President Larson re-opened the meeting to the public at 1:19 p.m.

**Motion by Commissioner Jones, seconded by Commissioner Herding, authorizing the EDA Executive Director to proceed in discussions with ISD 177 regarding a proposed new residential subdivision and that net proceeds for all lot sales would be allocated one-third to ISD 177 and two-thirds to the EDA. Motion carried 4-0. (Commissioner Espenson was absent for this vote.)**

Director Backman advised that during the closed session the EDA Board held discussions concerning a proposed new housing subdivision adjacent to 17<sup>th</sup> Street and 17<sup>th</sup> Avenue potentially containing 23 lots for development in two phases. ISD 177 would retain ownership of the lots and the EDA would assist with the sale of the property and development of the infrastructure. The costs for platting would be divided on a two-thirds (EDA) and one-third (ISD 177) basis. Director Backman further advised that Attorney Ron Schramel had completed some research concerning the original warranty deed on the property and there are no restrictions on the sale or use of the land. This matter will come before the ISD 177 School Board this evening. Mr. Schramel will be drafting a memorandum of understanding between the parties.

9. New Business: (A) Director Backman provided a business update regarding SCI. Their building in NWIP was completed and they have moved their Windom operations from BARC to the new building. They are hoping to pour concrete for the driveway and parking area later in the week or early next week. (B) There are plans for the City to sealcoat the streets in NWIP between July 6<sup>th</sup> and August 2015. (C) Director Backman advised that on June 2, 2015, KEYC ran a video on their 9:00 p.m. and 10:00 p.m. newscasts highlighting Fast Manufacturing and WASP, Inc.

10. Miscellaneous Information

- A. EDA Monthly Financial Recap: The Board received a copy of the EDA's Account Activity through May 31, 2015.

11. Adjourn: By consensus, President Larson adjourned the meeting at 1:26 p.m.

\_\_\_\_\_  
Sally Larson, EDA President

Attest:

\_\_\_\_\_  
Aaron A. Backman, EDA Executive Director

**Windom Airport Commission Minutes**  
**June 3, 2015**

The Windom Airport Commission met on June 3, 2015, at 9:00 a.m. at the Windom Airport. Members present were Marlyn Bartsch, Brian Underwood, Gerri Burmeister, Scott Fredin, and Kjell Turner. Members absent: Tod Quiring, John Holt and Liaison Mayor Corey Maricle. Others Present- City Staff: Steve Nasby, Denise Nichols and Tom Voth; TKDA Engineers John Peterson, Trisha Fantinato and Cole Hartfield.

Chairman Underwood called the meeting to order.

1. **Approve Minutes:** Minutes from April 7, 2014, were reviewed. **Motion by Burmeister, seconded by Turner, to approve the minutes as written. Motion passed 5 ayes, 0 nays.**

2. **Manager Update:**

**Large Hangar Boiler – Not Working** – Underwood reported that there have been ongoing problems with the boiler. Problems began with the heater losing water. The boiler was replaced under the manufacturer's warranty and it worked for a time. Additional operation problems occurred after the warranty period expired. The boiler would freeze up. A local contractor replaced the ignitor and gas valve. Underwood believes that this was the same problem that was encountered with the first boiler. The freezing problem is an on-going problem with high efficiency boilers not heating the pipe and causing the flame and plenum to freeze and crack. The building must be heated to at least 50° or more to keep it from freezing. However the boiler cannot maintain a consistent temperature at or above 50°. A suggested possible solution would be to enclose the boiler to help keep it within the required temperature range to stop it from freezing. Underwood believes that when the boiler was installed it was not adequately sized to heat the hangar space.

Peterson will contact the contractor to obtain calculations for the sizing of the boiler. Peterson was unaware that the boiler would not heat the building to 50°. Peterson will review files and determine if there is a design issue or if there is a manufacturer study that indicates that the product can provide significant heat for the hangar application to keep the unit from freezing.

**Hangar Expansion** – Underwood reported that he has received requests for additional hangar rental space. He suggested that the new hangars were built to be expanded and the committee should consider expansion of the hangars for additional rental space. Peterson informed the Committee that federal funds would not be available for the project since the airport has airfield needs. The project is also not on the CIP. If State funds are available, there could be a possibility of 80-20 funding for the project. There is also the State Hangar Revolving Loan Fund with 0% interest for 10 years. The 2016 State funds have already been programmed. Windom would need to apply for 2017 funds.

The earliest construction could begin for the project would be July of 2017. Peterson estimated the cost around \$80,000 - \$100,000 at 80-20 funding. Underwood felt the cost for construction should be less since the site work is already completed. The Committee agreed to obtain quotes and estimates to determine an approximate cost for the expansion. Turner will obtain quotes from Midland Doors. Peterson will update the CIP with the Hangar Expansion Project.

3. **Project Updates:**

**Airport Layout Plan-**Peterson reported that staffing changes have delayed the completion and approval of the ALP. During a recent meeting with FAA staff they suggested that a full Master Plan for the next 20 years should be completed.

FAA staff proposed that they would possibly accept the ALP with current existing conditions and the ALP could be used as an as-built and the baseline for the Master Plan. Conditions and regulations have significantly changed since the beginning of the ALP project. FAA supports the Master Plan Project and approves placing the project on the Capital Improvement Project list. As a CIP Project it would be eligible for 90-5-5 funding.

The Master Plan process takes up to two years to complete. FAA will not support any future airport projects until the Master Plan is completed. Peterson suggested submitting the current ALP as-is and closing out the project. He also suggested adding the Master Plan Project on the CIP list and to begin the Master Plan process including scoping and determining final placement of the runway and next steps needed to develop the 20-year plan. The estimated project cost for the plan is \$350,000. Peterson advised that to expedite the Runway project the City could concurrently complete the Master Plan and Land Acquisition projects. Underwood made the recommendation to move forward with the Master Plan if it is determined by FAA that a Master Plan is a requirement for future FAA Entitlement funding. **Motion by Turner, seconded by Bartsch, to begin the Master Plan Process. Motion passed 5 ayes, 0 nays.**

**Runway Justification Study** – TKDA Engineer Fantinato reviewed with the Committee the existing conditions at the airport and results of the Runway Justification Study. The existing conditions included the runway length, type and current and future demand. She reviewed major users and noted additional concerns that were identified during the study. Those concerns included crosswind runway, pavement condition, parallel taxiway, AC storage facilities and lower instrument approach qualifications.

One result of the survey indicated that users avoid the airport due to the runway length. The survey results support extension of the runway. TKDA is recommending a runway length of 4,400 ft. to support current use and a future recommendation for 5,000 ft. or slightly less than 5,000 ft. A 5,000 ft. runway triggers MN DOT requirements including zoning and a parallel taxiway.

5. **Other Business:** None

6. **Commission Concerns:** None

Burmeister excused herself from the meeting at 9:47.

7. **Adjourn:** Chairman Underwood declared the meeting adjourned at 9:55 a.m.

---

Brian Underwood, Chairman

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

Windom Library Board Meeting

Windom Library

Tuesday, June 9, 2015

5:05 p.m.

1. Call to order: The meeting was called to order by John Dusher at 5:05 p.m.

2. Roll Call: Members Present: Barb Henning, Beth Fleming Steve Fresk,

John Duscher, Anita Winkel

Members Absent: Kathy Hiley, Terri Jones

Library Staff Present: Dawn Aamot

City Council Member Present: None

3. Agenda and Minutes:

Motion by Beth Fleming and seconded by Steve Fresk to approve the amended Agenda and the Minutes.

4. Financial Report:

Dawn reviewed the Financial Report.

Motion by Anita Winkel and seconded by Barb Henning to accept the Financial Report, with correction to the report due to a typo by Dawn.

5. Librarians Report:

Dawn reported that the Library is busy this month. The library is proctoring tests for a number of students this summer. Dawn has also begun the task of weeding the Adult Non-fiction section. Henna artist, Judy Ostrowski, of Minneapolis will be doing a program on her art of body painting at the Cottonwood County Historical Society on Thursday, June 25 at 6:30-8:30. This program is funded by the Minnesota Legacy funds. The new window boxes were funded and planted by the Friends of the Library.

The summer library program began on Monday, June 8. Nancy has had close to 40 kids sign up for the reading program and the story time and lunch bunch sign ups are filling up also. "Read to the Rhythm" is the theme this year. Nancy is having the Pint Size Polkas present a program on Monday, June 29 at the Windom Community Center at 1:00. This program is also funded by the Minnesota Legacy Funds. These programs are free to the public and everyone is encouraged to attend these events. Publicity will be in the local papers, on the local radio station, Windom Channel 3, Facebook and the City of Windom website. Tuesday, June 9 Nancy hosted a Karaoke Night at the Library for Teens to kick off the Summer Reading Program. The Karaoke kit is available for use through the Plum Creek Library System.

Dawn reported that a new Director was hired for the Plum Creek Library System. His name is Jim Trojanowski and he begins work the first week in July.

A motion by Anita Winkel and seconded by Beth Fleming to accept the librarian's report.

6. Old Business:

An acquaintance of Steve Fresk, Steve Johnson(Vetter Johnson Architects) stopped in the library for a brief look around to get a feel for the layout and give us any thoughts on an additional layout of the library, relative to a second level being added in the open space. His email back to Steve Fresk indicted inefficiency of operating the adult portion of the library on two levels due to the costs and lack of space the renovation would offer. It was very much appreciated by the board to hear this opinion by a professional architect.

Dawn contacted Barry Petit and Michelle Brichon with the concerns of the board of the space evaluation study. She has not heard back from them.

7. New Business:

None

8. New Book Suggestions:

None

9. Adjourn:

Motion by Steve Fresk, seconded by Barb Henning to adjourn.

Meeting adjourned at 5:45 p.m.

Respectfully submitted,

Dawn Aamot, Library Director

CITY OF WINDOM  
APPLICATION FOR BUSINESS SOLICITATION  
RE: City Code, TITLE XI BUSINESS REGULATIONS, CHAPTER 114

Solicitor's Name: Janney Janney Michael  
Last First Middle

Date of Birth: 5/8/1993

Driver's License Number: [REDACTED] State of Issue: Texas

Address: (Street, City, State, Zip) [REDACTED]  
16342 Laurelfield Dr Houston, TX 77059

Name of Business or Organization: James Janney Educational Consulting

Contractor's License Number: \_\_\_\_\_

Address of Business or Organization: 621 Elaine Ave  
Marshall, MN Phone# (281) 687-6656

Purpose of SOLICITATION: Educational Aids for Elementary -> Up to College

If door to door solicitation indicate area to be solicited:  Residential District  
 Commercial District

If Transient merchant - state location from which merchandise will be sold \_\_\_\_\_

If Telephone solicitation - state location from which calls will be made \_\_\_\_\_

Informed Consent Form completed   
Initial Investigation Fee - \$20.00  
5/26/2015  
Date

Annual License Fee \$40.00  
[Signature]  
Applicant's Signature

I have on May 26, 2015 collected from applicant \$ 60.00 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: \_\_\_\_\_

05/26/15  
Date

[Signature]  
Police Chief

Approved by the City Council on \_\_\_\_\_, 20\_\_\_\_.

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45 counties of Middle Tennessee and Southern Kentucky

Name  Category Clear Location

Search by: Business Name, URL, Phone, Email

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

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## BBB BUSINESS REVIEW

[Is this your Business?](#)

BBB ACCREDITED BUSINESS SINCE 10/01/1961

### Southwestern Advantage

(615) 391-2801

*View Additional Phone Numbers*  
 2451 Atrium Way, Nashville, TN 37214  
 Send email to Southwestern Advantage  
 www.southwesternadvantage.com



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.*

#### Description

Southwestern Advantage is a direct seller and publisher of educational and reference products including books, CD-ROMs and a subscription-based website. Southwestern is America's oldest direct selling company, established in 1855 in Nashville, Tennessee. Since 1868, Southwestern has helped college students run their own business to offset their educational expenses. Students from over 300 colleges and universities in North and South America and Europe participate, many earning college credit hours as an internship opportunity.

Between 2,500 and 3,000 students participate in marketing and selling books and software each summer. The student representatives have over 4 million personal interactions with families and customers each summer all over the United States and Canada. When reviewing complaint information as outlined in the "Customer Complaints Summary" below, please take into consideration the company's volume of door-to-door transactions in relation to the number of complaints filed with BBB.

#### BBB Accreditation

A BBB Accredited Business since 10/01/1961

BBB has determined that Southwestern Advantage 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.

#### Reason for Rating

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

Factors that *raised* Southwestern Advantage's rating include:

- Length of time business has been operating.
- Complaint volume filed with BBB for business of this size.
- Response to 226 complaint(s) filed against business.
- Resolution of complaint(s) filed against business.

#### Customer Complaints Summary

[Read complaint details](#)

226 complaints closed with BBB in last 3 years | 46 closed in last 12 months

Complaint Type	Total Closed Complaints
----------------	-------------------------

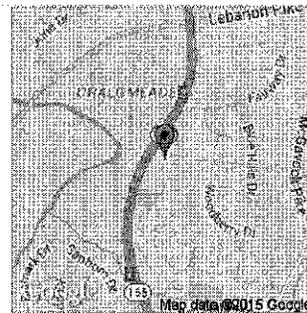
Advertising / Sales Issues	74
Billing / Collection Issues	6
Delivery Issues	11
Guarantee / Warranty Issues	6
Problems with Product / Service	129
<b>Total Closed Complaints</b>	<b>226</b>

Customer Reviews Summary

[Read customer reviews](#)

8 Customer Reviews Customer Reviews on Southwestern Advantage	
Customer Experience	Total Customer Reviews
Positive Experience	3
Neutral Experience	0
Negative Experience	5
<b>Total Customer Reviews</b>	<b>8 Customer Reviews</b>

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



## Additional Information

### INFORMATION FOR STUDENTS & PARENTS:

Students are interviewed and recruited by Southwestern Sales Leaders and local student leaders during the fall and spring. If selected for the program, the students may begin initial training to know what to expect, and informal product training. Students, although legally classified as adults, are endorsed into the program by their parents through a parental support letter.

The students attend a five-day training course in Nashville that covers business management, product knowledge, sales presentations, success principles, safety and ethics among other things critical to running a successful business. Similar to other direct selling companies students are independent contractors, NOT employees of Southwestern Advantage. After training they are provided a suggested sales area in which to work. They typically live with a host family and 1 to 3 other student representatives of the same gender. Housing is not guaranteed, but students receive training and advice from the company. Housing is part of the set up of their business. Many host families do house year-to-year and consist of both alumni and non-alumni. Students are financially responsible for the lodging, food and travel expenses during the training and summer time.

Southwestern Advantage suggests students bring approximately \$500 with them to sales training. The total expenses incurred throughout the summer vary according to the individual, but range from \$1,500 to \$3,000. Students generally pay their expenses from down payments collected from sales of product and remit the rest to the company where it is recorded on their company account to cover the wholesale cost of the products.

The most successful student dealers work a rigorous schedule of 72 or more hours a week, Monday through Saturday, typically 8 am to 9 pm. The students talk to families in their homes through cold calls and referrals. Although students work independently during the day, a student leader is close by to mentor, support, answer questions and even follow or be followed to offer advice from his/her previous experience. Student leaders meet with the students each Sunday and someone from Southwestern calls each host home at night to collect stats for inventory and make sure the students returned safely.

There are no sales quotas set by Southwestern Advantage, as the representative is an independent contractor. At the end of the summer, students deliver the product to their customers, collect the balances due and return to Nashville to reconcile their accounts. They remit the remaining money, return left over product for full credit, and receive a check for their credit balance.

### INFORMATION FOR CUSTOMERS:

By Federal law, customers who purchase Southwestern Advantage products from the student representatives have three days from the date of purchase to cancel their order. Saturday is included by Federal law as a business day. Southwestern Advantage is a third party to the contract between the students and customer and can only act on the student's behalf within the three-day cooling off period.

After ordering products, be sure to keep the sales receipt given to you by the student. It is a contract with the student of your intentions to purchase the product. If in the event you do not receive the product you ordered, Southwestern Advantage will guarantee delivery if you have a valid receipt. Call the Southwestern Advantage Customer Contact Center at 888-551-5901 or e-mail at [customercontactcenter@southwestern.com](mailto:customercontactcenter@southwestern.com).

BBB file opened: 10/01/1961  
Business started: 01/01/1855

### Contact Information

Principal: Mr. Trey Campbell (Director of Communications)  
Mr. Dan Moore (President)

### Business Category

Publishers - Book, Sales Training, Sales Presentations, Direct Sales, Sales Organizations

### Alternate Business Names

Southwestern

## Customer Review Rating plus BBB Rating Summary

Southwestern Advantage has received 4.63 out of 5 stars based on 8 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.*



# Law Enforcement

## Information Sheet

College students have participated in the Southwestern Advantage sales and leadership program since 1868. It is our goal that the independent dealer be respectful and abide by all laws in the community while building their businesses selling educational products to families.

Southwestern Advantage is an accredited member of the Better Business Bureau and maintains an A+ rating. The student living in your community for the summer has completed more than 90 hours of in-person and online training in such areas as business management, product knowledge, sales presentations, ethics, and safety.

Thank you for welcoming them to your community.

### Dealer Contact Info:

Name: James Janney  
Cell phone: 281-687-6656 Email: jamesjanney1@gmail.com  
Facebook Business Page URL: www.facebook.com/jamesthebookmanjanney

### Dealer Info:

Hometown: Houston, TX  
College/ University: Texas A+M University  
Dealer Account # with Southwestern Advantage: 11643314  
Birthdate: 05/08/1993 Sex:  M /  F Height: 5'8"  
Vehicle:  Yes  No  
Make/ Model of vehicle / Color: Mazda / 3 / Black  
State / License Plate #: TX / DT9 J652

#### General Questions, Dealer Verification:

Customer Contact Center  
888-551-5901 (M-F 8am-5pm CST)  
customercare@southwesternadvantage.com

#### Company Contact:

Trey Campbell, Director of Communications  
888-602-7867  
tcampbell@southwestern.com

**Southwestern Advantage**  
2451 Atrium Way  
Nashville, TN 37214  
southwesternadvantage.com

# SW SOUTHWESTERN advantage

www.southwesternadvantage.com

## Mission

Our mission at Southwestern Advantage is to be the best company in the world at helping young people develop the skills and character they need to reach their goals.

## Program

Southwestern Advantage (est. 1855) is one of the world's most successful and longest running programs for college and university students.

Approximately 2,500 students from 300+ colleges and universities around the world run their own businesses selling the Southwestern Advantage educational learning system throughout North America.

Southwestern Advantage is part of a corporate family of ten businesses, most of them started by former student participants. They include fundraising company, Great American Opportunities, Inc., executive search firm, Thinking Ahead, natural food company, Wildtree, and full-service financial company, Southwestern Investment Group, just to name a few. More information can be found at [www.southwestern.com](http://www.southwestern.com).



## Products

The Southwestern Advantage educational learning system includes printed and digital resources developed by experts to save time, improve grades and prepare young people for kindergarten, classes, and college.

[southwesternadvantage.com/ExperienceOurProducts](http://southwesternadvantage.com/ExperienceOurProducts)



## Share the Advantage

"Share the Advantage" is a giving back program intended to share learning and life skills with every child and family, regardless of their circumstances through involvement with organizations focused on helping young people.

In addition to sharing the advantages and products of the program, we donate one subscription to our educational websites for every subscription purchased.



**Training:** Southwestern Advantage is known for its world-class sales training. "Sales School" teaches students business management, sales principles, ethics, product knowledge, and life skills.

**Alumni:** Over 200,000 alumni have applied Southwestern Advantage principles to their careers.

Contact: Trey Campbell  
[tcambell@southwestern.com](mailto:tcambell@southwestern.com)



ACCREDITED  
BUSINESS





## City / County Officials

### Information Sheet

The college student presenting you with this information is an independent contractor, running their own business selling an educational learning system to families. They purchase products at wholesale and sell them at retail.

College students have participated in the Southwestern sales and leadership program since 1868. Southwestern Advantage is an accredited member of the Better Business Bureau and maintains an A+ rating.

Southwestern collects and remits sales tax on behalf of the independent student contractors. Below is a list of Southwestern state sales tax permit numbers. Please note, the list DOES NOT include sales tax permit numbers for some cities and counties that require their own permit numbers (AL, CO, AZ). To obtain any additional information, please contact Gail Frye at 615-316-7050.

Thank you for welcoming the independent student contractor to your community.

STATE	PERMIT NUMBER	S&H	STATE	PERMIT NUMBER	S&H
* Alabama	68SU 04307	Y	Montana	NONE	N
* Arizona	07 269274-K	Y	* Nebraska	4403002	Y
* Arkansas	0048752-76-001	Y	* Nevada	001-tx1002377609-001	Y
* Alaska	Borough & City Only	N	New Hampshire	NONE	N
* California	SC OHA 030-653927	Y	New Jersey	621-147-144/000	Y
* Colorado	10-86912	Y	* New Mexico	01180574009	Y
Connecticut	3576774-001	Y	* New York	62-1147144	Y
Washington, D.C.	350000005586	Y	* North Carolina	010122908	Y
Delaware	NONE	N	* North Dakota	106008	Y
* Florida	78-8012103376	Y	* Ohio	89050287	Y
* Georgia	175-188280	Y	* Oklahoma	STS1010618405	N
* Hawaii	W73378236-01	Y	Oregon	NONE	N
Idaho	000261151-S	N	* Pennsylvania	99333301	Y
* Illinois	1664-3755	Y	Rhode Island	62114714400	Y
Indiana	0003493172 001	Y	* South Carolina	05488936-1	Y
* Iowa	2-00-119066	N	* South Dakota	1018-9034-ST	Y
* Kansas	004621147144F01	Y	* Tennessee	101309111	Y
Kentucky	128242	Y	* Texas	1-62-1147144-2	Y
* Louisiana	0597005001	Y	* Utah	11762722-002-STC	N
Maine	0035963	Y	Vermont	450-621147144F-01	Y
Maryland	00681089	Y	* Virginia	0003023818	Y
Massachusetts	62114714410	N	* Washington	600 487 647	Y
Michigan	ME-0131554	Y	West Virginia	2201-1174	Y
* Minnesota	4592417	Y	* Wisconsin	456-1020171631-03	Y
Mississippi	185-04072-2	Y	* Wyoming	24006794	N
* Missouri	11786612	Y			

\*These states usually have extra city/county tax charges.

#### General Inquiries:

Customer Contact Center  
888-551-5901 (M-F 8am-5pm CST)  
customer@southwesternadvantage.com

#### Company Contact:

Gail Frye, Senior Accountant, Sales Tax  
615-316-7050  
gfrye@southwestern.com

#### Southwestern Advantage

2451 Atrium Way  
Nashville, TN 37214

www.southwesternadvantage.com



# Memo

Date: 6/9/15  
To: Windom City Council  
From: Bruce Caldwell Street Department Superintendent  
Re: Street Closure Request; Windom Theater Classic Car Roll In

---

We have received a request from the Windom Theater asking for a street closure on 4<sup>th</sup> Avenue from 9<sup>th</sup> Street to 10<sup>th</sup> street on Saturday July 11, 2015. Time of the closure 3:00-7:00 pm

They will have Classic Cars displayed on the street and they are also having a cookout fund raiser during this time.

Police Chief Scott Peterson has been contacted and he has no problem with this request.

# Memo

Date: 5/29/15  
To: Windom City Council  
From: Bruce Caldwell Street & Parks Department Superintendent  
Re: Street Closure Request from Relay for Life Event

---

We have received a request from the Relay for Life Event Organizers asking for a street closure on Cottonwood Lake Drive on July 24, 2015.

Closure would start at the 16<sup>th</sup> Street & Cottonwood Lake Drive intersection then going north entrance to north on Cottonwood Lake Drive to the north entrance to Tegel's Park.  
Hours of the closure 3:00 p.m. – 12:00 midnight.

Police Scott Peterson has been contacted and he has no problem with this request.

**FLAGPOLE AGREEMENT**

1. **LEASE/AGREEMENT.** This Lease/Agreement is made by and between the City of Windom ("Landlord") and Tri-County Implement ("Tenant").
2. **REAL ESTATE LEASED.** Landlord does hereby lease and let unto Tenant and Tenant does hereby hire, lease and take from Landlord an approximate 20' x 10' portion of Eagle Field for the purposes of installing two outdoor flagpoles. The location shall be determined by the mutual consent of Landlord and Tenant.
3. **ACCESSORIES OF FLAGPOLE.** There shall be two flagpoles, one of which shall fly the American Flag and one of which shall fly an advertising flag of the Tenant's choosing.
3. **LEASE DURATION.** The initial term of this lease shall commence as of April 1, 2015 and shall terminate on March 31, 2020. After the initial term expires, this agreement shall automatically renew on successive one-year terms, which shall commence on April 1 and terminate the following March 31, unless either party delivers a written termination notice to the other party by December 31.

Tenant shall not have to pay any rent for the initial term because tenant is donating, constructing, and maintaining the flagpoles and flags.

If the lease is renewed, tenant shall pay an annual sum of \$150.00, which shall be due in full by April 1<sup>st</sup>.

4. **DAMAGE TO FLAGPOLES.** Tenant shall be solely responsible to maintain, repair, and replace the flagpoles and flags. The American Flag shall be replaced when it is no longer in a presentable condition.
5. **OWNERSHIP OF FLAGPOLES AND FLAGS.** Landlord shall be deemed sole and exclusive owner of the flagpoles and flags notwithstanding the fact tenant is paying all costs to construct, maintain, repair and replace flagpoles and flags.

City of Windom

Tri-County Implement

By: \_\_\_\_\_  
Corey Maricle  
its Mayor

By: \_\_\_\_\_  
President

By: \_\_\_\_\_  
Steve Nasby  
its City Administrator



# City of Windom

## ADOPT-A-PARK PROGRAM

The City of Windom welcomes you and your group to participate in the Adopt-A-Park program. The main focus of this program is to help us keep our city parks clean. Your group can select an available park for adoption then sign an agreement with the City to begin participating in the program. Parks are available on a first come first served basis. To find out what parks are available check the City of Windom Web Site [www.windom-mn.com](http://www.windom-mn.com) or contact the Park Department.

Anyone who is interested in adopting a park is welcome to participate in the program. Adopters include:

- Individuals and Families
- Civic Associations
- Corporations
- Community Groups
- Faith-based Organizations
- Neighborhoods

### **Parks for Adoption within the City of Windom:**

Island Park	Abby Park	Kastle Kingdom
Mayflower Park	Windom Recreational Park	Lommen Park
Skate Park	Jen's Park	Schmaltz Park
Dynamite Park	Maple Park	
Tegel's Park	Witt Park	

The agreement forms are attached to this letter.

The following areas within the parks which usually need special attention and general areas of responsibility:

- General park litter
- Debris in the playground areas and around park signs
- Cans and broken bottles
- Placing wood playground chips back in worn areas (via raking)

General areas which can be inspected, notify the City of any problems:

- Broken Playground Equipment
- People dumping garbage, brush or grass clippings in park
- Shattered glass in parking lots or around playground areas
- Vandalism
- Signs missing
- Broken picnic tables, benches or lights broken or not working

The City will provide garbage bags/sanitary gloves for you during clean-up. These supplies can be picked up at the Parks Department 80 County Road 26 in Windom. Or Call 507-831-6137.

Thank You for considering participating in this exciting program;

**City of Windom Park & Recreation Commission**

## **ADOPT-A-PARK AGREEMENT POLICY**

The undersigned wish to participate in the City of Windom's Adopt-A-Park program by adopting a Park.

The undersigned understands and agrees to abide by the established guidelines as set forth below;

1. Participation in the Adopt-A-Park program is on a first come, first serve basis
2. A commitment of one year or a two to three year commitment preferred.
3. All participants under 18 years of age must have responsible adult supervision and submit a parental release form. The group supervisor should carry a first aid kit and be aware of local emergency services in case of injury.
4. Litter pick-up outing should be scheduled once a month April/May; twice a month June/July/August and once a month in September.
5. Outings are recommended for Monday's following any busy weekend or days directly following holidays.
6. Groups that are interested can plant and maintain flower gardens, plant new trees and do some weed removal with approval from the Park Superintendent.
7. For safety reasons, outings should only take place during daylight hours.
8. The Group Supervisor should contact the Parks Department to schedule a litter pickup outing, arrange to obtain trash bags and sanitary gloves, arrange for pickup of filled bags and to report any vandalism or safety hazards.
9. The Group is responsible to bring their own shovels/rakes for playground wood chip repairs.
10. If a person or group wants to sign up for two or more years of service a small plaque with their name on it will be placed at the entrance of that park.

# ADOPT-A-PARK TERMS OF AGREEMENT

## Application to Adopt-A-Park

Name of the City Park You Wish to Adopt

1<sup>st</sup> Choice \_\_\_\_\_

2<sup>nd</sup> Choice \_\_\_\_\_

3<sup>rd</sup> Choice \_\_\_\_\_

Name of Group

\_\_\_\_\_  
Contact Person

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Phone

\_\_\_\_\_  
E-mail

Daytime Recognition Section; Please indicate the name you want posted on  
the Adopt-A-Park website.

Additional Recognition: The Adopter can request a recognition sign for the  
adopted area. The cost is \$50 which covers the cost of the sign, posts, and  
installation.

**RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK, AND  
INDEMNITY AGREEMENT WITH PARENTAL CONSENT ("AGREEMENT")**

In consideration of being allowed to participate in the Adopt-A-Park Program in the City of Windom, Minnesota, and any and all related events and activities (collectively, the "Activity"), the undersigned hereby acknowledges and agrees that:

1. I acknowledge, agree, and represent that I understand the nature of the Activity and that I am qualified, in good health, and in proper physical condition to participate in such Activity. I further agree and warrant that if, at any time, I believe the conditions to be unsafe, I will immediately discontinue further participation in the Activity.

2. I fully understand that:

(a) This Activity may involve risks and dangers of serious bodily injury, including permanent disability, paralysis, and death ("Risks");

(b) these Risks and dangers may be caused by my own actions or inactions, the actions or inactions of others participating in the Activity, the conditions in which the Activity takes place, or the negligence of the "Releasees" named below;

(c) there may be other Risks or social and economic losses either not known to me or not readily foreseeable at this time; and I fully accept and assume all such Risks and all responsibility for losses, costs, and damages I incur as a result of my participation, or that of the minor, in the Activity.

3. I hereby release, discharge and covenant not to sue both the City of Windom and the sanctioning organization(s), as well as their respective administrators, directors, agents, officers, members, volunteers, City council members, employees, other participants, officials, rescue personnel, sponsors, advertisers, owners and lessees of the Premises on which the Activity is conducted, (each of the foregoing shall be considered one of the "Releasees" herein) from all liability, claims, demands, losses, or damages on my account caused, or alleged to be caused, in whole or in part, by the negligence of the Releasees or otherwise including negligent rescue operations.

I further agree that if, despite signing this document, I, or anyone on my behalf, makes a claim against any of the Releasees, I will indemnify, save and hold harmless each of the Releasees from any litigation expenses, attorney fees, loss, liability, damage, or cost which may be incurred as the result of such claim.

I acknowledge that I am age 18 or older, have read this Agreement and fully understand its terms, understand that I have given up substantial rights by signing it, have signed it freely and without any inducement or assurance of any nature, and I intend it to be a complete and unconditional release of all liability to the greatest extent allowed by law and agree that if any portion of this Agreement is held to be invalid, the balance, notwithstanding, shall continue in full force and effect.

Continued Page 2 Release of Liability Wavier

PRINTED NAME OF PARTICIPANT, ORGANIZATION SUPERVISOR:

\_\_\_\_\_

PARTICIPANT'S SIGNATURE:

\_\_\_\_\_

ADDRESS:

\_\_\_\_\_

(Street) (City) (State) (Zip)

PHONE: \_\_\_\_\_ DATE: \_\_\_\_\_

**MINOR RELEASE: (must be completed by Parent/Guardian for any participant under the age of 18)**

I, the minor's parent and/or legal guardian, understand the nature of the Activity and the minor's experience and capabilities and believe the minor to be qualified, in good health and in proper physical condition to participate in such Activity. I hereby release, discharge, covenant not to sue, and agree to indemnify and save and hold harmless each of the Releasees from all liability, claims, demands, losses, or damages on the minor's account caused, or alleged to be caused, in whole or in part by the negligence of the Releasees or otherwise, including negligent rescue operations and further agree that if, despite signing this document, I, the minor, or anyone on the minor's behalf makes a claim against any of the Releasees named above, I will indemnify, save and hold harmless each of the Releasees from any litigation expenses, attorney fees, loss liability, damage, or any cost that may occur as a result of any such claim.

PRINTED NAME OF MINOR PARTICIPANT:

\_\_\_\_\_

PRINTED NAME OF PARENT/GUARDIAN:

\_\_\_\_\_

PARENT/GUARDIAN SIGNATURE (if participant is under the age of 18):

\_\_\_\_\_

ADDRESS:

\_\_\_\_\_

(Street) (City) (State) (Zip)

PHONE: \_\_\_\_\_ DATE: \_\_\_\_\_

## **ORDINANCE NO. 150, 2<sup>ND</sup> SERIES**

**AN ORDINANCE OF THE CITY OF WINDOM, MINNESOTA, AMENDING CITY CODE  
TITLE XI: BUSINESS REGULATIONS, CHAPTER 118: ALCOHOLIC BEVERAGES**

**THE CITY COUNCIL OF THE CITY OF WINDOM, MINNESOTA, DOES ORDAIN:  
TO REVISE CHAPTER 118: ALCOHOLIC BEVERAGES,  
SECTIONS 118.023, 118.041, 118.043 (B), 118.045, 118.049 AND 118.105 (B) (2) (F)  
BY REMOVING THESE EXISTING SECTIONS AND REPLACING ALL THE  
SECTIONS WITH THE FOLLOWING  
AND BY PERMANENTLY REMOVING SECTION 118.046 (C) (7) .**

### **§ 118.023 NUMBER OF LICENSES.**

The number of private on-sale liquor licenses issued shall be governed by Minnesota State Statute Chapter 340A.413 "Restrictions on the number of intoxicating liquor licenses that may be issued", as amended from time to time, including all restrictions, exclusions and exceptions as stated therein regarding the number of licenses allowed for cities of the fourth class.  
(Prior Code, § 5.03)

### **§ 118.041 HOURS AND DAYS OF BEER SALES.**

No sale of beer shall be made between the hours of 1:00 a.m. and 8:00 a.m. on Monday through Sunday.  
(Prior Code, § 5.32) (Ord. 41, 2nd Series, eff. 4-10-1986) Penalty, see § 118.999

### **§ 118.043 SUNDAY ON-SALE INTOXICATING LIQUOR LICENSE.**

(B) *Conditions.* A restaurant, club, bowling center or hotel with seating capacity for at least 30 persons and which holds an on-sale intoxicating liquor license may sell intoxicating liquor for consumption on its premises in conjunction with the sale of food between the hours of 8:00 a.m. on Sunday and 1:00 a.m. on Monday; provided that the licensee is in conformance with the State Clean Indoor Act being M.S. §§ 144.411 et seq.  
(Prior Code, § 5.34) (Ord. 110, 2nd Series, eff. 12-15-1998)

### **§ 118.045 HOURS AND DAYS OF LIQUOR SALES.**

No on-sale of liquor shall be made between the hours of 1:00 a.m. and 8:00 a.m. on the days of Monday through Sunday, nor between the hours of 8:00 p.m. on December 24 and 8:00 a.m. on December 25. Notwithstanding the preceding, a restaurant, club, bowling center or hotel with a valid Sunday on-sale intoxicating liquor license may sell intoxicating liquor for consumption on the premises in conjunction with the sale of food between the hours of 8:00 a.m. on Sunday and 1:00 a.m. on Monday; provided that, the licensee is in conformance with the State Clean Air Act.

(Prior Code, § 5.52) (Ord. 110, 2nd Series, eff. 12-15-1998) Penalty, see § 118.999

**§ 118.049 HOURS AND DAYS OF SALES BY ON-SALE WINE LICENSEES.**

No on-sale of wine shall be made between 1:00 a.m. and 8:00 a.m. on Monday through Sunday, nor between the hours of 8:00 p.m. on December 24 and 8:00 a.m. on December 25.  
(Prior Code, § 5.62) (Ord. 105, 2nd Series, eff. 7-29-1998) Penalty, see § 118.999

**§ 118.105 CONSUMPTION AND DISPLAY.**

(B) (2) (f) *Hours and days.* No licensee may permit a person to consume or display liquor, and no person may consume or display liquor, between 1:00 a.m. and 8:00 a.m. on Monday through Sunday.  
(Prior Code, § 5.85)

**SECTION 118.046 (C) (7) WILL BE PERMANENTLY REMOVED**

**§ 118.046 TEMPORARY LIQUOR LICENSE.**

(C) (7) No more than one temporary license may be issued to any one organization or registered political committee or for any one location within any 30-day period.

**EFFECTIVE DATE.**

This ordinance becomes effective on the date of its publication, or upon the publication of a summary of the ordinance as provided by Minn. Stat., § 412.191, subd. 4, as it may be amended from time to time, which meets the requirements of Minn. Stat. § 331A.01, subd. 10, as it may be amended from time to time.

Adopted by the City Council of the City of Windom, Minnesota, this 16th day of June, 2015.

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

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

1<sup>st</sup> Reading: June 16, 2015  
2<sup>nd</sup> Reading: July 7, 2015  
Adoption: July 7, 2015  
Published: July 15, 2015

# Agreement

This Agreement made and entered into this 8th day of June 2015, by and between the City of Windom, a municipal corporation under the laws of the State of Minnesota, hereinafter called "City", and Independent School District No. #177, a public corporation under the laws of the State of Minnesota, hereinafter called "ISD #177."

WHEREAS, The City and ISD #177 believe it to be in the interests of both parties for a police officer to be physically present at the various schools operated by ISD #177; and

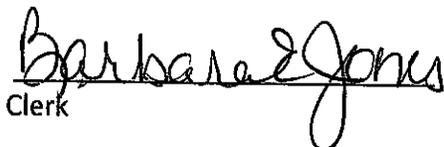
WHEREAS, The City and ISD #177 are willing to jointly finance a School Resource Officer.

NOW, THEREFORE, and in consideration of the mutual promises set forth herein, the parties hereby agree as follows:

1. The City, by its police department, shall supply a School Resource Officer to provide services addressed in Addendum 1 (Memorandum of Understanding).
2. The term of this agreement shall be for two (2) years commencing with the beginning of the 2015-2016 school year and ending at the end of the 2016-2017 school year.
3. The ISD # 177 shall pay for 69% of the officer's salary and benefits, as well as 69% of equipment costs and annual training. The cost for the officer's salary and benefits shall be based on the least senior Windom police officer hired to re-fill the position vacated by Officer Wallace's change in classification to School Resource Officer.
4. Initial cost of a car (\$6,000) was included in the previous SRO agreement, any future vehicle purchases shall be subject to specific approval by both the City and School board. If the car purchased over the 2013-2015 SRO agreement is sold the parties shall divide any net proceeds 69% school and 31% City. At the end of this agreement all property, with the exception of the car, shall become property of the City.
5. A radar unit anticipated to cost \$550 will be purchased prior to the start of the 2015-2016 school year to assist the SRO with traffic enforcement efforts. The cost of this radar will be paid for 69% school and 31% City.
6. The City shall pay for 31% of the cost of the officer's salary and benefits, as well as 31% of the equipment costs and annual training.
7. The ISD #177 shall pay for all overtime costs accrued during time working for the school. The City shall pay for all overtime costs accrued during time working for Windom P.D.
8. The ISD #177 shall make a payment payable to the City on or after June 1 of each year.

For the School District ISD #177:

Chair

  
Clerk

For the City of Windom

\_\_\_\_\_  
\_\_\_\_\_

# Memorandum of Understanding between Windom ISD #177 and Windom P.D.

## 1. Goals and Objectives of the partnership

To allow students and faculty of the Windom School District to meet and interact with a police officer in a non-confrontational setting.

To act as a deterrent to crime in the school building, on the school campus, and in the community by a combination of uniformed presence and through developing positive relationships with students, faculty, staff and community members.

Provide for the safety and security of the school's students, faculty, staff and visitors.

Provide a fast response to incidents requiring police involvement such as emergencies, criminal investigations, and if necessary, arrest.

Promote respect for all people and property.

The officer will take a personal interest in the students and their activities.

The officer will serve as a role model, as well as a mentor, to students who have questions or needs the officer can assist with.

The position will act as a liaison between the Windom Police Department and the Windom Area # 177 School District.

## 2. Contract Program Issues:

Supervision of the School Resource Officer:

The Windom Police Department will have the supervisory responsibility of the SRO. Supervision will be coordinated through the Chief of Police.

Delineation of Decision-Making Authority or Chain of Command Responsibility:

Program decisions and activities the officer will participate in shall be made by the Windom Area # 177 School District. Discipline of students shall remain the responsibility of the school district. The School Resource Officer's Chain of Command will be directly to the Chief of Police or his designee to maintain unity of command and enhance clarity.

**Windom Chief of Police**

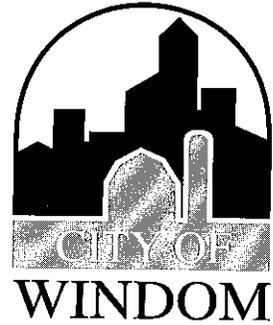
**Windom School Superintendent**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

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

Date: 6/9/15



June 12, 2015

Memo: Pool Seasonal Hires

To: Windom City Council

From: Al Baloun  
Recreation Director

The following people have completed their lifeguard and head life guard training as of Wednesday, June 3, 2015 and will be hired at the City of Windom Pool:

**SEASONAL SUMMER EMPLOYEES 2014 (5/16/2014)**  
**POOL**

Head Lifeguards

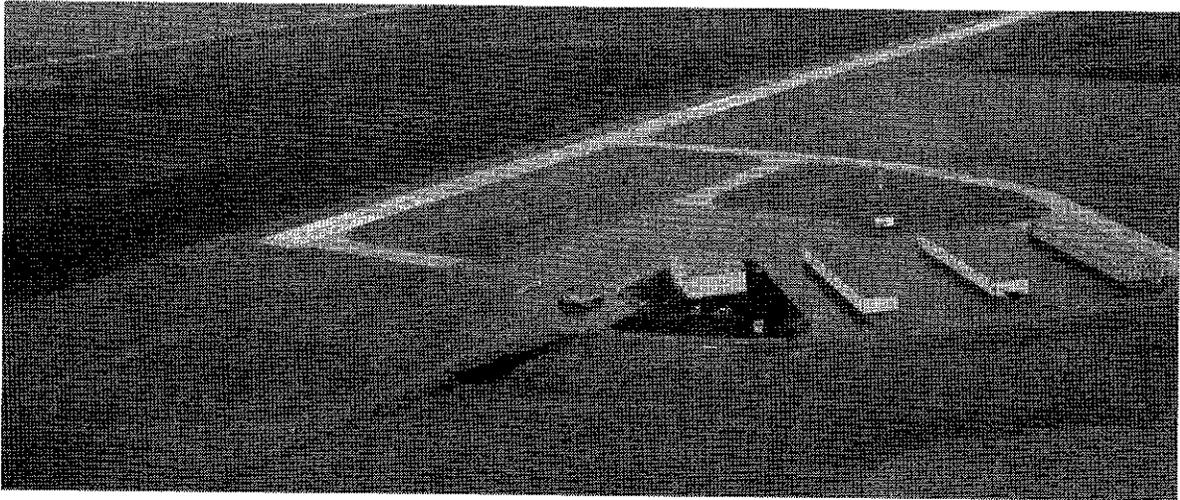
Emily Axford  
Rachel Dukes  
Amanda Muller

Lifeguards

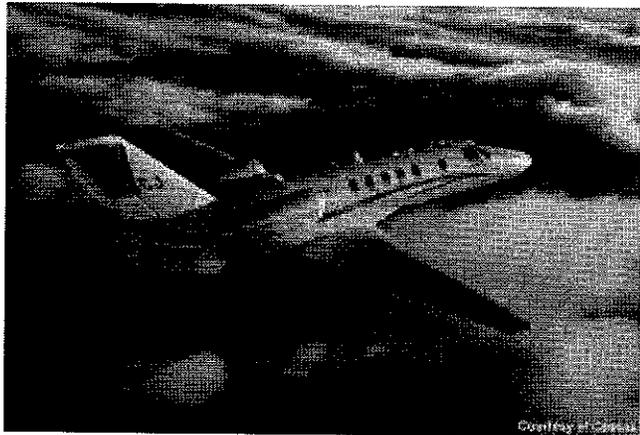
Makenna Bucher  
Noah Kloss  
Whitney Klassen  
Lindsey Muller  
Emily Mutz  
Jordan Syverson



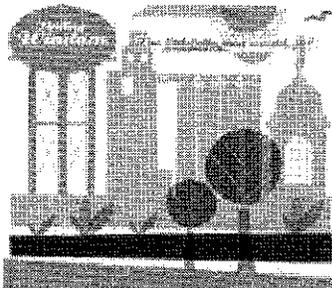
# Windom Municipal Airport

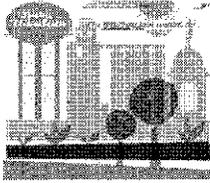


## Runway Length Evaluation



*City of Windom, Minnesota*





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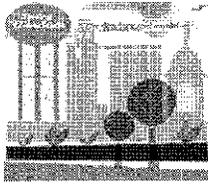
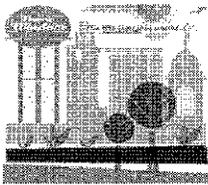


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## **CHAPTER ONE PURPOSE AND NEED**

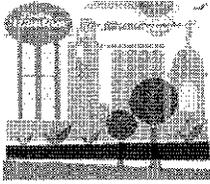
In conjunction with the current airport layout plan update for the Windom Municipal Airport (MWM), the City of Windom, based upon current user demand, requested a runway length evaluation be performed. The current published runway dimensions for Runway 17-35 are 3,599 feet x 75 feet. Existing users, including Mainstream Holdings (owners of Big Game Corporation and Antair LLC), Sanford Medical Center, Careflight, Prairie Ventures Aviation LLC, Touch and Go Aviation LLC, Integrity Aviation, and Fox Survey are frequent users of the Airport. However, they have expressed to management the current runway length limits their existing and anticipated future operations especially in the summer and winter months.

The previous Airport Layout Plan (ALP) completed in July 2001 recommended an ultimate primary runway length and width of 5,000 feet x 75 feet in addition to a paved 4,000 foot x 75 foot paved crosswind runway. However, since that last ALP, both the State and Federal Aviation Administration (FAA) have issued additional regulatory guidance with regard to recommended primary runway lengths. Thus, to determine if a runway extension is justified, airport and potential user surveys were distributed (Appendix A), operational forecasts for 2015-2021 were developed, and existing and future critical aircraft demand and associated runway length requirements were established. Recommended runway lengths were identified using guidance provided in FAA Advisory Circular (AC) 150/5325-4B and Draft AC 150/5325-4C, *Runway Length Requirements for Airport Design*, Aircraft Manufacturer Performance Criteria, and MnDOT runway length recommendations. Suggested development also considered planned airport expansion to support additional aircraft of more than 12,500 pounds, requirements to operate during instrument meteorological conditions (IMC), and aircraft airworthiness certification (i.e. 14 Code of Federal Regulations Parts 23 and 25, *Transport Category Aircraft*, including corporate operators, Part 91, *General Operating and Flight Rules*, and Part 135, *Operating Rules for Commuter and On-Demand Operations* including emergency medical services) and associated runway length operational needs.

Lastly, itinerant aircraft operations associated with the critical design aircraft, which may consist of an individual airplane or family grouping of airplanes, must meet or exceed a threshold of 500 total operations within five years in order to be eligible for federal funding. However, federal funding may be justified if an airport experiences: significant seasonal traffic variations; environmental impacts; is situated in isolated or remote areas; or the critical aircraft is based at the airport. FAA further suggests airports plan for improvements (i.e. master plan, ALP update, or environmental assessment) when critical aircraft demand, with the exception of air carrier operations, reaches 250 annual operations.

### **1.1 Airport Background**

Windom Municipal Airport (MWM) is located in southwestern Minnesota in Cottonwood County approximately 2.5 miles northeast of the Windom City Center. MWM is designated by the National Plan of Integrated Airport



**Windom Municipal Airport  
Runway Length Analysis**

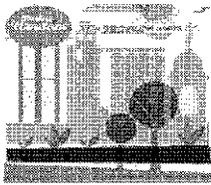
Systems (NPIAS) and Minnesota State Aviation System Plan as a general aviation airport and supports a variety of emergency medical, corporate, business, and personal aviation operations. The Airport is owned and operated by the City of Windom and supported 8,300 aircraft operations between September 30, 2013 and 2014 per FAA Form 5010, *Airport Master Record*. The Airport is also home to 16 based aircraft, and currently has a hangar waiting list for aircraft storage.

The Airport is equipped with a 3,599 foot x 75 foot paved runway designated as 17-35 and a partial parallel taxiway. The runway can support dual wheel aircraft of 20,000 pounds or less and is equipped with medium intensity runway lighting (MIRLs) and runway end identification lighting (REILs). Both Runway 17 and 35 support non-precision instrument lateral navigation global positioning system (LNAV GPS) approaches with 1-mile visibility minimum. MWM is the only public use airport located in Cottonwood County. Nearby airports with instrument approaches include: Jackson Municipal, MJQ, (17 nautical miles (nm) South); Springfield Municipal, D42, (20 nm North); St. James Municipal, JYG (24 nm East); Worthington Municipal, OTG (26 nm SW) and Slayton Municipal Airport, DVP (29 nm West).

Although MWM is designed to support primarily small (12,500 lbs. or less) general aviation aircraft, aircraft operational data illustrates that corporate, business and emergency medical operations represent more than 50 percent of annual operations at MWM. Further, these operations have increased by more than 20 percent in the last 3 years, and growth in these markets is anticipated to continue in the near future. These operations are primarily attributed to turboprop Beech King Air B200C aircraft (ARC B-II) with the remaining four percent associated with a combination of Beech C90A (turboprop) and ARC B-I multi-engine piston (Cessna 340A, 404, 425, etc.).

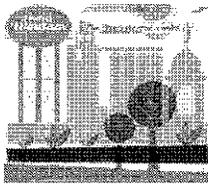
According to Minnesota Statute 360.305 Subdivision 3, airports are categorized in one of three classifications: Key, Intermediate, or Landing Strip Airports. MWM is one of 83 airports within the state of Minnesota classified as Intermediate, which is defined as airports 'having a paved and lighted primary runway that is less than 5,000 feet in length and are capable of accommodating single-engine aircraft as well as some multi-engine and business jet aircraft. Intermediate airports also serve as landing facilities for flight training, aircraft maintenance and general aviation aircraft up to and including smaller business jet aircraft. These types of airports serve many roles within their respective communities including emergency medical transports and manufactured parts distribution as well as provide direct connections within the State of Minnesota and the Central US region.' Based upon 2012 through 2015 FlightAware Data, **Table 1-1** illustrates the range of origin and destination cities in which MWM users currently operate.

<b>TABLE 1-1 WINDOM MUNICIPAL AIRPORT ORIGIN AND DESTINATION AIRPORTS AND CITIES SERVED</b>			
<b>Origin Name</b>	<b>Origin City</b>	<b>Destination Name</b>	<b>Destination City</b>
Airlake	Minneapolis, MN	Airlake	Minneapolis, MN
Alliance Muni	Alliance, NE	Anoka Co-Blaine	Minneapolis, MN
Ankeny Rgnl	Ankeny, IA	Billings Logan Intl	Billings, MT



**Windom Municipal Airport  
Runway Length Analysis**

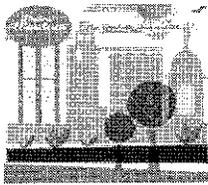
<b>Origin Name</b>	<b>Origin City</b>	<b>Destination Name</b>	<b>Destination City</b>
Avenger Field	Sweetwater, TX	Bismarck Muni	Bismarck, ND
Beech River Rgnl	Lexington-Parsons, TN	Blair Muni	Blair, NE
Bemidji Rgnl	Bemidji, MN	Brainerd Lakes Rgnl	Brainerd, MN
Billings Logan Intl	Billings, MT	Branson	Branson, MO
Bismarck Muni	Bismarck, ND	Buffalo Muni	Buffalo, MN
Black Hills	Spearfish, SD	Burlington Muni	Burlington, WI
Blair Muni	Blair, NE	Centennial	Denver, CO
Brainerd Lakes Rgnl	Brainerd, MN	Centerville Muni	Centerville, IA
Branson	Branson, MO	Chandler Field	Alexandria, MN
Buffalo Muni	Buffalo, MN	Chariton Muni	Chariton, IA
Carlisle	Carlisle, PA	Chippewa Valley Rgnl	Eau Claire, WI
Centerville Muni	Centerville, IA	Dane Co Rgnl	Madison, WI
Central Wisconsin	Mosinee, WI	Decatur	Decatur, IL
Chan Gurney Muni	Yankton, SD	Des Moines Intl	Des Moines, IA
Chandler Field	Alexandria, MN	Detroit Lakes	Detroit Lakes, MN
Chicago Executive	Chicago/Prospect Heights/Wheeling, IL	Dodge County	Juneau, WI
Chillicothe Muni	Chillicothe, MO	Duluth Intl	Duluth, MN
Chippewa Valley Rgnl	Eau Claire, WI	Dupage	Chicago/West Chicago, IL
Columbia Rgnl	Columbia, MO	Ely Muni	Ely, MN
Converse County	Douglas, WY	Enid Woodring Rgnl	Enid, OK
Crystal	Minneapolis, MN	Ephraim-Gibraltar	Ephraim, WI
Decatur	Decatur, IL	Faribault Muni	Faribault, MN
Des Moines Intl	Des Moines, IA	Flying Cloud	Minneapolis, MN
Detroit Lakes	Detroit Lakes, MN	Fremont Muni	Fremont, NE
Dodge Center	Dodge Center, MN	General Downing - Peoria Intl	Peoria, IL
Dodge City Rgnl	Dodge City, KS	Gerald R. Ford Intl	Grand Rapids, MI
Dodge County	Juneau, WI	Glenwood Muni	Glenwood, MN
Downtown	Springfield, MO	Grand Forks Intl	Grand Forks, ND
Duluth Intl	Duluth, MN	Grand Rapids	Grand Rapids, MN
Fairbury Muni	Fairbury, NE	Granite Falls Muni	Granite Falls, MN
Flying Cloud	Minneapolis, MN	Greater Rochester Intl	Rochester, NY
Fremont Muni	Fremont, NE	Hector Intl	Fargo, ND
Gerald R. Ford Intl	Grand Rapids, MI	Hopkinsville County	Hopkinsville, KY
Grand Forks Intl	Grand Forks, ND	Hutchinson Muni	Hutchinson, KS
Grand Haven Memorial Airpark	Grand Haven, MI	James M Cox Dayton Intl	Dayton, OH
Granite Falls Muni	Granite Falls, MN	Jamestown Rgnl	Jamestown, ND
Great Bend Muni	Great Bend, KS	Joe Foss Field	Sioux Falls, SD
Greeley-Weld County	Greeley, CO	Joplin Rgnl	Joplin, MO
Hamry Field	Kindred, ND	Knoxville Muni	Knoxville, IA



**Windom Municipal Airport  
Runway Length Analysis**

**TABLE 1-1  
WINDOM MUNICIPAL AIRPORT  
ORIGIN AND DESTINATION AIRPORTS AND CITIES SERVED**

<b>Origin Name</b>	<b>Origin City</b>	<b>Destination Name</b>	<b>Destination City</b>
Hector Intl	Fargo, ND	La Junta Muni	La Junta, CO
Henderson Executive	Las Vegas, NV	Lamoni Muni	Lamoni, IA
Jamestown Rgnl	Jamestown, ND	Lansing Muni	Chicago, IL
Joe Foss Field	Sioux Falls, SD	Lawrence Muni	Lawrence, KS
Joplin Rgnl	Joplin, MO	Mankato Rgnl	Mankato, MN
Knoxville Muni	Knoxville, IA	Marshalltown Muni	Marshalltown, IA
Lansing Muni	Chicago, IL	Mayo Clinic - Saint Mary's Hospital	Rochester, MN
Lima Allen County	Lima, OH	Mc Kennan Hospital	Sioux Falls, SD
Litchfield Muni	Litchfield, IL	Middleton Muni - Morey Field	Middleton, WI
Mankato Rgnl	Mankato, MN	Millard	Omaha, NE
Marshalltown Muni	Marshalltown, IA	Minneapolis/St Paul Intl	Minneapolis, MN
Mc Kellar-Sipes Rgnl	Jackson, TN	Montevideo Co	Montevideo, MN
Middleton Muni - Morey Field	Middleton, WI	Moorhead Muni	Moorhead, MN
Millard	Omaha, NE	Mora Muni	Mora, MN
Minneapolis/St Paul Intl	Minneapolis, MN	Moultrie Muni	Moultrie, GA
Moorhead Muni	Moorhead, MN	Norfolk Rgnl/Karl Stefan Memorial Fld	Norfolk, NE
Muskegon County	Muskegon, MI	Northeast Iowa Rgnl	Charles City, IA
Northeast Iowa Rgnl	Charles City, IA	Oakland/Troy	Troy, MI
Oakland/Troy	Troy, MI	Olivia Rgnl	Olivia, MN
Olivia Rgnl	Olivia, MN	Osceola Muni	Osceola, IA
Osceola Muni	Osceola, IA	Paynesville Muni	Paynesville, MN
Owatonna Degner Rgnl	Owatonna, MN	Pierre Rgnl	Pierre, SD
Paynesville Muni	Paynesville, MN	Prairie Du Chien Muni	Prairie Du Chien, WI
Pella Muni	Pella, IA	Princeton Muni	Princeton, MN
Perham Muni	Perham, MN	Redwood Falls Muni	Redwood Falls, MN
Pierre Rgnl	Pierre, SD	Rice Lake Rgnl	Rice Lake, WI
Pittsburgh Intl	Pittsburgh, PA	Rochester Intl	Rochester, MN
Princeton Muni	Princeton, MN	Sedalia Rgnl	Sedalia, MO
Redwood Falls Muni	Redwood Falls, MN	Sidney Muni	Sidney, OH
Rice Lake Rgnl	Rice Lake, WI	Sidney Municipal	Sidney, NE
Rochester Intl	Rochester, MN	Sioux Gateway	Sioux City, IA
Rugby Muni	Rugby, ND	So St Paul Municipal	South St Paul, MN
Sidney Municipal	Sidney, NE	South Bend Intl	South Bend, IN
Sidney-Richland Muni	Sidney, MT	Spirit of St Louis	St Louis, MO
Sioux Gateway	Sioux City, IA	Springfield	Springfield, MO
So St Paul Municipal	South St Paul, MN	St Cloud Rgnl	St Cloud, MN
Spencer Muni	Spencer, IA	St Paul Holman Fld	St Paul, MN
Spirit of St Louis	St Louis, MO	Sterling Muni	Sterling, CO



**Windom Municipal Airport  
Runway Length Analysis**

**TABLE 1-1  
WINDOM MUNICIPAL AIRPORT  
ORIGIN AND DESTINATION AIRPORTS AND CITIES SERVED**

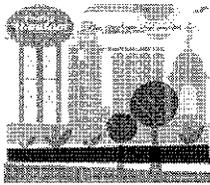
Origin Name	Origin City	Destination Name	Destination City
Springfield	Springfield, MO	Tekamah Muni	Tekamah, NE
St Cloud Rgnl	St Cloud, MN	Tower Muni	Tower, MN
St Paul Holman Fld	St Paul, MN	Trenton Muni	Trenton, MO
Sterling Muni	Sterling, CO	W Georgia Regional	Carrollton, GA
SW Minnesota Rgnl	Marshall, MN	Wausau Downtown	Wausau, WI
Tekamah Muni	Tekamah, NE	Windom Muni	Windom, MN
The Eastern Iowa	Cedar Rapids, IA	Worthington Muni	Worthington, MN
Torrington Muni	Torrington, WY		
Tower Muni	Tower, MN		
Trenton Muni	Trenton, MO		
Tri-County Rgnl	Lone Rock, WI		
Vermillion Regional	Danville, IL		
Volk Field	Camp Douglas, WI		
Watford City Muni	Watford City, ND		
Wausau Downtown	Wausau, WI		
Willmar Municipal	Willmar, MN		
Windom Muni	Windom, MN		
Winterset Muni	Winterset, IA		
Worthington Muni	Worthington, MN		

*Sources: February 2012-February 2015 Flight Aware Database for Windom Municipal Airport, February 2015, and TKDA*

The majority of current operations occur within a 500 nautical mile range of MWM. However, based upon information provided by current users of the airport, plans are in place to expand or upgrade current corporate fleets to allow for monthly non-stop, long range travel to cities such as Seattle, Washington (1154 nm); Orlando, Florida (1135 nm); Las Vegas, Nevada (1031 nm); Teterboro, New Jersey (930 nm); etc. Thus, as part of this runway length analysis, various load factors and ranges were evaluated associated with the current and future critical aircraft operations.

**1.2 Historical and Forecast Operational and Critical Aircraft Demand**

Forecasts of aeronautical activity demand at MWM are a key element in the airport planning process. Typically, an FAA approved forecast is utilized to identify the airfield infrastructure and facility requirements necessary to adequately serve the community's current and future aviation needs. Instrument flight data including aircraft model, owner, and origin and destination traffic was obtained from FlightAware for the period of February 2012 through February 2015. In addition, electronic surveys and discussions with existing and potential users of the airport were also performed, which revealed interest in basing aircraft at MWM as well as expanded use of the facility if several airfield improvements were made (e.g. longer runway, parallel taxiway, instrument approach, crosswind runway, etc.) As a result, this information was used to determine the historical and forecast fleet mix demand as well as determine the existing and future critical aircraft or family of aircraft.



**Windom Municipal Airport  
Runway Length Analysis**

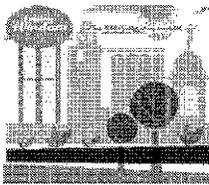
The critical aircraft is defined as the aircraft or family of aircraft with the highest approach to landing speed and largest wingspan that will perform 500 or more itinerant operations a year or is currently or likely to be based at the Airport. In some cases, the critical aircraft may consist of two aircraft: one aircraft establishes the design criteria associated with largest wingspan and another establishes the design criteria associated with highest approach speed. Utilizing tenant survey data and FlightAware data, the following historical percentages of operations by ARC code was determined as illustrated in Table 1-2.

<b>ARC Code</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015*</b>
A-I	73%	55%	46%	32%
B-I	3%	3%	5%	0%
B-II	22%	41%	47%	64%
Rotorcraft	2%	1%	3%	5%

*Notes: \*2015 includes only January and February data*  
*Sources: FlightAware February 2012 through February 2015, Airport User Survey Data, and TKDA, 2015*

Applying the aircraft operational percentages to the historical operations at MWM for the years 2013 through 2014, a breakdown of operational demand by aircraft was determined. This information was further validated by user survey data which revealed significant use of MWM for corporate and emergency medical operations.

<b>Aircraft</b>	<b>ARC</b>	<b>2013</b>	<b>2014</b>
<b>Single Engine Piston</b>			
Cirrus SR22	A-I	1,239	111
PA 46-350P (Malibu Mirage)	A-I	1,734	-
PA-32-300 (Cherokee)	A-I	165	334
PA-24-250	A-I	41	-
PA-28RT-201T	A-I	-	1,671
Piper PA-28RT	A-I	661	-
Maule M-7-260	A-I	41	-
Mooney 20J	A-I	-	56
Lancair 320	A-I	83	-
Cessna 210N	A-I	83	167
Cessna 172	A-I	-	56
Cessna 177	A-I	165	501
Cessna 182	A-I	41	111
Beech A36	A-I	83	446
Beech F33A	A-I	-	279

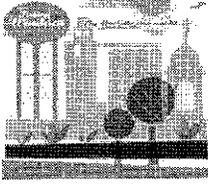


**Windom Municipal Airport  
Runway Length Analysis**

<b>Aircraft</b>	<b>ARC</b>	<b>2013</b>	<b>2014</b>
Beech J35	A-I	165	-
BLK*	A-I	-	56
	<b>SUBTOTAL</b>	<b>4,501</b>	<b>4,011</b>
<b>Multi-Engine Piston</b>			
PA-34T Seneca	A-I	41	-
PA 30 Comanche	A-I	41	-
Cessna 340A	B-I	-	111
Cessna 404	B-I	-	56
PA-31-325	B-I	-	223
Cessna 421A	B-I	83	-
Cessna 414A	B-I	83	-
	<b>SUBTOTAL</b>	<b>248</b>	<b>390</b>
<b>Turboprop</b>			
Cessna 425 Corsair	B-I	83	-
<b>Beech C90A (MnDOT)</b>	B-II	289	-
<b>Beech 200C Super King Air</b>	<b>B-II</b>	<b>3,138</b>	<b>3,899</b>
	<b>SUBTOTAL</b>	<b>3,510</b>	<b>3,899</b>
<b>Rotorcraft</b>			
	<b>N/A</b>	<b>41</b>	<b>223</b>
	<b>TOTAL OPERATIONS</b>	<b>8,300</b>	<b>8,300</b>
<i>Notes: *BLK designates aircraft blocked from being reported to FlightAware. Assumed that BLK aircraft were small A-I Single Engine Piston aircraft.</i>			
<i>Sources: Terminal Area Forecast data, 2014-2034, FAA 5010 Airport Master Record, September 2014, FlightAware Data for MWM, February 2012-February 2015, and TKDA 2015.</i>			

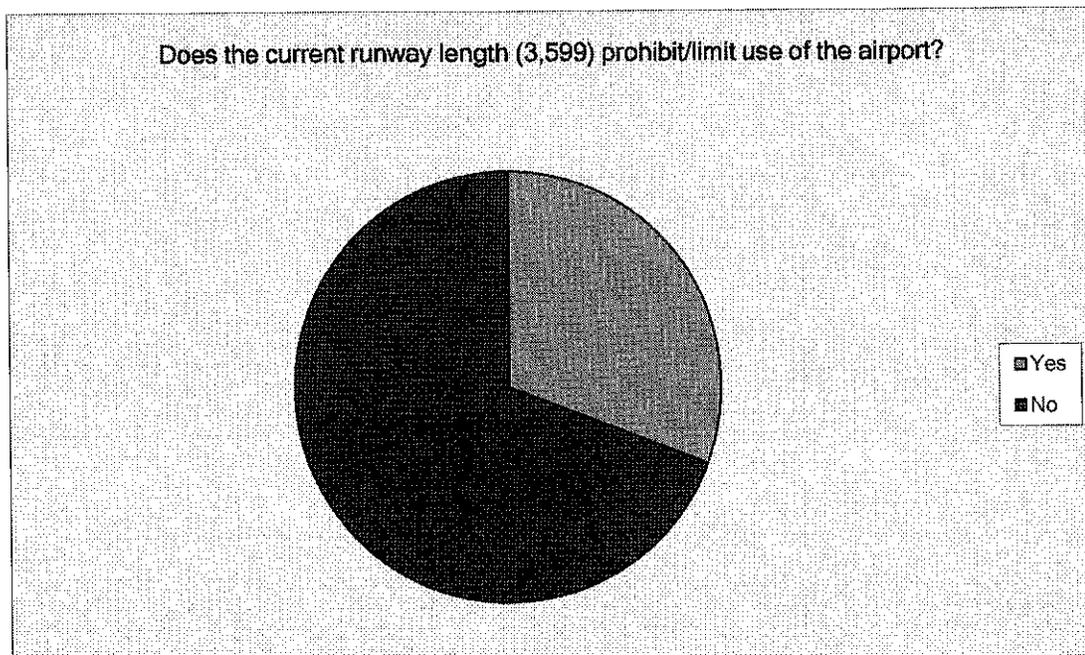
ARC B-II aircraft operations will continue to increase based upon discussions with current users, and existing and planned business growth. The majority of B-II operations are associated with the Beech Super King Air 200C. This aircraft is currently used by several organizations/businesses including: Mainstream Holdings (Big Game/Antair LLC), Sanford Medical Center, Careflight, Touch and Go Aviation LLC, and Prairie Ventures Aviation LLC. Further, other operators, including Sanford USD Medical Center, Avera Hospital, and North Memorial Healthcare, would regularly use the Airport if the runway was extended.

According to airport management, in addition to existing and potential user data obtained as part of this study, the current runway length hampers operations often requiring users to take a reduced payload and/or diverting to other nearby airports including Worthington Municipal (OTG) or Fairmont Municipal (FRM) airports. Even MnDOT, which has a regional office in Windom and operates a Beech King Air C90, regularly use OTG and FRM due to balanced field length concerns at MWM. Further, as a result of data obtained via surveys, discussions and data provided by the City, and the Windom Economic Development Authority, several existing operators are looking to either upgrade and/or add to their existing fleet while several national businesses with operations in



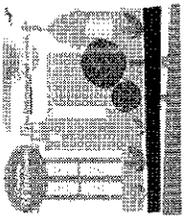
## Windom Municipal Airport Runway Length Analysis

the region have expressed interest in using the Airport if adequate facilities were made available. Based upon the survey results and discussions with potential users, approximately 40 percent stated the current runway length prohibits or limits use of the airport, as illustrated in Figure 1-1. Table 1-4 summarizes the survey results and discussions with existing and potential users related to existing and future operations.



Source: Windom Municipal Airport Runway Length Survey Data (February 2015-March 2015), SurveyMonkey and TKDA 2015

**FIGURE 1-1**  
**WINDOM MUNICIPAL AIRPORT**  
**RUNWAY LENGTH SURVEY RESULTS**



**Windom Municipal Airport  
Runway Length Analysis**

**TABLE 1-4  
WINDOM MUNICIPAL AIRPORT  
USER DEMAND**

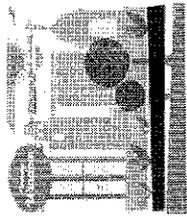
Users	Company	Current Aircraft	Based at MWM	Interested in Basing Aircraft at MWM	Issues with existing Airfield	Plans to change or upgrade fleet in next 2-3 years	Proposed New Fleet
<b>Existing Airport Users</b>							
Wendell Klassen	KGW Enterprises	Piper Cherokee 140	Yes	N/A	Operations hampered in the Summer and Winter. Requests 4,000 foot runway	Yes	Piper Warrior
Todd K. Quiring	Mainstream Holdings	Beech 200C Super King Air	No	Yes	Not confident can get aircraft in and out of airport for each mission. Depending on the weather, the short runway makes pilots uneasy. Must currently reduce passenger and fuel load to operate. Looking to add two jets to current fleet. If runway longer, would base aircraft at MWM	Yes	Beech 200C, Cessna Citation Mustang and C14
Kevin and Brenda Jackson		PA-28-151	Yes	N/A	Must use smaller aircraft due to runway length. Operations impacted year round. Would also like PAPIs added	Maybe	Not unless longer runway
Orvil Klassen		Champion Citabria	Yes	N/A	No issue with currently runway length	No	N/A
North Memorial Medical Center		A109G Rotorcraft	No	N/A	Would also use Beechcraft Super King Air if runway was longer	No	N/A
Careflight		Beech 200C Super King Air	No	N/A	Must operate with reduced fuel load; 4,000 foot runway requested	No	N/A



**Windom Municipal Airport  
Runway Length Analysis**

**TABLE 1-4  
WINDOM MUNICIPAL AIRPORT  
USER DEMAND**

Users	Company	Current Aircraft	Based at MWM	Interested in Basing Aircraft at MWM	Issues with existing Airfield	Plans to change or upgrade fleet in next 2-3 years	Proposed New Fleet
Jeremy Freesemann	Sanford AirMed	Beech 200C Super King Air	No	Base Aircraft in Sioux Falls and make unscheduled air ambulance flights in and out of Windom	Aircraft load is limited – reduce fuel load during summer months. Depending upon time of year, must use alternate airport with longer runway. Request 4,000 foot runway	N/A	N/A
MnDOT		Beech C90 FW ME TP (King Air)	No	N/A	Use alternate airport due to limited runway length	No	N/A
MnDOT		Beech A36 FW SE (Bonanza)	No	N/A	Use depends on how comfortable pilot is landing on shorter runway based upon weather conditions	No	N/A
Donald Soleta		Cessna 177	No	No, Windom home town but live in Rollo MO	Operations hampered in the winter. Would like a longer runway (4,500 - 5,000 feet)	Maybe	Not unless longer runway
Travis Johnson	N9131XLLC	Piper Malibu Mirage	No	Possibly, if facilities available	Runway too short; must use reduced fuel load. Operations hampered in the summer months. Need 4,000 foot runway	No	N/A
Cameron Johnson	Integrity Aviation	Beech King Air 200C and Piper PA-32-300	No	Possibly, if facilities are available	Must use smaller aircraft; reduce stage length, and overall load. Operations hampered in both summer and winter. Request 5,000 foot runway and instrument approaches.	Yes	Cessna Citation Mustang & Cessna C12+
Gregory Crow		Zenith Zodiac 601HDS	Yes	N/A	Operations hampered in the Winter. Would like runway length 4,000 feet	Yes	Piper 180 and Cessna 177

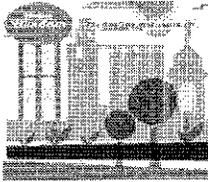


**Windom Municipal Airport  
Runway Length Analysis**

**TABLE 1-4  
WINDOM MUNICIPAL AIRPORT  
USER DEMAND**

Users	Company	Current Aircraft	Based at MWM	Interested in Basing Aircraft at MWM	Issues with existing Airfield	Plans to change or upgrade fleet in next 2-3 years	Proposed New Fleet
Ben Olsem	Olsem Aerial Application Services LLC	Piper Pawnee 4728Y	No	Yes	Not enough hangar space, and current pavement tears up tires	Yes	Grumman Ag CAT and Turbine Grumman AG CAT
Brent Bartsch	Fox-1 Drafting & Design	PA-24 & PA-30	No	No, home base is FBL	Would like parallel taxiway and longer runway. Need 5,000 foot runway to accommodate future operations. Also, crosswind runway requested.	Yes	Piper Meridian and TBM 900
<b>Potential Airport Users</b>							
AGCO Corporation		Challenger 600	No	Based at PKD (Georgia Corporate Headquarters)	Current runway length inadequate, so use Worthington Airport	No	N/A
The Toro Corporation		Did not provide	No	Possibly	Runway length does not support jet operations. Would need to extend to consider using airport	N/A	N/A
Sanford USD Medical Center		Beech 200C/Rotorcraft	No	No	Concerns regarding runway length especially in summer and winter	N/A	N/A
Avera Hospital		Beech 200C/Rotorcraft	No	No	Concerns regarding runway length especially in summer and winter	N/A	N/A
Mario Massa	Legacy Aviation	Smaller Aircraft	No	Possibly	Must use smaller aircraft; Need runway length of 4,000 feet	N/A	N/A

Sources: Airport Surveys, January 2015-March 2015, conference calls, information provided by City staff, FlightAware data, and TKDA 2015

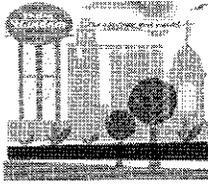


## Windom Municipal Airport Runway Length Analysis

As illustrated in Table 1-4, several current airport users plan to either upgrade or expand their current corporate fleet to support long range operations to major cities on the East and West Coasts. As a result, the average maximum range including IFR National Business Aviation Association recommended reserve fuel requirements would increase from 600 nautical miles to 1200 nautical miles. As noted, several existing operators plan to either expand their current fleet or upgrade their fleet to better serve current and future demand. According to discussions with these tenants, the following operational changes are anticipated during the next two to five years:

- Mainstream Holdings (Antair LLC and Big Game) intend to purchase a Cessna Citation Mustang and Citation Jet 4 to support continued growth. Anticipated operations associated with the new aircraft are 50 to 75 additional missions per month.
- Integrity Aviation LLC plans to upgrade its current fleet which consists of the Beech 200C and Piper PA-32-300 to a Cessna Citation Mustang and Cessna CJ2+ (525). Monthly operations conservatively are expected to increase from an average of 3 to an average of 5 per month.
- Fox-1 Drafting and Design also plans to upgrade its current fleet from a Piper PA-24 and PA-30 to a Piper Meridian and TBM 900. Operations have steadily increased from 15 average monthly operations in 2013 to 20 monthly operations in 2014. It is anticipated that operations will continue to steadily grow with the change in fleet.
- KGW Enterprises also plans to upgrade its aircraft from a Piper Cherokee to a Piper Warrior. Operations have remained on average at 4 operations per month. As result, these operations will be applied to the new aircraft fleet.

According to the FAA Aerospace Forecasts, 2015-2035, negative growth in the single engine and multi-engine piston market is anticipated whereas positive growth is forecast for the turbine fixed wing and rotorcraft markets. These national market trends, based upon historical operations and discussions with users, seem to apply to MWM operations. Therefore, national growth rates associated with single and multi-engine piston operations as well as turbine and rotorcraft operations were applied to historical and anticipated changes to the MWM fleet mix in an effort to forecast likely operational demand for the next five years as illustrated in Table 1-5 assuming no operational limitations. Although the FAA Terminal Area Forecast shows no growth at MWM during the next 20 years, the predicted 1.59 percent average annual growth rate is in-line with the recent 2012 State Aviation System Plan forecast for the Airport.



**Windom Municipal Airport  
Runway Length Analysis**

**TABLE 1-5  
WINDOM MUNICIPAL AIRPORT  
FLEET MIX OPERATIONAL FORECAST**

Aircraft	ARC	Base Year	Estimated Operations (Conservative Operational Forecast)						
		2014	2015	2016	2017	2018	2019	2020	2021
<b>Single Engine Piston</b>									
Cirrus SR22	A-I	111	111	110	109	109	108	107	107
PA-32-300	A-I	334	332	330	328	326	324	322	320
PA-28RT-201T	A-I	1,671	1,661	1,580	1,490	1,401	1,311	1,221	1,113
Mooney 20J	A-I	56	55	55	55	54	54	54	53
Cessna 210N	A-I	167	166	165	164	163	162	161	160
Cessna 172	A-I	56	55	55	55	54	54	54	53
Cessna 177	A-I	501	498	495	492	489	486	483	480
Cessna 182	A-I	111	111	110	109	109	108	107	107
Beech A36	A-I	446	443	440	437	435	432	429	426
Beech F33A	A-I	279	277	275	273	272	270	268	267
BLK*	A-I	56	55	55	55	54	54	54	53
<b>SUBTOTAL</b>		<b>4,011</b>	<b>3,764</b>	<b>3,671</b>	<b>3,568</b>	<b>3,465</b>	<b>3,362</b>	<b>3,260</b>	<b>3,139</b>
<b>Multi-Engine Piston</b>									
Cessna 340A	B-I	111	111	111	110	110	109	109	108
Cessna 404	B-I	56	55	55	55	55	55	54	54
PA-31-325	B-I	223	222	151	60	-	-	-	-
<b>SUBTOTAL</b>		<b>390</b>	<b>388</b>	<b>317</b>	<b>226</b>	<b>165</b>	<b>164</b>	<b>163</b>	<b>162</b>
<b>Turboprop</b>									
Beech 200C	B-II	3,899	3,923	3,946	3,970	3,993	4,017	4,041	4,065
TBM 900	A-I	-	-	70	80	80	81	81	100
Piper Meridian	A-I	-	-	70	90	91	91	92	110
<b>SUBTOTAL</b>		<b>3,899</b>	<b>3,923</b>	<b>4,086</b>	<b>4,140</b>	<b>4,164</b>	<b>4,189</b>	<b>4,214</b>	<b>4,275</b>
<b>Jet</b>									
Cessna Mustang	A-I	-	40	264	288	297	304	312	336
Cessna CJ2+	B-II	-	-	-	24	25	40	60	84
Cessna CJ4	B-II	-	-	360	600	720	900	923	1,000
<b>SUBTOTAL</b>		<b>-</b>	<b>40</b>	<b>624</b>	<b>912</b>	<b>1,041</b>	<b>1,244</b>	<b>1,295</b>	<b>1,420</b>
Rotorcraft	N/A	223	229	236	243	250	258	265	273
<b>TOTAL</b>		<b>8,300</b>	<b>8,344</b>	<b>8,934</b>	<b>9,088</b>	<b>9,085</b>	<b>9,217</b>	<b>9,197</b>	<b>9,270</b>
<b>AAGR 2014-2021</b>	<b>1.59%</b>								

Notes: \*BLK conservatively assumed to be single-engine piston, ARC A-I, aircraft.

Sources: FlightAware Data, Windom Municipal Airport, February 2012-February 2015, Airport User Surveys, Discussions with Local Businesses, Minnesota State Aviation System Plan, and FAA Aerospace Forecasts, 2015-2035

As a result of predicted business jet growth, the future airport design aircraft is anticipated to be the Cessna Citation Jet 4 (CJ4). Thus, runway length requirements to support B-200C (existing design aircraft) and Cessna Citation CJ4 (future design aircraft) operations were evaluated using FAA Advisory Circular 150/5325-4B, Draft AC 150/5325-4C and manufacturer flight planning guides.

## CHAPTER TWO RUNWAY LENGTH EVALUATION ANALYSES

The process used to determine the primary runway length analysis for MWM is outlined in FAA Advisory Circulars 150/5325-4B and Draft 150/5325-4C. The following steps were used to determine the recommended runway lengths for the existing and future critical design aircraft.

- Step #1. Identify the aircraft requiring the longest runway lengths at maximum certificated takeoff weight (MTOW) and maximum landing weight (MLW). Then, identify the list of critical design airplanes that will make regular use of the proposed runway for an established planning period of at least five years. Substantial use is typically defined as at least 500 or more annual itinerant operations.
- Step #2. Determine the **mean daily maximum temperature** of the hottest month of the year, the airport elevation, local prevailing surface wind, runway surface conditions, and slope; as well as the aircraft operational performance considerations including takeoff, landing, accelerated stop distances and obstacle clearance.<sup>1</sup>
- Step #3. Obtain the baseline runway length requirements using the graphs provided within the advisory circulars and aircraft manufacturer aircraft planning guidance.
  - For small (MTOW of 12,500 lbs. or less) propeller-driven aircraft, refer to Chapter 2 of the advisory circular, and
  - For large aircraft and light jets, refer to guidance provided in Chapter 3 of the advisory circular.

MWM is currently equipped with LNAV instrument approaches on either end of Runway 17-35, allowing visibility minimums down to 1-mile for airport design group (ADG) A and B aircraft and 1 and ¼ mile for ADG C aircraft. Thus, MWM is currently designed to B-II design standards with an approach reference code (APRC) of 5000, B/II/5000. Since MWM supports a number of corporate and air taxi operations, according to draft regulatory recommendations outlined in FAA AC 150/5325-4C (Draft) paragraph 106, "aircraft operating during periods of Instrument Meteorological Conditions (IMC) may require a minimum runway length of more than calculated by airplane performance alone. The need for this capability is highest among aircraft used for business, air taxi and cargo purposes."<sup>2</sup> Thus, as part of this analysis, 14 CFR Federal Aviation Regulation (FAR) Part 135, *Commuter and On-Demand Air Taxi Operations*, Part 23, *Commuter Transport Aircraft (Corporate)*, and Part 25, *Transport Category Aircraft*, operating requirements were also applied to replicate current and anticipated demand at MWM during the next five years.

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<sup>1</sup> FAA Advisory Circulars 150/5325-4C (draft) and 150/5300-13A, paragraphs 302(a) and 304(a)

<sup>2</sup> FAA Advisory Circular 150/5325-4C (draft), paragraph 106

## 2.1 Existing Design Aircraft Runway Length Requirements

### Step 1: Identify Critical Aircraft

The current critical aircraft according to historical and current user demand (Tables 1-3 and 1-5) is the Beech Super King Air B-200C, which is a multi-engine turboprop aircraft with a maximum takeoff weight of 12,500 pounds and approach speed of 97.5 knots often used for corporate, emergency medical transport, and limited on-demand air taxi operations. The Beech Super King Air B200C has a maximum occupancy load (including two person crew) of 15.

### Step 2: Airport Factors Impacting Runway Length

According to the 2014 FAA Airport Master Record, the surveyed elevation of MWM is 1410.9 feet / 430.0 meters above mean sea level (MSL). There is a 0.2 percent positive grade slope between the Runway 35 threshold and the Runway 17 threshold, which is an elevation difference of 2.9 feet. The runway surface is concrete and is in good condition.

In reviewing historical climatic data from various approved sources, the hottest month from 1971 through 2014 has generally been July. As illustrated in Table 2-1, the mean maximum temperature recorded by Windom Municipal Airport weather station from 2000 through 2014 was 95 degrees Fahrenheit and mean average temperature for the same period was 85 degrees Fahrenheit. Since several airport users have stated that high temperatures during the summer months impact their operations, runway lengths were evaluated at both the mean maximum temperature and at the mean average temperature.

<b>Year</b>	<b>Maximum Temperature in Degrees Fahrenheit</b>	<b>Mean Average Maximum Temperature in Degrees Fahrenheit</b>
2000	93	84
2001	89	82
2002	96	84
2003	89	80
2004	91	81
2005	93	84
2006	100	90
2007	93	83
2008	91	82
2009	93	84
2010	93	81
2011	93	86
2012	98	86
2013	93	84
2014	89	79
<b>Mean</b>	<b>95</b>	<b>85</b>

*Source: Weather History KMWM (2000-2014),  
[http://www.wunderground.com/history/airport/KMWM/2000/7/21/MonthlyHistory.html?req\\_city=Windom&req\\_state=MN&req\\_statename=&reqdb.zip=56101&reqdb.magic=1&reqdb.wmo=99999](http://www.wunderground.com/history/airport/KMWM/2000/7/21/MonthlyHistory.html?req_city=Windom&req_state=MN&req_statename=&reqdb.zip=56101&reqdb.magic=1&reqdb.wmo=99999) and TKDA 2015*

Lastly, the primary wind direction is from the north northwest with historical monthly average winds for July of 8 miles per hour with gusts of 21 mph.

### Step 3: Runway Balanced Field Length Determination

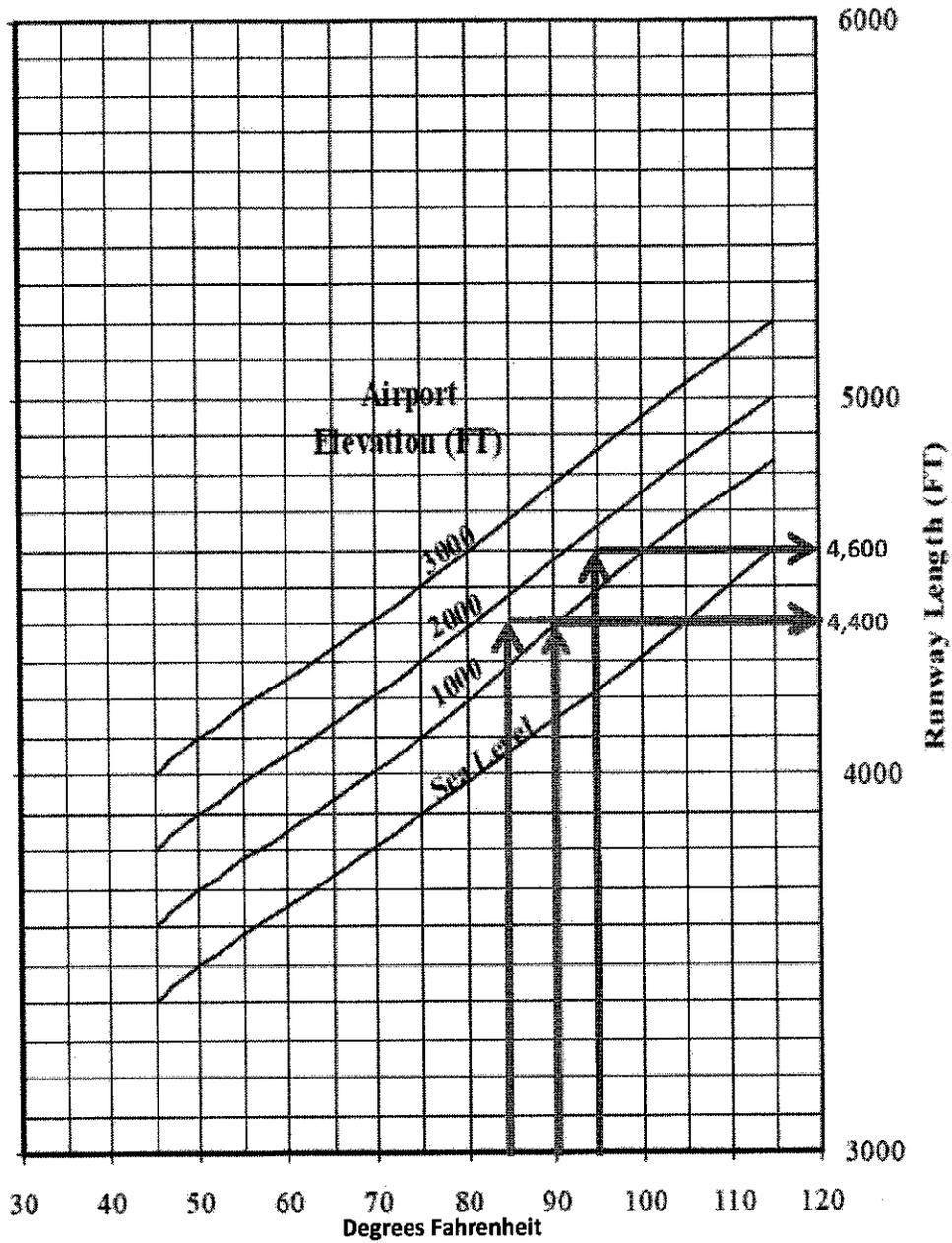
The Beechcraft 200C Super King Air maximum takeoff weight is 12,500, approach speed greater than 50 knots (97.5 knots) and can accommodate 10 or more passengers. Therefore, Figure 2-2 from both FAA AC 150/5325-4B and draft 4C was used to determine the recommended balanced field length based upon temperature and elevation specific to MWM. The Determination of Runway Length for Small Propeller-Drive Airplanes Having 10 or More Passenger Seats (Figure 2-1) includes accelerate-stop distances required for operations conducted under 14 CFR Part 135 and was based upon the following conditions: zero headwind component; maximum certificated takeoff and landing weights; optimum flap settings for the shortest runway length and variable airport elevation and temperature. Note that even though relative humidity and runway elevation change have an impact on runway length, the graphic accounted for these variable factors by increasing the takeoff or landing distance.

Further, since FAR Part 25 safety standards for smaller turboprop and turbojet corporate and airline fleets have become more common to support safe operations, balanced field length data obtained from Hawker Beechcraft for the Beech 200C adjusted for MWM temperature, elevation, and change in runway grade (0.2%) at optimum takeoff flaps and zero headwind or tailwind components was also applied as illustrated in **Figure 2-2**. The requirements used to calculate performance included:

- Decision speed ( $V_1$ ) is faster than engine failure speed ( $V_{ef}$ )
- If continuing to take-off:
  - Rotation speed ( $V_r$ ) must be faster than  $1.05 V_{mcg}$
  - Speed at 35 feet altitude ( $V_2$ ) must be faster than  $1.2 V_s$
  - Speed at 50 feet altitude ( $V_{50}$ ) is considerably faster than  $1.2 V_s$
- If aborting take-off:
  - Brake application may not begin until  $V_1$
  - Throttle chop may not begin until demonstrated pilot brake application
  - No propeller reverse of any type may be utilized to contribute to the stopping distance.<sup>3</sup>

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<sup>3</sup> Beechcraft Super King Air 200/200C Series Equipment Flight Planning Guide and Pilot Operating Handbook, Hawker Beechcraft and Raisebeck Engineering, Document No. 09EA-52-116, FAA Approved April 2009

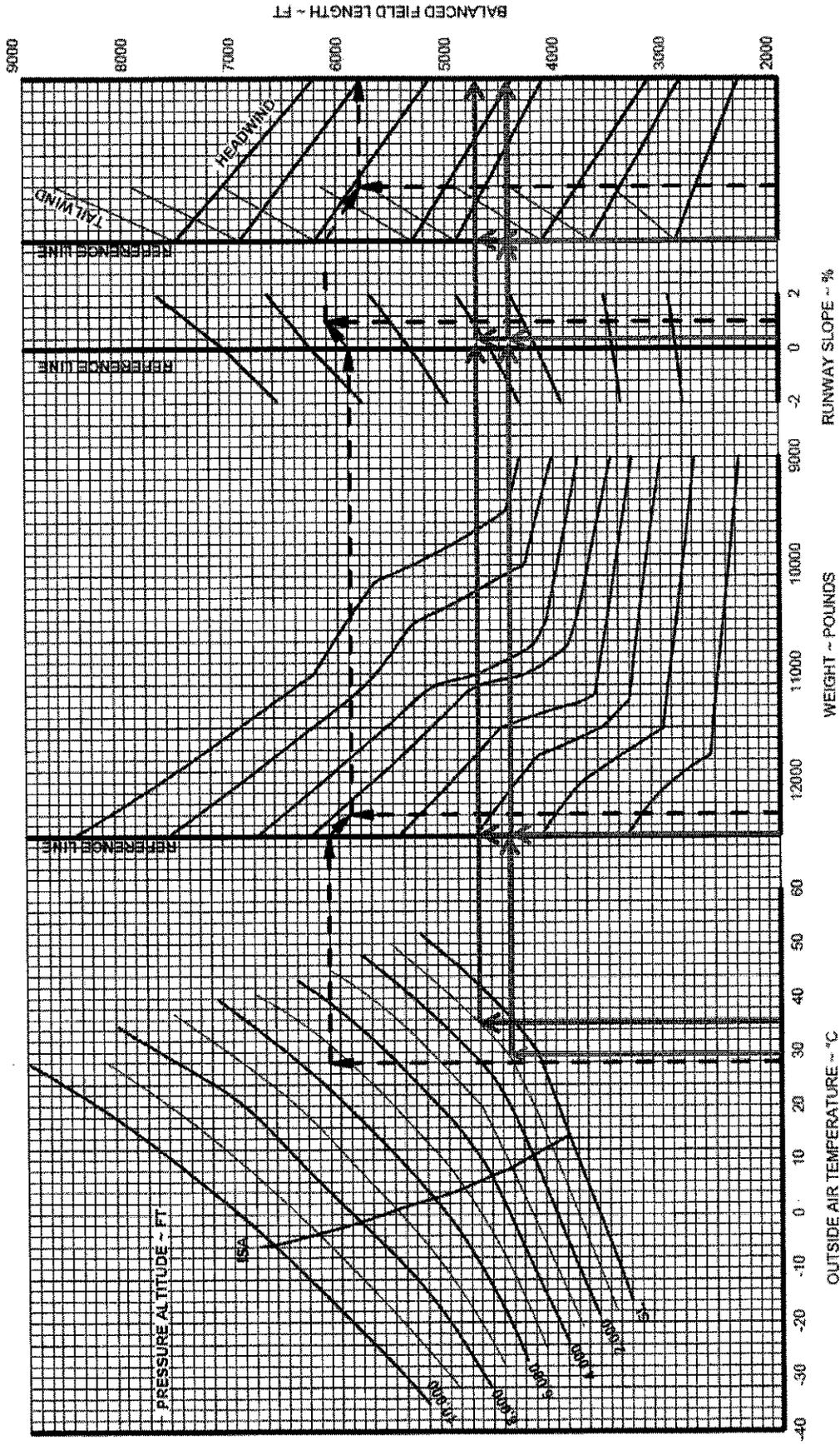


Mean Daily Maximum Temperature of  
 the Hottest Month of the Year

Note: Red Line is Sample from Advisory Circular

FIGURE 2-1

**DETERMINATION OF RUNWAY LENGTH FOR SMALL PROPELLER-DRIVE AIRPLANES HAVING 10 OR MORE PASSENGER SEATS**



**FIGURE 2-2**  
**BEECH 200C FAR PART 25 BALANCED FIELD LENGTH – FLAPS UP**

Thus applying MWM temperature and elevation data, resulted in the following recommended lengths:

<b>TABLE 2-2                      WINDOM MUNICIPAL AIRPORT                      BEECH 200C SUPER KING AIR BALANCED FIELD RUNWAY LENGTH RECOMMENDATIONS</b>		
Airport Elevation	1410.9 feet	
Mean Maximum Average Temperature (July)	95° F/35° C	
Average Mean Temperature (July)	85° F/ 29.4° C	
<b>Runway Length Recommendations</b>		
	<b>MTOW at 95° F</b>	<b>MTOW at 85° F</b>
Figure 2-2 FAA AC 150/5325-4B and 4C	4,600 feet	4,400 feet
Hawker Beechcraft FAR Part 25 Balanced Field Length	4,600 feet	4,400 feet
<i>Sources: FAA Advisory Circulars, Hawker Beechcraft Manufacturer's Data, NOAA and Midwest Regional Climate Center data, and TKDA 2015</i>		

No adjustment was made for wet or contaminated pavement related to landing since already incorporated in the FAR balanced field length calculations.

## 2.2 Forecast Design Aircraft Runway Length Requirements

### Step 1: Identify Critical Aircraft

Based upon discussions with existing and potential users and forecast operations, the Cessna Citation Jet 4 (CJ4) was determined to be the most demanding aircraft that would substantially use (500 operations or greater) MWM within the next five years. However, if the runway is extended to a minimum of 5,000 feet along with other required MnDOT improvements, it is likely that larger corporate jet aircraft (e.g. Challenger 600) may use MWM to a limited extent. Since supporting data was unavailable at this time for any substantial operations beyond those proposed by Mainstream Holdings (Big Game Products/Antair LLC) and the fact that Citation Jets compose a significant percentage of corporate operations nationally, the CJ4 was deemed the most realistic design aircraft for determining runway length requirements at MWM for the near future.

### Step 2: Airport Factors Impacting Runway Length (MTOW Range)

In addition to mean maximum temperature of the hottest month, airport elevation and change in runway elevation, the average aircraft load factor must also be applied to determine the runway length requirements of the Citation Jet 4. Using guidance outlined in Chapter 3 of AC 150/5325-4B, the load factors used to determine the baseline takeoff length requirements are 60 percent and 90 percent as illustrated in Figures 2-3 and 2-4. However, Chapter 3 of the draft AC 150/5325-4C suggests that for federally funded projects the load factor and takeoff weight used to determine runway length requirements "must take into account the length of haul that is flown by airplanes on a regular basis."<sup>4</sup>

<sup>4</sup> FAA AC 150/5325-4C, Paragraph 302(a), July 30, 2013

Therefore, based upon information obtained from existing and potential jet aircraft users, the typical length of hauls including IFR NBAA recommended minimum fuel reserves and maximum passenger and cargo payload were:

- Long-Haul (2000 NM) = 100 percent Load Factor (MTOW)
- Typical Flights to East and West Coasts (~1200 NM) = 94 percent load factor
- Typical Mid/Short Haul Flights (600 NM) = 82 percent load factor

Also depending upon the type of operations, landing length requirements adjusted for FAR operating requirements may actually be longer than takeoff length requirements. Landing length requirements are based upon maximum landing weight, mean maximum temperature, airport elevation, recommended flap settings, runway elevation range and pavement conditions (dry or wet/contaminated). The Cessna CJ4 is certified under Federal Aviation Regulations 14 CFR Part 23, *Commuter Category*, operations. Therefore, takeoff and landing length guidance provided within the Flight Planning Guide were used to determine the recommended balanced field length requirements to support the primary user (Mainstream Holdings) who plans to use the aircraft for corporate use only (FAR Part 23).

**Step 3: Runway Length Determination**

The following design conditions (Table 2-3) and aircraft characteristics data for the CJ4 (Table 2-4) were used to determine runway length requirements based upon the current FAA Advisory Circular 150/5325-4B as well as Draft Advisory Circular 150/5325-4C and manufacturer data.

<b>TABLE 2-3 WINDOM MUNICIPAL AIRPORT DESIGN CONDITIONS</b>	
Aircraft Model	Cessna CJ4
Mean Maximum Temperature of Hottest Month (July) at Airport	95°F
Mean Average Temperature of Hottest Month (July) at Airport	85° F
Airport Elevation	1410.9
Maximum Design Landing Weight	15,500
Maximum Design Takeoff Weight (Long-Haul)	16,950 lbs.
94 Percent Load Factor (1200 NM)	16,000 lbs.
82 Percent Load Factor (600 NM)	14,000 lbs.
Runway Elevation Range	2.9 feet
Wind (Headwind or Tailwind)	0
<i>Sources: Cessna Textron Citation CJ4 Flight Planning Manual, April 2010, FAA Form 5010, September 2014, NOAA Temperature Data, 2000-2014 and TKDA, 2015</i>	

<b>Characteristics</b>	<b>CJ4</b>
Maximum Ramp Weight	17,070 lb.
Maximum Takeoff Weight	16,950 lb.
Maximum Landing Weight	15,500 lb.
Maximum Zero Fuel Weight	12,360 lb.
Maximum Fuel Capacity (6.7 lbs./gal)	58,28lb
Basic Operating Weight (Typically equipped with 2 Crew & Furnishings)	10,242 lb.
Useful Payload and Fuel	6,828 lb.
Maximum Payload	2,118 lb.
Payload with Full Fuel	1,000 lb.
Takeoff Flap Setting	0°
Landing Flap Setting	35°

*Source: Citation CJ4 Flight Planning Guide, April 2010, Cessna Textron Aircraft Corporation*

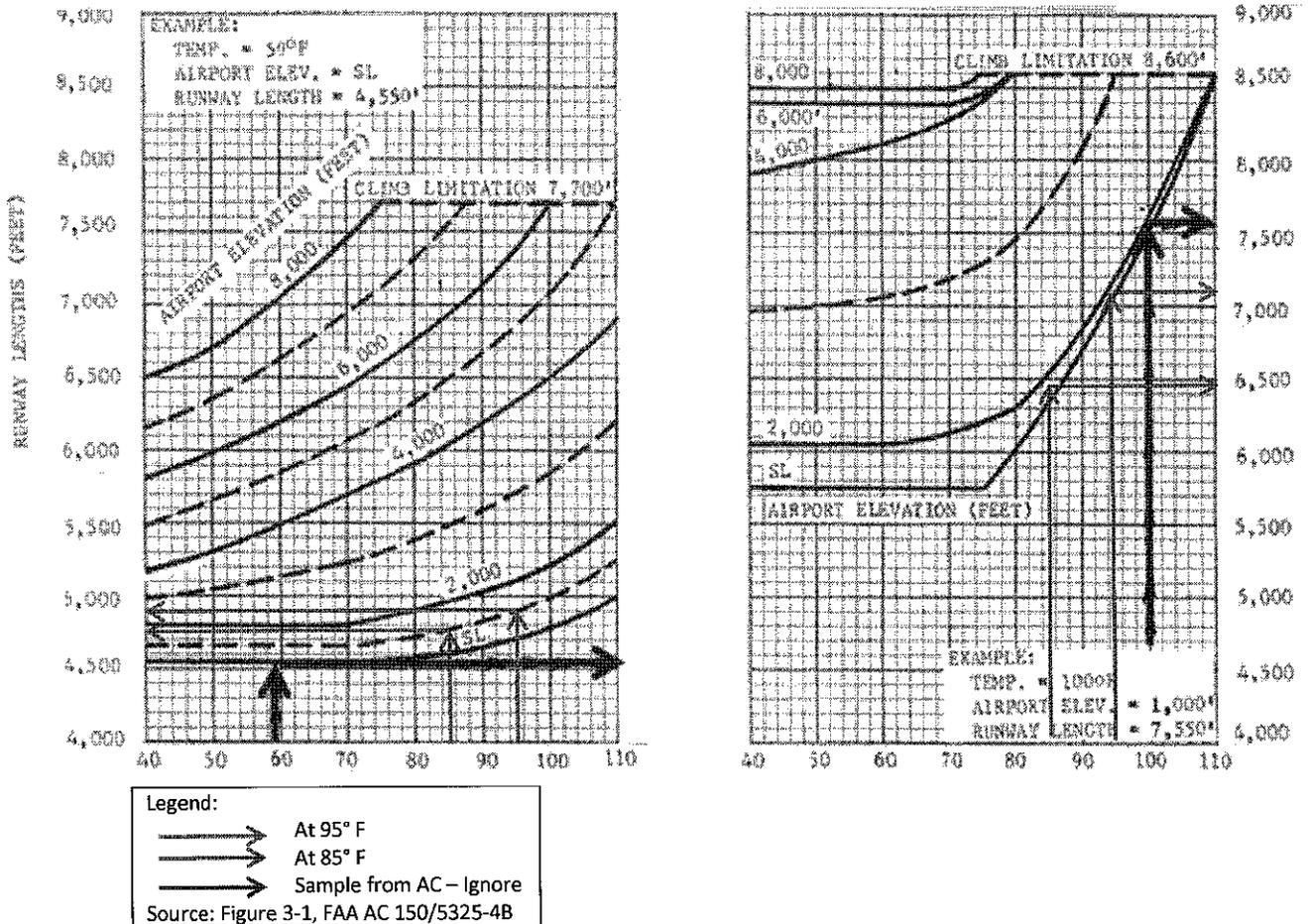
**Recommended Takeoff Length Requirements per AC 150/5325-4B**

According to AC 150/5325-4B, Table 3-1, the Citation Jet 4 is considered one of the aircraft that typically makes up 75 percent of the turbojet-powered business jet fleet associated with greater than 12,500 lbs. maximum takeoff weight. Therefore, the runway length curves based upon 14 Code of Federal Regulations Part 25, *Airworthiness Standards: Transport Category Airplanes*, and Part 91, *General Operating and Flight Rules*, provided from Figure 3-1 (shown in Figure 2-3) for the “60 percent useful load” curves and “90 percent useful load” curves was applied. The preferred useful load factor, 60 or 90 percent, is based upon the haul lengths and the service needs of the critical design aircraft, CJ4.

Since the takeoff design curves shown in Figure 2-3 are based upon no wind, dry surface conditions and zero effective runway gradient, the takeoff lengths determined from the 60 and 90 percent load factor curves were increased 10 feet for each 1 foot elevation difference between the high and low points of the Runway 17-35 centerline. Lastly, calculated runway lengths of 30 feet or greater should round up to the next 100 feet (e.g. 2,430 feet becomes 2500 feet). Table 2-5 denotes Runway 17-35 balanced field takeoff requirements.

	Baseline (Figure 3-1)		Adjusted for Grade Change		Recommended Take-off Runway Length	
	60 percent LF	90 percent LF	60 percent LF	90 percent LF	60 percent LF	90 percent LF
Mean Maximum Temperature (95°F)	4,900	7,100	4,929	7,129	5,000	7,200
Mean Maximum Average Temperature (85° F)	4,750	6,450	4,779	6,479	4,800	6,500

*Sources: Table 3-1 and Figure 3-1, FAA AC 150/5325-4B, NOAA Weather Data, 2000-2014, and TKDA 2015*



**FIGURE 2-3  
FAR PART 25 TAKEOFF FIELD LENGTHS**

***Recommended Landing Length Requirements per AC 150/5325-4B***

Runway landing length requirements are based upon the 60 and 90 percent load factors illustrated in Figure 2-3 adjusted for temperature and airport elevation. Since the CJ4 is a turbojet-powered aircraft, an adjustment for wet and slippery runway surface applies. Typically, a 15 percent adjustment is applied to the 60 and 90 percent runway curves up to 5,500 feet for the 60 percent load factor and 7,000 feet for the 90 percent load factor, whichever is less. No adjustment is required for change in runway grade. Table 2-6 summarizes the recommended landing length requirements to accommodate wet and slippery pavement conditions at MWM.

	Baseline (Figure 3-1)		Adjusted for Wet and Slippery Runway		Recommended Landing Runway Length	
	60 percent LF	90 percent LF	60 percent LF	90 percent LF	60 percent LF	90 percent LF
Mean Maximum Temperature (95°F)	4,900	7,100	5,635	8,165	5,500	7,000
Mean Maximum Average Temperature (85° F)	4,750	6,450	5,463	7,418	5,500	7,000

*Sources: Table 3-1 and Figure 3-1, FAA AC 150/5325-4B, NOAA Weather Data, 2000-2014, and TKDA 2015*

***Recommended Takeoff Length Requirements per AC 150/5325-4C***

The recommended methodology for determining the runway length for large aircraft over 12,500 lbs. and for light jet aircraft is to use manufacturer published aircraft performance charts for individual airplanes. Since the runway length requirements are based upon aircraft performance, takeoff weights should be adjusted to represent the typical haul routes for the design aircraft. For aircraft operations typically used for long-haul routes, the maximum certificated takeoff weight was used. For short-haul routes and for federally funded projects, the likely haul length flown by the critical aircraft on a regular basis was used to determine the takeoff weight and runway length requirements.

As noted in Table 2-3, **Design Conditions**, average haul lengths are likely to range from 600 nautical miles up to 2,000 nautical miles depending upon the payload. For this analysis, the maximum passenger payload of 2,118 lbs. was used and fuel load was adjusted to address likely haul range including required IFR fuel reserves.

The CJ4 Flight Planning Guide provides FAR Part 23 runway lengths for dry pavement over a 35 foot screen height with zero wind, zero takeoff flap setting and zero runway elevation grade change at 1,000 foot airport intervals, takeoff weights ranging from 16,950 (MTOW) to 12,000 lbs., and ambient temperatures ranging from 32° F to 122° F. Since MWM’s airport elevation is 1,411, lengths were interpolated from the data provided to determine the required runway length at MTOW, 16,000 Takeoff Weight (~1200 NM range) and 14,000 Take-Off Weight (~600 NM) at both 95° F (mean maximum temperature) and 86° F. The baseline runway lengths are illustrated in Table 2-7.

Runway lengths were further adjusted to account for the 2.9 foot grade change elevation between Runways 17 and 35, and then rounded to the nearest hundred feet. Table 2-8 shows the runway length requirements for MWM based upon the CJ4 Flight Planning Guide recommendations.

<b>TABLE 2-7 WINDOM MUNICIPAL AIRPORT BASELINE TAKE-OFF LENGTH REQUIREMENTS</b>						
<b>Takeoff Weight (lbs.)</b>	<b>16,950</b>	<b>16,000</b>	<b>15,500</b>	<b>15,000</b>	<b>14,000</b>	<b>13,000</b>
<b>Load Factors</b>	100%	94%	91%	88%	83%	77%
Elevation:	<b>Balanced Field Take-off Lengths (Feet)</b>					
<i>At 95° Fahrenheit (Mean Maximum Temperature of Hottest Month)</i>						
1,000 feet	4,680	4,120	3,850	3,600	3,240	2,990
1,411 feet	4,853	4,293	3,995	3,732	3,330	3,043
2,000 feet	5,100	4,480	4,180	3,900	3,400	3,110
<i>At 86° Fahrenheit</i>						
1,000 feet	4,310	3,630	3,480	3,350	3,090	2,860
1,411 feet	4,466	3,966	3,701	3,510	3,223	2,965
2,000 feet	4,690	4,130	3,860	3,610	3,300	3,030

*Sources: Cessna Textron Citation CJ4 Flight Planning Manual, Take-Off Performance Tables, April 2010, and TKDA 2015*

<b>TABLE 2-8 WINDOM MUNICIPAL AIRPORT ADJUSTED/RECOMMENDED TAKE-OFF LENGTH REQUIREMENTS</b>						
<b>Takeoff Weight (lbs.)</b>	<b>16,950</b>	<b>16,000</b>	<b>15,500</b>	<b>15,000</b>	<b>14,000</b>	<b>13,000</b>
<b>Load Factor</b>	100%	94%	91%	88%	83%	77%
<b>Adjusted Balanced Field Take-Off Lengths (feet)</b>						
<i>At 95° Fahrenheit (Mean Maximum Temperature of Hottest Month)</i>						
Grade Change	4,882	4,322	4,024	3,761	3,359	3,072
Recommended Length	5,000	4,300	4,000	3,800	3,400	3,100
<i>At 86° Fahrenheit</i>						
Grade Change	4,495	3,995	3,730	3,539	3,252	2,994
Recommended Length	4,500	4,000	3,700	3,500	3,300	3,000

*Sources: Cessna Textron Citation CJ4 Flight Planning Manual, Take-Off Performance Tables, April 2010, and TKDA 2015*

**Recommended Landing Length Requirements per AC 150/5325-4C**

Similar to determining the takeoff balanced field length requirements, the advisory circular recommends using the design aircraft flight planning guidance to determine the landing length requirements at maximum landing weight using the recommended flap settings adjusted for airport elevation and temperature. It is recommended the wet and slippery runway length curves be used to determine the recommended landing balanced field length. If wet curves are not provided, increase the adjusted dry curve upward by 15 percent. No adjustment is required to compensate for a non-zero grade change in runway elevation for landing.

The Flight Planning Guide for the CJ4 provides landing lengths at 1000 foot elevation intervals and ambient temperatures between 14° F and 104° F. The balanced field length ranges are based upon a distance 50 feet above the runway, landing flaps at 35°, dry pavement and zero wind. Landing length

requirements for the airport elevation and mean maximum and mean average temperatures were interpolated from data provided in the Flight Planning Guidebook as shown in Table 2-9.

Elevation	86° F	95° F
1000	2,990	3,060
<b>1411</b>	<b>3,052</b>	<b>3,122</b>
2000	3,140	3,210

*Sources: Cessna Textron Citation CJ4 Flight Planning Manual, Landing Performance Tables, April 2010, and TKDA 2015*

Since only dry pavement lengths were provided, landing lengths were adjusted upward by 15 percent to address wet and slippery pavement conditions and then rounded to the nearest 100 interval as recommended by regulations. Recommended landing balanced field lengths for MWM based upon the CJ4 critical design aircraft are provided in Table 2-10.

Temperature	Wet and Slipper Pavement	Recommended Landing Length
86° F	3,510	3,500
95° F	3,590	3,600

*Sources: Cessna Textron Citation CJ4 Flight Planning Manual, Landing Performance Tables, April 2010, and TKDA 2015*

### 2.3 Proposed Actions

With the continued national growth of turbine aircraft market, especially light and long range jet aircraft use for corporate and air taxi operations, a runway length of 4,400 feet is recommended in the near term to support existing Beech 200C Super King Air operations as well as limited jet operations. Plans should also be initiated to ultimately extend Runway 17-35 to 5,000 to support mid to long-haul corporate jet operations.

A runway length of 5,000 feet or greater would upgrade Windom Municipal Airport from its current designation as an intermediate airport to a Key airport within the State’s aviation system. As a result, several upgrades to the current airport minimum requirements would be triggered including:

- Expansion from 75 to 100 foot runway width
- Construction of full parallel taxiway to primary runway
- Installation of a precision instrument approach
- The installation of precision approach path indicator lights (PAPIs) and medium approach lighting system (MALSR) or other approach lighting system to support visibility minimums less than ½ mile
- Possible upgrade from AWOS to ASOS

- Hangars to support 100 percent of based jet and turboprop aircraft as well as 95 percent of piston aircraft
- 24 hour Fuel Facilities, etc.

In addition, depending upon the mix of aircraft, a crosswind runway may be needed to safely support small, lighter and slower aircraft. Further, since State Road 44/400<sup>th</sup> Street is currently located within the existing approach and runway protection zone to Runway 35, airfield alternatives should consider not only an extension of Runway 17-35 but also options to remove the road from the existing and future runway protection zones. Therefore, it is recommended an airport planning study be initiated in the near future.

## **APPENDIX A: CLIMATOLOGICAL DATA**

<b>MWM WEATHER STATION            JULY/AUGUST (HOTTEST MONTHS) HISTORICAL TEMPERATURE DATA (2000-2014)</b>		
<b>Year</b>	<b>Maximum Temperature            in Degrees Fahrenheit</b>	<b>Mean Average Maximum            Temperature in Degrees            Fahrenheit</b>
2000	93	84
2001	89	82
2002	96	84
2003	89	80
2004	91	81
2005	93	84
2006	100	90
2007	93	83
2008	91	82
2009	93	84
2010	93	81
2011	93	86
2012	98	86
2013	93	84
2014	89	79
<b>Mean</b>	<b>95</b>	<b>85</b>
<i>Weather History KMWM (2000-2014),            (<a href="http://www.wunderground.com/history/airport/KMWM/2000/7/21/MonthlyHistory.html?req_city=Windom&amp;req_state=MN&amp;req_statename=&amp;reqdb.zip=56101&amp;reqdb.magic=1&amp;reqdb.wmo=99999">http://www.wunderground.com/history/airport/KMWM/2000/7/21/MonthlyHistory.html?req_city=Windom&amp;req_state=MN&amp;req_statename=&amp;reqdb.zip=56101&amp;reqdb.magic=1&amp;reqdb.wmo=99999</a>) and TKDA 2015</i>		

**TEMPERATURE SUMMARY**

**STATION: 219033 WINDOM, MN**

Source: *Midwestern Regional Climate Center*

**1971-2000 NCDC Normals**

Element	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	ANN
<b>Max °F</b>	21.7	28.5	40.1	55.7	70.2	79.6	83.2	80.5	72.1	59.4	39.7	25.7	54.7
<b>Min °F</b>	3.8	10.5	22.5	33.8	46.0	56.1	60.6	57.9	48.2	36.2	22.5	9.4	34.0
<b>Mean °F</b>	12.8	19.5	31.3	44.8	58.1	67.9	71.9	69.2	60.2	47.8	31.1	17.6	44.4
<b>HDD base 65</b>	1620	1274	1045	610	262	52	20	39	191	534	1017	1470	8134
<b>CDD base 65</b>	0	0	0	3	48	138	234	169	45	1	0	0	638

**TEMPERATURE EXTREMES**

**PERIOD OF RECORD: 1905-2001**

Source: *Midwestern Regional Climate Center*

Month	High Mean°F	Year	Low Mean°F	Year	1-Day Max°F	Date	1-Day Min°F	Date
<b>JAN</b>	26.0	1990	1.6	1979	65	01-24-1981	-36	01-07-1988
<b>FEB</b>	34.0	1954	7.2	1979	66	02-14-1954	-32	02-02-1917
<b>MAR</b>	45.8	1910	17.0	1960	84	03-30-1968	-25	03-01-1962
<b>APR</b>	54.6	1915	38.0	1950	94	04-28-1910	6	04-03-1975
<b>MAY</b>	67.4	1977	49.5	1907	98	05-25-1967	20	05-03-1967
<b>JUN</b>	75.1	1988	60.7	1993	103	06-22-1988	30	06-09-1915
<b>JUL</b>	78.2	1955	63.5	1992	103	07-09-1976	41	07-03-1917
<b>AUG</b>	76.2	1959	63.2	1992	105	08-01-1988	30	08-20-1908
<b>SEP</b>	69.4	1998	54.1	1965	100	09-06-1976	18	09-22-1913
<b>OCT</b>	59.5	1963	38.9	1917	91	10-02-1953	6	10-21-1913
<b>NOV</b>	45.3	2001	21.7	1985	80	11-14-1999	-17	11-28-1952
<b>DEC</b>	29.4	1965	1.9	1983	64	12-02-1998	-30	12-26-1914
<b>Annual</b>	50.3	1965	38.5	1963	105	08-01-1988	-36	01-07-1988
<b>Winter</b>	25.4	1987	7.8	1979	66	02-14-1954	-36	01-07-1988
<b>Spring</b>	52.9	1977	38.8	1950	98	05-25-1967	-25	03-01-1962
<b>Summer</b>	74.5	1988	63.8	1992	105	08-01-1988	30	06-09-1915
<b>Fall</b>	54.2	1963	42.0	1985	100	09-06-1976	-17	11-28-1952

## **APPENDIX B: USER SURVEYS AND DATA**

# Windom Municipal Airport User Survey

#1



**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Monday, February 23, 2015 2:00:21 PM  
**Last Modified:** Monday, February 23, 2015 2:05:31 PM  
**Time Spent:** 00:05:10  
**IP Address:** 173.226.60.130

## PAGE 1: Windom Airport User Survey - Runway Length Requirements

**Q1: Please add contact information so we may be able to correlate your responses to future airport development.**

Name	Simon Schmitz
Company	TKDA
Address	444 Cedar Street
City / Town	St. Paul
State / Province	MN
ZIP / Postal Code	55101
Email	simon.schmitz@tkda.com

**Q2: Do you or your company currently use the Windom Municipal Airport?**

*Respondent skipped this question*

## PAGE 2

**Q3: Do you currently use more than one type/model of aircraft when flying to or from MWM?** No

**Q4: What type/model of Aircraft, please list all, do you currently use to fly to and/or from MWM? Please provide the following information.**

Aircraft Manufacturer 1	na
Aircraft Model 1	na

**Q5: Do you base your aircraft at MWM?**

No,  
If no, Why I do not own an aircraft.

**Q6: What is primary use of MWM? Please check all that apply.**

Other (please specify) Consultant

Windom Municipal Airport User Survey

**Q7: What are your average monthly and annual operations (landings and takeoffs) associated with MWM?**

2013 Average Monthly Operations	0
2013 Average Annual Operations	0
2014 Average Monthly Operations	0
2014 Average Annual Operations	0

**Q8: What is your busiest month of operations at MWM?** na

**Q9: What are your top three origin airports (city location)?**

Origin Airport 1	na
Origin Airport 2	na
Origin Airport 3	na

**Q10: What are your top three destination airports (city location)?**

Destination Airport 1	na
Destination Airport 2	na
Destination Airport 3	na

**Q11: Do you need to refuel between MWM and your primary destination locations?** No

**Q12: If yes, what airport(s) do you typically stop to purchase fuel?** na

**Q13: What other local/regional airports do you use, and why?** na

PAGE 3

**Q14: Does the current runway length (3,599) prohibit/limit use of the airport?** No

**Q15: Please identify the operational requirements currently being used in order to operate at MWM? Please check all that apply.** Other (please specify) na

PAGE 4

**Q16: On average, how many monthly operations are impacted by the current runway length?**

na

Windom Municipal Airport User Survey

**Q17: When is your aircraft operations most hampered/limited? Please check all that apply.**

Summer,  
Comments none

PAGE 5

**Q18: What runway length would currently meet your needs?**

Other (please specify) na

**Q19: What runway length would accommodate likely future operations?**

Other (please specify) na

PAGE 6: New Aircraft Operations

**Q20: Do you have any intentions in the near future (within next 3 years) of upgrading/changing your current aircraft fleet?**

No

**Q21: If yes, please provide the make and model of the aircraft you are considering (e.g. Cessna T210N)**

Aircraft Make and Model 1

na

**Q22: Do you anticipate more operations at MWM with the new fleet?**

No

**Q23: If yes, what are the likely average monthly operations increase?**

*Respondent skipped this question*

PAGE 7

**Q24: If you upgrade your fleet, do you anticipate that your average stage length will increase?**

No

**Q25: If yes, what airports/cities would you likely use regularly?**

*Respondent skipped this question*

PAGE 8: All Users

**Q26: If the runway was extended, would that increase the number of your annual operations?**

No

Windom Municipal Airport User Survey

**Q27: If the runway was extended, would you consider basing your aircraft at MWM?**

No

**Q28: Please list any other comments or recommendations for improving the utility of Windom Municipal Airport. Thank you for your participation.**

none

## Windom Municipal Airport User Survey

#2



**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Monday, March 02, 2015 3:01:42 PM  
**Last Modified:** Monday, March 02, 2015 3:09:37 PM  
**Time Spent:** 00:07:55  
**IP Address:** 184.94.233.6

### PAGE 1: Windom Airport User Survey - Runway Length Requirements

**Q1: Please add contact information so we may be able to correlate your responses to future airport development.**

Name	Kevin Jackson
Address	2405 Douglas Street
City / Town	Windom
State / Province	MN
ZIP / Postal Code	56101
Email	kevin@countryprideservices.com

**Q2: Do you or your company currently use the Windom Municipal Airport?** No and why I use it

### PAGE 2

**Q3: Do you currently use more than one type/model of aircraft when flying to or from MWM?** *Respondent skipped this question*

**Q4: What type/model of Aircraft, please list all, do you currently use to fly to and/or from MWM? Please provide the following information.** *Respondent skipped this question*

**Q5: Do you base your aircraft at MWM?** *Respondent skipped this question*

**Q6: What is primary use of MWM? Please check all that apply.** *Respondent skipped this question*

**Q7: What are your average monthly and annual operations (landings and takeoffs) associated with MWM?** *Respondent skipped this question*

**Q8: What is your busiest month of operations at MWM?** *Respondent skipped this question*

## Windom Municipal Airport User Survey

<b>Q9: What are your top three origin airports (city location)?</b>	<i>Respondent skipped this question</i>
<b>Q10: What are your top three destination airports (city location)?</b>	<i>Respondent skipped this question</i>
<b>Q11: Do you need to refuel between MWM and your primary destination locations?</b>	<i>Respondent skipped this question</i>
<b>Q12: If yes, what airport(s) do you typically stop to purchase fuel?</b>	<i>Respondent skipped this question</i>
<b>Q13: What other local/regional airports do you use, and why?</b>	<i>Respondent skipped this question</i>

### PAGE 3

<b>Q14: Does the current runway length (3,599) prohibit/limit use of the airport?</b>	Yes
<b>Q15: Please identify the operational requirements currently being used in order to operate at MWM? Please check all that apply.</b>	Smaller aircraft, Other (please specify) On question 3 I'm not sure if it limits the use of the airport

### PAGE 4

<b>Q16: On average, how many monthly operations are impacted by the current runway length?</b>	Not sure
<b>Q17: When is your aircraft operations most hampered/limited? Please check all that apply.</b>	Spring, Summer, Fall, Winter, Comments If it is limited it would be all year

### PAGE 5

<b>Q18: What runway length would currently meet your needs?</b>	3,600 to 4,000
<b>Q19: What runway length would accommodate likely future operations?</b>	3,600 feet to 4,000 feet

Windom Municipal Airport User Survey

PAGE 6: New Aircraft Operations

<b>Q20: Do you have any intentions in the near future (within next 3 years) of upgrading/changing your current aircraft fleet?</b>	No
<b>Q21: If yes, please provide the make and model of the aircraft you are considering (e.g. Cessna T210N)</b>	
Aircraft Make and Model 1	NA
Aircraft Make and Model 2	NA
Aircraft Make and Model 3	NA
<b>Q22: Do you anticipate more operations at MWM with the new fleet?</b>	No
<b>Q23: If yes, what are the likely average monthly operations increase?</b>	NA

PAGE 7

<b>Q24: If you upgrade your fleet, do you anticipate that your average stage length will increase?</b>	No
<b>Q25: If yes, what airports/cities would you likely use regularly?</b>	
Airport/City 1	NA
Airport/City 2	NA
Airport/City 3	NA

PAGE 8: All Users

<b>Q26: If the runway was extended, would that increase the number of your annual operations?</b>	No
<b>Q27: If the runway was extended, would you consider basing your aircraft at MWM?</b>	Currently base aircraft at MWM
<b>Q28: Please list any other comments or recommendations for improving the utility of Windom Municipal Airport. Thank you for your participation.</b>	
Papi Lights	

## Windom Municipal Airport User Survey

#3



**COMPLETE**

**Collector:** Web Link 1 (Web Link)

**Started:** Monday, March 02, 2015 3:08:29 PM

**Last Modified:** Monday, March 02, 2015 3:22:56 PM

**Time Spent:** 00:14:27

**IP Address:** 184.7.32.127

### PAGE 1: Windom Airport User Survey - Runway Length Requirements

**Q1: Please add contact information so we may be able to correlate your responses to future airport development.**

Name	Donald Soleta
Address	17575 Elk Prairie Drive
City / Town	Rolla
State / Province	MO
ZIP / Postal Code	65401
Email	ddsole@netzero.com

**Q2: Do you or your company currently use the Windom Municipal Airport?** Yes

### PAGE 2

**Q3: Do you currently use more than one type/model of aircraft when flying to or from MWM?** No

**Q4: What type/model of Aircraft, please list all, do you currently use to fly to and/or from MWM? Please provide the following information.**

Aircraft Manufacturer 1	Cessna
Aircraft Model 1	177B
Aircraft N-Number 1	N13621

**Q5: Do you base your aircraft at MWM?** No,  
If no, Why  
I live in Rolla, MO. Windom is my home town and I visits several times a year.

**Q6: What is primary use of MWM? Please check all that apply.** Recreational

Windom Municipal Airport User Survey

**Q7: What are your average monthly and annual operations (landings and takeoffs) associated with MWM?**

2013 Average Monthly Operations	2
2013 Average Annual Operations	16
2014 Average Monthly Operations	2
2014 Average Annual Operations	14

**Q8: What is your busiest month of operations at MWM?** August

**Q9: What are your top three origin airports (city location)?**

Origin Airport 1 KVIH

**Q10: What are your top three destination airports (city location)?**

Destination Airport 1 KIW  
Destination Airport 2 KJEF

**Q11: Do you need to refuel between MWM and your primary destination locations?** Yes

**Q12: If yes, what airport(s) do you typically stop to purchase fuel?** I75

**Q13: What other local/regional airports do you use, and why?** KVIH is where I am based

PAGE 3

**Q14: Does the current runway length (3,599) prohibit/limit use of the airport?** No

**Q15: Please identify the operational requirements currently being used in order to operate at MWM? Please check all that apply.** Other (please specify) 100LL fuel, hangar space

PAGE 4

**Q16: On average, how many monthly operations are impacted by the current runway length?**

0

**Q17: When is your aircraft operations most hampered/limited? Please check all that apply.** Winter

Windom Municipal Airport User Survey

PAGE 5

Q18: What runway length would currently meet your needs?	4,500 to 5,000
Q19: What runway length would accommodate likely future operations?	4,500 feet to 5,000 feet

PAGE 6: New Aircraft Operations

Q20: Do you have any intentions in the near future (within next 3 years) of upgrading/changing your current aircraft fleet?	No
Q21: If yes, please provide the make and model of the aircraft you are considering (e.g. Cessna T210N)	
Aircraft Make and Model 1	none
Q22: Do you anticipate more operations at MWM with the new fleet?	No
Q23: If yes, what are the likely average monthly operations increase?	<i>Respondent skipped this question</i>

PAGE 7

Q24: If you upgrade your fleet, do you anticipate that your average stage length will increase?	No
Q25: If yes, what airports/cities would you likely use regularly?	<i>Respondent skipped this question</i>

PAGE 8: All Users

Q26: If the runway was extended, would that increase the number of your annual operations?	No
Q27: If the runway was extended, would you consider basing your aircraft at MWM?	If no, why? I do not live in Windom.

## Windom Municipal Airport User Survey

**Q28: Please list any other comments or recommendations for improving the utility of Windom Municipal Airport. Thank you for your participation.**

*Respondent skipped this question*

## Windom Municipal Airport User Survey

#4



**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Monday, March 02, 2015 4:57:28 PM  
**Last Modified:** Monday, March 02, 2015 5:12:20 PM  
**Time Spent:** 00:14:52  
**IP Address:** 184.94.229.109

### PAGE 1: Windom Airport User Survey - Runway Length Requirements

**Q1: Please add contact information so we may be able to correlate your responses to future airport development.**

Name	Gregory Crow
Address	1220 June Court
City / Town	Windom
State / Province	MN
ZIP / Postal Code	56101
Email	sgtcrow56@gmail.com

**Q2: Do you or your company currently use the Windom Municipal Airport?** Yes

### PAGE 2

**Q3: Do you currently use more than one type/model of aircraft when flying to or from MWM?** No

**Q4: What type/model of Aircraft, please list all, do you currently use to fly to and/or from MWM? Please provide the following information.**

Aircraft Manufacturer 1	Zenith
Aircraft Model 1	Zodiac601HDS
Aircraft N-Number 1	N20GC

**Q5: Do you base your aircraft at MWM?** Yes

**Q6: What is primary use of MWM? Please check all that apply.** Recreational



Windom Municipal Airport User Survey

PAGE 5

Q18: What runway length would currently meet your needs?	3,600 to 4,000
Q19: What runway length would accommodate likely future operations?	3,600 feet to 4,000 feet

PAGE 6: New Aircraft Operations

Q20: Do you have any intentions in the near future (within next 3 years) of upgrading/changing your current aircraft fleet?	Yes
Q21: If yes, please provide the make and model of the aircraft you are considering (e.g. Cessna T210N)	
Aircraft Make and Model 1	cessna 172
Aircraft Make and Model 2	piper 180
Q22: Do you anticipate more operations at MWM with the new fleet?	Yes
Q23: If yes, what are the likely average monthly operations increase?	possibly double

PAGE 7

Q24: If you upgrade your fleet, do you anticipate that your average stage length will increase?	No
Q25: If yes, what airports/cities would you likely use regularly?	<i>Respondent skipped this question</i>

PAGE 8: All Users

Q26: If the runway was extended, would that increase the number of your annual operations?	No
Q27: If the runway was extended, would you consider basing your aircraft at MWM?	Currently base aircraft at MWM

Windom Municipal Airport User Survey

**Q28. Please list any other comments or recommendations for improving the utility of Windom Municipal Airport. Thank you for your participation.**

add a taxiway

## Windom Municipal Airport User Survey

#5



INCOMPLETE

**Collector:** Web Link 1 (Web Link)  
**Started:** Tuesday, March 03, 2015 9:28:05 AM  
**Last Modified:** Tuesday, March 03, 2015 9:33:14 AM  
**Time Spent:** 00:05:09  
**IP Address:** 216.16.73.164

### PAGE 1: Windom Airport User Survey - Runway Length Requirements

**Q1: Please add contact information so we may be able to correlate your responses to future airport development.**

Name	Mario Massa
Company	Legacy Aviation
Address	47010 Great Plains PI
City / Town	Tea
State / Province	SD
ZIP / Postal Code	57064
Email	mjm7496@mac.com

**Q2: Do you or your company currently use the Windom Municipal Airport?**

No and why  
I've never flown to Windom, but ill likely do so in the future.

### PAGE 2

**Q3: Do you currently use more than one type/model of aircraft when flying to or from MWM?**

*Respondent skipped this question*

**Q4: What type/model of Aircraft, please list all, do you currently use to fly to and/or from MWM? Please provide the following information.**

*Respondent skipped this question*

**Q5: Do you base your aircraft at MWM?**

*Respondent skipped this question*

**Q6: What is primary use of MWM? Please check all that apply.**

*Respondent skipped this question*

**Q7: What are your average monthly and annual operations (landings and takeoffs) associated with MWM?**

*Respondent skipped this question*

## Windom Municipal Airport User Survey

<b>Q8: What is your busiest month of operations at MWM?</b>	<i>Respondent skipped this question</i>
<b>Q9: What are your top three origin airports (city location)?</b>	<i>Respondent skipped this question</i>
<b>Q10: What are your top three destination airports (city location)?</b>	<i>Respondent skipped this question</i>
<b>Q11: Do you need to refuel between MWM and your primary destination locations?</b>	<i>Respondent skipped this question</i>
<b>Q12: If yes, what airport(s) do you typically stop to purchase fuel?</b>	<i>Respondent skipped this question</i>
<b>Q13: What other local/regional airports do you use, and why?</b>	<i>Respondent skipped this question</i>

### PAGE 3

<b>Q14: Does the current runway length (3,599) prohibit/limit use of the airport?</b>	No
<b>Q15: Please identify the operational requirements currently being used in order to operate at MWM? Please check all that apply.</b>	Smaller aircraft

### PAGE 4

<b>Q16: On average, how many monthly operations are impacted by the current runway length?</b>	0
<b>Q17: When is your aircraft operations most hampered/limited? Please check all that apply.</b>	Winter, Comments None

### PAGE 5

<b>Q18: What runway length would currently meet your needs?</b>	3,600 to 4,000
<b>Q19: What runway length would accommodate likely future operations?</b>	3,600 feet to 4,000 feet

## Windom Municipal Airport User Survey

### PAGE 6: New Aircraft Operations

<b>Q20: Do you have any intentions in the near future (within next 3 years) of upgrading/changing your current aircraft fleet?</b>	<i>Respondent skipped this question</i>
<b>Q21: If yes, please provide the make and model of the aircraft you are considering (e.g. Cessna T210N)</b>	<i>Respondent skipped this question</i>
<b>Q22: Do you anticipate more operations at MWM with the new fleet?</b>	<i>Respondent skipped this question</i>
<b>Q23: If yes, what are the likely average monthly operations increase?</b>	<i>Respondent skipped this question</i>

### PAGE 7

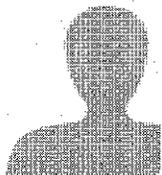
<b>Q24: If you upgrade your fleet, do you anticipate that your average stage length will increase?</b>	<i>Respondent skipped this question</i>
<b>Q25: If yes, what airports/cities would you likely use regularly?</b>	<i>Respondent skipped this question</i>

### PAGE 8: All Users

<b>Q26: If the runway was extended, would that increase the number of your annual operations?</b>	<i>Respondent skipped this question</i>
<b>Q27: If the runway was extended, would you consider basing your aircraft at MWM?</b>	<i>Respondent skipped this question</i>
<b>Q28: Please list any other comments or recommendations for improving the utility of Windom Municipal Airport. Thank you for your participation.</b>	<i>Respondent skipped this question</i>

## Windom Municipal Airport User Survey

#6



**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Tuesday, March 03, 2015 10:52:01 AM  
**Last Modified:** Tuesday, March 03, 2015 10:56:38 AM  
**Time Spent:** 00:04:37  
**IP Address:** 75.144.39.154

### PAGE 1: Windom Airport User Survey - Runway Length Requirements

**Q1: Please add contact information so we may be able to correlate your responses to future airport development.**

Name	Travis Johnson
Company	N9131XLLC
Address	1112 Hwy 55
City / Town	Hastings
State / Province	MN
ZIP / Postal Code	55033
Email	n9131xllc@yahoo.com

**Q2: Do you or your company currently use the Windom Municipal Airport?** Yes

### PAGE 2

**Q3: Do you currently use more than one type/model of aircraft when flying to or from MWM?** No

**Q4: What type/model of Aircraft, please list all, do you currently use to fly to and/or from MWM? Please provide the following information.**

Aircraft Manufacturer 1	Piper
Aircraft Model 1	Malibu
Aircraft N-Number 1	N9131X

**Q5: Do you base your aircraft at MWM?** No

**Q6: What is primary use of MWM? Please check all that apply.** Corporate

Windom Municipal Airport User Survey

**Q7: What are your average monthly and annual operations (landings and takeoffs) associated with MWM?**

2013 Average Monthly Operations	0
2013 Average Annual Operations	2
2014 Average Monthly Operations	0
2014 Average Annual Operations	1

**Q8: What is your busiest month of operations at MWM?** February

**Q9: What are your top three origin airports (city location)?**

Origin Airport 1 South St Paul

**Q10: What are your top three destination airports (city location)?**

Destination Airport 1 Greenville TX

**Q11: Do you need to refuel between MWM and your primary destination locations?** No

**Q12: If yes, what airport(s) do you typically stop to purchase fuel?** *Respondent skipped this question*

**Q13: What other local/regional airports do you use, and why?** Sioux Falls Fairmont Granite Falls Business

PAGE 3

**Q14: Does the current runway length (3,599) prohibit/limit use of the airport?** No

**Q15: Please identify the operational requirements currently being used in order to operate at MWM? Please check all that apply.** Reduced fuel load

PAGE 4

**Q16: On average, how many monthly operations are impacted by the current runway length?**  
0

**Q17: When is your aircraft operations most hampered/limited? Please check all that apply.** Summer

PAGE 5

Windom Municipal Airport User Survey

Q18: What runway length would currently meet your needs?	3,600 to 4,000
Q19: What runway length would accommodate likely future operations?	3,600 feet to 4,000 feet

PAGE 6: New Aircraft Operations

Q20: Do you have any intentions in the near future (within next 3 years) of upgrading/changing your current aircraft fleet?	No
Q21: If yes, please provide the make and model of the aircraft you are considering (e.g. Cessna T210N)	
Aircraft Make and Model 1	none
Q22: Do you anticipate more operations at MWM with the new fleet?	No
Q23: If yes, what are the likely average monthly operations increase?	<i>Respondent skipped this question</i>

PAGE 7

Q24: If you upgrade your fleet, do you anticipate that your average stage length will increase?	No
Q25: If yes, what airports/cities would you likely use regularly?	<i>Respondent skipped this question</i>

PAGE 8: All Users

Q26: If the runway was extended, would that increase the number of your annual operations?	No
Q27: If the runway was extended, would you consider basing your aircraft at MWM?	No
Q28: Please list any other comments or recommendations for improving the utility of Windom Municipal Airport. Thank you for your participation.	<i>Respondent skipped this question</i>

# Windom Municipal Airport User Survey

#7



**INCOMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Tuesday, March 03, 2015 3:07:34 PM  
**Last Modified:** Tuesday, March 03, 2015 3:37:20 PM  
**Time Spent:** 00:29:45  
**IP Address:** 198.74.29.17

## PAGE 1: Windom Airport User Survey - Runway Length Requirements

**Q1: Please add contact information so we may be able to correlate your responses to future airport development.**

Name	Ben Olsem
Company	Olsem Aerial Application Services LLC
Address	34538 County Road 13
City / Town	Westbrook
State / Province	MN
ZIP / Postal Code	56183
Email	oaasllc@gmail.com

**Q2: Do you or your company currently use the Windom Municipal Airport?** Yes

## PAGE 2

**Q3: Do you currently use more than one type/model of aircraft when flying to or from MWM?** No

**Q4: What type/model of Aircraft, please list all, do you currently use to fly to and/or from MWM? Please provide the following information.**

Aircraft Manufacturer 1	Piper
Aircraft Model 1	Pawnee
Aircraft N-Number 1	4728Y

**Q5: Do you base your aircraft at MWM?** No,  
If no, Why Not enough hangar space.

**Q6: What is primary use of MWM? Please check all that apply.** Agricultural

Windom Municipal Airport User Survey

**Q7: What are your average monthly and annual operations (landings and takeoffs) associated with MWM?**

2013 Average Monthly Operations	0
2013 Average Annual Operations	0
2014 Average Monthly Operations	25
2014 Average Annual Operations	300

**Q8: What is your busiest month of operations at MWM?** August

**Q9: What are your top three origin airports (city location)?**

Origin Airport 1	Private
Origin Airport 2	MWM
Origin Airport 3	OTG

**Q10: What are your top three destination airports (city location)?**

Destination Airport 1	Private
Destination Airport 2	MWM
Destination Airport 3	OTG

**Q11: Do you need to refuel between MWM and your primary destination locations?** No

**Q12: If yes, what airport(s) do you typically stop to purchase fuel?** I purchase nearly 100% of my fuel from MWM

**Q13: What other local/regional airports do you use, and why?** OTG, they have enough hangar space.

PAGE 3

**Q14: Does the current runway length (3,599) prohibit/limit use of the airport?** No

**Q15: Please identify the operational requirements currently being used in order to operate at MWM? Please check all that apply.** Smaller aircraft

PAGE 4

**Q16: On average, how many monthly operations are impacted by the current runway length?**

Unsure

Windom Municipal Airport User Survey

**Q17: When is your aircraft operations most hampered/limited? Please check all that apply.**

Spring, Summer, Fall,

Comments

Runway surface tears up my tires fairly fast. Possibly because of the surface type? We do our best to stay off of the MWM airport for that reason since a single days use is very noticeable on tire wear.

PAGE 5

**Q18: What runway length would currently meet your needs?**

3,600 to 4,000

**Q19: What runway length would accommodate likely future operations?**

3,600 feet to 4,000 feet

PAGE 6: New Aircraft Operations

**Q20: Do you have any intentions in the near future (within next 3 years) of upgrading/changing your current aircraft fleet?**

Yes

**Q21: If yes, please provide the make and model of the aircraft you are considering (e.g. Cessna T210N)**

Aircraft Make and Model 1

Grumman Ag Cat

Aircraft Make and Model 2

Turbine Grumman Ag Cat

**Q22: Do you anticipate more operations at MWM with the new fleet?**

Yes

**Q23: If yes, what are the likely average monthly operations increase?**

Varies year to year

PAGE 7

**Q24: If you upgrade your fleet, do you anticipate that your average stage length will increase?**

No

**Q25: If yes, what airports/cities would you likely use regularly?**

*Respondent skipped this question*

PAGE 8: All Users

## Windom Municipal Airport User Survey

**Q26: If the runway was extended, would that increase the number of your annual operations?**

*Respondent skipped this question*

**Q27: If the runway was extended, would you consider basing your aircraft at MWM?**

*Respondent skipped this question*

**Q28: Please list any other comments or recommendations for improving the utility of Windom Municipal Airport. Thank you for your participation.**

*Respondent skipped this question*

# Windom Municipal Airport User Survey

#8



**COMPLETE**

**Collector:** Web Link 1 (Web Link)

**Started:** Wednesday, March 04, 2015 11:21:45 AM

**Last Modified:** Wednesday, March 04, 2015 11:36:17 AM

**Time Spent:** 00:14:31

**IP Address:** 206.208.217.6

## PAGE 1: Windom Airport User Survey - Runway Length Requirements

**Q1: Please add contact information so we may be able to correlate your responses to future airport development.**

Name	Jeremy Freesemann
Company	Sanford AirMed
Address	2 W. Weather Lane
City / Town	Sioux Falls
State / Province	SD
ZIP / Postal Code	57104
Email	jeremy.freesemann@sanfordhealth.org

**Q2: Do you or your company currently use the Windom Municipal Airport?** Yes

## PAGE 2

**Q3: Do you currently use more than one type/model of aircraft when flying to or from MWM?** No

**Q4: What type/model of Aircraft, please list all, do you currently use to fly to and/or from MWM? Please provide the following information.**

Aircraft Manufacturer 1	Beechcraft
Aircraft Model 1	King Air 200

**Q5: Do you base your aircraft at MWM?** No,  
If no, Why  
We are based in Sioux Falls and make unscheduled air ambulance flights into and out of Windom.

**Q6: What is primary use of MWM? Please check all that apply.** Other (please specify) air ambulance

Windom Municipal Airport User Survey

**Q7: What are your average monthly and annual operations (landings and takeoffs) associated with MWM?**

2013 Average Monthly Operations	2
2013 Average Annual Operations	24
2014 Average Monthly Operations	2
2014 Average Annual Operations	24

**Q8: What is your busiest month of operations at MWM?** all approx. the same

**Q9: What are your top three origin airports (city location)?**

Origin Airport 1 Sioux Falls

**Q10: What are your top three destination airports (city location)?**

Destination Airport 1 Rosebud

**Q11: Do you need to refuel between MWM and your primary destination locations?** No

**Q12: If yes, what airport(s) do you typically stop to purchase fuel?** *Respondent skipped this question*

**Q13: What other local/regional airports do you use, and why?** many others in the area for unscheduled air ambulance ops

PAGE 3

**Q14: Does the current runway length (3,599) prohibit/limit use of the airport?** No

**Q15: Please identify the operational requirements currently being used in order to operate at MWM? Please check all that apply.** Other (please specify) we may have to reduce a fuel load out of Windom if it is too hot.

PAGE 4

**Q16: On average, how many monthly operations are impacted by the current runway length?**

0

**Q17: When is your aircraft operations most hampered/limited? Please check all that apply.** Summer, Comments very hot days can affect how much fuel we take into MWM

Windom Municipal Airport User Survey

PAGE 5

Q18: What runway length would currently meet your needs?	3,600 to 4,000
Q19: What runway length would accommodate likely future operations?	3,600 feet to 4,000 feet

PAGE 6: New Aircraft Operations

Q20: Do you have any intentions in the near future (within next 3 years) of upgrading/changing your current aircraft fleet?	No
Q21: If yes, please provide the make and model of the aircraft you are considering (e.g. Cessna T210N)	
Aircraft Make and Model 1	NA
Q22: Do you anticipate more operations at MWM with the new fleet?	No
Q23: If yes, what are the likely average monthly operations increase?	<i>Respondent skipped this question</i>

PAGE 7

Q24: If you upgrade your fleet, do you anticipate that your average stage length will increase?	No
Q25: If yes, what airports/cities would you likely use regularly?	<i>Respondent skipped this question</i>

PAGE 8: All Users

Q26: If the runway was extended, would that increase the number of your annual operations?	No
Q27: If the runway was extended, would you consider basing your aircraft at MWM?	If no, why? We will remain based at FSD, near our hospita.

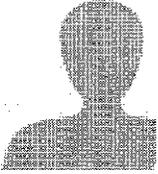
## Windom Municipal Airport User Survey

**Q28: Please list any other comments or recommendations for improving the utility of Windom Municipal Airport. Thank you for your participation.**

*Respondent skipped this question*

## Windom Municipal Airport User Survey

#9



**INCOMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Thursday, March 05, 2015 11:11:17 AM  
**Last Modified:** Thursday, March 05, 2015 11:12:32 AM  
**Time Spent:** 00:01:14  
**IP Address:** 184.94.225.23

### PAGE 1: Windom Airport User Survey - Runway Length Requirements

**Q1: Please add contact information so we may be able to correlate your responses to future airport development.**

Name	Bill Wasata
Company	Wasata Industries
Address	sss
Address 2	sss
City / Town	sss
ZIP / Postal Code	xx
Email	ssss

**Q2: Do you or your company currently use the Windom Municipal Airport?** Yes

### PAGE 2

**Q3: Do you currently use more than one type/model of aircraft when flying to or from MWM?** *Respondent skipped this question*

**Q4: What type/model of Aircraft, please list all, do you currently use to fly to and/or from MWM? Please provide the following information.** *Respondent skipped this question*

**Q5: Do you base your aircraft at MWM?** *Respondent skipped this question*

**Q6: What is primary use of MWM? Please check all that apply.** *Respondent skipped this question*

**Q7: What are your average monthly and annual operations (landings and takeoffs) associated with MWM?** *Respondent skipped this question*

**Q8: What is your busiest month of operations at MWM?** *Respondent skipped this question*

## Windom Municipal Airport User Survey

Q9: What are your top three origin airports (city location)?	<i>Respondent skipped this question</i>
Q10: What are your top three destination airports (city location)?	<i>Respondent skipped this question</i>
Q11: Do you need to refuel between MWM and your primary destination locations?	<i>Respondent skipped this question</i>
Q12: If yes, what airport(s) do you typically stop to purchase fuel?	<i>Respondent skipped this question</i>
Q13: What other local/regional airports do you use, and why?	<i>Respondent skipped this question</i>

### PAGE 3

Q14: Does the current runway length (3,599) prohibit/limit use of the airport?	<i>Respondent skipped this question</i>
Q15: Please identify the operational requirements currently being used in order to operate at MWM? Please check all that apply.	<i>Respondent skipped this question</i>

### PAGE 4

Q16: On average, how many monthly operations are impacted by the current runway length?	<i>Respondent skipped this question</i>
Q17: When is your aircraft operations most hampered/limited? Please check all that apply.	<i>Respondent skipped this question</i>

### PAGE 5

Q18: What runway length would currently meet your needs?	<i>Respondent skipped this question</i>
Q19: What runway length would accommodate likely future operations?	<i>Respondent skipped this question</i>

### PAGE 6: New Aircraft Operations

## Windom Municipal Airport User Survey

<b>Q20: Do you have any intentions in the near future (within next 3 years) of upgrading/changing your current aircraft fleet?</b>	<i>Respondent skipped this question</i>
<b>Q21: If yes, please provide the make and model of the aircraft you are considering (e.g. Cessna T210N)</b>	<i>Respondent skipped this question</i>
<b>Q22: Do you anticipate more operations at MWM with the new fleet?</b>	<i>Respondent skipped this question</i>
<b>Q23: If yes, what are the likely average monthly operations increase?</b>	<i>Respondent skipped this question</i>

### PAGE 7

<b>Q24: If you upgrade your fleet, do you anticipate that your average stage length will increase?</b>	<i>Respondent skipped this question</i>
<b>Q25: If yes, what airports/cities would you likely use regularly?</b>	<i>Respondent skipped this question</i>

### PAGE 8: All Users

<b>Q26: If the runway was extended, would that increase the number of your annual operations?</b>	<i>Respondent skipped this question</i>
<b>Q27: If the runway was extended, would you consider basing your aircraft at MWM?</b>	<i>Respondent skipped this question</i>
<b>Q28: Please list any other comments or recommendations for improving the utility of Windom Municipal Airport. Thank you for your participation.</b>	<i>Respondent skipped this question</i>

## Windom Municipal Airport User Survey

#10



**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Friday, March 06, 2015 1:43:25 PM  
**Last Modified:** Friday, March 06, 2015 1:50:11 PM  
**Time Spent:** 00:06:45  
**IP Address:** 173.8.123.178

### PAGE 1: Windom Airport User Survey - Runway Length Requirements

**Q1: Please add contact information so we may be able to correlate your responses to future airport development.**

Name	Brent Bartsch
Company	Fox-1 Drafting & Design
Address	4155 Old Sibley Memorial Hwy
City / Town	Eagan
State / Province	MN
ZIP / Postal Code	55122
Email	brentb@fox-1.com

**Q2: Do you or your company currently use the Windom Municipal Airport?** Yes

### PAGE 2

**Q3: Do you currently use more than one type/model of aircraft when flying to or from MWM?** Yes

**Q4: What type/model of Aircraft, please list all, do you currently use to fly to and/or from MWM? Please provide the following information.**

Aircraft Manufacturer 1	piiper
Aircraft Model 1	pa-24
Aircraft N-Number 1	n6553p
Aircraft Manufacturer 2	piiper
Aircraft Model 2	pa-30
Aircraft N-Number 2	n555ns

**Q5: Do you base your aircraft at MWM?** No,  
If no, Why based at KFBL

Windom Municipal Airport User Survey

**Q6: What is primary use of MWM? Please check all that apply.** Corporate

**Q7: What are your average monthly and annual operations (landings and takeoffs) associated with MWM?**

2013 Average Monthly Operations	15
2013 Average Annual Operations	180
2014 Average Monthly Operations	20
2014 Average Annual Operations	240

**Q8: What is your busiest month of operations at MWM?** july

**Q9: What are your top three origin airports (city location)?**

Origin Airport 1	KFBL
Origin Airport 2	KGCM
Origin Airport 3	KDDC

**Q10: What are your top three destination airports (city location)?**

Destination Airport 1	KFBL
Destination Airport 2	KGCM
Destination Airport 3	KDDC

**Q11: Do you need to refuel between MWM and your primary destination locations?** No

**Q12: If yes, what airport(s) do you typically stop to purchase fuel?** *Respondent skipped this question*

**Q13: What other local/regional airports do you use, and why?** KFBL homebase

PAGE 3

**Q14: Does the current runway length (3,599) prohibit/limit use of the airport?** Yes

**Q15: Please identify the operational requirements currently being used in order to operate at MWM? Please check all that apply.** Other (please specify) have to back taxi to take off on 17

PAGE 4

Windom Municipal Airport User Survey

**Q16: On average, how many monthly operations are impacted by the current runway length?**

none

**Q17: When is your aircraft operations most hampered/limited? Please check all that apply.**

Spring, Summer, Fall, Winter

PAGE 5

**Q18: What runway length would currently meet your needs?**

3,600 to 4,000

**Q19: What runway length would accommodate likely future operations?**

4,500 feet to 5,000 feet

PAGE 6: New Aircraft Operations

**Q20: Do you have any intentions in the near future (within next 3 years) of upgrading/changing your current aircraft fleet?**

Yes

**Q21: If yes, please provide the make and model of the aircraft you are considering (e.g. Cessna T210N)**

Aircraft Make and Model 1

piiper meridian

Aircraft Make and Model 2

tbm 900

**Q22: Do you anticipate more operations at MWM with the new fleet?**

No

**Q23: If yes, what are the likely average monthly operations increase?**

*Respondent skipped this question*

PAGE 7

**Q24: If you upgrade your fleet, do you anticipate that your average stage length will increase?**

No

**Q25: If yes, what airports/cities would you likely use regularly?**

*Respondent skipped this question*

PAGE 8: All Users

Windom Municipal Airport User Survey

**Q26: If the runway was extended, would that increase the number of your annual operations?**

No

**Q27: If the runway was extended, would you consider basing your aircraft at MWM?**

If no, why? live close to KFBL

**Q28: Please list any other comments or recommendations for improving the utility of Windom Municipal Airport. Thank you for your participation.**

I feel that the airport is more in need of a crosswind runway than anything else but a taxiway would be nice

# Windom Municipal Airport User Survey

#11



**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Sunday, March 08, 2015 10:55:58 PM  
**Last Modified:** Monday, March 09, 2015 9:14:51 AM  
**Time Spent:** 10:18:52  
**IP Address:** 65.73.51.3

## PAGE 1: Windom Airport User Survey - Runway Length Requirements

**Q1: Please add contact information so we may be able to correlate your responses to future airport development.**

Name	Wendell Klassen
Company	KGW Enterprises
Address	41233 570th Ave
City / Town	Mt. Lake
State / Province	MN
ZIP / Postal Code	56159
Email	wklassen@frontiernet.net

**Q2: Do you or your company currently use the Windom Municipal Airport?** Yes

## PAGE 2

**Q3: Do you currently use more than one type/model of aircraft when flying to or from MWM?** No

**Q4: What type/model of Aircraft, please list all, do you currently use to fly to and/or from MWM? Please provide the following information.**

Aircraft Manufacturer 1	Piper
Aircraft Model 1	Cherokee 140
Aircraft N-Number 1	N2109

**Q5: Do you base your aircraft at MWM?** Yes

**Q6: What is primary use of MWM? Please check all that apply.** Recreational

## Windom Municipal Airport User Survey

**Q7: What are your average monthly and annual operations (landings and takeoffs) associated with MWM?**

2013 Average Monthly Operations	4
2013 Average Annual Operations	40
2014 Average Monthly Operations	4
2014 Average Annual Operations	40

**Q8: What is your busiest month of operations at MWM?** April

**Q9: What are your top three origin airports (city location)?**

Origin Airport 1 Windom

**Q10: What are your top three destination airports (city location)?**

Destination Airport 1 Windom

**Q11: Do you need to refuel between MWM and your primary destination locations?** No

**Q12: If yes, what airport(s) do you typically stop to purchase fuel?** *Respondent skipped this question*

**Q13: What other local/regional airports do you use, and why?** Jackson

PAGE 3

**Q14: Does the current runway length (3,599) prohibit/limit use of the airport?** No

**Q15: Please identify the operational requirements currently being used in order to operate at MWM? Please check all that apply.** Other (please specify) None

PAGE 4

**Q16: On average, how many monthly operations are impacted by the current runway length?**

None

**Q17: When is your aircraft operations most hampered/limited? Please check all that apply.** Summer

PAGE 5

Windom Municipal Airport User Survey

Q18: What runway length would currently meet your needs?	3,600 to 4,000
Q19: What runway length would accommodate likely future operations?	3,600 feet to 4,000 feet

PAGE 6: New Aircraft Operations

Q20: Do you have any intentions in the near future (within next 3 years) of upgrading/changing your current aircraft fleet?	No
Q21: If yes, please provide the make and model of the aircraft you are considering (e.g. Cessna T210N) Aircraft Make and Model 1	Piper Warrior
Q22: Do you anticipate more operations at MWM with the new fleet?	No
Q23: If yes, what are the likely average monthly operations increase?	<i>Respondent skipped this question</i>

PAGE 7

Q24: If you upgrade your fleet, do you anticipate that your average stage length will increase?	No
Q25: If yes, what airports/cities would you likely use regularly?	<i>Respondent skipped this question</i>

PAGE 8: All Users

Q26: If the runway was extended, would that increase the number of your annual operations?	No
Q27: If the runway was extended, would you consider basing your aircraft at MWM?	Currently base aircraft at MWM
Q28: Please list any other comments or recommendations for improving the utility of Windom Municipal Airport. Thank you for your participation.	<i>Respondent skipped this question</i>

# Windom Municipal Airport User Survey

#12



**COMPLETE**

**Collector:** Web Link 1 (Web Link)

**Started:** Tuesday, March 10, 2015 12:06:55 PM

**Last Modified:** Tuesday, March 10, 2015 12:20:04 PM

**Time Spent:** 00:13:08

**IP Address:** 184.94.226.73

## PAGE 1: Windom Airport User Survey - Runway Length Requirements

**Q1: Please add contact information so we may be able to correlate your responses to future airport development.**

Name	Tod K. Quiring
Company	Mainstream Holdings
Address	1905 1st Ave. PO Box 382
City / Town	Windom
State / Province	MN
ZIP / Postal Code	56101
Email	TQuiring@msholdings.org

**Q2: Do you or your company currently use the Windom Municipal Airport?** Yes

## PAGE 2

**Q3: Do you currently use more than one type/model of aircraft when flying to or from MWM?** Yes

**Q4: What type/model of Aircraft, please list all, do you currently use to fly to and/or from MWM? Please provide the following information.**

Aircraft Manufacturer 1	Beachcraft
Aircraft Model 1	King Air B200
Aircraft N-Number 1	N24BG

**Q5: Do you base your aircraft at MWM?** No,  
If no, Why  
We aren't confident we can get in and out each mission. Depending upon weather the short runway makes our pilots uneasy.

**Q6: What is primary use of MWM? Please check all that apply.** Corporate

Windom Municipal Airport User Survey

**Q7: What are your average monthly and annual operations (landings and takeoffs) associated with MWM?**

2013 Average Monthly Operations	30
2014 Average Monthly Operations	40

**Q8: What is your busiest month of operations at MWM?** steady all months

**Q9: What are your top three origin airports (city location)?**

Origin Airport 1	OTG
Origin Airport 2	FSD

**Q10: What are your top three destination airports (city location)?**

Destination Airport 1	Pittsburg, PA
Destination Airport 2	Springfield, MO
Destination Airport 3	MSP

**Q11: Do you need to refuel between MWM and your primary destination locations?** Yes

**Q12: If yes, what airport(s) do you typically stop to purchase fuel?** Cheapest fuel

**Q13: What other local/regional airports do you use, and why?** OTG runway length

PAGE 3

**Q14: Does the current runway length (3,599) prohibit/limit use of the airport?** Yes

**Q15: Please identify the operational requirements currently being used in order to operate at MWM? Please check all that apply.**

Reduced passenger/cargo load,  
 Reduced fuel load, Smaller aircraft,  
 Other (please specify)  
 We are planning to add a JEt aircraft in addition with our King Air, however the runway needs to be lenthened in order to hangar both of our aircraft at MWM

PAGE 4

Windom Municipal Airport User Survey

**Q16: On average, how many monthly operations are impacted by the current runway length?**

12 months

**Q17: When is your aircraft operations most hampered/limited? Please check all that apply.**

Spring, Summer, Fall, Winter

PAGE 5

**Q18: What runway length would currently meet your needs?** 4,500 to 5,000

**Q19: What runway length would accommodate likely future operations?** 4,500 feet to 5,000 feet

PAGE 6: New Aircraft Operations

**Q20: Do you have any intentions in the near future (within next 3 years) of upgrading/changing your current aircraft fleet?** Yes

**Q21: If yes, please provide the make and model of the aircraft you are considering (e.g. Cessna T210N)**

Aircraft Make and Model 1 Cessna Mustang

Aircraft Make and Model 2 Cessna Citation 4

**Q22: Do you anticipate more operations at MWM with the new fleet?** Yes

**Q23: If yes, what are the likely average monthly operations increase?** 50-75 additional missions per month

PAGE 7

**Q24: If you upgrade your fleet, do you anticipate that your average stage length will increase?** Yes

**Q25: If yes, what airports/cities would you likely use regularly?**

Airport/City 1 Pittsburg, PA

Airport/City 2 Sidney, NE

Airport/City 3 Springfield, MO

Windom Municipal Airport User Survey

PAGE 8: All Users

**Q26: If the runway was extended, would that increase the number of your annual operations?** Yes

**Q27: If the runway was extended, would you consider basing your aircraft at MWM?** Yes

**Q28: Please list any other comments or recommendations for improving the utility of Windom Municipal Airport. Thank you for your participation.**

a minimum of 4500' runway and ILS approach

## Windom Municipal Airport User Survey

#13



**COMPLETE**

**Collector:** Web Link 1 (Web Link)

**Started:** Wednesday, March 11, 2015 11:01:43 AM

**Last Modified:** Wednesday, March 11, 2015 11:11:27 AM

**Time Spent:** 00:09:44

**IP Address:** 50.33.16.54

### PAGE 1: Windom Airport User Survey - Runway Length Requirements

**Q1: Please add contact information so we may be able to correlate your responses to future airport development.**

Name	Orvil Klassen
Address	1965 Cottonwood Lake Drive
City / Town	Windom
State / Province	MN
ZIP / Postal Code	56101
Email	oklassen@frontier.com

**Q2: Do you or your company currently use the Windom Municipal Airport?** No and why Personal Aircraft

### PAGE 2

**Q3: Do you currently use more than one type/model of aircraft when flying to or from MWM?** *Respondent skipped this question*

**Q4: What type/model of Aircraft, please list all, do you currently use to fly to and/or from MWM? Please provide the following information.** *Respondent skipped this question*

**Q5: Do you base your aircraft at MWM?** *Respondent skipped this question*

**Q6: What is primary use of MWM? Please check all that apply.** *Respondent skipped this question*

**Q7: What are your average monthly and annual operations (landings and takeoffs) associated with MWM?** *Respondent skipped this question*

**Q8: What is your busiest month of operations at MWM?** *Respondent skipped this question*

Windom Municipal Airport User Survey

Q9: What are your top three origin airports (city location)?	Respondent skipped this question
Q10: What are your top three destination airports (city location)?	Respondent skipped this question
Q11: Do you need to refuel between MWM and your primary destination locations?	Respondent skipped this question
Q12: If yes, what airport(s) do you typically stop to purchase fuel?	Respondent skipped this question
Q13: What other local/regional airports do you use, and why?	Respondent skipped this question

PAGE 3

Q14: Does the current runway length (3,599) prohibit/limit use of the airport?	No
Q15: Please identify the operational requirements currently being used in order to operate at MWM? Please check all that apply.	Other (please specify) None

PAGE 4

Q16: On average, how many monthly operations are impacted by the current runway length?	0
Q17: When is your aircraft operations most hampered/limited? Please check all that apply.	Winter, Comments None

PAGE 5

Q18: What runway length would currently meet your needs?	Other (please specify) As Is
Q19: What runway length would accommodate likely future operations?	Other (please specify) As Is

PAGE 6: New Aircraft Operations

Windom Municipal Airport User Survey

**Q20: Do you have any intentions in the near future (within next 3 years) of upgrading/changing your current aircraft fleet?** No

**Q21: If yes, please provide the make and model of the aircraft you are considering (e.g. Cessna T210N)**

Aircraft Make and Model 1 Terribe Survey

**Q22: Do you anticipate more operations at MWM with the new fleet?** No

**Q23: If yes, what are the likely average monthly operations increase?** Respondent skipped this question

PAGE 7

**Q24: If you upgrade your fleet, do you anticipate that your average stage length will increase?** No

**Q25: If yes, what airports/cities would you likely use regularly?** Respondent skipped this question

PAGE 8: All Users

**Q26: If the runway was extended, would that increase the number of your annual operations?** No

**Q27: If the runway was extended, would you consider basing your aircraft at MWM?** Currently base aircraft at MWM

**Q28: Please list any other comments or recommendations for improving the utility of Windom Municipal Airport. Thank you for your participation.**

This is a poorly written survey. You need to give the option for those who are happy with the runway as is. For example, we are not bothered with the airport in any season but that was not an option. Please try harder if you want to pretend to have an unbiased survey.

Windom Municipal Airport User Survey

#14

COMPLETE



Collector: Web Link 1 (Web Link)  
Started: Thursday, March 12, 2015 8:09:39 PM  
Last Modified: Thursday, March 12, 2015 8:25:30 PM  
Time Spent: 00:15:51  
IP Address: 173.24.122.63

PAGE 1: Windom Airport User Survey - Runway Length Requirements

Q1: Please add contact information so we may be able to correlate your responses to future airport development.

Name	Cameron Johnson
Company	Integrity Aviation
Address	1698 Airport Rd.
City / Town	Worthington
State / Province	MN
ZIP / Postal Code	56187
Email	Cameron@integrityaviation.com

Q2: Do you or your company currently use the Windom Municipal Airport? Yes

PAGE 2

Q3: Do you currently use more than one type/model of aircraft when flying to or from MWM? Yes

Q4: What type/model of Aircraft, please list all, do you currently use to fly to and/or from MWM? Please provide the following information.

Aircraft Manufacturer 1	Beechcraft
Aircraft Model 1	King Air B200
Aircraft N-Number 1	N24BG
Aircraft Manufacturer 2	Piper
Aircraft Model 2	PA32-300
Aircraft N-Number 2	N190PH

Q5: Do you base your aircraft at MWM? No,  
If no, Why Fly in and out for clients

Windom Municipal Airport User Survey

**Q6: What is primary use of MWM? Please check all that apply.** Corporate

**Q7: What are your average monthly and annual operations (landings and takeoffs) associated with MWM?**

2013 Average Monthly Operations	3
2013 Average Annual Operations	40
2014 Average Monthly Operations	3
2014 Average Annual Operations	40

**Q8: What is your busiest month of operations at MWM?** December

**Q9: What are your top three origin airports (city location)?**

Origin Airport 1	Sioux Falls, SD
Origin Airport 2	Worthington, MN
Origin Airport 3	Minneapolis, mn

**Q10: What are your top three destination airports (city location)?**

Destination Airport 1	Centerville, IA
Destination Airport 2	Minneapolis, MN
Destination Airport 3	Springfield, MO

**Q11: Do you need to refuel between MWM and your primary destination locations?** No

**Q12: If yes, what airport(s) do you typically stop to purchase fuel?** *Respondent skipped this question*

**Q13: What other local/regional airports do you use, and why?** Worthington, MN due to runway length and better approaches

PAGE 3

**Q14: Does the current runway length (3,599) prohibit/limit use of the airport?** Yes

**Q15: Please identify the operational requirements currently being used in order to operate at MWM? Please check all that apply.**

- Reduced passenger/cargo load,
- Reduced fuel load, Reduced stage length,
- Smaller aircraft

PAGE 4

Windom Municipal Airport User Survey

**Q16: On average, how many monthly operations are impacted by the current runway length?**

.5

**Q17: When is your aircraft operations most hampered/limited? Please check all that apply.**

Summer, Winter

PAGE 5

**Q18: What runway length would currently meet your needs?**

Other (please specify) 5000 would work well

**Q19: What runway length would accommodate likely future operations?**

Other (please specify) 5000

PAGE 6: New Aircraft Operations

**Q20: Do you have any intentions in the near future (within next 3 years) of upgrading/changing your current aircraft fleet?**

Yes

**Q21: If yes, please provide the make and model of the aircraft you are considering (e.g. Cessna T210N)**

Aircraft Make and Model 1

Cessna Mustang

Aircraft Make and Model 2

Cessna CJ2

**Q22: Do you anticipate more operations at MWM with the new fleet?**

Yes

**Q23: If yes, what are the likely average monthly operations increase?**

4-5

PAGE 7

**Q24: If you upgrade your fleet, do you anticipate that your average stage length will increase?**

Yes

**Q25: If yes, what airports/cities would you likely use regularly?**

Airport/City 1

Pittsburg

Airport/City 2

Orlando

Airport/City 3

Las Vegas

Windom Municipal Airport User Survey

PAGE 8: All Users

**Q26: If the runway was extended, would that increase the number of your annual operations?**

Yes

**Q27: If the runway was extended, would you consider basing your aircraft at MWM?**

Yes

**Q28: Please list any other comments or recommendations for improving the utility of Windom Municipal Airport. Thank you for your participation.**

Faster and better removal of snow on runway and taxiways



Windom, MN

# Expense Approval Report

By Fund

Payment Dates 5/28/2015 - 6/10/2015

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 100 - GENERAL</b>					
US BANK	20150604	06/04/2015	CREDIT CARD #8263 -	100-11500	92.00
S.W. RECYCLING INC	20150609	06/09/2015	SPRING CLEAN UP-APPLIANCE	100-34403	1,470.00
					<u>1,562.00</u>
<b>Activity: 41110 - Mayor &amp; Council</b>					
SCHRAMEL LAW OFFICE	20150609	06/09/2015	LEGAL FEES - MAYOR & COUN	100-41110-304	1,155.00
ETHAN CLERC FILMS	1	06/03/2015	SERVICE - 5-18-15 MTG	100-41110-350	25.00
BEIM CONSULTING	1719	06/04/2015	SERVICE	100-41110-350	540.00
WINDOM QUICK PRINT	20150603A	06/03/2015	CTTNWD CO FAIR BOOK	100-41110-350	199.00
ETHAN CLERC FILMS	2	06/03/2015	SERVICE 6-2-15 MTG	100-41110-350	25.00
					<u>1,944.00</u>
<b>Activity 41110 - Mayor &amp; Council Total:</b>					
<b>Activity: 41310 - Administration</b>					
NCPERS MINNESOTA	20150602	06/02/2015	INSURANCE 844600 6/2015	100-41310-133	80.00
CULLIGAN	20150602	06/02/2015	SERVICE	100-41310-200	13.50
WINDOM QUICK PRINT	20150603	06/03/2015	SUPPLIES	100-41310-200	619.75
US BANK	20150604	06/04/2015	CREDIT CARD #8263 -	100-41310-200	4.25
INDOFF, INC	2625945	05/12/2015	SUPPLIES	100-41310-200	54.54
INDOFF, INC	2627909	05/19/2015	SUPPLIES	100-41310-200	40.17
INDOFF, INC	2631097	05/26/2015	SUPPLIES	100-41310-200	3.69
MAIL FINANCE	H5331404	05/26/2015	LEASE PAYMENT	100-41310-200	22.67
CLIFTON-LARSON-ALLEN, LLP	1061551	06/08/2015	SERVICE #094-082822	100-41310-301	895.78
CMRS - TMS #256704	20150602	06/02/2015	POSTAGE #256704	100-41310-322	436.05
SCHWALBACH HARDWARE	20150603	06/03/2015	MAINTENANCE -	100-41310-326	36.48
US BANK	20150604	06/04/2015	CREDIT CARD #8263 - CRASH	100-41310-326	9.99
US BANK	20150604	06/04/2015	CREDIT CARD #8263 - SITE LO	100-41310-326	10.00
TYLER TECHNOLOGIES, INC	025-125195	06/03/2015	ANNUAL SUBSCRIPTION	100-41310-444	2,886.75
BLUE CROSS/BLUE SHIELD	20150603	06/03/2015	PREMIUM INS. - JULY 2015	100-41310-480	351.50
HY-VEE, INC.	20150605	06/05/2015	WINDOM WELLNESS PRESEN	100-41310-480	95.00
					<u>5,560.12</u>
<b>Activity 41310 - Administration Total:</b>					
<b>Activity: 41910 - Building &amp; Zoning</b>					
NCPERS MINNESOTA	20150602	06/02/2015	INSURANCE 844600 6/2015	100-41910-133	24.00
US BANK	20150604	06/04/2015	CREDIT CARD #8263 - SHOPK	100-41910-200	13.65
INDOFF, INC	2627910	05/19/2015	SUPPLIES	100-41910-200	19.89
INDOFF, INC	262948	05/12/2015	SUPPLIES	100-41910-200	3.87
CENTURY BUSINESS PRODUCT	276344	05/18/2015	SUPPLIES	100-41910-200	33.72
MAIL FINANCE	H5331404	05/26/2015	LEASE PAYMENT	100-41910-200	22.67
WEX BANK	41048006	06/08/2015	CREDIT CARD- P / Z	100-41910-212	70.63
VERIZON WIRELESS	9745966912	06/03/2015	TELEPHONE - APR 21 - MAY 2	100-41910-321	16.63
CMRS - TMS #256704	20150602	06/02/2015	POSTAGE #256704	100-41910-322	15.09
INTERNATIONAL CODE COUN	3049363	06/03/2015	MEMBER DUES #0599050	100-41910-433	135.00
US BANK	20150604	06/04/2015	CREDIT CARD #8263 - CODE B	100-41910-435	108.00
					<u>463.15</u>
<b>Activity 41910 - Building &amp; Zoning Total:</b>					
<b>Activity: 41940 - City Hall</b>					
COLE PAPERS INC.	9090462	05/18/2015	SUPPLIES	100-41940-211	159.96
SANDRA HERDER	20150603	06/03/2015	CLEANING	100-41940-406	360.00
MELISSA PENAS	20150603	06/03/2015	CLEANING	100-41940-406	360.00
ELECTRIC FUND	20150602B	06/02/2015	MAINTENANCE	100-41940-409	26.49
					<u>906.45</u>
<b>Activity 41940 - City Hall Total:</b>					
<b>Activity: 42120 - Crime Control</b>					
NCPERS MINNESOTA	20150602	06/02/2015	INSURANCE 844600 6/2015	100-42120-133	144.00
INDOFF, INC	2627907	05/26/2015	SUPPLIES	100-42120-200	19.99
INDOFF, INC	2631089	06/02/2015	SUPPLIES	100-42120-200	38.50
MAIL FINANCE	H5331404	05/26/2015	LEASE PAYMENT	100-42120-200	22.67

## Expense Approval Report

Payment Dates: 5/28/2015 - 6/10/2015

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
WEX BANK	41048006	06/08/2015	CREDIT CARD- POLICE	100-42120-212	-21.45
WEX BANK	41048006	06/08/2015	CREDIT CARD- POLICE	100-42120-212	1,286.92
ITL PATCH COMPANY, INC	31957	06/02/2015	SUPPLIES	100-42120-218	29.25
SCHRAMEL LAW OFFICE	20150609	06/09/2015	LEGAL FEES - POLICE	100-42120-304	3,352.50
VERIZON WIRELESS	9745966912	06/03/2015	TELEPHONE - APR 21 - MAY 2	100-42120-321	236.09
VERIZON WIRELESS	SMS-(ELERT)150122142	06/09/2015	SERVICE	100-42120-321	50.00
CMRS - TMS #256704	20150602	06/02/2015	POSTAGE #256704	100-42120-322	0.48
ALPHA WIRELESS - MANKATO	197904	06/02/2015	SERVICE	100-42120-323	3,732.17
ALPHA WIRELESS - MANKATO	677230	06/09/2015	SERVICE	100-42120-323	222.00
COTTONWOOD CO AUD/TRE	20150608	06/08/2015	DISPATCHING	100-42120-325	275.00
LEASE FINANCE PARTNERS	20150602	06/02/2015	SERVICE #3250	100-42120-326	433.00
DONNA MARCY	20150609	06/09/2015	EXPENSE - OPERATION IN NO	100-42120-334	56.63
STREICHER'S	1152513	06/02/2015	MAINTENANCE	100-42120-404	201.60
RADAR SHOP, INC.	RSS-1545	05/20/2015	MAINTENANCE	100-42120-404	550.00
WINDOM AUTO VALU	34088828	06/09/2015	MAINTENANCE #3400540	100-42120-405	318.79
COTTONWOOD CO AUD/TRE	20150608A	06/08/2015	RENT	100-42120-412	1,850.00
BLUE CROSS/BLUE SHIELD	20150603	06/03/2015	PREMIUM INS. - JULY 2015	100-42120-480	351.50
<b>Activity 42120 - Crime Control Total:</b>					<b>13,149.64</b>
<b>Activity: 42220 - Fire Fighting</b>					
WEX BANK	41048006	06/08/2015	CREDIT CARD- FIRE	100-42220-212	253.02
SCHWALBACH HARDWARE	20150603	06/03/2015	MAINTENANCE - FIRE	100-42220-217	1.98
US BANK	20150604	06/04/2015	CREDIT CARD #8263 - SCHWA	100-42220-217	86.91
BRITTANY ESPENSON	20150603	06/03/2015	SERVICE	100-42220-218	165.00
SCHRAMEL LAW OFFICE	20150609	06/09/2015	LEGAL FEES - FIRE	100-42220-304	60.00
CMRS - TMS #256704	20150602	06/02/2015	POSTAGE #256704	100-42220-322	4.41
COTTONWOOD CO AUD/TRE	20150608	06/08/2015	DISPATCHING	100-42220-325	212.50
EMERGENCY APPARATUS MAI	78564	06/05/2015	MAINTENANCE	100-42220-404	1,733.97
EMERGENCY APPARATUS MAI	78565	06/05/2015	MAINTENANCE	100-42220-404	1,352.31
EMERGENCY APPARATUS MAI	78566	06/05/2015	MAINTENANCE	100-42220-404	249.15
EMERGENCY APPARATUS MAI	78567	06/05/2015	MAINTENANCE	100-42220-404	216.37
SCHRAMEL LAW OFFICE	20150609	06/09/2015	LEGAL FEES - EMERGENCY SE	100-42220-439	886.00
<b>Activity 42220 - Fire Fighting Total:</b>					<b>5,221.62</b>
<b>Activity: 42500 - Civil Defense</b>					
COTTONWOOD CO AUD/TRE	20150608	06/08/2015	DISPATCHING	100-42500-325	12.50
<b>Activity 42500 - Civil Defense Total:</b>					<b>12.50</b>
<b>Activity: 42700 - Animal Control</b>					
COTTONWOOD VET CLINIC	143719	06/04/2015	SERVICE	100-42700-300	11.00
COTTONWOOD VET CLINIC	144125	06/04/2015	SERVICE	100-42700-300	77.00
COTTONWOOD VET CLINIC	144187	06/04/2015	SERVICE	100-42700-300	11.00
<b>Activity 42700 - Animal Control Total:</b>					<b>99.00</b>
<b>Activity: 43100 - Streets</b>					
NCPERS MINNESOTA	20150602	06/02/2015	INSURANCE 844600 6/2015	100-43100-133	80.00
MAIL FINANCE	H5331404	05/26/2015	LEASE PAYMENT	100-43100-200	22.67
WINDOM AUTO VALU	34088828	06/09/2015	MAINTENANCE #3400540	100-43100-211	6.89
WEX BANK	41048006	06/08/2015	CREDIT CARD- STREET	100-43100-212	-21.45
DIAMOND VOGEL PAINT	295161039	06/02/2015	MAINTENANCE	100-43100-224	2,188.10
US BANK	20150604	06/04/2015	CREDIT CARD #8263 - MENAR	100-43100-241	226.83
JOHNSON HARDWARE	20150608	06/08/2015	SMALL TOOLS	100-43100-241	41.30
VERIZON WIRELESS	9745966912	06/03/2015	TELEPHONE - APR 21 - MAY 2	100-43100-321	73.29
CMRS - TMS #256704	20150602	06/02/2015	POSTAGE #256704	100-43100-322	33.12
COTTONWOOD CO AUD/TRE	20150608	06/08/2015	DISPATCHING	100-43100-325	125.00
SOURCE ONE SOLUTIONS, LLC	4976B	06/08/2015	WEED/GRASS FLYERS	100-43100-326	238.72
SCHWALBACH HARDWARE	20150603	06/03/2015	MAINTENANCE - STREET	100-43100-404	12.90
MACQUEEN EQUIP. CO.	2153336	05/26/2015	MAINTENANCE	100-43100-404	1,625.23
NORTH CENTRAL INT'L INC (F	30 SAN-PT 430751	06/02/2015	MAINTENANCE	100-43100-404	716.74
WINDOM AUTO VALU	34088828	06/09/2015	MAINTENANCE #3400540	100-43100-404	75.63
MILLER SELLNER EQUIP	64686B	05/26/2015	MAINTENANCE	100-43100-404	7.68
WINDOM AUTO VALU	34088828	06/09/2015	MAINTENANCE #3400540	100-43100-405	19.98
WENCK ASSOCIATES, INC.	11502861	06/08/2015	2015 SEAL COAT	100-43100-407	2,885.00

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
BLUE CROSS/BLUE SHIELD	20150603	06/03/2015	PREMIUM INS. - JULY 2015	100-43100-480	938.50
SANFORD LABORATORIES	252241327	06/04/2015	SERVICE #70000675	100-43100-480	79.94
<b>Activity 43100 - Streets Total:</b>					<b>9,376.07</b>
<b>Activity: 43210 - Sanitation</b>					
WAYNE ERICKSON	20150608	06/08/2015	COMPOST SITE MANAGER	100-43210-307	192.38
COTTONWOOD CO LANDFILL	20150604	06/04/2015	SERVICE - SPRING CLEAN UP	100-43210-384	5,849.60
<b>Activity 43210 - Sanitation Total:</b>					<b>6,041.98</b>
<b>Activity: 45120 - Recreation</b>					
MAIL FINANCE	H5331404	05/26/2015	LEASE PAYMENT	100-45120-200	22.67
CENTER SPORTS	AAA019919-AA00	06/02/2015	EQUIPMENT	100-45120-215	564.00
WINDOM COMMUNITY EDUC	20150603	06/03/2015	COMM ED BROCHURE-2015	100-45120-340	403.00
<b>Activity 45120 - Recreation Total:</b>					<b>989.67</b>
<b>Activity: 45202 - Park Areas</b>					
NCPERS MINNESOTA	20150602	06/02/2015	INSURANCE 844600 6/2015	100-45202-133	16.00
MAIL FINANCE	H5331404	05/26/2015	LEASE PAYMENT	100-45202-200	22.67
SCHWALBACH HARDWARE	20150603	06/03/2015	MAINTENANCE - PARKS	100-45202-211	29.47
COLE PAPERS INC.	9090922	05/18/2015	SUPPLIES	100-45202-211	58.70
WEX BANK	41048006	06/08/2015	CREDIT CARD- PARK	100-45202-212	1,324.21
SCHRAMMEL LAW OFFICE	20150609	06/09/2015	LEGAL FEES - PARK	100-45202-304	210.00
COTTONWOOD CO AUD/TRE	20150608	06/08/2015	DISPATCHING	100-45202-325	37.50
RON'S ELECTRIC INC	130597	05/26/2015	MAINTENANCE	100-45202-402	1,548.01
SCHWALBACH HARDWARE	20150603	06/03/2015	MAINTENANCE - PARKS	100-45202-402	57.73
MTI DISTRIBUTING, INC	1012568-00	05/26/2015	MAINTENANCE	100-45202-405	232.73
LAMPERTS YARDS, INC.	39151655	06/02/2015	MAINTENANCE	100-45202-406	77.91
CLEARWATER RECREATION	51115	06/02/2015	MAINTENANCE-BENCH	100-45202-406	156.00
<b>Activity 45202 - Park Areas Total:</b>					<b>3,770.93</b>
<b>Fund 100 - GENERAL Total:</b>					<b>49,097.13</b>
<b>Fund: 211 - LIBRARY</b>					
<b>Activity: 45501 - Library</b>					
NCPERS MINNESOTA	20150602	06/02/2015	INSURANCE 844600 6/2015	211-45501-133	16.00
US BANK	20150604	06/04/2015	CREDIT CARD #8263 - AMAZO	211-45501-200	189.05
MELISSA PENAS	20150603	06/03/2015	CLEANING	211-45501-402	360.00
SANDRA HERDER	20150603	06/03/2015	CLEANING	211-45501-402	360.00
J & K WINDOWS	8757-27	06/03/2015	SERVICE	211-45501-402	20.00
US BANK	20150604	06/04/2015	CREDIT CARD #8263 - DO IT Y	211-45501-433	19.97
US BANK	20150604	06/04/2015	CREDIT CARD #8263 - AMAZO	211-45501-435	64.16
MICROMARKETING	572260	06/03/2015	BOOKS	211-45501-435	40.00
MICROMARKETING	572758	06/03/2015	BOOKS	211-45501-435	250.96
MICROMARKETING	573598	06/03/2015	BOOKS	211-45501-435	141.98
MICROMARKETING	575373	06/03/2015	BOOKS	211-45501-435	88.00
<b>Activity 45501 - Library Total:</b>					<b>1,550.12</b>
<b>Fund 211 - LIBRARY Total:</b>					<b>1,550.12</b>
<b>Fund: 225 - AIRPORT</b>					
<b>Activity: 45127 - Airport</b>					
RED ROCK RURAL WATER	20150603	06/03/2015	SERVICE	225-45127-200	35.15
CMRS - TMS #256704	20150602	06/02/2015	POSTAGE #256704	225-45127-217	40.38
SOUTH CENTRAL ELECTRIC	20150603	06/03/2015	SERVICE #26-12-116-04	225-45127-381	249.93
SOUTH CENTRAL ELECTRIC	20150603A	06/03/2015	SERVICE #26-12-112-04	225-45127-381	203.00
<b>Activity 45127 - Airport Total:</b>					<b>528.46</b>
<b>Fund 225 - AIRPORT Total:</b>					<b>528.46</b>
<b>Fund: 230 - POOL</b>					
<b>Activity: 45124 - Pool</b>					
HAWKINS, INC	3727286	06/02/2015	CHEMICALS	230-45124-216	536.80
CMRS - TMS #256704	20150602	06/02/2015	POSTAGE #256704	230-45124-322	9.12
WINDOM COMMUNITY EDUC	20150603	06/03/2015	COMM ED BROCHURE-2015	230-45124-350	262.00
SCHWALBACH HARDWARE	20150603	06/03/2015	MAINTENANCE - POOL	230-45124-401	665.23
WINDOM PAINTING	20150604	06/04/2015	MAINTENANCE	230-45124-401	350.00

## Expense Approval Report

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
WINDOM FIRE & SAFETY	5763	06/03/2015	SERVICE	230-45124-401	8.00
WINDOM PAINTING	20150604	06/04/2015	MAINTENANCE	230-45124-402	7,890.00
SCHWALBACH HARDWARE	20150603	06/03/2015	MAINTENANCE - POOL	230-45124-404	43.69
				<b>Activity 45124 - Pool Total:</b>	<b>9,764.84</b>
				<b>Fund 230 - POOL Total:</b>	<b>9,764.84</b>

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

MAIL FINANCE	H5331404	05/26/2015	LEASE PAYMENT	235-42153-200	22.66
WEX BANK	41048006	06/08/2015	CREDIT CARD- AMBULANCE	235-42153-212	-21.45
WEX BANK	41048006	06/08/2015	CREDIT CARD-AMBULANCE	235-42153-212	1,077.01
PRAXAIR DISTRIBUTION INC	52821690	06/03/2015	SUPPLIES	235-42153-217	286.95
ROBIN SHAW	20150602	06/02/2015	EXPENSE- CLOTHING	235-42153-218	129.97
SCHRAMMEL LAW OFFICE	20150609	06/09/2015	LEGAL FEES - AMBULANCE	235-42153-304	105.00
VERIZON WIRELESS	9745966912	06/03/2015	TELEPHONE - APR 21 - MAY 2	235-42153-321	65.28
CMRS - TMS #256704	20150602	06/02/2015	POSTAGE #256704	235-42153-322	63.33
COTTONWOOD CO AUD/TRE	20150608	06/08/2015	DISPATCHING	235-42153-325	200.00
EXPERT T BILLING	2089	05/18/2015	SERVICE	235-42153-326	1,555.50
JIM AXFORD	20150608	06/08/2015	EXPENSE	235-42153-334	61.03
TIM HACKER	20150608	06/08/2015	EXPENSE	235-42153-334	160.17
HEATHER PAULSON	20150608	06/08/2015	EXPENSE	235-42153-334	42.28
JOHN MEYER	20150608	06/08/2015	EXPENSE	235-42153-334	4.48
KDOM RADIO	KDOM0281150536192	06/04/2015	ADVERTISING - AMBULANCE	235-42153-340	249.00
CARQUEST AUTO PARTS STOR	2789-286357	06/04/2015	UNIT #27 - MAINTENANCE	235-42153-405	14.09
				<b>Activity 42153 - Ambulance Total:</b>	<b>4,015.30</b>
				<b>Fund 235 - AMBULANCE Total:</b>	<b>4,015.30</b>

**Fund: 250 - EDA GENERAL**

ELECTRIC FUND	20150602	06/02/2015	EDA LOAN TO ELECTRIC FUND	250-23900	873.73
					<b>873.73</b>

**Activity: 46520 - EDA**

NCPERS MINNESOTA	20150602	06/02/2015	INSURANCE 844600 6/2015	250-46520-133	24.00
US BANK	20150604	06/04/2015	CREDIT CARD #8263 - SHOPK	250-46520-200	13.66
INDOFF, INC	2627910	05/19/2015	SUPPLIES	250-46520-200	19.89
INDOFF, INC	262948	05/12/2015	SUPPLIES	250-46520-200	3.88
CENTURY BUSINESS PRODUCT	276344	05/18/2015	SUPPLIES	250-46520-200	67.43
MAIL FINANCE	H5331404	05/26/2015	LEASE PAYMENT	250-46520-200	22.66
CLIFTON-LARSON-ALLEN, LLP	1061551	06/08/2015	SERVICE #094-082822	250-46520-301	670.00
SCHRAMMEL LAW OFFICE	20150609	06/09/2015	LEGAL FEES - EDA	250-46520-304	840.00
BRADLEY & DEIKE, P.A.	34324	06/08/2015	SERVICE	250-46520-304	119.00
BRADLEY & DEIKE, P.A.	34325	06/08/2015	SERVICE	250-46520-304	119.00
VERIZON WIRELESS	9745966912	06/03/2015	TELEPHONE - APR 21 - MAY 2	250-46520-321	50.49
CMRS - TMS #256704	20150602	06/02/2015	POSTAGE #256704	250-46520-322	44.24
AARON BACKMAN	20150609	06/09/2015	EXPENSE-2015 EDAM SUMME	250-46520-331	351.15
AARON BACKMAN	20150609	06/09/2015	EXPENSE-2015 EDAM SUMME	250-46520-334	44.69
MN DEPT OF TRANSPORTATI	18762-18782-18823	06/08/2015	ANNUAL PERMIT #16463	250-46520-340	90.00
SCHWALBACH HARDWARE	20150603	06/03/2015	MAINTENANCE - EDA	250-46520-402	45.95
WINDOM AUTO VALU	34088828	06/09/2015	MAINTENANCE #3400540	250-46520-404	5.49
US BANK	20150604	06/04/2015	CREDIT CARD #8263 - MEETIN	250-46520-438	45.76
				<b>Activity 46520 - EDA Total:</b>	<b>2,577.29</b>

**Activity: 49980 - Debt Service**

FULDA CREDIT UNION	20150602	06/02/2015	SPEC BLDG LOAN	250-49980-602	2,053.07
ELECTRIC FUND	20150602	06/02/2015	EDA LOAN TO ELECTRIC FUND	250-49980-612	75.76
FULDA CREDIT UNION	20150602	06/02/2015	SPEC BLDG LOAN	250-49980-612	1,306.93
				<b>Activity 49980 - Debt Service Total:</b>	<b>3,435.76</b>
				<b>Fund 250 - EDA GENERAL Total:</b>	<b>6,886.78</b>

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Payment Dates: 5/28/2015 - 6/10/2015

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount	
<b>Fund: 251 - EDA REVOLVING</b>						
<b>Activity: 46520 - EDA</b>						
BANK MIDWEST	20150609	06/09/2015	NSF -JESSICA KODADA-SEBRL	251-46520-217	158.18	
					<b>Activity 46520 - EDA Total:</b>	<b>158.18</b>
					<b>Fund 251 - EDA REVOLVING Total:</b>	<b>158.18</b>
<b>Fund: 254 - NORTH IND PARK</b>						
<b>Activity: 46520 - EDA</b>						
SCHRAMEL LAW OFFICE	20150609	06/09/2015	LEGAL FEES - NWIP	254-46520-304	180.00	
SOUTH CENTRAL ELECTRIC	20150602A	06/02/2015	SERVICE #26-24-123-04	254-46520-381	91.77	
SCOTT VEENKER	23387	06/08/2015	MAINTENANCE	254-46520-406	300.00	
WENCK ASSOCIATES, INC.	11502040	06/03/2015	THREATENED & ENDANGERE	254-46520-480	2,275.00	
RON'S ELECTRIC INC	130659	05/26/2015	MAINTENANCE	254-46520-480	535.00	
					<b>Activity 46520 - EDA Total:</b>	<b>3,381.77</b>
					<b>Fund 254 - NORTH IND PARK Total:</b>	<b>3,381.77</b>
<b>Fund: 401 - GENERAL CAPITAL PROJECTS</b>						
<b>Activity: 49950 - Capital Outlay</b>						
US BANK	20150604	06/04/2015	CREDIT CARD #8263 - DELL-A	401-49950-500	1,669.75	
WENCK ASSOCIATES, INC.	11502862	06/08/2015	2015 STREET REPAIRS	401-49950-503	5,460.00	
BEACON ATHLETICS	0444184-IN	06/02/2015	PORT PITCHING MOUND	401-49950-507	5,346.40	
					<b>Activity 49950 - Capital Outlay Total:</b>	<b>12,476.15</b>
					<b>Fund 401 - GENERAL CAPITAL PROJECTS Total:</b>	<b>12,476.15</b>
<b>Fund: 601 - WATER</b>						
DAKOTA SUPPLY GROUP	B235678	05/26/2015	NEW METERS	601-16400	271,337.25	
DAKOTA SUPPLY GROUP	B316935	05/26/2015	NEW METERS	601-16400	20,257.07	
DAKOTA SUPPLY GROUP	B318135	05/26/2015	NEW METERS	601-16400	20,485.14	
DAKOTA SUPPLY GROUP	B322694	05/26/2015	NEW METERS	601-16400	3,503.92	
					<b>Activity 49400 - Water</b>	<b>315,583.38</b>
NCPERS MINNESOTA	20150602	06/02/2015	INSURANCE 844600 6/2015	601-49400-133	40.00	
MAIL FINANCE	H5331404	05/26/2015	LEASE PAYMENT	601-49400-200	22.66	
WEX BANK	41048006	06/08/2015	CREDIT CARD- WATER	601-49400-212	214.67	
HAWKINS, INC	3726882	05/19/2015	CHEMICALS	601-49400-216	3,138.32	
US BANK	20150604	06/04/2015	CREDIT CARD #8263 - PAY PAL	601-49400-217	7.50	
CLIFTON-LARSON-ALLEN, LLP	1061551	06/08/2015	SERVICE #094-082822	601-49400-301	200.00	
MIN VALLEY TESTING	754684	05/19/2015	TESTING	601-49400-310	56.25	
VERIZON WIRELESS	9745966912	06/03/2015	TELEPHONE - APR 21 - MAY 2	601-49400-321	199.52	
CMRS - TMS #256704	20150602	06/02/2015	POSTAGE #256704	601-49400-322	186.78	
CMRS - TMS #256704	20150602	06/02/2015	POSTAGE #256704	601-49400-322	1.92	
SOURCE ONE SOLUTIONS, LLC	4976A	06/08/2015	POSTAGE	601-49400-322	243.80	
COTTONWOOD CO AUD/TRE	20150608	06/08/2015	DISPATCHING	601-49400-325	100.00	
HP SUDS CLUB, LLC	1409	06/03/2015	BILLING CONTRACT SERVICE	601-49400-326	1,170.00	
SOURCE ONE SOLUTIONS, LLC	4976	06/08/2015	UTILITY BILL SERVICES	601-49400-326	818.50	
SOURCE ONE SOLUTIONS, LLC	4976C	06/08/2015	WATER METER	601-49400-326	144.00	
US BANK	20150604	06/04/2015	CREDIT CARD #8263 - ITRON T	601-49400-334	97.29	
KDOM RADIO	KDOM0791150536201	06/08/2015	ADVERTISING - WATER & WA	601-49400-340	294.00	
FEDERATED RURAL ELECTRIC	20150602	06/02/2015	SERVICE #28-35-18	601-49400-381	27.80	
WENCK ASSOCIATES, INC.	11502098	06/03/2015	SERVICE-WINDOM LANDFILL	601-49400-386	2,415.00	
AUTOMATIC SYSTEMS CO	200015	05/18/2015	SERVICE	601-49400-404	1,292.60	
SCHWALBACH HARDWARE	20150603	06/03/2015	MAINTENANCE - WATER	601-49400-404	25.88	
US BANK	20150604	06/04/2015	CREDIT CARD #8263 - AIRFILT	601-49400-404	131.94	
US BANK	20150604	06/04/2015	CREDIT CARD #8263 - USA BL	601-49400-404	235.81	
WINDOM AUTO VALU	34088828	06/09/2015	MAINTENANCE #3400540	601-49400-404	4.99	
WINDOM AUTO VALU	34088828	06/09/2015	MAINTENANCE #3400540	601-49400-405	73.22	
TYLER TECHNOLOGIES, INC	025-125195	06/03/2015	ANNUAL SUBSCRIPTION	601-49400-444	1,732.05	
					<b>Activity 49400 - Water Total:</b>	<b>12,874.50</b>
					<b>Fund 601 - WATER Total:</b>	<b>328,457.88</b>

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 602 - SEWER</b>					
<b>Activity: 49450 - Sewer</b>					
NCPERS MINNESOTA	20150602	06/02/2015	INSURANCE 844600 6/2015	602-49450-133	56.00
INDOFF, INC	2629171	05/19/2015	SUPPLIES	602-49450-200	44.37
INDOFF, INC	2631087	06/02/2015	SUPPLIES	602-49450-200	53.09
MAIL FINANCE	H5331404	05/26/2015	LEASE PAYMENT	602-49450-200	22.66
WEX BANK	41048006	06/08/2015	CREDIT CARD- SEWER	602-49450-212	458.64
US BANK	20150604	06/04/2015	CREDIT CARD #8263 - PAY PAL	602-49450-217	7.50
CLIFTON-LARSON-ALLEN, LLP	1061551	06/08/2015	SERVICE #094-082822	602-49450-301	200.00
MN VALLEY TESTING	753783	05/12/2015	TESTING	602-49450-310	238.00
MN VALLEY TESTING	754002	05/12/2015	TESTING	602-49450-310	118.60
MN VALLEY TESTING	754026	05/12/2015	TESTING	602-49450-310	158.00
MN VALLEY TESTING	754400	05/19/2015	TESTING	602-49450-310	133.00
MN VALLEY TESTING	754825	05/20/2015	TESTING	602-49450-310	118.60
MN VALLEY TESTING	754848	05/20/2015	TESTING	602-49450-310	238.00
MN VALLEY TESTING	755284	05/26/2015	TESTING	602-49450-310	133.00
MN VALLEY TESTING	755301	05/26/2015	TESTING	602-49450-310	158.00
MN VALLEY TESTING	755695	05/26/2015	TESTING	602-49450-310	120.00
MN VALLEY TESTING	755722	05/26/2015	TESTING	602-49450-310	118.60
VERIZON WIRELESS	9745966912	06/03/2015	TELEPHONE - APR 21 - MAY 2	602-49450-321	199.52
CMRS - TMS #256704	20150602	06/02/2015	POSTAGE #256704	602-49450-322	0.96
CMRS - TMS #256704	20150602	06/02/2015	POSTAGE #256704	602-49450-322	186.78
SOURCE ONE SOLUTIONS, LLC	4976A	06/08/2015	POSTAGE	602-49450-322	243.80
COTTONWOOD CO AUD/TRE	20150608	06/08/2015	DISPATCHING	602-49450-325	100.00
HP SUDS CLUB, LLC	1409	06/03/2015	BILLING CONTRACT SERVICE	602-49450-326	1,170.00
SOURCE ONE SOLUTIONS, LLC	4976	06/08/2015	UTILITY BILL SERVICES	602-49450-326	818.50
US BANK	20150604	06/04/2015	CREDIT CARD #8263 - ITRON T	602-49450-334	97.30
SOUTH CENTRAL ELECTRIC	20150602	06/02/2015	SERVICE #26-24-125-04 - SEW	602-49450-381	74.91
BDG, INC. - FLEXIBLE PIPE TO	18652	05/19/2015	MAINTENANCE	602-49450-404	75.00
US BANK	20150604	06/04/2015	CREDIT CARD #8263 - HOME	602-49450-404	1,338.24
WINDOM AUTO VALU	34088828	06/09/2015	MAINTENANCE #3400540	602-49450-404	92.76
HD SUPPLY FACILITIES MAINT	650280	06/03/2015	MAINTENANCE	602-49450-404	2,243.30
CALIFORNIA CONTRACTORS S	76808	06/02/2015	MAINTENANCE	602-49450-404	119.70
ATCO INTERNATIONAL	I0432788	05/18/2015	MAINTENANCE	602-49450-404	135.00
A & B BUSINESS	IN188617	06/09/2015	MAINTENANCE	602-49450-404	116.36
SCHWALBACH HARDWARE	20150603	06/03/2015	MAINTENANCE - SEWER	602-49450-439	92.29
MN VALLEY TESTING	755010	05/19/2015	TESTING	602-49450-439	194.40
MN VALLEY TESTING	755018	05/19/2015	TESTING	602-49450-439	194.40
MN VALLEY TESTING	755022	05/19/2015	TESTING	602-49450-439	194.40
MN VALLEY TESTING	755033	05/19/2015	TESTING	602-49450-439	194.40
MN VALLEY TESTING	755513	05/26/2015	TESTING	602-49450-439	194.40
TYLER TECHNOLOGIES, INC	025-125195	06/03/2015	ANNUAL SUBSCRIPTION	602-49450-444	1,732.05
BLUE CROSS/BLUE SHIELD	20150603	06/03/2015	PREMIUM INS. - JULY 2015	602-49450-480	351.50
BLUE CROSS/BLUE SHIELD	20150603	06/03/2015	PREMIUM INS. - JULY 2015	602-49450-480	-351.50
SANFORD LABORATORIES	252241327	06/04/2015	SERVICE #70000675	602-49450-480	79.94
<b>Activity 49450 - Sewer Total:</b>					<b>12,264.47</b>
<b>Fund 602 - SEWER Total:</b>					<b>12,264.47</b>
<b>Fund: 604 - ELECTRIC</b>					
4M FUND	20150604	06/04/2015	MBS TRANSFER - ACH FUNDS	604-10400	152,000.00
WESCO DISTRIBUTION, INC	722901	05/12/2015	ELECTRIC INVENTORY	604-14200	65.94
WESCO DISTRIBUTION, INC	724970	05/26/2015	NEW METERS	604-14200	3,004.49
DAKOTA SUPPLY GROUP	B268021	05/22/2015	MAINTENANCE - INVENTORY	604-14200	112.65
WERNER ELECTRIC	S8609077.001	06/03/2015	ELECTRIC INVENTORY	604-14200	33.76
ODDSON UNDERGROUND INC	2015042	06/08/2015	NEW CONSTRUCTION: COLLIN	604-16300	27,791.50
ZIESKE LAND SURVEYING	20150519	05/15/2015	ELEC NEW CONSTR-NW WIND	604-16300	2,420.00
DAKOTA SUPPLY GROUP	B318770	05/26/2015	NEW METERS	604-16400	6,180.00
BONNIE FREKING	20150601	06/01/2015	REFUND - UTILITY PREPAYME	604-22000	300.00
BRADY HAUGEN	20150601	06/01/2015	REFUND - UTILITY PREPAYME	604-22000	300.00
JOSEPH GOETZKE	20150602	06/02/2015	REFUND - UTILITY PREPAYME	604-22000	300.00
MIRANDA ROSKAMP	20150602	06/02/2015	REFUND - UTILITY PREPAYME	604-22000	300.00

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
JODELL CROWELL	20150602	06/02/2015	REFUND - UTILITY PREPAYME	604-22000	300.00
KENO KUSA	20150602	06/02/2015	REFUND - UTILITY PREPAYME	604-22000	300.00
CECILIA LEPP	20150602	06/02/2015	REFUND - UTILITY PREPAYME	604-22000	300.00
					193,708.34

## Activity: 49550 - Electric

NCPERS MINNESOTA	20150602	06/02/2015	INSURANCE 844600 6/2015	604-49550-133	96.00
OFFICEMAX - HSBC BUS SOLU	002773	05/26/2015	SUPPLIES	604-49550-200	10.36
OFFICEMAX - HSBC BUS SOLU	003189	05/26/2015	SUPPLIES	604-49550-200	235.11
MAIL FINANCE	H5331404	05/26/2015	LEASE PAYMENT	604-49550-200	22.66
US BANK	20150604	06/04/2015	CREDIT CARD #8263 - SCHWA	604-49550-211	96.18
WEX BANK	41048006	06/08/2015	CREDIT CARD- ELECTRIC	604-49550-212	458.42
US BANK	20150604	06/04/2015	CREDIT CARD #8263 - PAY PAL	604-49550-217	7.50
BORDER STATES	909346134	05/19/2015	SUPPLIES	604-49550-217	471.76
BORDER STATES	909316510	05/27/2015	UNIFORMS	604-49550-218	422.00
BORDER STATES	909354488	05/22/2015	MERCHANDISE	604-49550-218	120.15
BORDER STATES	909361864	05/22/2015	MERCHANDISE	604-49550-218	67.00
BORDER STATES	909376700	05/26/2015	UNIFORMS	604-49550-218	450.75
CLIFTON-LARSON-ALLEN, LLP	1061551	06/08/2015	SERVICE #094-082822	604-49550-301	200.00
VERIZON WIRELESS	9745966912	06/03/2015	TELEPHONE - APR 21 - MAY 2	604-49550-321	87.01
CMRS - TMS #256704	20150602	06/02/2015	POSTAGE #256704	604-49550-322	18.72
CMRS - TMS #256704	20150602	06/02/2015	POSTAGE #256704	604-49550-322	186.78
SOURCE ONE SOLUTIONS, LLC	4976A	06/08/2015	POSTAGE	604-49550-322	243.80
COTTONWOOD CO AUD/TRE	20150608	06/08/2015	DISPATCHING	604-49550-325	187.50
HP SUDS CLUB, LLC	1409	06/03/2015	BILLING CONTRACT SERVICE	604-49550-326	1,170.00
SOURCE ONE SOLUTIONS, LLC	4976	06/08/2015	UTILITY BILL SERVICES	604-49550-326	1,688.15
US BANK	20150604	06/04/2015	CREDIT CARD #8263 - ITRON T	604-49550-334	97.28
US BANK	20150604	06/04/2015	CREDIT CARD #8263 - LAMPB	604-49550-402	5.56
US BANK	20150604	06/04/2015	CREDIT CARD #8263 - MICROS	604-49550-404	1,462.44
US BANK	20150604	06/04/2015	CREDIT CARD #8263 - COUNT	604-49550-404	51.30
HIGLEY FORD	123435	06/02/2015	SERVICE UNIT #30	604-49550-405	146.96
US BANK	20150604	06/04/2015	CREDIT CARD #8263 - CAR QU	604-49550-405	52.57
CAMPUS CLEANERS	05-012577	06/03/2015	SERVICE	604-49550-406	34.17
SCHWALBACH HARDWARE	20150603	06/03/2015	MAINTENANCE - ELECTRIC	604-49550-408	20.91
DAKOTA SUPPLY GROUP	B268021	05/22/2015	MAINTENANCE - INVENTORY	604-49550-408	162.18
SCHWALBACH HARDWARE	20150603	06/03/2015	MAINTENANCE - ELECTRIC	604-49550-409	57.76
US BANK	20150604	06/04/2015	CREDIT CARD #8263 - SCHWA	604-49550-409	5.33
J. H. LARSON	S100904601.001	06/02/2015	MAINTENANCE	604-49550-409	50.53
DAKOTA SUPPLY GROUP	B346195	06/08/2015	MAINTENANCE	604-49550-410	125.04
ZIEGLER, INC.	SW050235998	05/12/2015	MAINTENANCE #3	604-49550-410	1,975.24
ZIEGLER, INC.	SW050236000	05/12/2015	MAINTENANCE #4	604-49550-410	1,975.24
ZIEGLER, INC.	SW050236002	05/12/2015	MAINTENANCE #2	604-49550-410	1,975.24
TYLER TECHNOLOGIES, INC	025-125195	06/03/2015	ANNUAL SUBSCRIPTION	604-49550-444	1,732.05
BRIAN BUSCH	20150608	06/08/2015	ENERGY REBATE	604-49550-450	25.00
BRUCE BENNETT	20150608	06/08/2015	ENERGY REBATE	604-49550-450	150.00
BANK MIDWEST	20150601	06/01/2015	NSF (ACCT CLOSED)-JORDAN J	604-49550-480	218.00
BLUE CROSS/BLUE SHIELD	20150603	06/03/2015	PREMIUM INS. - JULY 2015	604-49550-480	938.50
BANK MIDWEST	20150609A	06/09/2015	NSF-ERIC HAKEN UTILITIES	604-49550-480	185.11
WINDOM AREA DEVELOPME	20150603	06/03/2015	INDUSTRIAL DEVELOPMENT	604-49550-491	1,200.00

Activity 49550 - Electric Total: 18,886.26

Fund 604 - ELECTRIC Total: 212,594.60

## Fund: 609 - LIQUOR STORE

## Activity: 49751 - Liquor Store

MAIL FINANCE	H5331404	05/26/2015	LEASE PAYMENT	609-49751-200	22.66
CAMPUS CLEANERS	05-010700	06/03/2015	SERVICE	609-49751-211	20.05
CAMPUS CLEANERS	05-011708	06/03/2015	SERVICE	609-49751-217	20.05
US BANK	20150604	06/04/2015	CREDIT CARD #8263 - SCHWA	609-49751-217	8.54
AH HERMEL COMPANY	505302	05/22/2015	MERCHANDISE	609-49751-217	137.74
ENVIROMASTER, INC	521512	05/26/2015	SERVICE	609-49751-217	40.88
WIRTZ BEVERAGE MN WINE	1080320376	05/12/2015	MERCHANDISE	609-49751-251	1,209.28

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
SOUTHERN WINE & SPIRITS O	1285075	05/19/2015	MERCHANDISE	609-49751-251	3,998.88
PHILLIPS WINE & SPIRITS	2787193	05/19/2015	MERCHANDISE	609-49751-251	2,938.93
PHILLIPS WINE & SPIRITS	2790555	05/26/2015	MERCHANDISE	609-49751-251	307.95
JOHNSON BROS.	5159963	05/19/2015	MERCHANDISE	609-49751-251	5,820.02
JOHNSON BROS.	5165226	05/20/2015	MERCHANDISE	609-49751-251	2,206.97
DOLL DISTRIBUTING, LLC	275244	06/02/2015	MERCHANDISE	609-49751-252	10,121.00
DOLL DISTRIBUTING, LLC	275245	06/02/2015	CREDIT- MERCHANDISE	609-49751-252	-15.65
DOLL DISTRIBUTING, LLC	275331	06/03/2015	MERCHANDISE	609-49751-252	535.35
ARTISAN BEER COMPANY	3031783	05/18/2015	MERCHANDISE	609-49751-252	180.00
DOLL DISTRIBUTING, LLC	394333	06/05/2015	MERCHANDISE	609-49751-252	3,871.80
JOHNSON BROS.	5165228	05/20/2015	MERCHANDISE	609-49751-252	52.00
BEVERAGE WHOLESALERS	551773	06/01/2015	MERCHANDISE	609-49751-252	153.00
BEVERAGE WHOLESALERS	551774	06/01/2015	MERCHANDISE	609-49751-252	3,105.94
BEVERAGE WHOLESALERS	552794	06/09/2015	MERCHANDISE	609-49751-252	9,595.90
SOUTHERN WINE & SPIRITS O	1285076	05/19/2015	MERCHANDISE	609-49751-253	449.85
PHILLIPS WINE & SPIRITS	212272	05/26/2015	CREDIT - MERCHANDISE	609-49751-253	-83.30
PHILLIPS WINE & SPIRITS	2787194	05/19/2015	MERCHANDISE	609-49751-253	707.95
JOHNSON BROS.	5159964	05/19/2015	MERCHANDISE	609-49751-253	1,287.45
JOHNSON BROS.	5159965	05/19/2015	MERCHANDISE	609-49751-253	43.98
JOHNSON BROS.	5165227	05/20/2015	MERCHANDISE	609-49751-253	735.60
PAUSTIS & SONS	8498423-IN	05/26/2015	MERCHANDISE	609-49751-253	662.00
COCA-COLA BOTTLING COMP	0458503618	05/21/2015	MERCHANDISE	609-49751-254	440.60
WIRTZ BEVERAGE MN WINE	1080320376	05/12/2015	MERCHANDISE	609-49751-254	33.62
JOHNSON BROS.	5165227	05/20/2015	MERCHANDISE	609-49751-254	68.00
AMERICAN BOTTLING CO	5459327812	05/22/2015	MERCHANDISE	609-49751-254	251.36
AMERICAN BOTTLING CO	5459327813	05/22/2015	CREDIT - MERCHANDISE	609-49751-254	-4.08
AH HERMEL COMPANY	505302	05/22/2015	MERCHANDISE	609-49751-256	232.98
DOLL DISTRIBUTING, LLC	275244	06/02/2015	MERCHANDISE	609-49751-259	106.75
BEVERAGE WHOLESALERS	552794	06/09/2015	MERCHANDISE	609-49751-259	16.80
AH HERMEL COMPANY	505302	05/22/2015	MERCHANDISE	609-49751-261	35.27
CLIFTON-LARSON-ALLEN, LLP	1061551	06/08/2015	SERVICE #094-082822	609-49751-301	200.00
CMRS - TMS #256704	20150602	06/02/2015	POSTAGE #256704	609-49751-322	22.56
WIRTZ BEVERAGE MN WINE	1080320376	05/12/2015	MERCHANDISE	609-49751-333	15.26
SOUTHERN WINE & SPIRITS O	1285075	05/19/2015	MERCHANDISE	609-49751-333	121.00
SOUTHERN WINE & SPIRITS O	1285076	05/19/2015	MERCHANDISE	609-49751-333	14.00
PHILLIPS WINE & SPIRITS	212272	05/26/2015	CREDIT - MERCHANDISE	609-49751-333	-0.84
PHILLIPS WINE & SPIRITS	2787193	05/19/2015	MERCHANDISE	609-49751-333	50.10
PHILLIPS WINE & SPIRITS	2787194	05/19/2015	MERCHANDISE	609-49751-333	20.04
PHILLIPS WINE & SPIRITS	2790555	05/26/2015	MERCHANDISE	609-49751-333	6.68
AH HERMEL COMPANY	505302	05/22/2015	MERCHANDISE	609-49751-333	3.95
JOHNSON BROS.	5159963	05/19/2015	MERCHANDISE	609-49751-333	87.13
JOHNSON BROS.	5159964	05/19/2015	MERCHANDISE	609-49751-333	43.42
JOHNSON BROS.	5165226	05/20/2015	MERCHANDISE	609-49751-333	28.67
JOHNSON BROS.	5165227	05/20/2015	MERCHANDISE	609-49751-333	31.73
PAUSTIS & SONS	8498423-IN	05/26/2015	MERCHANDISE	609-49751-333	10.50
WINDOM QUICK PRINT	20150526	05/26/2015	SUPPLIES	609-49751-340	278.81
ELECTRIC FUND	20150609	06/09/2015	EXPENSE	609-49751-409	48.57
TYLER TECHNOLOGIES, INC	025-125195	06/03/2015	ANNUAL SUBSCRIPTION	609-49751-444	1,732.05
MN DEPT OF AGRICULTURE	20150609	06/09/2015	2016 RETAIL FOOD HANDLER	609-49751-444	77.00
BANK MIDWEST	20150601A	06/01/2015	NSF (NOT AUTHORIZED) BRIAN	609-49751-480	91.28
BANK MIDWEST	20150601B	06/01/2015	NSF (NOT AUTHORIZED) BRIAN	609-49751-480	63.93
<b>Activity 49751 - Liquor Store Total:</b>					<b>52,261.96</b>
<b>Fund 609 - LIQUOR STORE Total:</b>					<b>52,261.96</b>
<b>Fund: 614 - TELECOM</b>					
INTERNAL REVENUE SERVICE	20150602	06/02/2015	EXCISE TAX - MAY 2015	614-20201	879.55
MN 9-1-1 PROGRAM	20150602	06/02/2015	MAY 911 SERVICE	614-20206	1,009.23
					<b>1,888.78</b>
<b>Activity: 49870 - Telecom</b>					
NCPERS MINNESOTA	20150602	06/02/2015	INSURANCE 844600 6/2015	614-49870-133	96.00

## Expense Approval Report

Payment Dates: 5/28/2015 - 6/10/2015

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
NEW STAR SALES & SERVICE	44065	06/02/2015	SUPPLIES	614-49870-200	37.41
MAIL FINANCE	H5331404	05/26/2015	LEASE PAYMENT	614-49870-200	22.66
CAMPUS CLEANERS	05-010972	06/03/2015	SERVICE	614-49870-211	21.33
CAMPUS CLEANERS	05-012579	06/01/2015	SERVICE	614-49870-211	21.33
WEX BANK	41048006	06/08/2015	CREDIT CARD- TELECOM	614-49870-212	259.06
SCHWALBACH HARDWARE	20150603	06/03/2015	MAINTENANCE - TELECOM	614-49870-217	39.99
US BANK	20150604	06/04/2015	CREDIT CARD #8263 - PAY PAL	614-49870-217	7.50
WINDOM AUTO VALU	34088828	06/09/2015	MAINTENANCE #3400540	614-49870-217	124.94
ELITE MECHANICAL SYSTEMS,	1445	06/02/2015	SERVICE	614-49870-223	1,964.74
CALIX	1109008	05/19/2015	MAINTENANCE	614-49870-227	313.84
SCHWALBACH HARDWARE	20150603	06/03/2015	MAINTENANCE - TELECOM	614-49870-227	140.95
NATIONAL CABLE TV COOP	SI-443004	06/02/2015	MAINTENANCE	614-49870-227	1,756.55
NATIONAL CABLE TV COOP	SI-443682	06/02/2015	MAINTENANCE	614-49870-227	227.48
CLIFTON-LARSON-ALLEN, LLP	1061551	06/08/2015	SERVICE #094-082822	614-49870-301	200.00
WENCK ASSOCIATES, INC.	11500285	06/03/2015	SERVICE-FIBER OPTIC EXTENSI	614-49870-303	870.00
NENA - CID	6893	06/02/2015	SERVICE 7-1-15 TO 6-30-16	614-49870-304	250.00
CENTURY LINK	20150602	06/02/2015	SERVICE #507-831-1075	614-49870-321	72.44
VERIZON WIRELESS	9745966912	06/03/2015	TELEPHONE - APR 21 - MAY 2	614-49870-321	572.48
CMRS - TMS #256704	20150602	06/02/2015	POSTAGE #256704	614-49870-322	626.34
SOURCE ONE SOLUTIONS, LLC	4976A	06/08/2015	POSTAGE	614-49870-322	243.79
HP SUDS CLUB, LLC	1409	06/03/2015	BILLING CONTRACT SERVICE	614-49870-326	1,170.00
SOURCE ONE SOLUTIONS, LLC	4976	06/08/2015	UTILITY BILL SERVICES	614-49870-326	1,790.47
MN ENERGY RESOURCES	20150602	06/02/2015	HEATING #4098343-9	614-49870-383	59.48
NATIONAL CABLE TV COOP	15051688	06/02/2015	SUBSCRIBER	614-49870-442	85,281.59
YOUNG BROADCASTING LLC	20150605	06/05/2015	SUBSCRIBER	614-49870-442	5,428.30
UNITED COMMUNICATIONS C	20150605	06/05/2015	SUBSCRIBER	614-49870-442	714.25
HUBBARD BROADCASTING IN	20150605	06/05/2015	SUBSCRIBER	614-49870-442	6,428.25
RFD TV	2161-1742	05/19/2015	SUBSCRIBER	614-49870-442	436.25
FOX SPORTS	I99895	06/05/2015	SUBSCRIBER	614-49870-442	19,131.30
BTN - BIG TEN NETWORK	J01152	06/05/2015	SUBSCRIBER	614-49870-442	4,045.50
FOX TELEVISION STATIONS, IN	MAY-15	06/05/2015	SUBSCRIBER	614-49870-442	5,142.60
UNIVERSAL SERVICE ADMIN C	UBDI0000772395	06/03/2015	SERVICE #825807	614-49870-443	1,398.10
TYLER TECHNOLOGIES, INC	025-125195	06/03/2015	ANNUAL SUBSCRIPTION	614-49870-444	1,732.05
DREAM HOST WEB HOSTING	1473097-2015-05-25-1	06/02/2015	4-26-15 TO 5-25-15	614-49870-447	139.00
COGENT COMMUNICATIONS,	20150602	06/02/2015	#1-72458534 1000 MBPS	614-49870-447	1,750.00
WOODSTOCK TELEPHONE CO	10043248	06/03/2015	SERVICE #00017668-1	614-49870-451	205.10
CENTURY LINK	L040021021-15137	06/02/2015	SERVICE #507-L04-0021-021	614-49870-451	45.41
SOUTHWEST MN BROADBAN	20150603	06/03/2015	QVC-APRIL 2015 COMMISSIO	614-49870-480	60.69
BANK MIDWEST	20150609A	06/09/2015	NSF-ERIC HAKEN -TELECOM	614-49870-480	66.66
<b>Activity 49870 - Telecom Total:</b>					<b>142,893.83</b>
<b>Fund 614 - TELECOM Total:</b>					<b>144,782.61</b>

## Fund: 615 - ARENA

## Activity: 49850 - Arena

NCPERS MINNESOTA	20150602	06/02/2015	INSURANCE 844600 6/2015	615-49850-133	32.00
US BANK	20150604	06/04/2015	CREDIT CARD #8263 - OFFICE	615-49850-200	498.70
MAIL FINANCE	H5331404	05/26/2015	LEASE PAYMENT	615-49850-200	22.66
CARQUEST AUTO PARTS STOR	2789-286147	06/04/2015	MAINTENANCE	615-49850-211	25.50
WEX BANK	41048006	06/08/2015	CREDIT CARD- ARENA	615-49850-212	255.60
AMUNDSON DIG	04281501	06/02/2015	SUPPLIES	615-49850-217	1,115.64
VERIZON WIRELESS	9745966912	06/03/2015	TELEPHONE - APR 21 - MAY 2	615-49850-321	47.63
CMRS - TMS #256704	20150602	06/02/2015	POSTAGE #256704	615-49850-322	1.44
US BANK	20150604	06/04/2015	CREDIT CARD #8263 -	615-49850-334	224.39
SCHWALBACH HARDWARE	20150603	06/03/2015	MAINTENANCE - ARENA	615-49850-402	23.99
SCHWALBACH HARDWARE	20150603	06/03/2015	MAINTENANCE - ARENA	615-49850-406	73.88
CARQUEST AUTO PARTS STOR	2789-286613	06/04/2015	MAINTENANCE	615-49850-406	0.76
MN DEPT OF HEALTH	609650	06/02/2015	STATEWIDE HOSPITALITY FEE-	615-49850-444	35.00
<b>Activity 49850 - Arena Total:</b>					<b>2,357.19</b>
<b>Fund 615 - ARENA Total:</b>					<b>2,357.19</b>

## Expense Approval Report

Payment Dates: 5/28/2015 - 6/10/2015

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 617 - M/P CENTER</b>					
Activity: 49860 - M/P Center					
NCPERS MINNESOTA	20150602	06/02/2015	INSURANCE 844600 6/2015	617-49860-133	48.00
MAIL FINANCE	H5331404	05/26/2015	LEASE PAYMENT	617-49860-200	22.66
SCHWALBACH HARDWARE	20150603	06/03/2015	MAINTENANCE - MP	617-49860-211	2.49
RIVER BEND LIQUOR	20150603	06/03/2015	COMM CENTER	617-49860-251	77.82
RIVER BEND LIQUOR	20150603	06/03/2015	COMM CENTER	617-49860-252	197.08
US BANK	20150604	06/04/2015	CREDIT CARD #8263 - HY VEE	617-49860-254	129.53
RIVER BEND LIQUOR	20150603	06/03/2015	COMM CENTER	617-49860-261	16.66
US BANK	20150604	06/04/2015	CREDIT CARD #8263 - HY VEE	617-49860-261	74.75
VERIZON WIRELESS	9745966912	06/03/2015	TELEPHONE - APR 21 - MAY 2	617-49860-321	28.34
CMRS - TMS #256704	20150602	06/02/2015	POSTAGE #256704	617-49860-322	21.50
WINDOM QUICK PRINT	20150526A	05/26/2015	SUPPLIES	617-49860-340	209.00
KDOM RADIO	KDOM0563150536196	06/04/2015	ADVERTISING	617-49860-340	157.00
TOWN 'N COUNTRY	6630	06/03/2015	MAINTENANCE	617-49860-404	359.99
US BANK	20150604	06/04/2015	CREDIT CARD #8263 - HY VEE	617-49860-406	40.89
ELECTRIC FUND	20150602A	06/02/2015	MAINTENANCE	617-49860-409	23.98
SCHWALBACH HARDWARE	20150603	06/03/2015	MAINTENANCE - MP	617-49860-409	11.98
<b>Activity 49860 - M/P Center Total:</b>					<b>1,421.67</b>
<b>Fund 617 - M/P CENTER Total:</b>					<b>1,421.67</b>
<b>Fund: 700 - PAYROLL</b>					
Internal Revenue Service-Payr	INV0000552	05/29/2015	Federal Tax Withholding	700-21701	11,236.77
Minnesota Department of Re	INV0000551	05/29/2015	State Withholding	700-21702	4,514.41
Internal Revenue Service-Payr	INV0000553	05/29/2015	Social Security	700-21703	12,364.48
MN Pera	INV0000543	05/29/2015	PERA	700-21704	12,943.70
MN Pera	INV0000544	05/29/2015	PERA	700-21704	5,656.22
MN Pera	INV0000545	05/29/2015	PERA	700-21704	525.06
MN Pera	INV0000546	05/29/2015	PERA	700-21704	20.00
Minnesota State Deferred	INV0000547	05/29/2015	Deferred Compensation	700-21705	4,460.00
Minnesota State Deferred	INV0000548	05/29/2015	Deferred Roth	700-21705	875.00
BLUE CROSS/BLUE SHIELD	20150603	06/03/2015	PREMIUM INS. - JULY 2015	700-21706	37,649.00
MN Child Support Payment C	INV0000549	05/29/2015	Child Support Payment	700-21709	407.47
Internal Revenue Service-Payr	INV0000550	05/29/2015	Medicare Withholding	700-21711	3,428.16
SELECTACCOUNT	20150602	06/02/2015	FLEX SPENDING	700-21712	569.79
SELECTACCOUNT	20150609	06/09/2015	FLEX SPENDING	700-21712	788.17
COLONIAL LIFE INSURANCE	8182644-0612967	06/04/2015	BCN E8182644 INSURANCE	700-21714	8.82
NCPERS MINNESOTA	20150602	06/02/2015	INSURANCE 844600 6/2015	700-21718	16.00
<b>Fund 700 - PAYROLL Total:</b>					<b>95,463.05</b>
<b>Grand Total:</b>					<b>937,462.16</b>

## Report Summary

## Fund Summary

Fund	Payment Amount
100 - GENERAL	49,097.13
211 - LIBRARY	1,550.12
225 - AIRPORT	528.46
230 - POOL	9,764.84
235 - AMBULANCE	4,015.30
250 - EDA GENERAL	6,886.78
251 - EDA REVOLVING	158.18
254 - NORTH IND PARK	3,381.77
401 - GENERAL CAPITAL PROJECTS	12,476.15
601 - WATER	328,457.88
602 - SEWER	12,264.47
604 - ELECTRIC	212,594.60
609 - LIQUOR STORE	52,261.96
614 - TELECOM	144,782.61
615 - ARENA	2,357.19
617 - M/P CENTER	1,421.67
700 - PAYROLL	95,463.05
<b>Grand Total:</b>	<b>937,462.16</b>

## Account Summary

Account Number	Account Name	Payment Amount
100-11500	Accounts Receivable	92.00
100-34403	Spring Clean-up	1,470.00
100-41110-304	Legal Fees	1,155.00
100-41110-350	Printing & Design	789.00
100-41310-133	Employer Paid Insurance	80.00
100-41310-200	Office Supplies	758.57
100-41310-301	Auditing & Consulting Se	895.78
100-41310-322	Postage	436.05
100-41310-326	Data Processing	56.47
100-41310-444	License Fees	2,886.75
100-41310-480	Other Miscellaneous	446.50
100-41910-133	Employer Paid Insurance	24.00
100-41910-200	Office Supplies	93.80
100-41910-212	Motor Fuels	70.63
100-41910-321	Telephone	16.63
100-41910-322	Postage	15.09
100-41910-433	Dues & Subscriptions	135.00
100-41910-435	Books and Pamphlets	108.00
100-41940-211	Cleaning Supplies	159.96
100-41940-406	Repairs & Maint - Groun	720.00
100-41940-409	Repairs & Maint - Utilitie	26.49
100-42120-133	Employer Paid Insurance	144.00
100-42120-200	Office Supplies	81.16
100-42120-212	Motor Fuels	1,265.47
100-42120-218	Uniforms	29.25
100-42120-304	Legal Fees	3,352.50
100-42120-321	Telephone	286.09
100-42120-322	Postage	0.48
100-42120-323	Radio Units	3,954.17
100-42120-325	Dispatching	275.00
100-42120-326	Data Processing	433.00
100-42120-334	Meals/Lodging	56.63
100-42120-404	Repairs & Maint - M&E	751.60
100-42120-405	Repairs & Maint - Vehicl	318.79
100-42120-412	Rentals - Building	1,850.00
100-42120-480	Other Miscellaneous	351.50

## Account Summary

Account Number	Account Name	Payment Amount
100-42220-212	Motor Fuels	253.02
100-42220-217	Other Operating Supplie	88.89
100-42220-218	Uniforms	165.00
100-42220-304	Legal Fees	60.00
100-42220-322	Postage	4.41
100-42220-325	Dispatching	212.50
100-42220-404	Repairs & Maint - M&E	3,551.80
100-42220-439	Special Projects	886.00
100-42500-325	Dispatching	12.50
100-42700-300	Charges for Services	99.00
100-43100-133	Employer Paid Insurance	80.00
100-43100-200	Office Supplies	22.67
100-43100-211	Cleaning Supplies	6.89
100-43100-212	Motor Fuels	-21.45
100-43100-224	Street Maint Materials	2,188.10
100-43100-241	Small Tools	268.13
100-43100-321	Telephone	73.29
100-43100-322	Postage	33.12
100-43100-325	Dispatching	125.00
100-43100-326	Data Processing	238.72
100-43100-404	Repairs & Maint - M&E	2,438.18
100-43100-405	Repairs & Maint - Vehicl	19.98
100-43100-407	Repairs & Maint - Seal C	2,885.00
100-43100-480	Other Miscellaneous	1,018.44
100-43210-307	Management Fees	192.38
100-43210-384	Refuse Disposal	5,849.60
100-45120-200	Office Supplies	22.67
100-45120-215	Materials & Equipment	564.00
100-45120-340	Advertising & Promotion	403.00
100-45202-133	Employer Paid Insurance	16.00
100-45202-200	Office Supplies	22.67
100-45202-211	Cleaning Supplies	88.17
100-45202-212	Motor Fuels	1,324.21
100-45202-304	Legal Fees	210.00
100-45202-325	Dispatching	37.50
100-45202-402	Repairs & Maint - Struct	1,605.74
100-45202-405	Repairs & Maint - Vehicl	232.73
100-45202-406	Repairs & Maint - Groun	233.91
211-45501-133	Employer Paid Insurance	16.00
211-45501-200	Office Supplies	189.05
211-45501-402	Repairs & Maint - Struct	740.00
211-45501-433	Dues & Subscriptions	19.97
211-45501-435	Books and Pamphlets	585.10
225-45127-200	Office Supplies	35.15
225-45127-217	Other Operating Supplie	40.38
225-45127-381	Electric Utility	452.93
230-45124-216	Chemicals and Chemical	536.80
230-45124-322	Postage	9.12
230-45124-350	Printing & Design	262.00
230-45124-401	Repairs & Maint - Buildi	1,023.23
230-45124-402	Repairs & Maint - Struct	7,890.00
230-45124-404	Repairs & Maint - M&E	43.69
235-42153-200	Office Supplies	22.66
235-42153-212	Motor Fuels	1,055.56
235-42153-217	Other Operating Supplie	286.95
235-42153-218	Uniforms	129.97
235-42153-304	Legal Fees	105.00
235-42153-321	Telephone	65.28

## Account Summary

Account Number	Account Name	Payment Amount
235-42153-322	Postage	63.33
235-42153-325	Dispatching	200.00
235-42153-326	Data Processing	1,555.50
235-42153-334	Meals/Lodging	267.96
235-42153-340	Advertising & Promotion	249.00
235-42153-405	Repairs & Maint - Vehicl	14.09
250-23900	Notes Payable - Noncurr	873.73
250-46520-133	Employer Paid Insurance	24.00
250-46520-200	Office Supplies	127.52
250-46520-301	Auditing & Consulting Se	670.00
250-46520-304	Legal Fees	1,078.00
250-46520-321	Telephone	50.49
250-46520-322	Postage	44.24
250-46520-331	Travel Expense	351.15
250-46520-334	Meals/Lodging	44.69
250-46520-340	Advertising & Promotion	90.00
250-46520-402	Repairs & Maint - Struct	45.95
250-46520-404	Repairs & Maint - M&E	5.49
250-46520-438	Meeting Expense	45.76
250-49980-602	Other Long-Term Obliga	2,053.07
250-49980-612	Other Interest	1,382.69
251-46520-217	Other Operating Supplie	158.18
254-46520-304	Legal Fees	180.00
254-46520-381	Electric Utility	91.77
254-46520-406	Repairs & Maint - Groun	300.00
254-46520-480	Other Miscellaneous	2,810.00
401-49950-500	Capital Outlay - Office	1,669.75
401-49950-503	Capital Outlay - Streets	5,460.00
401-49950-507	Capital Outlay - Recreati	5,346.40
601-16400	Machinery & Equipment	315,583.38
601-49400-133	Employer Paid Insurance	40.00
601-49400-200	Office Supplies	22.66
601-49400-212	Motor Fuels	214.67
601-49400-216	Chemicals and Chemical	3,138.32
601-49400-217	Other Operating Supplie	7.50
601-49400-301	Auditing & Consulting Se	200.00
601-49400-310	Lab Testing	56.25
601-49400-321	Telephone	199.52
601-49400-322	Postage	432.50
601-49400-325	Dispatching	100.00
601-49400-326	Data Processing	2,132.50
601-49400-334	Meals/Lodging	97.29
601-49400-340	Advertising & Promotion	294.00
601-49400-381	Electric Utility	27.80
601-49400-386	Landfill	2,415.00
601-49400-404	Repairs & Maint - M&E	1,691.22
601-49400-405	Repairs & Maint - Vehicl	73.22
601-49400-444	License Fees	1,732.05
602-49450-133	Employer Paid Insurance	56.00
602-49450-200	Office Supplies	120.12
602-49450-212	Motor Fuels	458.64
602-49450-217	Other Operating Supplie	7.50
602-49450-301	Auditing & Consulting Se	200.00
602-49450-310	Lab Testing	1,533.80
602-49450-321	Telephone	199.52
602-49450-322	Postage	431.54
602-49450-325	Dispatching	100.00
602-49450-326	Data Processing	1,988.50

## Account Summary

Account Number	Account Name	Payment Amount
602-49450-334	Meals/Lodging	97.30
602-49450-381	Electric Utility	74.91
602-49450-404	Repairs & Maint - M&E	4,120.36
602-49450-439	Special Projects	1,064.29
602-49450-444	License Fees	1,732.05
602-49450-480	Other Miscellaneous	79.94
604-10400	Investments - Current	152,000.00
604-14200	Inventory	3,216.84
604-16300	Improvements Other Th	30,211.50
604-16400	Machinery & Equipment	6,180.00
604-22000	Prepayments	2,100.00
604-49550-133	Employer Paid Insurance	96.00
604-49550-200	Office Supplies	268.13
604-49550-211	Cleaning Supplies	96.18
604-49550-212	Motor Fuels	458.42
604-49550-217	Other Operating Supplie	479.26
604-49550-218	Uniforms	1,059.90
604-49550-301	Auditing & Consulting Se	200.00
604-49550-321	Telephone	87.01
604-49550-322	Postage	449.30
604-49550-325	Dispatching	187.50
604-49550-326	Data Processing	2,858.15
604-49550-334	Meals/Lodging	97.28
604-49550-402	Repairs & Maint - Struct	5.56
604-49550-404	Repairs & Maint - M&E	1,513.74
604-49550-405	Repairs & Maint - Vehicl	199.53
604-49550-406	Repairs & Maint - Groun	34.17
604-49550-408	Repairs & Maint - Distrib	183.09
604-49550-409	Repairs & Maint - Utilitie	113.62
604-49550-410	Repairs & Maint - Gener	6,050.76
604-49550-444	License Fees	1,732.05
604-49550-450	Conservation	175.00
604-49550-480	Other Miscellaneous	1,341.61
604-49550-491	Payments to Other Orga	1,200.00
609-49751-200	Office Supplies	22.66
609-49751-211	Cleaning Supplies	20.05
609-49751-217	Other Operating Supplie	207.21
609-49751-251	Liquor	16,482.03
609-49751-252	Beer	27,599.34
609-49751-253	Wine	3,803.53
609-49751-254	Soft Drinks & Mix	789.50
609-49751-256	Tobacco Products	232.98
609-49751-259	Non- Alcoholic	123.55
609-49751-261	Other Merchandise	35.27
609-49751-301	Auditing & Consulting Se	200.00
609-49751-322	Postage	22.56
609-49751-333	Freight and Express	431.64
609-49751-340	Advertising & Promotion	278.81
609-49751-409	Repairs & Maint - Utilitie	48.57
609-49751-444	License Fees	1,809.05
609-49751-480	Other Miscellaneous	155.21
614-20201	Excise Tax Payable	879.55
614-20206	911 TAP & TACIP Fees Cl	1,009.23
614-49870-133	Employer Paid Insurance	96.00
614-49870-200	Office Supplies	60.07
614-49870-211	Cleaning Supplies	42.66
614-49870-212	Motor Fuels	259.06
614-49870-217	Other Operating Supplie	172.43

## Account Summary

Account Number	Account Name	Payment Amount
614-49870-223	Buidling Repair Supplies	1,964.74
614-49870-227	Utility System Maint Sup	2,438.82
614-49870-301	Auditing & Consulting Se	200.00
614-49870-303	Engineering and Surveyi	870.00
614-49870-304	Legal Fees	250.00
614-49870-321	Telephone	644.92
614-49870-322	Postage	870.13
614-49870-326	Data Processing	2,960.47
614-49870-383	Gas Utility	59.48
614-49870-442	Subscriber Fees	126,608.04
614-49870-443	Intergovernmental Fees	1,398.10
614-49870-444	License Fees	1,732.05
614-49870-447	Internet Expense	1,889.00
614-49870-451	Call Completion	250.51
614-49870-480	Other Miscellaneous	127.35
615-49850-133	Employer Paid Insurance	32.00
615-49850-200	Office Supplies	521.36
615-49850-211	Cleaning Supplies	25.50
615-49850-212	Motor Fuels	255.60
615-49850-217	Other Operating Supplie	1,115.64
615-49850-321	Telephone	47.63
615-49850-322	Postage	1.44
615-49850-334	Meals/Lodging	224.39
615-49850-402	Repairs & Maint - Struct	23.99
615-49850-406	Repairs & Maint - Groun	74.64
615-49850-444	License Fees	35.00
617-49860-133	Employer Paid Insurance	48.00
617-49860-200	Office Supplies	22.66
617-49860-211	Cleaning Supplies	2.49
617-49860-251	Liquor	77.82
617-49860-252	Beer	197.08
617-49860-254	Soft Drinks & Mix	129.53
617-49860-261	Other Merchandise	91.41
617-49860-321	Telephone	28.34
617-49860-322	Postage	21.50
617-49860-340	Advertising & Promotion	366.00
617-49860-404	Repairs & Maint - M&E	359.99
617-49860-406	Repairs & Maint - Groun	40.89
617-49860-409	Repairs & Maint - Utilitie	35.96
700-21701	Federal Withholding	11,236.77
700-21702	State Withholding	4,514.41
700-21703	FICA Tax Withholding	12,364.48
700-21704	PERA Contributions	19,144.98
700-21705	Retirement	5,335.00
700-21706	Medical Insurance	37,649.00
700-21709	Wage Levy	407.47
700-21711	Medicare Tax Withholdi	3,428.16
700-21712	Flex Account	1,357.96
700-21714	Individual Insurance-Col	8.82
700-21718	Individual Insurance-NC	16.00
	<b>Grand Total:</b>	<b>937,462.16</b>

## Project Account Summary

Project Account Key	Payment Amount
**None**	937,367.16
Program	95.00
<b>Grand Total:</b>	<b>937,462.16</b>

b-11-15  
