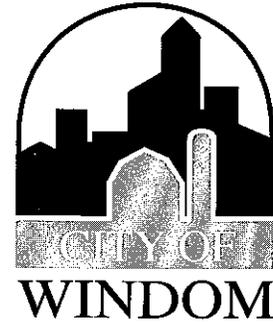


**Council Meeting**  
**Tuesday, November 17, 2015**  
**City Council Chambers**  
**7:30 p.m.**  
**AGENDA**



Call to Order  
Pledge of Allegiance

1. Approval of Minutes

- Council Minutes–November 3, 2015

2. Consent Agenda

- Minutes
  - Park & Recreation Commission – November 2, 2015
  - Telecom Commission – November 5, 2015
  - EDA – November 9, 2015
  - Emergency Services Building Committee – November 9, 2015
  - Library Board – November 10, 2015
- Licenses
  - Annual Cigarette License Renewals
  - Annual Game of Skill License Renewals
  - Annual Theatre License Renewals
  - Liquor License Renewals
    - Phat Pheasant
    - Sunbowl
    - River City Eatery
      - Wine On-Sale
      - Beer On-Sale
      - Strong Beer Authorization
    - China Restaurant
      - Wine On-Sale
      - Beer On-Sale
      - Strong Beer Authorization
  - Dance Permit – Windom Fire Department
  - Exempt Gambling Permit
    - Windom Fire Department
    - Des Moines River Ducks Unlimited

3. Department Heads

4. Emergency Services Building Committee Update

5. Remick Grant Submission Authorization – Kastle Kingdom

6. Innovative Systems Utility/Telecom Provisioning/Billing Recommendation



7. Telecom – Resolution Establishing New Service Rates and Fees
8. Donations
  - Windom Fire Department -Fire Relief Association
  - Windom Ambulance Department
    - Federated Rural Electric
    - South Central Electric Association
9. Disposition of Surplus Equipment – Electric Department
10. Resolution Supporting the Submission of Fire Assistance Grant Applications
  - Fire Dept.
  - Ambulance Dept.
11. HRA Resolution - Modification of PILOT Agreement
12. Personnel Items
  - Chief and Assistant Chief Uniform Allowance
  - Electric Utility Manager
  - 2016 Supervisory Pay Plan and Compensation Study
13. Call for Public Hearing – Wellhead Protection Plan
14. New Business
15. Old Business
16. Regular Bills
17. Contractor Payment – Holtmeier Construction - Commerce Blvd. Ext. & River Bend Utilities - \$505,242.14
18. Council Concerns
19. Adjourn

Preliminary

**REGULAR COUNCIL MEETING  
WINDOM CITY HALL, COUNCIL CHAMBERS  
NOVEMBER 3, 2015  
8:05 P.M.**

1. Call to Order: The Meeting was called to order by Mayor Corey Maricle at 8:05 P.M.

2. Roll Call: Mayor: Corey Maricle

Council Present: Dominic Jones, JoAnn Ray, Bryan Joyce and Paul Johnson

Council Absent: Brian Cooley

City Staff Present: Aaron Backman, EDA Executive Director (filling in for Steve Nasby); Scott Peterson, Police Chief; and Dan Ortmann, Fire Chief

Youth Liaison: Chase Koch (Student Senate Rep.)

Public Present: Rahn Larson, Dirk Abraham, Ethan Clerc

3. Pledge of Allegiance

4. Approval of Minutes:

**Motion by Joyce, second by Ray, to approve the City Council Minutes from October 20, 2015. Motion carried 4 – 0.**

5. Consent Agenda:

Maricle noted Minutes from the following Boards and Commissions:

- HRA – September 16, 2015
- Street Committee – October 22, 2015
- Emergency Services Building Committee – October 26, 2015
- Community Center Commission – October 26, 2015
- Utility Commission – October 28, 2015

**Motion by Ray, second by Joyce, to accept the Consent Agenda Board and Commission Minutes. Motion carried 4-0.**

Maricle advised that there was an Application for an Exempt Gambling Permit, submitted by the Windom Youth Hockey Association, for an event on December 15, 2015.

**Motion by Joyce, second by Ray, to approve the Exempt Gambling Permit as presented. Motion carried 4 – 0.**

6. Department Heads: None.

7. Public Hearing – TIF 1-19 - Business Subsidy:

Mayor Maricle opened the Public Hearing at 8:08 p.m. EDA Director Backman made a presentation concerning the request by The Toro Company for a business subsidy, as reimbursement for eligible improvements, in the form of tax increment to be generated by TIF District 1-19. The business subsidy would be in an amount not to exceed \$300,000 over a period of time not to exceed 6 years.

Pursuant to Minnesota Statutes any business subsidy over \$150,000 requires a public hearing. The Council received copies of the proposed Development Agreement between the City of Windom and Ryan Companies US, Inc. and also the proposed Business Subsidy Agreement between the City of Windom and The Toro Company which had been prepared by the EDA's TIF attorney, Bob Deike. Director Backman outlined highlights of the agreements. Mayor Maricle asked for comments from the public in attendance. No comments were made. Mayor Maricle closed the public hearing at 8:20 p.m. Councilmember Jones questioned why Ryan Companies would not be receiving the TIF payments since they are acting as developer of the site. Director Backman responded that the Development Agreement specified that Toro shall receive the TIF payments since Toro will be paying the property taxes on the warehouse property. Councilmember Joyce enquired whether the City will need to seek approval for the business subsidy to Toro from the State of Minnesota. Director Backman responded that Windom will not be required to obtain State approval. However, the EDA will need to report the business subsidy to the State.

**Councilmember Jones introduced Resolution No. 2015-45, entitled “RESOLUTION APPROVING BUSINESS SUBSIDY TO THE TORO COMPANY” and moved its adoption. The Resolution was seconded by Councilmember Johnson; and on roll call vote: Aye: Johnson, Jones, and Joyce; Nay: None; Absent: Cooley; Abstained: Ray. Resolution passed 3 – 0.**

8. Lutheran Social Services – 2016 Site Agreement Renewal:

Director Backman presented the Windom Senior Dining 2016 Site Agreement. The City has an ongoing relationship with Lutheran Social Services (LSS) and the Senior Dining Program is hosted at the Windom Community Center. At the September Meeting of the Community Center Commission, the Board requested that LSS consider increasing reimbursement from an annual fee of \$3,470 to \$3,817 due to the expansion of the program and additional work required by Community Center Staff. LSS agreed to the increase which is reflected in the 2016 Agreement. Councilmember Joyce noted the Snow Policy in the Agreement provides that no senior activities will be held when the Windom School District declares “snow days”. He asked about the reason for this policy and the impact of the policy on senior citizens. Mayor Maricle indicated that the City was concerned about the safety of seniors driving to the Community Center, and the employees as well, on those days.

**Motion by Johnson, second by Joyce, to approve the Windom Senior Dining 2015 Site Agreement with Lutheran Social Services. Motion carried 4 – 0.**

9. Personnel Committee Recommendations:

## Preliminary

Councilmember Jones informed the Council that the Personnel Committee met on November 2, 2015. The focus of the meeting was the General Manager position for Windomnet. The position and the interview process will be discussed at the Telecom Meeting scheduled for November 5, 2015. Any recommendations will be submitted prior to the next City Council Meeting.

### 10. New Business: None.

### 11. Old Business

- Emergency Services Building Committee Update: Fire Chief Dan Ortmann provided an update from the Emergency Services Building Committee. On October 20<sup>th</sup>, the City Council approved preparation of schematic drawings. On October 26<sup>th</sup>, the Committee met with Brunton Architects and recommended approval of the preferred floor plan. More detailed plans will be available at the Public Open House scheduled for Monday, November 16<sup>th</sup>, from 4:00 to 7:00 p.m. at the Windom Fire Hall. Councilmember Jones asked if the original cost estimate included provisions for Davis- Bacon wages. Chief Ortmann answered affirmatively if the State of Minnesota approved the bonding appropriation. On November 17<sup>th</sup>, the Minnesota Senate Capital Investment Committee will visit Windom after 4:00 p.m.
- Capital Budget Discussion: The Council needs to schedule a meeting date to discuss the 2016 Capital Budget. Director Backman indicated that Steve Nasby had identified four possible dates—November 9<sup>th</sup>, 10<sup>th</sup>, 23<sup>rd</sup>, or 24<sup>th</sup>. Following discussion, Councilmembers set the Capital Budget Meeting for Tuesday, November 24<sup>th</sup>, at 6:00 p.m.

### 12. Regular Bills

**Motion by Joyce, second by Ray, to approve the regular bills as presented. Motion carried 4 – 0.**

### 13. Contractor Payment:

Councilmember Jones asked if the contractor bill was approved by Wenck Associates. Director Backman indicated that it was his understanding that Wenck Associates had signed off on the payment.

**Motion by Ray, second by Johnson, to approve the contractor bill, submitted by McLaughlin & Schulz, for the 2015 Sealcoat Project in the amount of \$35,275.31. Motion carried 4 – 0.**

### 14. Council Concerns:

Chase Koch, Student Senate Rep., expressed his gratitude for the opportunity to sit in on the Council Meeting. He noted that Windom Eagles (John Irwin and Christianna Green) are going to the State Cross Country Meet and Ron Wendorff received his 500<sup>th</sup> win as Head Coach for the Windom Volleyball Team.

Councilmember Joyce mentioned the Downtown Revitalization Meeting on October 26th and the upcoming meeting on November 9<sup>th</sup>. He also mentioned the “Coffee with City Council” with Councilmembers JoAnn Ray and Paul Johnson which is scheduled for November 14<sup>th</sup>.

Preliminary

He expressed his concern regarding vacant buildings and absentee owners who are not maintaining their commercial properties. Councilmember Johnson responded that some owners may have a concern about bringing the condition of buildings up to the current building code. Councilmember Jones added that there is a need to communicate information to businesses. Director Backman indicated that 37 people, mostly representing downtown businesses, attended the meeting on October 26<sup>th</sup> when he provided information on the Commercial Rehab Loan Program, the EDA's SEB RLF Program, and the proposed Downtown Revitalization Grant Program.

15. Adjourn:

Mayor Maricle adjourned the meeting by unanimous consent at 8:40 p.m.

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Corey Maricle, Mayor

Attest:

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Steven Nasby, City Administrator



**TELECOMMUNICATIONS COMMISSION MINUTES**  
**CITY COUNCIL CHAMBERS**  
**November 5, 2015**  
**6:00 PM**

I. Fosheim calls meeting to order at 6:10pm

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, Chelsie Carlson, City Finance Director/Controller

**Others Present:** Travis Theis, SMBS General Manager

III. Approval of Minutes – Jones requests voting changed to reflect correct number of members present, from 5-0 to 3-0.

**Motion by Eichstadt, seconded by Fosheim for approval of minutes from prior meeting. Motion carried 5-0**

IV. Project Updates – CATV Headend – Finley Engineering

Dahna states he's been working with Finley Engineering to narrow down options for the digital television conversion carriers. WINS, BroadBand Visions (BBV) and South Dakota Networks (SDN) would allow Windomnet to maintain its own agreements with the NCTC and cable carriers. Dahna offers that transport of the WINS channels would be through the 511 building; SDN and BBV may be local transport. BBV has a membership (level D) cost of \$22,500 along with monthly cost per subscriber on cable TV making the monthly estimated total just under \$7,000 with all Windomnet customers. Dahna shares there would be annual maintenance costs in addition. Dahna states a decryption box and other hardware would be necessary. Dahna shares he's looking into the SDN option yet. Jones inquires about the RFP process. Dahna offers Finley would help write up the RFP, Dahna to check with Schramel Law Office.

Dahna shares he has visited with BBV in New Ulm and Hutchinson, MN. Dahna states BBV is currently in Sanborn, MN and is currently working on getting to Fairmont, MN. Dahna offers New Ulm Telecom could be running through the Windom area either through the Windomnet location or a Zayo Hut location at the Windom High School. Jones asks Dahna if the RFP process is the next step. Dahna states that Finley can help write up the RFP to gather all information from the available options. Jones inquires about Finley's billed services and if the work can be completed with the amount budgeted. Dahna offers he will follow up with Finley to determine exactly where they are at with the process.

Discussion held about BBV, SDN and New Ulm Telecom and the other options Finley Engineering presented in past meetings. Dahna states he has questions with the WINS

solution and the expense of transport. Dahna shares he is hopeful the other companies mentioned have cheaper transport costs. Carlson asks how long it would take for the new system to be up and running. Dahna states Finley estimated around 6 months to get everything going. Joyce states he would like to see a decision made soon. Fosheim shares his experience on the RFP process with the committee and what timetable can be expected. Further discussion was held on the expectations of Finley and the RFP process. Jones clarifies that the funds have been approved to request Finley to get the RFP created. Jones asks about timetable to get pricing from Finley. Dahna states he's estimating 30 days should be enough time to gather information. Jones asks about the potential rate increase and if this project can be timed together. Carlson states that with the 6 month timetable to get this going it may be difficult to get a rate increase timed with the digital conversion.

Jones inquires about Windomnet's current headend. Dahna states headend receivers are aged and are being replaced only as necessary. Dahna shares that cable broadcasting companies are requiring providers to use specific satellite receivers, adding additional satellite receivers adds to the expense.

**Motion by Joyce, seconded by Jones, to approve Dahna in moving forward with Finley Engineering in creating an RFP to find a digital television carrier with a deadline of 30 days from first advertised. Motion carries 5-0**

#### V. Billing System

Carlson shares that the current billing system used by City staff to bill for telecom and utility services is two separate systems. Carlson states that SourceOne is used for telecom billing and the utility billing is a separate DOS based system. Carlson offers that she been gathering information on a new billing system. Carlson shares a handout with the different billing systems researched and what each has to offer. Carlson states Innovative billing system can do utility and telecom billing together and would automate some of the billing currently done by City staff. Carlson offers that the Innovative billing system has the ability to put in a lot of specific information for each resident. Carlson states that she and Denise Houston recently attended a conference with Innovative billing and were impressed by all the features. Carlson shares the billing systems options were discussed at the recent Utility Commission and Innovative billing systems was approved pending Telecom Commission approval. Carlson shares cost in sheet provided with a one-time charge of \$154,000, an annual fee of \$108,780 and states the conversion process is extension and will take 6 to 9 months. Carlson offers the Utility commission is willing to pay up front cost with Windomnet to pay back its share over 60 months. Carlson states Windomnet would pay \$2000/month, increasing the annual cost by \$30,000. Carlson shares the many features of the billing system, including an online portal of billing history and payment options for customers to use. Carlson states there are many benefits for both the Telecom and City office, including streamlining the billing process. Fosheim inquires about interfacing the Innovative billing system with current Windomnet equipment. Dahna states that some of the current equipment is capable of interfacing with Innovative's billing system; however the current television hardware would not interface. Dahna offers that one of the solutions for the digital television conversion, BBV, could integrate with Innovative's billing system. Carlson shares the cost for the

new billing system was divided with telecom, electric, and water/sewer all paying equal shares.

Carlson and Jones share about potential cost savings with possible future staff changes. Joyce asks about projected cost savings other than anticipated staff hour savings. Carlson states e-billing could save on paper and postage and estimates the City sends out 2500 bills per month. Dahna states there could be automatic disconnects that run each night for customers that are delinquent on their bill. Jones inquires about SMBS impact. Theis states SMBS uses SourceOne and would have the option to convert to Innovative but the cost is too large at this time. Theis shares he has viewed the Innovative billing system and shares with the Commission the auto provisioning features. Carlson shares there are people currently getting services they haven't paid for and this Innovative billing system would prevent that from happening.

**Motion by Joyce, seconded by Eichstadt, to accept recommendation and move forward with Innovative billing systems.**

Discussion: Carlson shares part of upfront cost is spread over the duration of paying back the system and the cost also includes training for staff and expenses related to travel.

**Motion carries 5-0**

## **VI. Budget and Rates**

Carlson shares 2016 Budget Summary in handout which shows Windomnet as having a deficit of \$124,500 in the projected 2016 budget. Carlson states the 2016 budget does include the SourceOne and Innovative billing solutions conversion costs and also includes telecom manager and full time administrative assistant. Carlson offers another handout which includes possible monthly price increases and the projected increase in revenue due to those increases.

Fosheim states a goal of the Commission should be to cut the number of internet and cable plans in half. Carlson shares the plan is to eliminate the grandfathered Silver and Gold plans. Dahna shares the current Installation costs are currently \$15/service for a standard install and would like to see them increase to \$30/service. Dahna states a non-standard install; including running additional phone or coax lines currently incur additional costs.

Theis states SMBS charges a \$55 flat install fee for SMBS services with additional costs if a customer wants an additional line run into another room and has no deposit for set top boxes.

Eichstadt and Jones inquire about set top boxes. Dahna states there is currently no deposit for set top boxes and there is a possibility of needing a box for the digital video solution.

**Motion by Joyce to increase Lite offering by \$10, Data by \$5, Expanded cable by \$10 and remove the Silver, Gold, and Simply Basic packages with current customers going to new packages.**

The commission has much discussion on the proposed rate increases. Carlson shares the increase now is to help meet the projected 2016 operating expenses. Eichstadt states it has been a goal set by this commission to raise rates only once per year if necessary. Carlson clarifies this is not a rate increase but an increase to help meet the projected 2016 operating expenses. Carlson states the projected 2016 budget includes \$4 per customer for known cable TV programming increases but the majority of contracts have not yet been negotiated. Joyce offers that as a customer, this would look like a rate increase.

**Joyce withdraws the motion.**

Carlson shares Expanded Basic is the loss leader out of all the cable tiers. Carlson states cost of programming for Expanded Basic is \$53 with the charged rate of \$75 but that difference is not enough to cover overhead. Carlson offers the Basic cable package would not need as much of an increase. Joyce clarifies that price increases have not been set for all programming costs due to ongoing negotiations. Carlson shares that the majority of digital channels have not had prices negotiated yet for 2016.

Lund inquires if the digital conversion would save costs. Dahna shares transport costs will still be there but would eliminate costs of the current headend.

Dahna states moving everyone from Expanded Basic to the Digital package would require a set top box for all those users. Dahna clarifies that Windomnet does not currently have enough set top boxes to make that change. Dahna shares that Windomnet could handle customers upgrading from Expanded to Digital throughout the year, but not a mass conversion all at once.

Fosheim and Eichstadt share they would like to not see the data price increased in order to stay competitive. Eichstadt states video customers should pay their share of increased programming costs and would not like to see those costs passed onto current data customers. Jones clarifies that data customers are a net profit, where Windomnet is fortunate to get video customers to break even.

Jones states this is a difficult decision if the goal is to eliminate a majority of the grandfathered services. Carlson offers it's easier to eliminate the Silver and Gold packages because of the limited number of customers. Joyce shares there may be a better understanding of potential rate changes due to negotiations next month for cable TV rates. Lund clarifies the timeline for the rate increase to take effect. Carlson shares customers need a 60 day notice of rate increases. The Commission agrees it does not want to get behind on a rate increase like in 2015.

**Motion by Joyce, seconded by Jones, to end the Silver and Gold packages along with the Simply Basic Double and Triple packages. Institute a rate increase of \$10 on Expanded video for new packages and a \$13 increase on old packages, along with a \$5 increase for new customers in digital video and a \$7 increase on the new digital video packages.**

Discussion: Jones states he would like the breakdown on the budget increases for 2016. Joyce states he hopes the Commission would not have to do a second rate increase in 2016 and hopes this rate increase is sufficient.

Fosheim clarifies the process of changing customers to a new plan. Carlson states communication is sent to customers as to what the rate increase will be and what the new plan offers. Carlson shares that unless the customer contacts the City, they will be moved to the new plan.

**Motion passed 5-0.**

Travis Theis shares the next SMBS meeting is Thursday, November 19. Theis leaves the meeting.

**VII. Migration Planning**

Dahna shares that Windomnet's current platform is at its end of life and a new Calix system is \$587,000 for parts alone. Dahna states a slower approach would be a GigaCenter with Wi-Fi option to replace the ONTs that are at their end of life. Dahna shares that at the Calix users group meeting, customers are embracing the managed Wi-Fi experience offered by the GigaCenter with Wi-Fi. Dahna states similar telecom providers are offering the service ranging from a free service to charging anywhere from \$2-\$11 a month for the managed Wi-Fi services. Dahna shares there's a \$395/month cost to Windomnet for the backend tools to allow management of the GigaCenter Wi-Fi by Windomnet staff. Dahna states many of the current service calls by customers are for poor Wi-Fi signal due to a customer purchasing a cheap wireless router with poor hardware. Dahna offers the new GigaCenter with Wi-Fi would allow Windomnet staff to adjust the power rating and output to fit specific customer needs.

Dahna states an option for Windomnet to migrate to a new system would be to do a GigaCenter offering. Dahna shares this would allow Windomnet staff to change out the current fiber drive and other old hardware with new offerings without having to change everything at once.

Dahna shares that Windomnet customers have threatened to leave because of poor service potentially because of their own poor Wi-Fi signal due to customer's own hardware. Dahna states Windomnet's cost for the GigaCenter unit with cable TV option would be \$285 with a potential savings if doing a bulk order. Dahna shares this would be a normal type of install and would require wire to be run into the home.

Lund asks about the initial cost of investment to get the system up and running. Dahna shares Windomnet would be able to offer the service now once GigaCenter units are purchased. Fosheim offers having a GigaCenter up and running in the council chambers may be a good advertising tool.

Dahna offers the cost would be \$350 per house for the GigaCenter unit and installation. Dahna shares he's trying to work up the budgetary costs to build up the core system with the level needed to run the GigaCenter. The Commission agrees to have Dahna continue to look into the GigaCenter expansion.

**VIII. Interim Manager Report**

Dahna shares a number of items currently being worked on by Windomnet. Discussion held on the Golden West help desk report.

Channel lineup and cleaning up existing packages. Changing layout and updating the name of existing channels.

Dahna recently attended the Calix Users Group conference and learned the FCC is trying to regulate broadcasters from implementing high rate increases without justification. Numerous stimulus projects totaling \$1.5 billion with strict criteria are available. Criteria may change next year and look to currently be geared to large corps. May have stimulus funds available next year with relaxed criteria.

Currently installing fiber cable at NW Industrial Park. Directional bore cost is \$6000, trying to trench to save money. Dahna states he would like to see the service drop costs covered by customer in the future. Toro will only want phone lines and maybe cable along with dark fiber. Jones offers communication needs to happen with Aaron Backman about adjusting telecom costs.

Dahna states that the fiber optic buried cable plant prints need to be updated. Any new fiber in last 11 years has not been updated on the CAD map drawing of the fiber optic cable plant. Two devices can be used to assist with the updating of the buried cable plant: \$7400 for an underground locator tool that pairs up with GPS unit (Water department already has the GPS unit) to pinpoint buried cable plant and pedestals. Usage of a software program to update electronic drawings with the information from the two devices. Electric department likes the idea to use it to update their buried cable plant. Telecom will budget for the new locator next year to update plant record.

Potential for disconnect notice shared with committee. Electric department does something similar. Tomorrow will be first run.

#### **IX. Personnel**

Dahna shares an employee has kept documentation of work done in their position over the past month and 78% of their time was spent doing work at a grade 14 while 22% of the time was in a grade 6. Jones states the recommendation needs to be made for the personnel committee to put this on agenda. Jones offers that Steve Nasby will talk with the Union stewards and that information will need to be brought before the personnel committee.

#### **Motion by Joyce, seconded by Lund, to recommend the grade increase to the personnel committee.**

Discussion: Jones states he would like to see a review on the employee to validate the information provided and the Council will look into the information provided.

#### **Motion passes 5-0**

Dahna states a number of applications have been received for the Administrative Assistant position. Dahna offers that with the billing system change bringing automation improvements a manpower reduction could be possible with the potential to have a blended position between the Electric Department and Windomnet. Dahna asks the Commission if current applicants should be notified of potential changes. The Commission recommends that letters should be sent out to notify applicants of the delay.

**X. New Business**

Dahna offers to leave the meeting while the Commission discusses the General Manager position. Recommendation from the Commission to form a committee for the interviewing of the general manager position.

Discussion regarding giving Windomnet staff access to all Windomnet channels to help with troubleshooting. Recommendation from the Commission for Dahna to talk with Steve Nasby about finding a possible solution.

Fosheim inquires about how City entities are paying for phone and internet services. Carlson offers to email information about what departments are paying for Windomnet services.

Fosheim adjourns meeting at 10:10 PM

ECONOMIC DEVELOPMENT AUTHORITY OF WINDOM  
MINUTES  
NOVEMBER 9, 2015

1. Call to Order: The meeting was called to order by President Larson at 12:07 p.m.

2. Roll Call & Guest Introductions:

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

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

3. Approval of Minutes:

**Motion by Commissioner Jones, seconded by Commissioner Espenson, to approve the minutes of the EDA Meeting held on October 12, 2015. Motion carried 5-0.**

4. North Windom Industrial Park

A. Commerce Boulevard Extension – Update: Director Backman reported that as of 1:00 p.m. on November 5, 2015, the final “wear coat” of asphalt had been installed on the extension of Commerce Boulevard. With this, the road extension is now mainly completed. The contractor has prepared the boulevards for seeding which is anticipated to be completed in the next few days--weather permitting.

B. Lot 2, Block 2 – Status: Director Backman advised that excess clay fill from the previous NWIP infrastructure projects has been stockpiled on Lot 1, Block 1 of NWIP. Additional clay from the current Commerce Boulevard Extension Project was temporarily transferred to Lot 1. Given the stockpile and the need to raise the elevation of Lot 2, Block 2 and level that lot for future development, the EDA requested a quote from Holtmeier Construction. The proposal was made to scrape the black dirt on Lot 2 into a berm on the south side and then move clay from the stockpile on Lot 1 to Lot 2. On October 12<sup>th</sup>, the City Council approved a change order in the amount of \$57,590.50 in the Commerce Boulevard Extension Project to allow for this transfer of stockpiled clay to Lot 2 and leveling of the lot. Holtmeier’s crew has now completed this project.

Director Backman updated the Board concerning the Letter of Intent on Lot 2, Block 2 approved by the EDA Board on October 12, 2015. He advised that the proposed purchaser has decided to re-work his existing manufacturing space for the immediate future and has chosen not to proceed with the purchase of this lot at this time.

C. Closed Session - Option Agreements: Director Backman stated that the purpose of the closed session was to discuss possible options with landowners.

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

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

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

President Larson re-opened the meeting to the public at 1:01 p.m.

The consensus of the EDA Commissioners was to authorize Director Backman to continue negotiations on the option agreements with the landowners.

5. River Bend Center

- A. Installation of Utility Improvements – Update: Director Backman reported that Holtmeier’s crew has completed the replacement and extension of the water line from Sixth Street along the east side of Highway 60/71 to the bridge. This portion of the project is being funded by the Water Department. The crew has also finished the installation of the sewer line from Sixth Street to the approximate location of the EDA sign in Parcel 3 of River Bend Center (the lot south of the Liquor Store). This portion of the project is being funded by the EDA. The wear coat of asphalt was installed on November 5<sup>th</sup> on the three entrances to the River Bend Center property. The seeding of the area is expected to be completed in the next few days--weather permitting.
- B. LOMR – Update: Director Backman announced that the City/EDA received mailed notice of approval of the LOMR from FEMA on November 9, 2015. The letter was dated October 30, 2015. The effective date of the map revision is March 17, 2016. Director Backman advised that a side benefit for this project is that it has generated improved resolution of the floodway upstream, which in turn opens up additional land for potential development. He reviewed the revised map with the Board.
- C. Purchase Agreement – Amendment: On June 8, 2015, the EDA Board held a public hearing on the sale of Parcel 3 of River Bend Center to Cobblestone Hotel Development, LLC. The sale was approved. Subsequent to the approval of this sale, the EDA entered into a Development Agreement with BriMark Builders, LLC on June 8, 2015. This Development Agreement is effective for one year from June 8, 2015. Also on June 8, 2015, the EDA executed the Purchase and Sale Agreement with Cobblestone Hotel Development, LLC. Pursuant to this Agreement, the closing on the sale was to occur no later than 180 days from June 8, 2015, (which would be December 5, 2015), unless the parties mutually agree in writing to extend the Closing Date. Closing is contingent on several items including receipt of a Letter of Map Revision (LOMR) from FEMA. To ensure that all of the closing contingencies are met, the Developer has asked that the closing date be extended for six months.

**Motion by Commissioner Jones, seconded by Commissioner Herding, to approve the Amendment to the Purchase and Sale Agreement with Cobblestone Hotel Development, LLC extending the closing date until June 1, 2016. Motion carried 5-0.**

6. TIF District 1-19

- A. Report on Business Subsidy: Director Backman advised that the proposed tax increment, generated by TIF 1-19, that is to be paid to Toro is in an amount not to exceed \$300,000 for a period not to exceed 6 years. Minnesota Statutes provide that any financial assistance by a municipality to a private entity in an amount greater than \$150,000 is considered as a business subsidy which requires a public hearing prior to approval. The City Council held a public hearing on November 3, 2015, on the proposed business subsidy to Toro. Following the hearing, the business subsidy was approved. The proposed Development Agreement between the City and Ryan Companies and the Business Subsidy Agreement between the City and Toro were also approved. The EDA is in the process of securing signatures by all parties on these documents. (President Larson had to leave for another appointment and the gavel was passed to VP Espenson.)

7. Unfinished Business

- A. PM Beef – EDA’s Activity – Update: Director reported that since the October 12<sup>th</sup> letter to the City announcing the closure of the PM Beef plant on December 11, 2015, the Windom EDA has

been actively trying to assist parties interested in the property and the affected employees. Immediately following the announcement, the EDA contacted MN DEED, the Workforce Centers, and the Southwest MN Private Industry Council (PIC) regarding the shutdown. They activated their rapid response team to assist the employees under the “Dislocated Worker Program”. We have also talked to individuals connected with Des Moines Valley Health & Human Services. Of the 262 employees at PM Beef, approximately 50 are using the “Dislocated Worker Program” to improve their skills, retraining and additional education at college and technical schools in the area. According to Sandy Demuth from SW MN PIC, who is now temporarily officed at PM Beef, most employees want to remain in the Windom area. Some employees have been hired by area food processors—notably JBS in Worthington and Monogram Meats in Chandler, MN. In terms of the facility, the EDA has been fielding calls from prospective buyers and real estate entities interested in the PM plant. To date information regarding four prospective buyers and four real estate entities from different parts of the country has been provided to PM Beef. The EDA strongly supports the reuse of the facility and the rehiring of PM Beef employees.

8. New Business

A. Drone Photos & Videos: Scott Vaupel is a licensed drone operator from the Twin Cities. Following discussions with the EDA, Scott came to Windom on October 26<sup>th</sup> and November 2<sup>nd</sup> to do some filming at NWIP, the downtown square, and the Windom Area Hospital. He has now provided the EDA with still pictures and video clips of these areas and links to these images have been provided by the EDA to businesses, etc. Scott will be preparing thumb drives of the videos and still images for future marketing and funding applications by the EDA.

B. December Meeting Dates: There was a discussion concerning meeting dates in December. Director Backman will be out of the office from December 9<sup>th</sup> through Christmas. At the present time, it does not appear that there are any items which would require EDA Board attention on the regular meeting date of December 14<sup>th</sup>. There have been preliminary discussions concerning the possible vacation of a portion of a street right-of-way in the Original Plat. If so, the EDA may need to schedule a special meeting later in December possibly later in the week of December 14<sup>th</sup>. Board members will be updated as to whether a special meeting will be required.

9. Miscellaneous Information

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

B. River Bluff Townhomes – Monthly Financial Report: The Board received copies of the financial reports for September 2015 provided by Van Binsbergen & Associates.

10. Adjourn: On consensus, Vice President Espenson adjourned the meeting at 1:22 p.m.

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Betsy Herding, EDA Secretary-Treasurer

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

# **Emergency Services Building Committee Minutes**

## **November 9, 2015**

The Windom Emergency Services Building Committee met on November 9, 2015, at 5:30 p.m. in the Fire Hall meeting room. Members present were Dan Ortmann, Mark Stevens, Tim Hacker, Jim Axford, Gary Olson and Brian Cooley. City Staff – Steve Nasby and Denise Nichols. Absent: Mayor Corey Maricle and Kevin Heggeseth. Also present were Aaron Wockenfuss from Brunton Architects; public present were Dirk Abraham-KDOM Radio and Ben Derickson.

1. **Call to Order** – Chair Ortmann called the meeting to order.
2. **Approval of Minutes – M/S/P: Motion made by Stevens, seconded by Hacker, to approve the Minutes of the October 26, 2015, meeting as written. Ayes – 6, Nays – 0.**
3. **Review Preliminary Design and Costs** – Architect Wockenfuss distributed a revised exterior concept drawing with the balcony/patio concept removed and replaced with a front canopy design. The estimated cost saving for this change was approximately \$21,000. Preliminary cost estimates were reviewed by the Committee. The preliminary cost estimate was \$5,235,352. Chair Ortmann expressed his concern with the preliminary estimated cost. Wockenfuss noted that these are preliminary cost estimates and several changes could be made to reduce costs. He noted that the site costs were estimated high and some items in the estimate may not be needed. The Committee discussed recent cost estimates provide by Brunton for precast concrete compared to the cost reflected in the estimate.

Wockenfuss noted that the estimator did not have details for type of material and finishes to use which resulted in high estimates for all components of the project. This preliminary phase creates the need to make many assumptions for the preliminary cost estimate. Cooley questioned how different the cost estimate would be if the drawings were more detailed and less assumptions were made. The Committee discussed areas within the estimate that could be refined to reduce the project cost to 4.2 million or below. It was suggested that the Committee should begin reviewing the large item costs within the estimate. Items included on the list were the removal of glass garage doors for the front of the building, a change to the precast exterior finish, reduction of the number and size of windows, a change in kitchen equipment from commercial stainless steel to a different type, the use of asphalt instead of concrete in the parking lot and a review of the actual cost for SAC/WAC fees.

Wockenfuss suggested that to obtain an accurate precast estimate the plan should be submitted to the precast vendor. The Committee agreed that a new estimate should be completed with suggested material changes. Wockenfuss also noted that the Committee should look at add-on alternates instead of deductions. Wockenfuss and Brunton will work to refine the costs and provide a revised estimate before the public meeting.

4. **Public Informational Meeting – November 16, 2015** – Ortmann reported that an ad for the Public Open House was included in the Shopper/Citizen newspaper and additional advertisement for the event will run on KDOM radio. Invitations for the event have been direct mailed to all Township Supervisors and City Council members. He requested that all members of the Committee attend the open house.
5. **Site Tour Senate Capital Investment Committee – November 17, 2015** – City Administrator Nasby reviewed the schedule for the Senate Bonding Committee. It is anticipated that the Committee will arrive in Windom around 5:30 p.m. and the Building Committee will have around 45 minutes to review the bonding project request with them.
6. **Other Business** – The Committee agreed to have the Architect and the Committee Chair attend the City Council meeting on November 17<sup>th</sup> and provide an update to the City Council.
7. **Next Meeting Date** – The next meeting date is December 2, 2015, at 5:30 p.m. in the City Council Chambers.
8. **Adjourn – M/S/P: Motion by Stevens, seconded by Cooley, to adjourn the meeting. Ayes 6, Nays – 0.**

Windom Library Board Meeting

Windom Library

Tuesday November 10, 2015

5:05 p.m.

1. Call to order: The meeting was called to order by Beth Fleming at 5:05 p.m. with John Duscher taking over the meeting a few minutes later.

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

John Duscher and Anita Winkel

Members Absent: Terri Jones

Library Staff Present: Dawn Aamot

City Council Member Present: None

3. Agenda and Minutes:

Karen Knigge was unable to attend this meeting, the Friends of the Library agenda item was postponed.

Motion by Anita Winkel and seconded by Beth Fleming to approve the amended Agenda and the Minutes.

4. Financial Report:

Dawn reviewed the Financial Report.

Motion by Kathy Hiley and seconded by Steve Fresk to accept the Financial Report.

5. Librarians Report:

The Oct. 21<sup>st</sup> event featuring author Lorna Landvik was very successful with about 65 people in attendance. Dawn has had very positive feedback about the entertaining evening. The Mountain Lake and Windom Friends of the Library provided refreshments.

Dawn has completed weeding out large print books and will be donating them to Remick Ridge and Mikkelson Manor. This was part of this year's goal to provide outreach to the community.

Last week, Nancy hosted Busy Bee classes at the library and she will visit the 3 yr. olds Busy Bee class this week.

The City Council will be meeting on Dec. 1<sup>st</sup> to finalize the city's 2016 budget. Dawn hopes that the dollars she proposed for one more staff person will be approved.

Dawn has joined a group that is working together to revitalize the square and has attended two of their meetings.

Heartland Security has installed push button alarms at each of the 2 librarians' desks. When the buttons are activated, the silent alarm will go directly to the law enforcement center. The installation and nominal monthly fee will come out of the library's budget.

A motion by Beth Fleming and seconded by Barb Henning to accept the librarian's report.

6. Policy Statement:

Dawn adapted the Library's Rules of Behavior that the board approved last month by replacing "Jackson County Library" with "Windom Library" using the Jackson County policy as a template. Dawn will submit a copy to the city office and upload it to the library's website. Work on the library's mission statement will be placed on the January agenda.

7. Old Business:

Dawn asked the board to review the proposed 2016 goals for the library and give her any suggestions they may have. Dawn has received 2 bids for the repair of the upstairs walls. Both bids listed similar work that would be done and came in at \$1,785 and \$1,620. As the bids were close, Dawn will contact each one and ask when they can get the work done. It is important that the work come out of the 2015 Capital Outlay budget. Steve Fresk moved to go ahead with the upstairs wall paint & repair and since the bids were close, go with the bid that can get it done this year. Motion was seconded by Anita Winkel. Motion passed.

Jim Trojanowski, director of the Plum Creek Library System is willing to meet with our board if we so desire.

8. New Business:

Dawn has heard nothing new from the consultants on the library renovation project.

9. New Book Suggestions:

Book suggestions were given to Dawn.

Adjourn:

Motion by Anita Winkel, seconded by Barb Henning to adjourn.

Meeting adjourned at 5:37 p.m.

Respectfully submitted,

Kathy Hiley, recording secretary

## **2015 License Applications**

### **Cigarette License \$20.00**

Casey's General Store  
Country Pride Services  
Erickson Oil  
Riverbend Liquor  
Center Stop  
Super America  
Staples Oil Company  
Hy-Vee  
Dollar General

### **Game of Skill \$50 first game \$15.00 each additional game**

Phat Pheasant  
Godfathers Pizza  
C & N Sales – Phat Pheasant  
C & N Sales – Sun Bowl  
Kyle Pillatzki – Arena, Windom Laundromat

### **Theatre \$25.00**

Windom State Theatre



Minnesota Department of Public Safety  
Alcohol and Gambling Enforcement

445 Minnesota Street, Suite 222  
St. Paul, MN 55101  
651-201-7500

**RENEWAL OF LIQUOR, WINE, CLUB OR 3.2% LICENSES**

No license will be approve or released until the \$20 Retailer ID Card fee is received by Alcohol and Gambling Enforcement

Licensee: Please verify your license information contained below. Make corrections if necessary and sign. City Clerk/County Auditor should submit this signed renewal with completed license and licensee liquor liability for the new license period. City Clerk/County Auditor are also required by M.S. 340A.404 S.3 to report any license cancellation.

License Code ONSS License Period Ending 12/31/2015 ID# 10046

ISSUING AUTHORITY Windom

Licensee Name Phat Pheasant Pub Inc.

Trade Name Phat Pheasant Bar et al

City, State, Zip Code 2370 Hwy 60 East  
Windom MN 56101

Business Phone 5078313977

License Fees: Off Sale \$0.00 On Sale \$2,000.00 Sunday \$200.00

By signing this renewal application, applicant certifies that there has been no change in ownership on the above named licensee. For changes in ownership, the licensee named above, or for new licensees, full applications should be used. See back of this application for further information needed to complete this renewal.

Applicant's signature on this renewal confirms the following: Failure to report any of the following may result in civil penalties.

1. Licensee confirms it has no interest whatsoever, directly or indirectly in any other liquor establishments in Minnesota. If so, give details on back of this application.
2. Licensee confirms that it has never had a liquor license rejected by any city/township/county in the state of Minnesota. If ever rejected, please give details on the back of this renewal, then sign below.
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5. Licensee confirms that during the past license year, a summons has not been issued under the Liquor Liability Law (Dram Shop) MS 340A.802. If yes, attach a copy of the summons, then sign below.
6. Licensee confirms that Workers Compensation insurance will be kept in effect during the license period.

Licensee has attached a liquor liability insurance certificate that corresponds with the license period in city/county where license is issued. \$100,000 in cash or securities or \$100,000 surety bond may be submitted in lieu of liquor liability. (3.2 & liquor licenses are exempt if sales are less than \$25,000 at on sale, or \$50,000 at off sale).

Licensee Signature [Signature] DOB [Redacted] SS# [Redacted] Date 10-27-15  
(Signature certifies all above information to be correct and license has been approved by city/county.)

City Clerk/County Auditor Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Signature certifies that renewal of a liquor, wine or club license has been approved by the city/county as stated above.)

County Attorney Signature \_\_\_\_\_ Date \_\_\_\_\_  
County Board issued licenses only (Signature certifies licensee is eligible for license).

Police/Sheriff Signature [Signature] Chief Date 10/30/15  
(Signature certifies licensee or associates have not been cited during the past five years for any state/local liquor law violations (criminal/civil). Report violations on back, then sign here.)



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License Code ONSL License Period Ending 12/31/2015 ID# 6776

ISSUING AUTHORITY Windom

Licensee Name Porath, Gordon

Trade Name Sunbowl

City, State, Zip Code 111 1st Ave S  
Windom MN 56101

Business Phone 5078314250

License Fees: Off Sale \$0.00 On Sale \$2,000.00 Sunday \$0.00

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Licensee Signature Gordon Porath DOB [REDACTED] SS# [REDACTED] Date 10-28-15  
(Signature certifies all above information to be correct and license has been approved by city/county.)

City Clerk/County Auditor Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Signature certifies that renewal of a liquor, wine or club license has been approved by the city/county as stated above.)

County Attorney Signature \_\_\_\_\_ Date \_\_\_\_\_  
County Board issued licenses only (Signature certifies licensee is eligible for license).

Police/Sheriff Signature [Signature] Date 11/02/15  
(Signature certifies licensee or associates have not been cited during the past five years for any state/local liquor law violations (criminal/civil). Report violations on back, then sign here.)



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License Code MWNONSL License Period Ending 12/31/2015 ID# 32679

ISSUING AUTHORITY Windom

Licensee Name River City Eatery LLC

Trade Name River City Eatery

City, State, Zip Code 344 10th St

Windom MN 56101

Business Phone 5078328383

License Fees: Off Sale On Sale \$150.00 Sunday

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Licensee Signature [Signature] DOB [Redacted] SS# [Redacted] Date 11/9/15  
(Signature certifies all above information to be correct and license has been approved by city/county.)

City Clerk/County Auditor Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Signature certifies that renewal of a liquor, wine or club license has been approved by the city/county as stated above.)

County Attorney Signature \_\_\_\_\_ Date \_\_\_\_\_  
County Board issued licenses only (Signature certifies licensee is eligible for license).

Police/Sheriff Signature [Signature] Date 11/10/15  
(Signature certifies licensee or associates have not been cited during the past five years for any state/local liquor law violations (criminal/civil). Report violations on back, then sign here.)



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License Code 3.2ONSS License Period Ending 12/31/2015 ID# 32964

ISSUING AUTHORITY Windom

Licensee Name River City Eatery LLC

Trade Name River City Eatery

City, State, Zip Code 344 10th St

Windom MN 56101

Business Phone 5078328383

License Fees: Off Sale On Sale \$100.00 Sunday

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Licensee Signature Milauer DOB [REDACTED] SS# [REDACTED] Date 11/9/15  
(Signature certifies all above information to be correct and license has been approved by city/county.)

City Clerk/County Auditor Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Signature certifies that renewal of a liquor, wine or club license has been approved by the city/county as stated above.)

County Attorney Signature \_\_\_\_\_ Date \_\_\_\_\_  
County Board issued licenses only (Signature certifies licensee is eligible for license).

Police/Sheriff Signature Scott Betz, Chief Date 11/10/15  
(Signature certifies licensee or associates have not been cited during the past five years for any state/local liquor law violations (criminal/civil). Report violations on back, then sign here.)



**INTOXICATING MALT LIQUOR  
(STRONG BEER) LICENSE AUTHORIZATION**

Name of Applicant: RIVER CITY EATERY - MARI HARRIES

Home Address: 1224 3rd Ave

Business in connection with which the proposed license will operate:

RIVER CITY EATERY

Address of Business: 344 10th St. Windom, MN 56101

Minnesota Tax ID #: [REDACTED]

Applicant is (Owner), (Operator)

Name and address of Manager (if applicable) n/a

License fee of \$100.00 must accompany this application.

I, the applicant, state that all statements in this application are true and correct. I hereby verify gross receipts are at least 60 percent attributable to the sale of food and hereby grant the City of Windom access to information to verify annual intoxicating liquor (strong beer) sales. I further acknowledge that I am in receipt of section **118.048 ON-SALE WINE LICENSE REQUIRED** of the Windom City Code detailing license requirements.

Signed: M. Harries

Date: 11/9/15

Report of Investigation: \_\_\_\_\_

Approved by the City Council \_\_\_\_\_





Minnesota Department of Public Safety
Alcohol and Gambling Enforcement

445 Minnesota Street, Suite 222

St. Paul, MN 55101

651-201-7500

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License Code MWNONSB License Period Ending 12/31/2015 ID# 8682

ISSUING AUTHORITY Windom

Licensee Name Zhou, Yi-Xiang

Trade Name China Restaurant

City, State, Zip Code 302 10th St

Windom MN 56101

Business Phone 5078315998

License Fees: Off Sale \$0.00 On Sale \$150.00 Sunday \$0.00

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Licensee Signature Yi Xiang Zhou DOB [redacted] SS# [redacted] Date 11/5/15

City Clerk/County Auditor Signature \_\_\_\_\_ Date \_\_\_\_\_

County Attorney Signature \_\_\_\_\_ Date \_\_\_\_\_

Police/Sheriff Signature [Signature] Chief Date 11/06/15



**Minnesota Department of Public Safety  
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License Code 3.2ONSS License Period Ending 12/31/2015 ID# 34001

ISSUING AUTHORITY Windom

Licensee Name Zhou, Yi-Xiang

Trade Name China Restaurant

City, State, Zip Code 302 10th St  
Windom MN 56101

Business Phone 5078315998

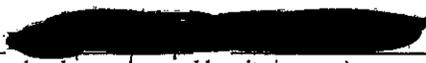
License Fees: Off Sale \$0.00 On Sale \$100.00 Sunday \$0.00

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Licensee Signature Yi Xiang Zhou  Date 11/5/15  
(Signature certifies all above information to be correct and license has been approved by city/county.)

City Clerk/County Auditor Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Signature certifies that renewal of a liquor, wine or club license has been approved by the city/county as stated above.)

County Attorney Signature \_\_\_\_\_ Date \_\_\_\_\_  
County Board issued licenses only (Signature certifies licensee is eligible for license).

Police/Sheriff Signature Scott Pat Chief Date 11/05/15  
(Signature certifies licensee or associates have not been cited during the past five years for any state/local liquor law violations (criminal/civil). Report violations on back, then sign here.)



**INTOXICATING MALT LIQUOR  
(STRONG BEER) LICENSE AUTHORIZATION**

Name of Applicant China Restaurant yi xiang zhou

Home Address: 302 10th SE Windom

Business in connection with which the proposed license will operate:

Address of Business: 302 10th SE Windom

Minnesota Tax ID #: [REDACTED]

Applicant is (Owner) (Operator)

Name and address of Manager (if applicable) \_\_\_\_\_

License fee of \$100.00 must accompany this application.

I, the applicant, state that all statements in this application are true and correct. I hereby verify gross receipts are at least 60 percent attributable to the sale of food and hereby grant the City of Windom access to information to verify annual intoxicating liquor (strong beer) sales. I further acknowledge that I am in receipt of section **118.048 ON-SALE WINE LICENSE REQUIRED** of the Windom City Code detailing license requirements.

Signed: yi xiang zhou

Date: 11 / 5 / 15

Report of Investigation: \_\_\_\_\_

Approved by the City Council \_\_\_\_\_





MINNESOTA LAWFUL GAMBLING  
**LG220 Application for Exempt Permit**

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

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

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

**Application Fee (non-refundable)**  
 Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.  
 Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

**ORGANIZATION INFORMATION**

Organization Name: Windom Fire Department Relief Association Previous Gambling Permit Number: 34764-15-006

Minnesota Tax ID Number, if any: \_\_\_\_\_ Federal Employer ID Number (FEIN), if any: 41-6029415

Mailing Address: P.O. Box 189

City: Windom State: Mn Zip: 56101 County: Cottonwood

Name of Chief Executive Officer (CEO): Kevin Gotto

Daytime Phone: 712-259-2098 Email: kgotto@partnersadvantage.com

**NONPROFIT STATUS**

Type of Nonprofit Organization (check one):

Fraternal     Religious     Veterans     Other Nonprofit Organization

**Attach a copy of one of the following showing proof of nonprofit status:**

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

**A current calendar year Certificate of Good Standing**  
 Don't have a copy? Obtain this certificate from:  
 MN Secretary of State, Business Services Division    Secretary of State website, phone numbers:  
 60 Empire Drive, Suite 100    [www.sos.state.mn.us](http://www.sos.state.mn.us)  
 St. Paul, MN 55103    651-296-2803, or toll free 1-877-551-6767

**IRS income tax exemption (501(c)) letter in your organization's name**  
 Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

**IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**  
 If your organization falls under a parent organization, attach copies of both of the following:  
 1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and  
 2. the charter or letter from your parent organization recognizing your organization as a subordinate.

**GAMBLING PREMISES INFORMATION**

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

Address (do not use P.O. box): 1750 Cottonwood Lake Drive

City or Township: Windom Zip: 56101 County: Cottonwood

Date(s) of activity (for raffles, indicate the date of the drawing): April 23, 2016

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

Bingo\*     Paddlewheels\*     Pull-Tabs\*     Tipboards\*

Raffle (total value of raffle prizes awarded for the calendar year: \$12,000 approx.)

\* **Gambling equipment** for bingo paper, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to [www.mn.gov/gcb](http://www.mn.gov/gcb) and click on **Distributors** under **LIST OF LICENSEES**, or call 651-539-1900.

**LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)**

<p style="text-align: center;"><b>CITY APPROVAL for a gambling premises located within city limits</b></p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print City Name: _____</p> <p>Signature of City Personnel: _____</p> <p>Title: _____ Date: _____</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px; text-align: center;"> <p><b>The city or county must sign before submitting application to the Gambling Control Board.</b></p> </div>	<p style="text-align: center;"><b>COUNTY APPROVAL for a gambling premises located in a township</b></p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print County Name: _____</p> <p>Signature of County Personnel: _____</p> <p>Title: _____ Date: _____</p> <p><b>TOWNSHIP (if required by the county)</b> On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>Title: _____ Date: _____</p>
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**CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)**

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

Chief Executive Officer's Signature: *Kevin Gotto* Date: 11/5/15  
(Signature must be CEO's signature; designee may not sign)

Print Name: Kevin Gotto

<b>REQUIREMENTS</b>	<b>MAIL APPLICATION AND ATTACHMENTS</b>
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<p><b>Complete a separate application for:</b></p> <ul style="list-style-type: none"> <li>• all gambling conducted on two or more consecutive days, or</li> <li>• all gambling conducted on one day.</li> </ul> <p>Only one application is required if one or more raffle drawings are conducted on the same day.</p> <p><b>Financial report to be completed within 30 days after the gambling activity is done:</b> A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.</p> <p>Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).</p>	<p><b>Mail application with:</b></p> <p><input type="checkbox"/> a copy of your proof of nonprofit status, and</p> <p><input type="checkbox"/> application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is <b>\$100</b>; otherwise the fee is <b>\$150</b>. Make check payable to <b>State of Minnesota</b>.</p> <p><b>To:</b> Gambling Control Board 1711 West County Road B, Suite 300 South Roseville, MN 55113</p> <p><b>Questions?</b> Call the Licensing Section of the Gambling Control Board at 651-539-1900.</p>
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<p>Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the</p>	<p>application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-</p>	<p>ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management &amp; Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.</p>
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MINNESOTA LAWFUL GAMBLING  
**LG220 Application for Exempt Permit**

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- conducts lawful gambling on five or fewer days, and
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 Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

**ORGANIZATION INFORMATION**

Organization Name: Des Moines River Ducks Unlimited Previous Gambling Permit Number: X-17002-15-007

Minnesota Tax ID Number, if any: 3358833 Federal Employer ID Number (FEIN), if any: 13-5643799

Mailing Address: P.O. Box 142

City: Windom State: MN Zip: 56101 County: Cottonwood

Name of Chief Executive Officer (CEO): Ryan Knigge

Daytime Phone: 507-822-3283 Email: ryan.knigge@biggametreestand.com

**NONPROFIT STATUS**

Type of Nonprofit Organization (check one):  
 Fraternal  Religious  Veterans  Other Nonprofit Organization

**Attach a copy of one of the following showing proof of nonprofit status:**

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

**A current calendar year Certificate of Good Standing**  
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 60 Empire Drive, Suite 100 [www.sos.state.mn.us](http://www.sos.state.mn.us)  
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Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Windom Community Center

Address (do not use P.O. box): 1750 Cottonwood Lake Drive

City or Township: Windom Zip: 56101 County: Cottonwood

Date(s) of activity (for raffles, indicate the date of the drawing): April 2, 2016

Check each type of gambling activity that your organization will conduct:  
 Bingo\*  Paddlewheels\*  Pull-Tabs\*  Tipboards\*  
 Raffle (total value of raffle prizes awarded for the calendar year: \$ 8,426.00)

\* **Gambling equipment** for bingo paper, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to [www.mn.gov/gcb](http://www.mn.gov/gcb) and click on **Distributors** under **LIST OF LICENSEES**, or call 651-539-1900.

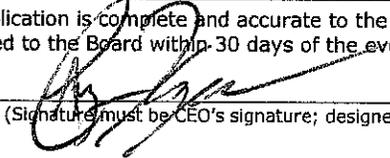
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**CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)**

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

Chief Executive Officer's Signature:  Date: 11/9/15

(Signature must be CEO's signature; designee may not sign)

Print Name: Ryan Knigge

<b>REQUIREMENTS</b>	<b>MAIL APPLICATION AND ATTACHMENTS</b>
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**Complete a separate application for:**

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**Mail application with:**

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**To:** Gambling Control Board  
1711 West County Road B, Suite 300 South  
Roseville, MN 55113

**Questions?**  
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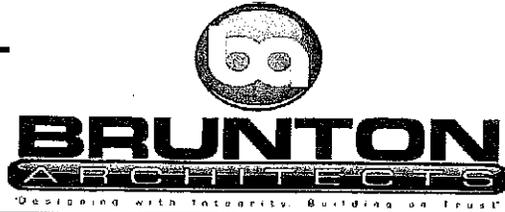
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This form will be made available in alternative format (i.e. large print, braille) upon request.

STATEMENT OF PROBABLE COST

Date: 11-6-15

Project Name: Emergency Services Facility  
 Scope of Work: New Construction  
 Project Location: Windom, Minnesota  
 Project Number: 15305-1



ITEM	DESCRIPTION	UNITS	QUANTITY	RATE (\$)	AMOUNT (\$)
1	Project On-Site Supervision	hrs	1560	\$85.00	\$132,600.00
2	Project Management	hrs	280	85.00	\$23,800.00
3	Safety	hrs	40	85.00	\$3,400.00
4	Temp Electric	Monthly	12	450.00	\$5,400.00
5	Temp Heat & Ventilation	Monthly	4.5	8400.00	\$37,800.00
6	Temp Office	Monthly	12	1200.00	\$14,400.00
7	Temp Field Office Supplies	Monthly	12	200.00	\$2,400.00
8	Equipment	Monthly	12	400.00	\$4,800.00
9	Temp Enclosures	ls	1	1800.00	\$1,800.00
10	Daily Cleaning	hrs	104	70.00	\$7,280.00
11	Finish Cleaning	sf	16205	0.40	\$6,482.00
12	Dumpsters	ea	32	310.00	\$9,920.00
13	Document Printing	ls	1	500.00	\$500.00
14	Project Signage	ls	1	450.00	\$450.00
15	Construction Surveying	ls	1	2000.00	\$2,000.00
16	Street Sweeping	ls	1	1200.00	\$1,200.00
17	Storm Water Provisions	ls	1	3500.00	\$3,500.00
18	Temporary Construction Fence	ls	1	4500.00	\$4,500.00
19	Special Testing/Construction Inspections	ls	1	21000.00	\$21,000.00
<b>Division 1 - Subtotal</b>					<b>\$283,232.00</b>
1	Mobilization	ls	1.00	35,000.00	\$35,000.00
2	Traffic Control	ls	1.00	7,000.00	\$7,000.00
3	Demolition - Concrete Curb & Gutter	lf	570.00	10.00	\$5,700.00
4	Demolition - Pavement	sy	3,850.00	7.00	\$26,950.00
5	Demolition - Sidewalk	sy	130.00	5.00	\$650.00
6	Demolition - Fence	lf	910.00	3.00	\$2,730.00
7	Demolition - Retaining Wall	lf	175.00	10.00	\$1,750.00
8	Demolition - Misc. Items	ls	1.00	1,000.00	\$1,000.00
9	Clearing and Grubbing	ea	12.00	1,000.00	\$12,000.00
10	Common Excavation	cy	6,000.00	15.00	\$90,000.00
11	Pavement (Parking lots and aprons)	sy	5,300.00	55.00	\$291,500.00
12	Granular Subbase - Class 5	ton	1,900.00	25.00	\$47,500.00
13	Select Granular Backfill	ton	3,600.00	20.00	\$72,000.00
14	Striping	ls	1.00	5,000.00	\$5,000.00
15	Sidewalk	sy	300.00	40.00	\$12,000.00
16	Curb & Gutter	lf	570.00	20.00	\$11,400.00
17	Storm Sewer	ls	1.00	40,000.00	\$40,000.00
18	Sanitary Sewer Service	ls	1.00	10,000.00	\$10,000.00

ITEM	DESCRIPTION	UNITS	QUANTITY	RATE (\$)	AMOUNT (\$)
19	Water Service	ls	1.00	10,000.00	\$10,000.00
20	Turf Establishment	ac	0.35	10,000.00	\$3,500.00
21	Erosion Control	ls	1.00	5,000.00	\$5,000.00
22	Building Excavation/Backfill	sf	16,205.00	2.80	\$45,374.00
23	Slab-on-Grade Sand Cushion (6")	cy	462.00	18.00	\$8,316.00
	<b>Division 2 - Subtotal</b>				<b>\$744,370.00</b>
1	Concrete Footings (Materials)	cy	156.00	110.00	\$17,160.00
2	Concrete Foundations (Materials)	cy	207.00	110.00	\$22,770.00
3	Concrete Footings/Foundations (Labor)	hrs	1,200.00	85.00	\$102,000.00
4	Concrete Slab-on-Grade (6")	sf	11,200.00	6.20	\$69,440.00
5	Concrete Slab-on-Grade (4")	sf	5,005.00	4.90	\$24,524.50
6	Concrete Stoop Slabs	ls	1.00	5,500.00	\$5,500.00
7	Concrete Topping (2")	sf	3,500.00	3.80	\$13,300.00
	<b>Division 3 - Subtotal</b>				<b>\$254,694.50</b>
1	Precast Concrete - Plank	sf	5,005.00	12.00	\$60,060.00
2	Precast Concrete - Double Tee's	sf	11,200.00	12.00	\$134,400.00
3	Precast Concrete - Beams/Columns	sf	2,210.00	12.00	\$26,520.00
4	Precast Concrete - Wall Panels	sf	19,335.00	45.00	\$870,075.00
	<b>Division 3a - Subtotal</b>				<b>\$1,091,055.00</b>
1					\$0.00
	<b>Division 4 - Subtotal</b>				<b>\$0.00</b>
1	Steel Stud Trusses/Sheathing/Ice & Water	ls	1.00	9,200.00	\$9,200.00
2	Structural Steel	ls	1.00	12,000.00	\$12,000.00
3	Misc Steel	ls	1.00	34,000.00	\$34,000.00
	<b>Division 5 - Subtotal</b>				<b>\$55,200.00</b>
1	Rough Carpentry	ls	1.00	23,000.00	\$23,000.00
2	Finish Capentry Install	ls	1.00	34,000.00	\$34,000.00
3	Finish Capentry/Millwork (Materials)	ls	1.00	12,000.00	\$12,000.00
	<b>Division 6 - Subtotal</b>				<b>\$69,000.00</b>
1	Foundation Waterproofing	sf	3.50	5,617.00	\$19,659.50
2	Foundation Insulation	sf	1.90	5,617.00	\$10,672.30
3	Roofing (TPO System)	sf	18.00	16,205.00	\$291,690.00
4	Parapet Flashing	lf	16.00	815.00	\$13,040.00
5	Standing Seam Metal Roof	ls	9,400.00	1.00	\$9,400.00
6	Misc Building Insulation	ls	6,400.00	1.00	\$6,400.00
7	Caulking	ls	5,500.00	1.00	\$5,500.00
	<b>Division 7 - Subtotal</b>				<b>\$356,361.80</b>

ITEM	DESCRIPTION	UNITS	QUANTITY	RATE (\$)	AMOUNT (\$)
1	Doors/Frames (Interior)	ea	28.00	850.00	\$23,800.00
2	Doors/Frames (Exterior - HM)	ea	6.00	650.00	\$3,900.00
3	Overhead Doors (Glass)	ea	9.00	8,000.00	\$72,000.00
4	Overhead Doors (Solid)	ea	6.00	3,000.00	\$18,000.00
5	Aluminum Doors & Windows	ls	1.00	145,000.00	\$145,000.00
<b>Division 8 - Subtotal</b>					<b>\$262,700.00</b>
1	3-5/8" Mtl. Stud partition (16" O.C.)	sf	11,220.00	10.50	\$117,810.00
2	6" Mtl. Stud partition (16" O.C.)	sf	432.00	11.80	\$5,097.60
3	1-1/2" Mtl. Stud Furring (16" O.C.)	sf	5,904.00	6.70	\$39,556.80
4	Acoustical ceiling system	sf	8,505.00	1.75	\$14,883.75
5	Flooring/Base	sf	8,505.00	3.75	\$31,893.75
6	Sealed Concrete	sf	11,200.00	1.70	\$19,040.00
7	Painting (Walls)	sf	29,208.00	0.80	\$23,366.40
8	Painting (Structure)	sf	11,200.00	0.90	\$10,080.00
9	Tile	ls	1.00	26,430.00	\$26,430.00
<b>Division 9 - Subtotal</b>					<b>\$288,158.30</b>
1	Building Signage	ls	1.00	4,500.00	\$4,500.00
2	Misc Specialties	ls	1.00	9,500.00	\$9,500.00
<b>Division 10 - Subtotal</b>					<b>\$14,000.00</b>
1	Kitchen Equipment (Commercial Stainless Steel)	Allowance	1.00	35,000.00	\$35,000.00
<b>Division 11 - Subtotal</b>					<b>\$35,000.00</b>
1					\$0.00
<b>Division 12 - Subtotal</b>					<b>\$0.00</b>
1					\$0.00
<b>Division 13 - Subtotal</b>					<b>\$0.00</b>
1					\$0.00
<b>Division 14 - Subtotal</b>					<b>\$0.00</b>
1	Fire Suppression System	sf	16,205.00	1.80	\$29,169.00
<b>Division 21 - Subtotal</b>					<b>\$29,169.00</b>
1	Plumbing Systems	sf	16,205.00	6.50	\$105,332.50
<b>Division 23 - Subtotal</b>					<b>\$105,332.50</b>

ITEM	DESCRIPTION	UNITS	QUANTITY	RATE (\$)	AMOUNT (\$)
1	HVAC Systems	sf	16,205.00	18.50	\$299,792.50
	<b>Division 23 - Subtotal</b>				<b>\$299,792.50</b>
1	Electrical Systems	sf	16,205.00	21.00	\$340,305.00
	<b>Division 16 - Subtotal</b>				<b>\$340,305.00</b>
1	Communication/Data/Low Voltage	sf	16,205.00	1.90	\$30,789.50
	<b>Division 27 - Subtotal</b>				<b>\$30,789.50</b>
	Division 2 - Site Work				\$744,370.00
	Division 3 - Concrete				\$254,694.50
	Division 3a - Precast Concrete				\$1,091,055.00
	Division 4 - Masonry				\$0.00
	Division 5 - Metals				\$55,200.00
	Division 6 - Wood & Plastics				\$69,000.00
	Division 7 - Thermal & Moisture Protection				\$356,361.80
	Division 8 - Doors & Windows				\$262,700.00
	Division 9 - Finishes				\$288,158.30
	Division 10 - Specialties				\$14,000.00
	Division 11 - Equipment				\$35,000.00
	Division 12 - Furnishings				\$0.00
	Division 13 - Fire Suppression				\$0.00
	Division 14 - Conveying Systems				\$0.00
	Division 21 - Fire Suppression				\$29,169.00
	Division 22 - Plumbing				\$105,332.50
	Division 23 - Mechanical				\$299,792.50
	Division 26 - Electrical				\$340,305.00
	Division 27 - Communications				\$30,789.50
	City Review Contingency			1%	\$39,759.28
	Design Contingency			3%	\$119,277.84
	Construction Contingency			5%	\$198,796.41
	Escalation & Inflation Allowance			0.5%	\$19,879.64
	Building Permite & Plan Check Fees			1.2%	\$47,711.14
	SAC/WAC			0.5%	\$19,879.64
	Builders Risk Insurance			0.9%	\$35,783.35
	General Liability Insurance			0.8%	\$31,807.42
	Overhead & Profit			3.5%	\$139,157.48
	<b>Division 1 - General Requirements</b>				<b>\$283,232.00</b>
	<b>Estimated Contract Bid Amount</b>				<b>\$4,911,212.31</b>
	Architectural Design Fees (6.6% of construction)			6.6%	\$324,140.01

# 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:** Bruce Caldwell, Streets & Parks Superintendent  
**DATE:** November 10, 2015  
**RE:** Remick Foundation Grant Request for Renovation of the Kastle Kingdom Playground Area 2016

This playground area is the most utilized within the community due to its unique construction and design. However it takes a lot more expense for maintenance as it was constructed out of treated wood products when it was built in 1995 making it twenty years old in 2015.

Due to the age we are now seeing a few areas of rotting wood lumber which will need to be replaced. The estimated expense for maintenance will escalate in the next few years. This request is primarily for upgrading some of the decayed wood, repairing unsafe conditions and beautifying the structures.

Note: City staff will supply some of the labor (approximately 240 hours in kind valued at \$8,400)

Grant Dollars Needed to Make Repairs a Follows;

Replacement of 300 cubic feet of certified safety wood chips for fall zones	\$7,200
Repair some of the damaged wood posts and boards within the playground	\$1,000
Wood Treatment Sealer; the entire wood structure and outline boarder needs to be sprayed with a wood sealer, material/hired labor	\$4,000
Repairs on the two shelter houses west of the playground New siding/roofing/staining	<u>\$10,000</u>
<b>Total Grant Request Total</b>	<b>\$22,200</b>

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**MEMORANDUM**

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**TO:** CITY COUNCIL MEMBERS  
**FROM:** CHELSIE CARLSON, FINANCE DIRECTOR/CONTROLLER  
**SUBJECT:** RECOMMENDATION FOR BILLING SYSTEM UPGRADE  
**DATE:** 11/13/2015  
**CC:** UTILITY COMMISSION & TELECOM COMMISSION

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This purpose of this memo is to request approval from the City Council to replace the current billing vendor (SourceOne Solutions) with Innovative Systems. Innovative Systems of Mitchell, SD, started as a billing system for the Telecommunication industry and has over 1200 systems deployed throughout North America. They have recently expanded their system to provide billing options for municipalities that provide Telecommunication services as well as other utilities such as Electric, Water, and Sewer.

There are three main reasons driving the need for upgrading our billing systems:

1. We currently bill Utility and Telecom services through separate billing systems. This requires us to maintain customer records and billing ledgers in two different systems. Many processes are duplicated because we have two separate systems and our ability to offer online bills and payment options for customers is limited. Since we implemented this billing system in 2007, we have been waiting for SourceOne or its predecessors to update the utility billing software and create one integrated billing system.
2. Our current Utility Billing System is antiquated and not supported. The software is originally an old DOS system. The billing and reconciliation process is manual and time consuming. There are no tools for auditing billing and we have experienced a variety of unexplained errors within the system. As a result of these errors a significant amount of staff time has been associated with tracking errors and correcting bills.
3. Our current Telecom Billing System is very limited in features. During our search for billing systems, it became apparent that other systems are far more advanced and can automate many of our processes that we currently perform manually outside of our current billing system.

City Staff has compared several different systems for functionality and price. Our system analysis was presented to both the Utility Commission and Telecom Commission. Currently, the City pays approximately \$5,100 monthly for our billing software. The estimated ongoing monthly cost for Innovative Systems is \$9,000. This increase in cost has been justified by the benefits of the system including improvement in accuracy, potential staff time savings from streamlined processes, and added convenience to the customer with the online portal. After review of the costs versus benefits, both the Utility Commission and Telecom Commission are supportive of our recommendation to replace the current billing systems with Innovative Systems.

There are numerous benefits to be realized with upgrading our system to Innovative Systems. Below we have listed some of the most significant improvements:

1. The system has excellent support and is built with functionality to audit and reconcile billing to prevent errors before the customer is affected.
2. Having one system with a single set of customers and one billing process. This would consolidate many dual processes to reduce staff time spent on billing and processing customer work orders and payments.
3. Addition of a Staking and Mapping application that can document the service and equipment at each customer address. Multiple layers can be applied to include Telecom, Electric, and Water equipment.
4. A web portal that would allow customers to view history, print bills, and make payments online. This provides added convenience to customers as well as reduces customer traffic and staff time at City Hall.
5. Several security access levels are allowed in the system so department managers can be given access to information needed to manage their services.
6. Cell phone application allowing work tickets to be delivered and updated to technicians in the field.
7. Auto notification system used to reduce staff time involved with late notices and disconnects. This would also provide customer with their preferred method of notification.
8. The system is built to automate provisioning to telecom services. This would allow Customer Service Representatives to troubleshoot customer issues as well as reduce the number of truck rolls by Telecom Technicians. Today the system would interface with our switch and automate telephone services. With needed equipment upgrades to our telecom equipment, the system could provide automated provisioning to video and internet services as well.
9. Several processes that are currently performed manually outside of billing could be tracked and completed within the billing system including, but not limited to, customer payment arrangements, meter notes, phone number aging and tracking, static IP tracking, circuit billing and census tract updating.

**Requested Actions:**

1. Approval of Innovative Systems Elation Software Proposal
2. Approval of Innovative Systems Software License Agreement



# Software Proposal

*For*

## City of Windom

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Innovative  
Systems

## City of Windom Proposal

### I. eLation Software Applications

#### A. eLation Billing Software Service

##### Applications Include:

Account Explorer, Service Order,  
Graphical Report Writer, Management Dashboard Reports  
Payment Processing, Credit Assessment, Bill Manager  
3<sup>rd</sup> Party Interfaces for LIDB, E911, etc  
Usage Processing, Rating & CABS  
Directory, Plant Records and Trouble  
Time Unit Management Scheduling  
Field Staff Communicator, Marketing Components  
Technician App  
Municipal Metered Utility Billing Suite

#### B. Service Deployment Platform (SDP) Software Service

Includes Interfaces for: Metaswitch, Calix, Adtran, APMAX

##### Provisioning for:

Adding & Disconnecting Subscribers  
Disconnecting and Reconnecting for Non-Payment  
Features Changes, PIC Changes, Number Changes  
SDP Graphical Plant Diagrams, SDP Viewer  
Diagnostic Functionality, Map Integration Functionality,

#### C. Electronic Bill Presentation and Payments Software Service

Website and eBill Mobile - Apple and Android App

#### D. eLation Mapping Software Service

Unlimited Users

#### E. APMAX System with Notify Plus Service

Proposal is based off using Innovative Systems' hosted hardware platform.

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**II. Installation, Conversion and Training Items**

- A. eLation Billing Software Installation, Conversion and Training \$ 30,000  
(Plus travel expenses)
- B. eLation Provisioning Software Installation and Training \$ 15,000  
(Plus travel expenses)
- C. Electronic Bill Presentation Software Installation, and Training \$ 1,000  
(Plus travel expenses)
- D. eLation Mapping Installation and Training \$ 4,000  
(Map conversion cost will be provided after reviewing existing maps)  
(Plus travel expenses)
- E. APMAX Installation Waived  
APMAX will be shipped to you and we will provide telephone assistance for the installation.

It is the responsibility of the communications company to provide data to Innovative Systems for conversion. In order to have a successful conversion it is very important that we receive all the data and business rules from the communications company and/or their current vendor by the agreed to date. Shortly after our conversion kick off calls we will agree with the communications company on conversion dates and when the cut off will be for the conversion data from the communications company and/or their current vendor. If conversion data is provided after the agreed to date by the communications company or their current vendor we will attempt to utilize the data but will bill the communications company for the Innovative Systems programming and support costs associated with the data provided after the agreed to date.

We are willing offer fixed prices on installation, conversion, and training as long as the communications company agrees to follow our recommended conversion processes, timelines, and training schedules. If communications company wishes to deviate from these processes, additional costs may be incurred.

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**III. Recurring Costs**

**A. eLation Monthly Software Maintenance:**

eLation Billing	\$ 3,625
eLation Provisioning	\$ 625
Electronic Bill Presentation and Payment	\$ 313
Mapping	\$ 875

Software Maintenance will be billed monthly beginning the month after application is installed.

Software Maintenance is required to keep software license valid

Software Maintenance Includes:

- New Software Releases and Functionality
- Telephone Support
- User Group Meetings
- Webinars to Supplement Training
- Additional Training (Plus actual travel expenses)

Normal telephone support hours are 8:00 AM to 5:00 PM Central  
24 X 7 support available for emergencies

**B. Annual APMAX Innovsurance Maintenance Fee \$ 5,000**

This fee will first be billed when APMAX is shipped.

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**III. B. Bill Print and Mail Fulfillment Service**

The service includes the following:

- The bills printed in full color, up to 5% in color, any color
- Use of standard bill design using 2 sheets of paper (excluding Inserts)
- Bills with up to 10 pages will be folded and inserted
- All color company logos are printed as part of the service
- All paper supplied as part of the service
- Standard #10 double window envelope with security tint
- Standard #9 return window envelope with security tint
- Stuffing of the bill and return envelope into the envelope
- All file receiving and processing
- Access to a secured web portal for job status reporting
- Customer tracking through processing, printing, and inserting stages
- Placing bills in mail trays and post office drop-offs
- eLation Integration Features, both current and future

Cost of the above Service (Postage Not Included) 32 cents per bill  
 Setup fee waived for being an existing eLation Customer

Postage charged at pass-thru bulk rates applied through eLation  
 (Including AADC for reduced postage rates)

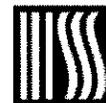
**Additional Costs and Optional Services**

- Print a full color onsert (See sample below) 3.5 to 5 cents per bill
- Bills over 2 sheets Additional 3 cents per sheet
- Handling Bills over 10 sheets or 10 pieces of paper Additional 35 cents per bill
- Inserting 1/3<sup>rd</sup> page bill stuffers 1 cent per stuffer
- Inserting and folding full page stuffers 3 cents per stuffer
- Final Notice printing based on amount of color 20 - 24 cents
- Other printing services can be quoted on a per case basis

Sample Onsert



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Innovative Systems

**IV. Optional Services and Applications**

A. Provisioning (SDP) Plugin Development for 1 network element	\$ 20,000
Installation and Configuration	\$ 5,000
Monthly Software Maintenance	\$ 250

The above development is optionally available if there is a network element that we don't have completed or scheduled that you require at installation. This would also apply to plugin development requests after you have eLation in service. Item I.B. above lists the plugins that are included in the base proposal.

If the network element is not required or known at installation but is desired in the future, it can be added to the development list. When development is completed for this network element it can be implemented as part of the monthly maintenance fee. If the plugin is required sooner than the normal development cycle, this development can be requested to be moved up on the development priority list for the cost listed above. If there is already an existing plugin for some future network element, this plugin will be added as part of your monthly software maintenance fee.

B. Innovative Systems Integrated TR-069 ACS	
Installation and Configuration	\$ 2,000
Monthly Software Fee based on table below:	

First 1000 Devices	\$ 300
Next 1000 Devices - up to 5,000 (Per 1000)	\$ 100
Next 1000 Devices - up to 10,000 (Per 1000)	\$ 90
Next 1000 Devices - up to 15,000 (Per 1000)	\$ 80
Above 15,000 Devices (Per 1000)	\$ 70

Quantities will be reviewed and billed quarterly.

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**V. Payment Terms and Agreement Conditions**

10 Year agreement required for these rates and down payment of \$ 100,000

120 Monthly Software Service Payments \$ 3,105  
 for software listed on Page 2 (Item I.)

Payments will begin the month when the first application is installed.  
 Failure to make a monthly payment for any reason will cause forfeiture of the 0% interest rate incentive.

Installation, Conversion, and Training costs (Item II.) will be billed as the applications are installed.

Travel expenses related to the Installation, Conversion, & Training listed in Section II. will be billed at actual costs.

Software Maintenance Fees (Item III.A.) will begin as the applications are installed. If software maintenance fees have to be increased over the period of this agreement, the increase will be limited to the increase in the Consumer Price Index (CPI) of the previous year.

Bill Printing Fees (Item III.B.) will begin the first month that bills are produced in eLation.

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**Innovative  
 Systems**

## Terms and Conditions

1. **Taxes:** Prices quoted do not include sales tax, excise tax, use tax, or any other taxes. Taxes are the responsibility of the Communications Company. Communications Company agrees to provide its Tax Identification Number for Innovative Systems' records.
2. **Freight and Insurance:** Freight and insurance are not included in this proposal. Any items that require shipment will be shipped and the cost of the shipment will be billed to the Communications Company at the carrier's appropriate current rates.
3. **Software Licenses:** Communications Company agrees to execute all software licenses associated with the software products listed in this proposal. Software Licenses include both Innovative Systems and third party licenses.
4. **Source Code:** The source code is the exclusive property of Innovative Systems. The Communications Company will not have access to the source code under this agreement. The Communications Company may not decompile, reverse engineer, disassemble, reverse translate, or in any manner decode the Software.
5. **Payment Terms:** The payment terms of this agreement are listed as Item V. on this proposal. All other billings related to this proposal are due within thirty (30) days of invoicing.
6. **Governing Law:** This agreement is to be construed in accordance with and governed by the internal laws of the State of South Dakota
7. **Disclaimer:** INNOVATIVE DISCLAIMS ALL OTHER WARRANTIES, EXPRESS OR IMPLIED REGARDING THE PRODUCTS OR SERVICES, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, AND ANY WARRANTIES THAT MAY ARISE FROM COURSE OF DEALING, COURSE OF PERFORMANCE OR USAGE OF TRADE.

Accepted By: \_\_\_\_\_

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

Tax Identification Number: \_\_\_\_\_

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Innovative  
Systems

# Software License Agreement

Between

ABC Telephone Company

and

Innovative Systems, LLC

This Software License Agreement (“Agreement”) is made effective as of the \_\_\_\_\_ day of \_\_\_\_\_, 2013 (“Effective Date”), by and between ABC Telephone Company., a corporation having offices at \_\_\_\_\_ (“COMPANY”), and Innovative Systems LLC, a limited liability company having a principal place of business at 1000 Innovative Drive, Mitchell, South Dakota 57301, USA, (“INNOVATIVE”).

This Agreement covers the eLation software applications and Bill Printing and Mail Fulfillment service (“Software”) that COMPANY has purchased from INNOVATIVE.

## 1. Rights Granted Under License

Rights Granted Under License. Subject to the terms and conditions of this Agreement INNOVATIVE grants to COMPANY, a non-exclusive, non-transferable, non-sub-licensable right to use the Software solely for the purpose for which it was originally delivered and in accordance with its applicable documentation. COMPANY may make a backup of such Software for backup purposes, provided that all titles, trademark, copyright, and restricted rights notices are reproduced on all such copies.

## 2. Term of License

Term of License. This Agreement begins on the date of installation of the Software and continues until one-hundred-eighty (180) days after one party notifies the other in writing that it intends to terminate this Agreement. Any terms of this Agreement which by their nature are intended to survive, and the rights and obligations of either party under this Agreement, survive the termination of this Agreement. Termination of this Agreement does not relieve COMPANY of any obligations to pay any outstanding payments or maintenance/support fees.

## 3. Scope of License

Scope of License. This Agreement is for the COMPANY’s internal use only. The COMPANY can have an unlimited number of internal users making use of the Software unless defined quantity of users is specified in pricing. The Agreement includes use for all subsidiaries and affiliates listed on Attachment A, which is a part of this Agreement. Use of Software by any subsequent subsidiaries and affiliates will require written approval by INNOVATIVE.

#### 4. Source Code

Source Code. The Source Code is the exclusive property of INNOVATIVE. The COMPANY will not have access to the source code under this Agreement. This Agreement expressly excludes any rights of the COMPANY to the Source Code. In the unlikely event that INNOVATIVE would discontinue business, a copy of the source code would be provided to COMPANY for the sole purpose of supporting the use of the Software by the COMPANY.

COMPANY may not decompile, reverse engineer, disassemble, reverse translate, or in any other manner decode Software.

#### 5. Ownership of Software

Ownership of Software. The Software and documentation, and all copies thereof, are owned and will remain the property of INNOVATIVE. The Software and documentation is copyrighted and contains proprietary information protected by law. The COMPANY agrees to take every precaution to protect against the unintended use of the Software and documentation by employees, consultants, or other third parties. Any use of the Software inconsistent with the terms and conditions of this Agreement, including without limitation, transfer of this Software to another party, shall automatically terminate this Agreement.

#### 6. Payment Provisions

Payment Provisions. The COMPANY is required to meet all agreed upon payment terms in order to insure that this Agreement remains in effect. In the event that the COMPANY fails to make payments to INNOVATIVE for any license fees, Software maintenance fee, or other agreed upon fee for more than thirty (30) days past the due date, INNOVATIVE may terminate the Agreement after thirty (30) days written notice and COMPANY's failure to cure within such time period.

For any overdue payments, INNOVATIVE is entitled to collect from COMPANY, a late fee of one and one-half percent (1 ½ %) per month, calculated from the date due or the maximum rate allowed by law, whichever is less.

All prices payable under this Agreement are exclusive of tax and duty.

COMPANY will pay or reimburse INNOVATIVE for all value-added, sales, use, property, and similar taxes; all customs duties, import fees, stamp duties, license fees, and similar charges; and all other mandatory payments to government agencies of whatever kind imposed with respect to the Software provided by INNOVATIVE under this Agreement or with respect to transactions under this Agreement, except taxes imposed on the net income of INNOVATIVE. If a transaction is exempt from tax, COMPANY will provide INNOVATIVE with a valid exemption certificate or other evidence of such exemption in a form acceptable to INNOVATIVE.

## 7. Warranties

Warranties. INNOVATIVE warrants to COMPANY that all Software will substantially conform to INNOVATIVE's specifications for the Software for a period of ninety (90) days from the date of acceptance or commercial use. During the warranty period, if any Software is found to be defective, COMPANY's exclusive remedy, and INNOVATIVE's sole obligation, shall be, at INNOVATIVE's sole option, to (1) repair, (2) replace or (3) accept a return of the Software and refund to COMPANY the purchase price paid for the Software; provided that (i) COMPANY promptly upon discovery of the alleged defect gives INNOVATIVE written notice of the claimed defect, and (ii) the Software or constituent part claimed to be defective is returned by COMPANY forthwith to INNOVATIVE at its factory, transportation prepaid.

EXCEPT FOR THE EXPRESS WARRANTIES STATED ABOVE IN THIS SECTION 7, INNOVATIVE DISCLAIMS ALL OTHER WARRANTIES, EXPRESS OR IMPLIED REGARDING THE PRODUCTS OR SERVICES, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, AND ANY WARRANTIES THAT MAY ARISE FROM COURSE OF DEALING, COURSE OF PERFORMANCE OR USAGE OF TRADE.

## 8. Limitation on Liability

IN NO EVENT SHALL EITHER PARTY BE LIABLE TO THE OTHER FOR ANY INCIDENTAL, CONSEQUENTIAL, SPECIAL, PUNITIVE AND/OR INDIRECT DAMAGES, INCLUDING, BUT NOT LIMITED TO, THOSE RESULTING FROM LOSS OF USE, DATA, PROFIT, OR BUSINESS, LOSS OF PROSPECTIVE PROFITS OR ANTICIPATED SALES, OR ON ACCOUNT OF EXPENDITURES, INVESTMENTS, OR COMMITMENTS IN CONNECTION WITH THE BUSINESS OR GOODWILL OF A CUSTOMER, WHETHER ARISING IN AN ACTION OF CONTRACT, TORT OR OTHER LEGAL THEORY (INCLUDING

NEGLIGENCE), EVEN IF ADVISED OF THE POSSIBILITY OF SUCH.

## 9. Nondisclosure of Confidential Information

**Confidential Information.** By virtue of this Agreement, the parties may have access to information that is confidential to one another (“**Confidential Information**”). For purposes of this Agreement, “**Confidential Information**” of a party means information, ideas, materials or other subject matter of such party, whether disclosed orally, in writing or otherwise, that is provided under circumstances reasonably indicating that it is confidential or proprietary. Confidential Information includes, without limitation, all business plans, technical information or data, product ideas, methodologies, algorithms, specifications, personnel, customer, contracts and financial information or materials disclosed or otherwise provided by such party (“**Disclosing Party**”) to the other party (“**Receiving Party**”). Confidential Information does not include that which (i) is already in the Receiving Party’s possession at the time of disclosure to the Receiving Party, (ii) is or becomes part of public knowledge other than as a result of any action or inaction of the Receiving Party, (iii) is obtained by the Receiving Party from an unrelated third party, with neither party having a duty of confidentiality, or (iv) is independently developed by the Receiving Party without use or reference to Confidential Information. Without limiting the generality of, and notwithstanding the exclusions described in, the foregoing, (1) Confidential Information of INNOVATIVE includes, without limitation, the Software, including any portion thereof, modifications and derivatives thereof, and information or materials derived there from, whether or not marked as such, (2) Confidential Information of both parties includes the terms and pricing under this Agreement, and (3) Customer Proprietary Network Information (CPNI) and customer payment data is confidential information of COMPANY.

**Restrictions on Use, Disclosure.** The Receiving Party will not use Confidential Information of the Disclosing Party for any purpose other than in furtherance of this Agreement and the activities described herein. The Receiving Party will not disclose Confidential Information of the Disclosing Party to any third parties except as otherwise permitted hereunder. The Receiving Party may disclose Confidential Information of the Disclosing Party only to those employees or contractors who have a need to know such Confidential Information and who are bound to retain the confidentiality thereof under provisions (including, without limitation, provisions relating to nonuse and nondisclosure) no less restrictive than those required by the Receiving Party for its own Confidential Information. The Receiving Party will maintain Confidential Information of the Disclosing Party with at least the same degree of care it uses to protect its own proprietary or confidential

information of a similar nature or sensitivity, but no less than reasonable care under the circumstances. Each party will advise the other party in writing of any misappropriation or misuse of Confidential Information of the other party of which the notifying party becomes aware. Notwithstanding the foregoing, this Agreement will not prevent the Receiving Party from disclosing Confidential Information of the Disclosing Party to the extent required by a judicial order or other legal obligation, provided that, in such event, the Receiving Party will promptly notify and reasonably assist the Disclosing Party to contest or minimize the scope of the disclosure (including application for a protective order).

Injunctive Relief. Each party (as Receiving Party) acknowledges that the Disclosing Party considers its Confidential Information to contain trade secrets of the Disclosing Party and that any unauthorized use or disclosure of such information would cause the Disclosing Party irreparable harm for which its remedies at law would be inadequate. Accordingly, each party (as Receiving Party) acknowledges and agrees that the Disclosing Party will be entitled, in addition to any other remedies available to it at law or in equity, to the issuance of injunctive relief, without bond, enjoining any breach or threatened breach of the Receiving Party's obligations hereunder with respect to the Confidential Information of the Disclosing Party, and such further relief as any court of competent jurisdiction may deem just and proper.

Security Measures. In addition to the restrictions on use and disclosure of Confidential Information addressed in Section 9 of this Agreement, the parties agree to use and maintain current physical and technical security measures to safeguard the parties' respective Confidential Information, including, but not limited to, the Customer Proprietary Network Information (as defined in 47 U.S.C. § 222) of the COMPANY's customers ("CPNI"), and financial information related to COMPANY's customers such as billings, adjustments, payments, deposits, credit-related information, social security numbers and credit card and bank account numbers (collectively, "Customer Payment Data"). Such security measures shall include up-to-date, secure firewalls to prevent unauthorized access to Confidential Information, CPNI and Customer Payment Data. INNOVATIVE also agrees to use and maintain current, standard SSL protocol with a minimum 128-bit encryption for all Customer Payment Data. In the event any Confidential Information, CPNI or Customer Payment Data is compromised, or in the event of a breach in any security measure implemented to protect the confidentiality of such information or data, the parties agree to cooperate in investigating the cause of the compromise or breach, and the parties agree to use their best efforts to immediately repair and enhance the security measures in order to restore the integrity of those measures and ensure the confidentiality of all Confidential Information, CPNI and Customer Payment Data

## 10. Infringement Indemnification

Infringement Indemnity. INNOVATIVE will defend, at its own expense, any action brought against COMPANY by a third party to the extent arising from a claim that the Software infringes or misappropriates a United States patent as of the Effective Date, copyright, trademark or trade secret, and INNOVATIVE will pay all damages and costs finally awarded against COMPANY for such claim, provided that (a) COMPANY promptly notifies INNOVATIVE in writing of any notice of such claim; (b) COMPANY gives INNOVATIVE all necessary authority and reasonable information and assistance for the defense of such claim; and (c) INNOVATIVE will have the sole control of the defense of any action on such claim and all negotiations for the settlement and compromise thereof. Should the Software, or the operation thereof, become, or in INNOVATIVE's opinion be likely to become, the subject of a claim of infringement of a United States patent, copyright, trademark or trade secret, INNOVATIVE, at its option and expense, may either procure for COMPANY the right to continue using the Software, replace or modify the Software so that it becomes non-infringing, or refund the purchase price for such Software to COMPANY and accept its return.

Exclusions. INNOVATIVE will have no liability to COMPANY under any provision of this Section 10 with respect to any claim of infringement, which is based on: (i) the combination, operation or utilization of Software with programs, data, equipment, devices or technology not made or supplied by INNOVATIVE, or (ii) the unauthorized alteration or modification of Software furnished hereunder.

Sole Remedies. THIS SECTION 10 SETS FORTH INNOVATIVE'S SOLE OBLIGATIONS AND COMPANY'S SOLE REMEDIES IN THE EVENT OF ANY INFRINGEMENT OF ANY INTELLECTUAL PROPERTY RIGHTS BY INNOVATIVE OR THE SOFTWARE.

## 11. Termination

Termination. This Agreement may be terminated as follows:

Either party may terminate this Agreement upon written notice based on the material breach of the other party, if the breaching party fails to cure such breach within thirty (30) days of the receipt of written notice specifying such breach.

Either party may terminate this Agreement or any order, at any time, by written notice, in the event that the other files a voluntary petition in

bankruptcy or under any similar insolvency law; or a receiver is appointed for, or a levy or attachment is made against, substantially all of its assets, if any such petition is not dismissed or such receiver or levy or attachment is not discharged within sixty (60) days after the filing or appointment.

Either party may terminate this Agreement without cause, at any time, on one hundred eighty (180) days' written notice.

Effect of Termination. Termination of this Agreement, any Purchase Order, or any portion thereof, or Software license will not limit either party from pursuing other remedies available to it, including injunctive relief, nor will such termination relieve COMPANY's obligation to pay all fees that have accrued or are otherwise owed by COMPANY under any Purchase Order. The parties' rights and obligations under Sections 6, 7, 8, 10, 11, and 12 will survive termination or expiration of this Agreement or any Purchase Order. Upon termination of this Agreement, each party will immediately return to the other party all Confidential Information (as defined in Section 13.1) of the other party embodied in tangible (including electronic) form or, at the other party's discretion, destroy all such Confidential Information and certify in writing to the other party that all such Confidential Information has been destroyed.

## 12. General Provisions

Entire Agreement. This Agreement constitutes the complete agreement between the parties and supersedes all prior or contemporaneous agreements or representations, written or oral, concerning the subject matter of this Agreement. This Agreement may not be modified or amended except in writing signed by a duly authorized representative of each party; no other act, document, usage, or custom will be deemed to amend or modify this Agreement. It is expressly agreed that the terms of this Agreement will supersede the terms and conditions in any Purchase Order, confirmation, invoice or other similar ordering document.

Notices. All notices and communications between the parties will be in writing and sent by (i) certified mail, return receipt requested, (ii) overnight courier or (iii) by facsimile (with original to follow) to the addresses set forth above or to such other addresses of which notice has been given, and will be deemed given when received.

Force Majeure. Neither party will be liable for any delay or failure in performance arising out of acts or events beyond its reasonable control, including, but not limited to, fires, labor disputes, embargoes, requirements

imposed by government regulation, civil or military authorities, judicial decisions, acts of God, or by the public enemy.

No Waiver. The failure of either party at any time to require performance by the other party of any provision hereof will not affect, in any way, the full rights to require such performance at any time thereafter, nor will the waiver by either party of a breach of any provision hereof be taken or held to be a waiver of the provision itself.

Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of South Dakota. Any dispute by either party arising out of or relating to this Agreement shall be finally settled by binding arbitration in South Dakota, or such other place as the parties may mutually agree, under the Rules of the American Arbitration Association (the "AAA"), by one (1) or more arbitrators reasonably familiar with the technology and business covered by this License, appointed by mutual agreement of the parties. If the parties cannot agree upon an arbitrator, then each shall appoint one (1) arbitrator and the two (2) arbitrators shall select a third (3rd) arbitrator. If the arbitrators selected by the parties cannot agree upon the choice of a third (3rd) arbitrator within ten (10) days after their nomination, then the third (3rd) arbitrator shall be appointed by the AAA. The arbitrators shall apply South Dakota law to the merits of any dispute or claim. The decision of the arbitrators shall be final and binding upon the parties, shall not be subject to appeal, and shall address the issues of costs of the arbitration and all matters relating to such arbitration. Judgment on the award entered by the arbitrators may be entered in any court having jurisdiction thereof and neither party shall sue the other party except for enforcement of the arbitrator's decision.

Relationship of Parties. This Agreement will not be construed as creating an agency, partnership, joint venture or any other form of association, for tax purposes or otherwise, between the parties, and the parties will at all times be and remain independent contractors. Except as expressly agreed by the parties in writing, neither party will have any right or authority, express or implied, to assume or create any obligation of any kind, or to make any representation or warranty, on behalf of the other party or to bind the other party in any respect whatsoever.

Use of Third Parties. Each party may use consultants and other contractors in connection with the performance of obligations and exercise of rights under this Agreement, provided that such consultants and contractors will be subject to the same obligations as the party that engages them.

Export Control. COMPANY shall comply with all United States export laws and regulations applicable to INNOVATIVE's products, and shall obtain any licenses required for export. COMPANY will defend, indemnify and hold

harmless, INNOVATIVE and its successors, agents, officers, directors and employees from and against any violations of any export laws or regulations by COMPANY or any of its agents, officers, directors, or employees.

Assignment. Neither party may assign, delegate, or transfer this Agreement or any right or obligation hereunder without the prior written consent of the other party, and any attempt by a party to assign this Agreement without such consent will be null void. Subject to the preceding sentence, this Agreement will bind each party and its permitted successors and assigns.

Construction. The captions and section and paragraph headings used in this Agreement are inserted for convenience only and will not affect the meaning or interpretation of this Agreement.

Counterparts. This Agreement may be executed in several counterparts, all of which will constitute one agreement.

**IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their  
duly authorized representative**

COMPANY

INNOVATIVE SYSTEMS, LLC

BY: \_\_\_\_\_ BY: \_\_\_\_\_

NAME: \_\_\_\_\_ NAME: Roger Musick

TITLE: \_\_\_\_\_ TITLE: CEO

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

# **Attachment A**

List of Subsidiary or Affiliated Companies Licensed to Use Software

# RESOLUTION #2015-

**INTRODUCED:**

**SECONDED:**

**VOTED:** Aye:

Nay:

Absent:

## CITY OF WINDOM

### **RESOLUTION ESTABLISHING RATES, CHARGES AND FEES FOR TELECOMMUNICATIONS ENTERPRISE FUND**

**WHEREAS**, City Code Section 3.02 authorizes the City Council to establish rates and charges for municipal utilities (including, but not limited to, services, permit fees, connection and meter reading and checking fees, disconnection fees, reconnection fees including penalties for non-payment); and

**WHEREAS**, the City Council periodically establishes rates and fees for municipal utilities; and

**WHEREAS**, the Windom Telecommunications Commission recommends to the Windom City Council to change the monthly rate for Telecommunications services; and

**WHEREAS**, it is in the best interests of the City of Windom and its citizens to operate the city enterprise funds in a cost-effective manner.

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

Change the monthly combined voice, data and video packages offered by WindomNet to the rates set forth below effective January 1, 2016.

**Vintage**

<b>Expanded Basic Video</b>	\$ 77.90
<b>Digital Basic Video</b>	\$ 89.60

<b>Expanded Video + All-In Voice Package</b>	\$ 85.00
<b>Digital Basic Video + All-In Voice Package</b>	\$100.00

**Data & Voice Packages**

Starter All-In	10 Mbps Data + All-In Voice	\$ 60.00
Starter Plus	15 Mbps Data	\$ 60.00
Deluxe All-In	30 Mbps Data + All-In Voice	\$ 70.00
Premium All-In	60 Mbps Data + All-In Voice	\$ 80.00

**Add Video to Data & Voice Packages**

Expanded	\$ 65.00
Digital	\$ 80.00

Adopted this 17th day of November, 2015.

---

Corey J. Maricle, Mayor

ATTEST:

---

Steven Nasby, City Administrator

# Windomnet Voice/Data/Video Service Selection Guide

Match Your Data Needs...  
Basic Web Surfing, Email, and Streaming Music

**\$60.00 Starter All-In Pkg**  
10 Mbps with \*All-In Voice  
OR  
**\$60.00 Starter Plus Pkg**  
15 Mbps Data Only (No Voice included)

**Add your video...**  
Starter Basic All-In \$80.00 =  
Basic Video \$20 + Data Pkg \$60

Starter Expanded All-In \$125.00 =  
Expanded Video \$65 + Data Pkg \$60

Starter Digital All-In \$140.00 =  
Digital Video \$80 + Data Pkg \$60

## \* All-In Voice Pkg -

Includes Unlimited Long Distance and  
Great Extended Calling Features

Add Voice Mail to any Voice Pkg for  
\$3.50 a month

All-In Voice Rates apply to Residential Customers only.  
Contact Sales at 507-831-6129 For Voice Business Rates.

Match Your Data Needs...  
Multiple Device Household  
Streaming Music

**\$70.00 Deluxe All-In Pkg**  
30 Mbps with \*All-In Voice

**Add your video...**  
Deluxe Basic All-In \$90.00 =  
Basic Video \$20 + Data Pkg \$70

Deluxe Expanded All-In \$135.00 =  
Expanded Video \$65 + Data Pkg +\$70

Deluxe Digital All-In \$150.00=  
Digital Video \$80 + Data \$70

Match Your Data Needs...  
Streaming Music

**\$80.00 Premium All-In Pkg**  
60 Mbps with \*All-In Voice

**Add your video...**  
Premium Basic All-In \$100.00 =  
Basic Video \$20 + Data Pkg \$80

Premium Expanded All-In \$145.00 =  
Expanded Video \$65 + Data Pkg +\$80

Premium Digital All-In \$160.00 =  
Digital Video \$80 + Data \$80

## Or take video or voice without Data...

\$30.00 = \* All-In Residential Voice Pkg

\$ 40.00 = Basic Video + \* All-In Voice Pkg

\$ 85.00 = Expanded Video + \* All-In Voice

\$100.00 = Digital Video +\*All-In Voice

Data service includes 5 email address  
and free email and spam virus.

Symmetrical Internet Speeds

### Add-ons for any Digital Video Package

HD Package	\$1295
PPO	\$1599
Showtime/TWC/Pix	\$1295
Staz/Encore	\$1295
Set-top box rental rate per month	
Standard \$29	HD \$49
DVR	\$1499

All prices are subject to applicable taxes.  
\$15/ Service Install fee applied to  
New Data and Video Services.

Additional jacks  
\$55.00 each

# Windomnet

CONNECTING OUR COMMUNITY

Windom Telecommunications  
PO Box 38

Windom, MN 56101  
Service: 507-832-8000  
Billing: 507-831-6129

www.windomnet.com

**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 \$2,545.00 from the City of Windom Fire Relief Association pancake feed 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 \$2,545.00 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 17th day of November, 2015.

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

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

## **RESOLUTION #2015-**

**INTRODUCED:**

**SECONDED:**

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

### **AUTHORIZATION TO ACCEPT A DONATION FROM FEDERATED RURAL ELECTRIC 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**, Federated Rural Electric is a supporter of the City of Windom and the Windom Ambulance Department; and

**WHEREAS**, the City of Windom has received a donation from Federated Rural Electric of \$535.00 for the Windom Ambulance Department; and

**WHEREAS**, Federated Rural Electric has designated that the donation is to be used to purchase a manikin family for CPR training 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 \$535.00 offered by Federated Rural Electric for use by the Windom Ambulance Department for the purchase of a manikin family for CPR training.

Adopted by the Council this 17th day of November, 2015.

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

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

November 4, 2015

Attn: Denise Nichols  
City of Windom Ambulance Dept.  
PO Box 38  
Windom MN 56101

Dear Denise:

Congratulations! The Federated Rural Electric Trust Board has awarded your organization \$535 toward purchase of a manikin family for CPR training. \*

At their October 30th meeting the Trust Board reviewed 29 applications with requests totaling \$40,559. The Trust Board awarded a total of \$18,924 to 21 organizations. The funds come from Federated members who allow their monthly electric bills to be rounded up to the nearest dollar.

**We ask that you attend an awards ceremony to be held at Federated's office in Jackson on Friday, November 20, 2015, at noon.** A group photo and individual photo for your local newspaper will be taken. If you cannot attend, please send someone to represent your organization. **Please RSVP to Andrea or Janet at Federated by Tuesday, November 17, the name(s) of who will pick up your check so it can be announced at the awards ceremony.** Call 1-800-321-3520 or 507-847-3520 or you may e-mail christoffer@federatedrea.coop.

The Trust Board also asks you for a favor to help us raise awareness about Operation Round Up. We would like a photo of the event or equipment that Operation Round Up helped make possible for the area newspaper. Either call Andrea to schedule a time for her to take a photo with your organization's representative(s) or take a photo and mail or e-mail it to her at info@federatedrea.coop. If you have any questions, please call. Otherwise, we will see you November 20.

Cooperatively,



Andrea Christoffer, CCC  
Marketing & Communications Manager

AMC/jm

*\* If funds are not used for this purpose, please contact Federated for Board consideration, as funds may need to be returned or repurposed.*



## **RESOLUTION #2015-**

**INTRODUCED:**

**SECONDED:**

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

### **AUTHORIZATION TO ACCEPT A DONATION FROM SOUTH CENTRAL ELECTRIC ASSOCIATIONS 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**, South Central Electric Association is a supporter of the City of Windom and the Windom Ambulance Department; and

**WHEREAS**, the City of Windom has received a donation from South Central Electric Association of \$580.00 for the Windom Ambulance Department; and

**WHEREAS**, South Central Electric Association has designated that the donation is to be used to purchase a manikin family for CPR training 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 \$580.00 offered by South Central Electric Association for use by the Windom Ambulance Department for the purchase of a manikin family for CPR training.

Adopted by the Council this 17th day of November, 2015.

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

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

# Memo

**To:** City Council  
**From:** Brent Brown  
**cc:** Utility Commission  
**Date:** November 13, 2015  
**Re:** Surplus of Transformers

---

The Electric Utility Department is requesting Council approval for the disposition of surplus electric transformers and related equipment. The transformers listed are surplus units that have been accumulated over the years either from units that have failed or units that have been converted from overhead to underground. The estimated value of the units is \$3,000. Sealed bids will be solicited for the sale of these items.

Thank You

Brent Brown

Sample ID	Serial Number	Size KVA	Manufacture	Lab Number	Aroclor	PCB	Voltage	O.H./U.G.	Date:
MNWIN-3	S/N: 80JD205218	37.5	WESTINGHOUSE	189987-003		<1 ppm	120/240	U.G.	9/16/2015
MNWIN-4	S/N: 73H80961	25	AB CHANCE	189987-004		<1 ppm	120/240	U.G.	9/16/2015
MNWIN-5	S/N: 80JD205223	37.5	WESTINGHOUSE	189987-005		<1 ppm	120/240	U.G.	9/16/2015
MNWIN-8	S/N: 1PMR687390	0	CAPACITOR EASTERN	189987-008		<1 ppm		O.H.	9/16/2015
MNWIN-9	S/N: 3PMR687390	0	CAPACITOR EASTERN	189987-009		<1 ppm		O.H.	9/16/2015
MNWIN-10	S/N: 2PMR687390	0	CAPACITOR EASTERN	189987-010		<1 ppm		O.H.	9/16/2015
MNWIN-11	S/N: 4PMR687390	0	CAPACITOR EASTERN	189987-011		<1 ppm		O.H.	9/16/2015
MNWIN-12	S/N: J612689Y71AA	75	GE	189987-012		<1 ppm	120/240	O.H.	9/16/2015
MNWIN-13	S/N: 71AC716	75	WESTINGHOUSE	189987-013	1242/54	8 ppm	120/240	O.H.	9/16/2015
MNWIN-14	S/N: E30630	25	DELTA STAR	189987-014		<1 ppm	120/240	O.H.	9/16/2015
MNWIN-15	S/N: 4630987	25	ALLIS CHALMERS	189987-015		<1 ppm	120/240	O.H.	9/16/2015
MNWIN-16	S/N: 72E64150	25	AB CHANCE	189987-016		<1 ppm	120/240	O.H.	9/16/2015
MNWIN-17	S/N: 4060081002	25		189987-017		<1 ppm	120/240	O.H.	9/16/2015
MNWIN-18	S/N: L860245YGLA	25	GE	189987-018		<1 ppm	120/240	O.H.	9/16/2015
MNWIN-19	S/N: 781094336	25	RTE	189987-019		<1 ppm	120/240	O.H.	9/16/2015
MNWIN-20	S/N: 405075108	50		189987-020		<1 ppm	120/240	O.H.	9/16/2015
MNWIN-26	S/N: HO313	25	SOLOMON	189987-026		<1 ppm	120/240	O.H.	9/16/2015
MNWIN-51	S/N: J603660Y70	10	GE	189987-051		<1 ppm	120/240	O.H.	9/16/2015
MNWIN-52	S/N: H586086Y67	10	GE	189987-052		<1 ppm	120/240	O.H.	9/16/2015
MNWIN-53	S/N: J152412Y69	10	GE	189987-053		<1 ppm	120/240	O.H.	9/16/2015
MNWIN-54	S/N: 7228588446	10	ALLIS CHALMERS	189987-054		<1 ppm	120/240	O.H.	9/16/2015
MNWIN-55	S/N: 72C61487	10	AB CHANCE	189987-055		<1 ppm	120/240	O.H.	9/16/2015
MNWIN-56	S/N: 5253575	10	ALLIS CHALMERS	189987-056	1254/60	6 ppm	120/240	O.H.	9/16/2015
MNWIN-57	S/N: J152413469	10	GE	189987-057		<1 ppm	120/240	O.H.	9/16/2015
MNWIN-58	S/N: 70AD6139	10	WESTINGHOUSE	189987-058	1242	1 ppm	120/240	O.H.	9/16/2015
MNWIN-59	S/N: 72C61486	10	AB CHANCE	189987-059	1260	4 ppm	120/240	O.H.	9/16/2015
MNWIN-60	S/N: F8587	10	SOLOMON	189987-060		<1 ppm	120/240	O.H.	9/16/2015
MNWIN-61	S/N: D6448	10	SOLOMON	189987-061		<1 ppm	120/240	O.H.	9/16/2015
MNWIN-62	S/N: D6439	10	SOLOMON	189987-062		<1 ppm	120/240	O.H.	9/16/2015
MNWIN-63	S/N: D6438	10	SOLOMON	189987-063		<1 ppm	120/240	O.H.	9/16/2015
MNWIN-67	S/N: 5203865	50	ALLIS CHALMERS	189987-067	1254	12 ppm	120/240	O.H.	9/16/2015
MNWIN-68	S/N: 78D14881201	50	DOWZER	189987-068		<1 ppm	120/240	O.H.	9/16/2015
MNWIN-69	S/N: J33187	37.5	DELTA STAR	189987-069	1254	1 ppm	120/240	O.H.	9/16/2015
MNWIN-70	S/N: 4012630384	50	KUHLMAN	189987-070		<1 ppm	120/240	O.H.	9/16/2015
MNWIN-71	S/N: 7242-5934126	37.5	ALLIS CHALMERS	189987-071		<1 ppm	120/240	O.H.	9/16/2015
MNWIN-72	S/N: K196021Y71AA	75	GE	189987-072		<1 ppm	120/240	O.H.	9/16/2015
MNWIN-73	S/N: R600478	37.5	DELTA STAR	189987-073		<1 ppm	120/240	O.H.	9/16/2015

MINWIN-74	S/N: 75ZL127001	37.5	MCGRAW EDISON	189987-074		<1 ppm	120/240	O.H.	9/16/2015
MINWIN-75	S/N: L862003YGLA	37.5	GE	189987-075		<1 ppm	120/240	O.H.	9/16/2015
MINWMU4	S/N: 531883576	37.5	HOWARD	190684-004		<1 ppm	120/240	O.H.	10/23/2015
MINWMU21	S/N: C4355	75	SOLOMON	190684-021		<1 ppm	120/240	O.H.	10/23/2015
MINWMU31	S/N: 638478-17	100	MCGRAW EDISON	190684-031		<1 ppm	120/240	O.H.	10/23/2015
MINWMU32	S/N: 4630985	25	ALLIS CHALMERS	190684-032	1260	2 ppm	120/240	O.H.	10/23/2015
MINWMU33	S/N: 74ZF331005	25	MCGRAW EDISON	190684-033		<1 ppm	120/240	O.H.	10/23/2015
MINWMU34	S/N: 043217	25	T&R	190684-034	1260/42	32 ppm	120/240	O.H.	10/23/2015
MINWMU35	S/N: H18D0801	15	LINE MATERIAL	190684-035		<1 ppm	120/240	O.H.	10/23/2015
MINWMU36	S/N: 67AL10364	15	WESTINGHOUSE	190684-036		<1 ppm	120/240	O.H.	10/23/2015
MINWMU37	S/N: 68AA4450	15	WESTINGHOUSE	190684-037		<1 ppm	120/240	O.H.	10/23/2015
MINWMU38	S/N: 68AC7658	15	WESTINGHOUSE	190684-038		<1 ppm	120/240	O.H.	10/23/2015
MINWMU39	S/N: 68AC7657	15	WESTINGHOUSE	190684-039		<1 ppm	120/240	O.H.	10/23/2015
MINWMU40	S/N: 68AA7047	15	WESTINGHOUSE	190684-040		<1 ppm	120/240	O.H.	10/23/2015

**Total**

1395

## **RESOLUTION #2015-**

**INTRODUCED:**

**SECONDED:**

**VOTED:     Aye:**

**Nay:**

**Abstained:**

**Absent:**

### **RESOLUTION SUPPORTING THE SUBMISSION OF A GRANT APPLICATION TO THE "ASSISTANCE TO FIREFIGHTERS" GRANT PROGRAM ON BEHALF OF THE WINDOM FIRE DEPARTMENT**

---

**WHEREAS**, the City of Windom is committed to the health, safety and welfare of the citizens of Windom with respect to fire and all other hazards; and

**WHEREAS**, the City of Windom is also committed to the health, safety and welfare of the Windom Fire Department members and other emergency response personnel with respect to fire and all other hazards; and

**WHEREAS**, the purchase of Pumper and equipment, including wildland turnout gear and pagers, would enhance the department's capabilities with respect to firefighting and other emergency-related hazards; and

**WHEREAS**, funding to purchase a pumper and new equipment may be available through the Assistance to Firefighters Grant Program through the US Department of Homeland Security; and

**WHEREAS**, it is in the best interests of the City of Windom, its residents and firefighters to submit an application to the Assistance to Firefighters Grant Program, through the US Department of Homeland Security, requesting funding for a pumper and equipment; and

**WHEREAS**, the City of Windom understands that there is a five percent (5%) match requirement for grants to fire departments serving areas with a population of 20,000 or less, as stated in the Federal Register, and sources for these matches are available.

#### **NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:**

1. The City Council of Windom, Minnesota, on behalf of the citizens and firefighters of Windom, supports the Windom Fire Department's efforts in pursuing funding through the Assistance to Firefighters Grant Program through the US Department of Homeland Security.
2. If the City of Windom receives a grant award, the City agrees to match the federal grant funds with an amount of non-federal funds equal to 5% of the total project cost.

3. The City of Windom has legal authority to apply for financial assistance, and the institutional, managerial, and financial capacity to ensure compliance with the grant requirements and completion of the proposed project.
4. The City of Windom has not violated any Federal, State, or local laws pertaining to fraud, bribery, graft, kickbacks, collusion, conflict of interest or other unlawful or corrupt practice.
5. The City of Windom shall act as legal sponsor for the grant application; and the Mayor and the City Administrator are hereby authorized, on behalf of the City of Windom, to submit a grant application to the Assistance to Firefighters Grant Program, through the US Department of Homeland Security, for the funding of this project.
6. Upon approval of the application, the City of Windom and the Windom Fire Department certify that they will comply with all applicable laws, policies and regulations as stated in the application and subsequent agreements.
7. The Mayor and City Administrator are hereby authorized, on behalf of the City of Windom, to execute such agreements and contracts as are necessary to implement the project.

ADOPTED this 17th day of November, 2015.

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

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

## **RESOLUTION #2015-**

**INTRODUCED:**

**SECONDED:**

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

### **RESOLUTION SUPPORTING THE SUBMISSION OF A GRANT APPLICATION TO THE “ASSISTANCE TO FIREFIGHTERS” GRANT PROGRAM ON BEHALF OF THE WINDOM AMBULANCE DEPARTMENT**

---

**WHEREAS**, the City of Windom is committed to the health, safety and welfare of the citizens of Windom with respect to fire and all other hazards; and

**WHEREAS**, the City of Windom is also committed to the health, safety and welfare of the Windom Ambulance Department members and other emergency response personnel with respect to emergency ambulance calls and all other hazards; and

**WHEREAS**, the purchase of a new ambulance would enhance the department’s capabilities with respect to emergency ambulance calls and other related hazards; and

**WHEREAS**, funding to purchase an ambulance may be available through the Assistance to Firefighters Grant Program through the US Department of Homeland Security; and

**WHEREAS**, it is in the best interests of the City of Windom, its residents and EMTs to submit an application to the Assistance to Firefighters Grant Program, through the US Department of Homeland Security, requesting funding for an ambulance; and

**WHEREAS**, the City of Windom understands that there is a five percent (5%) match requirement for grants to ambulance departments serving areas with a population of 20,000 or less, as stated in the Federal Register, and sources for these matches are available.

#### **NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:**

1. The City Council of Windom, Minnesota, on behalf of the citizens and EMTs of Windom, supports the Windom Ambulance Department’s efforts in pursuing funding through the Assistance to Firefighters Grant Program through the US Department of Homeland Security.
2. If the City of Windom receives a grant award, the City agrees to match the federal grant funds with an amount of non-federal funds equal to 5% of the total project cost.

3. The City of Windom has legal authority to apply for financial assistance, and the institutional, managerial, and financial capacity to ensure compliance with the grant requirements and completion of the proposed project.
4. The City of Windom has not violated any Federal, State, or local laws pertaining to fraud, bribery, graft, kickbacks, collusion, conflict of interest or other unlawful or corrupt practice.
5. The City of Windom shall act as legal sponsor for the grant application; and the Mayor and the City Administrator are hereby authorized, on behalf of the City of Windom, to submit a grant application to the Assistance to Firefighters Grant Program, through the US Department of Homeland Security, for the funding of this project.
6. Upon approval of the application, the City of Windom and the Windom Ambulance Department certify that they will comply with all applicable laws, policies and regulations as stated in the application and subsequent agreements.
7. The Mayor and City Administrator are hereby authorized, on behalf of the City of Windom, to execute such agreements and contracts as are necessary to implement the project.

ADOPTED this 17th day of November, 2015.

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Corey J. Maricle, Mayor

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

# RESOLUTION #2015-

**INTRODUCED:**

**SECONDED:**

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

## **RESOLUTION APPROVING THE MODIFICATION OF AGREEMENT FOR PAYMENTS IN LIEU OF TAXES**

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**WHEREAS**, one of the purposes of the Windom Housing and Redevelopment Authority (HRA) is to provide a sufficient supply of adequate, safe, and sanitary dwellings in order to protect the health, safety, morals, and welfare of the citizens of Windom; and

**WHEREAS**, the Windom HRA provides rental housing for persons of all incomes; and

**WHEREAS**, recent federal budget cuts and other program changes have resulted in reduced reimbursements to the HRA from the U.S. Department of Housing and Urban Development (HUD); and

**WHEREAS**, as a result of the loss of these funding sources from HUD, the Windom HRA has requested that the City Council reduce the current payment in lieu of taxes (PILOT) that was established in 1966 at a rate of 10%; and

**WHEREAS**, MS § 469.040 Subd. 3 allows the governing body, for which the HRA has been created and in whose jurisdiction the project is located, to collect a service charge for a housing project in an amount equal to 5 percent of the aggregate annual shelter rentals of the project unless a greater amount or another basis is agreed to between the parties; and

**WHEREAS**, the minimum percent that shall be charged per MS § 469.040 Subd. 3 is 5%; and

**WHEREAS**, the Council has agreed to phase-in a modification of the current 10% rate at a reduction of 1% per year over the next five years.

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

1. Parcels included in the modified PILOT agreement are as follows:

25-821-0290 – Windom East Addition, N65' & W47.1' of S109' Lot 6 &  
All Lots 1 & 2 of Block 29  
25-025-4200 – E 50' R/W btw 9<sup>th</sup> & 10<sup>th</sup> St in SW ¼ of Section 25  
25-165-0190 – County Auditor Subd. 5, Part Lot 10  
25-164-0650 – County Auditor Subd. 4, Lot 13  
25-165-0180 – County Auditor Subd. 5, Part Lot 10

2. The PILOT rate will be modified as follows:

2016 – 9%  
2017 – 8%  
2018 – 7%  
2019 – 6%  
2020 – 5%

3. The City Administrator is hereby directed to provide a copy of the modified PILOT rates and affected parcel numbers to the Cottonwood County Assessor for the 2016 tax year.

Adopted by the Council this 17<sup>th</sup> day of November, 2015.

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

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

# 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:** Personnel Committee  
**DATE:** October 27, 2015  
**RE:** Recommendations for City Council

The Personnel Committee met for Monday, November 2, 2015. The following is background and the Personnel Committee's recommendations on several items.

#### Assistant Chief – Pay Adjustment Request

Police Chief Peterson requested an adjustment the compensation for Assistant Chief Patterson. At present Assistant Chief Patterson is a Supervisory Pay Grade 20 that ranges between \$51,147 and \$66,498. Assistant Chief Patterson is at the maximum step in Grade 20.

After a review of the data on comparable positions the Personnel Committee concluded that more in-depth research into the duties and comparable cities was needed for this position and the other supervisory staff. However, the Committee did note that the Chief and Assistant Chief should be receiving uniform allowances similar to those of the other officers in the Department.

**Recommendation 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.**

#### Brent Brown Grade Change

Brent Brown, Electric Superintendent, discussed moving from the Electric Superintendent position into the Electric Utility Manager position. The Utility Commission (October 28 meeting) was supportive of moving Mr. Brown into the Electric Utility Manager position as he is performing all of the duties of the Electric Utility Manager position.

**Recommendation by the Personnel Committee to move Brent Brown from Electric Superintendent, Grade 21, Step 12 to Electric Utility Manager, Grade 22, Step 6 on January 1, 2016.**

#### Supervisory Pay Scale – 2016

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.

The Personnel Committee has been discussing the possibility of re-visiting the Supervisory pay scale due to differences in job responsibilities and incorporating performance measures. As such, the Committee is making two recommendations to the City Council.

**Recommendation by the Personnel Committee to provide a general wage increase of 2% effective January 1, 2016 for the Supervisory Pay Scale.**

**Recommendation 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 of July 1, 2016.**

Telecom General Manager Search Update

Applications were due October 30, 2015. The interview process for General Manager position will be set-up for the next two weeks and the interview team will comprise members of the Telecom Commission and Personnel Committee.

Liquor Store Manager – 6 Month Review

Joe Audette, Liquor Store Manager and City Administrator met October 13, 2015 to go over the probationary review. Pursuant to the successful review and the terms of the employment approved by the City Council Mr. Audette was given a one-step increase with a plan to revisit his performance at the completion of one year (April 2016) along with comparisons to year-on-year sales numbers.

# Memo

**To:** City Council  
**From:** Mike Haugen  
**Date:** November 13, 2015  
**Re:** Wellhead Protection Plan Public Hearing

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The Water Department is in the process of developing a wellhead protection plan for its drinking water supply wells. A copy of the plan was mailed on October 14, 2015, to Local Units of Government. Comments on this portion of the plan will be accepted from Local Units of Government and any other interested persons throughout the 60-day comment period, which ends December 15, 2015.

The City Council must conduct a public hearing to discuss issues and address all comments related to the Windom Municipal Wellfield, Wellhead Protection Plan Part 2. I am requesting that the public hearing be scheduled for December 15, 2015, during the regular City Council meeting.

**Requested Action: By City Council Motion Call for a Public Hearing to be held during the City Council meeting on December 15, 2015, to accept public comments regarding the Draft Wellhead Protection Plan.**

## **NOTICE OF PUBLIC HEARING**

Wellhead Protection Plan Part 2 for the Windom Municipal Wellfield

TO WHOM IT MAY CONCERN:

The City of Windom is in the process of developing a wellhead protection plan for its drinking water supply wells. A copy of the plan was mailed to Local Units of Government on October 14, 2015. Comments on this portion of the plan will be accepted from Local Units of Government and any other interested persons throughout the 60-day comment period, which ends December 15, 2015.

Notice is hereby given that the City Council of Windom will meet in the Council Chambers of the City Hall at 7:30 p.m. on December 15, 2015, to discuss issues and address all comments related to the Windom Municipal Wellfield, Wellhead Protection Plan Part 2.

Those persons wishing to be heard with reference to the Windom Municipal Wellfield, Wellhead Protection Plan Part 2 may submit written comments or be present at the public hearing. A copy of the Wellhead Protection Plan Part 2 may be reviewed in the City Clerk's Office in City Hall prior to the Public Hearing.

By order of the Windom City Council:

Steve Nasby  
City Administrator

Publish - December 2, 2015



Windom, MN

# Expense Approval Report By Fund

Payment Dates 10/29/2015 - 11/10/2015

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 100 - GENERAL</b>					
<b>Activity: 41110 - Mayor &amp; Council</b>					
SCHRAMMEL LAW OFFICE	20151109	11/09/2015	LEGAL FEES - MAYOR & COUN	100-41110-304	120.00
ETHAN CLERC FILMS	20151104	11/04/2015	EXPENSE-FILM COUNCIL MEE	100-41110-350	25.00
ETHAN CLERC FILMS	20151104A	11/04/2015	EXPENSE-FILM COUNCIL MEE	100-41110-350	25.00
CITIZEN PUBLISHING CO	20151110	11/10/2015	ADVERTISING	100-41110-350	214.00
<b>Activity 41110 - Mayor &amp; Council Total:</b>					<b>384.00</b>
<b>Activity: 41310 - Administration</b>					
NCPERS MINNESOTA	84461115	11/03/2015	INSURANCE #844600 NOV 20	100-41310-133	80.00
CULLIGAN	132-245	11/09/2015	SERVICE #1957	100-41310-200	33.75
INDOFF, INC	2698209	10/14/2015	SUPPLIES	100-41310-200	29.89
STOREY KENWORTHY	PINV339004	11/04/2015	SUPPLIES	100-41310-200	219.21
TOSHIBA FINANCIAL SERVICES	290529775	11/03/2015	COPIER LEASE 10-20 TO 11-20	100-41310-217	29.45
ELECTRIC FUND	20151109	11/09/2015	MONTHLY UTILITY & TELECO	100-41310-321	98.11
ELECTRIC FUND	20151109	11/09/2015	MONTHLY UTILITY & TELECO	100-41310-326	42.95
CHELSIE CARLSON	20151109	11/09/2015	EXPENSE	100-41310-331	152.95
STEVE NASBY	20151103	11/03/2015	EXPENSE-MN PARTNERSHIP	100-41310-334	10.69
STEVE NASBY	20151110	11/10/2015	EXPENSE-MN DOT COMM MT	100-41310-334	35.07
BLUE CROSS/BLUE SHIELD	20151103	11/03/2015	INSURANCE PREM- DEC 2015	100-41310-480	351.50
<b>Activity 41310 - Administration Total:</b>					<b>1,083.57</b>
<b>Activity: 41910 - Building &amp; Zoning</b>					
NCPERS MINNESOTA	84461115	11/03/2015	INSURANCE #844600 NOV 20	100-41910-133	24.00
WEX BANK	20151110	11/10/2015	OCT CREDIT CARD- P/Z	100-41910-212	72.22
ELECTRIC FUND	20151109	11/09/2015	MONTHLY UTILITY & TELECO	100-41910-321	94.16
VERIZON WIRELESS	9754255900	11/03/2015	TELEPHONE #486357723-000	100-41910-321	16.65
CITIZEN PUBLISHING CO	20151110A	11/10/2015	COMPUTER SUPPORT	100-41910-404	45.00
<b>Activity 41910 - Building &amp; Zoning Total:</b>					<b>252.03</b>
<b>Activity: 41940 - City Hall</b>					
COLE PAPERS INC.	9140435	10/19/2015	SUPPLIES	100-41940-211	89.00
ELECTRIC FUND	20151109	11/09/2015	MONTHLY UTILITY & TELECO	100-41940-381	463.14
ELECTRIC FUND	20151109	11/09/2015	MONTHLY UTILITY & TELECO	100-41940-382	63.40
ELECTRIC FUND	20151109	11/09/2015	MONTHLY UTILITY & TELECO	100-41940-385	84.03
MELISSA PENAS	20151103	11/03/2015	CLEANING	100-41940-406	390.00
SANDRA HERDER	20151103	11/03/2015	CLEANING	100-41940-406	390.00
JOE HARVEY	7822	11/09/2015	9-6-15 MOWING - CITY	100-41940-406	20.00
JOE HARVEY	7880	11/09/2015	10-6-15 -LEAF BAG -CITY	100-41940-406	40.00
<b>Activity 41940 - City Hall Total:</b>					<b>1,539.57</b>
<b>Activity: 42120 - Crime Control</b>					
NCPERS MINNESOTA	84461115	11/03/2015	INSURANCE #844600 NOV 20	100-42120-133	160.00
INDOFF, INC	2700163	10/20/2015	SUPPLIES	100-42120-200	46.67
WEX BANK	20151110	11/10/2015	OCT CREDIT CARD- POLICE	100-42120-212	1,105.50
WEX BANK	20151110	11/10/2015	OCT CREDIT CARD- POLICE	100-42120-212	-18.36
CENTER STOP	3669	11/09/2015	FUEL	100-42120-212	53.20
SCHRAMMEL LAW OFFICE	20151109	11/09/2015	LEGAL FEES - POLICE	100-42120-304	4,140.00
MN BUREAU OF CRIMINAL AP	20151103	11/03/2015	DMT-G RECERTIFICATION TRA	100-42120-308	75.00
MN BUREAU OF CRIMINAL AP	20151110	11/10/2015	DMT-G RECERTIFICATION TRN	100-42120-308	75.00
ELECTRIC FUND	20151109	11/09/2015	MONTHLY UTILITY & TELECO	100-42120-321	66.52
VERIZON WIRELESS	9754255900	11/03/2015	TELEPHONE #486357723-000	100-42120-321	203.25
ALPHA WIRELESS - MANKATO	679702	11/09/2015	SERVICE	100-42120-323	77.56
COTTONWOOD CO AUD/TRE	20151103	11/03/2015	DISPATCHING RENT	100-42120-325	275.00
JONATHON BECK	20151103	11/03/2015	EXPENSE- DESERT SNOW	100-42120-334	140.83
KDOM RADIO	KDOM0787151037589	11/09/2015	ADVERTISING -POLICE DEPT	100-42120-340	115.00
TOSHIBA FINANCIAL SERVICES	290529775	11/03/2015	COPIER LEASE 10-20 TO 11-20	100-42120-404	14.73

## Expense Approval Report

Payment Dates: 10/29/2015 - 11/10/2015

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
COTTONWOOD CO AUD/TRE	20151103	11/03/2015	DISPATCHING - RENT	100-42120-412	1,850.00
BLUE CROSS/BLUE SHIELD	20151103	11/03/2015	INSURANCE PREM- DEC 2015	100-42120-480	351.50
<b>Activity 42120 - Crime Control Total:</b>					<b>8,731.40</b>
<b>Activity: 42220 - Fire Fighting</b>					
WEX BANK	20151110	11/10/2015	OCT CREDIT CARD- FIRE	100-42220-212	154.60
ELECTRIC FUND	20151109	11/09/2015	MONTHLY UTILITY & TELECO	100-42220-321	27.66
COTTONWOOD CO AUD/TRE	20151103	11/03/2015	DISPATCHING RENT	100-42220-325	212.50
MARK MARCY	20151103	11/03/2015	EXPENSE-	100-42220-331	24.15
CITIZEN PUBLISHING CO	20151110	11/10/2015	ADVERTISING	100-42220-350	606.00
TOSHIBA FINANCIAL SERVICES	290529775	11/03/2015	COPIER LEASE 10-20 TO 11-20	100-42220-404	23.56
BRUNTON ARCHITECTS & EN	08-1586	10/12/2015	SERVICE	100-42220-439	12,924.02
<b>Activity 42220 - Fire Fighting Total:</b>					<b>13,972.49</b>
<b>Activity: 42500 - Civil Defense</b>					
COTTONWOOD CO AUD/TRE	20151103	11/03/2015	DISPATCHING RENT	100-42500-325	12.50
ELECTRIC FUND	20151109	11/09/2015	MONTHLY UTILITY & TELECO	100-42500-381	10.26
<b>Activity 42500 - Civil Defense Total:</b>					<b>22.76</b>
<b>Activity: 43100 - Streets</b>					
NCPERS MINNESOTA	84461115	11/03/2015	INSURANCE #844600 NOV 20	100-43100-133	80.00
CITIZEN PUBLISHING CO	20151110A	11/10/2015	COMPUTER SUPPORT	100-43100-200	117.03
WEX BANK	20151110	11/10/2015	OCT CREDIT CARD- STREET	100-43100-212	1,524.69
WEX BANK	20151110	11/10/2015	OCT CREDIT CARD- STREET	100-43100-212	-18.36
RUNNING'S SUPPLY	20151109	11/09/2015	MAINTENANCE -	100-43100-215	9.99
ELECTRIC FUND	20151109	11/09/2015	MONTHLY UTILITY & TELECO	100-43100-217	42.95
RUNNING'S SUPPLY	20151109	11/09/2015	MAINTENANCE -	100-43100-224	0.45
QUAD BROS TRUCKING & EXC	190	11/09/2015	SERVICE-STUMP REMOVAL 82	100-43100-225	845.00
ELECTRIC FUND	20151109	11/09/2015	MONTHLY UTILITY & TELECO	100-43100-321	58.37
VERIZON WIRELESS	9754255900	11/03/2015	TELEPHONE #486357723-000	100-43100-321	72.31
COTTONWOOD CO AUD/TRE	20151103	11/03/2015	DISPATCHING RENT	100-43100-325	125.00
ELECTRIC FUND	20151109	11/09/2015	MONTHLY UTILITY & TELECO	100-43100-381	216.77
ELECTRIC FUND	20151109	11/09/2015	MONTHLY UTILITY & TELECO	100-43100-381	2,557.85
ELECTRIC FUND	20151109	11/09/2015	MONTHLY UTILITY & TELECO	100-43100-382	18.82
ELECTRIC FUND	20151109	11/09/2015	MONTHLY UTILITY & TELECO	100-43100-385	26.74
WINDOM FARM SERVICE	158498	11/09/2015	MAINTENANCE	100-43100-404	64.16
WINDOM FARM SERVICE	158750	11/09/2015	MAINTENANCE	100-43100-404	11.98
WINDOM AUTO VALU	20151104	11/04/2015	MAINTENANCE #3400540	100-43100-404	108.99
RUNNING'S SUPPLY	20151109	11/09/2015	MAINTENANCE -	100-43100-404	36.96
H & L MESABI INC	94159	10/19/2015	MAINTENANCE	100-43100-404	3,936.55
WINDOM AUTO VALU	20151104	11/04/2015	MAINTENANCE #3400540	100-43100-405	57.73
MCLAUGHLIN & SCHULZ, INC	INV0000672	11/09/2015	2015 SEAL COAT	100-43100-407	35,275.31
BLUE CROSS/BLUE SHIELD	20151103	11/03/2015	INSURANCE PREM- DEC 2015	100-43100-480	938.50
JUSTIN CROWELL	20151109	11/09/2015	EXPENSE-BOOTS	100-43100-480	100.00
<b>Activity 43100 - Streets Total:</b>					<b>46,207.79</b>
<b>Activity: 43210 - Sanitation</b>					
WAYNE ERICKSON	20151109	11/09/2015	COMPOST SITE MANAGER	100-43210-307	180.50
<b>Activity 43210 - Sanitation Total:</b>					<b>180.50</b>
<b>Activity: 45120 - Recreation</b>					
TOSHIBA FINANCIAL SERVICES	290529775	11/03/2015	COPIER LEASE 10-20 TO 11-20	100-45120-217	14.73
<b>Activity 45120 - Recreation Total:</b>					<b>14.73</b>
<b>Activity: 45202 - Park Areas</b>					
NCPERS MINNESOTA	84461115	11/03/2015	INSURANCE #844600 NOV 20	100-45202-133	16.00
CITIZEN PUBLISHING CO	20151110A	11/10/2015	COMPUTER SUPPORT	100-45202-200	117.03
COTTONWOOD CO AUD/TRE	20151103	11/03/2015	DISPATCHING RENT	100-45202-325	37.50
ELECTRIC FUND	20151109	11/09/2015	MONTHLY UTILITY & TELECO	100-45202-381	322.08
ELECTRIC FUND	20151109	11/09/2015	MONTHLY UTILITY & TELECO	100-45202-382	2,535.75
ELECTRIC FUND	20151109	11/09/2015	MONTHLY UTILITY & TELECO	100-45202-385	192.61
RUNNING'S SUPPLY	20151109	11/09/2015	MAINTENANCE -	100-45202-402	88.80

Expense Approval Report

Payment Dates: 10/29/2015 - 11/10/2015

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
WINDOM AUTO VALU	20151104	11/04/2015	MAINTENANCE #3400540	100-45202-404	29.32
				<b>Activity 45202 - Park Areas Total:</b>	<b>3,339.09</b>
				<b>Fund 100 - GENERAL Total:</b>	<b>75,727.93</b>
<b>Fund: 211 - LIBRARY</b>					
<b>Activity: 45501 - Library</b>					
NCPERS MINNESOTA	84461115	11/03/2015	INSURANCE #844600 NOV 20	211-45501-133	16.00
TOSHIBA FINANCIAL SERVICES	290529775	11/03/2015	COPIER LEASE 10-20 TO 11-20	211-45501-217	7.36
ELECTRIC FUND	20151109	11/09/2015	MONTHLY UTILITY & TELECO	211-45501-321	32.09
ELECTRIC FUND	20151109	11/09/2015	MONTHLY UTILITY & TELECO	211-45501-326	47.95
ELECTRIC FUND	20151109	11/09/2015	MONTHLY UTILITY & TELECO	211-45501-381	267.26
ELECTRIC FUND	20151109	11/09/2015	MONTHLY UTILITY & TELECO	211-45501-382	16.68
ELECTRIC FUND	20151109	11/09/2015	MONTHLY UTILITY & TELECO	211-45501-385	26.74
SANDRA HERDER	20151103	11/03/2015	CLEANING	211-45501-402	400.00
MELISSA PENAS	20151103	11/03/2015	CLEANING	211-45501-402	400.00
GALE	532722481	11/09/2015	CREDIT - BOOKS	211-45501-435	-22.74
GALE	56120138	11/09/2015	BOOKS	211-45501-435	124.75
GALE	56444487	11/09/2015	BOOKS	211-45501-435	47.23
GALE	56444840	11/09/2015	BOOKS	211-45501-435	48.73
GALE	56456764	11/09/2015	BOOKS	211-45501-435	170.88
GALE	56498020	11/09/2015	CREDIT -BOOKS	211-45501-435	-49.38
GALE	56555684	11/09/2015	BOOKS	211-45501-435	42.88
GALE	56587663	11/09/2015	BOOKS	211-45501-435	18.85
MICROMARKETING	594371	11/09/2015	BOOKS	211-45501-435	145.98
MICROMARKETING	594794	11/09/2015	BOOKS	211-45501-435	29.99
				<b>Activity 45501 - Library Total:</b>	<b>1,771.25</b>
				<b>Fund 211 - LIBRARY Total:</b>	<b>1,771.25</b>
<b>Fund: 225 - AIRPORT</b>					
<b>Activity: 45127 - Airport</b>					
RED ROCK RURAL WATER	20151104	11/04/2015	SERVICE -NOV 2015	225-45127-200	44.60
CITY SERVICE VALCON	0089918	11/03/2015	GAS -	225-45127-264	10,735.61
SOUTH CENTRAL ELECTRIC	20151103B	11/03/2015	SERVICE #367403 #26-12-116	225-45127-381	152.21
SOUTH CENTRAL ELECTRIC	20151104	11/04/2015	SERVICE #367400 #26-12-112	225-45127-381	183.00
				<b>Activity 45127 - Airport Total:</b>	<b>11,115.42</b>
				<b>Fund 225 - AIRPORT Total:</b>	<b>11,115.42</b>
<b>Fund: 230 - POOL</b>					
<b>Activity: 45124 - Pool</b>					
TOSHIBA FINANCIAL SERVICES	290529775	11/03/2015	COPIER LEASE 10-20 TO 11-20	230-45124-217	7.36
ELECTRIC FUND	20151109	11/09/2015	MONTHLY UTILITY & TELECO	230-45124-381	855.61
ELECTRIC FUND	20151109	11/09/2015	MONTHLY UTILITY & TELECO	230-45124-382	14.94
				<b>Activity 45124 - Pool Total:</b>	<b>877.91</b>
				<b>Fund 230 - POOL Total:</b>	<b>877.91</b>
<b>Fund: 235 - AMBULANCE</b>					
<b>Activity: 42153 - Ambulance</b>					
WEX BANK	20151110	11/10/2015	OCT CREDIT CARD- AMBULAN	235-42153-212	979.47
WEX BANK	20151110	11/10/2015	OCT CREDIT CARD- AMBULAN	235-42153-212	-18.37
PRAXAIR DISTRIBUTION INC	54180197	11/09/2015	SUPPLIES	235-42153-217	365.88
BOUND TREE MEDICAL, LLC	81937274	10/16/2015	SUPPLIES	235-42153-217	332.23
HEATHER PAULSON	20151109	11/09/2015	CLOTHING	235-42153-218	115.48
EMSRB	20151103	11/03/2015	LICENSE RENEWAL -APPLICATI	235-42153-308	152.00
EMSRB	20151103a	11/03/2015	LICENSE RENEWAL - APPLICAT	235-42153-308	440.00
ELECTRIC FUND	20151109	11/09/2015	MONTHLY UTILITY & TELECO	235-42153-321	24.62
VERIZON WIRELESS	9754255900	11/03/2015	TELEPHONE #486357723-000	235-42153-321	65.33
COTTONWOOD CO AUD/TRE	20151103	11/03/2015	DISPATCHING RENT	235-42153-325	200.00
REAL TIME TRANSLATION, INC	107538	11/09/2015	SERVICE	235-42153-327	34.00
REAL TIME TRANSLATION, INC	107714	11/04/2015	SERVICE	235-42153-327	55.90
TIM HACKER	2015110915	11/09/2015	EXPENSE	235-42153-334	11.25
DONNA MARCY	20151109	11/09/2015	EXPENSE	235-42153-334	67.15
ROBIN SHAW	20151109	11/09/2015	EXPENSE	235-42153-334	13.96

## Expense Approval Report

Payment Dates: 10/29/2015 - 11/10/2015

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
JODI JOHNSON	20151109	11/09/2015	EXPENSE	235-42153-334	13.25
HEATHER PAULSON	20151109A	11/09/2015	EXPENSE	235-42153-334	12.18
TIM HACKER	20151110	11/10/2015	EXPENSE-NEW BATTERY -JETP	235-42153-404	42.74
				<b>Activity 42153 - Ambulance Total:</b>	<b>2,907.07</b>
				<b>Fund 235 - AMBULANCE Total:</b>	<b>2,907.07</b>
<b>Fund: 250 - EDA GENERAL</b>					
ELECTRIC FUND	20151103	11/03/2015	EDA LOAN TO ELEC FUND	250-23900	892.08
					<b>892.08</b>
<b>Activity: 46520 - EDA</b>					
NCPERS MINNESOTA	84461115	11/03/2015	INSURANCE #844600 NOV 20	250-46520-133	24.00
WENCK ASSOCIATES, INC.	11508935	11/10/2015	S WINDOM IND PARK-SITE DE	250-46520-303	1,050.00
SCHRAMEL LAW OFFICE	20151109	11/09/2015	LEGAL FEES - EDA	250-46520-304	75.00
BRADLEY & DEIKE, P.A.	34644	11/10/2015	SERVICE -	250-46520-304	289.00
ELECTRIC FUND	20151109	11/09/2015	MONTHLY UTILITY & TELECO	250-46520-321	94.16
VERIZON WIRELESS	9754255900	11/03/2015	TELEPHONE #486357723-000	250-46520-321	50.48
AARON BACKMAN	20151102	11/02/2015	EXPENSE- REGIONAL WORKF	250-46520-331	82.80
AARON BACKMAN	20151109	11/09/2015	EXPENSE-SW MN ECON DEV P	250-46520-331	78.20
CITIZEN PUBLISHING CO	20151110	11/10/2015	ADVERTISING	250-46520-340	582.40
CITIZEN PUBLISHING CO	20151110	11/10/2015	ADVERTISING - WEBSITE	250-46520-350	79.50
ELECTRIC FUND	20151109	11/09/2015	MONTHLY UTILITY & TELECO	250-46520-381	49.14
CITIZEN PUBLISHING CO	20151110A	11/10/2015	COMPUTER SUPPORT	250-46520-404	45.00
WINDOM AREA CHAMBER OF	1354	11/10/2015	2015-16 GENERAL MEMBERS	250-46520-433	260.00
WINDOM AREA CHAMBER OF	1354A	11/10/2015	VOL CONTRIBUTION TO CAPIT	250-46520-433	25.00
EDAM	20151110	11/10/2015	MEMBERSHIP RENEWAL 2016	250-46520-433	250.00
COTTONWOOD CO RECORDER	58058	11/09/2015	RECORDING FEE: DOC #27651	250-46520-480	46.00
GRAYBAR ELECTRIC CO	981633248	11/04/2015	WINDOM SIGN	250-46520-480	89.60
				<b>Activity 46520 - EDA Total:</b>	<b>3,170.28</b>
<b>Activity: 49980 - Debt Service</b>					
FULDA CREDIT UNION	20151103	11/03/2015	SPEC BLDG LOAN - PRINCIPAL	250-49980-602	2,092.04
ELECTRIC FUND	20151103	11/03/2015	EDA LOAN TO ELEC FUND	250-49980-612	57.41
FULDA CREDIT UNION	20151103	11/03/2015	SPEC BLDG LOAN - INTEREST	250-49980-612	1,267.96
				<b>Activity 49980 - Debt Service Total:</b>	<b>3,417.41</b>
				<b>Fund 250 - EDA GENERAL Total:</b>	<b>7,479.77</b>
<b>Fund: 253 - EDA RIVERBLUFF ESTATES</b>					
<b>Activity: 46520 - EDA</b>					
ALLEN BAHN	346873	11/02/2015	SERVICES - LAWN MOWING 2	253-46520-406	800.00
				<b>Activity 46520 - EDA Total:</b>	<b>800.00</b>
				<b>Fund 253 - EDA RIVERBLUFF ESTATES Total:</b>	<b>800.00</b>
<b>Fund: 254 - NORTH IND PARK</b>					
<b>Activity: 46520 - EDA</b>					
SCHRAMEL LAW OFFICE	20151109	11/09/2015	LEGAL FEES - NWIP	254-46520-304	845.00
SOUTH CENTRAL ELECTRIC	20151103	11/03/2015	SERVICE #367404 26-24-123-	254-46520-381	103.62
COTTONWOOD CO RECORDER	57972	11/09/2015	RECORDING FEE: DOC #27647	254-46520-480	46.00
				<b>Activity 46520 - EDA Total:</b>	<b>994.62</b>
				<b>Fund 254 - NORTH IND PARK Total:</b>	<b>994.62</b>
<b>Fund: 262 - TIF 1-2 PAMIDA</b>					
<b>Activity: 46530 - TIF Districts</b>					
WENCK ASSOCIATES, INC.	11508934	11/10/2015	RIVER BEND ADDITION SEWE	262-46530-303	6,719.88
WENCK ASSOCIATES, INC.	20151110	11/10/2015	ENGINEER PAYMT- TIF 1-2 PR	262-46530-303	1,592.50
				<b>Activity 46530 - TIF Districts Total:</b>	<b>8,312.38</b>
				<b>Fund 262 - TIF 1-2 PAMIDA Total:</b>	<b>8,312.38</b>
<b>Fund: 273 - TIF 1-17 NWIP I</b>					
<b>Activity: 46530 - TIF Districts</b>					
NEGEN CONSTRUCTION LLC	20151104	11/04/2015	SERVICE-CURBING @ COMME	273-46530-593	1,440.00
				<b>Activity 46530 - TIF Districts Total:</b>	<b>1,440.00</b>
				<b>Fund 273 - TIF 1-17 NWIP I Total:</b>	<b>1,440.00</b>

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 401 - GENERAL CAPITAL PROJECTS</b>					
<b>Activity: 41000 - General Government</b>					
SCHRAMMEL LAW OFFICE	20151109	11/09/2015	LEGAL FEES - 7TH STREET EXT	401-41000-480	30.00
<b>Activity 41000 - General Government Total:</b>					<b>30.00</b>
<b>Activity: 49950 - Capital Outlay</b>					
JASON HANKE	387204	11/09/2015	SERVICE - CITY NETWORK	401-49950-500	1,920.00
<b>Activity 49950 - Capital Outlay Total:</b>					<b>1,920.00</b>
<b>Fund 401 - GENERAL CAPITAL PROJECTS Total:</b>					<b>1,950.00</b>
<b>Fund: 601 - WATER</b>					
<b>Activity: 49400 - Water</b>					
NCPERS MINNESOTA	84461115	11/03/2015	INSURANCE #844600 NOV 20	601-49400-133	40.00
WEX BANK	20151110	11/10/2015	OCT CREDIT CARD- WATER	601-49400-212	220.70
HAWKINS, INC	3789839	10/27/2015	CHEMICALS	601-49400-216	5,211.79
RUNNING'S SUPPLY	20151109	11/09/2015	MAINTENANCE -	601-49400-241	899.99
MN VALLEY TESTING	778244	10/16/2015	TESTING	601-49400-310	56.25
ELECTRIC FUND	20151109	11/09/2015	MONTHLY UTILITY & TELECO	601-49400-321	49.32
VERIZON WIRELESS	9754255900	11/03/2015	TELEPHONE #486357723-000	601-49400-321	46.89
COTTONWOOD CO AUD/TRE	20151103	11/03/2015	DISPATCHING RENT	601-49400-325	100.00
HP SUDS CLUB, LLC	20151104	11/04/2015	BILLING CONTACT SERVICE	601-49400-326	1,170.00
MIKE HAUGEN	20151103	11/03/2015	EXPENSE-	601-49400-334	14.70
CITIZEN PUBLISHING CO	20151110	11/10/2015	ADVERTISING	601-49400-340	616.90
KDOM RADIO	KDOM0791151037593	11/02/2015	ADVERTISING - WATER & WA	601-49400-340	200.00
ELECTRIC FUND	20151109	11/09/2015	MONTHLY UTILITY & TELECO	601-49400-381	4,779.71
ELECTRIC FUND	20151109	11/09/2015	MONTHLY UTILITY & TELECO	601-49400-382	15.54
ELECTRIC FUND	20151109	11/09/2015	MONTHLY UTILITY & TELECO	601-49400-385	26.74
ELECTRIC FUND	20151109	11/09/2015	MONTHLY UTILITY & TELECO	601-49400-386	1,178.27
BOLTON & MENK, INC.	0182988	11/03/2015	SERVICE-WATER TOWER PAIN	601-49400-402	4,115.00
RUNNING'S SUPPLY	20151109	11/09/2015	MAINTENANCE -	601-49400-404	18.10
TOSHIBA FINANCIAL SERVICES	290529775	11/03/2015	COPIER LEASE 10-20 TO 11-20	601-49400-404	29.45
ITRON INC.	390903	10/27/2015	MAINTENANCE	601-49400-404	854.66
MOSLEY	600307868	11/09/2015	MAINTENANCE	601-49400-408	133.00
<b>Activity 49400 - Water Total:</b>					<b>19,777.01</b>
<b>Fund 601 - WATER Total:</b>					<b>19,777.01</b>
<b>Fund: 602 - SEWER</b>					
<b>Activity: 49450 - Sewer</b>					
NCPERS MINNESOTA	84461115	11/03/2015	INSURANCE #844600 NOV 20	602-49450-133	56.00
WEX BANK	20151110	11/10/2015	OCT CREDIT CARD- SEWER	602-49450-212	399.28
HAWKINS, INC	3789838	10/27/2015	CHEMICALS	602-49450-216	610.50
RUNNING'S SUPPLY	20151109	11/09/2015	MAINTENANCE -	602-49450-217	109.99
RUNNING'S SUPPLY	20151109	11/09/2015	MAINTENANCE -	602-49450-241	69.98
MN VALLEY TESTING	777799	10/16/2015	TESTING	602-49450-310	238.00
MN VALLEY TESTING	777800	10/16/2015	TESTING	602-49450-310	133.00
MN VALLEY TESTING	778055	10/14/2015	TESTING	602-49450-310	158.00
MN VALLEY TESTING	778056	10/14/2015	TESTING	602-49450-310	118.60
MN VALLEY TESTING	778277	10/16/2015	TESTING	602-49450-310	285.20
MN VALLEY TESTING	778312	10/16/2015	TESTING	602-49450-310	194.40
MN VALLEY TESTING	778990	10/20/2015	TESTING	602-49450-310	238.00
MN VALLEY TESTING	779247	10/20/2015	TESTING	602-49450-310	133.00
MN VALLEY TESTING	779362	10/27/2015	TESTING	602-49450-310	38.40
MN VALLEY TESTING	779464	10/27/2015	TESTING	602-49450-310	158.00
MN VALLEY TESTING	779681	10/27/2015	TESTING	602-49450-310	120.00
ELECTRIC FUND	20151109	11/09/2015	MONTHLY UTILITY & TELECO	602-49450-321	150.70
VERIZON WIRELESS	9754255900	11/03/2015	TELEPHONE #486357723-000	602-49450-321	46.89
COTTONWOOD CO AUD/TRE	20151103	11/03/2015	DISPATCHING RENT	602-49450-325	100.00
HP SUDS CLUB, LLC	20151104	11/04/2015	BILLING CONTACT SERVICE	602-49450-326	1,170.00
ELECTRIC FUND	20151109	11/09/2015	MONTHLY UTILITY & TELECO	602-49450-326	42.95
COLTON DUNSE	20151103	11/03/2015	EXPENSE-WASTEWATER TEST	602-49450-331	183.25
SOUTH CENTRAL ELECTRIC	20151103A	11/03/2015	SERVICE #367405 26-24-125-	602-49450-381	75.44
ELECTRIC FUND	20151109	11/09/2015	MONTHLY UTILITY & TELECO	602-49450-381	15,670.35

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ELECTRIC FUND	20151109	11/09/2015	MONTHLY UTILITY & TELECO	602-49450-382	140.97
RUNNING'S SUPPLY	20151109	11/09/2015	MAINTENANCE -	602-49450-404	191.59
TOSHIBA FINANCIAL SERVICES	290529775	11/03/2015	COPIER LEASE 10-20 TO 11-20	602-49450-404	23.56
ITRON INC.	390903	10/27/2015	MAINTENANCE	602-49450-404	854.65
ELECTRIC FUND	20151110A	11/10/2015	MAINTENANCE	602-49450-405	33.80
ELECTRIC FUND	20151110A	11/10/2015	MAINTENANCE	602-49450-405	13.50
ELECTRIC FUND	20151110A	11/10/2015	MAINTENANCE	602-49450-405	19.50
RUNNING'S SUPPLY	20151109	11/09/2015	MAINTENANCE -	602-49450-406	80.64
AUTOMATIC SYSTEMS CO	29643	10/21/2015	MAINTENANCE	602-49450-408	1,612.60
MN VALLEY TESTING	778566	10/16/2015	TESTING	602-49450-439	126.40
BLUE CROSS/BLUE SHIELD	20151103	11/03/2015	INSURANCE PREM- DEC 2015	602-49450-480	351.50
<b>Activity 49450 - Sewer Total:</b>					<b>23,948.64</b>
<b>Fund 602 - SEWER Total:</b>					<b>23,948.64</b>

Fund: 604 - ELECTRIC

SARA DEAVILA	20151110	11/10/2015	REFUND - STATMENT CREDIT -	604-11500	130.43
WESCO DISTRIBUTION, INC	198458	10/20/2015	MAINTENANCE	604-14200	923.46
JOSHUA SAFFERT	20151103	11/03/2015	REFUND - UTILITY PREPAYME	604-22000	300.00
G. ARLENE BLOCK	20151103	11/03/2015	REFUND - UTILITY PREPAYME	604-22000	300.00
HAYDON WEEKS	20151103	11/03/2015	REFUND- UTILITY PREPAYME	604-22000	300.00
ANTHONY EIDEM	20151103	11/03/2015	REFUND - UTILITY PREPAYME	604-22000	300.00
KIRSTEN LIDTKE	20151104	11/04/2015	REFUND -BALANCE OF UTILIT	604-22000	207.34
ELECTRIC FUND	20151104	11/04/2015	REF UTIL PREPAY-K.LIDTKE TO	604-22000	92.66
ELECTRIC FUND	20151104A	11/04/2015	REF UTIL PREPAY-N.DORMAN	604-22000	300.00
SARA DEAVILA	20151110A	11/10/2015	REFUND - UTILITY PREPAYME	604-22000	300.00
					<b>3,153.89</b>

Activity: 49550 - Electric

NCPERS MINNESOTA	84461115	11/03/2015	INSURANCE #844600 NOV 20	604-49550-133	96.00
OFFICEMAX - HSBC BUS SOLU	550211	10/27/2015	SUPPLIES	604-49550-200	198.74
WEX BANK	20151110	11/10/2015	OCT CREDIT CARD- ELECTRIC	604-49550-212	700.49
JOANNE NELSON	632278	11/09/2015	SERVICE	604-49550-218	100.00
BORDER STATES	910235914	11/03/2015	UNIFORMS	604-49550-218	360.90
BORDER STATES	910244190	11/03/2015	UNIFORMS	604-49550-218	221.38
LOCATORS & SUPPLIES, INC	0240041-IN	11/03/2015	SMALL TOOLS	604-49550-241	32.75
RUNNING'S SUPPLY	20151109	11/09/2015	MAINTENANCE -	604-49550-241	11.99
IRBY ELECTRICAL DISTRIBUTO	S009205980.001	10/14/2015	SMALL TOOLS	604-49550-241	109.98
DEPARTMENT OF ENERGY	BFPB0000801015	11/09/2015	POWER COST	604-49550-263	85,561.38
ELECTRIC FUND	20151109	11/09/2015	MONTHLY UTILITY & TELECO	604-49550-321	195.89
VERIZON WIRELESS	9754255900	11/03/2015	TELEPHONE #486357723-000	604-49550-321	75.31
COTTONWOOD CO AUD/TRE	20151103	11/03/2015	DISPATCHING RENT	604-49550-325	187.50
HP SUDS CLUB, LLC	20151104	11/04/2015	BILLING CONTACT SERVICE	604-49550-326	1,170.00
ELECTRIC FUND	20151109	11/09/2015	MONTHLY UTILITY & TELECO	604-49550-326	112.31
RUNNING'S SUPPLY	20151109	11/09/2015	MAINTENANCE -	604-49550-333	14.11
ELECTRIC FUND	20151109	11/09/2015	MONTHLY UTILITY & TELECO	604-49550-381	91.30
ELECTRIC FUND	20151109	11/09/2015	MONTHLY UTILITY & TELECO	604-49550-382	19.35
ELECTRIC FUND	20151109	11/09/2015	MONTHLY UTILITY & TELECO	604-49550-385	26.74
RUNNING'S SUPPLY	20151109	11/09/2015	MAINTENANCE -	604-49550-404	12.10
TOSHIBA FINANCIAL SERVICES	290529775	11/03/2015	COPIER LEASE 10-20 TO 11-20	604-49550-404	29.45
ITRON INC.	390903	10/27/2015	MAINTENANCE	604-49550-404	854.66
CAMPUS CLEANERS	10-010126	11/03/2015	SERVICE- POWER PLANT	604-49550-406	34.17
CAMPUS CLEANERS	10-011142	11/03/2015	SERVICE - POWER PLANT	604-49550-406	34.17
NORTHERN INSULATION PRO	15194	11/03/2015	MAINTENANCE	604-49550-406	3,250.00
BRAD BUSSA	20151103	11/03/2015	EXPENSE - CLEANING	604-49550-406	184.60
RUNNING'S SUPPLY	20151109	11/09/2015	MAINTENANCE -	604-49550-408	26.99
RESCO	625998-00	11/03/2015	MAINTENANCE	604-49550-408	64.97
RESCO	626002-00	11/09/2015	MAINTENANCE	604-49550-408	159.59
GRAYBAR ELECTRIC CO	981522437	10/19/2015	MAINTENANCE	604-49550-408	71.46
RETROFIT RECYCLING, INC	0082551-IN	11/03/2015	SUPPLIES	604-49550-450	281.11
ANITA WINKEL	20151103	11/03/2015	ENERGY REBATE	604-49550-450	150.00
BEN DERICKSON	20151103	11/03/2015	ENERGY REBATE	604-49550-450	130.00

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
RON WENDORFF	20151103	11/03/2015	ENERGY REBATE	604-49550-450	462.50
BANK MIDWEST	20151029	10/29/2015	NSF-RACHEL STEVENS-UTIL &	604-49550-480	157.23
BLUE CROSS/BLUE SHIELD	20151103	11/03/2015	INSURANCE PREM- DEC 2015	604-49550-480	938.50
WINDOM AREA DEVELOPME	20151103	11/03/2015	INDUSTRIAL DEVELOPMENT	604-49550-491	1,200.00
				<b>Activity 49550 - Electric Total:</b>	<b>97,327.62</b>
				<b>Fund 604 - ELECTRIC Total:</b>	<b>100,481.51</b>

## Fund: 609 - LIQUOR STORE

## Activity: 49751 - Liquor Store

NCPERS MINNESOTA	84461115	11/03/2015	INSURANCE #844600 NOV 20	609-49751-133	16.00
CAMPUS CLEANERS	10-011604	11/03/2015	SERVICE - RIVER BEND	609-49751-217	20.05
ZABINSKI BUSINESS SERVICES,	1572	11/09/2015	SUPPLIES	609-49751-217	427.50
CITIZEN PUBLISHING CO	4584	11/09/2015	SERVICE	609-49751-217	144.31
AH HERMEL COMPANY	536968	10/19/2015	MERCHANDISE	609-49751-217	114.22
VINOPIA, INC	0134552-IN	10/12/2015	MERCHANDISE	609-49751-251	144.00
VINOPIA, INC	0134553-IN	10/12/2015	MERCHANDISE	609-49751-251	661.50
VINOPIA, INC	0135228-IN	10/20/2015	MERCHANDISE	609-49751-251	120.00
WIRTZ BEVERAGE MN WINE	1080382630	10/12/2015	MERCHANDISE	609-49751-251	3,498.04
SOUTHERN WINE & SPIRITS O	1337298	10/20/2015	MERCHANDISE	609-49751-251	1,604.48
PHILLIPS WINE & SPIRITS	2867155	10/19/2015	MERCHANDISE	609-49751-251	357.90
PHILLIPS WINE & SPIRITS	2870680	10/27/2015	MERCHANDISE	609-49751-251	6,251.65
JOHNSON BROS.	5280980	10/19/2015	MERCHANDISE	609-49751-251	3,398.46
JOHNSON BROS.	5286263	10/27/2015	MERCHANDISE	609-49751-251	801.04
JOHNSON BROS.	547985	11/03/2015	CREDIT - MERCHANDISE	609-49751-251	-562.20
WIRTZ BEVERAGE MN WINE	1080382631	10/12/2015	MERCHANDISE	609-49751-252	46.15
ARTISAN BEER COMPANY	3060534	10/19/2015	MERCHANDISE	609-49751-252	366.50
ARTISAN BEER COMPANY	3061746	10/21/2015	MERCHANDISE	609-49751-252	310.70
DOLL DISTRIBUTING, LLC	483741	11/03/2015	MERCHANDISE	609-49751-252	6,349.20
DOLL DISTRIBUTING, LLC	485618	11/03/2015	MERCHANDISE	609-49751-252	1,332.80
DOLL DISTRIBUTING, LLC	485623	11/03/2015	MERCHANDISE	609-49751-252	806.40
JOHNSON BROS.	5286265	10/27/2015	MERCHANDISE	609-49751-252	26.00
BEVERAGE WHOLESALERS	574007	11/03/2015	MERCHANDISE	609-49751-252	4,482.97
VINOPIA, INC	0135228-IN	10/20/2015	MERCHANDISE	609-49751-253	88.00
SOUTHERN WINE & SPIRITS O	1337299	10/20/2015	MERCHANDISE	609-49751-253	210.00
INDIAN ISLAND WINERY	2757	11/03/2015	MERCHANDISE	609-49751-253	464.64
PHILLIPS WINE & SPIRITS	2870681	10/27/2015	MERCHANDISE	609-49751-253	1,024.40
JOHNSON BROS.	5280981	10/19/2015	MERCHANDISE	609-49751-253	1,222.15
JOHNSON BROS.	5280982	10/19/2015	MERCHANDISE	609-49751-253	26.00
JOHNSON BROS.	5286264	10/27/2015	MERCHANDISE	609-49751-253	993.85
JOHNSON BROS.	548266	11/03/2015	CREDIT - MERCHANDISE	609-49751-253	-13.15
JOHNSON BROS.	548267	11/03/2015	CREDIT - MERCHANDISE	609-49751-253	-5.86
WIRTZ BEVERAGE MN WINE	1080382630	10/12/2015	MERCHANDISE	609-49751-254	86.22
PBC - PEPSI BEVERAGES COM	26459157	10/19/2015	MERCHANDISE	609-49751-254	239.30
DOLL DISTRIBUTING, LLC	483741	11/03/2015	MERCHANDISE	609-49751-254	45.00
AH HERMEL COMPANY	536968	10/19/2015	MERCHANDISE	609-49751-254	75.26
AH HERMEL COMPANY	536968	10/19/2015	MERCHANDISE	609-49751-256	78.38
WIRTZ BEVERAGE MN WINE	1080382630	10/12/2015	MERCHANDISE	609-49751-259	36.00
BEVERAGE WHOLESALERS	574007	11/03/2015	MERCHANDISE	609-49751-259	16.80
AH HERMEL COMPANY	536968	10/19/2015	MERCHANDISE	609-49751-261	19.17
ELECTRIC FUND	20151109	11/09/2015	MONTHLY UTILITY & TELECO	609-49751-321	180.30
VERIZON WIRELESS	9754255900	11/03/2015	TELEPHONE #486357723-000	609-49751-321	55.65
ELECTRIC FUND	20151109	11/09/2015	MONTHLY UTILITY & TELECO	609-49751-326	36.95
VINOPIA, INC	0134552-IN	10/12/2015	MERCHANDISE	609-49751-333	17.50
VINOPIA, INC	0134553-IN	10/12/2015	MERCHANDISE	609-49751-333	21.00
VINOPIA, INC	0135228-IN	10/20/2015	MERCHANDISE	609-49751-333	5.00
WIRTZ BEVERAGE MN WINE	1080382630	10/12/2015	MERCHANDISE	609-49751-333	61.30
SOUTHERN WINE & SPIRITS O	1337298	10/20/2015	MERCHANDISE	609-49751-333	32.49
SOUTHERN WINE & SPIRITS O	1337299	10/20/2015	MERCHANDISE	609-49751-333	10.25
PHILLIPS WINE & SPIRITS	2867155	10/19/2015	MERCHANDISE	609-49751-333	5.01
PHILLIPS WINE & SPIRITS	2870680	10/27/2015	MERCHANDISE	609-49751-333	94.05
PHILLIPS WINE & SPIRITS	2870681	10/27/2015	MERCHANDISE	609-49751-333	25.05

## Expense Approval Report

Payment Dates: 10/29/2015 - 11/10/2015

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
JOHNSON BROS.	5280980	10/19/2015	MERCHANDISE	609-49751-333	45.37
JOHNSON BROS.	5280981	10/19/2015	MERCHANDISE	609-49751-333	41.75
JOHNSON BROS.	5286263	10/27/2015	MERCHANDISE	609-49751-333	19.21
JOHNSON BROS.	5286264	10/27/2015	MERCHANDISE	609-49751-333	36.75
AH HERMEL COMPANY	536968	10/19/2015	MERCHANDISE	609-49751-333	3.95
JOHNSON BROS.	547985	11/03/2015	CREDIT - MERCHANDISE	609-49751-333	-10.02
CITIZEN PUBLISHING CO	20151110	11/10/2015	ADVERTISING	609-49751-340	971.60
KDOM RADIO	KDOM0229151037534	11/09/2015	ADVERTISING - RIVER BEND LI	609-49751-340	446.50
ELECTRIC FUND	20151109	11/09/2015	MONTHLY UTILITY & TELECO	609-49751-381	826.80
ELECTRIC FUND	20151109	11/09/2015	MONTHLY UTILITY & TELECO	609-49751-382	106.49
ELECTRIC FUND	20151109	11/09/2015	MONTHLY UTILITY & TELECO	609-49751-385	99.32
TOSHIBA FINANCIAL SERVICES	290529775	11/03/2015	COPIER LEASE 10-20 TO 11-20	609-49751-404	29.45
CITY OF WINDOM	20151109	11/09/2015	RIVER BEND LIQ-CIGARETTE LI	609-49751-444	20.00
<b>Activity 49751 - Liquor Store Total:</b>					<b>38,505.55</b>
<b>Fund 609 - LIQUOR STORE Total:</b>					<b>38,505.55</b>

## Fund: 614 - TELECOM

CESAR HERNANDEZ	20151110	11/10/2015	REFUND - STATEMENT CREDI	614-11500	25.40
ELECTRIC FUND	20151110	11/10/2015	MONTHLY TRANSFERS-TEL TO	614-11500	551.10
COTTONWOOD CO VETERANS	20151110	11/10/2015	REFUND - STATEMENT CREDI	614-11500	17.96
INTERNAL REVENUE SERVICE	2015111015	11/10/2015	EXCISE TAX POSTING OCT 201	614-20201	882.61
					<b>1,477.07</b>

## Activity: 49870 - Telecom

NCPERS MINNESOTA	84461115	11/03/2015	INSURANCE #844600 NOV 20	614-49870-133	64.00
CAMPUS CLEANERS	10-011144	11/03/2015	SERVICE - WINDOM NET	614-49870-211	21.33
WEX BANK	20151110	11/10/2015	OCT CREDIT CARD- TELECOM	614-49870-212	276.21
CENTER STOP	5440	11/09/2015	SUPPLIES	614-49870-217	3.94
ODDSON UNDERGROUND INC	2015-092	11/09/2015	SERVICE-PHIL & EMILY CENZA	614-49870-227	500.00
RUNNING'S SUPPLY	20151109	11/09/2015	MAINTENANCE -	614-49870-227	74.04
LAMPERTS YARDS, INC.	39158923	11/09/2015	SUPPLIES - HEADEND	614-49870-227	44.90
LAMPERTS YARDS, INC.	39159520	11/09/2015	SUPPLIES - HEADEND	614-49870-227	20.99
LOCATORS & SUPPLIES, INC	0239612-IN	10/19/2015	MAINTENANCE - LOCATER RE	614-49870-240	453.66
RUSHMORE INDUSTRIES, INC	20151103	11/03/2015	FREIGHT	614-49870-240	14.99
ELECTRIC FUND	20151109	11/09/2015	MONTHLY UTILITY & TELECO	614-49870-321	359.90
VERIZON WIRELESS	9754255900	11/03/2015	TELEPHONE #486357723-000	614-49870-321	219.03
HP SUDS CLUB, LLC	20151104	11/04/2015	BILLING CONTACT SERVICE	614-49870-326	1,170.00
GODFATHER'S PIZZA	141155	11/03/2015	EXPENSE - TRAINING MEAL	614-49870-334	34.18
ARENA FUND	20151103	11/03/2015	EXPENSE - ADVERTISING IN A	614-49870-340	200.00
CITIZEN PUBLISHING CO	20151110	11/10/2015	ADVERTISING	614-49870-340	708.75
KDOM RADIO	KDOM0073151037588	11/09/2015	ADVERTISING - WINDOM NET	614-49870-340	99.00
ELECTRIC FUND	20151109	11/09/2015	MONTHLY UTILITY & TELECO	614-49870-381	2,170.88
ELECTRIC FUND	20151109	11/09/2015	MONTHLY UTILITY & TELECO	614-49870-382	16.78
ELECTRIC FUND	20151109	11/09/2015	MONTHLY UTILITY & TELECO	614-49870-385	26.74
TOSHIBA FINANCIAL SERVICES	290529775	11/03/2015	COPIER LEASE 10-20 TO 11-20	614-49870-404	44.18
CENTURY LINK	422543	10/23/2015	DIRECTORY LISTINGS #422543	614-49870-441	302.61
CENTURY LINK	1040021021-15290	11/03/2015	CABS #507-L04-0021-021	614-49870-441	65.20
NATIONAL CABLE TV COOP	20151029	10/29/2015	SUBSCRIBER	614-49870-442	86,180.95
RFD TV	2189-1745	10/20/2015	SUBSCRIBER	614-49870-442	428.78
DISPLAY SYSTEMS INTERNATI	25018	11/09/2015	SERVICE	614-49870-442	163.88
WOODSTOCK COMMUNICATI	10048207	11/09/2015	SERVICE #00017668-1	614-49870-445	205.10
E-911 - INDEPENDENT EMERG	20151110	11/10/2015	MONTHLY 911 SERVICE 11/1	614-49870-445	40.00
COGENT COMMUNICATIONS,	20151110	11/10/2015	SERVICE 9/21 TO 10/20 #CITY	614-49870-447	1,750.00
JASON HANKE	387204A	11/09/2015	SERVICE	614-49870-447	3,005.00
HURRICANE ELECTRIC LLC	9808172-IN	11/09/2015	10 GB INTERNET CONNECTIO	614-49870-447	4,000.00
GOLDEN WEST TECH & INT SO	150910414	11/04/2015	SERVICE	614-49870-448	110.84
GOLDEN WEST TECH & INT SO	151010396	11/04/2015	SERVICE	614-49870-448	181.67
CENTURY LINK	20151103	11/03/2015	SERVICE #507-831-1075-104	614-49870-451	74.72
BANK MIDWEST	20151029	10/29/2015	NSF-RACHEL STEVENS-UTIL &	614-49870-480	112.31

## Expense Approval Report

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
SOUTHWEST MN BROADBAN	20151103	11/03/2015	QVC COMMISSIONS-SEPT 201	614-49870-480	107.88
				<b>Activity 49870 - Telecom Total:</b>	<b>103,252.44</b>
				<b>Fund 614 - TELECOM Total:</b>	<b>104,729.51</b>
<b>Fund: 615 - ARENA</b>					
<b>Activity: 49850 - Arena</b>					
NCPERS MINNESOTA	84461115	11/03/2015	INSURANCE #844600 NOV 20	615-49850-133	32.00
WEX BANK	20151110	11/10/2015	OCT CREDIT CARD- ARENA	615-49850-212	120.34
TOSHIBA FINANCIAL SERVICES	290529775	11/03/2015	COPIER LEASE 10-20 TO 11-20	615-49850-217	26.51
ELECTRIC FUND	20151109	11/09/2015	MONTHLY UTILITY & TELECO	615-49850-321	119.01
VERIZON WIRELESS	9754255900	11/03/2015	TELEPHONE #486357723-000	615-49850-321	67.88
ELECTRIC FUND	20151109	11/09/2015	MONTHLY UTILITY & TELECO	615-49850-326	112.31
ELECTRIC FUND	20151109	11/09/2015	MONTHLY UTILITY & TELECO	615-49850-381	3,059.81
ELECTRIC FUND	20151109	11/09/2015	MONTHLY UTILITY & TELECO	615-49850-382	211.22
ELECTRIC FUND	20151109	11/09/2015	MONTHLY UTILITY & TELECO	615-49850-385	26.74
				<b>Activity 49850 - Arena Total:</b>	<b>3,775.82</b>
				<b>Fund 615 - ARENA Total:</b>	<b>3,775.82</b>
<b>Fund: 617 - M/P CENTER</b>					
<b>Activity: 49860 - M/P Center</b>					
NCPERS MINNESOTA	84461115	11/03/2015	INSURANCE #844600 NOV 20	617-49860-133	48.00
COLE PAPERS INC.	9140435	10/19/2015	SUPPLIES	617-49860-211	293.67
WEX BANK	20151110	11/10/2015	OCT CREDIT CARD- MP	617-49860-212	70.17
MN DEPT OF PUBLIC SAFETY	20151109	11/09/2015	LIQUOR BUYER'S CARD	617-49860-217	20.00
ELECTRIC FUND	20151109	11/09/2015	MONTHLY UTILITY & TELECO	617-49860-321	108.95
VERIZON WIRELESS	9754255900	11/03/2015	TELEPHONE #486357723-000	617-49860-321	16.65
ELECTRIC FUND	20151109	11/09/2015	MONTHLY UTILITY & TELECO	617-49860-326	42.95
KDOM RADIO	KDOM0563151037585	11/04/2015	ADVERTISING - COMM CENTE	617-49860-340	171.50
ELECTRIC FUND	20151109	11/09/2015	MONTHLY UTILITY & TELECO	617-49860-381	1,581.01
ELECTRIC FUND	20151109	11/09/2015	MONTHLY UTILITY & TELECO	617-49860-382	101.35
ELECTRIC FUND	20151109	11/09/2015	MONTHLY UTILITY & TELECO	617-49860-385	84.84
TOSHIBA FINANCIAL SERVICES	290529775	11/03/2015	LEASE STUDIO 357-COMM CE	617-49860-404	60.00
TOSHIBA FINANCIAL SERVICES	290529775	11/03/2015	COPIER LEASE 10-20 TO 11-20	617-49860-404	14.73
CAMPUS CLEANERS	10-011143	10/20/2015	SERVICE - COMM CENTER	617-49860-406	55.50
				<b>Activity 49860 - M/P Center Total:</b>	<b>2,669.32</b>
				<b>Fund 617 - M/P CENTER Total:</b>	<b>2,669.32</b>
<b>Fund: 651 - RIVERLBUFF TOWNHOMES</b>					
<b>Activity: 46520 - EDA</b>					
ALLEN BAHN	346873	11/02/2015	SERVICES - LAWN MOWING 2	651-46520-480	1,200.00
				<b>Activity 46520 - EDA Total:</b>	<b>1,200.00</b>
				<b>Fund 651 - RIVERLBUFF TOWNHOMES Total:</b>	<b>1,200.00</b>
<b>Fund: 700 - PAYROLL</b>					
Internal Revenue Service-Payr	INV0000670	10/30/2015	Federal Tax Withholding	700-21701	10,226.07
Minnesota Department of Re	INV0000669	10/30/2015	State Withholding	700-21702	4,146.15
Internal Revenue Service-Payr	INV0000671	10/30/2015	Social Security	700-21703	10,993.88
MN Pera	INV0000662	10/30/2015	PERA	700-21704	12,359.92
MN Pera	INV0000663	10/30/2015	PERA	700-21704	5,289.86
MN Pera	INV0000664	10/30/2015	PERA	700-21704	512.30
Minnesota State Deferred	INV0000665	10/30/2015	Deferred Compensation	700-21705	4,355.00
Minnesota State Deferred	INV0000666	10/30/2015	Deferred Roth	700-21705	875.00
BLUE CROSS/BLUE SHIELD	20151103	11/03/2015	INSURANCE PREM- DEC 2015	700-21706	34,601.50
COLLECTION SERVICES CENTE	20151102	11/03/2015	#CDDM013726	700-21709	930.23
MN Child Support Payment C	INV0000667	10/30/2015	Child Support Payment	700-21709	407.47
Internal Revenue Service-Payr	INV0000668	10/30/2015	Medicare Withholding	700-21711	3,121.54
SELECTACCOUNT	20151103	11/03/2015	FLEX SPENDING	700-21712	717.20
SELECTACCOUNT	20151110	11/10/2015	FLEX SPENDING	700-21712	537.49
COLONIAL LIFE INSURANCE	8182644-1112978	11/04/2015	BCN E8182644 INSURANCE	700-21714	8.82
NCPERS MINNESOTA	84461115	11/03/2015	INSURANCE #844600 NOV 20	700-21718	16.00

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
NCPERS MINNESOTA	84461115	11/03/2015	INSURANCE #844600 NOV 20	700-21718	32.00
					<u>89,130.43</u>
				Fund 700 - PAYROLL Total:	89,130.43
				Grand Total:	<u>497,594.14</u>

## Report Summary

## Fund Summary

Fund	Payment Amount
100 - GENERAL	75,727.93
211 - LIBRARY	1,771.25
225 - AIRPORT	11,115.42
230 - POOL	877.91
235 - AMBULANCE	2,907.07
250 - EDA GENERAL	7,479.77
253 - EDA RIVERBLUFF ESTATES	800.00
254 - NORTH IND PARK	994.62
262 - TIF 1-2 PAMIDA	8,312.38
273 - TIF 1-17 NWIP I	1,440.00
401 - GENERAL CAPITAL PROJECTS	1,950.00
601 - WATER	19,777.01
602 - SEWER	23,948.64
604 - ELECTRIC	100,481.51
609 - LIQUOR STORE	38,505.55
614 - TELECOM	104,729.51
615 - ARENA	3,775.82
617 - M/P CENTER	2,669.32
651 - RIVERLBUFF TOWNHOMES	1,200.00
700 - PAYROLL	89,130.43
<b>Grand Total:</b>	<b>497,594.14</b>

## Account Summary

Account Number	Account Name	Payment Amount
100-41110-304	Legal Fees	120.00
100-41110-350	Printing & Design	264.00
100-41310-133	Employer Paid Insurance	80.00
100-41310-200	Office Supplies	282.85
100-41310-217	Other Operating Supplie	29.45
100-41310-321	Telephone	98.11
100-41310-326	Data Processing	42.95
100-41310-331	Travel Expense	152.95
100-41310-334	Meals/Lodging	45.76
100-41310-480	Other Miscellaneous	351.50
100-41910-133	Employer Paid Insurance	24.00
100-41910-212	Motor Fuels	72.22
100-41910-321	Telephone	110.81
100-41910-404	Repairs & Maint - M&E	45.00
100-41940-211	Cleaning Supplies	89.00
100-41940-381	Electric Utility	463.14
100-41940-382	Water Utility	63.40
100-41940-385	Sewer Utility	84.03
100-41940-406	Repairs & Maint - Groun	840.00
100-42120-133	Employer Paid Insurance	160.00
100-42120-200	Office Supplies	46.67
100-42120-212	Motor Fuels	1,140.34
100-42120-304	Legal Fees	4,140.00
100-42120-308	Training & Registrations	150.00
100-42120-321	Telephone	269.77
100-42120-323	Radio Units	77.56
100-42120-325	Dispatching	275.00
100-42120-334	Meals/Lodging	140.83
100-42120-340	Advertising & Promotion	115.00
100-42120-404	Repairs & Maint - M&E	14.73
100-42120-412	Rentals - Building	1,850.00
100-42120-480	Other Miscellaneous	351.50
100-42220-212	Motor Fuels	154.60

## Account Summary

Account Number	Account Name	Payment Amount
100-42220-321	Telephone	27.66
100-42220-325	Dispatching	212.50
100-42220-331	Travel Expense	24.15
100-42220-350	Printing & Design	606.00
100-42220-404	Repairs & Maint - M&E	23.56
100-42220-439	Special Projects	12,924.02
100-42500-325	Dispatching	12.50
100-42500-381	Electric Utility	10.26
100-43100-133	Employer Paid Insurance	80.00
100-43100-200	Office Supplies	117.03
100-43100-212	Motor Fuels	1,506.33
100-43100-215	Materials & Equipment	9.99
100-43100-217	Other Operating Supplie	42.95
100-43100-224	Street Maint Materials	0.45
100-43100-225	Landscaping Materials	845.00
100-43100-321	Telephone	130.68
100-43100-325	Dispatching	125.00
100-43100-381	Electric Utility	2,774.62
100-43100-382	Water Utility	18.82
100-43100-385	Sewer Utility	26.74
100-43100-404	Repairs & Maint - M&E	4,158.64
100-43100-405	Repairs & Maint - Vehicl	57.73
100-43100-407	Repairs & Maint - Seal C	35,275.31
100-43100-480	Other Miscellaneous	1,038.50
100-43210-307	Management Fees	180.50
100-45120-217	Other Operating Supplie	14.73
100-45202-133	Employer Paid Insurance	16.00
100-45202-200	Office Supplies	117.03
100-45202-325	Dispatching	37.50
100-45202-381	Electric Utility	322.08
100-45202-382	Water Utility	2,535.75
100-45202-385	Sewer Utility	192.61
100-45202-402	Repairs & Maint - Struct	88.80
100-45202-404	Repairs & Maint - M&E	29.32
211-45501-133	Employer Paid Insurance	16.00
211-45501-217	Other Operating Supplie	7.36
211-45501-321	Telephone	32.09
211-45501-326	Data Processing	47.95
211-45501-381	Electric Utility	267.26
211-45501-382	Water Utility	16.68
211-45501-385	Sewer Utility	26.74
211-45501-402	Repairs & Maint - Struct	800.00
211-45501-435	Books and Pamphlets	557.17
225-45127-200	Office Supplies	44.60
225-45127-264	Merchandise For Resale	10,735.61
225-45127-381	Electric Utility	335.21
230-45124-217	Other Operating Supplie	7.36
230-45124-381	Electric Utility	855.61
230-45124-382	Water Utility	14.94
235-42153-212	Motor Fuels	961.10
235-42153-217	Other Operating Supplie	698.11
235-42153-218	Uniforms	115.48
235-42153-308	Training & Registrations	592.00
235-42153-321	Telephone	89.95
235-42153-325	Dispatching	200.00
235-42153-327	Interpretation Fees	89.90
235-42153-334	Meals/Lodging	117.79
235-42153-404	Repairs & Maint - M&E	42.74

## Account Summary

Account Number	Account Name	Payment Amount
250-23900	Notes Payable - Noncurr	892.08
250-46520-133	Employer Paid Insurance	24.00
250-46520-303	Engineering and Surveyi	1,050.00
250-46520-304	Legal Fees	364.00
250-46520-321	Telephone	144.64
250-46520-331	Travel Expense	161.00
250-46520-340	Advertising & Promotion	582.40
250-46520-350	Printing & Design	79.50
250-46520-381	Electric Utility	49.14
250-46520-404	Repairs & Maint - M&E	45.00
250-46520-433	Dues & Subscriptions	535.00
250-46520-480	Other Miscellaneous	135.60
250-49980-602	Other Long-Term Obliga	2,092.04
250-49980-612	Other Interest	1,325.37
253-46520-406	Repairs & Maint - Groun	800.00
254-46520-304	Legal Fees	845.00
254-46520-381	Electric Utility	103.62
254-46520-480	Other Miscellaneous	46.00
262-46530-303	Engineering and Surveyi	8,312.38
273-46530-593	TIF Streets/Sidewalks	1,440.00
401-41000-480	Other Miscellaneous	30.00
401-49950-500	Capital Outlay - Office	1,920.00
601-49400-133	Employer Paid Insurance	40.00
601-49400-212	Motor Fuels	220.70
601-49400-216	Chemicals and Chemical	5,211.79
601-49400-241	Small Tools	899.99
601-49400-310	Lab Testing	56.25
601-49400-321	Telephone	96.21
601-49400-325	Dispatching	100.00
601-49400-326	Data Processing	1,170.00
601-49400-334	Meals/Lodging	14.70
601-49400-340	Advertising & Promotion	816.90
601-49400-381	Electric Utility	4,779.71
601-49400-382	Water Utility	15.54
601-49400-385	Sewer Utility	26.74
601-49400-386	Landfill	1,178.27
601-49400-402	Repairs & Maint - Struct	4,115.00
601-49400-404	Repairs & Maint - M&E	902.21
601-49400-408	Repairs & Maint - Distrib	133.00
602-49450-133	Employer Paid Insurance	56.00
602-49450-212	Motor Fuels	399.28
602-49450-216	Chemicals and Chemical	610.50
602-49450-217	Other Operating Supplie	109.99
602-49450-241	Small Tools	69.98
602-49450-310	Lab Testing	1,814.60
602-49450-321	Telephone	197.59
602-49450-325	Dispatching	100.00
602-49450-326	Data Processing	1,212.95
602-49450-331	Travel Expense	183.25
602-49450-381	Electric Utility	15,745.79
602-49450-382	Water Utility	140.97
602-49450-404	Repairs & Maint - M&E	1,069.80
602-49450-405	Repairs & Maint - Vehicl	66.80
602-49450-406	Repairs & Maint - Groun	80.64
602-49450-408	Repairs & Maint - Distrib	1,612.60
602-49450-439	Special Projects	126.40
602-49450-480	Other Miscellaneous	351.50
604-11500	Accounts Receivable	130.43

## Account Summary

Account Number	Account Name	Payment Amount
604-14200	Inventory	923.46
604-22000	Prepayments	2,100.00
604-49550-133	Employer Paid Insurance	96.00
604-49550-200	Office Supplies	198.74
604-49550-212	Motor Fuels	700.49
604-49550-218	Uniforms	682.28
604-49550-241	Small Tools	154.72
604-49550-263	Merchandise for Resale	85,561.38
604-49550-321	Telephone	271.20
604-49550-325	Dispatching	187.50
604-49550-326	Data Processing	1,282.31
604-49550-333	Freight and Express	14.11
604-49550-381	Electric Utility	91.30
604-49550-382	Water Utility	19.35
604-49550-385	Sewer Utility	26.74
604-49550-404	Repairs & Maint - M&E	896.21
604-49550-406	Repairs & Maint - Groun	3,502.94
604-49550-408	Repairs & Maint - Distrib	323.01
604-49550-450	Conservation	1,023.61
604-49550-480	Other Miscellaneous	1,095.73
604-49550-491	Payments to Other Orga	1,200.00
609-49751-133	Employer Paid Insurance	16.00
609-49751-217	Other Operating Supplie	706.08
609-49751-251	Liquor	16,274.87
609-49751-252	Beer	13,720.72
609-49751-253	Wine	4,010.03
609-49751-254	Soft Drinks & Mix	445.78
609-49751-256	Tobacco Products	78.38
609-49751-259	Non- Alcoholic	52.80
609-49751-261	Other Merchandise	19.17
609-49751-321	Telephone	235.95
609-49751-326	Data Processing	36.95
609-49751-333	Freight and Express	408.66
609-49751-340	Advertising & Promotion	1,418.10
609-49751-381	Electric Utility	826.80
609-49751-382	Water Utility	106.49
609-49751-385	Sewer Utility	99.32
609-49751-404	Repairs & Maint - M&E	29.45
609-49751-444	License Fees	20.00
614-11500	Accounts Receivable	594.46
614-20201	Excise Tax Payable	882.61
614-49870-133	Employer Paid Insurance	64.00
614-49870-211	Cleaning Supplies	21.33
614-49870-212	Motor Fuels	276.21
614-49870-217	Other Operating Supplie	3.94
614-49870-227	Utility System Maint Sup	639.93
614-49870-240	Equipment	468.65
614-49870-321	Telephone	578.93
614-49870-326	Data Processing	1,170.00
614-49870-334	Meals/Lodging	34.18
614-49870-340	Advertising & Promotion	1,007.75
614-49870-381	Electric Utility	2,170.88
614-49870-382	Water Utility	16.78
614-49870-385	Sewer Utility	26.74
614-49870-404	Repairs & Maint - M&E	44.18
614-49870-441	Transmission Fees	367.81
614-49870-442	Subscriber Fees	86,773.61
614-49870-445	Switch Fees	245.10

**Account Summary**

<b>Account Number</b>	<b>Account Name</b>	<b>Payment Amount</b>
614-49870-447	Internet Expense	8,755.00
614-49870-448	On-Call Support	292.51
614-49870-451	Call Completion	74.72
614-49870-480	Other Miscellaneous	220.19
615-49850-133	Employer Paid Insurance	32.00
615-49850-212	Motor Fuels	120.34
615-49850-217	Other Operating Supplie	26.51
615-49850-321	Telephone	186.89
615-49850-326	Data Processing	112.31
615-49850-381	Electric Utility	3,059.81
615-49850-382	Water Utility	211.22
615-49850-385	Sewer Utility	26.74
617-49860-133	Employer Paid Insurance	48.00
617-49860-211	Cleaning Supplies	293.67
617-49860-212	Motor Fuels	70.17
617-49860-217	Other Operating Supplie	20.00
617-49860-321	Telephone	125.60
617-49860-326	Data Processing	42.95
617-49860-340	Advertising & Promotion	171.50
617-49860-381	Electric Utility	1,581.01
617-49860-382	Water Utility	101.35
617-49860-385	Sewer Utility	84.84
617-49860-404	Repairs & Maint - M&E	74.73
617-49860-406	Repairs & Maint - Groun	55.50
651-46520-480	Other Miscellaneous	1,200.00
700-21701	Federal Withholding	10,226.07
700-21702	State Withholding	4,146.15
700-21703	FICA Tax Withholding	10,993.88
700-21704	PERA Contributions	18,162.08
700-21705	Retirement	5,230.00
700-21706	Medical Insurance	34,601.50
700-21709	Wage Levy	1,337.70
700-21711	Medicare Tax Withholdi	3,121.54
700-21712	Flex Account	1,254.69
700-21714	Individual Insurance-Col	8.82
700-21718	Individual Insurance-NC	48.00
	<b>Grand Total:</b>	<b>497,594.14</b>

**Project Account Summary**

<b>Project Account Key</b>	<b>Payment Amount</b>
**None**	497,594.14
<b>Grand Total:</b>	<b>497,594.14</b>

11-10-15  


USDA-FmHA Form FmHA 1924-18  <b>PARTIAL PAYMENT ESTIMATE</b> ( )	CONTRACT NO. 0045-49 & 3184-08 PARTIAL PAYMENT ESTIMATE #1  PAGE 1 OF 4
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<b>OWNER: CITY OF WINDOM</b> River Bend Utility Improvements & North Windom Industrial Park Commerce Boulevard Extension	<b>CONTRACTOR:</b> HOLTMEIER CONSTRUCTION, INC MANKATO, MN 56001	<b>PERIOD OF ESTIMATE</b> FROM 10/6/2015 TO 11/13/2015
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CONTRACT CHANGE ORDER SUMMARY				ESTIMATE	
NO.	FmHA Approval Date	Amount			
		Additions	Deductions		
1	10/20/15	\$57,590.50		1. Original Contract.....	\$525,815.34
2				2. Change Orders.....	\$57,590.50
3				3. Revised Contract (1+2).....	\$583,405.84
4				4. Work Completed*.....	\$531,833.83
5				5. Stored Materials*.....	\$0.00
6				6. Subtotal (4+5).....	\$531,833.83
7				7. Retainage*.....	\$26,591.69
8				8. Previous Payments.....	\$0.00
9				9. Amount Due (6-7-8).....	\$505,242.14
10					
<b>TOTALS</b>		\$57,590.50	\$0.00		
<b>NET CHANGE</b>		\$57,590.50		* Detailed breakdown attachment	

<b>CONTRACT TIME</b>	
Original (days) November 1, 2016	Starting Date 10/6/2015
Revised	On Schedule <input type="checkbox"/> Yes
Remaining	<input type="checkbox"/> No
	Projected Completion

**CONTRACTOR'S CERTIFICATION:**

The undersigned Contractor certifies that to the best of their knowledge, information and belief the work covered by this payment estimate has been completed in accordance with the contract documents, that all amounts have been paid by the contractor for work which previous payment estimates was issued and payments received from the owner, and that current payment shown herein is now due.

HOLTMEIER CONSTRUCTION, INC.  
 MANKATO MN  
 By: [Signature]  
 Date: 11/13/15

**ARCHITECT OR ENGINEER'S CERTIFICATION:**

The undersigned certifies that the work has been carefully inspected and to the best of their knowledge and belief, the quantities shown in this estimate are correct and the work has been performed in accordance with the contract documents.

Architect or Engineer: Wenck Associates, Inc.  
 By: [Signature]  
 Date: 11/13/15

**APPROVED BY OWNER**

Owner: CITY OF WINDOM

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

**ACCEPTED BY FmHA:**

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

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

2015 RIVER BEND UTILITY IMPROVEMENTS & NORTH WINDOM INDUSTRIAL PARK COMMERCE BOULEVARD EXTENSION  
 WINDOM, MINNESOTA 56101  
 PAY REQUEST #1

ITEM	CONTRACT				THIS PERIOD		PREVIOUS TOTAL		TOTAL TO DATE	
	APPROX. QUANTITY	UNIT	UNIT COST	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT
<b>River Bend Utility Improvements</b>										
<b>Watermain</b>										
12" VALVE AND BOX	3	EACH	\$ 2,622.60	\$ 7,867.80	3	\$ 7,867.80	0	\$ -	3	\$ 7,867.80
6" VALVE AND BOX	4	EACH	\$ 1,158.40	\$ 4,633.60	4	\$ 4,633.60	0	\$ -	4	\$ 4,633.60
12" X 6" TEE	4	EACH	\$ 954.60	\$ 3,818.40	4	\$ 3,818.40	0	\$ -	4	\$ 3,818.40
12" TEE	1	EACH	\$ 1,173.00	\$ 1,173.00	1	\$ 1,173.00	0	\$ -	1	\$ 1,173.00
12" 45 DEGREE BEND	2	EACH	\$ 754.90	\$ 1,509.80	2	\$ 1,509.80	0	\$ -	2	\$ 1,509.80
6" SLEEVE	1	EACH	\$ 294.60	\$ 294.60	1	\$ 294.60	0	\$ -	1	\$ 294.60
12" SLEEVE	3	EACH	\$ 589.70	\$ 1,769.10	2	\$ 1,179.40	0	\$ -	2	\$ 1,179.40
1" CORP STOP	1	EACH	\$ 216.90	\$ 216.90	1	\$ 216.90	0	\$ -	1	\$ 216.90
1" CURB STOP	1	EACH	\$ 239.80	\$ 239.80	1	\$ 239.80	0	\$ -	1	\$ 239.80
HYDRANT	2	EACH	\$ 2,982.40	\$ 5,964.80	2	\$ 5,964.80	0	\$ -	2	\$ 5,964.80
12" WATERMAIN	719	L.F.	\$ 53.50	\$ 38,466.50	711	\$ 38,038.50	0	\$ -	711	\$ 38,038.50
6" WATERMAIN	51	L.F.	\$ 31.20	\$ 1,591.20	35	\$ 1,092.00	0	\$ -	35	\$ 1,092.00
1" COPPER SERVICE	10	L.F.	\$ 63.40	\$ 634.00	19	\$ 1,204.60	0	\$ -	19	\$ 1,204.60
ROCK SUBFOUNDATION (CV)	77	C.Y.	\$ 0.01	\$ 0.77	77	\$ 0.77	0	\$ -	77	\$ 0.77
REMOVE WATERMAIN	140	L.F.	\$ 15.00	\$ 2,100.00	140	\$ 2,100.00	0	\$ -	140	\$ 2,100.00
REMOVE HYDRANT	1	EACH	\$ 250.00	\$ 250.00	1	\$ 250.00	0	\$ -	1	\$ 250.00
REMOVE VALVE	1	EACH	\$ 150.00	\$ 150.00	1	\$ 150.00	0	\$ -	1	\$ 150.00
<b>WATERMAIN SUBTOTAL</b>				<b>\$ 70,680.27</b>		<b>\$ 69,733.97</b>		<b>\$ -</b>		<b>\$ 69,733.97</b>
<b>Sanitary Sewer</b>										
8" x 4" WYE	1	EACH	\$ 194.50	\$ 194.50	1	\$ 194.50	0	\$ -	1	\$ 194.50
8" x 6" WYE	1	EACH	\$ 223.40	\$ 223.40	0	\$ -	0	\$ -	0	\$ -
8" INSIDE DROP	1	EACH	\$ 644.00	\$ 644.00	1	\$ 644.00	0	\$ -	1	\$ 644.00
CONNECT TO 4" OR 6" SERVICE	2	EACH	\$ 257.75	\$ 515.50	1	\$ 257.75	0	\$ -	1	\$ 257.75
ROCK SUBFOUNDATION	62	C.Y.	\$ 0.01	\$ 0.62	62	\$ 0.62	0	\$ -	62	\$ 0.62
REMOVE TREE	2	EACH	\$ 500.00	\$ 1,000.00	2	\$ 1,000.00	0	\$ -	2	\$ 1,000.00
8" SDR 35 SEWER 8-10' DEEP	423	L.F.	\$ 46.30	\$ 19,584.90	422	\$ 19,538.60	0	\$ -	422	\$ 19,538.60
8" SDR 35 SEWER 10-12' DEEP	192	L.F.	\$ 46.40	\$ 8,908.80	190	\$ 8,816.00	0	\$ -	190	\$ 8,816.00
4" SEWER SERVICE	40	L.F.	\$ 28.30	\$ 1,132.00	17	\$ 481.10	0	\$ -	17	\$ 481.10
6" SEWER SERVICE	20	L.F.	\$ 29.70	\$ 594.00	0	\$ -	0	\$ -	0	\$ -
MANHOLE	16	L.F.	\$ 352.50	\$ 5,640.00	16	\$ 5,640.00	0	\$ -	16	\$ 5,640.00
CONNECT TO MANHOLE	1	EACH	\$ 750.00	\$ 750.00	1	\$ 750.00	0	\$ -	1	\$ 750.00
MANHOLE CASTING	2	EACH	\$ 620.20	\$ 1,240.40	2	\$ 1,240.40	0	\$ -	2	\$ 1,240.40
<b>SANITARY SEWER SUBTOTAL</b>				<b>\$ 40,428.12</b>		<b>\$ 38,562.97</b>		<b>\$ -</b>		<b>\$ 38,562.97</b>
<b>Streets</b>										

COMMON EXCAVATION (CV)	40	C.Y.	\$	25.00	\$	1,000.00	40	\$	1,000.00	0	\$	-	40	\$	1,000.00
AGGREGATE BASE, CLASS 5	180	TON	\$	14.30	\$	2,574.00	180	\$	2,574.00	0	\$	-	180	\$	2,574.00
AGGREGATE BASE, CLASS 3	180	TON	\$	11.60	\$	2,088.00	180	\$	2,088.00	0	\$	-	180	\$	2,088.00
TYPE MV B NON WEARING COURSE MIXTURE	45	TON	\$	88.00	\$	3,960.00	8	\$	704.00	0	\$	-	8	\$	704.00
TYPE MV B NON WEARING COURSE MIXTURE ©	34	TON	\$	88.00	\$	2,992.00	8	\$	704.00	0	\$	-	8	\$	704.00
TYPE MV A WEARING COURSE MIXTURE	34	TON	\$	96.00	\$	3,264.00	35	\$	3,360.00	0	\$	-	35	\$	3,360.00
BITUMINOUS MATERIAL FOR TACK COAT	82	GAL.	\$	2.40	\$	196.80	82	\$	196.80	0	\$	-	82	\$	196.80
SILT FENCE	200	L.F.	\$	1.90	\$	380.00	715	\$	1,358.50	0	\$	-	715	\$	1,358.50
STORM DRAIN INLET PROTECTION	1	EACH	\$	150.00	\$	150.00	1	\$	150.00	0	\$	-	1	\$	150.00
DITCH RESTORATION	1,800	L.F.	\$	1.00	\$	1,800.00	1,800	\$	1,800.00	0	\$	-	1,800	\$	1,800.00
EROSION CONTROL MONITORING	1	EACH	\$	3,500.00	\$	3,500.00	1	\$	3,500.00	0	\$	-	1	\$	3,500.00
<b>STREET SUBTOTAL</b>					\$	<b>21,904.80</b>			<b>\$ 17,435.30</b>						<b>\$ 17,435.30</b>
<b>River Bend Utility Improvements Subtotal</b>					\$	<b>133,013.19</b>			<b>\$ 125,732.24</b>						<b>\$ 125,732.24</b>
<b>NWIP Commerce Boulevard Extension</b>															
<b>Watermain</b>															
8" VALVE AND BOX	1	EACH	\$	1,607.70	\$	1,607.70	2	\$	3,215.40	0	\$	-	2	\$	3,215.40
6" VALVE AND BOX	2	EACH	\$	1,208.40	\$	2,416.80	2	\$	2,416.80	0	\$	-	2	\$	2,416.80
10" X 8" TEE	1	EACH	\$	951.30	\$	951.30	1	\$	951.30	0	\$	-	1	\$	951.30
10" X 6" TEE	2	EACH	\$	838.80	\$	1,677.60	2	\$	1,677.60	0	\$	-	2	\$	1,677.60
10" PLUG	1	EACH	\$	205.40	\$	205.40	1	\$	205.40	0	\$	-	1	\$	205.40
HYDRANT	2	EACH	\$	2,972.40	\$	5,944.80	2	\$	5,944.80	0	\$	-	2	\$	5,944.80
10" WATERMAIN	650	L.F.	\$	23.10	\$	15,015.00	650	\$	15,015.00	0	\$	-	650	\$	15,015.00
8" WATERMAIN	65	L.F.	\$	29.30	\$	1,904.50	65	\$	1,904.50	0	\$	-	65	\$	1,904.50
6" WATERMAIN	20	L.F.	\$	26.20	\$	524.00	12	\$	314.40	0	\$	-	12	\$	314.40
ROCK SUBFOUNDATION (CV)	77	C.Y.	\$	0.01	\$	0.77	77	\$	0.77	0	\$	-	77	\$	0.77
<b>WATERMAIN SUBTOTAL</b>					\$	<b>30,247.87</b>			<b>\$ 31,645.97</b>						<b>\$ 31,645.97</b>
<b>Sanitary Sewer</b>															
8" x 8" WYE	2	EACH	\$	341.70	\$	683.40	2	\$	683.40	0	\$	-	2	\$	683.40
8" CAP	1	EACH	\$	75.90	\$	75.90	1	\$	75.90	0	\$	-	1	\$	75.90
REMOVE 8" CAP	1	EACH	\$	25.00	\$	25.00	1	\$	25.00	0	\$	-	1	\$	25.00
ROCK SUBFOUNDATION	80	C.Y.	\$	0.01	\$	0.80	80	\$	0.80	0	\$	-	80	\$	0.80
8" SDR 35 SEWER 10'-12' DEEP	800	L.F.	\$	20.20	\$	16,160.00	616	\$	12,443.20	0	\$	-	616	\$	12,443.20
8" SEWER SERVICE	70	L.F.	\$	26.60	\$	1,862.00	70	\$	1,862.00	0	\$	-	70	\$	1,862.00
MANHOLE	21	L.F.	\$	252.50	\$	5,302.50	21	\$	5,302.50	0	\$	-	21	\$	5,302.50
MANHOLE CASTING	2	EACH	\$	620.20	\$	1,240.40	2	\$	1,240.40	0	\$	-	2	\$	1,240.40
<b>SANITARY SEWER SUBTOTAL</b>					\$	<b>25,350.00</b>			<b>\$ 21,633.20</b>						<b>\$ 21,633.20</b>
<b>Storm Sewer</b>															
ROCK SUBFOUNDATION (CV)	85	C.Y.	\$	0.01	\$	0.85	85	\$	0.85	0	\$	-	85	\$	0.85
6" TILE DRAIN	100	L.F.	\$	10.50	\$	1,050.00	0	\$	-	0	\$	-	0	\$	-
8" TILE DRAIN	100	L.F.	\$	11.80	\$	1,180.00	0	\$	-	0	\$	-	0	\$	-
10" TILE DRAIN	100	L.F.	\$	17.00	\$	1,700.00	0	\$	-	0	\$	-	0	\$	-
12" PIPE SEWER, DESIGN HDPE DUAL WALL	35	L.F.	\$	22.30	\$	780.50	47	\$	1,048.10	0	\$	-	47	\$	1,048.10

18" PIPE SEWER, DESIGN HDPE DUAL WALL	35	L.F.	\$	29.00	\$	1,015.00	35	\$	1,015.00	0	\$	-	35	\$	1,015.00
24" PIPE SEWER, DESIGN HDPE DUAL WALL	845	L.F.	\$	36.10	\$	30,504.50	825	\$	29,782.50	0	\$	-	825	\$	29,782.50
CATCH BASIN (48")	12	L.F.	\$	290.90	\$	3,490.80	12	\$	3,490.80	0	\$	-	12	\$	3,490.80
CATCH BASIN (72")	16	L.F.	\$	632.80	\$	10,124.80	16	\$	10,124.80	0	\$	-	16	\$	10,124.80
CATCH BASIN CASTING (48")	2	EACH	\$	501.10	\$	1,002.20	2	\$	1,002.20	0	\$	-	2	\$	1,002.20
CATCH BASIN CASTING (72")	3	EACH	\$	501.10	\$	1,503.30	3	\$	1,503.30	0	\$	-	3	\$	1,503.30
RANDOM RIPRAP, CLASS 2	20	C.Y.	\$	71.20	\$	1,424.00	0	\$	-	0	\$	-	0	\$	-
GEOTEXTILE FILTER, TYPE	20	S.Y.	\$	2.50	\$	50.00	20	\$	50.00	0	\$	-	20	\$	50.00
<b>STORM SEWER SUBTOTAL</b>					\$	<b>53,825.95</b>					\$			\$	<b>48,017.55</b>
<b>Streets</b>															
COMMON EXCAVATION (CV)	15,500	C.Y.	\$	5.35	\$	82,925.00	10,200	\$	54,570.00	0	\$	-	10,200	\$	54,570.00
SALVAGE TOPSOIL (CV)	2,000	C.Y.	\$	4.60	\$	9,200.00	2,000	\$	9,200.00	0	\$	-	2,000	\$	9,200.00
AGGREGATE BASE, CLASS 5	1,663	TON	\$	14.40	\$	23,947.20	1,176	\$	16,934.40	0	\$	-	1,176	\$	16,934.40
AGGREGATE BASE, CLASS 3	1,663	TON	\$	11.70	\$	19,457.10	1,927	\$	22,548.94	0	\$	-	1,927	\$	22,548.94
TYPE MV B NON WEARING COURSE MIXTURE	370	TON	\$	88.00	\$	32,560.00	267	\$	23,496.00	0	\$	-	267	\$	23,496.00
TYPE MV B NON WEARING COURSE MIXTURE	277	TON	\$	88.00	\$	24,376.00	267	\$	23,496.00	0	\$	-	267	\$	23,496.00
TYPE MV A WEARING COURSE MIXTURE ©	277	TON	\$	96.00	\$	26,592.00	355	\$	34,080.00	0	\$	-	355	\$	34,080.00
BITUMINOUS MATERIAL FOR TACK COAT	672	GAL.	\$	2.40	\$	1,612.80	672	\$	1,612.80	0	\$	-	672	\$	1,612.80
CONCRETE CURB AND GUTTER B618	1,800	L.F.	\$	17.50	\$	31,500.00	1,833	\$	32,077.50	0	\$	-	1,833	\$	32,077.50
SILT FENCE	600	L.F.	\$	1.90	\$	1,140.00	600	\$	1,140.00	0	\$	-	600	\$	1,140.00
STORM DRAIN INLET PROTECTION	7	EACH	\$	150.00	\$	1,050.00	7	\$	1,050.00	0	\$	-	7	\$	1,050.00
SEEDING	1	ACRE	\$	1,865.00	\$	1,865.00	1	\$	1,865.00	0	\$	-	1	\$	1,865.00
EROSION CONTROL MONITORING	1	EACH	\$	3,500.00	\$	3,500.00	1	\$	3,500.00	0	\$	-	1	\$	3,500.00
<b>STREET SUBTOTAL</b>					\$	<b>259,725.10</b>					\$			\$	<b>225,570.64</b>
<b>NWIP Commerce Boulevard Extension Subtotal</b>					\$	<b>369,148.92</b>					\$			\$	<b>326,867.36</b>
<b>ver Bend Utility/NWIP Commerce Blvd Ext Total</b>					\$	<b>502,162.11</b>					\$			\$	<b>452,599.60</b>
<b>River Bend Alternate</b>															
<b>Watermain</b>															
ROCK SUBFOUNDATION (CV)	63	C.Y.	\$	0.01	\$	0.63	63	\$	0.63	0	\$	-	63	\$	0.63
12" VALVE AND BOX	1	EACH	\$	2,622.60	\$	2,622.60	1	\$	2,622.60	0	\$	-	1	\$	2,622.60
12" WATERMAIN	600	L.F.	\$	32.80	\$	19,680.00	600	\$	19,680.00	0	\$	-	600	\$	19,680.00
REMOVE WATERMAIN	600	L.F.	\$	2.00	\$	1,200.00	370	\$	740.00	0	\$	-	370	\$	740.00
REMOVE VALVE	1	EACH	\$	150.00	\$	150.00	1	\$	150.00	0	\$	-	1	\$	150.00
<b>River Bend Alternate Total</b>					\$	<b>23,653.23</b>					\$			\$	<b>23,193.23</b>
<b>TOTAL</b>					\$	<b>525,815.34</b>					\$			\$	<b>475,792.83</b>
<b>Change Order #1</b>															
Strip 24" Topsoil	5,810	C.Y.	\$	1.20	\$	6,972.00	5,105	\$	6,126.00	0	\$	-	5,105	\$	6,126.00
Load Haul, Place & Compact Suitable Material	15,110	C.Y.	\$	3.35	\$	50,618.50	14,900	\$	49,915.00	0	\$	-	14,900	\$	49,915.00
<b>Change Order #1 Total</b>					\$	<b>57,590.50</b>					\$			\$	<b>56,041.00</b>
<b>Total River Bend Utility/NWIP Commerce Blvd Ext/Change Order #1 Total</b>															<b>\$ 531,833.83</b>

Stored Materials