

Council Meeting
Tuesday, December 15, 2015
City Council Chambers
7:30 p.m.
AGENDA



Call to Order

Pledge of Allegiance

1. Approval of Minutes
 - Council Minutes--December 1, 2015
2. Consent Agenda
 - Minutes
 - Park & Recreation Commission – December 9, 2015
 - Community Center Commission – November 23, 2015
 - Emergency Services Building Committee – December 2, 2015
 - Library Board – December 8, 2015
3. Department Heads
4. Public Hearing – Windom Municipal Wellfield, Wellhead Protection Plan Part 2
5. 2016 City Budget
 - 2016 Levy Resolution
 - Approve 2016 City of Windom Budget
6. Donations
 - Windom Ambulance Department – Land O'Lakes, Inc.
7. Contract Renewal - Expert T Billing – Ambulance Service Billing Agreement
8. Call for Public Hearing -- Vacating a Portion of 7th Street
9. Personnel Committee Recommendations
 - Telecom Operations Manager
 - Part-Time Liquor Store Cashier Customer Service
10. 2016 Smart Goal Adoption
11. Discussion of Proposed Hospital Fund Transfer
12. New Business
13. Old Business
14. Regular Bills
15. Council Concerns
16. Adjourn



**Regular Council Meeting
Windom City Hall, Council Chamber
December 1, 2015
7:00 p.m.**

1. Call to Order:

The meeting was called to order by Mayor Pro Tem Dominic Jones at 7:13 p.m.

2. Roll Call: Mayor Pro Tem: Dominic Jones

Council Present: Brian Cooley, Paul Johnson and Bryan Joyce

Council Absent: Mayor Corey Maricle and JoAnn Ray

City Staff Present: Steve Nasby, City Administrator; Chelsie Carlson, Finance Director\Controllor; Scott Peterson, Police Chief; Mike Haugen, Water\Wastewater Superintendent and Dan Ortman, Fire Chief

Youth Representative: Riley Minion

3. Pledge of Allegiance

4. Approval of Minutes:

Motion by Johnson second by Joyce to approve the City Council minutes from November 17, 2015 and November 24, 2015. Motion carried 4 – 0 (Ray absent).

5. Consent Agenda:

Jones noted the minutes from the following Boards and Commissions.

- Telecommunications Commission – November 23, 2015
- Utility Commission – November 25, 2015

Joyce noted a revision for the Telecom Commission minutes as he did not make the motion on the gigacenters. Jones said he made that motion. Staff would make the correction.

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

Jones said there a request for a liquor license from Margaritas' Ville. Nasby noted the license application was marked as subject to Police review. This review was completed and the Police Chief signed off on the application.

Motion by Johnson second by Joyce to approve the liquor license for Margaritas' Ville. Motion carried 4 – 0 (Ray absent).

Preliminary

6. Department Heads:

None.

7. 2016 City Budget:

Nasby provided an overview of the proposed 2016 budget including a 3.25% property tax levy increase. He noted each of the general fund, special fund and enterprise fund projected revenues and expenditures along with any known proposed rate increases. Due to the loss of PM Beef, the Utility Commission will be increasing water and sewer rates and the electric fund is concluding a rate study. The operational and capital expenses were reviewed. Several graphs showing the property tax levy changes and general reserve fund balances were also presented.

Jones asked if there was anyone from the public that wanted to speak regarding the proposed budget and property tax levy. There were none.

Jones noted that the proposed budget is \$5,000 less than the amount the Council discussed on November 24th due to an error on one of the spreadsheets, which is why the proposed tax levy is 3.25% versus the 3.54% that had been agreed to by the Council.

Joyce asked what the preliminary levy amount was set at in September. Nasby replied it was 4.43%. Joyce said it was good to have a lower amount.

Jones asked if the Council wanted to proceed with the lower amount or put the \$5,000 into one of the projects that had been discussed.

Joyce said he would put the \$5,000 into the Highway 60/71 MN DOT study as it is important for the City to have a voice when MN DOT is planning for the corridor.

Cooley wanted to know if the money can be set aside for a specific purpose. Nasby replied that the Council can set up a savings account within the General Fund to place funds.

Jones suggested putting the money into a Highway 60/71 Improvement account and that can be used for the study, cost participation or other expenses.

Cooley said he thinks it is important to show MN DOT that the City wants to be a partner and has some resources available. He inquired what the City would get if we are not involved.

Joyce replied that Windom would likely get a generic MN DOT plan and not have any input into the amenities it would want with a reconstruction project.

Riley Minion, Student Liaison arrives, 7:55 pm.

Preliminary

Johnson said he is not supportive of funds for the MN DOT study as the City may get a seat, but not a voice when the project comes to the planning. He would support funds into a savings account for the project that can be used for cost participation or other expenses.

Jones asked if there was anyone from the public that wanted to comment on the budget as proposed or amended. There were no comments.

Motion by Joyce second by Cooley to raise the proposed property tax levy from \$1,774,732 to \$1,779,732 and that the additional \$5,000 be placed into a Highway 60/71 Improvement Fund. Motion carried 4 – 0 (Ray absent).

8. Public Hearing Miscellaneous Special Assessments:

Nasby said the special assessment items totaling \$2,498.92 as proposed were for items that were invoiced but not paid such as the City cutting long grass after violation notices were sent and the property owners were unresponsive. The letters notifying property owners of the proposed assessments had been mailed as required.

Jones opened the public hearing. No comments were received.

Council member Johnson introduced the Resolution No. 2015-53, as amended, entitled “RESOLUTION ADOPTING AN ASSESSMENT ROLL FOR THE 2015 MISCELLANEOUS SPECIAL ASSESSMENTS” and moved its adoption. The resolution was seconded by Joyce and on roll call vote: Aye: Cooley, Johnson, Jones and Joyce. Nay: None. Absent: Ray. Abstain: None. Resolution passed 4 - 0.

9. Local Government Aid – Resolution of Support:

Nasby said the Coalition of Greater Minnesota Cities (CGMC) is making another push this legislative session for Local Government Aid (LGA) funds. Some additional funds were in the tax bill last year that was vetoed.

Johnson asked if the LGA is used for property tax relief. Nasby replied that the LGA monies account for about 60 percent of the General Fund which includes Police, Fire and Streets and if these State funds were not present the property taxes would need to double or amenities such as the Arena, Community Center, Library and Pool would need to be closed. So, yes the funds are used for tax relief.

Joyce said that LGA is vital to Minnesota cities and it is needed to maintain the services that are expected and needed for citizens.

Council member Johnson introduced the Resolution No. 2015-54, as amended, entitled “RESOLUTION IN SUPPORT OF INCREASING LOCAL GOVERNMENT AID IN THE 2016 LEGISLATIVE SESSION” and moved its adoption. The resolution was seconded by Cooley and on roll call vote: Aye: Johnson, Jones, Joyce and Cooley. Nay: None. Absent: Ray. Abstain: None. Resolution passed 4 - 0.

10. Resolutions Accepting Donations:

Jones said there were two donations. One to the fire department and one to the Ambulance Department. He thanked the responsible parties for their generosity.

Dan Ortman, Fire Chief, said that the \$10,000 donation from the Relief Association is for the proposed Emergency Services Facility and the proceeds come from the raffle sales and revenue from calendar advertising.

Council member Joyce introduced the Resolution No. 2015-55, as amended, entitled “AUTHORIZATION TO ACCEPT A DONATION FROM THE CITY OF WINDOM FIRE RELIEF ASSOCIATION FOR THE WINDOM FIRE DEPARTMENT” and moved its adoption. The resolution was seconded by Johnson and on roll call vote: Aye: Jones, Joyce, Cooley and Johnson. Nay: None. Absent: Ray. Abstain: None. Resolution passed 4 - 0.

Joyce asked about other items funded by the Relief Association. Ortman replied that monies had gone to the tool box, ice extraction equipment and six-wheeler.

Jones thanked the citizens for supporting the Fire Department thus making these donations possible.

Council member Johnson introduced the Resolution No. 2015-56, as amended, entitled “AUTHORIZATION TO ACCEPT A DONATION FROM COUNTRY PRIDE SERVICES FOR THE WINDOM AMBULANCE DEPARTMENT” and moved its adoption. The resolution was seconded by Cooley and on roll call vote: Aye: Joyce, Cooley, Johnson and Jones. Nay: None. Absent: Ray. Abstain: None. Resolution passed 4 - 0.

11. Water Tower Painting Bid Award:

Mike Haugen, Water/Wastewater Superintendent, said that the Utility Commission had been working on the maintenance and painting of the water towers for a couple years and reviewed a number of options. Four bids were received and two were under the engineer's estimate and two were over. The bids ranged from \$909,000 to \$1,197,740 with the estimate being \$1,160,000. The recommendation from the engineer and Utility Commission is to award the bid to M & K Painting as the lowest bidder.

Johnson asked if the towers were going to be sandblasted and painted. Haugen said that is the specification.

Joyce asked when the painting was last completed. Haugen said 2000-2001.

Jones asked if 30-year paint had been specified in the bid. Haugen said that was the specification and he hoped the paint would last that long.

Preliminary

Johnson noted that metal prep is the key to getting a good paint job to last. Jones noted that the engineers are to be on-site performing inspections.

Haugen said the interior painting was done four years ago.

Jones noted that the price of the current bids are lower than the bid prices were several years ago when this project was first considered. Haugen confirmed that is correct.

Cooley asked about the age of the towers and how long they should last. Haugen said the north tower was built in the 1970s and the east tower was done in 2000. The expected life of a tower is 80 years or longer if properly maintained. Haugen noted the City has a two day storage reserve so we have room to grow the City.

Council member Cooley introduced the Resolution No. 2015-57, as amended, entitled “A RESOLUTION AWARDING THE CONTRACT FOR THE PROJECT ENTITLED WATER TOWER REHABILITATION & PAINTING PROJECT” and moved its adoption. The resolution was seconded by Johnson and on roll call vote: Aye: Cooley, Johnson, Jones and Joyce. Nay: None. Absent: Ray. Abstain: None. Resolution passed 4 - 0.

Johnson asked about the timeframe to complete the project. Haugen said that the plan is to do the large tower first starting in the spring of 2016 and then once that is done move to the smaller tower and complete the project by October.

Joyce asked there were any issues with doing the large tower during the summer as it is by the Windom Recreation Area where there are a lot of kids and activity at the ball fields. Haugen noted that there will be containment systems for the sandblasting and the activity will be just around the tower itself and should not interfere with the recreation area.

12. SMART Goals:

Nasby said there were two items for the Council. First, is a dashboard report on the progress made on the 2015 SMART goals that were approved in June. Due to the late start, allocation of resources and items that came up during the year that were higher priorities there are a number of 2015 goals that are still underway or carried over. The Departments have been working on getting these completed and are making good progress. He said this report is an update to the City Council as there needs to be follow-up so everyone knows what is being done and that the adopted goals are important. The second item is a presentation of the 2016 proposed SMART goals that had been submitted by the Department Heads and had been discussed with the various boards and commissions. These goals are presented for the City Council’s review and if there are changes, revisions or additions those can be made before the 2016 goals are considered at the December 15, 2015 City Council meeting.

Joyce noted that 2015 was the first year on the SMART goals and thanked the departments for their efforts and work completing projects.

Preliminary

Jones said that carrying over goals is okay as some are multi-year and will need to be done incrementally and available resources is another factor.

Joyce said that this activity to plan and prioritize projects is useful and that the City Council should set three or four for themselves too.

Johnson noted that the 2012 long range plan also has some goals and items we can continue to work on as well.

Joyce said the goals are needed to get the Council and departments into thinking proactively.

Cooley said a number of the 2015 and 2016 goals are dependent on funding and that it is up to the City Council to provide the needed resources for things they want done.

Joyce noted that goals for 2016 from the Telecom Department are needed.

13. New Business:

None.

14. Old Business:

None.

15. Regular Bills:

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

16. Council Concerns:

Riley Minion, Student Representative, asked if the School Resource Officer (SRO) Dana Wallace was funded with LGA. Nasby replied that the SRO was a partnership with the school, but the City's ability to do that was possible through LGA. Minion said that the SRO has changed the atmosphere at the school for the better and the student's attitudes are so much better having an SRO. She thanked the City Council for the opportunity to serve.

Joyce said that LGA is a hugely important part of the budget and it not only funds the SRO but it gives the City the ability to fund other key projects. The City's involvement with the CGMC is critical and their work on LGA is needed for advocacy. He noted that Representative Marquart is pushing to be the minority property tax chair and he is supportive of LGA. The Coffee with the Council has been done for 2015 with the last event on December 12. He asked if the other Council members wanted to continue it in 2016.

Johnson said he was disappointed in the attendance by the public.

Preliminary

Joyce asked if the City needs to do a better job of advertising it.

Jones suggested the City providing coffee and donuts.

Cooley said even if attendance is low those citizens do speak to others so getting out and talking with the public is part of being a public servant.

Jones suggested reaching out to community groups such as the Women of Today, Lions or Kiwanis to get speaking opportunities.

Nasby said he would put together a schedule for 2016 as it appeared the consensus of the majority is to continue the Coffee with Council.

Joyce noted the request from the Southwest Regional Development Commission for a nomination to their board from Cottonwood County municipalities.

Motion by Joyce second by Johnson to support the nomination of Brian Cooley to the Southwest Regional Development Commission Board of Directors. Motion carried 4 – 0 (Ray absent).

Cooley said that a number of citizens have expressed concern to him over the possibility of additional property taxes to pay the debt on the proposed Emergency Services Building. Nasby said that during the City Council funding discussion the direction was to avoid property tax increases as a source for the project. The funds discussed were transfers from enterprise funds, state bonds, township contributions, service fees and cash from the Ambulance Fund.

Jones noted the Employee Appreciation and Recognition Event for December 5th.

17. Adjournment:

Mayor Maricle adjourned the meeting by unanimous consent at 8:43 p.m.

Corey Maricle, Mayor

Attest: _____
Steve Nasby, City Administrator

**PARK AND RECREATION COMMISSION MEETING
MINUTES DECEMBER 9, 2015**

1. Call to Order: The meeting was called to order by Gross at 5:30 p.m. at the City Offices.
2. Roll Call:
 - Commission Present: Jason Kloss, Jess Smith, Jeff LaCanne & Kay Gross
 - Commission Absent: Shawn Licht, Darren Tietz & Josh Schunk
 - City Staff Present: Recreation Director Al Baloun & Parks Superintendent Bruce Caldwell
 - Council Liaisons: Bryan Joyce & Paul Johnson Attending
 - Public: None
3. **Motion to Approve Agenda by Smith, seconded by Kloss**
Motion Carried Unanimous
4. **Motion to Approve Minutes from November 2015 Park & Recreation Commission Meeting;**
Motion Kloss, seconded by Smith
Motion Carried Unanimous
5. **Park Superintendent's Report; Bruce Caldwell**
 - a. Update commission 2016 budget and Capital Improvement Projects
 - b. New Bleacher Seating Donation Update; the city has the opportunity to get some good used bleachers that could be constructed in the WRA and other parks where needed. More discussion will need to be done in the next few meetings.
 - c. Witt Park Playground Equipment Relocation; the commission discussed where some of the playground equipment will be relocated due to the new emergency facility that will be constructed in Witt Park. Dynamite Park would be on top of the list.
6. **Recreation Manager; Al Baloun**
 - a. Update commission 2016 budget and Capital Improvement Projects
 - b. Arena Items; Studio rink was opened to skating on Nov 29th. Grade school skating is now going on No new news on when the rink glass will be arriving. Holiday schedule will be advertised on the city web page and Citizen/Shopper and they will be closed Christmas Eve, Christmas Day, & New Year's Day. Special holiday open skating during Christmas vacation; anyone bringing a can food good for food shelf will get free admission; if skates are needed people can rent them at the arena office.
7. Open Mike:

LaCanne; stated his term is done the end of the month and he will not seek reappointment. He thanked the commission for giving him the opportunity to be on the group.
Kloss; asked Baloun about doors being locked during certain events, Baloun responded.
8. Commission Member Terms:

Shawn Licht 12/31/17
Kay Gross 12/31/17

Continued page 2

Page 2 Park Commission Meeting December 9, 2015

Jason Kloss 12/31/15
Jeff LaCanne 12/31/15
Darren Tietz 12/31/16
Josh Schunk 12/31/16
Jess Smith 12/31/16

9. **Next Monthly Meeting will be held on January 13, 2016 Council Chambers 5:30 p.m.**
10. Meeting adjourned at 6:26 p.m.

Community Center Commission Minutes
Monday November 23, 2015

1. Call to Order: The meeting was called to order by President Wayne Maras at 5:35 p.m.

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

3. Approval of Minutes:

Motion by Mitch Voehl, seconded by Kelly Woizeschke to approve the October 26, 2015 Community Center Commission Minutes. Motion passed 5-0.

4. Additions to the agenda:

Nothing to Add

5. President's Report:

Nothing to Report

6. Director's Report:

- a. 2016 Goal Report- WCC Commission reviewed Smart Goals and will look into getting ideas and prices in 2016 and will contact a couple of contractors. WCC Commission also talked about new lighting for gym area and cost that would be saved by energy efficient and better lighting for sporting events and shows.
- b. Holiday Request- WCC Director Bussa stated he had been approached by a group wanting to rent a room on a Holiday. WCC Commission stated this had been brought up before and WCC Commission agreed unanimously to leave WCC closed on Holidays.

7. Resource Management:

Schedule of Events: Reviewed Schedule of Events

Income & Expense: Reviewed Income and Expense

8. Miscellaneous:

WCC Commission decided no December Meeting unless something arose

9. Open Forum:

Nothing to Report

10. Next Meeting:

Monday January 25, 2016 @ 5:30 pm

Adjourn:

Motion by Kelly Woizeschke, seconded by Lenny Thiner, to adjourn the meeting at 6:15pm. Motion carried 5-0.

Wayne Maras, WCC President

Linda Stuckenbroker, WCC Secretary

Attest: _____
Brad Bussa, WCC Director

**Emergency Services Facility Committee Meeting
Windom City Hall, Council Chamber
December 2, 2015
5:30 p.m.**

1. Call to Order:

The meeting was called to order by Fire Chief Ortman at 5:30 p.m.

2. Roll Call:

Absent: Mayor Maricle and Mark Stevens

Present: Dan Ortman, Fire Chief; Tim Hacker, Ambulance Director; Jim Axford, Gary Olsen, Kevin Heggeseth, Brian Cooley and Steve Nasby, City Administrator

3. Approval of Minutes:

Motion by Hacker second by Olsen to approve the minutes from the November 9, 2015 meeting. Motion carried 5 – 0 (Maricle, Stevens and Heggeseth absent).

4. Review Preliminary Designs and Costs:

Corey Brunton and Aaron Wockenfuss, Brunton Architects, introduced themselves and handed out an updated design and price list for the cost estimate. Brunton said that he had a number of items to review and get direction on so they can proceed with designs and getting better cost estimates. He would go through the list and get the Committee's direction.

Brunton said the area on the second floor above the meeting/training room had been eliminated and saved \$60,000. The canopy will be an add-alternate and is estimated to be \$21,000. The fourth ambulance bay is still a question. Roofing system selection as they can have 20-50 life spans depending on the type of product. Glass overhead doors versus solid panel doors are another choice and solid panel doors are in the current estimate, but glass doors would allow for natural light, but the cost is \$18,000 to \$20,000 higher for glass on the doors facing the streets. All the exterior brick has been removed in favor of exposed aggregate and sandblasted panels. The stainless steel kitchen has been eliminated as it is not required by State code. Brunton wants an equipment list as to items moving into the new building so the design can accommodate them and have the required power needs supplied. The plan is for a four inch overhead fill with a ground fill station(s) with the locations to be determined. The apparatus bay floors are polished concrete. Brunton noted the drains in the fire and ambulance bays are shown, but could be moved to be more in line with the plumbing to save money.

Preliminary

Ortman said he wanted the drains as shown under the trucks. Hacker said that the drains reoriented are okay with him as ambulance units load from the back so drains on the sides are not an issue. Brunton said he would follow up with each of them on what they want.

Brunton said the conduit for electrical, etc is surface mounted and the apparatus bays are not painted. He asked about automatic shutting doors for the apparatus bays. The discussion is that automatic closing is needed to keep the heat\cooling in the building after the rigs leave. Brunton said this would add cost. The Committee direction was to include automatic closing doors only on the exit doors for the equipment. He asked about a battery back-up if the power goes out. The Committee decided the manual override is sufficient.

Brunton said the lights would be on sensors so they turn on automatically. Heating the facility is another question for the committee. The unit heaters are the lowest cost and the most efficient on re-heating a space. Overhead radiant is the second most efficient and that is what is in the existing fire hall. Third is radiant heat floor slab and boilers. The direction of the Committee was to go with unit heaters and circulation fans. Brunton noted the hot water heater is in the mechanical room and will be piped to where hot water is needed. He asked if they wanted a water softener or reverse osmosis unit. The Committee did not make a decision on this or if the toilets are flush valve or tank units. Brunton said that he will need decisions on these items and some others he will bring to the next meeting. Other items included if the building was going to be separately metered for the Fire and Ambulance. After discussion it was determined the cost for heat, cooling, electric, water, wastewater, etc. could be divided by a formula and did not need to be metered separately as that would be costly. The lighting can be conventional or LED. The Committee decided to go with LED lighting even though the initial cost is higher as the energy savings will account for any price difference. The exhaust handling system is designed to meet OSHA standards and will be with a sensor and exhaust fans. The hose tower is designed with a manual or electric winch system. Brunton said the electric winch is \$1,200 more but worth it in his recommendation. The Committee wanted to have the electric winch system included.

Cooley asked about the second floor area marked "future office". Brunton said that was labeled that as it is a future use and as an office does not contribute to the occupant load. Ortman said the area was initially shown as a fitness area.

Brunton said that furniture, fixtures and equipment is not listed in this cost estimate so things like desks, chairs and the washer\dryer shown for the residential area are not included. Brunton also said that if the facility is intended to have an emergency generator in the future he needs to know now so the wiring can be done to accommodate that. Discussion was that the generator makes sense for the future and grants may be sought to get that completed. Consensus was to include the wiring needed, but not the switch so a generator could be added in the future.

Ortman said that he had spoken to Scott Veenker about removing the tennis courts and hockey rink for site prep and the estimate is \$49,500 as the tennis court is a foot thick

Preliminary

concrete and the hockey rink is six inches thick with re-bar. Brunton said that the removal and site prep are in the estimate, which was confirmed.

Ortman and Nasby said the Senate Capital Committee visit went well and thanked everyone for attending. Nasby said that one of the questions from the Senate was if the townships supported the bonding request. If State funds are obtained that will lower the amount needed to locally finance the project for everyone.

Cooley said we need to set up a meeting date with the Building Committee, City Council and township representatives. Ortman asked about the township budget approvals and dates. Olsen and Heggeseth said the sooner the meeting the better. The Committee selected January 4, 2016 as the meeting date.

Ortman said the next Building Committee meeting should be set to keep Brunton on schedule. The date was set for December 28.

5. Other Business:

None.

6. Adjournment:

Chair Ortman adjourned the meeting by unanimous consent at 7:20 p.m.



MEETING SUMMARY

PROJECT NAME: Windom Emergency Services Building
PROJECT NUMBER: 15305-1
DATE/TIME: December 2, 2015/5:30 pm
RE: Building Updates / Next Steps in Design Process

ATTENDEES:

City Staff

Steve Nasby – City of Windom

Emergency Services Building Committee

Dan Ortman – City of Windom Fire Department

Tim Hacker – City of Windom Ambulance Service

Jim Axford – City of Windom Ambulance Service

Brian Cooley – City of Windom Council Member

Gary Olson – Great Bend Township

Public

Ben Derickson – City of Windom Fire Department

Dirk Abraham – KDOM Radio

Architect

Corey Brunton – Brunton Architects

Aaron Wockenfuss – Brunton Architects

Following is a summary of the items that were discussed at the meeting.

1. Corey Brunton discussed the revised exterior elevations as it relates to the lowering of the Meeting Room wall panel height. Brunton Architects and Engineers is continuing to look for opportunities in reducing cost of construction with sacrificing function. The lowering of the wall panels reduces the overall construction approximately \$60,000. Brian Cooley requested windows to be added on the North side of the lounge due the lower height of the meeting room. This option was approved by the team to move forward.
2. Corey discussed other add alternates the design team will proceed with and these would be included in the construction documents as followed
 - a. 4th Ambulance Bay
 - b. Canopy at Front Entrance
 - c. Roofing Material
 - d. Overhead Doors at Apparatus and Ambulance Bays
3. Corey requested if any additional changes to the floor plan are required now is the time to make them. The building committee had no additional changes and approved the plans as shown.
4. Corey reviewed the next steps in the process and the following items/information were discussed as the design team moves forward with construction documents:
 - a. Interior Finishes – Corey reviewed some areas and mentioned Brunton Architects and Engineers will have colors and finishes selected to review at the next meeting.

- b. FFE (Furniture/Furnishings/Equipment) – these items (desks, chairs, copiers, etc.) were not included in the cost estimate. Corey asked what existing equipment (SCBA equipment, compressors) will be moved over from the existing facility. Dan Ortmann to provide a list to Brunton Architects and Engineers.
- c. Gear Grid Lockers to be located on west wall of Apparatus Bays. Circulation ceiling fans to be provide above this areas and throughout the bays.
- d. Apparatus / Ambulance Bay Drains – it was discussed possibly rotating the floor drains. After further discussions on how trucks/ambulances are loaded it was decided to leave drains as shown. Tim Hacker questioned if the drain would still extend pass the rear of the ambulance. It was discussed having a flat portion of the floor at the rear of the ambulance bay would allow for the drains to move forward, which would eliminate that concern.
- e. Apparatus / Ambulance Bay Heating – Corey discussed the different types of heating systems used in these bays in the following order of cost/complexity: Unit Heaters, Overhead Radiant Heating System and Radiant Floor Heating System w/ boiler. It was decided to provide unit hears in both the Apparatus and Ambulance Bays.
- f. Miscellaneous Mechanical, Electrical and Plumbing Items
 - i. Provide water heaters for hot water (instantaneous point-of-use was discussed but due to number of locations it was cost prohibitive)
 - ii. Provide water softeners (reverse osmosis system was discussed)
 - iii. Provide flush valve toilets
 - iv. Provide occupancy sensors for lighting in the Apparatus / Ambulance Bays
 - v. Provide timed relay closers on overhead doors on street side
 - vi. Provide power drops at each truck location
 - vii. Provide high pressure line from cascade system to rescue truck location (no low pressure lines required)
 - viii. Provide (1) 4" overhead fill line (locations to be determined later)
 - ix. Provide (2-4) floor mounted fill locations (locations to be determined later) – see attached photo.
 - x. Provide LED lighting throughout office areas
- g. Emergency Generator – it was discussed no generator is to be provided, however, provisions should be included in the construction documents to allow for this in the future as part of an "Add Alternate." Items discussed for future connection to a generator include: Cascade System, Apparatus / Ambulance Bay Lighting and Door Operators. The building committee will look at determining other locations and pass this information on to the design team.

Next meeting scheduled for **December 28, 2015 at 5:30PM** in the Fire Hall Meeting Room.

If you have any questions or corrections about any of the items listed above, please contact the office of Brunton Architects and Engineers within two days of receipt of this document.

End of Document

Windom Library Board Meeting

Windom Library

Tuesday, December 8, 2015

5:05 p.m.

1. Call to order: The meeting was called to order by John Duscher at 5:05 p.m.
2. Roll Call: Members Present: Kathy Hiley, Steve Fresk, Barb Henning, John Duscher and Anita Winkel
Members Absent: Beth Flemimg and Terri Jones
Library Staff Present: Dawn Aamot
City Council Member Present: Brian Cooley
Guest: Karen Knigge, Friends of the Windom Library

The Library Board welcomed Karen Knigge and thanked her for coming.

3. Agenda and Minutes:

Motion by Anita Winkel and seconded by Steve Fresk to approve the Agenda and the Minutes.

4. Financial Report:

Dawn reviewed the Financial Report and reported that the year will end with a small surplus.

Motion by Kathy Hiley and seconded by Barb Henning to accept the Financial Report.

5. Friends of the Windom Library:

Karen Knigge reported that the Friends decorated a tree at the Historical Society. The Friends will be assisting the library on Windom's "Downtown by Candlelight" on Dec. 17. They are assembling "Snowman Soup" bags to be given out that night to library visitors. Friend's members Karen Knigge and Cheryl Lillegard replaced their summer window boxes with Christmas pines. Dawn reported that their summer plants were brought into the library and they will attempt to maintain them through the winter. She has received many compliments on the beauty of these flower boxes.

Dawn shared with Karen and the library board that the city council did approve a \$20,000 capital outlay for replacing the library's windows in 2016. Discussion was held on how to raise the balance of funds needed to replace the windows. Grants and fundraisers and financial support of the Friends of the Library will be explored. It was agreed on that requests for bids should start in January and February. The Friends hope to host a Library Open House in June and display the renovation plans for the library.

6. Librarian's Report

Nancy will host another Caregiver's Story Time in the morning on Dec. 28. Dawn applied for another Sammie Grant and received \$350. She has plans for enhancing the library with these funds that include a Lego area. Mark Peterson will be doing the repairs and painting upstairs and plans to complete this by Dec. 15.

The adult Winter Reading program will begin the first week of January.

Dawn submitted the library's 2016 Smart Goals. They are very similar to last years, adding more emphasis on outreach to the community. As a strive towards this goal, Dawn has joined the Windom school's facilities taskforce and the Windom's downtown revitalization group.

A motion by Steve Fresk and seconded by Anita Winkel to accept the librarian's report.

7. Old Business:

Covered under the Friend's and Librarian's report.

8. New Business:

Recently an Appreciation Dinner for city employees was hosted by the City Council and the Mayor at PJ's. Dawn reported that it was well attended and the mood was upbeat.

9. New Book Suggestions:

Book suggestions were given to Dawn.

10. Adjourn:

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

Meeting adjourned at 5:40 p.m.

Respectfully submitted,

Kathy Hiley, recording secretary

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

RESOLUTION #2015-

INTRODUCED:

SECONDED:

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

A RESOLUTION APPROVING 2015 TAX LEVY, COLLECTABLE IN 2016

BE IT RESOLVED, by the Council of the City of Windom, County of Cottonwood, Minnesota, that the following sums of money be levied for the current year, collectable in 2016, upon the taxable property in the City of Windom for the following purposes:

Total Levy	\$1,779,732
------------	-------------

The City Administrator is hereby instructed to transmit a certified copy of this resolution to the County Auditor of Cottonwood County, Minnesota.

Adopted this 15th day of December, 2015.

Corey J. Maricle, Mayor

Attest: _____
Steve Nasby, City Administrator

RESOLUTION #2015-

INTRODUCED:

SECONDED:

VOTED: Aye:
Nay:
Absent:

**AUTHORIZATION TO ACCEPT A DONATION FROM
LAND O'LAKES, INC.
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, Land O'Lakes, Inc. is a supporter of the City of Windom and the Windom Ambulance Department; and

WHEREAS, the City of Windom has received a donation from Land O'Lakes, Inc. of \$500.00 for the Windom Ambulance Department; and

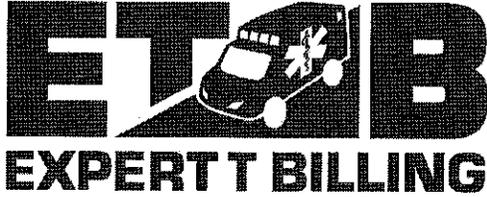
WHEREAS, Land O'Lakes, Inc. has designated that the donation is to be used to purchase pagers for the Windom Ambulance Department.

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

Adopted by the Council this 15th day of December, 2015.

Corey J. Maricle, Mayor

Attest: _____
Steven Nasby, City Administrator



400 Third Street
Farmington, MN 55044

November 20, 2015

Robin Shaw
City of Windom
P.O. Box 38
Windom, MN 56101

Dear Robin:

The current contract for Expert T Billing to provide ambulance billing services to The City of Windom Ambulance expires December 31, 2015. We really appreciate your business and the opportunity to provide our services to you!

I've attached our proposed new contract, which would begin on January 1, 2016. It has a notable change from past contracts as I have lengthened the term from 2 years to 5 years. I've done this to avoid having to execute new contracts so often (every 2 years). With this, I've included an opt-out clause (section 4.5), which allows you to opt out of the contract with 60 days written notice. If this change is an issue or you would like to discuss, please don't hesitate to contact me.

I hope you will continue to utilize our services. I look forward to hopefully continuing our successful business relationship!

Sincerely,

A handwritten signature in black ink, appearing to read 'Bill Schommer'.

Bill Schommer, RPh CAC
Expert T Billing
651-463-3867
bill@experttbilling.com

2012	\$ 24.75
2014	\$ 25.50
2016	\$ 27.00

Ambulance Service Billing Agreement

EXPERT T BILLING AND THE CITY OF WINDOM AMBULANCE

This agreement for service commencing on January 1, 2016 between the City of WINDOM Ambulance, a Minnesota municipal corporation ("CITY) and Expert T Billing, a Minnesota corporation ("CONTRACTOR") shall specify the billing services the CONTRACTOR will provide to the CITY.

1. CONTRACTOR SERVICES AND OBLIGATIONS

1.1 The CONTRACTOR agrees to provide and furnish ambulance billing service for the accounts receivable of the CITY as follows:

- 1.1.1 Preparation of initial and monthly statements for all accounts and mailing to responsible parties.
- 1.1.2 Submitting claims to all insurance companies, including Medicare, Medicaid, VA and other insurance providers.
- 1.1.3 Processing and assisting individuals with accounts and with third party insurance payments (private insurance) in order to coordinate payment to the CITY.
- 1.1.4 Issue up to three (3) billing statements on each account.
- 1.1.5 Issue delinquent account letters on all accounts that have not had payment activity for 120 days.
- 1.1.6 Perform telephone follow-up calls on accounts to patients, medical providers, insurance carriers, or other facilitators to ensure reasonable collection efforts have been attempted. This would include the use of internet resources when applicable.
- 1.1.7 Per CITY authorization or directive, refer to a designated collection agency delinquent accounts which have failed to have payment activity after the delinquent account letter was mailed.
- 1.1.8 All accounts authorized for collection agency handling and as permitted under MN State Statute 270 A, shall be submitted to the Minnesota Department of Revenue and certified for collection per the Minnesota Revenue Recapture Act.
- 1.1.9 Furnish to the CITY a monthly accounting of all charges and revenue statements handled during the month as well as other billing system reports.

- 1.1.10 Respond to inquiries from individuals who have received ambulance service which are related to their accounts and balances due.
- 1.1.11 Forward complaints and all written comments received regarding the CITY to the CITY'S designee.
- 1.1.12 Retain possession of a back-up billing software program at a secure off-site location.
- 1.1.13 Perform and maintain a computer back-up of accounts receivable records on a daily basis.
- 1.1.14 At the termination of this agreement, return to the CITY all accounts receivable records and billing information as provided by the CITY over the course of the billing agreement(s).
- 1.1.15 Train and, where required, license CONTRACTOR personnel to provide services hereunder and to provide such services in accordance with all applicable laws, ordinances, regulations and rules of federal, state and local authority. CONTRACTOR will obtain all necessary certificates, permits and licenses at CONTRACTOR'S sole expense and, upon request, provide the CITY with evidence thereof.
- 1.1.16 Maintain a general liability insurance policy with a contract liability rider of \$2,000,000 annual aggregate and \$1,000,000 per occurrence. The CITY shall be named as an additional insured on the policy.

2. CITY OBLIGATIONS

- 2.1 The CITY agrees to provide and furnish the CONTRACTOR the following:
 - 2.1.1 Information required by the CONTRACTOR to properly bill the accounts. Information shall be in the form of legible paper EMS Patient Care Reports (PCRs) or from electronic Patient Care Reports. Legible information shall be required from electronic as well as paper information.
 - 2.1.2 THE CITY shall whenever possible, provide the CONTRACTOR with hospital admission face sheets and other information, including patient signatures, which may be available and legally obtainable for individuals receiving ambulance service when necessary for billing purposes.
 - 2.1.3 The CITY shall provide the CONTRACTOR with information that is necessary regarding collection for accounts that remain delinquent after the CONTRACTOR has provided billing services.

3. **PAYMENT FOR SERVICES**

- 3.1 The CITY agrees to pay for services performed by the CONTRACTOR as follows:
- 3.1.1 The charge of **\$27.00** per each billable transport. Pricing will be reviewed and potentially adjusted no more frequently than every 2 years.
- 3.2 The CONTRACTOR shall invoice the CITY on a monthly basis for services rendered and payment of each invoice shall be due within 30 days of the date of the invoice.

4. **TERM, DEFAULT, AND TERMINATION**

- 4.1 This agreement shall be effective on the date first mentioned above and shall extend through and include December 31, 2020 unless terminated prior to that date pursuant to this Article Four.
- 4.2 If any one or more of the following occurs: (1) a payment due from CITY to CONTRACTOR shall be and remain unpaid in whole or in part for more than sixty (60) days after same is due and payable; (2) CITY shall violate or default on any of the other covenant agreements, stipulations or conditions herein and such violation or default shall continue for a period of ten (10) days after written notice from CONTRACTOR of such violation or default; then it shall be optional for CONTRACTOR, without further demand or notice, to declare this agreement forfeited and the said Term ended and CONTRACTOR shall not be liable for damages by reason of such termination; but notwithstanding termination by CONTRACTOR, the liability of CITY for the payments provided herein shall not be relinquished or extinguished for the services provided prior to termination. CITY shall be responsible for, in addition to the payments agreed to be paid hereunder, reasonable attorneys' fees and costs incurred by CONTRACTOR to enforce the provisions of this Agreement or to collect the payments due CONTRACTOR hereunder.
- 4.3 Each right or remedy of CONTRACTOR provided for in this agreement shall be cumulative and shall be in addition to every other right or remedy provided for in this agreement now or hereafter existing at law or in equity or by statute or otherwise.
- 4.4 CONTRACTOR shall not be deemed to be in default under this agreement until CITY has given CONTRACTOR written notice specifying the nature of the default and CONTRACTOR does not cure such default within (30) days after receipt of such notice or within such reasonable time thereafter as may be necessary to cure such default where such default is of such a character as to reasonably require more than thirty (30) days to cure.
- 4.5 CITY or CONTRACTOR may terminate this agreement for any reason upon 60 days written notice.

5. **INDEMNIFICATION**

- 5.1 Each party agrees that it shall protect, indemnify and hold harmless from and against all liabilities, actions, damages, claims, demands, judgment, losses, costs, expenses, suits or actions and attorneys' fees, and shall defend the other in any suit, including appeals, for loss or damage to property caused by the negligent acts or omissions of the indemnifying party, its agents or employees, in connection with or as a result of this agreement, the performance of either party's obligations hereunder or the performance of services governed by this agreement. Neither party shall be required to reimburse, defend or indemnify the other party for loss or claim due to the negligence of such other party. In case of joint or concurrent negligence of the parties giving rise to a loss or claim against either one or both, each shall have full rights of contribution against the other.
- 5.2 Each party shall promptly notify the other party of the assertion of any claim against which the party is indemnified by the other party.

6. **GENERAL PROVISIONS**

- 6.1 Nothing in this agreement is intended or shall be construed to create an employer - employee relationship, a partnership, a joint venture, or a lessor-lessee relationship between the parties.
- 6.2 Each party understands and agrees that it is responsible for payment of the wages, salaries and benefits of its own employees and that the other party shall not pay or withhold any sums for income tax, unemployment insurance, workers compensation premiums, social security or any other withholding required by law or any other agreement.
- 6.3 This agreement shall be interpreted, construed and governed by the laws of the State of Minnesota.
- 6.4 This agreement may be amended or modified only in writing and signed by both parties.
- 6.5 This agreement constitutes the entire agreement between the parties and shall bind and inure to the benefit of the CITY and the CONTRACTOR and their respective successors and assigns.
- 6.6 This agreement may be executed in multiple counterparts, each of which shall be deemed an original, but all of which, taken together, shall constitute only one agreement.
- 6.7 Any notice required or permitted under this agreement shall be deemed sufficiently given or served if sent by United States certified mail, return receipt requested, addressed as follows:

If to CONTRACTOR to:

Expert T. Billing Attention: Bill Schommer

400 Third Street

Farmington, Minnesota 55024

If to CITY to:

City of WINDOM

PO BOX 38

WINDOM, MN 56101

CONTRACTOR and CITY shall each have the right from time to time to change the place notice is to be given under this paragraph by written notice thereof to the other party.

6.8 If any term or provision of this agreement shall to any extent be held invalid or unenforceable, the remainder shall not be affected thereby, and each other term and provision of this agreement shall be valid and be enforced to the fullest extent permitted by law. No receipts or acceptance by CONTRACTOR from CITY of less than the monthly payments herein stipulated shall be deemed to be other than a partial payment on account for any due and unpaid amounts; no endorsement or statement of any check or any letter or other writing accompanying any check or payment of rent to CONTRACTOR shall be deemed an accord and satisfaction, and CONTRACTOR may accept and negotiate such check or payment without prejudice to CONTRACTOR's rights to (i) recover the remaining balance of such unpaid amounts or (ii) pursue any other remedy provided in this agreement. Time is of the essence with respect to the due performance of the terms, covenants and conditions herein contained.

IN WITNESS WHEREOF, each of the parties hereto has caused this agreement to be executed on its behalf by its duly authorized officer or other representatives on this _____ day of _____, 2015.

CITY OF WINDOM

EXPERT T BILLING

By: _____

By: _____

Its: _____

Bill Schommer
President

By: _____

Its: _____

RESOLUTION # 2015-

INTRODUCED:

SECONDED:

VOTED: Aye:

Nay:

Absent:

**RESOLUTION CALLING FOR A PUBLIC HEARING ON THE
PROPOSED VACATION OF A PORTION OF THE STREET
RIGHT-OF-WAY KNOWN AS 7TH STREET**

WHEREAS, pursuant to Minnesota Statute §412.851, the Windom City Council desires to consider vacating the following portions of 7th Street in the City of Windom, Minnesota:

PARCEL NO. 1:

All that part of 7th Street in the City of Windom, Cottonwood County, Minnesota, described as follows:

Commencing at the intersection of the North line of 7th Street and the West line of 1st Avenue in said City of Windom; thence West on and along the North line of said 7th Street for a distance of 150.00 feet, more or less, to the East line of 2nd Avenue in said City of Windom; thence South on and along the East line of said 2nd Avenue for a distance of 17.00 feet; thence East on and along a line parallel with the North line of said 7th Street for a distance of 150.00 feet, more or less, to the West line of said 1st Avenue; thence North on and along the West line of said 1st Avenue for a distance of 17.00 feet, more or less, to the point of beginning.

PARCEL NO. 2:

All that part of 7th Street in the City of Windom, Cottonwood County, Minnesota, described as follows:

Commencing at the intersection of the South line of 7th Street and the West line of 1st Avenue in said City of Windom; thence West on and along the South line of said 7th Street for a distance of 150.00 feet, more or less, to the East line of 2nd Avenue in said City of Windom; thence North on and along the East line of said 2nd Avenue for a distance of 17.00 feet; thence East on and along a line parallel with the South line of said 7th Street for a distance of 150.00 feet, more or less, to the West line of said 1st Avenue; thence South on and along the West line of said 1st Avenue for a distance of 17.00 feet, more or less, to the point of beginning.

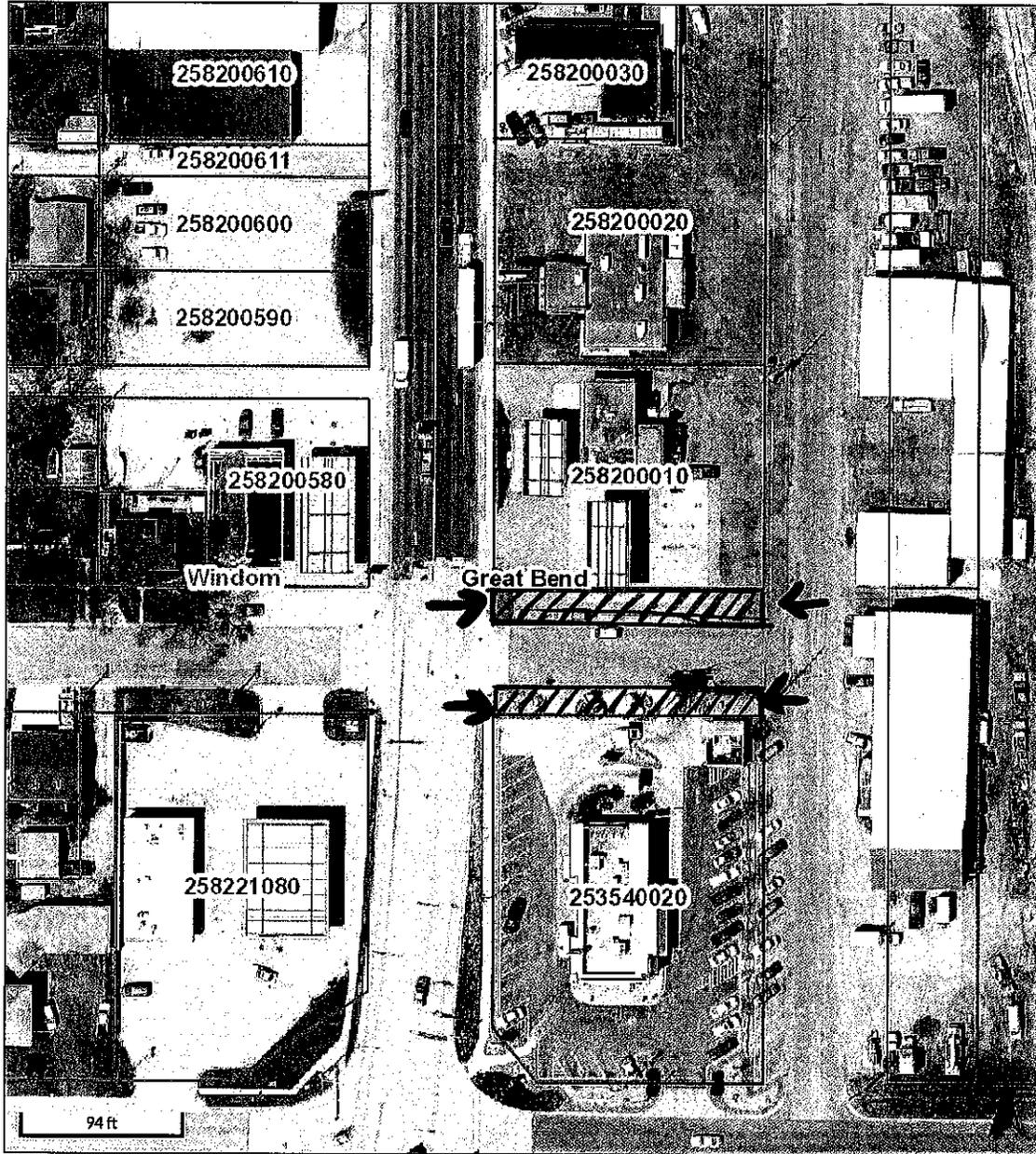
**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WINDOM,
MINNESOTA, AS FOLLOWS:**

1. That the City Council will consider the vacation of that portion of 7th Street, described herein, at a public hearing which shall be held on January 19, 2016, in the Council Chambers at 444 9th Street in the City of Windom, Minnesota, at the City Council Meeting which begins at 7:30 P.M.
2. That the City Administrator is hereby directed to give published, posted and mailed notice of such hearing as required by law.

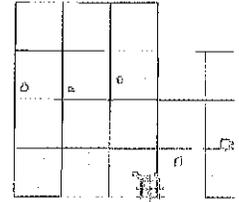
Adopted this 15th day of December, 2015.

Corey Maricle, Mayor

ATTEST: _____
Steven Nasby, City Administrator



Overview



Legend

-  Corporate Limits
-  Political Township
-  Parcels

Date created: 12/10/2015
Last Data Upload: 12/9/2015 8:59:54 PM

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: Telecommunications & Personnel Committee Representatives
DATE: December 11, 2015
RE: Recommendation – Windomnet General Manager Position

On December 1, 2015 representatives of the Telecom Committee and Personnel Committee met for the purpose of interviewing for the Windomnet General Manager position. This joint group is recommending that Jeff Dahna be offered the position.

This recommendation is based on Mr. Dahna's history with Windomnet, job qualifications and performance demonstrated while acting as the Interim General Manager since August 2015. Attached is an employment offer detailing the terms that were negotiated between the City Administrator and Mr. Dahna, which are subject to City Council's review and approval.

If you have any questions please contact Steve Nasby, City Administrator at 831-6129 or snasby@windom-mn.com or Forrest Fosheim, Telecom Committee Chair at 507-337-2953.

MEMORANDUM



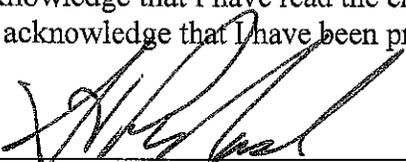
CITY OF WINDOM
444 9th Street
P. O. Box 38
Windom, MN 56101
Phone: 507-831-6129
Fax: 507-831-6127

TO: Jeff Dahna
FROM: Steve Nasby, City Administrator
DATE: December 11, 2015
RE: Telecom General Manager – Terms of Employment

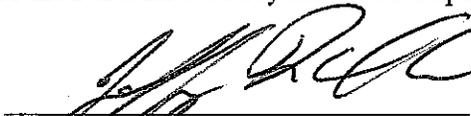
The Telecom Commission and I are excited about your promotion. Per our discussion, I have outlined terms of the employment offer. These terms and the formal offer of employment are subject to final approval by the City Council on December 15, 2015.

Salary	\$69,326.40 (Grade 21/Step 7) December 16 – 31, 2015 \$70,720.00 (Grade 21/Step 7) Starting January 1, 2016 One Step Increase July 16, 2016 for Satisfactory Probation Completion
Starting Date	December 16, 2015 (for General Manager). Employee retains January 31, 2005 hiring date for calculation of vacation accruals.
Vacation Accrual	Currently 144 hours per year accrual = 10 th Year of Employment shown on the Vacation Schedule (City Policy). Future vacation accrual according to City Policy with an anniversary date of January 31. Any accrued vacation stays in employee's account.
Holidays	Eleven paid holidays (City Policy)
Sick Leave	One day per month (City Policy). Any accrued sick leave stays in employee's account.
Retirement	State of Minnesota – PERA
Deferred Compensation	State of Minnesota (employee's option – no City matching)
Health Insurance	City Health Plan w\ VEBA (City pays 75% of Premium – Employee 25%)
Medical/Dependent Care Flex Acct	Available (employee's option – no City contribution)
Life Insurance	City Plan (decreasing term life policy for employee & family)
Probation Period	6 months (terms according to City Policy)

I acknowledge that I have read the employment offer as outlined above and the terms are acceptable to me. I also acknowledge that I have been provided a copy of the Personnel Policy and 2016 Supervisory Pay Plan.



Steve Nasby, City Administrator



Jeff Dahna

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: Joe Audette, Liquor Store Manager

DATE: December 8, 2015

RE: Hire Recommendations - Part Time Clerk for the Liquor Store

After reviewing applications and interviewing candidates I recommend the hiring of:

Kevin D. Spangler

At \$10.00 per hour according to the adopted part-time, seasonal and non-union wage scale and in recognition of pre-employment qualifications:

- Shift manager at McDonald's
- Inventory knowledge
- Extensive customer service experience

Please contact me at 831-6132 if you have any questions.

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

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

Measurement/Assessment – Measurement will be new website up.

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

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

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

SMART Goal Planning Form – Administration
Compensation and Classification Study

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

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

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

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

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

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

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

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

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

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

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

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

2016 Goals -Arena

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

Specific-

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

Measurement-

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

Achieve-

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

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

Realistic-

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

Time-

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

2016 Goals -Pool
**Community Pride: A Positive Image and Reputation Developed by a
Progressive and Active Community and Public Facilities: Maintain and Upgrade public
infrastructure and city facilities pursuit to a defined and prioritized plan.**

Revisiting the Pool Feasibility Study Done in 2007

Specific-

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

Measurement-

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

Achieve-

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

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

Realistic-

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

Time-

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

2016 Goals -Arena

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

Gathering Information on Current Refrigeration System and R22 Replacement

Specific-

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

Measurement-

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

Achieve-

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

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

Realistic-

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

Time-

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

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

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

CATEGORY: CITY COUNCIL GOAL – STRATEGY I: COMMUNITY

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

Specific:

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

Methods/Plan/Steps:

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

Attainable/Resources Available:

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

Result(s) Expected/Measurement:

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

Timeframe:

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

Goal approved by Planning Commission on October 13, 2015.

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

CATEGORY: CITY COUNCIL GOALS – STRATEGY I: COMMUNITY

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

Specific:

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

Methods/Plan/Steps:

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

Attainable/Resources Available:

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

Result(s) Expected/Measurement:

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

Timeframe:

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

Goal approved by Planning Commission on October 13, 2015.

SMART Goal Planning Form – Windom Community Center and Community Vitality

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

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

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

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

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

SMART Goal Planning Form – Windom Community Center and Community Pride

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

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

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

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

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

SMART Goal Planning Form – Windom Community Center and Natural Resources

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

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

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

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

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

SMART Goal Planning Form – Windom Community Center and Organizational Culture

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

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

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

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

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

SMART Goal Planning Form – Windom Community Center and Public Facilities

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

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

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

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

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

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

EDA - SHORT-TERM GOAL NO. 1

CATEGORY: CITY COUNCIL GOAL – STRATEGY II: COMMUNITY VITALITY: Create a diversified jobs base and a thriving, revitalized commercial corridor and downtown square. Note: The availability of options for single-family and multi-family housing assists the workforce.

Specific:

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

Methods/Plan/Steps:

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

Attainable/Resources Available:

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

Result(s) Expected/Measurement:

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

Timeframe:

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

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

EDA - SHORT-TERM GOAL NO. 2

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

Specific:

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

Methods/Plan/Steps:

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

Attainable/Resources Available:

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

Result(s) Expected/Measurement:

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

Timeframe:

Approval of an expansion plan by the end of 2016.

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

EDA - SHORT-TERM GOAL NO. 3

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

Specific:

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

Methods/Plan/Steps:

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

Attainable/Resources Available:

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

Result(s) Expected/Measurement:

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

Timeframe:

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

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

EDA - SHORT-TERM GOAL NO. 4

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

Specific:

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

Methods/Plan/Steps:

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

Attainable/Resources Available:

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

Result(s) Expected/Measurement:

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

Timeframe:

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

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

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

EDA – SHORT-TERM - GOAL NO. 5

CATEGORY: CITY COUNCIL GOAL – STRATEGY II: COMMUNITY

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

Specific:

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

Method(s)/Plan/Steps:

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

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

Attainable/Resources Available:

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

Result(s) Expected/Measurement:

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

Timeframe:

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

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

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

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

CATEGORY: CITY COUNCIL GOAL – STRATEGY II: COMMUNITY

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

Specific:

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

Method(s)/Plan/Steps:

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

Attainable/Resources Available:

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

Result(s) Expected/Measurement:

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

Timeframe:

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

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

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

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

CATEGORY: CITY COUNCIL GOAL – STRATEGY II: COMMUNITY

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

Specific:

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

Method(s)/Plan/Steps:

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

Attainable/Resources Available:

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

Result(s) Expected/Measurement:

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

Timeframe:

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

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

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

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

CATEGORY: CITY COUNCIL GOAL – STRATEGY II: COMMUNITY

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

Specific:

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

Method(s)/Plan/Steps:

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

Attainable/Resources Available:

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

Result(s) Expected/Measurement:

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

Timeframe:

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

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

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

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

CATEGORY: CITY COUNCIL GOAL – STRATEGY II: COMMUNITY

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

Specific:

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

Method(s)/Plan/Steps:

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

Attainable/Resources Available:

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

Result(s) Expected/Measurement:

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

Timeframe:

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

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

Electric Department
Enhance teamwork among the department and involve other departments

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

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

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

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

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

Electric Department
Create a plan for continuing education for utility staff

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

SMART Goal – Library 2016

Goal I: Community Involvement

Specific-

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

Measurement/Assessment –

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

Attainable/Achieve-

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

Relevant –

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

Timed –

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

SMART Goal– Library 2016

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

Specific –

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

Measurement/Assessment –

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

Attainable/Achieve –

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

Relevant –

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

Timed-

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

SMART Goal– Library 2016

Goal III: Increase Library Usage

Specific-

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

Measurement/Assessment-

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

Attainable/Achieve-

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

Relevant –

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

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

SMART Goal Planning Form – LIQUOR STORE

Specific – WHO? WHAT?

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

Measurement/Assessment – HOW?

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

Attainable/Achieve – REASONABLE/RESOURCES AVAILABLE?

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

Relevant – EXPECTED RESULT?

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

Timed – WHEN?

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

SMART Goal Planning Form – LIQUOR STORE

Specific – WHO? WHAT?

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

Measurement/Assessment – HOW?

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

Attainable/Achieve – REASONABLE/RESOURCES AVAILABLE?

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

Relevant – EXPECTED RESULT?

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

Timed – WHEN?

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

SMART Goal Planning Form – LIQUOR STORE

Specific – WHO? WHAT?

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

Measurement/Assessment – HOW?

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

Attainable/Achieve – REASONABLE/RESOURCES AVAILABLE?

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

Relevant – EXPECTED RESULT?

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

Timed – WHEN?

This item will be completed by October 1, 2016.

2016 Annual Goals

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

Specific – WHO? WHAT?

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

Measurement/Assessment – HOW?

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

Attainable/Achieve – REASONABLE/RESOURCES AVAILABLE?

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

Relevant – EXPECTED RESULT?

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

Timed – WHEN?

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

SMART Goal Planning Form – Office/Finance – Telecom Profitability

Specific – WHO? WHAT?

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

Measurement/Assessment – HOW?

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

Attainable/Achieve – REASONABLE/RESOURCES AVAILABLE?

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

Relevant – EXPECTED RESULT?

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

Timed – WHEN?

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

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

Specific – WHO? WHAT?

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

Measurement/Assessment – HOW?

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

Attainable/Achieve – REASONABLE/RESOURCES AVAILABLE?

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

Relevant – EXPECTED RESULT?

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

Timed – WHEN?

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

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

Specific – WHO? WHAT?

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

Measurement/Assessment – HOW?

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

Attainable/Achieve – REASONABLE/RESOURCES AVAILABLE?

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

Relevant – EXPECTED RESULT?

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

Timed – WHEN?

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

2016 Park Department Goal
By Park Superintendent Bruce Caldwell

Specific – Island Park Campground Improvements

Island Park Campground Improvements – Water hookups/widen camp sites

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

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

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

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

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

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

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

Future Campground Tegels Park:

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

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

Windom Police Department Citizen's Academy Goal

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

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

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

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

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

Windom Police Department K-9 Goal

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

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

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

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

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

Windom Police Department Taser Training Goal

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

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

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

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

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

Windom Emergency Services Leadership Academy

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

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

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

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

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

Windom Police Department Use of Force Training System Goal

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

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

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

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

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

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

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

Expansion of the Youth Baseball Program

Specific-

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

Measurement-

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

Achieve-

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

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

Realistic-

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

Time-

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

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

Specific –

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

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

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

Measurement/Assessment –

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

Attainable/Achieve –

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

Relevant –

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

Timed –

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

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

Specific –

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

Measurement/Assessment –

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

Attainable/Achieve –

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

Relevant –

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

Timed –

Throughout the year when classes and training are available

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

Specific –

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

Measurement/Assessment –

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

Attainable/Achieve –

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

Relevant –

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

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

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

South Plum

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

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

15th Avenue from River Road north to 17th Street

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

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

Brian Avenue from River Road to Douglas

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

Timed –

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

SMART Goal Planning Form – Telecommunications Department – Internet
Acceptable Use Policy

Specific – The Telecommunications Manager, staff and Telecommunications Committee will work to develop an Acceptable Use Policy (AUP) for internet. All professional ISPs should have an Acceptable Use Policy document.

Measurement/Assessment – Acceptable Use Policy can be cited when issues with problematic internet customers arise.

Attainable/Achieve – Time and effort on behalf of the Telecommunications Manager, staff and Telecommunications Committee is needed to research and develop an applicable acceptable use policy. Acceptable Use Policy will need to be vetted through City Attorney's office and may incur costs.

Relevant – To protect Windomnet from legal challenges from problem customers. Spammers specifically seek out hosts with badly-written or no Acceptable Use Policies because it means they can abuse our network and threaten us when we try to get rid of them.

Timed – The goal would be to start working on this in the first quarter 2016 and have it in place in the second quarter 2016 or prior.

SMART Goal Planning Form – Telecommunications Department – Website 2016

Specific – The Telecom Manager, Telecom staff and select city office personnel will work to develop a plan for the upgrade of a new WindomNet website. Staff will identify a 3rd party consultant to provide the necessary services and take charge of the project.

Measurement/Assessment – Effectiveness and user friendly access of the new website once it is online.

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

Relevant – The expected result is an updated user friendly website that keeps the Windomnet information current and incorporates access to the new bill viewing, subscriber's packages and payments.

Timed – The goal would be to have the website by mid 2016. Because of the addition of the new billing system timeframe and online access to it, may have an impact on the date of completion or delay certain parts of the website to end of 2016.

SMART Goal Planning Form – Telecommunications Department –
Department/Interdepartmental Relations 2016

Specific – The Telecommunication Department staff will work on teamwork and communications within the Telecommunications Department as well as involving other departments when presented. The Telecommunications Department will develop quarterly staff meetings where the employees will be encouraged to ask questions and share ideas in an open setting.

Measurement/Assessment – The measurement of these efforts will be based off the inclination of staff to bring innovative thoughts and experiences to the group.

Attainable/Achieve – The meeting will have set agendas with definite topics geared towards creating discussion. There will be no effect to the overall operating budget that would be related with this goal.

Relevant – This goal is to improve open, honest and effective communications with staff, our peers and work together effectively.

Timed – The objective would be to begin working towards this in the first quarter of 2016 and try to schedule a meeting once per quarter going forward.

SMART Goal Planning Form – Telecommunications Department – Employee
Training 2016

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

Measurement/Assessment – The Telecommunication Department employees will be given specific questions or goals to be met from the training and be asked to give a report to the group during a staff meeting.

Attainable/Achieve – We have a number of available training resources available from several of our equipment vendors (Calix and MetaSwitch), Minnesota Telecom Alliance and other sources.

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

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

SMART Goal

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

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

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

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

Water and Wastewater Departments

Strategy III: Provide high quality public service

Strategy IV: Maintain and upgrade public infrastructure

Specific:

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

Measurement/Assessment:

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

Attainable:

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

Relevant:

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

Timeframe:

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

Electric Utility

	2010	2011	2012	2013	2014	5 Year Average
Revenue	\$ 6,183,122	\$ 5,692,690	\$ 5,681,316	\$ 5,813,867	\$ 5,814,821	\$ 29,185,816
Transfer Amount	\$ 175,000	\$ 175,000	\$ 175,000	\$ 175,000	\$ 175,000	\$ 875,000
Percent of Transfer of Gross Revenue	2.83%	3.07%	3.08%	3.01%	3.01%	3.00%
Excess of Revenues over Expenses	\$ 987,602	\$ 516,126	\$ 511,340	\$ 432,820	\$ 363,795	\$ 2,811,683
Transfer as a Percent of Excess Revenues	17.72%	33.91%	34.22%	40.43%	48.10%	31.12%

Liquor Store

	2010	2011	2012	2013	2014	5 Year Average
Revenue	\$ 1,481,578	\$ 1,499,600	\$ 1,616,297	\$ 1,659,134	\$ 1,686,879	\$ 7,943,488
Transfer Amount	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 350,000
Percent of Transfer of Gross Revenue	4.72%	4.67%	4.33%	4.22%	4.15%	4.41%
Excess of Revenues over Expenses	\$ 119,404	\$ 133,428	\$ 224,933	\$ 239,648	\$ 226,890	\$ 944,303
Transfer as a Percent of Excess Revenues	58.62%	52.46%	31.12%	29.21%	30.85%	37.06%

Hospital (Proposed)

	2011	2012	2013	2014	2015	5 Year Average
Net Revenue (w/o Foundation & Auxillary)	\$ 13,827,339	\$ 14,878,912	\$ 16,799,196	\$ 14,994,746	\$ 15,754,812	\$ 76,255,005
Transfer Amount	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 1,250,000
Percent of Transfer of Gross Revenue	1.81%	1.68%	1.49%	1.67%	1.59%	1.64%
Excess of Revenues over Expenses	\$ 1,023,731	\$ 1,243,203	\$ 2,487,167	\$ 641,521	\$ 860,718	\$ 6,256,340
Transfer as a Percent of Excess Revenues	24.42%	20.11%	10.05%	38.97%	29.05%	19.98%

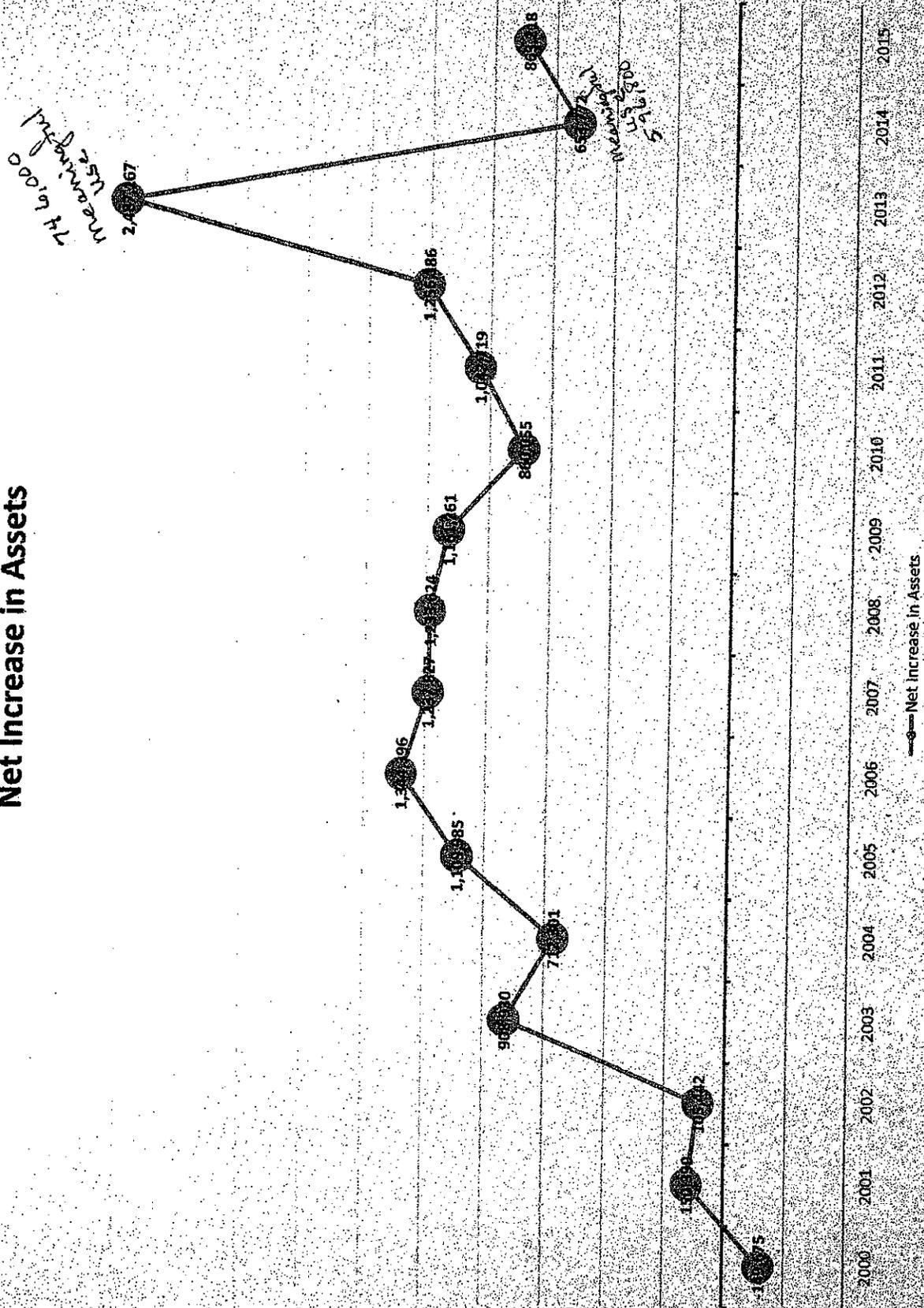
Transfer if Electric Using 5 Year Avg \$ 2,286,149 \$ 3,359,891
 Transfer if Liquor Using 5 Year Avg

Hospital Transfer Discussion

DATA REQUEST December 9, 2015

Profit over the past 20 years:	See graphs
Wage Freezes:	Applied to all non-union staff, January to May, 2011 Estimated savings - \$8,000 to 10,000
Employee hours reduction:	September 2010 to February 1, 2011, 10% reduction, estimated savings \$111,400 February 2011 to January 1, 2012, 5% reduction, estimated savings \$108,000
Bad Debt	See graphs
Financial Assistance	See graphs
A/R 91 days or more	\$551,990 as of October 31, 2015
Fund Raising:	
Auxiliary	See handouts
Foundation	See handouts
Bond Payment:	\$400,000 per year Required to have 60 days cash on hand, October 31 totaled \$2,361,747.72 -subject to change each month, based on changing cost per day

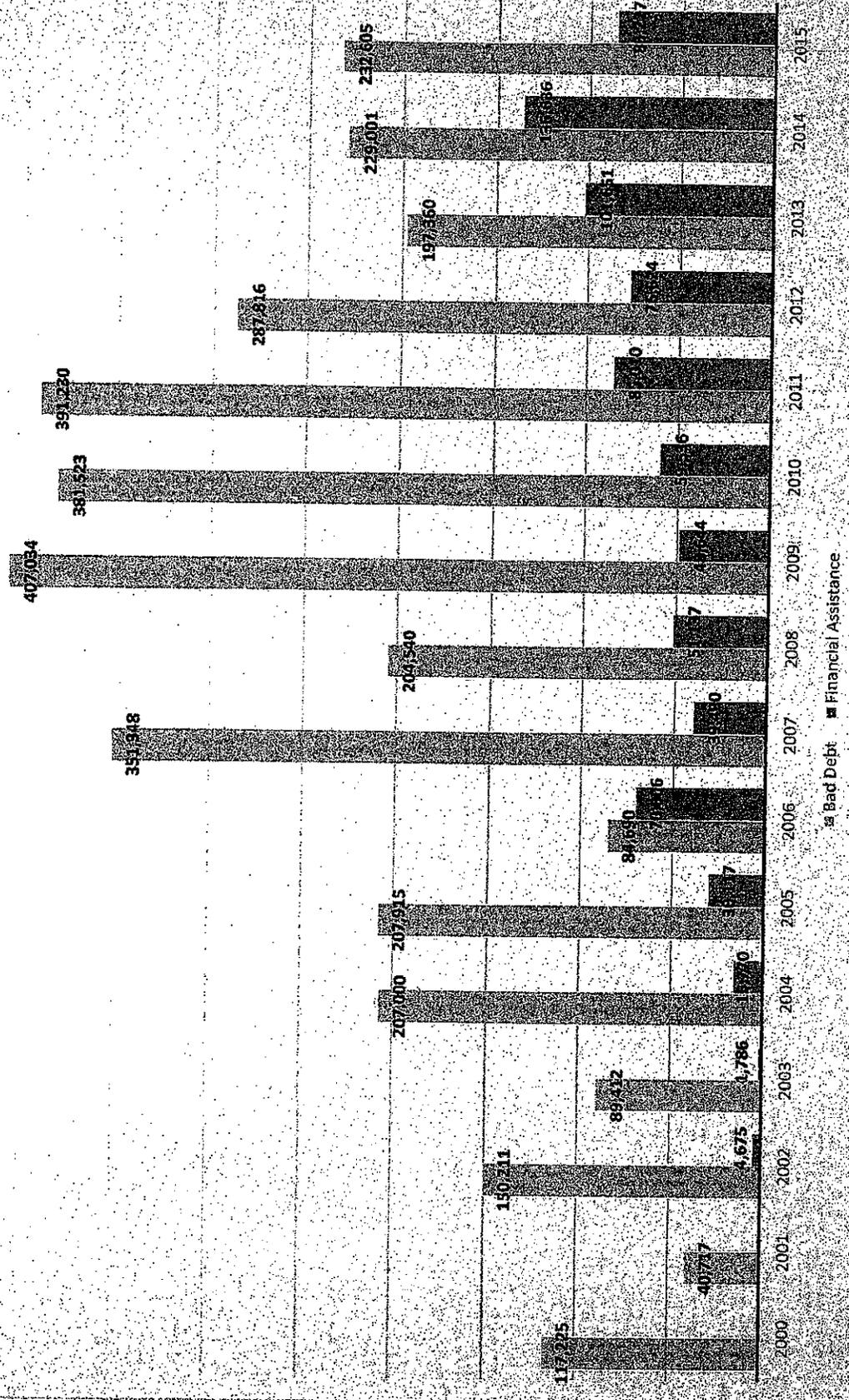
Net Increase in Assets



Net Increase in Assets

2000 2001 2002 2003 2004 2005 2006 2007 2008 2009 2010 2011 2012 2013 2014 2015

Bad Debt/Financial Assistance



Windom Area Hospital Auxiliary Donations to the Hospital

Date	Item	Cost	Grand Total
1974	Portraits of Drs. Sogge, Basinger, and Stratte	266.38	
1974	Name plates	21.00	
1974	Plaques and engraving	977.94	
Oct-74	Treadmill	750.00	
Oct-74	In-service equipment	500.00	
	1974 Total	\$2,515.32	\$2,515.32
Dec-75	Gift Shop display case	973.44	
	1975 Total	\$973.44	\$3,488.76
Feb-76	Nativity scene	63.35	
Feb-76	Coffee and soup dispenser	250.45	
Mar-76	Christmas tree decorations	32.82	
	1976 Total	\$346.62	\$3,835.38
Jan-77	Folding chairs and caddy	311.50	
May-77	Trees	400.00	
Jun-77	Anesthesia machine	3,225.40	
Jul-77	Infant warmer	1,127.00	
Oct-77	Baby picture	93.60	
	Mpls Tribune	160.26	
Nov-77	In-service library	8.49	
	1977 Total	\$5,326.25	\$9,161.63
Aug-78	External pacemaker	1,055.28	
Aug-78	Flower tubs	72.80	
	Mpls Tribune	134.17	
Oct-78	Shaver and hair rollers	54.09	
	1978 Total	\$1,316.34	\$10,477.97
Mar-79	Tablecloth	28.23	
Mar-79	In-service library cassettes	123.81	
Apr-79	Fetal monitor	5,150.27	
Apr-79	Money to chapel and cardiac units	718.37	
Aug-79	Sewing machine	121.20	
Sep-79	Projector	68.54	
	Mpls Tribune	24.96	
Nov-79	Recusi-Annie	995.00	
	1979 Total	\$7,230.38	\$17,708.35
Mar-80	Books	57.04	
Jun-80	Trees	600.00	
Nov-80	Room furnishings	1,623.00	
Nov-80	Pointer	2.51	
Nov-80	Tree	50.00	
Nov-80	Sink and chair	400.00	
Nov-80	Carpet for staff dining room	728.20	
	Mpls Tribune	147.14	

Windom Area Hospital Auxiliary Donations to the Hospital

Date	Item	Cost	Grand Total
Nov-80	Recusi-Baby	255.70	
	1980 Total	\$3,863.59	\$21,571.94
Mar-81	Book	51.51	
Jun-81	Masks for Busy Bee tour	8.38	
Jun-81	Book	23.36	
Oct-81	IV Infusion pump	1,600.00	
Oct-81	Trees	240.00	
	Electrical wiring in lounge for TV that was purchased with Auction Bucks from Auxiliary		
Oct-81	members	152.79	
Nov-81	Razors	5.31	
	Mpls Tribune	148.72	
Dec-81	Desk, chair, and lamp for lounge	448.00	
	1981 Total	\$2,678.07	\$24,250.01
Apr-82	Money towards drapes and spreads	1,250.00	
Jun-82	In-service library, book OR manual	20.00	
Jul-82	In-service library, cassette	162.55	
Jul-82	Desktop glass	15.59	
	Mpls Tribune	53.95	
	Minnesota state flag	31.02	
	Pediatric defib paddler	104.32	
	1982 Total	\$1,637.43	\$25,887.44
1983	Kneeling bench for chapel and a book case	88.18	
	OB lounge	249.63	
	TV from donations	579.00	
	Shaver	61.00	
	Cassette on anesthesia	275.00	
	Drapes for birthing room	593.95	
	Minnesota flag	32.56	
	ER cart	2,533.72	
	Mpls Tribune	85.55	
	Poinsettias for hospital	25.43	
	1983 Total	\$4,524.02	\$30,411.46
1984	Doctor's lounge	50.00	
	Towards furnishing a room	100.00	
	Engraving through March 1984	136.54	
	ER equipment	300.00	
	Birthing room	100.00	
	Employee's lounge	177.85	
	Hanging lamps for lobby	184.30	
	Mpls Tribune	115.13	
	Poinsettias for hospital	31.83	
	1984 Total	\$1,195.65	\$31,607.11

Windom Area Hospital Auxiliary Donations to the Hospital

Date	Item	Cost	Grand Total
1985	Balloons for ER	76.59	
	Baby sheets	299.77	
	Baby crib quilts	127.06	
	Bed scale	3,040.00	
	Baby shirts	299.77	
	Christmas trees	114.94	
	Minneapolis Sun Tribune newspaper subscript	157.30	
	Engraving through April 1985	194.50	
	1985 Total	\$4,309.93	\$35,917.04
1986	VCR	925.70	
	Poinsettias & decorations	57.86	
	Badges for children	71.95	
	Buttons - new babies	105.99	
	Landscaping wall outside	328.00	
	Minneapolis newspapers	89.70	
	Engraving through February	17.00	
	1986 Total	\$1,596.20	\$37,513.24
1987	Wallpaper and paint	229.29	
	Phone for deaf	176.00	
	Otoscope & charger	423.75	
	Halter monitor & tapes	1,732.18	
	(6) Vertical blinds	840.00	
	(100) Baby spoons	120.00	
	Tables for dining room	142.80	
	Poinsettias	138.40	
	Minneapolis newspapers	152.75	
	Engraving	12.60	
	1987 Total	\$3,967.77	\$41,481.01
1988	Handrails	2,296.93	
	(4) Vertical blinds	560.00	
	Minneapolis newspaper & magazines	376.59	
	Engraving	29.50	
	Candles, napkins, buttons	154.81	
	Corsages for Mother's Day	28.00	
	Balloons	30.79	
	Display board	458.01	
	Baby spoons	120.00	
	Clocks	38.39	
	1988 Total	\$4,093.02	\$45,574.03
1989	National Geographic renewal	19.50	
	Engraving	2.70	
	Patient chair	394.00	
	Minneapolis Tribune	34.45	
	(2) Mini-blinds	252.00	

Windom Area Hospital Auxiliary Donations to the Hospital

Date	Item	Cost	Grand Total
	Engraving	1.30	
	Outside plants	38.81	
	(300) Checkbook health records	375.00	
	Painting donation for salaries	400.00	
	Fans	44.98	
	Infant warmer	2,050.00	
	(5) Clocks	120.00	
	Minneapolis Tribune	34.45	
	Engraving	6.20	
	Minneapolis Tribune	115.05	
	Gerber baby spoons	120.00	
	Paint from Coast to Coast	15.89	
	Wallpaper	149.63	
	Christmas decorations	74.00	
	1989 Total	\$4,247.96	\$49,821.99
1990	Poinsettias	69.90	
	Sports magazine	11.94	
	Ladies Home Journal	19.95	
	Windom Library - pictures	6.00	
	Engraving	3.80	
	Blood pressure monitor	2,025.00	
	Parents magazine	13.95	
	AHASS - hospital week	72.30	
	Wallpaper	119.80	
	Engraving	2.80	
	Hospital - books	409.16	
	First Temp	695.00	
	Mpls Tribune	153.40	
	1990 Total	\$3,603.00	\$53,424.99
1991	Engraving	1.10	
	Trees	203.30	
	Chairs	1,743.43	
	Minneapolis Tribune	163.80	
	1991 Total	\$2,111.63	\$55,536.62
1992	Engraving	4.26	
	Fever scan	72.10	
	Positive Promotion - visit to hospital	72.20	
	IM printer	520.00	
	Health records	375.00	
	Hospital bed	2,793.75	
	Bedding plants	29.56	
	Decorating nursery	120.66	
	Hospital - nursery	547.82	
	Mpls Tribune	169.00	
	1992 Total	\$4,704.35	\$60,240.97

Windom Area Hospital Auxiliary Donations to the Hospital

Date	Item	Cost	Grand Total
1993	Furniture	1,999.00	
	Doctors lounge	115.77	
	Furniture	1,881.75	
	Clock	63.37	
	Christmas tree	75.00	
	Poinsettias	69.12	
	Bear Hugger - oximeter	3,112.00	
	Celebration dinners	199.50	
	Mpls Tribune	176.80	
	1993 Total	\$7,692.31	\$67,933.28
1994	Windom Library - rent pictures	8.00	
	Steps - nursery	790.00	
	Spoons	120.00	
	Flowers	24.00	
	Plants	27.31	
	Baby buttons	368.84	
	Health books	387.00	
	Wheelchair	684.40	
	Recuse Annie	486.81	
	Baby scale	1,049.15	
	Windom Library - rent pictures	35.00	
	Celebrations dinners	444.00	
	Mpls Tribune	176.80	
	1994 Total	\$4,601.31	\$72,534.59
1995	Crafts dec - family room	12.50	
	Films - videos	17.00	
	Windom Library - rent pictures	5.00	
	Poinsettias	44.00	
	Celebrations dinners	402.50	
	Mpls Tribune	169.20	
	1995 Total	\$650.20	\$73,184.79
1996	Chairs - patient rooms	1,884.00	
	Chapel - candle and stick	155.00	
	Gifts - Mary Holman, Dr. Harder, x-ray dept.	300.00	
	Mother's Day Flowers	26.63	
	Minneapolis Tribune	96.20	
	Checkbook Health Record	462.00	
	Mpls Tribune	144.30	
	Celebration dinners	399.00	
	1996 Total	\$3,467.13	\$76,651.92
1997	(2) Patient carts	7,840.78	
	(1) Baby warmer	3320.00	
	Picture Rent doctors' lounge	35.00	

Windom Area Hospital Auxiliary Donations to the Hospital

Date	Item	Cost	Grand Total
	Dinners	507.50	
	Decorations		
	Mother's Day flowers	17.57	
	Mpls Tribune	288.60	
	Christmas decorations	137.74	
	1997 Total	\$12,147.19	\$88,799.11
1998	Baby health record books	652.00	
	Picture for hospital	200.00	
	Pulse Oximeter	1500.00	
	Celebration dinners	392.00	
	Mpls Tribune	192.40	
	Mother's Day flowers	27.69	
	Christmas decorations	334.07	
	1998 Total	3298.16	\$92,097.27
1999	Gift Shop case	2200.00	
	Suction pump	1507.06	
	Celebration dinners	437.50	
	Mother's Day flowers	19.04	
	Mpls Tribune	192.40	
	Decorations	272.39	
	1999 Total	\$4,628.39	\$96,725.66
2000	Camera	657.00	
	Christmas Decorations	584.72	
	Baby Footprints	108.63	
	Dinners	479.00	
	2 Pictures & Swag	364.99	
	Mpls Tribune	193.44	
	2000 Total	2,387.78	\$99,113.44
2001	External Pacer	3,950.00	
	Patlo Swing	581.72	
	Window Painting	100.00	
	Picture	158.96	
	Decorations	383.61	
	Children's Videos	60.37	
	Dinners	455.00	
	Vicki Schendel Run	100.00	
	Mpls Tribune	163.80	
	2001 Total	5,953.46	\$105,066.90
2002	Patient lift	4,327.38	
	Christmas Decoration	100.00	
	Coronary Books	68.41	
	Health Record Books	546.00	
	Dist. E Dinners	87.22	

Windom Area Hospital Auxilliary Donations to the Hospital

Date	Item	Cost	Grand Total
	Dinners	486.50	
	Baby Warmer	8,646.48	
	Vicki Schendel Run	200.00	
	Flowers	176.00	
	Kitchen Supplies	63.34	
	Mpls Tribune	175.50	
	2002 Total	14,876.83	\$119,943.73
2003	Cordless vacuum	2,717.75	
	Christmas Decorations	63.77	
	Patio Furniture	374.98	
	Dinners	385.00	
	Vicki Schendel Run	100.00	
	Mother's Day Flowers	27.50	
	Mpls Tribune	175.50	
	2003 Total	3,844.50	\$123,788.23
2004	(3) Bassinets	4,307.43	
	Christmas Decorations	74.55	
	Dinners	444.50	
	Vicki Schendel Run	100.00	
	Mpls Tribune	234.00	
	Worthington Globe	141.25	
	2004 Total	5,301.73	\$129,089.96
2005	(2) Bair Huggers	1,960.90	
	Bassinet	1,435.81	
	Christmas Decorations	29.78	
	Gift Boxes	329.50	
	Courtyard Chairs	55.34	
	Dinners	66.50	
	Vicki Schendel Run	100.00	
	Mother's Day Flowers	39.41	
	Health Record Books	466.00	
	Mpls Tribune	234.00	
	Worthington Globe	141.25	
	2005 Total	4,858.49	\$133,948.45
2006	Blanket warmer	4,772.64	
	Kitchen renovation	6,500.00	
	Christmas Decorations	119.00	
	Gift Boxes	479.50	
	Vicki Schendel Run	100.00	
	Telephone	500.00	
	Worthington Globe	145.50	
	Mpls Tribune	234.00	
	Mother's Day Flowers	30.00	
	2006 Total	12,880.64	\$146,829.09

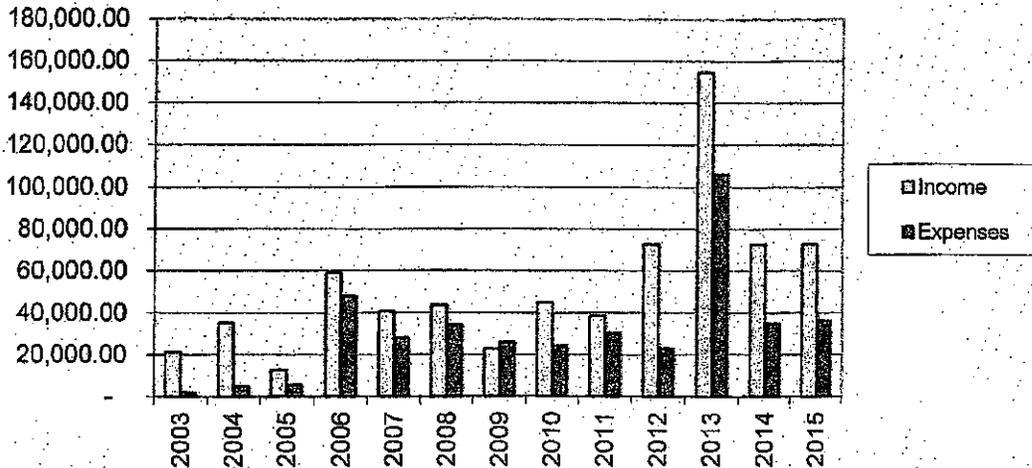
Windom Area Hospital Auxiliary Donations to the Hospital

Date	Item	Cost	Grand Total
2007	Newborn hearing equipment	6,000.00	
	Newspapers	234.00	
	Christmas Decorations	241.61	
	Gift Boxes	367.50	
	Printing Name Plates	1.35	
	National Hospital Tea	25.88	
	2007 Total	6,870.34	\$153,699.43
2008	Cataract chair	5,000.00	
	Newspapers	537.30	
	Christmas Decorations	141.20	
	Gift Boxes	507.98	
	Vicki Schendel Run	100.00	
	Printing Name Plates	6.20	
	National Hospital Tea	81.97	
	2008 Total	6,374.65	\$160,074.08
2009	Rehab equipment	4,904.13	
	Newspapers	555.50	
	Christmas Decorations	2.97	
	Gift Boxes	378.00	
	Vicki Schendel Run	100.00	
	2009 Total	5,940.60	\$166,014.68
2010	Breathing machine for ER	8,000.00	
	Newspapers	448.10	
	Christmas Decorations	25.97	
	Gift Boxes	406.00	
	Printing Name Plates	10.80	
	Vicki Schendel Run	100.00	
	New Year Baby	25.00	
	2010 Total	9,015.87	\$175,030.55
2011	OB Monitor	4,995.00	
	Newspapers	580.10	
	Christmas Decorations	102.82	
	Vicki Schendel Run	100.00	
	Gift Boxes	423.50	
	Printing Name Plates	6.80	
	2011 Total	6,208.22	\$181,238.77
2012	Poinsettias & Wreath	108.69	
	Worthington Globe & Mpls. Tribune	421.80	
	Speaker System	1,019.00	
	Vicki Schendel Run	100.00	
	Mother's Day	26.72	
	Hospital Tea	64.19	

Windom Area Hospital Auxilliary Donations to the Hospital

Date	Item	Cost	Grand Total
	Speaker System	1,019.00	
	OB Monitor	4,995.00	
	Gift Boxes	469.00	
	2012 Total	8,223.40	\$189,462.17
2013	Patient Bed Moving Cart	5,800.00	
	Mother's Day Flowers	26.72	
	Hospital Tea	71.86	
	Worthington Globe & Mpls Tribune	475.05	
	Baby Warmer	6,000.00	
	Assault Survivor Kits	100.00	
	Gift Boxes	413.00	
	2013 Total	12,886.63	\$202,348.80
2014	Mother's Day Flowers	12.00	
	StarTribune subscription- 3 mo.	68.25	
	Daily Globe subscription	368.40	
	StarTribune subscription- 3 mo.	68.25	
	StarTribune subscription- 3 mo.	74.75	
	300 Children's Health Records	705.00	
	Blanket warmer for ER	4,256.62	
	Crash Carts & Ortho Chairs	5,800.00	
	StarTribune subscription- 3 mo.	74.75	
	StarTribune subscription- 3 mo.	74.75	
	Daily Globe subscription - 1 year	368.40	
	Poinsettias	59.70	
	Gift Boxes	409.50	
	2014 Total	12,340.37	\$214,689.17
2015	Christmas decorations	33.94	
	Chapel Fund	10,200.00	
	Ortho chairs for ER	2,500.00	
	StarTribune subscription - 1 year	315.12	
	Daily Globe subscription - 1 year	368.40	
	Poinsettias		
	Gift Boxes	38.50	
	2015 Total	13,455.96	\$228,145.13

WAH Foundation Growth by Fiscal Year



Fiscal Year 2003

* Donations included \$3923.46 from closing WAH employee flex account, \$3,600 stock donation from Krueger's, \$2,500 from W. Hoppert

Fiscal Year 2004

* Donations include \$15,000 grant from Toro Foundation for DexaScanner and \$5,000 from Remick Foundation for student loans

Fiscal Year 2005

* Received \$5,000 from Remick Foundation for student loans and paid out \$3,000

Fiscal Year 2006

* Purchased DexaScanner for \$76,500 (\$26,275 from radiology & general funds, other \$50,225 from Mickelson money donated to hospital several years ago)

* Received \$3,000 from Remick Foundation for student loans and paid out \$3,000

* Vicki Schendel money on hospital books transferred to Foundation \$17,315.02

* Received \$5,000 anonymous donation for the generator

* Changed fundraising accounting. Per Auditors sent all revenue to Sanford Foundation and requested total expenses instead of just sending profit as done in past

Fiscal Year 2007

* Purchased heel scanner for \$9,700 and Women's Health Program \$2,500 (cleared radiology fund and remainder of money withdrawn from general fund)

* Received \$5,000 from Remick Foundation for scholarships and paid out \$4,000

* Received \$6,500 from Hospital Auxiliary to purchase walk-in cooler

Fiscal Year 2008

* Reimbursed hospital for 1/2 of IO Drill (\$753.04 donated)

* Received \$5,000 from Howie Sether for scholarships and paid out \$8,000

* \$3,420 spent on Foundation display of polished metal letters and logo

* Reimbursed hospital for walk-in cooler

* Received \$5,000 from Remick Charitable Foundation Trust for scholarships

Fiscal Year 2009

- * Reimbursed hospital \$9,380.24 for cardiac monitor system
- * Reimbursed hospital \$3,606.50 for cataract chair (cleared cataract chair fund and remainder of money withdrawn from general fund)
- * Received a Groundmaster from the Toro Giving Program valued at over \$28,000
- * Paid out \$5,000 for scholarships
- * Started fundraising to replace bilirubin lights

Fiscal Year 2010

- * Reimbursed hospital \$5,090 for bilirubin lights
- * Received \$5,000 from Remick Charitable Foundation Trust for scholarships
- * Paid out \$5,000 in scholarships
- * Received \$5,000 donation from M. Gene Clark for scholarships
- * Winnifred Hoppert Scholarship fund raised \$3,000
- * \$500 from employee crisis fund given to an employee in need

Fiscal Year 2011

- * Reimbursed hospital \$9,986 for Rehab traction table
- * Paid out \$8,000 in scholarships
- * Received \$25,000 from Myrtle Stroud Estate
- * \$865.24 from employee crisis fund given to an employee in need
- * Received \$1,000 donation for scholarship from Jeannine Johnson in memory of Dr. Alan R. Johnson (money in restricted hospital fund, not in Foundation fund because it was an IRA)
- * Received \$4,000 from Remick Charitable Foundation Trust for scholarships
- * Awarded 5 \$1,000 scholarships

Fiscal Year 2012

- * Paid out \$5,000 in scholarships
- * Received \$10,000 from Bruce Nelson Estate
- * Partnered with TyAnn Marcy & Tammy Hall in fundraising for Breast Health Fund through a Breast Health Walk & Affair to Remember Gala
- * Authorized purchase of digital mammography in summer 2012
- * Awarded 5 \$1,000 scholarships

Fiscal Year 2013

- * Paid out \$5,000 in scholarships
- * Received \$50,000 from Toro Foundation for the purchase of digital mammography
- * Reimbursed hospital \$27,575.51 from Breast Health Fund for the purchase of digital mammography
- * Received \$45,099 from David C. Campbell Revocable Intervivous Trust
- * Gave one breast health applicant \$1,213.32 to help cover expenses during cancer treatments
- * Reimbursed hospital \$989.60 for an infant warmer
- * Awarded 6 \$1,000 scholarships which includes a Mildred Klosterbuer memorial scholarship

Fiscal Year 2014

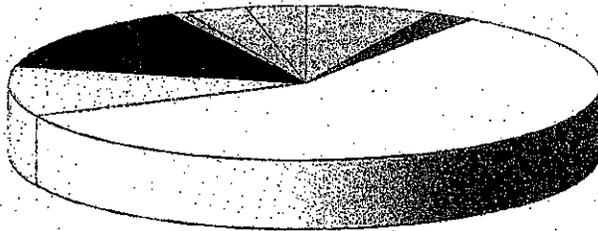
- * Received \$10,000 from Wilbert Rohlfen
- * \$383.26 from Employee Crisis Fund given to an employee in need
- * Gave one breast health applicant \$1,784.82 to help cover expenses during cancer treatments
- * Reimbursed hospital \$573.36 for blanket warmer
- * Awarded 6 \$1,000 scholarships which includes a \$1,000 Mildred Klosterbuer memorial scholarship
- * Sponsored O'Neal Hampton from The Biggest Loser TV show as a speaker at the Farm & Home show
- * Donated \$1,187 to the Edith Sanford Breast Cancer Foundation from the Breast Health Walk for cancer research
- * Donated \$550 from Tammy Hall memorials to the Edith Sanford Breast Cancer Foundation for cancer research

Fiscal Year 2015

- * Reimbursed hospital \$4,848.58 for white boards for patient rooms
- * Reimbursed hospital \$1,390 from Vickie Schendel Fund for lactation counselor training
- * Awarded 6 \$1,000 scholarships which includes a \$1,000 Mildred Klosterbuer memorial scholarship
- * Donated \$1,700 to the Edith Sanford Breast Cancer Foundation from the Tammy Hall Breast Health Walk for cancer research
- * Received \$10,200 from the Hospital Auxiliary for renovating the chapel

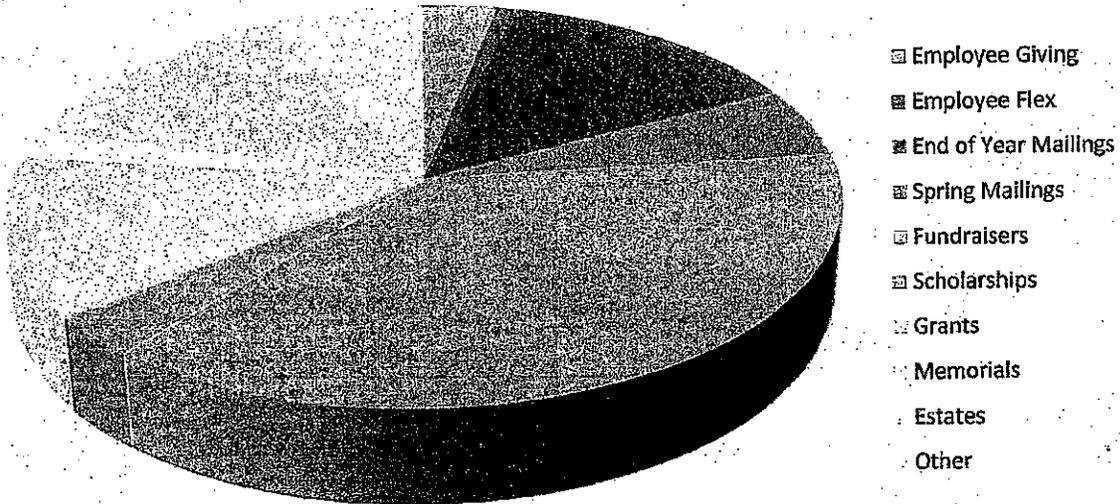
1343.51 to lobby

**WAH Foundation Funds
4/30/2015**



- Education Fund
- Employee Crisis Fund
- General Fund
- Schendel Fund
- Breast Health
- Bilirubin Lights
- Building
- Chapel

Windom Area Hospital Foundation Gift Amounts



<u>Appeal Description</u>	<u>Gift Amounts</u>
Employee Giving	19,406.47
Employee Flex	4,584.41
End of Year Mailings	80,112.00
Spring Mailings	33,082.00
Fundraisers	220,446.77
Scholarships	18,902.00
Grants	76,000.00
Memorials	13,312.61
Estates	80,099.00
Other	39,290.00



Windom, MN

Expense Approval Report By Fund

Payment Dates 11/26/2015 - 12/11/2015

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL					
MN REVENUE	20151209	12/09/2015	SALES TAX - NOV 2015	100-20202	1.93
RYAN COMPANIES US, INC	20151209	12/09/2015	REFUND - OVERPAYMENT OF	100-34103	30.00
					31.93
Activity: 41110 - Mayor & Council					
SCHRAMMEL LAW OFFICE	20151204	12/04/2015	LEGAL FEES	100-41110-304	225.00
LEAGUE OF MN CITIES	223854	12/09/2015	LEADERSHIP CONF - BRIAN CO	100-41110-308	255.00
ETHAN CLERC FILMS	20151201	12/04/2015	FILM COUNCIL MEETINGS	100-41110-350	25.00
US BANK	4246-0445-5573-8263A	12/09/2015	CREDIT CARD- EMPLOYEE AW	100-41110-434	492.98
					Activity 41110 - Mayor & Council Total: 997.98
Activity: 41310 - Administration					
NCPERS MINNESOTA	20151130	11/30/2015	INSURANCE #844600	100-41310-133	80.00
CULLIGAN	20151209A	12/09/2015	SERVICE #1957	100-41310-200	33.75
INDOFF, INC	2711304	11/09/2015	SUPPLIES	100-41310-200	150.15
COLE PAPERS INC.	9149155	11/30/2015	SUPPLIES	100-41310-200	207.48
MAIL FINANCE	H5634624	11/24/2015	LEASE PAYMENT	100-41310-200	22.67
ELECTRIC FUND	20151209	12/09/2015	MONTHLY UTILITY & TELECO	100-41310-321	96.51
ELECTRIC FUND	20151209	12/09/2015	MONTHLY UTILITY & TELECO	100-41310-326	42.95
US BANK	4246-0445-5573-8263A	12/09/2015	CREDIT CARD- SITE LOCK	100-41310-326	10.00
US BANK	4246-0445-5573-8263A	12/09/2015	CREDIT CARD- CRASH PLAN B	100-41310-326	9.99
US BANK	4246-0445-5573-8263A	12/09/2015	CREDIT CARD- TRAINING CUS	100-41310-334	23.24
US BANK	4246-0445-5573-8263A	12/09/2015	#4246-0445-5573-8263 C.CAR	100-41310-334	100.93
US BANK	4246-0445-5573-8263A	12/09/2015	CREDIT CARD- ACA WORKSHO	100-41310-334	11.37
BLUE CROSS/BLUE SHIELD	20151204	12/04/2015	INSURANCE PREMIUM JAN 20	100-41310-480	413.00
US BANK	4246-0445-5573-8263A	12/09/2015	CREDIT CARD- INNOVATIVE D	100-41310-480	51.26
					Activity 41310 - Administration Total: 1,253.30
Activity: 41910 - Building & Zoning					
NCPERS MINNESOTA	20151130	11/30/2015	INSURANCE #844600	100-41910-133	24.00
MAIL FINANCE	H5634624	11/24/2015	LEASE PAYMENT	100-41910-200	22.67
WEX BANK	43173845	12/09/2015	CREDIT CARD - P/Z	100-41910-212	66.32
ICC UPPER GREAT PLAINS REG	20151209	12/09/2015	REGISTRATION - JAMES KART	100-41910-308	690.00
ELECTRIC FUND	20151209	12/09/2015	MONTHLY UTILITY & TELECO	100-41910-321	94.60
VERIZON WIRELESS	9755896178	12/02/2015	TELEPHONE SERVICE	100-41910-321	16.65
					Activity 41910 - Building & Zoning Total: 914.24
Activity: 41940 - City Hall					
US BANK	4246-0445-5573-8263A	12/09/2015	CREDIT CARD- SCHWALBACH	100-41940-211	4.99
ELECTRIC FUND	20151209	12/09/2015	MONTHLY UTILITY & TELECO	100-41940-381	403.29
ELECTRIC FUND	20151209	12/09/2015	MONTHLY UTILITY & TELECO	100-41940-382	64.28
ELECTRIC FUND	20151209	12/09/2015	MONTHLY UTILITY & TELECO	100-41940-385	85.86
SANDRA HERDER	20121202	12/02/2015	CLEANING	100-41940-406	320.00
MELISSA PENAS	20151202	12/02/2015	CLEANING	100-41940-406	320.00
HEARTLAND SECURITY SERVIC	400964	12/04/2015	EQUIPMENT/SECURITY SERVI	100-41940-409	820.00
WINDOM FIRE & SAFETY	5899	12/04/2015	SERVICE	100-41940-409	37.00
HEARTLAND SECURITY SERVIC	400964	12/04/2015	EQUIPMENT/SECURITY SERVI	100-41940-480	208.78
					Activity 41940 - City Hall Total: 2,264.20
Activity: 42120 - Crime Control					
NCPERS MINNESOTA	20151130	11/30/2015	INSURANCE #844600	100-42120-133	160.00
INDOFF, INC	2717013	11/24/2015	SUPPLIES	100-42120-200	52.69
MAIL FINANCE	H5634624	11/24/2015	LEASE PAYMENT	100-42120-200	22.67
WEX BANK	43173845	12/09/2015	CREDIT CARD - POLICE	100-42120-212	1,095.43
WEX BANK	43173845	12/09/2015	CREDIT CARD - CREDIT - POLIC	100-42120-212	-18.75
SCHRAMMEL LAW OFFICE	20151204	12/04/2015	LEGAL FEES	100-42120-304	2,508.75
US BANK	4246-0445-5573-8263A	12/09/2015	CREDIT CARD- BCA REG	100-42120-308	-285.00

Expense Approval Report

Payment Dates: 11/26/2015 - 12/11/2015

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
US BANK	4246-0445-5573-8263A	12/09/2015	CREDIT CARD- MCPA TRAININ	100-42120-308	150.00
ELECTRIC FUND	20151209	12/09/2015	MONTHLY UTILITY & TELECO	100-42120-321	66.78
VERIZON WIRELESS	9755896178	12/02/2015	TELEPHONE SERVICE	100-42120-321	204.25
US BANK	4246-0445-5573-8263A	12/09/2015	CREDIT CARD- AMUNITION D	100-42120-404	192.20
WINDOM TOWING CO	83649	11/24/2015	SERVICE	100-42120-405	128.00
WINDOM TOWING CO	83651	11/24/2015	SERVICE	100-42120-405	128.00
WINDOM TOWING CO	83652	11/24/2015	SERVICE	100-42120-405	128.00
GRAHAM TIRE	8471141	12/09/2015	MAINTENANCE	100-42120-405	1,657.08
CRYSTAL WINDSHIELD REPAIR	ICW-1124-04077	12/04/2015	REPAIRS	100-42120-405	53.44
BLUE CROSS/BLUE SHIELD	20151204	12/04/2015	INSURANCE PREMIUM JAN 20	100-42120-480	413.00
Activity 42120 - Crime Control Total:					6,656.54

Activity: 42220 - Fire Fighting

US BANK	4246-0445-5573-8263A	12/09/2015	CREDIT CARD- OFFICE MAX	100-42220-200	108.42
WEX BANK	43173845	12/09/2015	CREDIT CARD - FIRE	100-42220-212	60.24
HEIMAN FIRE EQUIP. CO	0840594-IN	11/23/2015	MATERIALS & EQUIPMENT	100-42220-215	1,189.00
HEIMAN FIRE EQUIP. CO	0840300-IN	11/23/2015	UNIFORMS	100-42220-218	56.00
HEIMAN FIRE EQUIP. CO	0840321-IN	11/23/2015	UNIFORMS	100-42220-218	33.68
HEIMAN FIRE EQUIP. CO	0840573-IN	12/02/2015	UNIFORMS	100-42220-218	40.00
BRITTANY ESPENSON	20151204	12/04/2015	UNIFORM CLEANING	100-42220-218	30.00
STREICHER'S	CM271667	12/01/2015	UNIFORMS	100-42220-218	-44.99
STREICHER'S	I1181505	12/02/2015	UNIFORMS - SHIRTS	100-42220-218	89.98
STREICHER'S	I1182605	12/04/2015	UNIFORMS	100-42220-218	134.97
ELECTRIC FUND	20151209	12/09/2015	MONTHLY UTILITY & TELECO	100-42220-321	27.66
LUCAN COMMUNITY TV INC	2414	12/02/2015	EQUIPMENT - PAGERS	100-42220-323	2,225.00
MARK MARCY	20151201	12/01/2015	MILEAGE/ADMISSION REIMB	100-42220-331	85.35
US BANK	4246-0445-5573-8263A	12/09/2015	CREDIT CARD- PARKING DULU	100-42220-331	5.00
US BANK	4246-0445-5573-8263A	12/09/2015	CREDIT CARD- PARKING - DUL	100-42220-331	14.00
US BANK	4246-0445-5573-8263A	12/09/2015	CREDIT CARD- MEAL - DULUT	100-42220-334	62.50
US BANK	4246-0445-5573-8263A	12/09/2015	CREDIT CARD- SHERATON - D	100-42220-334	949.76
US BANK	4246-0445-5573-8263A	12/09/2015	CREDIT CARD- MEAL - DULUT	100-42220-334	15.39
FOX BROTHERS OF SANBORN,	65093	12/04/2015	REPAIRS	100-42220-405	719.45
BRUNTON ARCHITECTS & EN	08-1604	12/09/2015	EMERGENCY SERVICES	100-42220-439	18,889.52
US BANK	4246-0445-5573-8263A	12/09/2015	CREDIT CARD- HY VEE	100-42220-480	82.88
KDOM RADIO	KDOM0951151137656	12/09/2015	ADVERTISING	100-42220-480	125.00
Activity 42220 - Fire Fighting Total:					24,898.81

Activity: 42500 - Civil Defense

ELECTRIC FUND	20151209	12/09/2015	MONTHLY UTILITY & TELECO	100-42500-381	8.63
Activity 42500 - Civil Defense Total:					8.63

Activity: 43100 - Streets

NCBERS MINNESOTA	20151130	11/30/2015	INSURANCE #844600	100-43100-133	80.00
MAIL FINANCE	H5634624	11/24/2015	LEASE PAYMENT	100-43100-200	22.67
WEX BANK	43173845	12/09/2015	CREDIT CARD - STREET CREDI	100-43100-212	-18.75
WEX BANK	43173845	12/09/2015	CREDIT CARD - STREET	100-43100-212	946.22
US BANK	4246-0445-5573-8263A	12/09/2015	CREDIT CARD- BARCO	100-43100-215	182.74
PRAXAIR DISTRIBUTION INC	54372013	12/04/2015	SUPPLIES	100-43100-215	122.85
LOCATORS & SUPPLIES, INC	0240568-IN	11/24/2015	SUPPLIES	100-43100-217	160.83
LOCATORS & SUPPLIES, INC	0240642-IN	11/24/2015	SUPPLIES	100-43100-217	161.08
ELECTRIC FUND	20151209	12/09/2015	MONTHLY UTILITY & TELECO	100-43100-217	42.95
WINDOM FIRE & SAFETY	5790	12/09/2015	SERVICE	100-43100-217	338.95
ELECTRIC FUND	20151209	12/09/2015	MONTHLY UTILITY & TELECO	100-43100-321	56.20
VERIZON WIRELESS	9755896178	12/02/2015	TELEPHONE SERVICE	100-43100-321	72.31
ELECTRIC FUND	20151209	12/09/2015	MONTHLY UTILITY & TELECO	100-43100-381	177.73
ELECTRIC FUND	20151209	12/09/2015	MONTHLY UTILITY & TELECO	100-43100-381	2,446.75
ELECTRIC FUND	20151209	12/09/2015	MONTHLY UTILITY & TELECO	100-43100-382	18.50
ELECTRIC FUND	20151209	12/09/2015	MONTHLY UTILITY & TELECO	100-43100-385	26.74
RON'S ELECTRIC INC	131575	11/30/2015	MAINTENANCE	100-43100-401	133.62
MILLER SELLNER EQUIP	71882B	11/30/2015	MAINTENANCE	100-43100-404	37.85
RDO EQUIPMENT CO	P55205	11/30/2015	MAINTENANCE	100-43100-404	308.13

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BLUE CROSS/BLUE SHIELD	20151204	12/04/2015	INSURANCE PREMIUM JAN 20	100-43100-480	1,102.50
				Activity 43100 - Streets Total:	6,419.87

Activity: 45120 - Recreation

MAIL FINANCE	H5634624	11/24/2015	LEASE PAYMENT	100-45120-200	22.67
MN RECREATION & PARK ASS	20151124	11/24/2015	MEMBERSHIP RENEWAL 2016	100-45120-217	93.00
GRAPHIC EDGE	924508	12/09/2015	SUPPLIES	100-45120-217	238.24
				Activity 45120 - Recreation Total:	353.91

Activity: 45202 - Park Areas

NCPERS MINNESOTA	20151130	11/30/2015	INSURANCE #844600	100-45202-133	16.00
MAIL FINANCE	H5634624	11/24/2015	LEASE PAYMENT	100-45202-200	22.67
ELECTRIC FUND	20151209	12/09/2015	MONTHLY UTILITY & TELECO	100-45202-381	132.11
ELECTRIC FUND	20151209	12/09/2015	MONTHLY UTILITY & TELECO	100-45202-382	618.35
ELECTRIC FUND	20151209	12/09/2015	MONTHLY UTILITY & TELECO	100-45202-385	133.70
RON'S ELECTRIC INC	131620	12/04/2015	REPAIRS	100-45202-402	252.38
LAMPERTS YARDS, INC.	39161105	11/30/2015	MAINTENANCE	100-45202-402	860.04
BRYAN ROCK PRODUCTS, INC.	10686	12/09/2015	AGRA LIME-EAGLE FIELD	100-45202-404	921.19
				Activity 45202 - Park Areas Total:	2,956.44
				Fund 100 - GENERAL Total:	46,755.85

Fund: 211 - LIBRARY

Activity: 45501 - Library

NCPERS MINNESOTA	20151130	11/30/2015	INSURANCE #844600	211-45501-133	16.00
COLE PAPERS INC.	9149155	11/30/2015	SUPPLIES	211-45501-211	121.68
HEARTLAND SECURITY SERVIC	400965	12/04/2015	INSTALLATION/MONITORING	211-45501-217	746.84
PLUM CREEK LIBRARY	IV24150	12/04/2015	SUPPLIES	211-45501-217	20.60
ELECTRIC FUND	20151209	12/09/2015	MONTHLY UTILITY & TELECO	211-45501-321	27.21
ELECTRIC FUND	20151209	12/09/2015	MONTHLY UTILITY & TELECO	211-45501-326	47.95
NANCY SAJBAN	20151201	12/01/2015	MILEAGE	211-45501-331	186.30
ELECTRIC FUND	20151209	12/09/2015	MONTHLY UTILITY & TELECO	211-45501-381	127.62
ELECTRIC FUND	20151209	12/09/2015	MONTHLY UTILITY & TELECO	211-45501-382	17.13
ELECTRIC FUND	20151209	12/09/2015	MONTHLY UTILITY & TELECO	211-45501-385	26.74
SANDRA HERDER	20121202	12/02/2015	CLEANING	211-45501-402	330.00
MELISSA PENAS	20151202	12/02/2015	CLEANING	211-45501-402	330.00
WINDOM FIRE & SAFETY	5786	12/09/2015	SERVICE	211-45501-406	8.00
WOODWORKER'S JOURNAL	20151209	12/09/2015	SUBSCRIPTION	211-45501-433	37.95
US BANK	4246-0445-5573-8263A	12/09/2015	CREDIT CARD- MORE	211-45501-433	15.00
US BANK	4246-0445-5573-8263A	12/09/2015	CREDIT CARD- HOUSE BEAUTI	211-45501-433	24.97
US BANK	4246-0445-5573-8263A	12/09/2015	CREDIT CARD- TIME - SOUTHE	211-45501-433	36.00
US BANK	4246-0445-5573-8263A	12/09/2015	CREDIT CARD- AMAZON CHAI	211-45501-435	-0.04
US BANK	4246-0445-5573-8263A	12/09/2015	CREDIT CARD- AMAZON - BO	211-45501-435	166.30
US BANK	4246-0445-5573-8263A	12/09/2015	CREDIT CARD- AMAZON - BO	211-45501-435	14.95
US BANK	4246-0445-5573-8263A	12/09/2015	CREDIT CARD- AMAZON - BO	211-45501-435	14.98
GALE	56644433	12/01/2015	BOOKS	211-45501-435	99.41
GALE	56656207	12/01/2015	BOOKS	211-45501-435	50.03
GALE	56707669	12/01/2015	BOOKS	211-45501-435	21.44
MICROMARKETING	595664	12/01/2015	BOOKS	211-45501-435	124.99
MICROMARKETING	597246	12/01/2015	BOOKS	211-45501-435	39.99
MICROMARKETING	598238	12/01/2015	BOOKS	211-45501-435	36.99
MICROMARKETING	599278	12/09/2015	BOOKS	211-45501-435	163.49
				Activity 45501 - Library Total:	2,852.52
				Fund 211 - LIBRARY Total:	2,852.52

Fund: 225 - AIRPORT

Activity: 45127 - Airport

RED ROCK RURAL WATER	20151201	12/02/2015	SERVICE	225-45127-200	48.70
WINDOM FIRE & SAFETY	5896	12/04/2015	SERVICE	225-45127-217	38.00
SOUTH CENTRAL ELECTRIC	20151202	12/02/2015	SERVICE 367400 #26-12-112-	225-45127-381	203.00
SOUTH CENTRAL ELECTRIC	20151202A	12/02/2015	SERVICE 367403 #26-12-116-	225-45127-381	179.02

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
MOSLEY	600308042	11/30/2015	WINDOM AIRPORT-BOILER RE	225-45127-409	799.00
				Activity 45127 - Airport Total:	1,267.72
				Fund 225 - AIRPORT Total:	1,267.72

Fund: 230 - POOL

Activity: 45124 - Pool

MN RECREATION & PARK ASS	20151124	11/24/2015	MEMBERSHIP RENEWAL 2016	230-45124-217	92.00
				Activity 45124 - Pool Total:	92.00
				Fund 230 - POOL Total:	92.00

Fund: 235 - AMBULANCE

Activity: 42153 - Ambulance

MAIL FINANCE	H5634624	11/24/2015	LEASE PAYMENT	235-42153-200	22.66
WEX BANK	43173845	12/09/2015	CREDIT CARD - AMBULANCE	235-42153-212	1,377.74
WEX BANK	43173845	12/09/2015	CREDIT CARD - CREDIT - AMB	235-42153-212	-18.74
US BANK	4246-0445-5573-8263A	12/09/2015	CREDIT CARD- CPR MANIKINS	235-42153-217	1,063.00
PRAXAIR DISTRIBUTION INC	54372015	12/04/2015	SUPPLIES	235-42153-217	257.40
ROBIN SHAW	20151127	11/27/2015	EXPENSE - CLOTHING	235-42153-218	24.99
US BANK	4246-0445-5573-8263A	12/09/2015	CREDIT CARD- GRAPHIC EDGE	235-42153-218	365.29
MN AMBULANCE ASSOC	20151209	12/09/2015	2016 MMA MEMBERSHIP DU	235-42153-308	727.00
ELECTRIC FUND	20151209	12/09/2015	MONTHLY UTILITY & TELECO	235-42153-321	24.62
VERIZON WIRELESS	9755896178	12/02/2015	TELEPHONE SERVICE	235-42153-321	65.33
REAL TIME TRANSLATION, INC	107887	12/09/2015	SERVICE	235-42153-327	34.00
JOHN MEYER	20151209	12/09/2015	EXPENSE	235-42153-334	15.74
TIM HACKER	20151209	12/09/2015	EXPENSE	235-42153-334	67.59
JIM AXFORD	20151209	12/09/2015	EXPENSE	235-42153-334	14.72
WINDOM FARM SERVICE	159088	12/09/2015	POSTAGE-RETURN TO ZOLL	235-42153-404	15.65
WINDOM FARM SERVICE	159310	12/09/2015	MAINTENANCE	235-42153-404	5.33
WINDOM FIRE & SAFETY	5789	12/09/2015	SERVICE	235-42153-404	12.00
ARROW MANUFACTURING IN	3106	11/23/2015	MAINTENANCE #29	235-42153-405	65.30
				Activity 42153 - Ambulance Total:	4,139.62
				Fund 235 - AMBULANCE Total:	4,139.62

Fund: 250 - EDA GENERAL

ELECTRIC FUND	20151202	12/02/2015	LOAN PAYMENT	250-23900	895.80
					895.80

Activity: 46520 - EDA

NCPERS MINNESOTA	20151130	11/30/2015	INSURANCE #844600	250-46520-133	24.00
MAIL FINANCE	H5634624	11/24/2015	LEASE PAYMENT	250-46520-200	22.66
SCHRAMMEL LAW OFFICE	20151204	12/04/2015	LEGAL FEES	250-46520-304	90.00
BRADLEY & DEIKE, P.A.	34700	12/08/2015	SERVICE	250-46520-304	459.00
ELECTRIC FUND	20151209	12/09/2015	MONTHLY UTILITY & TELECO	250-46520-321	94.60
VERIZON WIRELESS	9755896178	12/02/2015	TELEPHONE SERVICE	250-46520-321	50.48
AARON BACKMAN	20151208	12/08/2015	EXPENSE - MN MRKTG PARTN	250-46520-331	163.87
AERIAL PHOTOGRAPHY	151014-1	11/24/2015	SERVICE	250-46520-340	370.00
ELECTRIC FUND	20151209	12/09/2015	MONTHLY UTILITY & TELECO	250-46520-381	48.49
US BANK	4246-0445-5573-8263A	12/09/2015	CREDIT CARD- MEETING MEA	250-46520-438	49.88
RON'S ELECTRIC INC	131650	12/01/2015	MATERIALS - SOUTH ENTRAN	250-46520-439	67.64
ELECTRIC FUND	SO-000031	12/01/2015	EDA SIGN	250-46520-439	458.23
EVANGELICAL LUTH CHURCH	20151209	12/09/2015	LEASE PAYMENT -5 YRS- DIRE	250-46520-480	10.00
MN DEPT OF TRANSPORTATI	20151209	12/09/2015	ADVERTISING DEVICE PERMIT	250-46520-480	20.00
				Activity 46520 - EDA Total:	1,928.85

Activity: 49980 - Debt Service

FULDA CREDIT UNION	20151202	12/02/2015	SPEC BLDG LOAN	250-49980-602	2,140.50
FULDA CREDIT UNION	20151202	12/02/2015	SPEC BLDG LOAN	250-49980-612	1,219.50
ELECTRIC FUND	20151202	12/02/2015	LOAN PAYMENT	250-49980-612	53.69
				Activity 49980 - Debt Service Total:	3,413.69
				Fund 250 - EDA GENERAL Total:	6,238.34

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 251 - EDA REVOLVING					
JED & CYNTHIA KNUTSON	20151209	12/09/2015	EDA SEB RLF BUSINESS LOAN	251-12900	30,000.00
					<u>30,000.00</u>
			Fund 251 - EDA REVOLVING Total:		30,000.00
Fund: 254 - NORTH IND PARK					
Activity: 46520 - EDA					
SCHRAMEL LAW OFFICE	20151204	12/04/2015	LEGAL FEES	254-46520-304	435.00
SOUTH CENTRAL ELECTRIC	20151201	12/01/2015	SERVICE #367404 NWIP 26-24	254-46520-381	109.54
COTTONWOOD CO RECORDER	20151204	12/04/2015	RECORDING FEES	254-46520-480	184.00
ELECTRIC FUND	SO-000032	12/01/2015	EDA - INDUSTRIAL PARK MAT	254-46520-480	1,000.00
					<u>1,728.54</u>
			Activity 46520 - EDA Total:		1,728.54
			Fund 254 - NORTH IND PARK Total:		1,728.54
Fund: 262 - TIF 1-2 PAMIDA					
Activity: 46530 - TIF Districts					
SCHRAMEL LAW OFFICE	20151209	12/09/2015	PRAIRIE MEADOW SUBDIVISI	262-46530-480	400.00
					<u>400.00</u>
			Activity 46530 - TIF Districts Total:		400.00
			Fund 262 - TIF 1-2 PAMIDA Total:		400.00
Fund: 401 - GENERAL CAPITAL PROJECTS					
Activity: 49950 - Capital Outlay					
WW COMMUNICATIONS AND	2019	12/09/2015	CITYWIDE NETWORK VIDEO S	401-49950-500	20,239.50
					<u>20,239.50</u>
			Activity 49950 - Capital Outlay Total:		20,239.50
			Fund 401 - GENERAL CAPITAL PROJECTS Total:		20,239.50
Fund: 601 - WATER					
INNOVATIVE SYSTEMS	26018	12/09/2015	BILLING SYSTEM DOWNPAYM	601-15500	16,666.66
RED ROCK RURAL WATER	20151209	12/09/2015	2015 WATER PURCHASE - TR	601-37120	16,821.78
					<u>33,488.44</u>
Activity: 49400 - Water					
NCPERS MINNESOTA	20151130	11/30/2015	INSURANCE #844600	601-49400-133	40.00
MAIL FINANCE	H5634624	11/24/2015	LEASE PAYMENT	601-49400-200	22.66
WEX BANK	43173845	12/09/2015	CREDIT CARD - WATER	601-49400-212	289.33
HAWKINS, INC	3799152	11/23/2015	CHEMICALS	601-49400-216	933.53
US BANK	4246-0445-5573-8263A	12/09/2015	CREDIT CARD- PAY PAL	601-49400-217	7.50
ELECTRIC FUND	20151209	12/09/2015	MONTHLY UTILITY & TELECO	601-49400-321	49.32
VERIZON WIRELESS	9755896178	12/02/2015	TELEPHONE SERVICE	601-49400-321	46.89
SOURCE ONE SOLUTIONS, LLC	5366	12/09/2015	UTILITY BILLING - POSTAGE	601-49400-322	248.98
HP SUDS CLUB, LLC	1415	12/02/2015	BILLING CONTRACT SERVICES	601-49400-326	1,170.00
SOURCE ONE SOLUTIONS, LLC	5366	12/09/2015	UTILITY BILLING	601-49400-326	854.49
FEDERATED RURAL ELECTRIC	20151201	12/01/2015	SERVICE #28-36-30 WATER	601-49400-381	10.26
ELECTRIC FUND	20151209	12/09/2015	MONTHLY UTILITY & TELECO	601-49400-381	3,525.98
ELECTRIC FUND	20151209	12/09/2015	MONTHLY UTILITY & TELECO	601-49400-382	15.53
ELECTRIC FUND	20151209	12/09/2015	MONTHLY UTILITY & TELECO	601-49400-385	26.74
ELECTRIC FUND	20151209	12/09/2015	MONTHLY UTILITY & TELECO	601-49400-386	240.57
COLBERT'S SERVICES	3281	12/01/2015	SERVICE/REPAIRS	601-49400-404	733.38
US BANK	4246-0445-5573-8263A	12/09/2015	CREDIT CARD- HY-VEE	601-49400-404	40.06
CALIFORNIA CONTRACTORS S	9300	11/24/2015	MAINTENANCE	601-49400-404	125.00
RON VOUGHT	1097	12/01/2015	REPAIRS/MAINTENANCE	601-49400-408	120.00
AMUNDSON DIG	11191502	12/08/2015	MAINTENANCE	601-49400-408	110.00
SCHRAMEL LAW OFFICE	20151204	12/04/2015	LEGAL FEES	601-49400-480	183.75
					<u>8,793.97</u>
			Activity 49400 - Water Total:		8,793.97
			Fund 601 - WATER Total:		42,282.41
Fund: 602 - SEWER					
INNOVATIVE SYSTEMS	26018	12/09/2015	BILLING SYSTEM DOWNPAYM	602-15500	16,666.67
					<u>16,666.67</u>
Activity: 49450 - Sewer					
NCPERS MINNESOTA	20151130	11/30/2015	INSURANCE #844600	602-49450-133	56.00
MAIL FINANCE	H5634624	11/24/2015	LEASE PAYMENT	602-49450-200	22.66

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
WEX BANK	43173845	12/09/2015	CREDIT CARD - SEWER	602-49450-212	223.82
US BANK	4246-0445-5573-8263A	12/09/2015	CREDIT CARD- PAY PAL	602-49450-217	7.50
US BANK	4246-0445-5573-8263A	12/09/2015	CREDIT CARD- DUNGAREES	602-49450-217	99.99
SCHRAMEL LAW OFFICE	20151204	12/04/2015	LEGAL FEES	602-49450-304	183.75
MN VALLEY TESTING	782659	11/09/2015	TESTING	602-49450-310	238.00
MN VALLEY TESTING	784202	11/24/2015	TESTING	602-49450-310	143.60
MN VALLEY TESTING	784454	11/24/2015	TESTING	602-49450-310	118.60
MN VALLEY TESTING	784687	11/24/2015	TESTING	602-49450-310	223.60
MN VALLEY TESTING	784688	11/24/2015	TESTING	602-49450-310	133.00
MN VALLEY TESTING	784878	11/27/2015	TESTING	602-49450-310	143.60
ELECTRIC FUND	20151209	12/09/2015	MONTHLY UTILITY & TELECO	602-49450-321	151.43
VERIZON WIRELESS	9755896178	12/02/2015	TELEPHONE SERVICE	602-49450-321	46.89
SOURCE ONE SOLUTIONS, LLC	5366	12/09/2015	UTILITY BILLING - POSTAGE	602-49450-322	248.98
HP SUDS CLUB, LLC	1415	12/02/2015	BILLING CONTRACT SERVICES	602-49450-326	1,170.00
ELECTRIC FUND	20151209	12/09/2015	MONTHLY UTILITY & TELECO	602-49450-326	42.95
SOURCE ONE SOLUTIONS, LLC	5366	12/09/2015	UTILITY BILLING	602-49450-326	854.49
US BANK	4246-0445-5573-8263A	12/09/2015	CREDIT CARD- HOLIDAY INN-S	602-49450-334	106.70
SOUTH CENTRAL ELECTRIC	20151201A	12/01/2015	SERVICE #367405 SEWER LIFT	602-49450-381	74.29
ELECTRIC FUND	20151209	12/09/2015	MONTHLY UTILITY & TELECO	602-49450-381	9,773.68
ELECTRIC FUND	20151209	12/09/2015	MONTHLY UTILITY & TELECO	602-49450-382	258.59
RON VOUGHT	1097	12/01/2015	REPAIRS/MAINTENANCE	602-49450-404	120.00
US BANK	4246-0445-5573-8263A	12/09/2015	CREDIT CARD- AMAZON -FILT	602-49450-404	115.96
CALIFORNIA CONTRACTORS S	9300	11/24/2015	MAINTENANCE	602-49450-404	125.00
FLAGSHOOTER LLC	WEB32136A	12/04/2015	SUPPLIES - LOCATION FLAGS	602-49450-404	355.95
WINDOM FARM SERVICE	159284	12/09/2015	MAINTENANCE	602-49450-405	14.38
ELECTRIC FUND	SO-000039	12/01/2015	MATERIALS/REPAIRS	602-49450-409	21.92
MN VALLEY TESTING	782660	11/09/2015	TESTING	602-49450-439	194.40
MN VALLEY TESTING	782938	11/18/2015	TESTING	602-49450-439	126.40
MN VALLEY TESTING	783793	11/18/2015	TESTING	602-49450-439	194.40
MN VALLEY TESTING	784203	11/24/2015	TESTING	602-49450-439	126.40
MN VALLEY TESTING	784690	11/24/2015	TESTING	602-49450-439	194.40
MN VALLEY TESTING	784879	11/27/2015	TESTING	602-49450-439	126.40
BLUE CROSS/BLUE SHIELD	20151204	12/04/2015	INSURANCE PREMIUM JAN 20	602-49450-480	413.00

Activity 49450 - Sewer Total: 16,450.73

Fund 602 - SEWER Total: 33,117.40

Fund: 604 - ELECTRIC

INNOVATIVE SYSTEMS	26018	12/09/2015	BILLING SYSTEM DOWNPAYM	604-15500	66,666.67
MN REVENUE	20151209	12/09/2015	SALES TAX - NOV 2015	604-20202	13,319.00
YAAKOV ROSENBLATT	20151130	11/30/2015	MAINTENANCE	604-22000	900.00
JOSH DEKAM	20151204	12/04/2015	REFUND - UTILITY	604-22000	300.00
					81,185.67

Activity: 49550 - Electric

NCPERS MINNESOTA	20151130	11/30/2015	INSURANCE #844600	604-49550-133	96.00
OFFICEMAX - HSBC BUS SOLU	983858	11/24/2015	SUPPLIES	604-49550-200	323.97
OFFICEMAX - HSBC BUS SOLU	984192	11/24/2015	SUPPLIES	604-49550-200	72.66
MAIL FINANCE	H5634624	11/24/2015	LEASE PAYMENT	604-49550-200	22.66
WEX BANK	43173845	12/09/2015	CREDIT CARD - ELECTRIC	604-49550-212	576.87
US BANK	4246-0445-5573-8263A	12/09/2015	CREDIT CARD- PAY PAL	604-49550-217	7.50
US BANK	4246-0445-5573-8263A	12/09/2015	CREDIT CARD- MIDWEST WO	604-49550-218	85.45
US BANK	4246-0445-5573-8263A	12/09/2015	CREDIT CARD- FRANKS - FR B	604-49550-218	334.90
SCHRAMEL LAW OFFICE	20151204	12/04/2015	LEGAL FEES	604-49550-304	183.75
MN MUNICIPAL UTILITIES ASS	45932	11/24/2015	MMUA TECH & OPERATIONS	604-49550-308	440.00
ELECTRIC FUND	20151209	12/09/2015	MONTHLY UTILITY & TELECO	604-49550-321	195.78
VERIZON WIRELESS	9755896178	12/02/2015	TELEPHONE SERVICE	604-49550-321	75.31
SOURCE ONE SOLUTIONS, LLC	5366	12/09/2015	UTILITY BILLING - POSTAGE	604-49550-322	248.98
HP SUDS CLUB, LLC	1415	12/02/2015	BILLING CONTRACT SERVICES	604-49550-326	1,170.00
ELECTRIC FUND	20151209	12/09/2015	MONTHLY UTILITY & TELECO	604-49550-326	112.31
SOURCE ONE SOLUTIONS, LLC	5366	12/09/2015	UTILITY BILLING	604-49550-326	1,762.38
ELECTRIC FUND	20151209	12/09/2015	MONTHLY UTILITY & TELECO	604-49550-381	73.13

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ELECTRIC FUND	20151209	12/09/2015	MONTHLY UTILITY & TELECO	604-49550-382	20.16
ELECTRIC FUND	20151209	12/09/2015	MONTHLY UTILITY & TELECO	604-49550-385	26.74
US BANK	4246-0445-5573-8263A	12/09/2015	CREDIT CARD- CENEX	604-49550-404	51.30
US BANK	4246-0445-5573-8263A	12/09/2015	CREDIT CARD- WINDOM FAR	604-49550-404	45.32
CITIZEN PUBLISHING CO	4674	12/04/2015	COMPUTER SUPPORT	604-49550-404	13.88
FLAGSHOOTER LLC	WEB32136A	12/04/2015	SUPPLIES - LOCATION FLAGS	604-49550-404	355.95
US BANK	4246-0445-5573-8263A	12/09/2015	CREDIT CARD- O'REILLY	604-49550-405	217.34
CAMPUS CLEANERS	10-012164	12/01/2015	SERVICE	604-49550-406	34.17
CAMPUS CLEANERS	11-010873	12/01/2015	SERVICE	604-49550-406	34.17
BRAD BUSSA	20151204	12/04/2015	CLEANING SERVICE	604-49550-406	184.60
RON'S ELECTRIC INC	131624	12/01/2015	MATERIAL/REPAIRS	604-49550-408	25.05
B & B TRANSFORMER	22398	11/27/2015	MAINTENANCE	604-49550-408	172.73
MN REVENUE	20151209	12/09/2015	SALES TAX - NOV 2015	604-49550-460	30.04
BLUE CROSS/BLUE SHIELD	20151204	12/04/2015	INSURANCE PREMIUM JAN 20	604-49550-480	1,102.50
WINDOM AREA DEVELOPME	20151202	12/02/2015	INDUSTRIAL DEVELOPMENT	604-49550-491	1,200.00
Activity 49550 - Electric Total:					9,295.60
Fund 604 - ELECTRIC Total:					90,481.27
Fund: 609 - LIQUOR STORE					
MN REVENUE	20151209	12/09/2015	SALES TAX - NOV 2015	609-20202	14,674.00
					14,674.00

Activity: 49751 - Liquor Store

NCPERS MINNESOTA	20151130	11/30/2015	INSURANCE #844600	609-49751-133	16.00
MAIL FINANCE	H5634624	11/24/2015	LEASE PAYMENT	609-49751-200	22.66
TOWNSEND PRICING, INC	0343346-IN	12/01/2015	SUPPLIES	609-49751-217	57.95
CAMPUS CLEANERS	11-011231	11/27/2015	SERVICE	609-49751-217	20.05
CULLIGAN	20151209	12/09/2015	50# SOLAR DEL #15331	609-49751-217	8.98
HEARTLAND SECURITY SERVIC	400948	12/09/2015	SUPPLIES #602016839	609-49751-217	452.62
VINOCOPIA, INC	0137536-IN	11/17/2015	MERCHANDISE	609-49751-251	112.75
WIRTZ BEVERAGE MN WINE	1080394100	11/09/2015	MERCHANDISE	609-49751-251	5,662.92
WIRTZ BEVERAGE MN WINE	1080400236	11/27/2015	MERCHANDISE	609-49751-251	2,926.97
SOUTHERN WINE & SPIRITS O	1347066	11/18/2015	MERCHANDISE	609-49751-251	2,690.55
WIRTZ BEVERAGE MN WINE	2080114744	11/24/2015	CREDIT - MERCHANDISE	609-49751-251	-234.49
PHILLIPS WINE & SPIRITS	2885310	11/24/2015	MERCHANDISE	609-49751-251	7,658.02
JOHNSON BROS.	5307703	11/24/2015	MERCHANDISE	609-49751-251	2,645.80
JOHNSON BROS.	5312989	11/27/2015	MERCHANDISE	609-49751-251	1,168.62
JOHNSON BROS.	550035	11/27/2015	CREDIT - MERCHANDISE	609-49751-251	-0.56
ARTISAN BEER COMPANY	3067314	11/23/2015	MERCHANDISE	609-49751-252	524.70
ARTISAN BEER COMPANY	3068700	11/27/2015	MERCHANDISE	609-49751-252	820.30
DOLL DISTRIBUTING, LLC	499966	11/27/2015	MERCHANDISE	609-49751-252	7,064.95
DOLL DISTRIBUTING, LLC	504000	12/09/2015	MERCHANDISE	609-49751-252	7,062.20
DOLL DISTRIBUTING, LLC	504001	12/09/2015	MERCHANDISE	609-49751-252	66.30
JOHNSON BROS.	5307705	11/24/2015	MERCHANDISE	609-49751-252	26.00
JOHNSON BROS.	5312991	11/27/2015	MERCHANDISE	609-49751-252	26.00
BEVERAGE WHOLESALERS	577718	11/27/2015	MERCHANDISE	609-49751-252	7,288.65
BEVERAGE WHOLESALERS	578305	12/01/2015	MERCHANDISE	609-49751-252	155.00
BEVERAGE WHOLESALERS	578644	12/08/2015	MERCHANDISE	609-49751-252	2,545.75
VINOCOPIA, INC	0137536-IN	11/17/2015	MERCHANDISE	609-49751-253	588.00
WIRTZ BEVERAGE MN WINE	1080400236	11/27/2015	MERCHANDISE	609-49751-253	450.00
CARLOS CREEK WINERY	11881	11/27/2015	MERCHANDISE	609-49751-253	498.00
SOUTHERN WINE & SPIRITS O	1347067	11/18/2015	MERCHANDISE	609-49751-253	684.00
PHILLIPS WINE & SPIRITS	2885311	11/24/2015	MERCHANDISE	609-49751-253	902.85
JOHNSON BROS.	5307704	11/24/2015	MERCHANDISE	609-49751-253	2,281.44
JOHNSON BROS.	5312990	11/27/2015	MERCHANDISE	609-49751-253	317.90
JOHNSON BROS.	550034	11/27/2015	CREDIT - MERCHANDISE	609-49751-253	-29.13
PAUSTIS & SONS	8524840-IN	11/27/2015	MERCHANDISE	609-49751-253	790.00
PAUSTIS & SONS	8525063-IN	12/01/2015	MERCHANDISE	609-49751-253	216.00
WIRTZ BEVERAGE MN WINE	1080394100	11/09/2015	MERCHANDISE	609-49751-254	59.13
AH HERMEL COMPANY	545094	11/27/2015	MERCHANDISE	609-49751-254	35.59
PBC - PEPSI BEVERAGES COM	96596510	11/27/2015	MERCHANDISE	609-49751-254	174.10

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TRUE BRANDS	158994	11/27/2015	MERCHANDISE	609-49751-254	95.76
AH HERMEL COMPANY	545094	11/27/2015	MERCHANDISE	609-49751-256	79.10
WIRTZ BEVERAGE MN WINE	1080400236	11/27/2015	MERCHANDISE	609-49751-259	25.51
DOLL DISTRIBUTING, LLC	499966	11/27/2015	MERCHANDISE	609-49751-259	46.20
DOLL DISTRIBUTING, LLC	504000	12/09/2015	MERCHANDISE	609-49751-259	30.65
BEVERAGE WHOLESALERS	577718	11/27/2015	MERCHANDISE	609-49751-259	43.60
BEVERAGE WHOLESALERS	578644	12/08/2015	MERCHANDISE	609-49751-259	42.25
TRUE BRANDS	158994	11/27/2015	MERCHANDISE	609-49751-261	14.28
TRUE BRANDS	160394	12/09/2015	MERCHANDISE	609-49751-261	172.34
ELECTRIC FUND	20151209	12/09/2015	MONTHLY UTILITY & TELECO	609-49751-321	104.62
VERIZON WIRELESS	9755896178	12/02/2015	TELEPHONE SERVICE	609-49751-321	55.66
ELECTRIC FUND	20151209	12/09/2015	MONTHLY UTILITY & TELECO	609-49751-326	106.31
VINOCOPIA, INC	0137536-IN	11/17/2015	MERCHANDISE	609-49751-333	21.00
WIRTZ BEVERAGE MN WINE	1080394100	11/09/2015	MERCHANDISE	609-49751-333	124.86
WIRTZ BEVERAGE MN WINE	1080400236	11/27/2015	MERCHANDISE	609-49751-333	53.25
SOUTHERN WINE & SPIRITS O	1347066	11/18/2015	MERCHANDISE	609-49751-333	47.49
SOUTHERN WINE & SPIRITS O	1347067	11/18/2015	MERCHANDISE	609-49751-333	22.55
PHILLIPS WINE & SPIRITS	2885310	11/24/2015	MERCHANDISE	609-49751-333	147.08
PHILLIPS WINE & SPIRITS	2885311	11/24/2015	MERCHANDISE	609-49751-333	28.39
JOHNSON BROS.	5307703	11/24/2015	MERCHANDISE	609-49751-333	45.23
JOHNSON BROS.	5307704	11/24/2015	MERCHANDISE	609-49751-333	76.82
JOHNSON BROS.	5312989	11/27/2015	MERCHANDISE	609-49751-333	21.71
JOHNSON BROS.	5312990	11/27/2015	MERCHANDISE	609-49751-333	11.69
AH HERMEL COMPANY	545094	11/27/2015	MERCHANDISE	609-49751-333	3.95
PAUSTIS & SONS	8524840-IN	11/27/2015	MERCHANDISE	609-49751-333	8.75
PAUSTIS & SONS	8525063-IN	12/01/2015	MERCHANDISE	609-49751-333	10.00
KDOM RADIO	KDOM0229151137793	12/09/2015	ADVERTISING - RIVER BEND LI	609-49751-340	563.50
ELECTRIC FUND	20151209	12/09/2015	MONTHLY UTILITY & TELECO	609-49751-381	583.13
ELECTRIC FUND	20151209	12/09/2015	MONTHLY UTILITY & TELECO	609-49751-382	28.11
ELECTRIC FUND	20151209	12/09/2015	MONTHLY UTILITY & TELECO	609-49751-385	26.74
HOLT'S CLEANING SERVICE IN	2347	11/27/2015	SERVICE	609-49751-406	75.00
MN DEPT OF PUBLIC SAFETY	20151204	12/04/2015	RETAILER'S LICENSE - RIVERBE	609-49751-444	20.00
MN REVENUE	20151209	12/09/2015	SALES TAX - NOV 2015	609-49751-460	24.87
BANK MIDWEST	20151202	12/02/2015	RIVERBEND NSF HARTBERG	609-49751-480	22.41

Activity 49751 - Liquor Store Total: **58,539.38**

Fund 609 - LIQUOR STORE Total: **73,213.38**

Fund: 614 - TELECOM

INTERNAL REVENUE SERVICE	20151204	12/04/2015	EXCISE TAX - NOV. 2015	614-20201	873.40
MN REVENUE	20151209	12/09/2015	SALES TAX - NOV 2015	614-20202	8,663.00
MN 9-1-1 PROGRAM	20151204	12/04/2015	NOV 911 SERVICE	614-20206	1,007.48
					10,543.88

Activity: 49870 - Telecom

NCPERS MINNESOTA	20151130	11/30/2015	INSURANCE #844600	614-49870-133	64.00
US BANK	4246-0445-5573-8263A	12/09/2015	CREDIT CARD- AMAZON - LAP	614-49870-200	76.24
MAIL FINANCE	H5634624	11/24/2015	LEASE PAYMENT	614-49870-200	22.66
CAMPUS CLEANERS	11-011841	12/02/2015	SERVICE	614-49870-211	21.33
WEX BANK	43173845	12/09/2015	CREDIT CARD - TELECOM	614-49870-212	64.89
US BANK	4246-0445-5573-8263A	12/09/2015	CREDIT CARD- PAY PAL	614-49870-217	7.50
US BANK	4246-0445-5573-8263A	12/09/2015	CREDIT CARD- PARKING	614-49870-217	60.83
WINDOM FIRE & SAFETY	5898	12/09/2015	SERVICE	614-49870-217	76.00
NATIONAL CABLE TV COOP	SI-468756	12/09/2015	REDC FOR NBC SPORTS NET	614-49870-227	1,013.35
SCHRAMMEL LAW OFFICE	20151204	12/04/2015	LEGAL FEES	614-49870-304	228.75
JEFFREY DAHNA	20151201	12/02/2015	REGISTRATION/LICENSE REIM	614-49870-308	183.80
JEFFREY DAHNA	20151201A	12/02/2015	REGISTRATION REIMBURSEM	614-49870-308	105.00
ELECTRIC FUND	20151209	12/09/2015	MONTHLY UTILITY & TELECO	614-49870-321	367.65
VERIZON WIRELESS	9755896178	12/02/2015	TELEPHONE SERVICE	614-49870-321	515.74
SOURCE ONE SOLUTIONS, LLC	5366	12/09/2015	UTILITY BILLING - POSTAGE	614-49870-322	248.97
HP SUDS CLUB, LLC	1415	12/02/2015	BILLING CONTRACT SERVICES	614-49870-326	1,170.00
SOURCE ONE SOLUTIONS, LLC	5366	12/09/2015	UTILITY BILLING	614-49870-326	1,869.20

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
US BANK	4246-0445-5573-8263A	12/09/2015	CREDIT CARD- PARKING	614-49870-331	8.00
RUSHMORE INDUSTRIES, INC	20151118	12/02/2015	FREIGHT	614-49870-333	22.10
RUSHMORE INDUSTRIES, INC	20151119	12/02/2015	FREIGHT	614-49870-333	16.20
US BANK	4246-0445-5573-8263A	12/09/2015	CREDIT CARD- MEALS - CALIX	614-49870-334	47.97
US BANK	4246-0445-5573-8263A	12/09/2015	CREDIT CARD- WYNN - CALIX	614-49870-334	644.04
KDOM RADIO	KDOM0073151137843	12/04/2015	ADVERTISING	614-49870-340	99.00
ELECTRIC FUND	20151209	12/09/2015	MONTHLY UTILITY & TELECO	614-49870-381	1,736.44
ELECTRIC FUND	20151209	12/09/2015	MONTHLY UTILITY & TELECO	614-49870-382	16.72
ELECTRIC FUND	20151209	12/09/2015	MONTHLY UTILITY & TELECO	614-49870-385	26.74
CENTURY LINK	423928	11/24/2015	DIRECTORY LISTINGS	614-49870-441	205.01
MLB NETWORK	058536	11/24/2015	SUBSCRIBER	614-49870-442	1,029.20
NATIONAL CABLE TV COOP	15111225	12/02/2015	SUBSCRIBER	614-49870-442	85,612.61
DISPLAY SYSTEMS INTERNATI	25198	12/09/2015	SERVICE	614-49870-442	163.88
SHOWTIME NETWORKS INC	9002731-1015	11/18/2015	SUBSCRIBER	614-49870-442	527.04
ADARA TECHNOLOGIES INC	AP100223CW-24	12/09/2015	SET TOP BOX HOSTING	614-49870-442	10,500.00
WOODSTOCK COMMUNICATI	10049206	12/04/2015	SPECIAL ACCESS CIRCUITS	614-49870-445	205.10
E-911 - INDEPENDENT EMERG	20151204	12/04/2015	MONTHLY 911 SERVICE	614-49870-445	40.00
COGENT COMMUNICATIONS,	20151209	12/09/2015	1 GB INTERNET CONNECTION	614-49870-447	1,750.00
JASON HANKE	387227	12/09/2015	ANNUAL SUPPORT - BOARDE	614-49870-447	6,550.00
JASON HANKE	387228	12/09/2015	SUPPORT NOC CORE MGMT/L	614-49870-447	568.86
JASON HANKE	387230	12/09/2015	SERVICE	614-49870-447	5,174.75
US BANK	4246-0445-5573-8263A	12/09/2015	CREDIT CARD- DREAM HOST	614-49870-447	139.00
SOUTHWEST/WEST CENTRAL	48369	11/09/2015	SERVICE APRIL-OCT	614-49870-447	6,545.00
HURRICANE ELECTRIC LLC	9810371-IN	12/02/2015	10 GB INTERNET CONNETION	614-49870-447	4,000.00
CENTURY LINK	20151204	12/04/2015	SERVICE 831-1075 104	614-49870-451	74.70
MN REVENUE	20151209	12/09/2015	SALES TAX - NOV 2015	614-49870-460	20.16

Activity 49870 - Telecom Total: **131,818.43**

Fund 614 - TELECOM Total: **142,362.31**

Fund: 615 - ARENA

Activity: 49850 - Arena

NCPERS MINNESOTA	20151130	11/30/2015	INSURANCE #844600	615-49850-133	32.00
MAIL FINANCE	H5634624	11/24/2015	LEASE PAYMENT	615-49850-200	22.66
CAMPUS CLEANERS	11-010452	12/02/2015	SERVICE	615-49850-211	9.00
HEARTLAND PAPER COMPAN	208849-0	12/02/2015	SUPPLIES	615-49850-211	88.41
US BANK	4246-0445-5573-8263A	12/09/2015	CREDIT CARD- COUNTRY PRID	615-49850-212	264.00
WEX BANK	43173845	12/09/2015	CREDIT CARD - ARENA	615-49850-212	50.10
ELECTRIC FUND	20151209	12/09/2015	MONTHLY UTILITY & TELECO	615-49850-321	123.27
VERIZON WIRELESS	9755896178	12/02/2015	TELEPHONE SERVICE	615-49850-321	68.45
ELECTRIC FUND	20151209	12/09/2015	MONTHLY UTILITY & TELECO	615-49850-326	107.85
KDOM RADIO	KDOM0113151137838	12/09/2015	ADVERTISING - ARENA	615-49850-340	82.00
ELECTRIC FUND	20151209	12/09/2015	MONTHLY UTILITY & TELECO	615-49850-381	7,001.18
ELECTRIC FUND	20151209	12/09/2015	MONTHLY UTILITY & TELECO	615-49850-382	403.41
ELECTRIC FUND	20151209	12/09/2015	MONTHLY UTILITY & TELECO	615-49850-385	26.74
MESSER MACHINE & MFG. CO	0008970	12/09/2015	MAINTENANCE	615-49850-404	65.00
RON'S ELECTRIC INC	131825	12/01/2015	REPAIRS/MAINTENANCE	615-49850-404	395.87
ELECTRIC FUND	SO-000037	12/01/2015	REPAIRS/MAINTENANCE	615-49850-409	119.78
MN RECREATION & PARK ASS	20151124	11/24/2015	MEMBERSHIP RENEWAL 2016	615-49850-433	92.00
MN REVENUE	20151209	12/09/2015	SALES TAX - NOV 2015	615-49850-460	183.00

Activity 49850 - Arena Total: **9,134.72**

Fund 615 - ARENA Total: **9,134.72**

Fund: 617 - M/P CENTER

MN REVENUE	20151209	12/09/2015	SALES TAX - NOV 2015	617-20202	73.50
					73.50

Activity: 49860 - M/P Center

NCPERS MINNESOTA	20151130	11/30/2015	INSURANCE #844600	617-49860-133	48.00
MAIL FINANCE	H5634624	11/24/2015	LEASE PAYMENT	617-49860-200	22.66
COLE PAPERS INC.	9149155	11/30/2015	SUPPLIES	617-49860-211	176.96
US BANK	4246-0445-5573-8263A	12/09/2015	CREDIT CARD- HY VEE	617-49860-254	174.17
US BANK	4246-0445-5573-8263A	12/09/2015	CREDIT CARD- HY-VEE	617-49860-261	26.92

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ELECTRIC FUND	20151209	12/09/2015	MONTHLY UTILITY & TELECO	617-49860-321	108.84
VERIZON WIRELESS	9755896178	12/02/2015	TELEPHONE SERVICE	617-49860-321	16.65
ELECTRIC FUND	20151209	12/09/2015	MONTHLY UTILITY & TELECO	617-49860-326	42.95
KDOM RADIO	KDOM0563151137839	12/04/2015	ADVERTISING	617-49860-340	157.00
ELECTRIC FUND	20151209	12/09/2015	MONTHLY UTILITY & TELECO	617-49860-381	1,130.65
ELECTRIC FUND	20151209	12/09/2015	MONTHLY UTILITY & TELECO	617-49860-382	68.34
ELECTRIC FUND	20151209	12/09/2015	MONTHLY UTILITY & TELECO	617-49860-385	53.48
CAMPUS CLEANERS	11-011840	12/04/2015	SERVICE	617-49860-406	55.50
US BANK	4246-0445-5573-8263A	12/09/2015	CREDIT CARD- SCHWALBACH	617-49860-406	86.55
ELECTRIC FUND	SO-000038	12/01/2015	REPAIRS/MATERIALS	617-49860-409	33.66
MN REVENUE	20151209	12/09/2015	SALES TAX - NOV 2015	617-49860-460	93.50
Activity 49860 - M/P Center Total:					2,295.83
Fund 617 - M/P CENTER Total:					2,369.33

Fund: 700 - PAYROLL

Internal Revenue Service-Payr	INV0000695	11/27/2015	Federal Tax Withholding	700-21701	10,153.78
Internal Revenue Service-Payr	INV0000706	12/11/2015	Federal Tax Withholding	700-21701	11,116.81
Minnesota Department of Re	INV0000694	11/27/2015	State Withholding	700-21702	4,149.97
Minnesota Department of Re	INV0000705	12/11/2015	State Withholding	700-21702	4,556.86
Internal Revenue Service-Payr	INV0000696	11/27/2015	Social Security	700-21703	10,978.48
Internal Revenue Service-Payr	INV0000707	12/11/2015	Social Security	700-21703	12,216.54
MN Pera	INV0000687	11/27/2015	PERA	700-21704	12,154.94
MN Pera	INV0000688	11/27/2015	PERA	700-21704	5,326.63
MN Pera	INV0000689	11/27/2015	PERA	700-21704	735.88
MN Pera	INV0000697	12/11/2015	PERA	700-21704	12,089.56
MN Pera	INV0000698	12/11/2015	PERA	700-21704	5,420.03
MN Pera	INV0000699	12/11/2015	PERA	700-21704	468.88
MN Pera	INV0000700	12/11/2015	PERA	700-21704	436.20
Minnesota State Deferred	INV0000690	11/27/2015	Deferred Compensation	700-21705	4,355.00
Minnesota State Deferred	INV0000691	11/27/2015	Deferred Roth	700-21705	875.00
Minnesota State Deferred	INV0000701	12/11/2015	Deferred Compensation	700-21705	4,355.00
Minnesota State Deferred	INV0000702	12/11/2015	Deferred Roth	700-21705	875.00
BLUE CROSS/BLUE SHIELD	20151204	12/04/2015	INSURANCE PREMIUM JAN 20	700-21706	40,785.50
LOCAL UNION #949	20151130	11/30/2015	UNION DUES	700-21707	1,667.84
LAW ENFORCMENT LABOR SE	20151130	11/30/2015	UNION DUES	700-21708	329.00
MN Child Support Payment C	INV0000692	11/27/2015	Child Support Payment	700-21709	407.47
Internal Revenue Service-Payr	INV0000693	11/27/2015	Medicare Withholding	700-21711	3,122.92
Internal Revenue Service-Payr	INV0000704	12/11/2015	Medicare Withholding	700-21711	3,504.26
SELECTACCOUNT	20151202	12/02/2015	FLEX SPENDING	700-21712	207.73
SELECTACCOUNT	20151209	12/09/2015	FLEX SPENDING	700-21712	2,522.82
NCPERS MINNESOTA	20151130	11/30/2015	INSURANCE #844600	700-21718	16.00
NCPERS MINNESOTA	20151130	11/30/2015	INSURANCE #844600	700-21718	16.00
152,844.10					
Fund 700 - PAYROLL Total:					152,844.10
Grand Total:					659,519.01

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL	46,755.85
211 - LIBRARY	2,852.52
225 - AIRPORT	1,267.72
230 - POOL	92.00
235 - AMBULANCE	4,139.62
250 - EDA GENERAL	6,238.34
251 - EDA REVOLVING	30,000.00
254 - NORTH IND PARK	1,728.54
262 - TIF 1-2 PAMIDA	400.00
401 - GENERAL CAPITAL PROJECTS	20,239.50
601 - WATER	42,282.41
602 - SEWER	33,117.40
604 - ELECTRIC	90,481.27
609 - LIQUOR STORE	73,213.38
614 - TELECOM	142,362.31
615 - ARENA	9,134.72
617 - M/P CENTER	2,369.33
700 - PAYROLL	152,844.10
Grand Total:	659,519.01

Account Summary

Account Number	Account Name	Payment Amount
100-20202	Sales Tax Payable	1.93
100-34103	Zoning and Subdivision F	30.00
100-41110-304	Legal Fees	225.00
100-41110-308	Training & Registrations	255.00
100-41110-350	Printing & Design	25.00
100-41110-434	Employee Appreciation	492.98
100-41310-133	Employer Paid Insurance	80.00
100-41310-200	Office Supplies	414.05
100-41310-321	Telephone	96.51
100-41310-326	Data Processing	62.94
100-41310-334	Meals/Lodging	135.54
100-41310-480	Other Miscellaneous	464.26
100-41910-133	Employer Paid Insurance	24.00
100-41910-200	Office Supplies	22.67
100-41910-212	Motor Fuels	66.32
100-41910-308	Training & Registrations	690.00
100-41910-321	Telephone	111.25
100-41940-211	Cleaning Supplies	4.99
100-41940-381	Electric Utility	403.29
100-41940-382	Water Utility	64.28
100-41940-385	Sewer Utility	85.86
100-41940-406	Repairs & Maint - Groun	640.00
100-41940-409	Repairs & Maint - Utilitie	857.00
100-41940-480	Other Miscellaneous	208.78
100-42120-133	Employer Paid Insurance	160.00
100-42120-200	Office Supplies	75.36
100-42120-212	Motor Fuels	1,076.68
100-42120-304	Legal Fees	2,508.75
100-42120-308	Training & Registrations	-135.00
100-42120-321	Telephone	271.03
100-42120-404	Repairs & Maint - M&E	192.20
100-42120-405	Repairs & Maint - Vehicl	2,094.52
100-42120-480	Other Miscellaneous	413.00
100-42220-200	Office Supplies	108.42
100-42220-212	Motor Fuels	60.24

Account Summary

Account Number	Account Name	Payment Amount
100-42220-215	Materials & Equipment	1,189.00
100-42220-218	Uniforms	339.64
100-42220-321	Telephone	27.66
100-42220-323	Radio Units	2,225.00
100-42220-331	Travel Expense	104.35
100-42220-334	Meals/Lodging	1,027.65
100-42220-405	Repairs & Maint - Vehicl	719.45
100-42220-439	Special Projects	18,889.52
100-42220-480	Other Miscellaneous	207.88
100-42500-381	Electric Utility	8.63
100-43100-133	Employer Paid Insurance	80.00
100-43100-200	Office Supplies	22.67
100-43100-212	Motor Fuels	927.47
100-43100-215	Materials & Equipment	305.59
100-43100-217	Other Operating Supplie	703.81
100-43100-321	Telephone	128.51
100-43100-381	Electric Utility	2,624.48
100-43100-382	Water Utility	18.50
100-43100-385	Sewer Utility	26.74
100-43100-401	Repairs & Maint - Buildi	133.62
100-43100-404	Repairs & Maint - M&E	345.98
100-43100-480	Other Miscellaneous	1,102.50
100-45120-200	Office Supplies	22.67
100-45120-217	Other Operating Supplie	331.24
100-45202-133	Employer Paid Insurance	16.00
100-45202-200	Office Supplies	22.67
100-45202-381	Electric Utility	132.11
100-45202-382	Water Utility	618.35
100-45202-385	Sewer Utility	133.70
100-45202-402	Repairs & Maint - Struct	1,112.42
100-45202-404	Repairs & Maint - M&E	921.19
211-45501-133	Employer Paid Insurance	16.00
211-45501-211	Cleaning Supplies	121.68
211-45501-217	Other Operating Supplie	767.44
211-45501-321	Telephone	27.21
211-45501-326	Data Processing	47.95
211-45501-331	Travel Expense	186.30
211-45501-381	Electric Utility	127.62
211-45501-382	Water Utility	17.13
211-45501-385	Sewer Utility	26.74
211-45501-402	Repairs & Maint - Struct	660.00
211-45501-406	Repairs & Maint - Groun	8.00
211-45501-433	Dues & Subscriptions	113.92
211-45501-435	Books and Pamphlets	732.53
225-45127-200	Office Supplies	48.70
225-45127-217	Other Operating Supplie	38.00
225-45127-381	Electric Utility	382.02
225-45127-409	Repairs & Maint - Utilitie	799.00
230-45124-217	Other Operating Supplie	92.00
235-42153-200	Office Supplies	22.66
235-42153-212	Motor Fuels	1,359.00
235-42153-217	Other Operating Supplie	1,320.40
235-42153-218	Uniforms	390.28
235-42153-308	Training & Registrations	727.00
235-42153-321	Telephone	89.95
235-42153-327	Interpretation Fees	34.00
235-42153-334	Meals/Lodging	98.05
235-42153-404	Repairs & Maint - M&E	32.98

Account Summary

Account Number	Account Name	Payment Amount
235-42153-405	Repairs & Maint - Vehicl	65.30
250-23900	Notes Payable - Noncurr	895.80
250-46520-133	Employer Paid Insurance	24.00
250-46520-200	Office Supplies	22.66
250-46520-304	Legal Fees	549.00
250-46520-321	Telephone	145.08
250-46520-331	Travel Expense	163.87
250-46520-340	Advertising & Promotion	370.00
250-46520-381	Electric Utility	48.49
250-46520-438	Meeting Expense	49.88
250-46520-439	Special Projects	525.87
250-46520-480	Other Miscellaneous	30.00
250-49980-602	Other Long-Term Obliga	2,140.50
250-49980-612	Other Interest	1,273.19
251-12900	Loan Receivable	30,000.00
254-46520-304	Legal Fees	435.00
254-46520-381	Electric Utility	109.54
254-46520-480	Other Miscellaneous	1,184.00
262-46530-480	Other Miscellaneous	400.00
401-49950-500	Capital Outlay - Office	20,239.50
601-15500	Prepaid Items	16,666.66
601-37120	Water Commercial	16,821.78
601-49400-133	Employer Paid Insurance	40.00
601-49400-200	Office Supplies	22.66
601-49400-212	Motor Fuels	289.33
601-49400-216	Chemicals and Chemical	933.53
601-49400-217	Other Operating Supplie	7.50
601-49400-321	Telephone	96.21
601-49400-322	Postage	248.98
601-49400-326	Data Processing	2,024.49
601-49400-381	Electric Utility	3,536.24
601-49400-382	Water Utility	15.53
601-49400-385	Sewer Utility	26.74
601-49400-386	Landfill	240.57
601-49400-404	Repairs & Maint - M&E	898.44
601-49400-408	Repairs & Maint - Distrib	230.00
601-49400-480	Other Miscellaneous	183.75
602-15500	Prepaid Items	16,666.67
602-49450-133	Employer Paid Insurance	56.00
602-49450-200	Office Supplies	22.66
602-49450-212	Motor Fuels	223.82
602-49450-217	Other Operating Supplie	107.49
602-49450-304	Legal Fees	183.75
602-49450-310	Lab Testing	1,000.40
602-49450-321	Telephone	198.32
602-49450-322	Postage	248.98
602-49450-326	Data Processing	2,067.44
602-49450-334	Meals/Lodging	106.70
602-49450-381	Electric Utility	9,847.97
602-49450-382	Water Utility	258.59
602-49450-404	Repairs & Maint - M&E	716.91
602-49450-405	Repairs & Maint - Vehicl	14.38
602-49450-409	Repairs & Maint - Utilitie	21.92
602-49450-439	Special Projects	962.40
602-49450-480	Other Miscellaneous	413.00
604-15500	Prepaid Items	66,666.67
604-20202	Sales Tax Payable	13,319.00
604-22000	Prepayments	1,200.00

Account Summary

Account Number	Account Name	Payment Amount
604-49550-133	Employer Paid Insurance	96.00
604-49550-200	Office Supplies	419.29
604-49550-212	Motor Fuels	576.87
604-49550-217	Other Operating Supplie	7.50
604-49550-218	Uniforms	420.35
604-49550-304	Legal Fees	183.75
604-49550-308	Training & Registrations	440.00
604-49550-321	Telephone	271.09
604-49550-322	Postage	248.98
604-49550-326	Data Processing	3,044.69
604-49550-381	Electric Utility	73.13
604-49550-382	Water Utility	20.16
604-49550-385	Sewer Utility	26.74
604-49550-404	Repairs & Maint - M&E	466.45
604-49550-405	Repairs & Maint - Vehicl	217.34
604-49550-406	Repairs & Maint - Groun	252.94
604-49550-408	Repairs & Maint - Distrib	197.78
604-49550-460	Miscellaneous Taxes	30.04
604-49550-480	Other Miscellaneous	1,102.50
604-49550-491	Payments to Other Orga	1,200.00
609-20202	Sales Tax Payable	14,674.00
609-49751-133	Employer Paid Insurance	16.00
609-49751-200	Office Supplies	22.66
609-49751-217	Other Operating Supplie	539.60
609-49751-251	Liquor	22,630.58
609-49751-252	Beer	25,579.85
609-49751-253	Wine	6,699.06
609-49751-254	Soft Drinks & Mix	364.58
609-49751-256	Tobacco Products	79.10
609-49751-259	Non- Alcoholic	188.21
609-49751-261	Other Merchandise	186.62
609-49751-321	Telephone	160.28
609-49751-326	Data Processing	106.31
609-49751-333	Freight and Express	622.77
609-49751-340	Advertising & Promotion	563.50
609-49751-381	Electric Utility	583.13
609-49751-382	Water Utility	28.11
609-49751-385	Sewer Utility	26.74
609-49751-406	Repairs & Maint - Groun	75.00
609-49751-444	License Fees	20.00
609-49751-460	Miscellaneous Taxes	24.87
609-49751-480	Other Miscellaneous	22.41
614-20201	Excise Tax Payable	873.40
614-20202	Sales Tax Payable	8,663.00
614-20206	911 TAP & TACIP Fees Cl	1,007.48
614-49870-133	Employer Paid Insurance	64.00
614-49870-200	Office Supplies	98.90
614-49870-211	Cleaning Supplies	21.33
614-49870-212	Motor Fuels	64.89
614-49870-217	Other Operating Supplie	144.33
614-49870-227	Utility System Maint Sup	1,013.35
614-49870-304	Legal Fees	228.75
614-49870-308	Training & Registrations	288.80
614-49870-321	Telephone	883.39
614-49870-322	Postage	248.97
614-49870-326	Data Processing	3,039.20
614-49870-331	Travel Expense	8.00
614-49870-333	Freight and Express	38.30

Account Summary

Account Number	Account Name	Payment Amount
614-49870-334	Meals/Lodging	692.01
614-49870-340	Advertising & Promotion	99.00
614-49870-381	Electric Utility	1,736.44
614-49870-382	Water Utility	16.72
614-49870-385	Sewer Utility	26.74
614-49870-441	Transmission Fees	205.01
614-49870-442	Subscriber Fees	97,832.73
614-49870-445	Switch Fees	245.10
614-49870-447	Internet Expense	24,727.61
614-49870-451	Call Completion	74.70
614-49870-460	Miscellaneous Taxes	20.16
615-49850-133	Employer Paid Insurance	32.00
615-49850-200	Office Supplies	22.66
615-49850-211	Cleaning Supplies	97.41
615-49850-212	Motor Fuels	314.10
615-49850-321	Telephone	191.72
615-49850-326	Data Processing	107.85
615-49850-340	Advertising & Promotion	82.00
615-49850-381	Electric Utility	7,001.18
615-49850-382	Water Utility	403.41
615-49850-385	Sewer Utility	26.74
615-49850-404	Repairs & Maint - M&E	460.87
615-49850-409	Repairs & Maint - Utilitie	119.78
615-49850-433	Dues & Subscriptions	92.00
615-49850-460	Miscellaneous Taxes	183.00
617-20202	Sales Tax Payable	73.50
617-49860-133	Employer Paid Insurance	48.00
617-49860-200	Office Supplies	22.66
617-49860-211	Cleaning Supplies	176.96
617-49860-254	Soft Drinks & Mix	174.17
617-49860-261	Other Merchandise	26.92
617-49860-321	Telephone	125.49
617-49860-326	Data Processing	42.95
617-49860-340	Advertising & Promotion	157.00
617-49860-381	Electric Utility	1,130.65
617-49860-382	Water Utility	68.34
617-49860-385	Sewer Utility	53.48
617-49860-406	Repairs & Maint - Groun	142.05
617-49860-409	Repairs & Maint - Utilitie	33.66
617-49860-460	Miscellaneous Taxes	93.50
700-21701	Federal Withholding	21,270.59
700-21702	State Withholding	8,706.83
700-21703	FICA Tax Withholding	23,195.02
700-21704	PERA Contributions	36,632.12
700-21705	Retirement	10,460.00
700-21706	Medical Insurance	40,785.50
700-21707	Union Dues	1,667.84
700-21708	PD Union Dues	329.00
700-21709	Wage Levy	407.47
700-21711	Medicare Tax Withholdi	6,627.18
700-21712	Flex Account	2,730.55
700-21718	Individual Insurance-NC	32.00
	Grand Total:	659,519.01

Project Account Summary

Project Account Key	Payment Amount
None	659,519.01

Project Account Summary

Project Account Key
None

Payment Amount

Grand Total:

659,519.01