

**PLEASE NOTE EARLIER START TIME
FOR THE MEETING.**

**Council Meeting
Tuesday, December 1, 2015
City Council Chambers
7:00 p.m.
AGENDA**



Call to Order

Pledge of Allegiance

1. Approval of Minutes
 - Council Minutes–November 17 & 24, 2015
2. Consent Agenda
 - Minutes
 - Telecom Commission – November 23, 2015
 - Utility Commission – November 25, 2015
 - Licenses
 - Liquor License
 - Margarita’s Ville
3. Department Heads
4. 2016 City Budget
 - 2016 Budget Presentation
 - Public Comment
5. Public Hearing Miscellaneous Special Assessments
6. Local Government Aid Resolution of Support
7. Donations
 - Windom Fire Department -Fire Relief Association
 - Windom Ambulance Department – Country Pride Services
8. Water Tower Painting Bid Award
9. SMART Goals
 - 2015 Dashboard Report
 - 2016 SMART Goals
10. New Business
11. Old Business
12. Regular Bills
13. Council Concerns



Adjourn

**Regular Council Meeting
Windom City Hall, Council Chamber
November 17, 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 and Bryan Joyce

Council Absent:

Dominic Jones and JoAnn Ray

City Staff Present:

Steve Nasby, City Administrator; Bruce Caldwell, Streets & Parks Superintendent; Chelsie Carlson, Finance Director\Controllor; Scott Peterson, Police Chief; Al Baloun, Recreation Director; Dan Ortman, Fire Chief and Tim Hacker, Ambulance Director

Youth Representative:

Sydney Erickson

3. Pledge of Allegiance

4. Approval of Minutes:

Motion by Joyce second by Johnson to approve the City Council minutes from October 20, 2015. Motion carried 3 – 0 (Jones and Ray absent).

5. Consent Agenda:

Maricle noted the minutes from the following Boards and Commissions.

- Parks & Recreation Commission – November 5, 2015
- Telecommunications Commission – November 5, 2015
- Economic Development Authority – November 9, 2015
- Emergency Services Facility Building Committee – November 9, 2015
- Library Board – November 10, 2015

Motion by Cooley second by Johnson to accept the Consent agenda board and commission minutes. Motion carried 3 – 0 (Jones and Ray absent).

Maricle said there a large number of licenses that were received and reviewed by the Police Department.

Preliminary

Cigarette Licenses: Casey's General Store, Country Pride Services, Erickson Oil, Riverbend Liquor, Center Stop, Super America, Staples Oil Company, Hy-Vee and Dollar General.

Game of Skill Licenses: Phat Pheasant, Godfathers Pizza, C & N Sales – Phat Pheasant, C & N Sales – Sun Bowl and Kyle Pillatzki – Arena and Windom Laundromat.

Theatre License: Windom State Theatre.

Motion by Johnson second by Cooley to approve the solicitation permits as presented. Motion carried 3 – 0 (Jones and Ray absent).

Liquor License Renewals: Phat Pheasant and Sun Bowl

Wine, Beer and Strong Beer Authorization: River City Eatery and China Restaurant

Motion by Joyce second by Cooley to approve the solicitation permits as presented. Motion carried 3 – 0 (Jones and Ray absent).

Maricle said there is a request for a dance permit from the Windom Fire Department for an event on April 23, 2016.

Motion by Joyce second by Johnson to approve the solicitation permits as presented. Motion carried 3 – 0 (Jones and Ray absent).

Maricle said there are two exempt gaming permits that are requested for the Windom Fire Department for a raffle on April 23, 2016 and from the Des Moines Valley Ducks Unlimited chapter for a raffle on April 2, 2016.

Motion by Johnson second by Cooley to approve the solicitation permits as presented. Motion carried 3 – 0 (Jones and Ray absent).

6. Department Heads:

Dan Ortman, Fire Chief, said that the main engine (Unit 21) was having an issue with the transmission and it will need to be repaired which may take a week. Ortman said the Department is planning on using the City pumper to cover all fires while Unit 21 is out of service, but the City pumper is by policy to stay in the community. He is asking if the City Council has an issue with allowing the City pumper to be used outside of the community.

Nasby noted that coverage from other communities would also be available. Ortman confirmed that mutual aid would be available if needed.

Al Baloun, Recreation Director, said that the old Arena boards have been removed and are currently stored at the Arena. He passed out photos of the old boards and noted that most of them are rotted and in very poor condition. A few of the better ones and some of the poly from the old boards would be salvaged. Baloun is asking the Council's permission to dispose of the old boards.

Preliminary

Johnson asked if there were other possible uses for the old boards. Baloun replied that they had salvaged what they could, but may be someone in the public may want them.

Cooley said that the boards appear to be rotten and moldy so the landfill is the best disposal method. Baloun thought may be the City could get a liability waiver if someone from the public wanted the boards. Nasby replied that a waiver would be up to the insurance agent and/or City Attorney. Cooley said with the mold on the boards they need to be disposed of properly.

Motion by Cooley second by Johnson to declare the old arena boards as surplus and approve of the disposal of the old arena boards to the landfill. Motion carried 3 – 0 (Jones and Ray absent).

Joyce asked if the old boards were wood. Baloun replied that they are wood with poly kick plates and facing, of which some had been salvaged for use on the studio rink if needed.

Johnson asked about the landfill fees for the disposal. Baloun said that the cost would come out of the Arena budget.

7. Emergency Services Facility Building Update:

Ortman and Corey Brunton, Brunton Architects, said that the cost estimates for the project are being worked on by the architects and committee. The first estimate showed about \$5.2 million and the most recent number had been revised to about \$4.6 million. Ortman said he is confident the project can come in at the \$4.4 million figure that had been discussed. Ortman said that 100-125 people came to the open house on November 16 and most of the comments were positive. He said that to move the project forward and get the costs further refined would entail the City authorizing construction designs and specifications.

Brunton said that there were design contingencies and other contingency built into the budget. The more design detail they can do will enable them to narrow down the costs. Their conversations with builders and construction companies show that construction costs are continuing to go up and will be into 2016. He feels good about the Windom project's direction and plans. The project needs to be ready to go in spring 2016 to get the best pricing. There is four months of design work and then a month for bidding so a decision on proceeding to the next design phase is needed. He expects 2.5% cost escalation per month.

Cooley said that at the Senate bonding visit earlier this evening it was evident that the City wanted to move to the next step.

Ortman said that he likes the floor plan and design and is comfortable with the project layout. He noted the fire hall was packed for the Senate bonding visit.

Maricle asked Brunton to discuss the safety issues with the current building. Brunton replied that there are a number of problems and safety concerns, but the biggest are the lack of an exhaust handling system, lack of space for firefighters to get into trucks and

Preliminary

equipment, backing in vehicles in this small space is dangerous and having trucks pulling right out into the street is inconsistent with safety criteria.

Sydney Erickson, youth representative, asked about the use of the Witt Park site and the plans for the recreational opportunities that will be lost as many students use that park. Ortman replied that the plans include relocation of the tennis courts, basketball court and the playground equipment to other City parks.

Johnson asked if one of the State bonding considerations is shovel-ready. Ortman and Brunton replied that it is a key point.

Cooley added that the City's commitment to funding half of the project was also an important point with the bonding committee.

Joyce said that the overall goal of the project is to have a functional building that will meet the community's needs. The cost estimates are within the industry standards and the proposed design is nice, but the essential function of the facility is what is the primary criteria that the City Council and Building Committee is focusing upon.

Cooley said the work with the architect on the costs have furthered the focus of the Building Committee as to the function of the building over appearance. Everyone is in agreement to keep the floor plan.

Ortman said the functionality as proposed in the floor plan allows the Fire and Ambulance the space they need and the ability to coordinate their emergency response efforts. The appearance of the building had to be scaled back to meet the budget, but the main focus has been the function of the building.

Brunton noted that it is a great situation when services like this can share a space and work together as some cities do not have this coordination so each department ends up with their own facility which is more costly.

Cooley said there has been a lot of work in the design process and thought into the plans.

Joyce said that the Council realizes the importance to keep the recreational amenities and that the memorial area will be retained on-site. He added that the townships and the City Council need to meet and discuss the project and funding, which is very important. Nasby replied that the intent is to reach out to townships, but the Building Committee wanted to have a solid cost estimate in place to work from.

Cooley agreed with getting the townships involved to discuss the project and let them know the funding will be fair to all parties.

Motion by Cooley second by Johnson to authorize Brunton Architects to move on to the construction drawings and design phase. Motion carried 3 – 0 (Jones and Ray absent).

8. Remick Grant Submission Authorization – Kastle Kingdom:

Bruce Caldwell, Streets & Parks Superintendent, said that the structure and grounds at Kastle Kingdom needs some renovation work and he had been approached by a citizen about requesting grant funding. He has prepared a cost estimate of improvements and renovations to the playground amounting to \$30,400. He is requesting approval of a grant submission to the Remick Foundation for \$22,000 with the City providing \$8,400 in-kind matching funds. The decision by the Remick Foundation would be February 2016.

Motion by Johnson second by Joyce to approve the submission of a grant request to the Remick Foundation as presented. Motion carried 3 – 0 (Jones and Ray absent).

Joyce thanked Caldwell for his work on pursuing this grant funding.

Cooley noted that Kastle Kingdom was originally volunteer constructed. Caldwell confirmed that is correct and was a large community effort.

9. Innovative Systems Utility\Telecom Provisioning\Billing Recommendation:

Chelsie Carlson, Finance Director\Controllor, said that the proposal for a new billing system is based upon a review of the needs of Telecom for provisioning and the inefficiencies of the current system for water, wastewater, electric and telecom billing. The current system is actually run by two different customer service software systems and much of the information has to be entered twice which consumes staff time and can lead to errors. The current system also does not allow for on-line viewing and has only very limited on-line bill paying features. She said that several systems were researched and staff has presented the information to the Utility Commission and Telecom Commission where they both have recommended moving forward with the Innovative Systems solution.

Cooley noted that the Commission minutes refer to some labor savings. Carlson replied that time will be saved from not double entering customers and the new system will allow provisioning of telecom services to be done within the system.

Joyce said that staff training will be needed and asked about the projected implementation date. Carlson said six to nine months is the timeframe, but they would target July.

Cooley said he supports this as a way to improve efficiencies.

Joyce said he likes the on-line functions and abilities this provides customers.

Cooley said that more customer information about their bill may lead to conservation. Carlson said that additional reads throughout the month may be something for on-line viewing.

Motion by Joyce second by Cooley to approve the agreement between the City of Windom and Innovative Systems as presented. Motion carried 3 – 0 (Jones and Ray absent).

10. Telecom – Resolution Establishing New Service Rates and Fees:

Carlson said that staff had reviewed the cable television programming rates, and although not all are settled for 2016, there will be an increase in costs. To address the cable programming cost increases the rates need to be adjusted.

Joyce noted that the Telecom Commission had discussed rates earlier this year and had made an adjustment. The plan is to annually look at cable television programming rates and to make a one-time adjustment each December for implementation the next year. The July 2015 increase was essentially a catch-up from the prior years where no rate changes had occurred and the Telecom fund was losing money on cable television. This proposal will also make needed adjustments to the old or vintage programming packages to bring them in-line with the cable costs and new packages. These cost increases are for cable television due to programming expenses and Windomnet is not increasing the data costs.

Council member Cooley introduced the Resolution No. 2015-46, as amended, entitled “RESOLUTION ESTABLISHING RATES, CHARGES AND FEES FOR TELECOMMUNICATIONS FUND” and moved its adoption. The resolution was seconded by Joyce and on roll call vote: Aye: Cooley, Johnson and Joyce. Nay: None. Absent: Jones and Ray. Abstain: None. Resolution passed 3 - 0.

11. Resolutions Accepting Donations:

Maricle said there were there donations. One to the fire department and two to the Ambulance Department. He thanked the responsible parties for their generosity. The donation from the Windom Relief Association for \$2,545 was in relation to the pancake breakfast held during fire prevention week and he thanked the public for attending.

Council member Joyce introduced the Resolution No. 2015-47, as amended, entitled “AUTHORIZATION TO ACCEPT A DONATION FROM THE CITYOF WINDOM FIRE RELIEF ASSOCIATION FOR THE WINDOM FIRE DEPARTMENT” and moved its adoption. The resolution was seconded by Cooley and on roll call vote: Aye: Joyce, Cooley and Johnson. Nay: None. Absent: Jones and Ray. Abstain: None. Resolution passed 3 - 0.

Council member Johnson introduced the Resolution No. 2015-48, as amended, entitled “AUTHORIZATION TO ACCEPT A DONATION FROM FEDERATED RURAL ELECTRIC FOR THE WINDOM AMBULANCE DEPARTMENT” and moved its adoption. The resolution was seconded by Joyce and on roll call vote: Aye: Cooley, Johnson and Joyce. Nay: None. Absent: Jones and Ray. Abstain: None. Resolution passed 3 - 0.

Council member Johnson introduced the Resolution No. 2015-49, as amended, entitled “AUTHORIZATION TO ACCEPT A DONATION FROM SOUTH CENTRAL ELECTRIC ASSOCIATION FOR THE WINDOM AMBULANCE DEPARTMENT” and moved its adoption. The resolution was seconded by Joyce and on roll call vote: Aye: Johnson, Joyce and Cooley. Nay: None. Absent: Jones and Ray. Abstain: None. Resolution passed 3 - 0.

12. Disposition of Surplus Equipment – Electric Department:

Brent Brown, Electric Superintendent, said that they are requesting to dispose of old transformers. The items have been looked at for leaks and condition. The units will be sold as a lot and not individually. The estimated salvage price is \$3,000.

Johnson asked if the scrap price is a metal price. Brown said the transformers are typically sold based on their KV size.

Cooley asked if none of the units were useable for Windom’s needs. Brown said the age ranges from 15 to 40 years old. The units have not been tested for use, so there may be some use but they are not wanting to retain any of the due to age.

Motion by Joyce second by Cooley to declare the electric items presented as surplus and to approve the disposition of the designated items. Motion carried 3 – 0 (Jones and Ray absent).

Joyce asked about the impact of PM Beef closing on the City’s utilities. Brown replied that he has been working with CMMPA and others to determine the impacts and solutions. At present, a rate study had been in process so this will now take into account the situation.

Nasby said that wastewater will also be impacted and the numbers are being worked on as to the outcomes of the plant closing. Brown noted that the Utility Commission meets later in November and all of the information as to status and impacts will be discussed.

Joyce noted that the plant could be vacant for six to twelve months and this will create issues that need to be addressed. Brown said the rate study for the electric department will be completed by January 2016 so the information will be available.

Nasby said that PM Beef was 23% of wastewater revenues, but there will be some savings due to lower flows so he estimates a 15% loss to the wastewater fund and that information will need to be plugged into the wastewater rate spreadsheet for discussion on possible changes to wastewater rates.

Cooley noted it is good to let the public know that the matter is being working on.

13. Resolutions Supporting the Submission of Fire Assistance Grant Applications:

Preliminary

Maricle said that there were two resolutions supporting the City's request for federal funds for the Fire Department and Ambulance Department.

Joyce confirmed that these are 95/5 federal to local funded. Nasby said that is correct.

Council member Joyce introduced the Resolution No. 2015-50, as amended, entitled "RESOLUTION SUPPORTING THE SUBMISSION OF A GRANT APPLICATION TO THE ASSISTANCE TO FIREFIGHTERS GRANT PROGRAM ON BEHALF OF THE WINDOM FIRE DEPARTMENT" and moved its adoption. The resolution was seconded by Cooley and on roll call vote: Aye: Joyce, Cooley and Johnson. Nay: None. Absent: Jones and Ray. Abstain: None. Resolution passed 3 - 0.

Council member Joyce introduced the Resolution No. 2015-51, as amended, entitled "RESOLUTION SUPPORTING THE SUBMISSION OF A GRANT APPLICATION TO THE ASSISTANCE TO FIREFIGHTERS GRANT PROGRAM ON BEHALF OF THE WINDOM AMBULANCE DEPARTMENT" and moved its adoption. The resolution was seconded by Johnson and on roll call vote: Aye: Cooley, Johnson and Joyce. Nay: None. Absent: Jones and Ray. Abstain: None. Resolution passed 3 - 0.

14. Windom HRA – Modification of PILOT Agreement:

Maricle said that the Windom HRA had asked for several years for the Council to consider reducing the amount they pay in lieu of taxes to the State minimum. For Windom HRA the reduction would be about 50% of the \$15,750 they pay annually. The resolution in the Council packet lowers the amount the HRA pays each year for five years until the amount is at the State minimum.

Joyce said he is the HRA liaison and confirmed their request to reduce the PILOT to the State minimum to be consistent with other area communities.

Council member Joyce introduced the Resolution No. 2015-52, as amended, entitled "RESOLUTION APPROVING THE MODIFICATION OF AGREEMENT FOR PAYMENTS IN LIEU OF TAXES" and moved its adoption. The resolution was seconded by Cooley and on roll call vote: Aye: Joyce, Cooley and Johnson. Nay: None. Absent: Jones and Ray. Abstain: None. Resolution passed 3 - 0.

15. Personnel Committee Recommendations:

Nasby said there were three items for City Council approval.

Uniform Allowance for Police Chief and Assistant Police Chief – Recommendation by the Personnel Committee to the City Council to provide the Police Chief and Assistant Chief a uniform allowance equal to the amount received by the bargaining unit officers within the Windom Police Department for 2016.

Motion by Cooley second by Joyce to approve increasing the Police Chief and Assistant Chief a uniform allowance equal to the amount received by the bargaining unit officers within the Windom Police Department for 2016. Motion carried 3 – 0 (Jones and Ray absent).

Grade Change for Brent Brown. Nasby said the request is to move Brown from the Electric Superintendent position into the Electric Utility Manager position. The Utility Commission (October 28 meeting) was supportive of this action as Brown is performing all of the duties of the Electric Utility Manager position. The recommendation by the Personnel Committee is to move Brent Brown from Electric Superintendent, Grade 21, Step 12 to Electric Utility Manager, Grade 22, Step 6 on January 1, 2016.

Motion by Coley second by Joyce to move Brent Brown from Electric Superintendent, Grade 21, Step 12 to Electric Utility Manager, Grade 22, Step 6 on January 1, 2016. Motion carried 3 – 0.

Supervisory Pay Scale – 2016. Nasby noted that the City Council approved a 2% general wage increase in 2015 for Supervisors, which was a direct reflection of the labor settlement received by the IBEW union. The 2016 IBEW general wage scale will increase by 2% plus \$0.25/hour. Recommendation by the Personnel Committee to provide a general wage increase of 2% effective January 1, 2016 for the Supervisory Pay Scale along with the following recommendation.

Nasby said there was a recommendation by the Personnel Committee to the City Council that a third party consultant be engaged to conduct a Compensation and Classification Study for the Supervisory Management positions with the inclusion of a merit based pay system option. Anticipated completion date for the study of July 2016.

Motion by Cooley second by Johnson to provide a 2016 general wage increase of 2% effective January 1, 2016 for the Supervisory Pay Scale and call for a compensation and classification study for Supervisory personnel. Motion carried 3 – 0 (Jones and Ray absent).

Cooley asked if the study cost had been budgeted. Nasby said it had not been in the 2016 budget but can be added or funded with reserves.

Maricle said that the final 2016 budget is still being completed so it can be discussed by the Council at the upcoming workshop.

16. Call for Public Hearing – Wellhead Protection Plan:

Maricle said this is setting the hearing for December 15, 2015.

Motion by Joyce second by Cooley to set the public hearing for the Wellhead Protection Plan for December 15, 2015. Motion carried 3 – 0 (Jones and Ray absent).

Preliminary

17. New Business:

None.

18. Old Business:

None.

19. Regular Bills:

Motion by Johnson seconded by Joyce to approve the regular bills. Motion carried 3 – 0 (Jones and Ray absent).

20. Contractor Payment – Holtmeier Construction:

Nasby said the pay request is for the work completed on the NWIP extension and the work at the River Bend site. The work has been substantially completed and the engineer is recommending approval.

Cooley asked if the project is complete. Maricle replied that the request is not the final or payment of retainage.

Motion by Cooley second by Joyce to approve the construction payment to Holtmeier Construction in the amount of \$505,242.14 as presented. Motion carried 3 – 0 (Jones and Ray absent).

21. Council Concerns:

Erickson thanked the City Council for implementing the youth liaison and allowing her to participate as a rep from the Student Senate.

Joyce asked about a security camera update. Nasby said the firm was in town completing some of the work this last week. All of the hardware has been received and the wiring completed. The firm was working with Windomnet on the placement of the servers. Joyce noted the recognition Windom received for its work in getting Wi-Fi into the parks and Arena. He noted the Hip to be Square meeting for the upcoming Monday and the Christmas on the Square events. He noted that the Windomnet General Manager interviews are schedule for December 1. Last, Joyce asked if the business solicitation permits that are approved get some confirmation of the approval that can be shown to residents if people come to their doors. Nasby replied that the solicitation documents are approved, signed and provided to the vendors so they would have something to show residents if requested. Joyce noted that residents should ask to see the permits and if the solicitors do not have them that it be reported to law enforcement.

Johnson said that he had a light turn out for Coffee with Council. Johnson also congratulated Joyce on being named teacher of the year award.

Preliminary

Cooley asked residents not to overflow or dump junk at the recycling bins and to be courteous in using these services.

Nasby said he wanted to thank the Senate Capital Investment Committee for coming to Windom to view the Emergency Services Facilities request.

Maricle noted that Employee Recognition for 2015 will be held on December 5th at 6:00 pm at PJs. He encouraged City employees and Council members to attend.

22. Adjournment:

Mayor Maricle adjourned the meeting by unanimous consent at 8:53 p.m.

Corey Maricle, Mayor

Attest: _____
Steve Nasby, City Administrator

**Special Council Meeting
Windom City Hall, Council Chamber
November 24, 2015
7:30 p.m.**

1. Call to Order:

The meeting was called to order by Mayor Corey Maricle at 6:00 p.m.

2. Roll Call:

Mayor:

Corey Maricle

Council Present:

Brian Cooley, Paul Johnson, Dominic Jones, Bryan Joyce and JoAnn Ray

Council Absent:

None

City Staff Present:

Steve Nasby, City Administrator; Bruce Caldwell, Streets & Parks Superintendent; Chelsie Carlson, Finance Director\Controller; Scott Peterson, Police Chief; Al Baloun, Recreation Director; Mark Stevens, First Assistant Fire Chief; Jeff Dahna, Interim General Manager, Aaron Backman, EDA Executive Director and Brent Brown, Electric Superintendent,

3. 2016 Budget Discussion – Capital Projects:

Maricle said that the Council could start with questions on the capital projects first and then move to Council discussion on the items that impact the property tax levy.

Telecom – Jeff Dahna, Interim General Manager, said that the capital is shown for \$67,400 for items including giga-centers, vehicle replacement, testing equipment and IT infrastructure. These items were submitted by the previous manager so staff will be reviewing the requests and prioritizing the department needs.

Economic Development Authority – Aaron Backman, EDA Executive Director, said that his department did not have any projects scheduled for 2016 but the EDA has a signed purchase agreement on an additional 80 acres of land by the NWIP and he will be working on funding and planning for expansion of the industrial park. He noted that the assessed value of the NWIP is \$7.6 million and of that figure \$7.4 million is private investment. The 2018 capital project scheduled is phase II of the Prairie Meadows housing subdivision.

Electric Department – Brent Brown, Electric Superintendent, said that the 2016 capital items included upgrades to the distribution system, miscellaneous equipment, a digger derrick truck and substation transformer upgrades. The items would be funded with Electric Department reserve funds. Brown noted the digger derrick truck had been

Preliminary

previously in the budget, but due to build time it would be a 2016 expense so the flatbed truck was replaced in 2015 instead.

Joyce asked if the digger derrick truck was approved in 2015. Brown said it had as part of the 2015 budget. Nasby added that the Electric Department had asked for a budget amendment in 2015 for the flatbed truck and the Council had approved the changes.

Johnson asked if the substation upgrade is needed due to age of equipment. Brown replied that the substation has 1991 and 1997 transformers. The primary one is the 1997 unit that was rebuilt after a lightning strike. To maintain reliability the primary unit needs to be upgraded and the breaker switch is from 1964 that would also be replaced.

Cooley asked about the transformer switch out and if the 1997 unit is kept. Brown said that the new transformer would be the primary and the 1997 unit would become the back-up as the reliability has been good.

Fire – Mark Stevens, First Assistant Chief, said that the main project is the new facility and the two items requested in 2016 are the replacement of the rural pumper and the first response truck. A FEMA grant is being sought for the rural pumper for 90% of the cost with the 10% match to be funded locally. The first response truck is in good condition and could be pushed back a year or two.

Jones asked if additional equipment can be put on the FEMA funded pumper at City expense. Stevens said the federal government has specifications for the unit and he thought the City could probably add equipment after the award at its own cost as long as the minimum federal specifications are met.

Arena – Al Baloun, Recreation Director, said that the Arena had gotten the new rink boards that were previously funded by the City Council and there were no other 2016 requests, but a number of items in the next few years.

Pool – Baloun said that funding for an updated feasibility study has been requested several times. With the new information from the community pool survey additional information is available.

Joyce and Jones noted that the community survey identified items like a zero entry, splash pad and renovations for the bath house and deck. So the scope of the feasibility study can be narrowed as the items previously looked at such as an indoor facility and large aquatic park can be eliminated thus making the study cheaper.

Recreation – Baloun said there were no capital requests for the recreation program, however, there was an offer of bleacher seating from Tod Quiring. If the City and/or school were interested in bleachers from the Jackson racetrack those could be available. Council discussion on the various locations seating is needed and directed staff to submit a letter to Mr. Quiring indicating the City's interest and thanks for consideration.

Preliminary

Parks – Bruce Caldwell, Streets & Parks Superintendent, said that the 2016 requests include lighting in Island Park for the softball field, lighting at the WRA, replacement of the utility vehicle, mower replacement, park equipment reserve fund and funding for a dog park. Caldwell noted his highest priority is the mower, lighting and utility vehicle.

Council discussion on multi-year funding options for the lighting and mower replacement. Caldwell was directed to get a cost breakdown of the lighting costs for each of the fields.

Streets – Caldwell said that the request is for a new motor grader as the current grader is a 1987 model that was bought used and it needs to be replaced and for a snow plow hitch. He anticipated \$200,000 or more for a unit, but would do more research on the State contract. The motor grader is used on the alleys, gravel roads, snow removal on the square and to blade off snow and ice. Caldwell suggested that the Council do a lease to purchase option to buy the grader so it is not a large expense in 2016 but the cost can be spread out over several years. Caldwell noted that in 2018 and 2019 dump trucks will come up for replacement.

Police – Scott Peterson, Chief, said that the request is to replace all of the department Tasers as they were due to rotate replacement, but Taser has a new model out and he wants all officers to have the same model for consistency of use and training. The cost is \$12,645 with a warranty. The other 2016 item is a video uplink from the squad cars to the new computer system purchased by the City and County. The uplink would automate the transfer of video and cost \$3,000.

Wastewater – Cooley asked about the bio-solids building on the capital plan and what we are doing now. Nasby replied that the bio-solids are applied twice a year and the department had requested this new facility to accommodate more storage space. Since PM Beef was closing this project could be moved ahead a year or so.

Water – Jones asked about the water tower painting. Nasby replied that the Utility Commission had recommended the bid to do the painting and maintenance work for \$909,000 plus engineering. The cost would be funded through debt and repaid from the water operations fund. The Utility Commission had approved a rate increase for 2016 to assist with making these debt payments.

Community Center – Maricle asked how much the Community Center has in reserve funds for the items they requested. Chelsie Carlson, Finance Director\Controllor, said that they have \$37,000 from Jacobs, \$14,000 from Rolfeson and \$55,000 in the equipment reserve. Maricle said he would like to see the Community Center complete some of the capital items from their list instead of carrying them over year to year.

Maricle asked about funding the Compensation and Classification study that the Council agreed to look at from the last meeting, which is estimated at \$15,000. The other item is the MN DOT study for the Highway 60/71 corridor that the Council discussed with MN DOT back in October. Both of these things need to be considered and funded if the Council wants to move ahead.

Preliminary

Council requested staff to contact the Remick Foundation to see about any potential grants for the MN DOT study.

Maricle offered a list of recommendations for 2016 Capital projects as a starting point for Council discussion. Maricle then asked each Council member for an item they would like to see funded in 2016.

After much discussion and revisions to draft budgets and potential property tax level amounts the following items were placed into the 2016 proposed capital improvement budget for General Fund and Special Revenue Fund items:

Arena Rink Boards	\$ 25,000
Library Window Replacement	\$ 20,000
Community Center – Sound System	\$ 14,000
Community Center – Gym Lights	\$ 9,100
Pool – Narrow Scope Feasibility Study	\$ 4,000
Airport – Master Plan (local match)	\$ 7,500
Ambulance – Radios and Pagers	\$125,000
Ambulance – Unit 27 Replacement	\$200,000
Administration – Comp & Class Study	\$ 15,000
Parks – Island Park Lights	\$ 8,000
Parks – WRA Lights Fund	\$ 20,000
Parks – Mower Replacement	\$ 30,000
Parks – Playground Replacement Fund	\$ 5,000
Parks – Utility Vehicle Replacement	\$ 16,000
Police – Video Uplink	\$ 3,000
Police - Taser Replacement	\$ 12,645
Fire – Rural Pumper (local match)	\$ 30,000
Streets – Grader Replacement Fund	\$ 30,000
Streets – Snow Plow Hitch	\$ 9,500

The proposed capital projects along with the other tax levy uses for operations brings the total proposed 2016 property tax levy to 3.25% over 2015. Nasby said the preliminary property tax levy was set at 4.43% so the City Council has some flexibility if needed.

Jones noted that he may be willing to re-examine the final items after the public hearing and any information on the possibility of grant funds.

Motion by Johnson second by Jones to recommend the 2016 budget for the City of Windom as proposed. Motion carried 5 – 0.

4. Old Business:

Cooley noted the City is working with parties interested in the PM Beef facility. Maricle cautioned that the City really has no direct involvement as any deals will be between private parties, but the City is helping as a conduit for information.

Preliminary

Joyce said that he spoke to a person on the Hospital Board and asked that the City Administrator follow up with the Hospital CEO on setting up a meeting to further discuss a hospital transfer.

5. New Business:

Joyce noted that the Emergency Services Facility is moving forward and he would like to make sure of the final plans for financing the building along with having a meeting with the townships so everyone knows what is going on. Nasby said the Emergency Services Facility Building Committee is meeting December 2 and they are going to discuss the context, information and involvement in the meeting with the townships. Joyce indicated that the City Council needs to be involved. Nasby replied that the intent has been to have the Council meet with the townships and building committee.

6. Adjournment:

Mayor Maricle adjourned the meeting by unanimous consent at 9:03 p.m.

Corey Maricle, Mayor

Attest: _____
Steve Nasby, City Administrator

TELECOMMUNICATIONS COMMISSION MINUTES

SWWC, Inc

November 23, 2015

6:00 P.M.

I. Call Meeting to Order

II. Roll Call

Members Present: Forrest Fosheim, Travis Eichstadt, Bryan Joyce, Jeremy Lund, Dominic Jones

Members Absent: None

Staff Present: Jeff Dahna, Windomnet Interim Manager, Steven Nasby, City Administrator, Chelsie Carlson, City Finance Director/Controller

Others Present: Dirk Abraham

III. Approval of Minutes – **Motion by Jones, seconded by Lund for the approval of minutes from prior Telecommunication Commission meeting. Motion carried 5-0.**

IV. Project Updates

Dahna shares he has been researching pricing on 10 GigaCenter units from Calix and would like to look for beta testers that can help test the units in their home, possibly City staff or Telecom Commissioners. Dahna states the city of Monticello currently charges \$15.95/month for the GigaCenter with Wi-Fi and offering this would pay for several ONT upgrades. Jones asks how many would be rolled out for testing. Dahna offers he would like to roll out 100, but thinks 10 is a good number for testing. Nasby asks what the cost would be for 10 units. Dahna shares the price would be around \$320 for each 854 model GigaCenter, but there are 8 different variations. Dahna states a ranch style house would be easier to install than a split level house. Discussion was held amongst the commission about costs for testing along with how to pick beta testers. Consensus among commission that testing could be open to both Commissioners and City staff for the price of \$15.95/month. Nasby recommends contacting City Attorney for further clarification on offering units for testing to the Commission and City staff. Fosheim asks about purchasing of the GigaCenter Consumer Connect software verses having a cloud based software. Dahna shares the cloud based solution is \$395/month and is not aware of a local server option. Discussion held about the advantages of a cloud based software as opposed to a local server option.

Motion by Joyce to purchase 10 of the GigaCenter units at the most reasonable cost for further testing.

Joyce amends the motion to as many as could be purchased for \$5000.

Motion by Joyce, seconded by Lund to proceed with GigaCenter testing and deployment with a cap at \$5000. Also included is the Calix Consumer Connect software.

Discussion: Nasby recommends contacting City Attorney to clarify staff testing the GigaCenter units.

Motion passes 5-0

V. Interim Manager Report

Dahna shares projects and updates Windomnet staff are currently working on. Zayo 1 gig Ethernet transport slated for turn down and will save \$3000/month. Cogent internet pipe is \$1750/month. Windomnet currently has 2 internet connections right now, a 10Gig and a 1Gig connection. If one MPLS connection has issues the other will take over with little notice from customers.

New Ulm Telecom and BBV both sell internet connections and may have potentially better prices. Have 511 connection up north but will need options down south. MNIT Dark Fiber circuits: Dahna states that when looking through past billing he has not seen payment from SMBS for this circuit and Windomnet has just started to be compensated for it last month. Dahna offers Windomnet has not been paid for the past use of this from SMBS. Dahna shares that around May 2014 the circuits came online. Discussion held about whether SMBS needed to be sent a bill for portion of dark fiber Windomnet owns. Jones asks what missed revenue would be per month. Dahna states the cost is \$1750/month and some co-location of a quarter rack of \$199/month was not received from SMBS. Joyce asks for the reason why SMBS was not paying the monthly cost. Joyce questions if it was lost in the management transition between SMBS and Windomnet. Dahna states past SMBS General Manger would tell SMBS what to pay Windomnet for services and it might have been lost. Jones and Fosheim ask if there's a contract stating what portion was Windomnet and what portion was responsibility of SMBS. Dahna states the fiber cable connectivity from Worthington to SMBS was paid to SMBS by the state. Jones asks who turned on the connection and who initiated the charge. Dahna shares there's a MNIT hub in Worthington. Dahna offers this connection with SMBS could get state to their end offices that they wanted to connect to in Windom. Dahna states the amount was agreeable between both SMBS and Windomnet for dark fiber prices and payment has not been received for over a year. Nasby states it could be considered a deficiency of transfer of payment. Joyce shares that now the position has been clarified going forward. Joyce states the stance of the commission needs to be that it was discovered and we would like to ask SMBS what their proposal is to rectify the situation. Jones and Joyce state they don't believe SMBS was at fault for missing the payment. Fosheim shares he's not aware of any contract being in place. Nasby states the only contract found was between SMBS and the State of Minnesota; however there is no contract between SMBS and Windomnet, though the previous General Manager was being shared between both entities at that time. Joyce offers he would like to see Dahna keeping up the discussions with Travis Theis at SMBS.

Jones asks how many more of these issues are potentially out there. Dahna states he plans to audit the entire NOC circuits to ensure nothing is being missed. Dahna shares there is another dark fiber line that he cannot find billing for. Dahna explains dark fiber and how it is billed to the commission.

Telecom Commission recommends asking SMBS for response back from their board looking for a fair solution.

Dahna expresses he has had a good working relationship with Theis and SMBS. Dahna asks about finding items not accounted for going forward and how the Commission would like it to be handled. Jones states if it is a legitimate bill it should be brought to Carlson's attention and billed immediately.

Dahna shares he was recently contacted by Scott County in Shakopee inquiring if there is any need for new connections to the 511 building in Minneapolis. Dahna states he doesn't know of any needs at this time, though Lismore telecom is currently going through SDN and may have an interest. Dahna offers the cost of is \$10,000-\$12,000 to get to the 511 building on a dark fiber connection through another vendor.

Municipal Broadband Alliance membership is \$7800/year. Currently 5 members now with 2 just joining recently. Looking for more members with intention of possibly dropping membership pricing to \$5000/year. Joyce states he would recommend keeping the membership as next year there may be many broadband grants for rural Minnesota. Joyce shares that MVTV received \$800k in grants this year.

Neutral Path is looking to possibly install Fiber along County Road 13 heading East out of Windom with the intent of getting to Jackson. Dahna shares there are 17 or 18 houses along that route that Windomnet could potentially gain as customers. Running fiber to those homes during construction of the fiber route would save construction costs of running fiber at a later time. Nasby states the Public Utility Commission (PUC) would need to be revised to amend the service area. Joyce asks about process of revising the PUC. Nasby shares it would need to be approved by the council and go through a state board. Jones asks if Fish Lake could be included in that fiber construction. Dahna states part of the lake is serviced through SMBS but could potentially be looked at for expansion. Nasby asks Dahna to check with Olsen Theilen to ensure area can be covered by current agreements. Joyce asks what Windomnet goals are and if its goal is to increase revenue or limit itself to only serve City customers. Jones asks about providing Windomnet services to non-City customers. Dahna states Fortune Transportation is currently the only non-City telephone customer.

Fosheim asks about timeline for fiber to be installed by Neutral Path. Dahna shares he has not received any dates as he's just looking for interest at this point of the process. Joyce shares he would recommend the commission should explore serving customers outside of the City limits at a future meeting. Joyce states he would like to see a recommendation from Dahna on how the commission can explore these options. Joyce offers that Windomnet is sitting at a good location and should be exploring its options because of the potential to increase revenue.

Northwest Industrial Park – Dahna shares that Toro now has fiber run to the handhole in front of the building and is looking to get it terminated soon. Dahna offered that he contacted Aaron Backman from the EDA and the EDA is willing to pay half of the cost to replace a small handhole with a larger one and a new GPON outside steel cabinet for fiber optic cable cross connection to better serve the NWIP.

Jones states there's discussion that the industrial park may potentially get larger and would like to know if that discussion has been held with the EDA. Dahna offers the cabinet was purchased with the idea of expansion.

Staffing – inventory to be done soon. Cleaning up building. One staff member is on vacation this week.

VI. APMAX Innovative Systems

Dahna shares the APMAX Innovative Systems is part of some additional equipment Windomnet is getting with the new billing system. It will be installed in the NOC. Dahna shares flyers with information about the new system. Dahna states the new equipment is like a call system to notify people as well as being able to send a notification to customers such as a subject to disconnect message. Dahna offers the system would have mass text capabilities that can be offered to local businesses to help increase revenue.

VII. Installation/Service Call Rates

Dahna states he is gathering information on installation and service call rates and would like to increase installation charges to cover Windomnet's installation costs. Dahna offers he is looking to fall in line with the tariff agreement and there is an annual tariff update to make changes to increase charges. Jones asks about rewiring of homes. Dahna states previous General Manager's policy was to not fish wires through walls. Dahna offers there are liabilities involved with that sort of work. Dahna shares the previous General Manager's stance was to stop the techs scope of work at the Demarc. Dahna states he would like to increase revenue by doing more rewiring or running additional wires inside customers' homes as the scope of equipment installs may change.

Jones states he would like to see a list of what work is being done but not being charged for. Dahna shares callouts are being charged by time only; materials cost is usually not covered in the total charge. The commission nominated Eichstadt and Fosheim to help Dahna in reassessing telecom installation rates and charges. Carlson also offers to help. Jones asks about MVTV comparison with Windomnet. Fosheim says the customers' charge for MVTV services are much more than Windomnet's. Jones asks about whether Windomnet can assist in offering any services to MVTV in light of their recent grant. Jones states that partnering with MVTV may put Windomnet in a better position going forward. A partnership could not only help MVTV but also Windomnet. Dahna shares he has not worked with MVTV but would be open to establishing communication in the future.

VIII. Disposition of Surplus Equipment

Dahna shares he is still looking to sell the old power supply equipment and STBs. Dahna offers that if the Windomnet building is ever added onto the old power supply could be repurposed with a retrofit kit and different battery pack. A new power system might be best. Dahna states the only possible option for expansion of current building is by moving into the current garage area. Dahna offers that staff is trying to free up space whenever possible. Dahna states there is potential to reuse the STB cable cards with another box manufacturer that would work on our system. There are currently about two pallets full of nonworking boxes.

Motion by Joyce, seconded by Jones, to authorize Dahna to advertise any surplus equipment for any sort of monetary figure and to dispose of any surplus equipment not sold.

Discussion: Fosheim asks about inventory list of equipment. Dahna states he is looking to get a complete count of total inventory and would like to have a record of disposal.

Motion passes 5-0.

IX. SMBS Liaison Report

Joyce was not able to make last meeting by did email Donny and Travis. SMBS has had no questions and is very appreciative of everything. Next SMBS meeting December 17th.

X. New Business

Dahna shares that New Ulm Telecom is looking to add equipment into the Windomnet NOC. Dahna states that New Ulm Telecom had cable TV in Jeffers in the past but ceased operating due to distance. Dahna offers that New Ulm Telecom may be able to get Windomnet to Jeffers. Joyce offers this is a discussion the commission just had with offering Windomnet services to non-City customers. Joyce shares he would be interested in Dahna gathering information together and bringing it back to the committee for further discussion. Jones states Jeffers, Storden and Westbrook are all in need of a broadband solution. Discussion held about developing future partnerships to assist with bringing broadband to a larger area.

XI. Old Business

Joyce asks about any updates from Finley regarding the RFP process for the digital TV conversion. Dahna states there is \$700 remaining from the initial allotment. Discussion held about RFP process and whether it could be considered a service. Fosheim states Windomnet is looking to do the RFP process due to the additional hardware involved. Jones asks if the RFP has been written. Joyce states that action was made at the last telecom commission meeting. Nasby shares he hasn't seen the RFP and recommends Dahna follow-up with Finley to clarify the process.

XII. Fosheim adjourns meeting at 7:53PM

UTILITY COMMISSION MINUTES
Council Chambers
November 25, 2015

Call Meeting to Order: The Utility Commission meeting was called to order at 10:00 a.m. on November 25, 2015 in the Council Chambers.

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

APPROVE MINUTES

Haugen noted a correction to the October 28th meeting minutes regarding Red Rock Rural Water's use of water. Haugen noted he encouraged Red Rock not to use water during high demand times during the year. He did not deny Red Rock use of water.

Motion by Francis, seconded by Schwalbach, to approve October 28, 2015 Utility Commission minutes as amended. Motion carried 2 – 0.

WATER/WASTEWATER ITEMS

Water Tower Bid Tabulation – Kelly Yahnke, Bolton & Menk, Inc. was present to discuss results of Water Tower Rehabilitation and Repainting Project. Yahnke noted 4 bids were received ranging from \$909,000 to \$1,197,740. The project involves repainting the interior and exterior of the 1MG hydropillar tank, and the 0.5 MG double ellipsoidal legged tank. The engineer's estimate for the project was \$1,160,000. The lowest responsive and responsible bid was submitted by M.K. Painting, Inc. of Wyandotte, Michigan. After review, Bolton & Menk, Inc. is recommending that the project be awarded to the low bidder, M.K. Painting, Inc. Schwalbach questioned the experience of M.K. Painting with Minnesota projects Yahnke said that was not a concern. Yahnke also indicated the products included in the bid were high quality and Yahnke will provide oversight for the project.

Motion by Francis second by Schwalbach to accept the recommendation to award the Water Tower Rehabilitation and Repainting Project to the low bidder, M.K. Painting, Inc. at \$909,000. Motion carried 2-0.

Windom Water Filter Evaluation – Yahnke presented a quote on performing a customized filter evaluation to assess the existing conditions and performance of the filters and ancillary equipment at Windom's Water Treatment Plant. The benefits of the evaluation are to identify capital improvement options, generate potential operational savings, and operational insight into improving

and maintaining the health of the filters. Yanhke quoted a lump sum payment of \$6,000 for the project. Haugen recommended proceeding with the filter evaluation.

Motion by Francis second by Schwalbach to approve Bolton & Menk proposal for Windom Water Filter Evaluation for \$6,500 fee. Motion carried 2-0.

Water/Wastewater Rate Increase – The Commission discussed Wastewater rates for 2016. The Commission has been following a plan developed in a previous year for future rate increases to cover debt service related to the Wastewater Treatment Plant project. This analysis needs to be updated to reflect current debt service changes as well as budget impacts related to the departure of the PM Beef operation. At this time, the Commission agreed to increase the base residential rate for Sewer service by \$2.00 and the residential flow rate by 5%. The Commercial base rate will be changed to match the Residential base rate and the Commercial flow rate will be increased by 2%. The Commission also decided to eliminate the commercial flow covered by the base rate and bill the flow rate from the first gallon.

Motion by Schwalbach second by Francis to approve the Sewer rate changes to Commercial and Residential customers as discussed. Motion carried 2-0.

The Commission reviewed Water rates and future capital projects for the Water fund and agreed to increase rates by 5% on service rates and usage for all customer classes.

Motion by Francis second by Schwalbach to approve the Water rate changes to Commercial and Residential customers as discussed. Motion carried 2-0.

Notice will be provided to customers in their January bills and the rate increases will be on the bills customers receive in February 2016. Further analysis will be completed update the rate analysis to reflect current operations.

Red Rock Contract Review – This item was tabled for a future meeting.

Other Water/Wastewater Items – Haugen reported he attended a conference where it was discussed that stricter limits will be enforced by the MPCA in the future. Yahnke also updated on the Commission regarding the status of the Pilot Study being conducted. Yahnke indicated they should be able to report results from the study in the next 2-3 months.

ELECTRIC ITEMS

Electric Rate Study – Brown briefly reviewed the preliminary results of the Electric Rate Study conducted by Missouri River. Preliminary results produce a recommendation to increase rates by 3.5% and also call for modifications to rate structures as well as customer classifications. The recommendation would allow the Electric Fund to fund Capital items from their reserves and still maintain an adequate reserve for future fund needs. The final results of the rate study will be presented and reviewed in detail at the December Utility Commission meeting.

Substation Proposal – Utilities Plus provided a proposal for engineering the installation of a new Substation located in the Windom Power Plant. The quote is to engage Utilities Plus to get engineering cost estimates only for the substation project. This would allow the Commission to have the information needed to decide if the project should move forward. The quote provided by Utilities Plus was \$7500.

Motion by Francis second by Schwalbach to approve Utilities Plus proposal for Substation Project engineering for \$7500. Motion carried 2-0.

Community Solar Program – Brown updated the Commission on a CMMPA initiative for providing a Solar alternative to customers. The project calls for participating communities to provide a 40KW solar field available to customers for power purchase. More information will be provided at future meetings.

REGULAR BILLS

Motion by Francis second by Schwalbach to pay the bills in the packet. Motion carried 2-0.

NEW BUSINESS

None

OLD BUSINESS

2016 Budget Update- This item was tabled for a future meeting.

Succession Planning - This item was tabled for a future meeting.

ADJOURN

Schwalbach adjourned the meeting at 12:15 p.m. Next meeting will be held December 30, 2015

Mike Schwalbach, Chairperson

Attest: _____
Steve Nasby, City Administrator

Approval Subject to review & approval by Police Dept.



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division (AGED)
444 Cedar Street, Suite 222, St. Paul, MN 55101-5133
Telephone 651-201-7507 Fax 651-297-5259 TTY 651-282-6555

Certification of an On Sale Liquor License, 3.2% Liquor license, or Sunday Liquor License

Cities and Counties: You are required by law to complete and sign this form to certify the issuance of the following liquor license types:

- 1) City issued on sale intoxicating and Sunday liquor licenses
- 2) City and County issued 3.2% on and off sale malt liquor licenses

Name of City or County Issuing Liquor License Windom License Period From: 1-1-16 To: 12-31-16

Circle One: New License License Transfer _____ Suspension Revocation Cancel _____
(former licensee name) (Give dates)

License type: (circle all that apply) On Sale Intoxicating Sunday Liquor 3.2% On sale 3.2% Off Sale

Fee(s): On Sale License fee: \$ 2,000.00 Sunday License fee: \$ 200.00 3.2% On Sale fee: \$ _____ 3.2% Off Sale fee: \$ _____

Licensee Name: Margarita's Ville llc DOB _____ Social Security # _____
(corporation, partnership, LLC, or Individual)

Business Trade Name _____ Business Address 821 4th Ave City Windom

Zip Code 56101 County Cottonwood Business Phone 507-832-8199 Home Phone _____

Home Address _____ City _____ Licensee's MN Tax ID # _____
(To Apply call 651-296-6181)

Licensee's Federal Tax ID # _____
(To apply call IRS 800-829-4933)

If above named licensee is a corporation, partnership, or LLC, complete the following for each partner/officer:

Partner/Officer Name (First Middle Last)	DOB	Social Security #	Home Address
<u>Tamara Jean Meredith</u>			<u>PO box 325, Mountain Lake, MN</u>
_____ (Partner/Officer Name (First Middle Last))	_____ DOB	_____ Social Security #	_____ Home Address
_____ Partner/Officer Name (First Middle Last)	_____ DOB	_____ Social Security #	_____ Home Address

Intoxicating liquor licensees must attach a certificate of Liquor Liability Insurance to this form. The insurance certificate must contain all of the following:

- 1) Show the exact licensee name (corporation, partnership, LLC, etc) and business address as shown on the license.
- 2) Cover completely the license period set by the local city or county licensing authority as shown on the license.

Circle One: (Yes No) During the past year has a summons been issued to the licensee under the Civil Liquor Liability Law?

Workers Compensation Insurance is also required by all licensees: Please complete the following:

Workers Compensation Insurance Company Name: State Fund Mutual Ins. Policy # 711 86.201

I Certify that this license(s) has been approved in an official meeting by the governing body of the city or county.

City Clerk or County Auditor Signature _____ Date _____
(title)

On Sale Intoxicating liquor licensees must also purchase a \$20 Retailer Buyers Card. To obtain the application for the Buyers Card, please call 651-201-7504, or visit our website at www.dps.state.mn.us.

RESOLUTION #2015-

INTRODUCED:

SECONDED:

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

RESOLUTION ADOPTING AN ASSESSMENT ROLL FOR THE "2015 MISCELLANEOUS SPECIAL ASSESSMENTS"

WHEREAS, pursuant to proper notice duly given as required by law, the Council has met and heard and passed upon all objections to the proposed assessments for the "2015 Miscellaneous Special Assessments"; and

WHEREAS, the City Council finds that services, as set forth in Minnesota Statutes §429.101, were performed by the City and these special charges were billed to the affected property owners and remain unpaid; and

WHEREAS, the City Council finds the evidence supports findings that assessment calculations are correct and the assessments are valid; and

WHEREAS, the City Council finds that the services have benefited the properties.

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

1. Such proposed assessments, a copy of which is filed in the Office of the City Administrator and made a part hereof as if fully set forth herein, are hereby accepted and shall constitute the special assessments against the lands named therein; and each tract of land therein included is hereby found to have benefited by the services performed and special charges levied against it.

2. Such assessments shall be payable in equal annual installments extending over a period of one (1) year at five percent (5%) interest.

3. The owners of property so assessed may, at any time prior to December 31, 2015, pay the City Clerk's Office the entire amount of the assessment on their property without interest. Any amounts not paid by December 31, 2015, will be certified to the County Auditor for collection in the same manner as other municipal taxes. After said date, a property owner may at any time pay the remaining balance of the assessment to the City Clerk's Office, with interest accrued to December 31 of the year in which such payment is made.

4. The Clerk shall forthwith transmit a certified duplicate of these assessments to the County Auditor to be extended on the property tax lists of the county, and such assessments shall be collected and paid over in the same manner as other municipal taxes.

Adopted this 1st day of December, 2015.

Corey J. Maricle, Mayor

ATTEST: _____
Steven Nasby, City Clerk/City Administrator

NOTICE OF PUBLIC HEARING

2015 Miscellaneous Special Assessments

Notice is hereby given that the City Council of Windom, Minnesota, will meet in the Council Chambers of the City Hall at 7:30 p.m. on December 1, 2015, to consider, and possibly adopt, the proposed assessments for 2015 Miscellaneous Special Assessments. The assessments are for city services, such as mowing, snow removal, or rubbish removal completed by the City to correct nuisance violations and emergency response by the Windom Fire Department, and these services have not been paid by the property owners. The property is located within the corporate city limits legally described as follows:

25-352-0030	Hutton & Collin Subd	Lots 3-4 & 5, Block 2
25-821-1140	Windom East Addition	Lot 1, Block 37
25-164-0040	County Auditor Subd 4	Lot 1
25-352-1140	Hutton & Collin Subd	Lot 14, Block 9
25-670-0080	Redding's First Addition	Lot 5, Block 2
25-132-0100	Billing's Subd	Lot 6

The proposed assessment roll is on file for public inspection at the City Clerk's Office. The total amount of the proposed Miscellaneous Special Assessments is \$2,498.92. Written or oral objections will be considered at the meeting. No appeal may be taken as to the amount of an assessment unless a written objection, signed by the affected property owners, is filed with the Clerk prior to the assessment hearing or presented to the presiding officer at the hearing. Such persons as desire to be heard with reference to the proposed miscellaneous special assessments will be heard at this meeting.

An owner may appeal an assessment to District Court, pursuant to Minnesota Statute § 429.081, by serving notice of the appeal upon the Mayor or Clerk of the City within 30 days after the adoption of the assessment, and filing such notice with the District Court within ten (10) days after service upon the Mayor or Clerk.

Steve Nasby
City Administrator

Published November 18 & 25, 2015

5% interest 1 year

Misc Special Assessments not certified/ prepare for 2015 special assessments

25-352-0030 Hutton & Collin Subd Lots 3-4 & 5 Block 2	Susan Gebauer	1124 Collins Ave	\$ 900.00	Mowing
25-821-1140 Windom East Addition Lot 1 Block 37	Marco A. Gomez	1233 Miller Ave	\$ 100.00	Mowing
25-164-0040 County Auditor Subdivision 4 Lot 1	Robert Skow	1720 Township Road	\$100.00	Mowing
25-352-1140 Hutton & Collin Subd Lot 14 Block 9	Gerald & Rosanna Nye PO Box 217 Darfur, MN 56022	1165 Prospect Ave	\$ 100.00	Mowing
25-670-0080 Reddings First Addition Lot 5 Block 2	Leonardo Ornelas	63 6th Street	\$ 1,198.92	Mowing & Fire call
25-132-0100 Billing's Subd Lot 6	Alexis Simich PO Box 573 Clara City, MN 56222-0573	420 19th St	<u>\$ 100.00</u>	Mowing
	Total		\$ 2,498.92	

RESOLUTION #2015-

INTRODUCED:

SECONDED:

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

RESOLUTION IN SUPPORT OF INCREASING LOCAL GOVERNMENT AID IN THE 2016 LEGISLATIVE SESSION

WHEREAS, Local Government Aid (LGA) is a critical need for our city; and

WHEREAS, LGA provides funding to restrain property taxes on homeowners and businesses; and

WHEREAS, LGA provides for basic services such as public safety, infrastructure and fire protection; and

WHEREAS, the legislature and state agencies have imposed unfunded mandates upon local cities, including increased pension requirements, expensive wastewater infrastructure costs, among other mandates; and

WHEREAS, an LGA increase would help the City of Windom provide the following services: public safety, infrastructure and fire protection; and

WHEREAS, no Omnibus Tax Bill was passed by the 2015 Minnesota Legislature, thus freezing the LGA appropriation.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WINDOM, MINNESOTA, that the Council supports an increase in the base appropriation for Local Government Aid of \$45.5 million effective for aid payable in 2017 and urges adoption of this proposal by the Minnesota House and Senate.

BE IT FURTHER RESOLVED, that a copy of this resolution be sent to the following: the legislators representing the City of Windom, Speaker of the House Representative Kurt Daudt, Senate Majority Leader Senator Tom Bakk, House Tax Chair Representative Greg Davids, Senate Tax Chair Senator Rod Skoe, and Governor Mark Dayton.

Adopted by the Council this 1st day of December, 2015.

Corey J. Maricle, Mayor

Attest: _____
Steven Nasby, City Administrator

RESOLUTION #2015-

INTRODUCED:

SECONDED:

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

AUTHORIZATION TO ACCEPT A DONATION FROM THE CITY OF WINDOM FIRE RELIEF ASSOCIATION FOR THE WINDOM FIRE DEPARTMENT

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

WHEREAS, the City of Windom Fire Relief Association is a supporter of the City of Windom and the Windom Fire Department; and

WHEREAS, the City of Windom has recently received a donation of \$10,000.00 from the City of Windom Fire Relief Association for the Windom Fire Department; and

WHEREAS, the Windom Fire Relief Association has designated the donation is to be used towards a new Emergency Services Building.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WINDOM, MINNESOTA, that the City Council accepts the donation of \$10,000.00 offered by the City of Windom Fire Relief Association for use by the Windom Fire Department as set forth herein.

Adopted by the Council this 1st day of December, 2015.

Corey J. Maricle, Mayor

Attest: _____
Steven Nasby, City Administrator

RESOLUTION #2015-

INTRODUCED:

SECONDED:

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

**AUTHORIZATION TO ACCEPT A DONATION FROM
COUNTRY PRIDE SERVICES
FOR THE WINDOM AMBULANCE DEPARTMENT**

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

WHEREAS, Country Pride Services is a supporter of the City of Windom and the Windom Ambulance Department; and

WHEREAS, the City of Windom has received a donation from Country Pride Services of \$500.00 for the Windom Ambulance Department; and

WHEREAS, Country Pride Services has designated that the donation is to be used to purchase pagers for the Windom Ambulance Department.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WINDOM, MINNESOTA, that the City Council accepts the donation of \$500.00 offered by Country Pride Services for use by the Windom Ambulance Department for the purchase of pagers.

Adopted by the Council this 1st day of December, 2015.

Corey J. Maricle, Mayor

Attest: _____
Steven Nasby, City Administrator

RESOLUTION #2015-

INTRODUCED:

SECONDED:

VOTED: Aye:

Nay:

Absent:

A RESOLUTION AWARDING THE CONTRACT FOR THE PROJECT ENTITLED "WATER TOWER REHABILITATION & REPAINTING PROJECT"

WHEREAS, pursuant to an advertisement for bids for the project entitled "Water Tower Rehabilitation & Repainting Project", bids were received, opened and tabulated according to law, and the following bids were in compliance with the advertisement:

Classic Protective Coatings Inc.	\$ 958,958.00
Maguire Iron, Inc.	\$1,197,740.00
TMI Coatings, Inc.	\$1,181,900.00
MK Painting, Inc.	\$ 909,000.00

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

MK Painting, Inc.	\$ 909,000.00
-------------------	---------------

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

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

Adopted by the Council this 1st day of December, 2015.

Corey J. Maricle, Mayor

Attest: _____
Steve Nasby, City Administrator

SECTION 00020 - ADVERTISEMENT FOR BIDS

Water Tower Rehabilitation & Repainting
Windom, MN

RECEIPT AND OPENING OF PROPOSALS: Sealed proposals for the work described below will be received by the City Administrator at the City Hall, 444 9th St., PO Box 38, Windom, MN 56101-0038 until November 12, 2015 at 11:00 a.m., at which time the bids will be opened and publicly read.

DESCRIPTION OF WORK: The work includes the following:

- A. One (1) million gallon capacity hydro-pillar style elevated water tower newly constructed in 1999/2000:
 1. Repainting interior and exterior of tower. The surface preparation and recoating shall be as specified. The project will require SSPC Class 2 containment.
 2. Replace existing logo.
 3. Remove and replace existing water recirculation pump.
 4. Remove and replace frost jacket and repair coating in the valve room.
- B. 500,000 gallon double ellipsoidal style elevated water tower rehabilitated and recoated in 2001:
 1. Repainting interior and exterior of tower. The surface preparation and recoating shall be as specified. The project will require SSPC Class 2 containment.
 2. Replace existing logo.
 3. Repair interior wet roof plate seams.

COMPLETION OF WORK: All work under the Contract must be completed by September 30, 2016. Work can be started in the spring based on weather conditions. The 1 million gallon hydro-pillar tower is to be completed first.

MINIMUM CONTRACTOR QUALIFICATIONS: The Bidder shall have experience as a General Contractor in the successful completion of at least three elevated tower painting projects within the last five years. General Contractor shall be the prime painting contractor.

OBTAINING CONTRACT DOCUMENTS AND BIDDING REQUIREMENTS: Plans and specifications and all contract documents may be obtained at the office of Bolton & Menk, Inc., 1960 Premier Drive, Mankato, MN 56001, upon payment of \$75.00, (**includes sales tax**; non-refundable) for each full set of specifications and accompanying drawings. Additional shipping charges will apply for delivery to any address not within the lower 48 states. Complete digital project bidding documents are available at www.questcdn.com. You may view the digital plan documents for free by entering Quest project #4130060 on the website's Project Search page. Documents may be downloaded for \$20.00. Please contact QuestCDN.com at (952) 233 1632 or info@questcdn.com for assistance in free membership registration, downloading, and working with this digital project information.

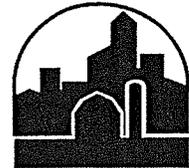
A copy of the plans and specifications may be inspected at the following locations:

- Office of Bolton & Menk, Inc., 1960 Premier Drive, Mankato, MN 56001.
- Minneapolis Builders Exchange, 1123 Glenwood Ave., Minneapolis, MN 55403.

PLANHOLDERS LIST, ADDENDA AND BID TABULATION: The planholders list, addenda and bid tabulation will be available on-line at www.bolton-menk.com.

Bids will be received on a lump sum basis.

MEMORANDUM



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

TO: City Council

FROM: Steve Nasby, City Administrator 

DATE: November 25, 2015

RE: **2015 SMART Goal Report and 2016 SMART Goal Review**

In June 2015 the City Council adopted a series of SMART goals presented by the City Departments. These goals were used to guide and lead the activities undertaken by the City to move ahead planned projects and activities as well as to provide a path for the future. Attached is a 2015 Dashboard Report that shows the status of each of these adopted goals and a brief comment section. Please note that as the goals were approved mid-year, and other activities/priorities came up that competed for time and resources, there are a number of the 2015 goals that are still underway and being carried over to 2016. A color version of the Dashboard Report will be provided to the City Council at the meeting.

The proposed 2016 SMART goals are also included in the City Council packet for your review and subsequent approval at a future meeting. These goals have been discussed and reviewed by the Boards, Commissions and Committees overseeing the City Departments. If you have comments, questions, suggestions or revisions to the proposed 2016 SMART goals please contact either the applicable Department Head or myself so we can incorporate the information and let the oversight Boards and Commissions know of any changes.

Department	SMART Goal	Complete	Over 50%	Under 50%	Carry Over	Eliminated	Comments
Administration	Maintain and Update CIP and Prioritize						Council set priorities and annual budgeting underway
Administration	Community Satisfaction Survey						Draft to Council Oct 2015. 2016 first survey to be distributed.
Administration	Youth Liaison to City Council						Runway study and ALP completed
Airport	Maintain and Update CIP and Implement Plan						Rigs, radios and building planned for 2015. Future years CIP TBD
Ambulance	Capital Improvement Planning						
Arena	Upgrade website for Arena fees & passes						Complete
Arena	Update Promotional Brochure						Working on identification of grant resources and pricing from vendors.
Arena	Gather Data for R-22 Replacement						Racquet ball court rehab completed & link boards
Arena	Update CIP and Implement Plan						Update completed and Council approved.
Building and Zoning	Review and Update of Nuisance Ordinance						No funding identified in 2015 budget
Building and Zoning	Demolition of 1-2 Blighted Properties						Review and updating in process
Building and Zoning	Update the Comprehensive Plan						Samples of rental housing ordinances distributed to Planning Commission
Building and Zoning	Research Rental Housing Ordinances						Customer surveys rate near 100% satisfaction
Community Center	Goal for 100% Satisfaction						Under discussion with Community Center Commission
Community Center	Planning for Outdoor Garden						Under discussion with Community Center Commission
Community Center	Maintenance Plan for Buildings and Grounds						Customer survey data supports this position
Community Center	Reputation for Cleanliness & Service						Radio advertising area expanded
Community Center	Promote Windom Community Center						Rates reviewed and adjustments made on some item pricing
Community Center	Review & Update Pricing - Detail Pricing for Users						BDP1 grant & completion November 2015
Economic Dev Authority	Completion of Phase II for NWIP						Preliminary discussions with Private Developers and Sites Identified
Economic Dev Authority	Potential Rental Housing Development						Worked with Toro, Windom PD the EDA and City Council to change parking restrictions.
Economic Dev Authority	Address Toro Neighborhood Parking Issues						Windom identified as a primary data center site
Economic Dev Authority	Attract Data Center						U.S. Dept of Commerce grants submitted and property owners contacted
Economic Dev Authority	Expansion of the NWIP						Prairie Meadows subdivision with ISD 177 underway
Economic Dev Authority	New Housing Subdivision						Team meetings are held involving the Superintendent and Staff
Electric Utility	Increase Teamwork and Communication						Completed. Staff attended educational meetings.
Electric Utility	Identify and Schedule Trainings						Plans for improvements and operations related to rate study to be completed Jan. 2016
Electric Utility	Develop Short-term & Long-term Plans						SCBA and New Truck Purchased.
Fire Department	Implement CIP for Vehicles & Equipment						Consultant hired & Pre-design Completed. Phase II Building Plans Underway
Fire Department & Ambulance	New Emergency Services Building						Continue to offer new reading programs. Social media interactions.
Library	Build Community Passion for Reading						Space Consultant Hired and Study Completed
Library	Evaluate Library Resources and Collections						Window boxes maintained and painting nearly completed
Library	Maintenance for Library Interior and Exterior						New meters purchased & installed. Review of billing systems underway
Office/Finance	Radio Read Meters and Billing System Modification						Staff has worked to cross-train on billing procedures and document duties.
Office/Finance	Back Up Coverage of Billing Process						

SMART Goal	Complete	Over 50%	Under 50%	Carry Over	Eliminated	Comments
Office\Finance	Obtain CAFR Award					
Office\Finance	Customer On-line Access and Bill Pay					Started with auditors to achieve CAFR. Move to future year due to billing conversion.
Office\Finance	City-wide Network/Security Cameras					New utility billing system selected & implementation scheduled for Summer/Fall 2016 Firewall purchased and some fiber connections at City facilities completed.
Park Department	Island Park Campground Improvements					Need budget approval for funding to undertake project. Request in 2016.
Police Department	Use of Force Training System					System researched & utilized in Windom. Will seek a community partner for a grant.
Police Department	Teen Academy					Emergency Services Leadership Academy completed.
Police Department	Continuing Education - Train the Trainer					Firearms instructor and emergency vehicle operations course instructor
Police Department	Chief Law Enforcement Office (CLEO) Certification					Certification format not conducive for non-metro departments
Police Department	Body Cameras					Technology and legislation to develop
Pool	Revisit 2007 Pool Feasibility Study					Not funded in 2015 budget
Recreation	Translate Recreation Program Info into Spanish					Pool community survey completed and tabulated
Street Department	Buckwheat Ave & South Prospect Repair Project					Project completed
Street Department	Continuing Education					Staff discussing training
Street Department	City-wide Street Condition Study					Complete.
Street Department	South 6th Avenue Planning and Annexation					Continues to be planned for 2016 and Street Project in 2017
Telecom - Windomnet	Improve Financial Performance					Operational Review and Package Re-alignment Completed
Wastewater	Draft Wastewater Permit with MPCA					Expect draft permit with MPCA in December.
Water	Complete Wellhead Protection Plan					Completion and submission in December 2015 after Dec. 15 public hearing.
Water	Rehabilitate and Re-Paint Water Towers					Bid acceptance Dec. 2015 with Work Scheduled for 2016
Water	Water Meter Replacement					Meters all installed and operational

Note: Some of the 2015 goals are still underway as they were approved by the City Council in mid-2015. In addition, much staff time has been spent on a number of other priorities and activities that were not anticipated or planned for 2015. As such, many of the 2015 goals will be carried over or completed in 2016.

SMART Goal Planning Form – Administration
City Website – Renovation and Update

Specific – The City Administrator and Finance & Information Analyst will work with an inter-departmental team to plan for the upgrade of a new City of Windom Website. Staff will identify a 3rd party consultant (web developer) to provide the needed services and coordinate the project.

Measurement/Assessment – Measurement will be new website up.

Attainable/Achieve – Time and effort on behalf of many departments is needed to update and revise information on the City website and to make improvements to be more user friendly. Part of the website upgrade will coordinate with the new utility billing system regarding customer portals for on-line bill viewing and payments.

Relevant – The expected result is an updated, more user friendly website that keeps the City’s information fresh and incorporates the new items that have been added on (e.g. recreation program registration) and planned improvements such as on-line utility bill viewing\payments and possibly “push” notifications for community information and events.

Timed – Goal will be to have the new website operational by the end of 2016. Due to the coordination with the new utility billing and on-line component the timeframe for that system implementation is Summer\Fall 2016 so this will have an impact on completion of the City website and “go live” date.

SMART Goal Planning Form – Administration
Compensation and Classification Study

Goal is to have internal and external equity along with compliance with State and Federal regulations.

Specific – The City Administrator and Personnel Committee will work with the Management team to complete a Compensation & Classification Study. Staff will identify a 3rd party consultant to provide the needed services and coordinate the project.

Measurement/Assessment – Measurement will be completion of the study and presentation to the City Council for action.

Attainable/Achieve – Time and effort on behalf of all department heads is needed to update and revise the Supervisory Pay Plan (grades) and propose adjustments for market conditions.

Relevant – The expected result is an updated Supervisory classification and compensation plan that takes into account the duties, responsibilities and market conditions of Supervisory employees.

Timed – Goal will be to have the compensation and classification study completed by July 2016 with City Council action following project completion.

AIRPORT – Maintain and Upgrade Public Infrastructure and City Facilities
Pursuant to a Defined and Prioritized Plan – 20-Year Master Plan

Specific – The FAA requires a 20-year master plan to be completed for FAA approval. City will work with its Airport consultant (SEH, Inc.) to undertake the study.

Measurement/Assessment – Completion of a Master Plan for the Windom Airport.

Attainable/Achieve – Leverage Federal Aviation Administration (FAA) funds for 90% of eligible projects expenses and State (MN DOT) funding for 5% project expenses with 5% local match.

Relevant – Maintaining and improving Windom’s airport is crucial to local businesses and for the provision of emergency medical services and the master plan is required to undertake any major maintenance or new construction.

Timed – Airport Manager is requesting a January 2016 start for the master plan project which requires the City to front approximately \$70,000 until federal\state funding is available for the project. Project is anticipated to cover approximately 18-24 months.

2016 Goals -Arena

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

Specific-

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

Measurement-

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

Achieve-

The Recreation Director will work with the Windom Parks and Recreation Commission and Windom City Council to recommend improvements that need to be done. The Recreation Director will gather user input as to what improvements are needed at the City of Windom Arena. User input must be considered when making improvements. Prioritization and funding of improvements will be determined by both the Windom Parks and Recreation Commission and the Windom City Council. In 2016 the Parks and Recreation Commission would like to explore locker room improvements with a funding target of 2017.

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

Realistic-

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

Time-

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

2016 Goals -Pool

Community Pride: A Positive Image and Reputation Developed by a Progressive and Active Community and Public Facilities: Maintain and Upgrade public infrastructure and city facilities pursuit to a defined and prioritized plan.

Revisiting the Pool Feasibility Study Done in 2007

Specific-

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

Measurement-

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

Achieve-

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

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

Realistic-

The survey was completed in 2015. The survey results will assist the recreation director, parks and recreation commission and Windom City council in the direction the community would like to go. The feasibility study can be revisited to find out cost of renovation or reconstruction.

Time-

The survey was completed in 2015. The results will be used by the Parks and Recreation commission and Windom City council when revisiting the feasibility study in 2016.

2016 Goals -Arena

Public Facilities: Maintain and Upgrade public infrastructure and City facilities pursuant to a defined and prioritized plan.

Gathering Information on Current Refrigeration System and R22 Replacement

Specific-

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

Measurement-

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

Achieve-

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

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

Realistic-

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

Time-

Information on costs and options need to be obtained by Summer 2016 from Carlson Stewart so that information can be available to the Parks and Recreation Commission and City Council for the 2017 budget process. Current costs and information can be used to complete a Mighty Ducks grant to assist with the expenses related to the replacement of the current R22 system.

2016 S.M.A.R.T. Goal Planning Form

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

CATEGORY: CITY COUNCIL GOAL – STRATEGY I: COMMUNITY

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

Specific:

The City Council has identified a goal for the Planning Commission to review rental housing ordinances from other cities and provide recommendations to the City Council concerning a proposed rental housing ordinance for the City of Windom.

Methods/Plan/Steps:

A proposed ordinance would be drafted pursuant to recommendations from the Planning Commission, reviewed by the City Attorney, resubmitted to the Planning Commission if necessary, and then submitted to the City Council for review and approval.

Attainable/Resources Available:

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

Result(s) Expected/Measurement:

Adoption of a rental housing ordinance for the City of Windom.

Timeframe:

It is estimated that the Planning Commission's and City Attorney's reviews should be completed by mid-June 2016 for submission to the City Council for review.

Goal approved by Planning Commission on October 13, 2015.

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

CATEGORY: CITY COUNCIL GOALS – STRATEGY I: COMMUNITY

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

Specific:

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

Methods/Plan/Steps:

Research the City Code and MN State Statutes and research funding options, criteria for participation, required procedures, etc.

Attainable/Resources Available:

This program is in the very beginning stages of discussion and will require research and participation by several City Departments, including (but not limited to) Building & Zoning and HRA.

Result(s) Expected/Measurement:

Establishment of a program and revolving loan fund for demolition and site remediation of one to two blighted residential properties each year.

Timeframe:

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

Goal approved by Planning Commission on October 13, 2015.

SMART Goal Planning Form – Windom Community Center and Community Vitality

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

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

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

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

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

SMART Goal Planning Form – Windom Community Center and Community Pride

Specific – The Windom Community Center continues to strive on a reputation of good service and cleanliness of the Windom Community Center. Continue to keep Windom Community Center and its grounds a clean and friendly place the users and citizens can be proud of. In 2016, the staff at Windom Community Center would like to up grade some interior wall coverings to bring Windom Community Center back to date.

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

Attainable/Achieve – In achieving this it brings back the market that we have in this area to groups and organizations and also to bring more to town and using other business in our city. Windom Community Center staff change and upgrade wallpaper coverings around the office and entrance areas.

Relevant – The goal is to have 100% positive input from users and to achieve all positive rental surveys. With the upgrading of wall coverings this will give the Windom Community Center a cleaner and newer look to the entrance and office reception areas.

Timed – This is done by continuing a daily program of cleaning, maintenance and taking care of all users. Staff would like this goal accomplished in early 2016.

SMART Goal Planning Form – Windom Community Center and Natural Resources

Specific – Windom Community Center Staff and Commission to look into future planning of outdoor Community Center garden area. Look into the purchase of outdoor temporary fencing which could be installed as needed.

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

Attainable/Achieve – With the beautiful donations received by Daisy Jacobs and Wally Rohlfson and fund raising, Windom Community Center would hope it could go a long way into achieving such a project. With the purchase of temporary fencing, groups could use alcoholic beverages outside on patio areas.

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

Timed – Work with Windom Community Center Commission in 2016 to bring the outdoor garden area a reality in the next couple of years.

SMART Goal Planning Form – Windom Community Center and Organizational Culture

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

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

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

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

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

SMART Goal Planning Form – Windom Community Center and Public Facilities

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

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

Attainable/Achieve – By working with capitol outlay dollars put into an equipment fund for reasons of equipment breakdowns and wear, thus as not to make Windom Community Center an expensive burden on the tax payers. The Windom Community Center staff in 2016 will work on purchase of a grounds master lawn mower and the addition of a small storage shed to house its outdoor equipment and also work with the Windom Power Plant to change all gym lights to LED.

Relevant – With this maintenance plan and training of staff, this will help keep equipment lasting longer and there for easing the cost of hiring out firms to come fix smaller problems. With the addition of grounds master more area around Windom Community Center could be mowed be Community Center staff, thus taking some of mowing time Parks and Street Department mow around the Community Center. With the changing out of the lighting in gymnasium, this will reduce electrical cost and improvement of general brighter lighting for sporting events and shows.

Timed – This is an ongoing goal that needs daily attention. Staff will be looking into longer term items as the need arises. The grounds master and gym lighting is a goal that would likely start in early January with the usage of Capitol Dollars. Installation of new lighting would be with the help of Electrical Department.

2016 S.M.A.R.T. Goal Planning Form

EDA - SHORT-TERM GOAL NO. 1

CATEGORY: CITY COUNCIL GOAL – STRATEGY II: COMMUNITY

VITALITY: Create a diversified jobs base and a thriving, revitalized commercial corridor and downtown square. Note: The availability of options for single-family and multi-family housing assists the workforce.

Specific:

The EDA has identified a goal to encourage developers to evaluate the feasibility of construction of additional housing units for all demographic groups in the community, including affordable housing, market rate housing, senior housing, etc.

Methods/Plan/Steps:

The EDA will continue the discussions with a potential multi-family housing developer which began in late 2014, will seek to establish a Redevelopment TIF District to assist with eligible expenses of the project (such as demolition of existing structures), and will provide technical assistance to developers to address the need for additional rental housing in Windom.

Attainable/Resources Available:

In 2014 a housing study was completed and the report has been and will continue to be supplied to potential developers. The EDA has the staff, information, and contacts necessary to work with potential developers and also to proceed through the steps to create a Redevelopment TIF District where appropriate.

Result(s) Expected/Measurement:

To present a potential housing development/redevelopment project to the EDA Board for consideration.

Timeframe:

To present a project to the EDA Board before the end of 2016.

Goal approved by EDA Board of Commissioners on October 12, 2015.

EDA - SHORT-TERM GOAL NO. 2

CATEGORY: CITY COUNCIL GOAL – STRATEGY II: COMMUNITY

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

Specific:

The EDA has identified a goal to approve a plan for expansion of the North Windom Industrial Park.

Methods/Plan/Steps:

Proposed options will be presented to the EDA Board for approval, the EDA will continue ongoing discussions with adjacent landowners, calculations will be made concerning acquisition costs and infrastructure costs, and the EDA will explore federal, state, and regional funding options.

Attainable/Resources Available:

The EDA has accumulated information concerning available land, has been in contact with the City Attorney and he has prepared draft land option agreements, and negotiations are continuing with the landowners.

Result(s) Expected/Measurement:

Formal approval of an expansion plan for the North Windom Industrial Park by the EDA Board.

Timeframe:

Approval of an expansion plan by the end of 2016.

Goal approved by EDA Board of Commissioners on October 12, 2015.

EDA - SHORT-TERM GOAL NO. 3

CATEGORY: CITY COUNCIL GOAL – STRATEGY II: COMMUNITY

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

Specific:

The EDA has identified a goal to pursue a small to medium-sized data center to be situated in the designated location in the North Windom Industrial Park.

Methods/Plan/Steps:

The EDA obtained Preferred Site Designation for a data center in 2014 and will continue to use information gained in the data center site assessment process with Great River Energy (GRE) and Deloitte. The EDA will work with site selectors to pursue data center prospects and also contact data center companies in the Midwest that are considering expansion locations.

Attainable/Resources Available:

The EDA has the information collected during the site assessment process, the power point presentation of the consultant, the list of contacts provided by the site selector who visited Windom in September, a list of contacts provided by other entities, and also assistance from MN DEED and GRE in identifying potential prospects.

Result(s) Expected/Measurement:

To present to the EDA Board a proposal from a data center to locate in Windom.

Timeframe:

To bring a data center proposal to the EDA Board by the end of 2016.

Goal approved by EDA Board of Commissioners on October 12, 2015.

EDA - SHORT-TERM GOAL NO. 4

CATEGORY: CITY COUNCIL GOAL – STRATEGY II: COMMUNITY

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

Specific:

The EDA has identified a goal to help facilitate completion of a new hotel project in Windom.

Methods/Plan/Steps:

The EDA Board approved the sale of Parcel 3 of River Bend Center to Cobblestone Hotel Development, LLC on June 8, 2015. Closing on this sale is expected to occur by June 1, 2016. The City/EDA received approval of the LOMR for the site from FEMA on November 9, 2015, which will be effective on March 17, 2016. The installation of new water and sewer lines to the site was completed on November 5, 2015. The EDA will continue to work towards satisfaction of contingencies listed in the Purchase Agreement and will continue to work with the developer to help facilitate this project.

Attainable/Resources Available:

In 2014 a lodging study was completed which supports the need for another hotel in Windom. The EDA has the staff, information, and contacts necessary to work with the developer and to facilitate the development of this parcel.

Result(s) Expected/Measurement:

Construction of a new hotel on Parcel 3 of River Bend Center.

Timeframe:

Construction of a new hotel in 2016 with an opening in late 2016.

Goal approved by EDA Board of Commissioners on October 12, 2015.

2016 S.M.A.R.T. Goal Planning Form

EDA – SHORT-TERM - GOAL NO. 5

CATEGORY: CITY COUNCIL GOAL – STRATEGY II: COMMUNITY

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

Specific:

The EDA has identified a goal to continue efforts toward reuse of commercial/industrial buildings that become vacant in 2015-2016.

Method(s)/Plan/Steps:

In the case of PM Beef: The EDA received word on October 12, 2015, of the Company's intended closing on December 11, 2015. The EDA contacted MN DEED, workforce centers, and the Southwest MN Private Industry Council. The EDA will continue to work with these agencies. The EDA also receives calls from prospective buyers and real estate entities concerning the company, has provided information to these contacts, and also forwarded their contact information to officials of PM Beef. The EDA will continue these activities to encourage the reuse of the facility and rehiring of PM Beef employees.

The EDA also plans to work with other properties that may become vacant in 2015-16.

Attainable/Resources Available:

The EDA has contacts in various state agencies and has the Staff to provide information and technical support to prospects.

Result(s) Expected/Measurement:

Reuse of vacant facilities and, in particular, the PM Beef plant.

Timeframe:

Reuse of the PM Beef plant in 2016 or early 2017.

Goal approved by EDA Board of Commissioners on October 12, 2015.

2016 S.M.A.R.T. Goal Planning Form

EDA – LONG-TERM (2-5 Years) - GOAL NO. 1

CATEGORY: CITY COUNCIL GOAL – STRATEGY II: COMMUNITY

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

Specific:

The EDA has identified a long-term goal to implement the expansion of the North Windom Industrial Park and specifically installation of infrastructure in the expansion area adjacent to the existing industrial park.

Method(s)/Plan/Steps:

After the EDA Board has approved an expansion plan for the industrial park, the EDA will pursue applications for funding assistance for acquisition of additional land and obtain engineering studies, and thereafter engineering estimates for installation of infrastructure in the additional land. The EDA will also pursue grant funding to implement construction of the proposed infrastructure.

Attainable/Resources Available:

The EDA has access to engineering services and State and Federal agencies to potentially assist with financing of the proposed infrastructure.

Result(s) Expected/Measurement:

Acquisition of additional land for expansion of the industrial park and construction of infrastructure improvements on that land to prepare it for development.

Timeframe:

It is anticipated that the acquisition of land, undertaking of engineering studies and submission of funding applications, and construction of infrastructure could be completed by the end of 2017 or mid-2018.

Goal approved by EDA Board of Commissioners on October 12, 2015.

2016 S.M.A.R.T. Goal Planning Form

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

CATEGORY: CITY COUNCIL GOAL – STRATEGY II: COMMUNITY

VITALITY: Create a diversified jobs base and a thriving, revitalized commercial corridor and downtown square. Note: The availability of lots for construction of Single-Family Homes assists the workforce.

Specific:

The EDA has identified a long-term goal to continue to collaborate with the Windom Area Schools on the development of the single-family home subdivision called “Prairie Meadow Subdivision” located near the high school/middle school complex.

Method(s)/Plan/Steps:

In 2015, the EDA and School Boards met individually and jointly to approve the concept plan for a new single-family housing subdivision, prepare a development agreement, and draft protective covenants for the new subdivision. A preliminary plat is being prepared for submission to the Planning Commission for review in December and subsequent submission to the City Council for review at the December 15th Meeting. The final plat would then be submitted to both the Commission and Council in early 2016. After approval of the final plat, seven of the lots adjacent to 17th Street would need to be sold first for construction of single-family homes prior to the sale of lots in Phase II of the subdivision. The EDA’s share of the funds received from sale of these lots would be used for installation of infrastructure in Phase II of the subdivision.

Attainable/Resources Available:

The EDA has been working with the School District, City Attorney Ron Schramel, Registered Land Surveyor Dennis Esplan, and the City’s Department Heads concerning the preparation and review of the preliminary plat.

Result(s) Expected/Measurement:

Adoption of the Final Plat for Prairie Meadow Subdivision in early 2016 and the sale of lots in Phase I of the subdivision.

Timeframe:

It is anticipated that the platting should be completed in January 2016 with sale of lots thereafter and construction of new homes starting in the Spring of 2016.

Goal approved by EDA Board of Commissioners on October 12, 2015.

2016 S.M.A.R.T. Goal Planning Form

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

CATEGORY: CITY COUNCIL GOAL – STRATEGY II: COMMUNITY

VITALITY: Create a diversified jobs base and a thriving, revitalized commercial corridor and downtown square. Note: The availability of lots for construction of Single-Family Homes and Multi-Family Units assists the workforce.

Specific:

Following the development of “Prairie Meadow Subdivision” and sale of a majority of the lots in this subdivision, the EDA has identified a long-term goal to research other possible areas and options for development of new housing subdivisions in the community.

Method(s)/Plan/Steps:

As the Prairie Meadow Subdivision is significantly completed, the EDA will research other areas and available options to develop new housing subdivisions for single-family and multi-family units.

Attainable/Resources Available:

The EDA has access to information sources to determine available areas that are zoned correctly and also has access to various potential state programs to help facilitate the project.

Result(s) Expected/Measurement:

Creation of additional areas for development of single-family and multi-family housing units.

Timeframe:

It is anticipated that this process would begin in 2018 or thereafter.

Goal approved by EDA Board of Commissioners on October 12, 2015.

2016 S.M.A.R.T. Goal Planning Form

EDA – LONG-TERM (2-5 Years) - GOAL NO. 4

CATEGORY: CITY COUNCIL GOAL – STRATEGY II: COMMUNITY

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

Specific:

The EDA has identified a long-term goal to continue to collaborate with the Chamber of Commerce on developing a Downtown Revitalization Program to encourage businesses and property owners in the downtown area to improve their building exteriors.

Method(s)/Plan/Steps:

In 2015, the EDA Director met with officials of the Chamber of Commerce, Finding Windom, and downtown business owners about the potential for a new Downtown Revitalization Program. The EDA worked with the Chamber to outline the parameters and requirements of the program and design an application form. An application for funding assistance was submitted to the Remick Foundation on September 18, 2015. At their meeting in October, the Trustees of the Remick Foundation tabled the application for further review in January 2016. Indications are that the request will be approved at that time. The EDA will continue to seek additional funding sources for this program.

Attainable/Resources Available:

The EDA has been working with the Windom Area Chamber of Commerce, Finding Windom (who have developed the “Hip to Be Square” Project), the Remick Foundation, and additional potential funders for the program.

Result(s) Expected/Measurement:

Creation of a new Downtown Revitalization Program to assist downtown businesses and property owners with the improvement of the exteriors of their buildings.

Timeframe:

It is anticipated that this program will be funded in 2016 and will be available for participation by downtown businesses and property owners for several years.

Goal approved by EDA Board of Commissioners on October 12, 2015.

Electric Department

Enhance teamwork among the department and involve other departments

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

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

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

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

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

Electric Department
Create a plan for continuing education for utility staff

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

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

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

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

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

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

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

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

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

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

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

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

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

Measurement/Assessment – Completion of a new Emergency Services Facility. Currently designed as 19,097 square foot facility.

Attainable/Achieve – Funding is needed for the project estimated at \$4.4 million. Possible sources are State bonding funds or General Obligation bonding (to be repaid by the City and Townships), capital fund transfer from the Ambulance Fund, gifts and donations, fire service fees and local option sales tax.

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

Timed – Work has been completed to select Witt Park as a preferred site (2014). In March 2015 the building committee will choose an architectural firm and start pre-design. Construction drawings will begin in fall 2015, with bidding scheduled for January – February 2016. Construction scheduled for June 2016 with completion by early 2017.

SMART Goal – Library 2016

Goal I: Community Involvement

Specific-

The library is committed to the development of partnerships with community organizations and agencies.

Measurement/Assessment –

Partner with Friends group to support library services and programs to the community. Continue and expand relationships with all local school, preschool programs & daycares and other organizations in our service area. Use community group meetings as a vehicle for promoting library services, programs and resources.

Attainable/Achieve-

Demonstrate leadership through collaboration with other organizations to maximize community resources and improve the quality of life for our residents in our service area. Attend and participate in meetings and efforts of community organizations. Initiate contact with community organizations for potential collaborations and partnerships. Example: Partnering with BARC for the use of their space to host our library book sale.

Relevant –

The result will encourage more exposure to the library and the need for community cooperation.

Timed –

This goal is an ongoing process and important for community awareness and participation in community groups and a great way to promote the library.

SMART Goal– Library 2016

Goal II: Provide an attractive, welcoming & safe place for the community.

Specific –

The library has identified the importance of making the library accessible and comfortable for everyone. The library should be a safe place and user friendly for all library patrons of all ages and compatibility. Example: ADA restroom facilities and access areas.

Measurement/Assessment –

Our commitment is to develop timelines for various phases of the library space renovation. We will continue to work in partnership with Library Consulting P.A. to implement a strategy for this project.

Attainable/Achieve –

Seek funding from various sources for each phase of the library space renovation. Partner with the Friends group for support of the project, apply for grants and actively seek town support for the space renovation project.

Relevant –

The result will be a library that is safe and comfortable environment for all library users and provide a welcoming place to meet and interact with others or sit quietly and read. The library will provide open and accessible spaces that support networking, shelving for library materials and spaces for reading.

Timed-

The timeline will be in phases and dependent on funding and resources.

SMART Goal– Library 2016

Goal III: Increase Library Usage

Specific-

The Library has identified a goal of increasing the use of the public library during 2016. The library is committed to make the residents aware of the many services the Public Library has to offer.

Measurement/Assessment-

The library will continue to promote services and events on the local cable channel, local radio station and newspaper and on social media. The library is committed to increasing the number of programs utilizing funds through the Minnesota Legacy funds. The library will also provide programs for youth and adults such as the Summer Reading Program, Winter Reading program for adults, activity days, book clubs and open houses held at the library. The library is ready to explore options of new collections and increase the awareness of existing collections. The library is committed to offering 3-6 new programs during 2016.

Attainable/Achieve-

To achieve the goals we will use community resources such as WindomNet and the local cable channel, Friends of the Library, Plum Creek Library System and staff. Grant money is provided by the Minnesota Library Legacy Funds for events and performers. Other programs can be supported with monies from SAMMIE. The library is a community supported space and the library needs to support the community with a variety of options for better usage. The library is exploring the option of creating a newsletter or a column to promote awareness of what the library has to offer. Public awareness is huge part of making this goal successful.

Relevant –

The result will be a community awareness of services and programs the library provides and increase circulation of library materials.

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

SMART Goal Planning Form – LIQUOR STORE

Specific – WHO? WHAT?

The liquor store has identified a goal to update its current landscaping.

Measurement/Assessment – HOW?

The liquor store will work with the selected contractor and the hotel that goes in next door to ensure cohesion of landscaping between the two buildings.

Attainable/Achieve – REASONABLE/RESOURCES AVAILABLE?

The funding has been brought up to the city council and is approved for the 2016 capital budget.

Relevant – EXPECTED RESULT?

The result will be a better overall perception of the liquor store.

Timed – WHEN?

This item will be completed by the end of 2016 pending the completion of the hotel.

SMART Goal Planning Form – LIQUOR STORE

Specific – WHO? WHAT?

The liquor store has identified a goal to conduct more on-site tastings for the public.

Measurement/Assessment – HOW?

The liquor store will work with selected vendors/distributors to ensure that tastings are done. The goal is to do at least one tasting per month.

Attainable/Achieve – REASONABLE/RESOURCES AVAILABLE?

No additional funding will be necessary as the vendors replace whatever product is used.

Relevant – EXPECTED RESULT?

The result will be more product knowledge for customers and employees and increased sales for the liquor store.

Timed – WHEN?

This will be an ongoing project for all of 2016 and will be revisited to see if more tastings would benefit the store.

SMART Goal Planning Form – LIQUOR STORE

Specific – WHO? WHAT?

The liquor store has identified a goal to update the bathroom(s) to current code and standards.

Measurement/Assessment – HOW?

The liquor store will work with the selected contractor to execute the changes of tiled flooring and handicap accessibility.

Attainable/Achieve – REASONABLE/RESOURCES AVAILABLE?

Funding has been approved and will be an item in the 2016 capitol budget.

Relevant – EXPECTED RESULT?

The result will be the liquor store bathroom being handicap accessible and up to code.

Timed – WHEN?

This item will be completed by October 1, 2016.

2016 Annual Goals

SMART Goal Planning Form – Office/Finance – City Wide Network

Specific – WHO? WHAT?

The City Hall Office staff will partner with Telecom Department staff to establish a City of Windom network linking all designated City of Windom locations.

Measurement/Assessment – HOW?

Success toward this goal will be measured by the ability to access the City of Windom network at all designated locations.

Attainable/Achieve – REASONABLE/RESOURCES AVAILABLE?

Capital funding for needed equipment was approved during the 2015 Budget process and equipment was purchased in 2015. Employee staff time during normal working hours will be needed to complete this goal. Additionally, consultants may be needed to install the equipment and setup network users. Ongoing maintenance of the network will also require consultant fees or staff time.

Relevant – EXPECTED RESULT?

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

Timed – WHEN?

Planning for this project will start January 1, 2015. The network will be operational by March 31, 2016.

SMART Goal Planning Form – Office/Finance – Telecom Profitability

Specific – WHO? WHAT?

City Hall Office staff will partner with Telecom Department Staff to increase profitability and sustainability of the Telecom operation by auditing revenue streams, identifying cost saving opportunities, and marketing to new customers.

Measurement/Assessment – HOW?

Success will be measured by increasing customer counts and profitability of the Telecom Fund.

Attainable/Achieve – REASONABLE/RESOURCES AVAILABLE?

Telecom Department and Office staff time will be needed to achieve this goal. Advertising expense budget funds will be used for marketing activities.

Relevant – EXPECTED RESULT?

The expected result is for the Telecom fund to be cash positive and provide funds for needed capital expenditures.

Timed – WHEN?

Telecom rates and packages were analyzed and updated in 2015. Audits of services were also started in 2015. Staff will continue to review rates and audit revenues during 2015 and 2016 as well as identify cost saving opportunities. Marketing to new customers will be started in 2016.

SMART Goal Planning Form – Office/Finance – Customer Online Access to View/Pay Bills

Specific – WHO? WHAT?

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

Measurement/Assessment – HOW?

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

Attainable/Achieve – REASONABLE/RESOURCES AVAILABLE?

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

Relevant – EXPECTED RESULT?

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

Timed – WHEN?

Research began in 2015 and goal will be completed by July 2016.

SMART Goal Planning Form – Office/Finance – Backup Coverage of Billing Processes

Specific – WHO? WHAT?

Finance Director will work with Billing Independent Contractor and Office Staff to have backup coverage for billing processes.

Measurement/Assessment – HOW?

The achievement of this goal will be determined by the availability of billing process documentation and the ability of Office Staff to independently complete monthly billing processes.

Attainable/Achieve – REASONABLE/RESOURCES AVAILABLE?

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

Relevant – EXPECTED RESULT?

City Hall will have the ability to provide backup coverage for monthly Utility and Telecom billing processes if needed.

Timed – WHEN?

Through implementation of a new billing system in 2016, processes will be reviewed for best practices and step by step documentation will be developed. Office staff will be trained on billing processed by December 2016.

2016 Park Department Goal
By Park Superintendent Bruce Caldwell

Specific – Island Park Campground Improvements
Island Park Campground Improvements – Water hookups/widen camp sites

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

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

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

We would need to work with the other city departments for the change in utilities. If we would make changes they would need to be approved by Brown Nicollet Health who licenses our campground annually.

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

Relevant –By making the improvements the campground should receive much more usage with increased revenue.

Currently people who like to camp at a place that has more hookups would have to go to Mt. Lake or Talcot Lake Park which is more than 10 miles away from Windom.

Future Campground Tegels Park;

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

Timed – Design could be done in 2016 with improvements in 2017 depending on funding. Cost. Estimated cost for water hookups, \$14,000.00 & cost for widening sites and landscaping \$5,000.00. All totaling estimate \$19,000.00

Windom Police Department Citizen's Academy Goal

Specific – In 2012, The Windom Police Department and the Cottonwood County Sheriff's Office held the first ever Cottonwood County Citizen's Academy. It was deemed a success and two subsequent classes were held in 2013 and 2014. We did not hold one in 2015, due to a shortage of staff. It is a goal of the Windom Police Department to offer this academy to citizens again this year.

Measurement/Assessment – It will be considered successful if we have enough participants to hold the academy.

Attainable/Achieve – This goal is very attainable. Luke Landgraf and Devin Kopperud, our two newest officers, will be coordinating the 2016 version. I am excited about their abilities and believe they bring forth an excellent course for the public. We also have the necessary funding available to achieve this goal.

Relevant – This course is very relevant to what is taking place in American Society. Law Enforcement is explained to the participant. They learn what it is like to be an officer and why law enforcement operates in certain ways. This course is a community-policing concept that builds a bridge between law enforcement and the community.

Timed – We have hosted this course in the spring each year. It seems to be the right time of year for it. It is also well timed in that law enforcement has been a topic in this country for the last several years.

Windom Police Department K-9 Goal

Specific – The Windom Police Department is committed to making the City of Windom drug-free. Our staff does a fine job in working towards this goal. The addition of a drug dog would be helpful in locating drugs during traffic stops and during the execution of search warrants for drugs. We plan to begin researching this in 2016.

Measurement/Assessment – This goal can be achieved if it is both fiscally and operationally manageable.

Attainable/Achieve – Funding and Operation issues need to be researched. If grants are available and forfeiture funds are available, this project would be fiscally achievable with limited budgetary needs being required.

Relevant – Drugs are a problem in society. Having a dog at our disposal would be helpful to the residents of Cottonwood County in working towards a drug-free area.

Timed – We believe this project would be well timed to discuss in the year 2018.

Windom Police Department Taser Training Goal

Specific – In 2016, we hope to change our Taser Training from using paper targets to using a Taser Training Suit that can be worn by an individual. This would give officers valuable training in life-like situations that require using verbalization skills along with the technical knowledge of a Taser. The Taser suit does not expose the occupant of it to the electric charge of a Taser. It is our goal to provide our officers with the best training we can possibly give them. This is yet another step in that direction.

Measurement/Assessment – This program will be successful if officers go through this type of training in 2016.

Attainable/Achieve – We have the funding in our budget to purchase the suit and Officer Cory Hillesheim is a Taser Instructor.

Relevant – Use of force issues are at the forefront of law enforcement. Any training that can be provided to our officers that gives them a better understanding of use of force situations and how to better use verbalization skills in them is beneficial to all.

Timed – We believe that this project is well timed for our department. Our officers will have better training in less-lethal force.

Windom Emergency Services Leadership Academy

Specific – In 2015, the Windom Police Department, along the Windom Fire Department, hosted the first ever Windom Emergency Services Leadership Academy. This academy was designed to teach leadership and team building skills to the youth of Windom. In 2016, we plan to host this course again and hope to partner with the WFD and the Windom Ambulance Service.

Measurement/Assessment – If the academy is held, it will be deemed a success.

Attainable/Achieve – We have the financial resources available and we have a tremendous team of coordinators that put on an outstanding course.

Relevant – This course is relevant in that it is aimed at the youth of our community. Today, leadership skills are sometimes not taught as they used to be. This course focuses on that along with team building. These two concepts can be valuable to adolescents.

Timed – This goal is well timed. Our country and community need future leaders. This course is aimed at teaching those skills.

Windom Police Department Use of Force Training System Goal

Specific – In today’s society use of force encounters are sometimes more prevalent than they were in the past. Mental health issues are more apparent, as well. It is our intent to view presentations by vendors of video use of force systems that will provide us with information to make a recommendation for purchase to the Windom City Council. We want to recommend a system that is cost effective, yet provides our officers with quality video training.

In 2016, it is my intent to make this proposal to the City Council. In January of 2016, I plan to contact vendors and schedule demonstrations of their products. This will lead to a proposal being made to council in the fall of 2016.

Measurement/Assessment – We would request funding from the City Council and also hope to work out a cost-sharing agreement with other agencies in the area for joint ownership. The Lakefield Police Department is interested in partnering with us to acquire this device.

Attainable/Achieve –Funding will be requested. Any available grants aimed at this area, will be applied for.

Relevant – Our expected result in acquiring this system is to provide a realistic platform for use of force decision making training. This is critical to officer safety and to the individuals that receive police service. We would also use this system in our citizens and youth academies. It would also be made available for demonstrations to other community groups.

Timed – This goal has been researched thoroughly. In 2016, we plan to host vendor demonstrations which will allow us to provide the City Council with information that will lead to purchase of this system. I plan to present this information in 2016 to the council. It is our goal to have this system in place by December of 2017.

2016 Goals -Recreation
Community Pride: A Positive Image and Reputation Developed by a
Progressive and Active Community

Expansion of the Youth Baseball Program

Specific-

The Windom Baseball Association is discontinuing the Morning Baseball program. Recreation will continue to offer this program with the baseball coordinator overseeing the administration of Morning baseball.

Measurement-

By offering Morning Baseball we will offer the opportunity for individuals to still participate in baseball if they choose to not participate in the Windom 30/60 League program. Reduced rates could be offered to those participants that choose to participate in both Morning Baseball and the 30/60 League. This would increase participation in both programs.

Achieve-

The Recreation Director will work with the Baseball Coordinator to offer this program in addition to other baseball programs that are offered by the Recreation Department.

Issue to Resolve- The addition of this program will result in additional responsibility for the Baseball Coordinator. Additional expenses would be needed to cover wages for the increased responsibility of the Baseball Coordinator and increase in staff to run the program. These expenses should be covered by fees paid by participants.

Realistic-

By expanding our program we should increase our participation in the youth baseball program and continue to offer increased opportunities for our youth.

Time-

The morning baseball would be offered in the Summer, 2016. The responsibilities of the Baseball would also increase at this time.

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

Specific –

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

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

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

Measurement/Assessment –

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

Attainable/Achieve –

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

Relevant –

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

Timed –

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

2016 Street Department – Provide High Quality Public Services
Training & Education

Specific –

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

Measurement/Assessment –

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

Attainable/Achieve –

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

Relevant –

Better performance from staff to make proper maintenance decisions saving the cities budget.

Timed –

Throughout the year when classes and training are available

2016 Goal - Street Department – Maintain and Upgrade Public Infrastructure and City Facilities Pursuant to a Defined and Prioritized Plan – 2016/2017 Street Reconstruction Project

Specific –

Due to the Pavement Management Survey completed in August of 2015 we were able to prioritize what streets in the community needed road surface repairs or total reconstruction.

Measurement/Assessment –

During the inspections for the Pavement Management Survey staff graded each hard surface roads block by block. They graded each of these categories from 0-10 being 0 perfect or best conditions. Items they graded on as follows; Transverse Cracking, Longitudinal Cracking, Edge Cracking, Alligator Cracking, Alligator Area-Total Area Covered, Severity of Alligator Cracking, Rutting, Potholes, Deficient Drainage, Overall Ride Quality, Patches, we also logged if they had Sidewalks & or Curb and Gutters.

Attainable/Achieve –

We used the former Pavement Management Survey taken five years ago including the new Pavement Management Survey done in August of 2015 along with materials from the internet that educated the staff on what to look at in order to grade each items.

Relevant –

It is important to monitor the road surface conditions and design a plan for what streets have the highest priority for re-construction.

List of Streets for Possible Reconstruction; some could be either Mill/Overlay or total reconstruction;

6th Avenue South from 6th Street to the city limits

South Plum

7th Street from west dead end east to 3rd Avenue

7th Street from Highway 60/71 east to 1st Avenue

15th Avenue from River Road north to 17th Street

17th Street from 15th Avenue northwest to 18th Avenue

17th Avenue from River Road north to Dead End or Jamison Drive

Brian Avenue from River Road to Douglas

5th Avenue from 11th Street to 12th Street (Only Replace Bad Storm Sewer Main.

Timed –

Develop Plans & Specifications in late summer/fall of 2016 and reconstruction during the year of 2017.

SMART Goal

The City of Windom Water and Wastewater Departments have identified a goal to implement a GIS mapping system which will be used to locate the City's water and wastewater infrastructure. A Trimble Geo7x handheld unit and the necessary software have been purchased from Frontier Precision Incorporated. The City has contracted with Bolton and Menk to download current maps and integrate the new GIS data into an online database which will be accessible online.

In order to implement this system, the points must be manually collected. Water and Wastewater staff started locating and collecting curb stop locations in September of 2015. We have decided to split the town into sections, and will be completing each individual section before moving on to the next one. This system will combine existing mapping and data locations for water mains, valves, fire hydrants, sewer mains and manholes. This data will include water and sewer main sizes and type of pipe, such as PVC, ductile iron, VCP, or RCP. It will also show sewer flow direction. This will give us a multi layered map that can be accessed from any computer, tablet or smartphone with online capabilities.

Once complete, this system will give staff quick and easy access to information that will make our jobs much more efficient. For example, in a winter water shut-off emergency, we will be able to pull up a map that will show the location of a curb box within inches instead of trudging through snowbanks trying to find it with a metal detector. Also, the turnover of employees in recent years has resulted in decades of on the job knowledge about the city's water and wastewater infrastructure being lost. This data will create a better understanding for the newer employees and also those whom will be hired in the future.

The Water and Wastewater staff has been collecting data as often as possible. Being understaffed, we are only able to do the locating and collecting as our workload allows. A timeframe for completion is hard to determine as we cannot neglect our day to day responsibilities for the sake of data collection. We are trying to schedule data collection into our workload to ensure this process keeps moving forward. After collection the raw data needs to be transferred to a computer and a process called differential correction is done. Once the correction is complete, the data can be forwarded to Bolton and Menk where they will combine our data with the information that they already have. This process can be done as we collect information to send them. All data can also be updated anytime in the future as infrastructure is upgraded to maintain the most current data possible.

Water and Wastewater Departments

Strategy III: Provide high quality public service

Strategy IV: Maintain and upgrade public infrastructure

Specific:

The Water and Wastewater departments will be implementing a GIS mapping system to locate and identify the City's water and wastewater infrastructure.

Measurement/Assessment:

We will start by mapping out all curb boxes. Once complete, we will move on to any other areas of infrastructure that have not been mapped or need to be updated.

Attainable:

We have already purchased the needed equipment. A Trimble Geo7X handheld unit and the necessary Pathfinder software have already been purchased from Frontier Precision. Also, the city has contracted with Bolton and Menk Engineering to download existing maps and integrate new GIS data into a database that will be accessible online.

Relevant:

Once complete, this system will give our staff quick and easy access to information that will make our tasks more efficient. For example, in a winter water shut off emergency, we will be able to pull up a map showing the location of a curb box within inches instead of trudging through snowbanks trying to find it with a metal detector. Also, the turnover of employees in recent years has resulted in the loss of decades of on the job knowledge about the city's water and wastewater infrastructure. This data will create a better understanding for the new employees and also those whom will be hired in the future.

Timeframe:

The Water and Wastewater staff has been collecting data as often as possible. Being understaffed, we are only able to do the locating and collecting as our workload allows. A timeframe for completion is hard to determine as we cannot neglect our day to day responsibilities for the sake of data collection. We are trying to schedule data collection into our workload to ensure this process keeps moving forward.



Windom, MN

Expense Approval Report By Fund

Payment Dates 11/11/2015 - 11/25/2015

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL					
MN REVENUE	20151113	11/13/2015	SALES TAX - OCT 2015	100-11500	-7.56
MN REVENUE	20151113	11/13/2015	SALES TAX - OCT 2015	100-20202	26.08
					<u>18.52</u>
Activity: 41110 - Mayor & Council					
INDOFF, INC	2704846	10/28/2015	SUPPLIES	100-41110-200	27.99
US BANK	20151118	11/18/2015	CREDIT CARD - SUBWAY - BU	100-41110-334	58.21
ETHAN CLERC FILMS	20151118	11/18/2015	EXPENSE-FILM COUNCIL MEE	100-41110-350	25.00
CONVENT. & VISTOR BUREAU	20151124	11/24/2015	LODGING TAX - RED CARPET I	100-41110-491	697.38
CONVENT. & VISTOR BUREAU	20151124A	11/24/2015	LODGING TAX - GUARDIAN IN	100-41110-491	1,594.18
					<u>2,402.76</u>
Activity 41110 - Mayor & Council Total:					
2,402.76					
Activity: 41310 - Administration					
US BANK	20151118	11/18/2015	CREDIT CARD - HYVEE OFFICE	100-41310-200	19.21
SECR REV FUND/CITY OF WD	20151124	11/24/2015	PETTY CASH - OFFICE POP/W	100-41310-200	5.00
INDOFF, INC	2713663	11/18/2015	SUPPLIES	100-41310-200	70.98
INDOFF, INC	2714114	11/18/2015	SUPPLIES	100-41310-200	13.90
SELECTACCOUNT	20151124	11/24/2015	ADMIN FEE	100-41310-217	159.21
COALITION OF GREATER MN	20151123	11/23/2015	2015 CGMC FALL CONF-ALEX	100-41310-308	165.00
AGC NETWORKS, INC.	9010000654	11/09/2015	CITY PHONE SYSTEM-ANNUAL	100-41310-321	666.18
US BANK	20151118	11/18/2015	CREDIT CARD - CRASH PLAN B	100-41310-326	9.99
US BANK	20151118	11/18/2015	CREDIT CARD - SITE LOCK	100-41310-326	10.00
US BANK	20151118	11/18/2015	CREDIT CARD - QUIZNOS - IN	100-41310-334	13.55
STEVE NASBY	20151118	11/18/2015	EXPENSE-CGMC CONFERENCE	100-41310-334	187.45
US BANK	20151118	11/18/2015	CREDIT CARD - MN BOARD O	100-41310-433	102.00
HY-VEE, INC.	20151118	11/18/2015	CITY OF WINDOM BIOMETRIC	100-41310-480	675.00
LINDA CARRUTHERS	20151118	11/18/2015	SUPPLIES FOR WELLNESS PRE	100-41310-480	112.50
HY-VEE, INC.	20151118A	11/18/2015	SESSIONS 9 & 10	100-41310-480	40.00
HY-VEE, INC.	20151118B	11/18/2015	SUPPLIES FOR SESSIONS 9 & 1	100-41310-480	100.00
					<u>2,349.97</u>
Activity 41310 - Administration Total:					
2,349.97					
Activity: 41910 - Building & Zoning					
INDOFF, INC	2704846	10/28/2015	SUPPLIES	100-41910-200	31.28
INDOFF, INC	2709783	11/18/2015	SUPPLIES	100-41910-200	9.66
CENTURY BUSINESS PRODUCT	300359	11/17/2015	SUPPLIES	100-41910-200	39.85
ACCO BRANDS DIRECT	4698813615	11/02/2015	SUPPLIES	100-41910-200	21.37
AGC NETWORKS, INC.	9010000654	11/09/2015	CITY PHONE SYSTEM-ANNUAL	100-41910-321	111.03
					<u>213.19</u>
Activity 41910 - Building & Zoning Total:					
213.19					
Activity: 41940 - City Hall					
MN ENERGY RESOURCES	20151181	11/18/2015	HEATING #4069619-7	100-41940-383	244.61
HOMETOWN SANITATION SE	0000154050	11/04/2015	GARBAGE SERVICE - CITY HAL	100-41940-384	85.04
SCHWALBACH HARDWARE	20151118	11/18/2015	MAINTENANCE - CITY HALL	100-41940-409	1,227.93
					<u>1,557.58</u>
Activity 41940 - City Hall Total:					
1,557.58					
Activity: 42120 - Crime Control					
SCHWALBACH HARDWARE	20151118	11/18/2015	MAINTENANCE - POLICE	100-42120-200	0.79
INDOFF, INC	2706380	11/09/2015	SUPPLIES	100-42120-200	44.09
INDOFF, INC	2707858	11/09/2015	SUPPLIES	100-42120-200	9.78
INDOFF, INC	2708514	11/18/2015	SUPPLIES	100-42120-200	5.39
INDOFF, INC	2709780	11/18/2015	SUPPLIES	100-42120-200	104.36
H.E.A.T. TACTICAL TEAM	100	11/24/2015	EQUIPMENT	100-42120-218	300.00
PRO ACTION SAFETY & SALES	13359	11/09/2015	UNIFORMS	100-42120-218	1,177.00
US BANK	20151118	11/18/2015	CREDIT CARD - BCA REG	100-42120-308	570.00
VERIZON WIRELESS	9755204268	11/17/2015	SERVICE	100-42120-321	93.51
ALPHA WIRELESS - MANKATO	199676	11/23/2015	SERVICE	100-42120-323	248.13
COTTONWOOD CO AUD/TRE	20151123	11/23/2015	DISPATCHING	100-42120-325	275.00

Expense Approval Report

Payment Dates: 11/11/2015 - 11/25/2015

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
LEASE FINANCE PARTNERS	20151124	11/24/2015	SERVICE #3250	100-42120-326	433.00
US BANK	20151118	11/18/2015	CREDIT CARD - GRANDVIEW L	100-42120-331	76.96
US BANK	20151118	11/18/2015	CREDIT CARD - HARDEES HEA	100-42120-334	171.93
US BANK	20151118	11/18/2015	CREDIT CARD - HY VEE	100-42120-334	36.27
US BANK	20151118	11/18/2015	CREDIT CARD - BROWNELLS	100-42120-404	449.35
COTTONWOOD CO AUD/TRE	20151123A	11/23/2015	RENT	100-42120-412	1,850.00
FLEET SERVICES DIVISION	2016040003	11/18/2015	SERVICE	100-42120-419	1,789.01
Activity 42120 - Crime Control Total:					7,634.57
Activity: 42220 - Fire Fighting					
HEIMAN FIRE EQUIP. CO	0839869-IN	11/03/2015	MATERIALS & EQUIPMENT	100-42220-215	105.45
KDOM RADIO	KDOM0781151037592	11/18/2015	ADVERTISING - VOL FIRE DEPT	100-42220-217	274.00
STREICHER'S	1179643	11/18/2015	UNIFORMS	100-42220-218	249.95
MN STATE FIRE CHIEFS ASSOC	200000655	11/24/2015	EXPENSE -2016 FIRE OFFICER	100-42220-308	200.00
MN STATE FIRE CHIEFS ASSOC	200000656	11/24/2015	2016 FIRE OFFICER-MARCY-JU	100-42220-308	400.00
VERIZON WIRELESS	9755204268	11/17/2015	SERVICE	100-42220-321	21.14
COTTONWOOD CO AUD/TRE	20151123	11/23/2015	DISPATCHING	100-42220-325	212.50
VERIZON WIRELESS	9755204268	11/17/2015	SERVICE	100-42220-326	10.02
MN STATE FIRE CHIEFS ASSOC	200000655	11/24/2015	EXPENSE - MEAL TICKET	100-42220-480	10.00
MN STATE FIRE CHIEFS ASSOC	20151124A	11/24/2015	2016 FIRE SCHOOL-MEAL -CL	100-42220-480	80.00
WINDOM FIRE & SAFETY	5803	11/17/2015	MISCELLANEOUS	100-42220-480	82.00
WINDOM FIRE RELIEF ASSOC.	20151118	11/18/2015	CITY SHARE	100-42220-491	5,000.00
WINDOM FIRE RELIEF ASSOC.	20151118	11/18/2015	SUPPLEMENTAL FIRE AID	100-42220-491	9,817.59
WINDOM FIRE RELIEF ASSOC.	20151118	11/18/2015	FIRE AID	100-42220-491	40,125.33
Activity 42220 - Fire Fighting Total:					56,587.98
Activity: 42500 - Civil Defense					
COTTONWOOD CO AUD/TRE	20151123	11/23/2015	DISPATCHING	100-42500-325	12.50
Activity 42500 - Civil Defense Total:					12.50
Activity: 42700 - Animal Control					
J. P. COOKE CO	866824	11/18/2015	SUPPLIES	100-42700-217	61.28
Activity 42700 - Animal Control Total:					61.28
Activity: 43100 - Streets					
US BANK	20151118	11/18/2015	CREDIT CARD - CENEX	100-43100-212	25.65
SANFORD LABORATORIES	262542576	11/18/2015	TESTING	100-43100-217	40.77
PRAXAIR DISTRIBUTION INC	54180195	11/18/2015	SUPPLIES	100-43100-217	30.05
MCLAUGHLIN & SCHULZ, INC	176943	11/18/2015	MAINTENANCE	100-43100-224	570.96
SCOTT VEENKER	23560	11/24/2015	SERVICE	100-43100-224	2,833.30
VALLEY ASPHALT PRODUCTS,	8268	11/17/2015	WINTER MIX ASPHALT	100-43100-224	2,158.65
COTTONWOOD CO LANDFILL	155162	11/18/2015	LANDFILL EXPENSE	100-43100-225	10.00
AGC NETWORKS, INC.	9010000654	11/09/2015	CITY PHONE SYSTEM-ANNUAL	100-43100-321	74.02
COTTONWOOD CO AUD/TRE	20151123	11/23/2015	DISPATCHING	100-43100-325	125.00
MN ENERGY RESOURCES	20151118K	11/18/2015	HEATING #4090846-9 STREET	100-43100-383	56.46
HOMETOWN SANITATION SE	0000154051	11/09/2015	GARBAGE SERVICE - STREET D	100-43100-384	84.73
HOMETOWN SANITATION SE	0000154052	11/09/2015	GARBAGE SERVICE - SQUARE	100-43100-384	46.12
MACQUEEN EQUIP. CO.	10055	11/24/2015	CREDIT - MAINTENANCE	100-43100-404	-160.34
MACQUEEN EQUIP. CO.	2154110	11/24/2015	MAINTENANCE	100-43100-404	208.33
MACQUEEN EQUIP. CO.	2154279	11/24/2015	MAINTENANCE	100-43100-404	1,220.16
MACQUEEN EQUIP. CO.	2154391	11/24/2015	MAINTENANCE	100-43100-404	101.23
MACQUEEN EQUIP. CO.	2154880	11/24/2015	MAINTENANCE	100-43100-404	175.24
Activity 43100 - Streets Total:					7,600.33
Activity: 45120 - Recreation					
GOPHER	9050355	11/18/2015	MATERIALS & EQUIPMENT	100-45120-215	670.17
US BANK	20151118	11/18/2015	CREDIT CARD - HILTON	100-45120-217	101.55
MN REVENUE	20151113	11/13/2015	SALES TAX - OCT 2015	100-45120-460	19.00
Activity 45120 - Recreation Total:					790.72
Activity: 45202 - Park Areas					
COTTONWOOD CO AUD/TRE	20151123	11/23/2015	DISPATCHING	100-45202-325	37.50
HOMETOWN SANITATION SE	0000154060	11/09/2015	GARBAGE SERVICE -ISLAND P	100-45202-384	37.00
HOMETOWN SANITATION SE	0000154061	11/09/2015	GARBAGE SERVICE - WRA	100-45202-384	12.27

Expense Approval Report

Payment Dates: 11/11/2015 - 11/25/2015

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
HOMETOWN SANITATION SE	0000154062	11/09/2015	GARBAGE SERVICE - KASTLE K	100-45202-384	25.00
SCHWALBACH HARDWARE	20151118	11/18/2015	MAINTENANCE - PARKS	100-45202-402	25.47
SCHWALBACH HARDWARE	20151118	11/18/2015	MAINTENANCE - PARKS	100-45202-402	10.95
US BANK	20151118	11/18/2015	CREDIT CARD - CARON FENCE	100-45202-404	1,250.00
SCHWALBACH HARDWARE	20151118	11/18/2015	MAINTENANCE - PARKS	100-45202-404	88.65
O'REILLY AUTOMOTIVE, INC	4425153118	11/18/2015	MAINTENANCE	100-45202-405	10.95
COUNTRY PRIDE SERVICE	3964	11/18/2015	MAINTENANCE	100-45202-406	1,325.83
Activity 45202 - Park Areas Total:					2,823.74
Fund 100 - GENERAL Total:					82,053.14

Fund: 211 - LIBRARY

Activity: 45501 - Library

SECR REV FUND/CITY OF WD	20151124	11/24/2015	PETTY CASH - LIBRARY MISC	211-45501-200	3.21
SECR REV FUND/CITY OF WD	20151124	11/24/2015	PETTY CASH - LIBRARY MISC	211-45501-200	3.74
SCHWALBACH HARDWARE	20151118	11/18/2015	MAINTENANCE - LIBRARY	211-45501-211	9.45
SECR REV FUND/CITY OF WD	20151124	11/24/2015	PETTY CASH - LIBRARY POSTA	211-45501-322	7.55
SECR REV FUND/CITY OF WD	20151124	11/24/2015	PETTY CASH - LIBRARY POSTA	211-45501-322	4.72
SECR REV FUND/CITY OF WD	20151124	11/24/2015	PETTY CASH - LIBRARY POSTA	211-45501-322	9.80
SECR REV FUND/CITY OF WD	20151124	11/24/2015	PETTY CASH - LIBRARY POSTA	211-45501-322	9.80
MN ENERGY RESOURCES	20151118E	11/18/2015	HEATING #4081276-0 LIBRAR	211-45501-383	69.75
US BANK	20151118	11/18/2015	CREDIT CARD - ARCH DIGEST	211-45501-433	44.95
US BANK	20151118	11/18/2015	CREDIT CARD - OPRAH	211-45501-433	15.00
US BANK	20151118	11/18/2015	CREDIT CARD - MARTHA STE	211-45501-433	-23.95
INGRAM	20151109	11/09/2015	BOOKS #2004243	211-45501-435	1,908.35
Activity 45501 - Library Total:					2,062.45
Fund 211 - LIBRARY Total:					2,062.45

Fund: 225 - AIRPORT

Activity: 45127 - Airport

SCHWALBACH HARDWARE	20151118	11/18/2015	MAINTENANCE - AIRPORT	225-45127-217	10.95
SOUTHWEST MN BROADBAN	20151124	11/24/2015	SERVICE #WIND-001-0018	225-45127-321	26.85
Activity 45127 - Airport Total:					37.80
Fund 225 - AIRPORT Total:					37.80

Fund: 230 - POOL

Activity: 45124 - Pool

BROWN-NICOLLET COMMUNI	20151123	11/23/2015	LICENSE APPLICATION #3058	230-45124-217	396.00
COCA-COLA BOTTLING COMP	0486544419	11/17/2015	MERCHANDISE	230-45124-260	110.84
AH HERMEL COMPANY	516790	11/17/2015	MERCHANDISE	230-45124-260	171.35
AH HERMEL COMPANY	519812	11/17/2015	MERCHANDISE	230-45124-260	568.54
AH HERMEL COMPANY	521177	11/17/2015	MERCHANDISE	230-45124-260	83.25
AH HERMEL COMPANY	524097	11/17/2015	MERCHANDISE	230-45124-260	168.85
US BANK	20151118	11/18/2015	CREDIT CARD - HILTON	230-45124-334	101.55
Activity 45124 - Pool Total:					1,600.41
Fund 230 - POOL Total:					1,600.41

Fund: 235 - AMBULANCE

ALLEN EVERS	20151117	11/17/2015	REFUND - OVERPAYMENT OF	235-34205	18.67
					18.67

Activity: 42153 - Ambulance

ROBIN SHAW	20151124	11/24/2015	EXPENSE	235-42153-212	116.95
WINDOM AREA HOSPITAL	20151124	11/24/2015	NURSING SERVICE	235-42153-312	1,011.65
VERIZON WIRELESS	9755204268	11/17/2015	SERVICE	235-42153-321	123.45
ALPHA WIRELESS - MANKATO	679864	11/17/2015	SERVICE	235-42153-323	2,121.20
COTTONWOOD CO AUD/TRE	20151123	11/23/2015	DISPATCHING	235-42153-325	200.00
TIM HACKER	20151124	11/24/2015	EXPENSE - FED GRANT ACCEP	235-42153-331	24.15
HEATHER PAULSON	20151123	11/23/2015	EXPENSE	235-42153-334	42.35
APRIL HARRINGTON	20151123	11/23/2015	EXPENSE	235-42153-334	36.75
BUCKWHEAT JOHNSON	20151123	11/23/2015	EXPENSE	235-42153-334	97.61
ROBIN SHAW	20151124	11/24/2015	EXPENSE	235-42153-334	21.64
KIM POWERS	20151124	11/24/2015	EXPENSE	235-42153-334	83.45

Expense Approval Report

Payment Dates: 11/11/2015 - 11/25/2015

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
JIM AXFORD	20151124	11/24/2015	EXPENSE	235-42153-334	17.18
LEWIS FAMILY DRUG, LLC	145046	11/18/2015	SUPPLIES	235-42153-404	8.1C
WINDOM AREA HOSPITAL	20151124A	11/24/2015	IMMUNIZATIONS	235-42153-480	245.0C
				Activity 42153 - Ambulance Total:	4,149.53
				Fund 235 - AMBULANCE Total:	4,168.20

Fund: 250 - EDA GENERAL

Activity: 46520 - EDA

INDOFF, INC	2704846	10/28/2015	SUPPLIES	250-46520-200	11.5C
INDOFF, INC	2709783	11/18/2015	SUPPLIES	250-46520-200	9.67
CENTURY BUSINESS PRODUCT	300359	11/17/2015	SUPPLIES	250-46520-200	79.71
ACCO BRANDS DIRECT	4698813615	11/02/2015	SUPPLIES	250-46520-200	21.38
US BANK	20151118	11/18/2015	CREDIT CARD - REGIONAL W	250-46520-308	45.0C
AGC NETWORKS, INC.	9010000654	11/09/2015	CITY PHONE SYSTEM-ANNUAL	250-46520-321	111.03
AARON BACKMAN	20151123	11/23/2015	EXPENSE-MTG W/J.ESPENSO	250-46520-331	12.65
STEVE NASBY	2015118A	11/18/2015	EXPENSE - BUSINESS MEETIN	250-46520-334	36.3C
BUILDING SPRINKLER INC.	64950	11/17/2015	MAINT-SPEC BLDG SPRINKLER	250-46520-401	318.78
WORTHINGTON DAILY GLOBE	20151117	11/17/2015	177922276 WINDOM EDA SU	250-46520-433	184.2C
GODFATHER'S PIZZA	141164	11/18/2015	EXPENSE-WADC BD MTG	250-46520-438	24.61
US BANK	20151118	11/18/2015	CREDIT CARD - MEETING ME	250-46520-438	26.85
SECR REV FUND/CITY OF WD	20151124	11/24/2015	PETTY CASH - EDA POP/WAT	250-46520-438	4.5C
BUILDING SPRINKLER INC.	64993	11/17/2015	MAINTENANCE-SPEC BLDG SP	250-46520-480	128.98
BUILDING SPRINKLER INC.	65002	11/17/2015	MAINT-SPEC BLDG SPRINKLER	250-46520-480	343.71
				Activity 46520 - EDA Total:	1,358.87

Activity: 49950 - Capital Outlay

HOLTMEIER CONSTRUCTION I	20151124	11/24/2015	RIVERBEND LINE REPLACEME	250-49950-500	17,435.3C
				Activity 49950 - Capital Outlay Total:	17,435.30
				Fund 250 - EDA GENERAL Total:	18,794.17

Fund: 251 - EDA REVOLVING

Activity: 49960 - Interfund Transfers

HOLTMEIER CONSTRUCTION I	20151124	11/24/2015	RIVERBEND LINE REPLACEME	251-49960-720	38,562.97
				Activity 49960 - Interfund Transfers Total:	38,562.97
				Fund 251 - EDA REVOLVING Total:	38,562.97

Fund: 254 - NORTH IND PARK

HOLTMEIER CONSTRUCTION I	20151124A	11/24/2015	NWIP COMMERCE BLVD EXT-	254-25000	199,500.0C
HOLTMEIER CONSTRUCTION I	20151124A	11/24/2015	NWIP COMMERCE BLVD EXT-	254-25300	-199,500.0C
					0.00

Activity: 46520 - EDA

HOWARD & JUDITH TROTTER	20151124	11/24/2015	LAND OPTION FEE	254-46520-480	10,000.0C
				Activity 46520 - EDA Total:	10,000.00

Activity: 49950 - Capital Outlay

HOLTMEIER CONSTRUCTION I	20151124A	11/24/2015	NWIP COMMERCE BLVD EXT-	254-49950-500	13,900.0C
HOLTMEIER CONSTRUCTION I	20151124A	11/24/2015	NWIP COMMERCE BLVD EXT-	254-49950-500	26,070.64
HOLTMEIER CONSTRUCTION I	20151124A	11/24/2015	NWIP COMMERCE BLVD EXT-	254-49950-500	199,500.0C
HOLTMEIER CONSTRUCTION I	20151124A	11/24/2015	NWIP COMMERCE BLVD EXT-	254-49950-500	39,359.08
HOLTMEIER CONSTRUCTION I	20151124A	11/24/2015	NWIP COMMERCE BLVD EXT-	254-49950-500	8,875.0C
HOLTMEIER CONSTRUCTION I	20151124A	11/24/2015	NWIP COMMERCE BLVD EXT-	254-49950-500	-26,591.65
HOLTMEIER CONSTRUCTION I	20151124A	11/24/2015	NWIP COMMERCE BLVD EXT-	254-49950-500	56,041.0C
				Activity 49950 - Capital Outlay Total:	317,154.03
				Fund 254 - NORTH IND PARK Total:	327,154.03

Fund: 262 - TIF 1-2 PAMIDA

Activity: 46530 - TIF Districts

ZIESKE LAND SURVEYING	20151118	11/18/2015	PRAIRIE MEADOW SUB PLATT	262-46530-303	1,648.0C
LLOYD KRUSE	20151124	11/24/2015	LAND PURCHASE-17TH AVE E	262-46530-480	1,000.0C
				Activity 46530 - TIF Districts Total:	2,648.00
				Fund 262 - TIF 1-2 PAMIDA Total:	2,648.00

Expense Approval Report

Payment Dates: 11/11/2015 - 11/25/2015

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 273 - TIF 1-17 NWIP I					
Activity: 46530 - TIF Districts					
US BANK	20151118	11/18/2015	CREDIT CARD - NWIP STORM	273-46530-592	400.00
HOLTMEIER CONSTRUCTION I	20151124A	11/24/2015	NWIP COMMERCE BLVD EXT-	273-46530-592	8,658.47
HOLTMEIER CONSTRUCTION I	20151124A	11/24/2015	NWIP COMMERCE BLVD EXT-	273-46530-592	17,745.97
HOLTMEIER CONSTRUCTION I	20151124A	11/24/2015	NWIP COMMERCE BLVD EXT-	273-46530-592	12,758.20
Activity 46530 - TIF Districts Total:					39,562.64
Fund 273 - TIF 1-17 NWIP I Total:					39,562.64
Fund: 601 - WATER					
HOLTMEIER CONSTRUCTION I	20151124	11/24/2015	RIVERBEND LINE REPLACEME	601-16300	23,193.23
HOLTMEIER CONSTRUCTION I	20151124	11/24/2015	RIVERBEND LINE REPLACEME	601-16300	69,733.97
DAKOTA SUPPLY GROUP	B273990	11/10/2015	INVENTORY	601-16400	1,142.00
DAKOTA SUPPLY GROUP	B573610	11/03/2015	INVENTORY	601-16400	566.29
MN REVENUE	20151113	11/13/2015	SALES TAX - OCT 2015	601-20202	5.16
					94,640.65
Activity: 49400 - Water					
US BANK	20151118	11/18/2015	CREDIT CARD - PAY PAL	601-49400-217	7.50
MN VALLEY TESTING	783094	11/18/2015	TESTING	601-49400-310	56.25
GOPHER STATE ONE CALL	148666	11/03/2015	LOCATES	601-49400-321	23.93
AGC NETWORKS, INC.	9010000654	11/09/2015	CITY PHONE SYSTEM-ANNUAL	601-49400-321	185.05
SECR REV FUND/CITY OF WD	20151124	11/24/2015	PETTY CASH - WATER POSTA	601-49400-322	3.34
SOURCE ONE SOLUTIONS, LLC	5307	11/18/2015	POSTAGE	601-49400-322	254.32
COTTONWOOD CO AUD/TRE	20151123	11/23/2015	DISPATCHING	601-49400-325	100.00
SOURCE ONE SOLUTIONS, LLC	5307	11/18/2015	UTILITY BILL SERVICES	601-49400-326	809.46
MN ENERGY RESOURCES	20151118A	11/18/2015	HEATING #4095252-5 WATER	601-49400-383	294.79
HOMETOWN SANITATION SE	0000154054	11/09/2015	GARBAGE SERVICE-WASTEWA	601-49400-384	85.04
WENCK ASSOCIATES, INC.	11503670	11/25/2015	WINDOM LANDFILL	601-49400-386	1,534.50
WENCK ASSOCIATES, INC.	11508880	11/25/2015	WINDOM LANDFILL	601-49400-386	1,581.00
SCHWALBACH HARDWARE	20151118	11/18/2015	MAINTENANCE - WATER	601-49400-404	25.98
US BANK	20151118	11/18/2015	CREDIT CARD - USA BLUE BO	601-49400-404	235.50
US BANK	20151118	11/18/2015	CREDIT CARD - USA BLUE BO	601-49400-404	576.63
HD SUPPLY WATERWORKS LT	939185	11/09/2015	MAINTENANCE	601-49400-408	331.78
HD SUPPLY WATERWORKS LT	E739511	11/18/2015	MAINTENANCE	601-49400-408	1,018.75
MN RURAL WATER ASSOC	20151118	11/18/2015	MEMBERSHIP AUG 2015 -AU	601-49400-433	250.00
Activity 49400 - Water Total:					7,373.82
Fund 601 - WATER Total:					102,014.47
Fund: 602 - SEWER					
HOLTMEIER CONSTRUCTION I	20151124	11/24/2015	RIVERBEND LINE REPLACEME	602-16300	38,562.97
HOLTMEIER CONSTRUCTION I	20151124	11/24/2015	RIVERBEND LINE REPLACEME	602-39200	-38,562.97
					0.00
Activity: 49450 - Sewer					
INDOFF, INC	2706416	11/03/2015	SUPPLIES	602-49450-200	5.99
US BANK	20151118	11/18/2015	CREDIT CARD - PAY PAL	602-49450-217	7.50
MIKE HAUGEN	20151118	11/18/2015	EXPENSE- MWOA MEETING	602-49450-308	40.00
MN VALLEY TESTING	780134	10/28/2015	TESTING	602-49450-310	118.60
MN VALLEY TESTING	780400	10/28/2015	TESTING	602-49450-310	238.00
MN VALLEY TESTING	780616	11/03/2015	TESTING	602-49450-310	158.00
MN VALLEY TESTING	781566	11/03/2015	TESTING	602-49450-310	238.00
MN VALLEY TESTING	782040	11/09/2015	TESTING	602-49450-310	158.00
MN VALLEY TESTING	782937	11/18/2015	TESTING	602-49450-310	158.00
MN VALLEY TESTING	783549	11/18/2015	TESTING	602-49450-310	223.60
GOPHER STATE ONE CALL	148666	11/03/2015	LOCATES	602-49450-321	23.92
AGC NETWORKS, INC.	9010000654	11/09/2015	CITY PHONE SYSTEM-ANNUAL	602-49450-321	185.05
SOURCE ONE SOLUTIONS, LLC	5307	11/18/2015	POSTAGE	602-49450-322	254.32
COTTONWOOD CO AUD/TRE	20151123	11/23/2015	DISPATCHING	602-49450-325	100.00
SOURCE ONE SOLUTIONS, LLC	5307	11/18/2015	UTILITY BILL SERVICES	602-49450-326	809.46
MN ENERGY RESOURCES	20151118C	11/18/2015	HEATING #4222768-6	602-49450-383	25.21
MN ENERGY RESOURCES	20151118D	11/18/2015	HEATING #4335469-5	602-49450-383	18.00

Expense Approval Report

Payment Dates: 11/11/2015 - 11/25/2015

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
MN ENERGY RESOURCES	20151118J	11/18/2015	HEATING #4325313-7	602-49450-383	205.90
US BANK	20151118	11/18/2015	CREDIT CARD - AMAZON - RE	602-49450-404	56.96
SCHWALBACH HARDWARE	20151118	11/18/2015	MAINTENANCE - SEWER	602-49450-404	61.96
DEZURIK	RPI/61017585	11/03/2015	MAINTENANCE	602-49450-404	193.00
DICKS WELDING INC	61289	11/18/2015	MAINTENANCE	602-49450-408	1,520.82
SCHWALBACH HARDWARE	20151118	11/18/2015	MAINTENANCE - SEWER	602-49450-439	32.50
MN VALLEY TESTING	780401	10/28/2015	TESTING	602-49450-439	194.40
MN VALLEY TESTING	780617	11/03/2015	TESTING	602-49450-439	126.40
MN VALLEY TESTING	781567	11/03/2015	TESTING	602-49450-439	194.40
MN VALLEY TESTING	782041	11/09/2015	TESTING	602-49450-439	126.40
ROSEVIEW CUSTOM FARMS, L	20151118	11/18/2015	SLUDGE HAULING	602-49450-446	10,700.00
Activity 49450 - Sewer Total:					16,174.39
Fund 602 - SEWER Total:					16,174.39

Fund: 604 - ELECTRIC

TELECOM FUND	2015118	11/18/2015	MONTHLY TRANSFERS-UTIL T	604-11500	3.15
DAKOTA SUPPLY GROUP	B716751	11/18/2015	ELECTRIC INVENTORY	604-14200	506.59
IRBY ELECTRICAL DISTRIBUTO	s009251926.001	11/03/2015	ELECTRIC INVENTORY	604-14200	6,836.50
J. H. LARSON	S100992489.003	11/25/2015	INVENTORY	604-14200	9.86
J. H. LARSON	S101070072.001	11/09/2015	ELECTRIC INVENTORY	604-14200	83.98
HIGLEY FORD	20151123	11/23/2015	2016 FORD F-350 SUPER DUT	604-16440	32,608.25
MN REVENUE	20151113	11/13/2015	SALES TAX - OCT 2015	604-20202	18,142.00
CHELSEA STEVENS	20151118	11/18/2015	REFUND - UTILITY PREPAYME	604-22000	300.00
					58,490.33

Activity: 49550 - Electric

US BANK	20151118	11/18/2015	CREDIT CARD - PAY PAYL	604-49550-217	7.50
SCHWALBACH HARDWARE	20151118	11/18/2015	MAINTENANCE - ELECTRIC	604-49550-217	126.12
US BANK	20151118	11/18/2015	CREDIT CARD - THREAD EXCH	604-49550-218	74.14
LOCATORS & SUPPLIES, INC	0240142-IN	11/09/2015	SMALL TOOLS	604-49550-241	44.60
SCHWALBACH HARDWARE	20151118	11/18/2015	MAINTENANCE - ELECTRIC	604-49550-241	49.13
US BANK	20151118	11/18/2015	CREDIT CARD - O'REILY	604-49550-241	24.99
CMMPA - CENTRAL MUNICIP	5330	11/17/2015	ENERGY / TRANSMISSION	604-49550-263	78,546.92
CMMPA - CENTRAL MUNICIP	5330	11/17/2015	ENERGY / TRANSMISSION	604-49550-263	82,009.24
GOPHER STATE ONE CALL	148666	11/03/2015	LOCATES	604-49550-321	23.93
AGC NETWORKS, INC.	9010000654	11/09/2015	CITY PHONE SYSTEM-ANNUAL	604-49550-321	370.10
SECR REV FUND/CITY OF WD	20151124	11/24/2015	PETTY CASH - ELECTRIC POST	604-49550-322	2.36
SOURCE ONE SOLUTIONS, LLC	5307	11/18/2015	POSTAGE	604-49550-322	254.32
COTTONWOOD CO AUD/TRE	20151123	11/23/2015	DISPATCHING	604-49550-325	187.50
SOURCE ONE SOLUTIONS, LLC	5307	11/18/2015	UTILITY BILL SERVICES	604-49550-326	1,669.51
MN ENERGY RESOURCES	20151118	11/18/2015	HEATING #4355412-0 ELECTRI	604-49550-383	41.42
HOMETOWN SANITATION SE	0000154055	11/09/2015	GARBAGE SERVICE -ELECTRIC	604-49550-384	84.75
DELL MARKETING L.P.	XJ77TDJ84	11/03/2015	MAINTENANCE	604-49550-404	1,777.71
US BANK	20151118	11/18/2015	CREDIT CARD - O'REILY	604-49550-405	92.52
TRI-STATE BATTERY CO	1912902014351	11/18/2015	SUPPLIES	604-49550-408	43.69
US BANK	20151118	11/18/2015	CREDIT CARD - LAMPERTS	604-49550-408	19.19
B & B TRANSFORMER	22321	11/03/2015	MAINTENANCE	604-49550-408	440.00
DOUG BERGENDAHL	9267	11/24/2015	MAINTENANCE	604-49550-408	2,539.03
IRENE JOHNSON	20151124	11/24/2015	ENERGY REBATE	604-49550-450	454.78
CMMPA - CENTRAL MUNICIP	5319	11/17/2015	CONSERVATION FEES	604-49550-450	1,133.00
MN REVENUE	20151113	11/13/2015	SALES TAX - OCT 2015	604-49550-460	49.68
IVAN SCHAUFENBUEL	20151125	11/25/2015	ENERGY REBATE - 2008	604-49550-480	100.00
Activity 49550 - Electric Total:					170,166.13
Fund 604 - ELECTRIC Total:					228,656.46

Fund: 609 - LIQUOR STORE

MN REVENUE	20151113	11/13/2015	SALES TAX - OCT 2015	609-20202	13,067.00
					13,067.00

Activity: 49751 - Liquor Store

CAMPUS CLEANERS	11-010422	11/17/2015	SERVICE - RIVER BEND LIQ	609-49751-217	20.05
GOPHER ALARMS	37732	11/03/2015	SUPPLIES	609-49751-217	51.30

Expense Approval Report

Payment Dates: 11/11/2015 - 11/25/2015

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ENVIROMASTER, INC	525581	11/09/2015	SERVICE	609-49751-217	40.88
AH HERMEL COMPANY	541041	11/17/2015	MERCHANDISE	609-49751-217	107.84
AH HERMEL COMPANY	542503	11/17/2015	MERCHANDISE	609-49751-217	158.30
WIRTZ BEVERAGE MN WINE	1080388382	10/27/2015	MERCHANDISE	609-49751-251	4,293.19
WIRTZ BEVERAGE MN WINE	1080388905	10/27/2015	MERCHANDISE	609-49751-251	144.00
SOUTHERN WINE & SPIRITS O	1304410B	11/18/2015	CREDIT - MERCHANDISE	609-49751-251	-8.25
SOUTHERN WINE & SPIRITS O	1342144	11/03/2015	MERCHANDISE	609-49751-251	168.60
SOUTHERN WINE & SPIRITS O	1342145	11/03/2015	MERCHANDISE	609-49751-251	1,417.72
PHILLIPS WINE & SPIRITS	224308	11/18/2015	CREDIT - MERCHANDISE	609-49751-251	-89.00
PHILLIPS WINE & SPIRITS	224510	11/18/2015	CREDIT - MERCHANDISE	609-49751-251	-143.90
PHILLIPS WINE & SPIRITS	2877943	11/09/2015	MERCHANDISE	609-49751-251	4,980.26
BELLBOY CORP	50809600	11/17/2015	MERCHANDISE	609-49751-251	380.95
JOHNSON BROS.	5291506	11/03/2015	MERCHANDISE	609-49751-251	1,193.89
JOHNSON BROS.	5297067	11/09/2015	MERCHANDISE	609-49751-251	1,173.55
JOHNSON BROS.	5302113	11/18/2015	MERCHANDISE	609-49751-251	6,134.96
ARTISAN BEER COMPANY	3063261	11/02/2015	MERCHANDISE	609-49751-252	685.50
ARTISAN BEER COMPANY	3064669	11/09/2015	MERCHANDISE	609-49751-252	630.50
ARTISAN BEER COMPANY	3066042	11/17/2015	MERCHANDISE	609-49751-252	1,176.05
DOLL DISTRIBUTING, LLC	487940	11/18/2015	MERCHANDISE	609-49751-252	7,903.85
DOLL DISTRIBUTING, LLC	492062	11/18/2015	MERCHANDISE	609-49751-252	6,975.10
DOLL DISTRIBUTING, LLC	495406	11/23/2015	MERCHANDISE	609-49751-252	10,255.50
BEVERAGE WHOLESALERS	574957	11/17/2015	MERCHANDISE	609-49751-252	6,850.80
BEVERAGE WHOLESALERS	575874	11/17/2015	MERCHANDISE	609-49751-252	7,960.55
BEVERAGE WHOLESALERS	576810	11/23/2015	MERCHANDISE	609-49751-252	6,354.85
WIRTZ BEVERAGE MN WINE	1080388382	10/27/2015	MERCHANDISE	609-49751-253	344.00
SOUTHERN WINE & SPIRITS O	1342146	11/03/2015	MERCHANDISE	609-49751-253	600.00
PHILLIPS WINE & SPIRITS	2877944	11/09/2015	MERCHANDISE	609-49751-253	336.95
BELLBOY CORP	50573000	11/17/2015	MERCHANDISE	609-49751-253	360.00
BELLBOY CORP	50809600	11/17/2015	MERCHANDISE	609-49751-253	400.00
JOHNSON BROS.	5291507	11/03/2015	MERCHANDISE	609-49751-253	1,272.95
JOHNSON BROS.	5291508	11/03/2015	MERCHANDISE	609-49751-253	47.99
JOHNSON BROS.	5297068	11/09/2015	MERCHANDISE	609-49751-253	1,525.43
JOHNSON BROS.	5302114	11/18/2015	MERCHANDISE	609-49751-253	664.16
ROUND LAKE VINEYARDS & W	72	11/09/2015	MERCHANDISE	609-49751-253	549.00
PAUSTIS & SONS	8522946-IN	11/18/2015	MERCHANDISE	609-49751-253	694.00
EXTREME BEVERAGE, LLC	267-6698	11/18/2015	MERCHANDISE	609-49751-254	174.50
AH HERMEL COMPANY	541041	11/17/2015	MERCHANDISE	609-49751-254	122.16
AH HERMEL COMPANY	542503	11/17/2015	MERCHANDISE	609-49751-254	52.70
AMERICAN BOTTLING CO	5459361408	11/17/2015	MERCHANDISE	609-49751-254	132.48
AH HERMEL COMPANY	541041	11/17/2015	MERCHANDISE	609-49751-256	114.35
AH HERMEL COMPANY	542503	11/17/2015	MERCHANDISE	609-49751-256	78.38
BELLBOY CORP	6602400	11/17/2015	MERCHANDISE	609-49751-256	124.47
PHILLIPS WINE & SPIRITS	2877944	11/09/2015	MERCHANDISE	609-49751-259	56.00
DOLL DISTRIBUTING, LLC	487941	11/18/2015	MERCHANDISE	609-49751-259	30.65
DOLL DISTRIBUTING, LLC	492062	11/18/2015	MERCHANDISE	609-49751-259	30.80
BEVERAGE WHOLESALERS	574957	11/17/2015	MERCHANDISE	609-49751-259	36.65
BEVERAGE WHOLESALERS	575874	11/17/2015	MERCHANDISE	609-49751-259	24.60
AH HERMEL COMPANY	541041	11/17/2015	MERCHANDISE	609-49751-261	63.18
AH HERMEL COMPANY	542503	11/17/2015	MERCHANDISE	609-49751-261	22.54
WIRTZ BEVERAGE MN WINE	1080388382	10/27/2015	MERCHANDISE	609-49751-333	100.67
WIRTZ BEVERAGE MN WINE	1080388905	10/27/2015	MERCHANDISE	609-49751-333	2.47
SOUTHERN WINE & SPIRITS O	1304410A	11/18/2015	CREDIT MERCHANDISE	609-49751-333	-0.17
SOUTHERN WINE & SPIRITS O	1342144	11/03/2015	MERCHANDISE	609-49751-333	4.10
SOUTHERN WINE & SPIRITS O	1342145	11/03/2015	MERCHANDISE	609-49751-333	42.57
SOUTHERN WINE & SPIRITS O	1342146	11/03/2015	MERCHANDISE	609-49751-333	10.25
PHILLIPS WINE & SPIRITS	217974	11/18/2015	MERCHANDISE	609-49751-333	-1.67
PHILLIPS WINE & SPIRITS	224308	11/18/2015	CREDIT - MERCHANDISE	609-49751-333	-1.67
PHILLIPS WINE & SPIRITS	224510	11/18/2015	CREDIT - MERCHANDISE	609-49751-333	-3.34
PHILLIPS WINE & SPIRITS	2877943	11/09/2015	MERCHANDISE	609-49751-333	96.56
PHILLIPS WINE & SPIRITS	2877944	11/09/2015	MERCHANDISE	609-49751-333	13.36

Expense Approval Report

Payment Dates: 11/11/2015 - 11/25/2015

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
BELLBOY CORP	50809600	11/17/2015	MERCHANDISE	609-49751-333	19.00
JOHNSON BROS.	5291506	11/03/2015	MERCHANDISE	609-49751-333	12.81
JOHNSON BROS.	5291507	11/03/2015	MERCHANDISE	609-49751-333	50.10
JOHNSON BROS.	5297067	11/09/2015	MERCHANDISE	609-49751-333	16.70
JOHNSON BROS.	5297068	11/09/2015	MERCHANDISE	609-49751-333	51.76
JOHNSON BROS.	5302113	11/18/2015	MERCHANDISE	609-49751-333	95.89
JOHNSON BROS.	5302114	11/18/2015	MERCHANDISE	609-49751-333	30.60
AH HERMEL COMPANY	541041	11/17/2015	MERCHANDISE	609-49751-333	3.95
AH HERMEL COMPANY	542503	11/17/2015	MERCHANDISE	609-49751-333	3.95
PAUSTIS & SONS	8522946-IN	11/18/2015	MERCHANDISE	609-49751-333	10.50
US BANK	20151118	11/18/2015	CREDIT CARD - HOMEWOOD	609-49751-334	-11.13
UNIVERSAL PUBLICATIONS	152117	11/24/2015	ADVERTISING	609-49751-340	250.00
MN ENERGY RESOURCES	20151124	11/24/2015	HEATING #4290426-8 RIVER B	609-49751-383	45.98
HOMETOWN SANITATION SE	0000154053	11/09/2015	GARBAGE SERVICE - RIVER BE	609-49751-384	96.13
SCHWALBACH HARDWARE	20151118	11/18/2015	MAINTENANCE - LIQUOR	609-49751-404	305.81
MN REVENUE	20151113	11/13/2015	SALES TAX - OCT 2015	609-49751-460	-9.50
Activity 49751 - Liquor Store Total:					77,910.66
Fund 609 - LIQUOR STORE Total:					90,977.66

Fund: 614 - TELECOM

MN REVENUE	20151113	11/13/2015	SALES TAX - OCT 2015	614-20202	8,576.00
MN 9-1-1 PROGRAM	20151109	11/09/2015	OCT 2015 - 911 SERVICE	614-20206	1,007.48
					9,583.48

Activity: 49870 - Telecom

US BANK	20151118	11/18/2015	CREDIT CARD - HY-VEE SUPPL	614-49870-200	33.57
NEW STAR SALES & SERVICE	44925	11/18/2015	SUPPLIES	614-49870-200	37.41
CAMPUS CLEANERS	10-012166	11/09/2015	SERVICE - WINDOM NET	614-49870-211	21.33
CAMPUS CLEANERS	11010875	11/17/2015	SERVICE	614-49870-211	21.33
US BANK	20151118	11/18/2015	CREDIT CARD - PAY PAL	614-49870-217	7.50
CALIX	1132832	11/17/2015	MAINTENANCE	614-49870-227	2,981.51
OOKLA	145173	11/18/2015	ANNUAL SPEED TEST	614-49870-227	997.50
POWER & TEL	5892797-00	11/09/2015	MAINTENANCE	614-49870-227	68.19
NATIONAL CABLE TV COOP	SI-466968	11/18/2015	SUPPLIES	614-49870-227	274.49
FINLEY ENGINEERING	07-17410 5	11/18/2015	WINDOMNET-MISC ASSISTAN	614-49870-301	1,084.89
INTERSTATE TRS FUND	20151123	11/23/2015	ASSESSMENT FOR 499-A FILIN	614-49870-304	147.05
GOPHER STATE ONE CALL	148666	11/03/2015	LOCATES	614-49870-321	23.92
SOURCE ONE SOLUTIONS, LLC	5307	11/18/2015	POSTAGE	614-49870-322	254.33
SOURCE ONE SOLUTIONS, LLC	5307	11/18/2015	UTILITY BILL SERVICES	614-49870-326	1,770.68
NEUSTAR, INC.	L-0000014723	08/03/2015	CREDIT - PAID APRIL BILLING	614-49870-326	-47.32
NEUSTAR, INC.	L-0000014723B	10/21/2015	SERVICE 5-31-15	614-49870-326	23.50
NEUSTAR, INC.	L-0000014853A	10/21/2015	SERVICE 6-30-15	614-49870-326	7.00
NEUSTAR, INC.	L-0000015220	08/25/2015	SERVICE #10202	614-49870-326	9.75
NEUSTAR, INC.	L-0000015319	09/23/2015	SERVICE	614-49870-326	6.50
NEUSTAR, INC.	L-0000015558A	10/21/2015	SERVICE 9-30-15	614-49870-326	0.57
NEUSTAR, INC.	L-0000015804	11/24/2015	NUMBER PORTS	614-49870-326	44.25
US BANK	20151118	11/18/2015	CREDIT CARD - CALIX CONVE	614-49870-331	290.20
MN ENERGY RESOURCES	2015118F	11/18/2015	HEATING #4098343-9 TELECO	614-49870-383	12.68
HOMETOWN SANITATION SE	0000154056	11/04/2015	GARBAGE SERVICE - TELECOM	614-49870-384	73.92
BLUEHIGHWAYS	012-091015	11/17/2015	SUBSCRIBER	614-49870-442	242.80
BLUEHIGHWAYS	012-101015	11/17/2015	SUBSCRIBER	614-49870-442	241.86
AZAR COMPUTER SOFTWARE	140605	11/17/2015	SERVICE	614-49870-442	2,145.00
CBS TELEVISION STATIONS	20151117	11/17/2015	SUBSCRIBER	614-49870-442	4,505.60
CONSOLIDATED COMMUNICA	20151117	11/17/2015	10 GB TRANSPORT - NOV. 20	614-49870-442	2,950.00
YOUNG BROADCASTING LLC	20151118	11/18/2015	SUBSCRIBER	614-49870-442	5,350.40
DISH NETWORK	20151118	11/18/2015	SERVICE #8255-2900-1001-18	614-49870-442	3,400.00
HUBBARD BROADCASTING IN	20151118	11/18/2015	SUBSCRIBER	614-49870-442	6,336.00
UNITED COMMUNICATIONS C	20151118	11/18/2015	SUBSCRIBER	614-49870-442	704.00
RFD TV	2192-1747	11/24/2015	SUBSCRIBER	614-49870-442	428.78
TOWER DISTRIBUTION COMP	472282	11/18/2015	SUBSCRIBER	614-49870-442	534.67
TEGNA	654-1385	11/18/2015	SUBSCRIBER	614-49870-442	4,843.52

Expense Approval Report

Payment Dates: 11/11/2015 - 11/25/2015

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
FOX SPORTS	J76645	11/18/2015	SUBSCRIBER	614-49870-442	18,860.09
BTN - BIG TEN NETWORK	J78596	11/17/2015	SUBSCRIBER	614-49870-442	4,271.18
FOX TELEVISION STATIONS, IN	OCT-15	11/18/2015	SUBSCRIBER	614-49870-442	5,068.80
UNIVERSAL SERVICE ADMIN C	UBDI0000808158	11/24/2015	499A CONTRIBUTION	614-49870-443	1,287.77
ONVOY VOICE SERVICES	151102008508	11/18/2015	SS7 SERVICES	614-49870-445	1,378.78
JASON HANKE	2015-0088	11/25/2015	CORE ROUTERS & SWITCHES	614-49870-447	6,550.00
JASON HANKE	2015-0091	11/18/2015	CORE SYSTEM SWITCHES	614-49870-447	568.86
CONSOLIDATED COMMUNICA	20151117	11/17/2015	10 GB TRANSPORT - NOV. 20	614-49870-447	5,987.50
US BANK	20151118	11/18/2015	CREDIT CARD - DREAM HOST	614-49870-447	139.00
JEREMY ROLFES	20151118	11/18/2015	INTERNET SERVICE	614-49870-448	52.94
ONVOY VOICE SERVICES	151102009022	11/18/2015	SWITCHING SERVICES	614-49870-451	5,410.18
ZAYO BANDWIDTH	20151118	11/18/2015	TRANSPORT	614-49870-451	3,325.07
MN REVENUE	20151113	11/13/2015	SALES TAX - OCT 2015	614-49870-460	20.14
OOKLA	145173	11/18/2015	ANNUAL SPEED TEST	614-49870-480	997.50
SW/WC SERVICE COOPERATIV	20151118	11/18/2015	USAC - BEAR PAYMENT	614-49870-480	2,722.36
AGC NETWORKS, INC.	9010000654	11/09/2015	CITY PHONE SYSTEM-ANNUAL	614-49870-480	518.14
Activity 49870 - Telecom Total:					96,985.69
Activity: 49980 - Debt Service					
BOND TRUST SERVICE CORP	20151016	10/16/2015	2012B BOND INTEREST	614-49980-611	167,090.63
Activity 49980 - Debt Service Total:					167,090.63
Fund 614 - TELECOM Total:					273,659.80
Fund: 615 - ARENA					
BANK MIDWEST	20151116	11/16/2015	NSF-TIMOTHY QUAST -ARENA	615-38102	70.00
					70.00
Activity: 49850 - Arena					
CAMPUS CLEANERS	10-010670	11/17/2015	SERVICE	615-49850-211	9.00
SCHWALBACH HARDWARE	20151118	11/18/2015	MAINTENANCE - ARENA	615-49850-211	28.98
CARQUEST AUTO PARTS STOR	2789-293223	11/17/2015	MAINTENANCE	615-49850-211	12.75
US BANK	20151118	11/18/2015	CREDIT CARD - COUNTRY PRI	615-49850-212	128.00
US BANK	20151118	11/18/2015	CREDIT CARD - HILTON	615-49850-212	101.55
BOB'S BIFFYS	2640	11/17/2015	SERVICE	615-49850-217	685.00
SCHWALBACH HARDWARE	20151118	11/18/2015	MAINTENANCE - ARENA	615-49850-241	3.99
COCA-COLA BOTTLING COMP	0468500416	11/17/2015	MERCHANDISE	615-49850-254	305.30
COCA-COLA BOTTLING COMP	0468500416	11/17/2015	MERCHANDISE	615-49850-260	44.34
COCA-COLA BOTTLING COMP	0486544419	11/17/2015	MERCHANDISE	615-49850-260	72.53
AH HERMEL COMPANY	541029	11/17/2015	MERCHANDISE	615-49850-260	213.16
CITIZEN PUBLISHING CO	4532	11/17/2015	SUPPORT	615-49850-326	50.00
US BANK	20151118	11/18/2015	CREDIT CARD - GRAIN EXCHA	615-49850-334	33.95
KDOM RADIO	KDOM0113151037584	11/18/2015	ADVERTISING - ARENA	615-49850-340	232.00
MN ENERGY RESOURCES	20151118H	11/18/2015	HEATING #4070858-8 ARENA	615-49850-383	137.45
MN ENERGY RESOURCES	20151124A	11/24/2015	HEATING #4070858-8 ARENA	615-49850-383	467.18
HOMETOWN SANITATION SE	0000154057	11/18/2015	GARBAGE SERVICE -ARENA	615-49850-384	130.88
BECKER ARENA PRODUCTS, IN	00104542	11/24/2015	MAINTENANCE	615-49850-404	31.50
BECKER ARENA PRODUCTS, IN	00104685	11/24/2015	MAINTENANCE	615-49850-404	626.63
R & R SPECIALTIES	0058163-IN	11/18/2015	MAINTENANCE	615-49850-404	700.95
WINDOM FARM SERVICE	158472	11/17/2015	MAINTENANCE	615-49850-404	2.40
ARENASERV LLC	20151117	11/17/2015	BOARD CLEANING - MAINT	615-49850-404	700.00
SCHWALBACH HARDWARE	20151118	11/18/2015	MAINTENANCE - ARENA	615-49850-404	192.94
VIKING INDUSTRIAL CENTER	3063810	11/17/2015	MAINTENANCE	615-49850-404	462.53
CARLSON & STEWART REFRIG	33371	11/17/2015	MAINTENANCE	615-49850-404	935.38
CARLSON & STEWART REFRIG	33381	11/16/2015	MAINTENANCE	615-49850-404	4,144.14
NEW ULM PARK & RECREATI	800	11/23/2015	MAINTENANCE - ICE PAINTIN	615-49850-404	494.00
ADVANCED FIRST AID INC	1115-419	11/23/2015	MAINTENANCE	615-49850-406	144.61
BROWN-NICOLLET COMMUNI	20151117A	11/17/2015	LIC #3079 JAN 1-DEC 31 - WIN	615-49850-444	123.00
MN REVENUE	20151113	11/13/2015	SALES TAX - OCT 2015	615-49850-460	133.00
Activity 49850 - Arena Total:					11,347.14
Fund 615 - ARENA Total:					11,417.14

Expense Approval Report

Payment Dates: 11/11/2015 - 11/25/2015

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 617 - M/P CENTER					
MN REVENUE	20151113	11/13/2015	SALES TAX - OCT 2015	617-20202	180.81
					<u>180.81</u>
Activity: 49860 - M/P Center					
INDOFF, INC	2706394	11/03/2015	SUPPLIES	617-49860-200	37.90
INDOFF, INC	2714969	11/18/2015	SUPPLIES	617-49860-211	22.57
BROWN-NICOLLET COMMUNI	20151116	11/17/2015	LIC #3021 JAN. 1 - DEC 31 -WI	617-49860-217	169.00
US BANK	20151118	11/18/2015	CREDIT CARD - RUNNINGS	617-49860-217	23.98
RIVER BEND LIQUOR	20151118	11/18/2015	MERCHANDISE-FROM COMM	617-49860-251	220.24
RIVER BEND LIQUOR	20151118A	11/18/2015	MERCHANDISE - FROM COM	617-49860-251	533.94
RIVER BEND LIQUOR	20151118	11/18/2015	MERCHANDISE-FROM COMM	617-49860-252	502.06
RIVER BEND LIQUOR	20151118A	11/18/2015	MERCHANDISE - FROM COM	617-49860-252	406.95
COCA-COLA BOTTLING COMP	0486544419	11/17/2015	MERCHANDISE	617-49860-254	55.42
RIVER BEND LIQUOR	20151118	11/18/2015	MERCHANDISE-FROM COMM	617-49860-261	35.94
RIVER BEND LIQUOR	20151118A	11/18/2015	MERCHANDISE - FROM COM	617-49860-261	32.80
US BANK	20151118	11/18/2015	CREDIT CARD - RUNNINGS	617-49860-382	92.25
MN ENERGY RESOURCES	20151118G	11/18/2015	HEATING #4271541-7 COMM	617-49860-383	261.80
HOMETOWN SANITATION SE	0000154058	11/04/2015	GARBAGE SERVICE -COMM CE	617-49860-384	51.52
CAMPUS CLEANERS	10-012165	11/03/2015	SERVICE - COMM CENTER	617-49860-406	55.50
CAMPUS CLEANERS	11-010874	11/17/2015	SERVICE	617-49860-406	55.50
WINDOM FIRE & SAFETY	5799	11/17/2015	MAINTENANCE	617-49860-406	57.00
TRI-STATE BATTERY CO	1912902014351	11/18/2015	SUPPLIES	617-49860-409	31.91
MN REVENUE	20151113	11/13/2015	SALES TAX - OCT 2015	617-49860-460	131.19
					<u>131.19</u>
				Activity 49860 - M/P Center Total:	2,777.47
				Fund 617 - M/P CENTER Total:	2,958.28

Fund: 700 - PAYROLL					
Internal Revenue Service-Payr	INV0000681	11/13/2015	Federal Tax Withholding	700-21701	9,945.96
Internal Revenue Service-Payr	INV0000685	11/13/2015	Federal Tax Withholding	700-21701	3,924.93
Minnesota Department of Re	INV0000680	11/13/2015	State Withholding	700-21702	4,014.51
Minnesota Department of Re	INV0000684	11/13/2015	State Withholding	700-21702	1,687.00
Internal Revenue Service-Payr	INV0000682	11/13/2015	Social Security	700-21703	10,683.40
Internal Revenue Service-Payr	INV0000686	11/13/2015	Social Security	700-21703	4,923.06
MN Pera	INV0000673	11/13/2015	PERA	700-21704	12,063.45
MN Pera	INV0000674	11/13/2015	PERA	700-21704	5,244.60
MN Pera	INV0000675	11/13/2015	PERA	700-21704	516.08
Minnesota State Deferred	INV0000676	11/13/2015	Deferred Compensation	700-21705	4,355.00
Minnesota State Deferred	INV0000677	11/13/2015	Deferred Roth	700-21705	875.00
MN Child Support Payment C	INV0000678	11/13/2015	Child Support Payment	700-21709	407.47
Internal Revenue Service-Payr	INV0000679	11/13/2015	Medicare Withholding	700-21711	3,053.54
Internal Revenue Service-Payr	INV0000683	11/13/2015	Medicare Withholding	700-21711	1,151.36
SELECTACCOUNT	20151118	11/18/2015	FLEX SPENDING	700-21712	563.62
SELECTACCOUNT	20151124A	11/24/2015	FLEX SPENDING	700-21712	416.76
AFLAC	720999	11/17/2015	INSURANCE	700-21715	204.00
AFLAC	720999	11/17/2015	INSURANCE	700-21716	389.97
MN BENEFIT ASSOCIATION	20151118	11/18/2015	INSURANCE	700-21717	159.65
MN BENEFIT ASSOCIATION	20151118	11/18/2015	INSURANCE	700-21719	118.37
MII LIFE	20151124	11/24/2015	VEBA	700-21720	9,825.33
					<u>9,825.33</u>
					<u>74,523.06</u>
				Fund 700 - PAYROLL Total:	74,523.06
				Grand Total:	1,317,025.13

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL	82,053.14
211 - LIBRARY	2,062.45
225 - AIRPORT	37.86
230 - POOL	1,600.41
235 - AMBULANCE	4,168.20
250 - EDA GENERAL	18,794.17
251 - EDA REVOLVING	38,562.97
254 - NORTH IND PARK	327,154.03
262 - TIF 1-2 PAMIDA	2,648.00
273 - TIF 1-17 NWIP I	39,562.64
601 - WATER	102,014.47
602 - SEWER	16,174.39
604 - ELECTRIC	228,656.46
609 - LIQUOR STORE	90,977.66
614 - TELECOM	273,659.80
615 - ARENA	11,417.14
617 - M/P CENTER	2,958.28
700 - PAYROLL	74,523.06
Grand Total:	1,317,025.13

Account Summary

Account Number	Account Name	Payment Amount
100-11500	Accounts Receivable	-7.56
100-20202	Sales Tax Payable	26.08
100-41110-200	Office Supplies	27.99
100-41110-334	Meals/Lodging	58.21
100-41110-350	Printing & Design	25.00
100-41110-491	Payments to Other Orga	2,291.56
100-41310-200	Office Supplies	109.09
100-41310-217	Other Operating Supplie	159.21
100-41310-308	Training & Registrations	165.00
100-41310-321	Telephone	666.18
100-41310-326	Data Processing	19.99
100-41310-334	Meals/Lodging	201.00
100-41310-433	Dues & Subscriptions	102.00
100-41310-480	Other Miscellaneous	927.50
100-41910-200	Office Supplies	102.16
100-41910-321	Telephone	111.03
100-41940-383	Gas Utility	244.61
100-41940-384	Refuse Disposal	85.04
100-41940-409	Repairs & Maint - Utilitie	1,227.93
100-42120-200	Office Supplies	164.41
100-42120-218	Uniforms	1,477.00
100-42120-308	Training & Registrations	570.00
100-42120-321	Telephone	93.51
100-42120-323	Radio Units	248.13
100-42120-325	Dispatching	275.00
100-42120-326	Data Processing	433.00
100-42120-331	Travel Expense	76.96
100-42120-334	Meals/Lodging	208.20
100-42120-404	Repairs & Maint - M&E	449.35
100-42120-412	Rentals - Building	1,850.00
100-42120-419	Vehicle Lease	1,789.01
100-42220-215	Materials & Equipment	105.45
100-42220-217	Other Operating Supplie	274.00
100-42220-218	Uniforms	249.95
100-42220-308	Training & Registrations	600.00

Account Summary

Account Number	Account Name	Payment Amount
100-42220-321	Telephone	21.14
100-42220-325	Dispatching	212.50
100-42220-326	Data Processing	10.02
100-42220-480	Other Miscellaneous	172.00
100-42220-491	Payments to Other Orga	54,942.92
100-42500-325	Dispatching	12.50
100-42700-217	Other Operating Supplie	61.28
100-43100-212	Motor Fuels	25.65
100-43100-217	Other Operating Supplie	70.82
100-43100-224	Street Maint Materials	5,562.91
100-43100-225	Landscaping Materials	10.00
100-43100-321	Telephone	74.02
100-43100-325	Dispatching	125.00
100-43100-383	Gas Utility	56.46
100-43100-384	Refuse Disposal	130.85
100-43100-404	Repairs & Maint - M&E	1,544.62
100-45120-215	Materials & Equipment	670.17
100-45120-217	Other Operating Supplie	101.55
100-45120-460	Miscellaneous Taxes	19.00
100-45202-325	Dispatching	37.50
100-45202-384	Refuse Disposal	74.27
100-45202-402	Repairs & Maint - Struct	36.46
100-45202-404	Repairs & Maint - M&E	1,338.69
100-45202-405	Repairs & Maint - Vehicl	10.99
100-45202-406	Repairs & Maint - Groun	1,325.83
211-45501-200	Office Supplies	6.95
211-45501-211	Cleaning Supplies	9.49
211-45501-322	Postage	31.90
211-45501-383	Gas Utility	69.75
211-45501-433	Dues & Subscriptions	36.00
211-45501-435	Books and Pamphlets	1,908.36
225-45127-217	Other Operating Supplie	10.98
225-45127-321	Telephone	26.88
230-45124-217	Other Operating Supplie	396.00
230-45124-260	Concessions	1,102.86
230-45124-334	Meals/Lodging	101.55
235-34205	Ambulance Revenues -	18.67
235-42153-212	Motor Fuels	116.93
235-42153-312	Nursing	1,011.65
235-42153-321	Telephone	123.49
235-42153-323	Radio Units	2,121.20
235-42153-325	Dispatching	200.00
235-42153-331	Travel Expense	24.15
235-42153-334	Meals/Lodging	299.01
235-42153-404	Repairs & Maint - M&E	8.10
235-42153-480	Other Miscellaneous	245.00
250-46520-200	Office Supplies	122.26
250-46520-308	Training & Registrations	45.00
250-46520-321	Telephone	111.03
250-46520-331	Travel Expense	12.65
250-46520-334	Meals/Lodging	36.30
250-46520-401	Repairs & Maint - Buildi	318.78
250-46520-433	Dues & Subscriptions	184.20
250-46520-438	Meeting Expense	55.96
250-46520-480	Other Miscellaneous	472.69
250-49950-500	Capital Outlay	17,435.30
251-49960-720	Transfers	38,562.97
254-25000	Fund Balance - Reserved	199,500.00

Account Summary

Account Number	Account Name	Payment Amount
254-25300	Unreserved Fund Balanc	-199,500.00
254-46520-480	Other Miscellaneous	10,000.00
254-49950-500	Capital Outlay	317,154.03
262-46530-303	Engineering and Surveyi	1,648.00
262-46530-480	Other Miscellaneous	1,000.00
273-46530-592	TIF Site Imprpvements	39,562.64
601-16300	Improvements Other Th	92,927.20
601-16400	Machinery & Equipment	1,708.29
601-20202	Sales Tax Payable	5.16
601-49400-217	Other Operating Supplie	7.50
601-49400-310	Lab Testing	56.25
601-49400-321	Telephone	208.98
601-49400-322	Postage	257.66
601-49400-325	Dispatching	100.00
601-49400-326	Data Processing	809.46
601-49400-383	Gas Utility	294.79
601-49400-384	Refuse Disposal	85.04
601-49400-386	Landfill	3,115.50
601-49400-404	Repairs & Maint - M&E	838.11
601-49400-408	Repairs & Maint - Distrib	1,350.53
601-49400-433	Dues & Subscriptions	250.00
602-16300	Improvements Other Th	38,562.97
602-39200	Interfund Transfers	-38,562.97
602-49450-200	Office Supplies	5.99
602-49450-217	Other Operating Supplie	7.50
602-49450-308	Training & Registrations	40.00
602-49450-310	Lab Testing	1,292.20
602-49450-321	Telephone	208.97
602-49450-322	Postage	254.32
602-49450-325	Dispatching	100.00
602-49450-326	Data Processing	809.46
602-49450-383	Gas Utility	249.11
602-49450-404	Repairs & Maint - M&E	311.92
602-49450-408	Repairs & Maint - Distrib	1,520.82
602-49450-439	Special Projects	674.10
602-49450-446	Sludge Hauling	10,700.00
604-11500	Accounts Receivable	3.15
604-14200	Inventory	7,436.93
604-16440	Motor Vehicles	32,608.25
604-20202	Sales Tax Payable	18,142.00
604-22000	Prepayments	300.00
604-49550-217	Other Operating Supplie	133.62
604-49550-218	Uniforms	74.14
604-49550-241	Small Tools	118.72
604-49550-263	Merchandise for Resale	160,556.16
604-49550-321	Telephone	394.03
604-49550-322	Postage	256.68
604-49550-325	Dispatching	187.50
604-49550-326	Data Processing	1,669.51
604-49550-383	Gas Utility	41.42
604-49550-384	Refuse Disposal	84.75
604-49550-404	Repairs & Maint - M&E	1,777.71
604-49550-405	Repairs & Maint - Vehicl	92.52
604-49550-408	Repairs & Maint - Distrib	3,041.91
604-49550-450	Conservation	1,587.78
604-49550-460	Miscellaneous Taxes	49.68
604-49550-480	Other Miscellaneous	100.00
609-20202	Sales Tax Payable	13,067.00

Account Summary

Account Number	Account Name	Payment Amount
609-49751-217	Other Operating Supplie	378.37
609-49751-251	Liquor	19,645.97
609-49751-252	Beer	48,792.70
609-49751-253	Wine	6,794.48
609-49751-254	Soft Drinks & Mix	481.84
609-49751-256	Tobacco Products	317.20
609-49751-259	Non- Alcoholic	178.70
609-49751-261	Other Merchandise	85.72
609-49751-333	Freight and Express	558.39
609-49751-334	Meals/Lodging	-11.13
609-49751-340	Advertising & Promotion	250.00
609-49751-383	Gas Utility	45.98
609-49751-384	Refuse Disposal	96.13
609-49751-404	Repairs & Maint - M&E	305.81
609-49751-460	Miscellaneous Taxes	-9.50
614-20202	Sales Tax Payable	8,576.00
614-20206	911 TAP & TACIP Fees Cl	1,007.48
614-49870-200	Office Supplies	70.98
614-49870-211	Cleaning Supplies	42.66
614-49870-217	Other Operating Supplie	7.50
614-49870-227	Utility System Maint Sup	4,321.69
614-49870-301	Auditing & Consulting Se	1,084.89
614-49870-304	Legal Fees	147.05
614-49870-321	Telephone	23.92
614-49870-322	Postage	254.33
614-49870-326	Data Processing	1,814.93
614-49870-331	Travel Expense	290.20
614-49870-383	Gas Utility	12.68
614-49870-384	Refuse Disposal	73.92
614-49870-442	Subscriber Fees	59,882.70
614-49870-443	Intergovernmental Fees	1,287.77
614-49870-445	Switch Fees	1,378.78
614-49870-447	Internet Expense	13,245.36
614-49870-448	On-Call Support	52.94
614-49870-451	Call Completion	8,735.25
614-49870-460	Miscellaneous Taxes	20.14
614-49870-480	Other Miscellaneous	4,238.00
614-49980-611	Bond Interest	167,090.63
615-38102	Arena Skating	70.00
615-49850-211	Cleaning Supplies	50.73
615-49850-212	Motor Fuels	229.55
615-49850-217	Other Operating Supplie	685.00
615-49850-241	Small Tools	3.99
615-49850-254	Soft Drinks & Mix	305.30
615-49850-260	Concessions	330.03
615-49850-326	Data Processing	50.00
615-49850-334	Meals/Lodging	33.95
615-49850-340	Advertising & Promotion	232.00
615-49850-383	Gas Utility	604.63
615-49850-384	Refuse Disposal	130.88
615-49850-404	Repairs & Maint - M&E	8,290.47
615-49850-406	Repairs & Maint - Groun	144.61
615-49850-444	License Fees	123.00
615-49850-460	Miscellaneous Taxes	133.00
617-20202	Sales Tax Payable	180.81
617-49860-200	Office Supplies	37.90
617-49860-211	Cleaning Supplies	22.57
617-49860-217	Other Operating Supplie	192.98

Account Summary

Account Number	Account Name	Payment Amount
617-49860-251	Liquor	754.18
617-49860-252	Beer	909.01
617-49860-254	Soft Drinks & Mix	55.42
617-49860-261	Other Merchandise	68.74
617-49860-382	Water Utility	92.25
617-49860-383	Gas Utility	261.80
617-49860-384	Refuse Disposal	51.52
617-49860-406	Repairs & Maint - Groun	168.00
617-49860-409	Repairs & Maint - Utilitie	31.91
617-49860-460	Miscellaneous Taxes	131.19
700-21701	Federal Withholding	13,870.89
700-21702	State Withholding	5,701.51
700-21703	FICA Tax Withholding	15,606.46
700-21704	PERA Contributions	17,824.13
700-21705	Retirement	5,230.00
700-21709	Wage Levy	407.47
700-21711	Medicare Tax Withholdi	4,204.90
700-21712	Flex Account	980.38
700-21715	Individual Insurance-Afla	204.00
700-21716	Individual Insurance-Afla	389.97
700-21717	Individual Insurance-MB	159.65
700-21719	Individual Insurance-MB	118.37
700-21720	VEBA Contributions	9,825.33
	Grand Total:	1,317,025.13

Project Account Summary

Project Account Key	Payment Amount
None	1,149,007.00
2012BInt	167,090.63
Program	927.50
	Grand Total:
	1,317,025.13

HA
11/25/15