

**Council Meeting
Tuesday, January 5, 2016
City Council Chambers**

**7:30 p.m.
AGENDA**



Call to Order
Pledge of Allegiance

1. Appointment of City Administrator
2. Appointment of Street Superintendent
3. Appointment of City Attorney and Assistant City Attorney
4. Designation of Financial Institutions
5. Designation of Official Newspaper
6. 2016 Mayor Appointments and Reappointments
7. Approval of Minutes
 - Council Minutes–December 15, 2015
8. Consent Agenda
 - Minutes
 - Utility Commission – December 30, 2015
 - Emergency Services Building Committee – December 30, 2015
9. Department Heads
10. Donations
 - Windom Pool – Convention & Visitors Bureau
 - Windom Library – Dorothy Van Norman
 - Windom Fire Dept. – The Shopko Foundation
11. Disposition of Surplus Equipment
12. Clifton Laron & Allen - Letters of Engagement
 - City of Windom
 - Economic Development Authority
13. Flaherty Hood P.A. – Lobbying Contract for Emergency Services Facility
14. New Business
15. Old Business
16. Regular Bills
17. Council Concerns
18. Adjourn

MEETING REMINDER – JOINT MEETING – MONDAY, JANUARY 4, 2016 -

- **WINDOM CITY COUNCIL**
- **EMERGENCY SERVICES BUILDING COMMITTEE**
- **CITY AND TOWNSHIP REPRESENTATIVES**



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: City Administrator
DATE: December 28, 2015
RE: **2016 Appointments and Designations**

The first City Council meeting of the year is primarily an organizational meeting. As such, there are numerous appointments to Boards, Commissions and Council committees. Additionally, appointments for City officers and designations are also made at this time.

To assist the City Council with these tasks the following is a listing of the current City officers and official designations of Financial Institutions and Newspaper.

City Administrator\Clerk and Assistant City Administrator\Clerk
City Administrator\Asst. City Administrator – Steve Nasby

Street & Parks Superintendent
Bruce Caldwell

City Attorney and Assistant City Attorney
City Attorney – Ron Schramel
Assistant City Attorney – Kristi Meyeraan

Financial Institutions
Bank of the West
Bank Midwest
United Prairie Bank
Fulda Credit Union
4M Fund
Multi-Bank Securities

Official Newspaper
Cottonwood County Citizen

**Regular Council Meeting
Windom City Hall, Council Chamber
December 15, 2015
7:30 p.m.**

1. Call to Order:

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

2. Roll Call: Mayor: Corey Maricle

Council Present: Brian Cooley, Paul Johnson, Dominic Jones and Bryan Joyce

Council Absent: JoAnn Ray

City Staff Present: Steve Nasby, City Administrator; Scott Peterson, Police Chief; Mike Haugen, Water/Wastewater Superintendent; Joe Audette, Liquor Store Manager and Jeff Dahna, Interim General Manager

Youth Representative: Isaac Tade

3. Pledge of Allegiance

4. Approval of Minutes:

Motion by Johnson second by Joyce to approve the City Council minutes from December 1, 2015 with a correction to the adjournment. Motion carried 4 – 0 (Ray absent).

5. Consent Agenda:

Maricle noted the minutes from the following Boards and Commissions.

- Parks & Recreation Commission – December 9, 2015
- Community Center Commission – November 23, 2015
- Emergency Services Facility Building Committee – December 2, 2015
- Library Board – December 8, 2015

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

6. Department Heads:

None.

7. Public Hearing – Windom Municipal Wellfield – Wellhead Protection Plan Part 2:

Mike Haugen, Water/Wastewater Superintendent and Terry Bovey, Consultant, introduced themselves. Bovey said the City has to complete a wellhead protection plan every ten years for State compliance. The City's drinking water area is about three to four square miles and the City operates eight wells in NE Windom. Bovey showed maps of the one-year and ten-year capture areas and discussed the geological formations and soils within these areas. He noted most of the soils in the area are sand which is a high infiltration risk. The plan also showed possible contamination sites, which include parks, businesses, fuel storage sites, gas stations, etc. Bovey said that public education is key along with management of the possible contaminations. He said that the State does have \$10,000 grants available to assist with implementation of the wellhead protection plan. The next step after the public hearing is to submit the plan to various State agencies for review and comment and then he expects the plan to be approved in March or April 2016.

Jones asked why Warren Lake is not included in the drinking water protection area as water from this lake drains into ponds which are then, on occasion, pumped into Cottonwood Lake which is in our drinking water area. Bovey said that he did not know the direct answer to that other than it may be that Warren Lake only moves that water during high water levels and as such did not need to be managed. He noted that this is a Part 1 question for the plan and that was done with the MN DNR and others. He said that the City could ask the Minnesota Department of Health to do sampling to determine if there is any impact on the drinking water area by Warren Lake.

Jones said this is something that should be addressed by the next ten-year plan. Jones said that he had one more question about the wellhead protection area related to land uses. He asked if Bovey would consider a dog park an acceptable use for land within the wellhead protection area as this was an issue that had been raised. Bovey replied that a use that has a possibility of depositing nitrates on land within the protection area would not be advised.

Maricle opened the public hearing at 7:57 pm. No comments were received. Maricle closed the public hearing at 7:58 pm.

8. 2016 City Budget:

Maricle said that the proposed tax levy for 2016 is \$1,779,732 which is an increase of 3.54% over last year.

Council member Cooley introduced the Resolution No. 2015-58, as amended, entitled "A RESOLUTION APPROVING 2015 TAX LEVY, COLLECTABLE IN 2016" 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.

Preliminary

Maricle said the next item is to approve the 2016 Budget as proposed. Nasby noted the budget includes the \$5,000 that was added to the Highway 60/71 Improvement Fund as directed by the City Council at the December 1, 2015 meeting.

Motion by Cooley second by Jones to approve the 2016 Budget as proposed based on the \$1,779,732 property tax levy. Motion carried 4 – 0 (Ray absent).

9. Resolutions Accepting Donations:

Maricle said there was a donation of \$500 by Land O Lakes to the Ambulance Department for pagers. He thanked Land O Lakes for their generosity.

Council member Johnson introduced the Resolution No. 2015-59, as amended, entitled “AUTHORIZATION TO ACCEPT A DONATION FROM LAND O LAKES FOR THE WINDOM AMBULANCE DEPARTMENT” 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. Contract Renewal – Expert T Billing – Ambulance Billing Service:

Nasby said this is a renewal of the contract for billing services for the Ambulance Department.

Motion by Jones second by Joyce to approve the contract renewal with Expert T Billing as presented. Motion carried 4 – 0 (Ray absent).

11. Call for Public Hearing – Vacating a Portion of 7th Street:

Maricle said that he was employed by one of the property owners so he would be abstaining and handing the gavel to Jones to conduct this item of business.

Jones asked Nasby to provide a brief background on the proposed vacation. Nasby said that the vacation is one block in length between Highway 60/71 and 1st Avenue on 7th Street. There are two parcels that measure about 17 feet by 150 feet and consist of land behind the curb on each side of the street. McDonalds is on the south and Chuck’s BP is on the north side of the street. The City owns 70 feet of right of way and the street covers about 36 feet back of curb to back of curb. The City is interested in facilitating redevelopment in this area and the property to the south has landscaped and has parking on that side. If the City vacates the 17 x 150 strip on land on either side it would retain any easements and the ownership will revert to the Economic Development Authority and they would go through a disposition process with the intent to sell that vacated property to the adjacent property owners. The action tonight is to call for a public hearing. The City will also be notifying property owners in the area as required and placing a notice in the newspaper. He added that the Street Committee had been consulted and is supportive of the proposal.

Johnson said the EDA was also aware of the proposed vacation and what it needs to do.

Council member Joyce introduced the Resolution No. 2015-60, as amended, entitled “RESOLUTION CALLING FOR A PUBLIC HEARING ON THE PROPOSED VACATION OF A PORTION OF THE STREET RIGHT OF WAY KNOWN AS 7TH STREET” and moved its adoption. The resolution was seconded by Cooley and on roll call vote: Aye: Jones, Joyce, Cooley and Johnson. Nay: None. Absent: Ray. Abstain: None. Resolution passed 4 - 0.

12. Personnel Committee Recommendations:

Maricle said there are two items, the Windomnet General Manager and a hire for a part-time liquor store clerk.

Joyce said that he is a member of the Telecom Commission and was on the interview team for the Windomnet General Manager position at that met on December 1. He said the interview with Jeff Dahna was very good and that the group was pleased with the work Mr. Dahna had done as interim manager since August 2015 and that he has the abilities to take on the position. As such, the recommendation is to extend Jeff Dahna the offer of the Windomnet General Manager position.

Motion by Jones second by Joyce to approve the offer of employment as Windomnet General Manager to Jeff Dahna according to the employment terms presented. Motion carried 4 – 0 (Ray absent).

Jeff Dahna, Windomnet General Manager, thanked the City Council.

Jones asked Dahna for a few thoughts on the challenges and opportunities at Windomnet. Dahna replied that there will be some additional work in straightening out the department and identifying revenue sources and expenses. He feels that there are areas where costs can be reduced and intends to rollout some new services that will generate income.

Maricle said the second item is the part-time clerk for the liquor store. Nasby noted the memorandum in the Council packet recommending Kevin Spangler at a rate of \$10/hour based on his experience.

Motion by Johnson second by Joyce to approve the hiring of Kevin Spangler as a part-time liquor store clerk at a rate of \$10/hour. Motion carried 4 – 0 (Ray absent).

13. 2016 SMART Goals:

Nasby said 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 at the last meeting for changes, revisions or additions.

Joyce thanked the departments for their efforts and work completing the goals and noted the Telecom goals for 2016 being forward looking and more robust than last year. He added

Preliminary

that the property redevelopment goal in the Planning and Zoning Department is very welcome and that the Windom HRA may also be willing to take on some redevelopment of blighted properties. Last, he noted that the City Council should also be coming up with some SMART goals too.

Motion by Joyce second by Cooley to approve the 2016 SMART goals as presented. Motion carried 4 – 0 (Ray absent).

14. Discussion of Proposed Hospital Fund Transfer:

Maricle said that Cooley, Joyce and himself had met with the Hospital Finance Committee to discuss a transfer. The City had presented information and the hospital had presented information. Maricle said the feeling that he got was that the hospital did not want to partner with the City, but they had a finance committee meeting on December 21 so more information will be forthcoming.

Joyce thanked the hospital committee for meeting with the Council representatives and said he is looking forward to more discussion and finding common ground on a PILOT. He noted that he respects their efforts to have the hospital in a financially strong position and was appreciative of a good and cordial meeting.

Cooley said that he is seeking to have a partnership with the hospital resulting in a positive direction.

15. New Business:

None.

16. Old Business:

None.

17. Regular Bills:

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

18. Council Concerns:

Isaac Tade, Student Representative, no remarks.

Joyce noted the 2016 Coffee with Council schedule and asked how the last one went. Cooley said that there were a couple questions\comments on snow plowing, seal-coating streets and the hospital proposed transfer. He noted that the engaged citizens and is seeking public input.

Joyce said that some possible City Council SMART goals could be as follows: 1) improving communications; 2) large project financing planning; 3) Department succession

Preliminary

planning along with the Compensation & Classification Study; 4) action steps for the goal of achieving 5,000 population and 5) goals for blighted property redevelopment.

Johnson wished everyone a Happy Holiday and New Year.

Jones wished everyone a Merry Christmas.

Cooley reiterated that he is always seeking public input. He wished everyone Happy Holidays.

Nasby wished everyone a Merry Christmas.

Maricle wished the citizens a Merry Christmas.

19. Adjournment:

Mayor Maricle adjourned the meeting by unanimous consent at 8:25 p.m.

Corey Maricle, Mayor

Attest: _____
Steve Nasby, City Administrator

UTILITY COMMISSION MINUTES
City Hall, Council Chamber
December 30, 2015

Call Meeting to Order: The Utility Commission meeting was called to order at 10:00 a.m. in the City Hall Council Chamber.

Members Present: Utility Commission Chairperson: Mike Schwalbach
Members Present: Glen Francis and Tom Riordan (10:45 am)
Member Absent: None
City Council Liaison: Dominic Jones, Absent
Staff Present: Steve Nasby, City Administrator; Brent Brown, Electric Superintendent; and Mike Haugen, Water / Wastewater Superintendent

APPROVE MINUTES

Motion by Francis, seconded by Schwalbach, to approve the November 25, 2015 Utility Commission minutes. Motion carried 2 – 0 (Riordan absent).

ELECTRIC ITEMS

Rate Study – Brown said that Tim Miller from MRES has a presentation on the rate study and will review recommendations for the Commission.

Miller noted that the last rate adjustment for electric rates was done in 2007. The overall rate increase proposed in the rate study calls for 10.8% over the next three years. One of the changes will be to build more into the base charge to customers and less on to the electric rate. This is done to reflect the cost of the provision of service and not pull those dollars from the revenue generated by the rates. Another significant change would be to eliminate the municipal rate and move all the City meters into the appropriate classification as commercial or industrial. Some departments would see an increase if the power use is low and intermittent and other departments would see a decrease in cost. The street lighting fee would also be taken out of the municipal rate. The overall increase in the municipal power sold would be 13.9% phased in over the next three years. Miller said that load factor is a big part of the basis that utilities use to determine rate formulas. He noted that PM Beef was about 20% of Windom's electric load. The City is very fortunate to have WAPA power as it is low cost. WAPA power compromised about 50% of Windom's power purchases and with the loss of PM Beef the amount of WAPA power would provide nearly 66% of the town's power. When looking at the proposed rate increases Windom is still well below the median power costs in each rate class when compared to area utilities. There will also be a modification to the Power Cost Adjustment formula and this may result in lower PCA adders which is good for customers. Another of the goals of the rate analysis is to make sure the costs for power are accounted for in each rate class appropriately and not have any class (residential, commercial or industrial) subsidize any of the others. As such, there is a slight shift needed in Windom's rate structure as residential is under the expected rates so that category will be seeing a little higher rate increase than commercial or industrial.

The Commission asked about the timing of the implementation of the rate changes. Nasby said that the Council, by Charter, sets the municipal rate and the Utility Commission sets the other

rates. However, in this proposal the municipal class is eliminated. The Utility Commission decided to hold a short special meeting on January 13 at noon to act on the proposed rate increases and to bring this forward to the City Council on January 19. The next regular meeting for the Utility Commission is January 27.

Motion by Francis second by Riordan to prepare a resolution approving the rate structure as proposed for 2016, 2017 and 2018 subject to annual review. Motion carried 3 – 0.

Rules and Regulations for Connection to Electric Services – Brown said that a framework or policy for connection to the electric system was also recommended by MRES. One of the things such a policy would cover is when the electric utility charges for services. For example, at present the utility puts in electric service to a building at no charge. If the owner wants three phase power that is installed at significant cost, but if the service used is only single-phase the payback on that cost of installing three phase power is 14 years without any maintenance. Typically, other utilities charge a fee for part of the installation so the costs are split between the property owner and utility. This could also apply to residential construction for the cost of the drop and wire. Brown would be drafting a rules and regulations policy for future discussion.

Power Purchase Discussion – Brown said that CMMPA is doing a request for power purchase proposals and looking at diversity of sources to hedge against gas pricing. More information would be coming in the spring. Brown noted that the capacity charge Windom needs to pay did get reduced from 2.6 megawatts to 1.9 megawatts due to the loss of PM Windom.

Community Solar Project – Brown said that CMMPA is working to gauge member interest in a solar project that could be constructed in each community and subscriptions then to be sold to customers wanting solar power. There were several options on purchase, installation and ownership. The Commission discussed the customer response from the wind power subscriptions that were previously offered to Windom customers and the very low take rates. The cost of the 40 kilowatt solar garden is \$71,000 with the utility providing all the labor to install the project. Consensus of the Commission was to pass on this project for Windom, but to check into the ability of Windom customers to purchase subscriptions from other solar gardens.

Disposition of Surplus Equipment – Brown said that he had a list of items that are surplus and that the on-line auction went well last time with everything sold. Haugen said that he had some items to add as well.

Motion by Riordan second by Francis to approve the disposition of electric and water\wastewater items as proposed. Motion carried 3 – 0.

Security System – Brown said that the vendor was in town and that there are two cameras being planned for the substation and pole storage lot. The camera for the substation would be combined with a notification alarm so staff was alerted if there was activity. He said the cameras were about \$1100-\$1400 each with a hardware cost of \$2,200. He noted that at present there is not a fee for the bandwidth, but wondered if that would continue into the future. Jeff Dahna, Windomnet GM, was present and said that this maybe an item that comes back to the Telecom Commission for discussion as he would like to see some fee for service that is reasonable.

Haugen said that there will be several cameras at the water and wastewater plants as well.

Brown said that no action was needed, just wanted the Commission up to speed on what the status of the project was and the costs.

Conservation Improvement Program (CIP) – Brown said the CIP fees are going up from \$100 to \$1400 per month and he is looking at ways to cut costs. One program is the recycling of light bulbs that is done by the Utility free of charge. This does cost them money and is a service provided by Cottonwood County, but they charge a fee. Consensus of the Commission was to look at the options. Riordan said that if the County provides the recycling services it may be something the electric department would not have to continue.

Compensation and Classification Study – Brown said the RFP for a consultant had gone out and this will be coming up in the next couple months. He wanted to confirm with the Commission that comparable cities were used for the study. Nasby said that the RFP noted that “highly comparable” cities is noted and it will be partly up to the employee input with the consultant to help identify those comparable cities and may be look at other entities if needed, which would be likely for telecom. Consensus of the Commission is that they support using highly comparable cities for the study.

Directional Drill Purchase – Brown said that they had looked into the possibility of purchasing a directional drill as the cost for contracting out that work has increased. The City of Glencoe had purchased one recently and he used their specifications to obtain quotes. The quotes were \$194,000 from Ditch Witch and \$152,000 from Vermeer. He said that he would have information for the Commission at the January meeting. Nasby asked if the purchase is off the State contract. Brown replied that the Vermeer machine is on the State contract.

The Commission asked about the amount of work upcoming that would use the machine and the cost from 2015 for contracting out the work. Brown said that the work in 2015 was over \$40,000 and that the cost escalated at the end of the year so the 2016 amounts will be higher. The staff will be present at the next meeting to review the upcoming 2016 projects.

WATER/WASTEWATER ITEMS

Landfill Sampling Data – Haugen said that report had been completed and showed that the levels were within allowances and that the pumping is showing positive results. The threshold for compliance is going down as the technology to detect smaller samples is improving. So the contingency action plan level is going from 1 mg/l to .26 mg/l. Haugen noted that there may need to be some well maintenance done in 2016.

Coalition of Greater Minnesota Cities (CGMC) Voluntary Assessment – Haugen said the CGMC is asking for a \$1 per wastewater hook up contribution to be used to assist in the legal battle over the clean water regulations. He noted that the EPA is also suggesting a change to the Minnesota rules. Haugen noted that Windom is also a MESERB member and that they too are engaged in this discussion, which is an affiliated group with CGMC. CGMC is the lead and most actively

involved in the litigation. Riordan said that as Windom is also a MESERB member we pay dues to that group as well.

Motion by Riordan second by Francis to contribute \$0.50 per wastewater hook-up to the CGMC for the voluntary assessment. Motion carried 3 – 0.

Wellhead Protection Plan Update – Haugen said that the City Council held the public hearing on December 15 and there were no comments. The presentation went well with Mr. Bovey. The next step was submission to the State for review and comment, which has been done. The State has a 90-day review period. He expects there to be little, if any, changes requested by the State.

REGULAR BILLS

Motion by Riordan second by Francis to pay the regular bills. Motion carried 3 – 0.

OLD BUSINESS

Schwalbach noted the resolution on the rate changes for water and wastewater that were considered at the last meeting. Haugen said that he would like the resolution amended to remove the Red Rock rates as these are still under discussion. Schwalbach noted that staff and the Commission needs to look at all the contract rates as it relates to the payment of debt service or any credits given for up-front capital as the bonds on the original plant and facilities is set to expire and new projects will be upcoming. Riordan asked that the rate for POET be clarified in the resolution relating to them paying full price for any water used out of the reserved amount.

RESOLUTION UT #2015-01 – RESOLUTION ESTABLISHING RATES, CHARGES AND FEES FOR AN ENTERPRISE FUND. Introduced by Riordan second by Francis to approve the water and wastewater fees and charges with the exception of Red Rock Rural Water which will be considered at a future date. AYE – Francis, Riordan and Schwalbach. NAY – None. ABSTAIN – None. ABSENT – None.

NEW BUSINESS

None.

ADJOURN

Schwalbach adjourned the meeting at 12:45 p.m.

Mike Schwalbach, Chairperson

Attest: _____
Steve Nasby, City Administrator

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

1. Call to Order:

The meeting was called to order by Fire Chief Ortman at 5:30 p.m. Ortmann noted the lack of a quorum (Ortmann and Stevens present) as Axford, Olsen, Heggeseeth and Cooley were absent. Hacker was out on an ambulance call. As such, no business could be conducted but discussion could be held without formal actions taken.

2. Roll Call:

Absent: Mayor Maricle, Jim Axford, Gary Olsen and Brian Cooley

Present: Dan Ortman, Fire Chief; Tim Hacker, Ambulance Director (late arrival); Mark Stevens, Assistant Fire Chief; Kevin Heggeseeth (late arrival), and Steve Nasby, City Administrator

3. Approval of Minutes:

No quorum was present so no action taken.

4. Review Preliminary Designs and Costs:

Corey Brunton and Aaron Wockenfuss, Brunton Architects, handed out an updated design. Brunton said that he had a number of items to review and get direction on so they can proceed with designs. He went through a list to get the Committee's input and preferences.

Items discussed included the following:

- Placement of items within the meeting room
- Load estimates for the generator (alternate)
- Location of the generator
- Location of Ambulance and Fire access doors
- Location of overhead electric outlets for vehicles
- Use of mezzanine level
- Check in desk location
- Grades of carpet and floor coverings

Ortmann wanted to review the Building Committee, City Council and Fire District representatives (Townships and Cities) meeting materials for January 4, 2016. Nasby replied that the "save the date" notices had been mailed and that the other items would be mailed tomorrow including the most recent price estimate, building picture and funding memo Council previously reviewed.

Discussion ended.

RESOLUTION #2016-

INTRODUCED:

SECONDED:

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

AUTHORIZATION TO ACCEPT A DONATION FROM THE WINDOM CONVENTION & VISITORS BUREAU FOR THE WINDOM SWIMMING POOL

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, Windom Convention & Visitors Bureau is a supporter of the City of Windom and the Windom Swimming Pool; and

WHEREAS, the City of Windom has recently received a donation of \$100.00 from the Windom Convention & Visitors Bureau for the Windom Swimming Pool; and

WHEREAS, the donation requires that the funds be used by the City of Windom for the Windom Pool Family Fun Event at the swimming pool.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WINDOM, MINNESOTA, that the City Council hereby accepts the donation of \$100.00 from the Windom Convention & Visitors Bureau for the Windom Swimming Pool upon the terms set forth herein.

Adopted by the Council this 5th day of January, 2016.

Attest: _____
Steven Nasby, City Administrator

Corey J. Maricle, Mayor

RESOLUTION #2016-

INTRODUCED:

SECONDED:

VOTED: Aye:
 Nay:
 Absent:

**AUTHORIZATION TO ACCEPT A DONATION FROM
DOROTHY VAN NORMAN
TO THE WINDOM LIBRARY FOR THE CHILDREN'S LIBRARY**

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

WHEREAS, the City of Windom has received a donation of \$300.00 from Dorothy Van Norman for the Windom Library; and

WHEREAS, the donation requires that the donation be used for the Children's Library.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WINDOM, MINNESOTA, that the City Council accepts the donation of \$300.00 offered by Dorothy Van Norman to be used for the Children's Library.

Adopted by the Council this 5th day of January, 2016.

Corey J. Maricle, Mayor

Attest: _____
Steven Nasby, City Administrator

RESOLUTION #2016-

INTRODUCED:

SECONDED:

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

AUTHORIZATION TO ACCEPT A DONATION FROM THE SHOPKO FOUNDATION FOR THE WINDOM FIRE DEPARTMENT

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

WHEREAS, The Shopko Foundation is a supporter of the City of Windom and the Windom Fire Department; and

WHEREAS, the City of Windom has recently received a donation from The Shopko Foundation of \$410.00 for the Windom Fire Department; and

WHEREAS, The Shopko Foundation designated the donation is to be used for Fire Safety Education.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WINDOM, MINNESOTA, that the City Council accepts the donation of \$410.00 offered by The Shopko Foundation for use by the Windom Fire Department.

Adopted by the Council this 5th day of January, 2016.

Corey J. Maricle, Mayor

Attest: _____
Steven Nasby, City Administrator

SURPLUS INVENTORY

4-100 AMP LOADBREAK CUTOUT

30-BRACKET TYPE INSULATOR

450-LAGS

38-8"X 5\8" MACHINE BOLTS

629-10"X 5\8" MACHINE BOLTS

579-12"X 5\8" MACHINE BOLTS

378-EYE NUTS

249-STEEL PINS

400-SINGLE WIRE RACKS

94-FIGURE 8 GUY ATTACHMENT

91-GOAT HEAD GUY ATTACHMENT

419-3\8" CARRIAGE BOLTS

424-101 INSULATORS

37-FIBERGLASS LINE PINS

10-ARRESTOR OPEN STYLE CUTOUT

3000-SQUARE WASHERS

64-SCREW INSULATOR

3-200 AMP LOADBREAK CUTOUT

3- 200 amp cutout

65-150W H.P.S. COBRAHEAD

98-POLE TOP PINS

14-TRANSFORMER TRAINER BRACKET

7-300W INCANDESCENT LIGHT BULBS

14-650V MOV SECONDARY ARRESTER

3-120-240V SECONDARY ARRESTER

30-SMALL DEAD END SHOES

MOTOR STARTERS/ RELAYS

11- MINIATURE ELECTRIC COUNTER

3-3 PHASE 100A DISCONNECT

1-3 PHASE DISCONNECT WITH MOTOR STARTER

2-7 TERMINAL 3 PHASE CT METER BOX

1-125A 120/240V LOADCENTER

1-50A 120/240V LOADCENTER

1-60A 3 PHASE LOADCENTER

1-3 PHASE FUSED MAIN DISCONNECT

1-20A 3 PHASE RELAY

1-3 PHASE MOTOR STARTER

1 Milwaukee Heavy Duty Rotary Hammer Drill

1 1998 Chevy Extended Cab 2500 with 8 foot box

1 Toro Self propelled recycler/bagger push mower

2 6300 watt Homelite generators

1 4400 watt Homelite generator

1 RCA TV/VCR Combo

1 TV corner mount stand

3 New 150 watt HPS cobra head fixtures

3 100 watt metalarc small bulb flood light fixtures

1 100 watt Metalarc Flood light Fixture

1 70 watt HPS small bulb Flood light Fixture

5 Quartz Flood Lights Fixtures

15 Security light refractors reflectors

1 1000 watt metalide Flood Light Fixture

2 250 watt MH Fixtures

2 High Bay 400 watt MH Fixtures

16 Galvanized security Light arm

1 150 watt HPS flood light Fixtures

Badger Meter Parts



CliftonLarsonAllen

CliftonLarsonAllen LLP
109 North Main Street, PO Box 217
Austin, MN 55912-0217
507-434-7000 | fax 507-437-8997
CLAconnect.com

December 29, 2015

City Council and Management
City of Windom
PO Box 38
444 9th Street
Windom, MN 56101

We are pleased to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the audit and nonaudit services CliftonLarsonAllen LLP (CLA) will provide for City of Windom ("you," "your," or "the City") for the year ended December 31, 2015.

Craig Popenhagen is responsible for the performance of the audit engagement.

Audit Services

We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, which collectively comprise the basic financial statements of City of Windom, Minnesota, as of and for the year ended December 31, 2015, and the related notes to the financial statements.

The Governmental Accounting Standards Board (GASB) provides for certain required supplementary information (RSI) to accompany the City's basic financial statements. The following RSI will be subjected to certain limited procedures, but will not be audited.

1. Management's discussion and analysis.
2. GASB-required supplementary pension and OPEB, if any.

We will also evaluate and report on the presentation of the following combining and individual fund statements (collectively, the supplementary information) accompanying the financial statements in relation to the financial statements as a whole.

Nonaudit Services

We will also provide the following nonaudit services:

- Preparation of your financial statements and related notes.
- Preparation of adjusting journal entries.
- Preparation of State Reporting Form for the City, if so chosen by the City

Audit Objectives

The objective of our audit is the expression of opinions about whether your basic financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America (U.S. GAAP). Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS) and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. We will apply certain limited procedures to the RSI in accordance with U.S. GAAS. However, we will not express an opinion or provide any assurance on the RSI because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. We will also perform procedures to enable us to express an opinion on whether the supplementary information (as identified above) other than RSI accompanying the financial statements is fairly stated, in all material respects, in relation to the financial statements as a whole.

We will issue a written report upon completion of our audit of your financial statements. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming opinions on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express opinions or issue a report, or withdrawing from the engagement.

We will also provide a report (which does not include an opinion) on internal control related to the financial statements and on compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements, as required by *Government Auditing Standards*. The report on internal control over financial reporting and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of our testing of internal control and compliance and the result of that testing, and not to provide an opinion on the effectiveness of the City's internal control or on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the City is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit conducted in accordance with U.S. GAAS and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

As part of our audit, we will also perform the procedures and provide the report required by the *Minnesota Legal Compliance Audit Guide for Political Subdivisions*.

Auditor Responsibilities, Procedures, and Limitations

We will conduct our audit in accordance with U.S. GAAS and the standards for financial audits contained in *Government Auditing Standards*. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements as a whole are free from material misstatement, whether due to fraud or error. An audit involves performing procedures to obtain sufficient appropriate audit evidence about the amounts and disclosures in the basic financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the basic financial statements.

There is an unavoidable risk, because of the inherent limitations of an audit, together with the inherent limitations of internal control, that some material misstatements may not be detected, even though the audit is properly planned and performed in accordance with U.S. GAAS and *Government Auditing Standards*. Because we will not perform a detailed examination of all transactions, material misstatements, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the City or to acts by management or employees acting on behalf of the City, may not be detected. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management and those charged with governance of any material errors, fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management and those charged with governance of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention.

In making our risk assessments, we consider internal control relevant to the City's preparation and fair presentation of the basic financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting fraud or errors that are material to the financial statements and to preventing and detecting misstatements resulting from noncompliance with provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*. An audit is not designed to provide assurance on internal control or to identify deficiencies, significant deficiencies, or material weaknesses in internal control. However, we will communicate to you in writing significant deficiencies or material weaknesses in internal control relevant to the audit of the basic financial statements that we identify during the audit that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City's compliance with the provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

We will include in our report on internal control over financial reporting and compliance relevant information about any fraud; noncompliance with provisions of laws, regulations, contracts, or grant agreements; or abuse that may have occurred that are required to be communicated under *Government Auditing Standards*.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Management Responsibilities

Our audit will be conducted on the basis that you (management and, when appropriate, those charged with governance) acknowledge and understand that you have certain responsibilities that are fundamental to the conduct of an audit.

You are responsible for the preparation and fair presentation of the financial statements and RSI in accordance with U.S. GAAP. Management's responsibilities include the selection and application of accounting principles; recording and reflecting all transactions in the financial statements; determining the reasonableness of significant accounting estimates included in the financial statements; adjusting the financial statements to

correct material misstatements; and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design, implementation, and maintenance of effective internal control, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error. You are responsible for the design, implementation, and maintenance of internal controls to prevent and detect fraud; assessing the risk that the financial statements may be materially misstated as a result of fraud; and for informing us about all known or suspected fraud affecting the City involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the City received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for implementing systems designed to achieve compliance with applicable laws and regulations and the provisions of contracts and grant agreements; identifying and ensuring that the City complies with applicable laws, regulations, contracts, and grant agreements; and informing us of all instances of identified or suspected noncompliance whose effects on the financial statements should be considered. You are responsible for taking timely and appropriate steps to remedy any fraud; noncompliance with provisions of laws, regulations, contracts, or grant agreements; or abuse that we may report.

You are responsible for ensuring that management is reliable and for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters, and for the accuracy and completeness of that information, and for ensuring the information is reliable and properly reported; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the City from whom we determine it necessary to obtain audit evidence. You agree to inform us of events occurring or facts discovered subsequent to the date of the financial statements that may affect the financial statements.

Management is responsible for the preparation of the supplementary information in accordance with U.S. GAAP. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. You agree to provide us written representations related to the presentation of the supplementary information.

Management is responsible for providing us with a written confirmation concerning representations made by you and your staff to us in connection with the audit and the presentation of the basic financial statements and RSI. During our engagement, we will request information and explanations from you regarding, among other matters, the City's activities, internal control, future plans, specific transactions, and accounting systems and procedures. The procedures we will perform during our engagement and the conclusions we reach as a basis for our report will be heavily influenced by the representations that we receive in the representation letter and otherwise from you. Accordingly, inaccurate, incomplete, or false representations could cause us to expend unnecessary effort or could cause a material fraud or error to go undetected by our procedures. In view of the foregoing, you agree that we shall not be responsible for any misstatements in the City's financial statements that we may fail to detect as a result of misrepresentations made to us by you.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the "Audit objectives" section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance

audits, or other engagements or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

Responsibilities and Limitations Related to Nonaudit Services

For all nonaudit services we may provide to you, management agrees to assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, and/or experience to understand and oversee the services; evaluate the adequacy and results of the services; and accept responsibility for the results of the services.

The responsibilities and limitations related to the nonaudit services performed as part of this engagement are as follows:

- We will prepare a draft of your financial statements and related notes. Since the preparation and fair presentation of the financial statements is your responsibility, you will be required to acknowledge in the representation letter our assistance with preparation of the financial statements and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for those financial statements. You have a responsibility to be in a position in fact and appearance to make an informed judgment on those financial statements.
- We will propose adjusting journal entries as needed. You will be required to review and approve those entries and to understand the nature of the changes and their impact on the financial statements.
- If so engaged by the City, we will prepare State Reporting Form for the City. Since the preparation and fair presentation of the State Reporting Form is your responsibility, you will be required to acknowledge in the representation letter our assistance with preparation of the State Reporting Form and that you have reviewed and approved the State Reporting Form prior to its issuance and have accepted responsibility for the State Reporting Form. You have a responsibility to be in a position in fact and appearance to make an informed judgment on the State Reporting Form.

These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*.

Use of Financial Statements

The financial statements and our report thereon are for management's use. If you intend to reproduce and publish the financial statements and our report thereon, they must be reproduced in their entirety. Inclusion of the audited financial statements in a document, such as an annual report or an offering document, should be done only with our prior approval of the document. You are responsible to provide us the opportunity to review such documents before issuance.

If we agree that CLA will not be involved with your official statements related to municipal securities filings or other offering documents, we will require that any official statements or other offering documents issued by you with which we are not involved clearly indicate that CLA is not involved with the contents of such documents. Such disclosure should read as follows:

CliftonLarsonAllen LLP, our independent auditor, has not been engaged to perform and has not performed, since the date of its report included herein, any procedures on the financial statements addressed in that report. CliftonLarsonAllen LLP also has not performed any procedures relating to this offering document.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website or submitted on a regulator website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information in the electronic site with the original document.

We may issue preliminary draft financial statements to you for your review. Any preliminary draft financial statements should not be relied on or distributed.

Engagement Administration and Other Matters

We expect to begin audit fieldwork in December 2015 and issue financial statements no later than May 2016.

We understand that your employees will prepare all confirmations, account analyses, and audit schedules we request and will locate any documents or invoices selected by us for testing. A list of information we expect to need for our audit and the dates required will be provided in a separate communication.

We will provide copies of our reports to the City; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the sole and exclusive property of CLA and constitutes confidential and proprietary information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely matter to Oversight Agencies for Audit or a Pass-through Entity, or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of CLA personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by the Oversight Agencies for Audit or a Pass-through Entity. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Except as permitted by the "Consent" section of this agreement, CLA will not disclose any confidential, proprietary, or privileged information of the entity to any persons without the authorization of entity management or unless required by law. This confidentiality provision does not prohibit us from disclosing your information to one or more of our affiliated companies in order to provide services that you have requested from us or from any such affiliated company. Any such affiliated company shall be subject to the same restrictions on the use and disclosure of your information as apply to us.

Government Auditing Standards require that we make our most recent external peer review report publicly available. The report is posted on our website at www.CLAconnect.com/Aboutus/.

Mediation

Any disagreement, controversy, or claim ("Dispute") that may arise out of any aspect of our services or relationship with you, including this engagement, shall be submitted to non-binding mediation by written notice ("Mediation Notice") to the other party. In mediation, we will work with you to resolve any differences voluntarily with the aid of an impartial mediator.

The mediation will be conducted as specified by the mediator and agreed upon by the parties. The parties agree to discuss their differences in good faith and to attempt, with the assistance of the mediator, to reach an amicable resolution of the Dispute.

Each party will bear its own costs in the mediation. The fees and expenses of the mediator will be shared equally by the parties.

Any Dispute will be governed by the laws of the state of Minnesota, without giving effect to choice of law principles.

Time Limitation

The nature of our services makes it difficult, with the passage of time, to gather and present evidence that fully and fairly establishes the facts underlying any Dispute that may arise between us. The parties agree that, notwithstanding any statute or law of limitations that might otherwise apply to a Dispute, including one arising out of this agreement or the services performed under this agreement, for breach of contract or fiduciary duty, tort, fraud, misrepresentation or any other cause of action or remedy, any action or legal proceeding by you against us must be commenced within twenty-four (24) months ("Limitation Period") after the date when we deliver our final audit report under this agreement to you, regardless of whether we do other services for you relating to the audit report, or you shall be forever barred from commencing a lawsuit or obtaining any legal or equitable relief or recovery.

The Limitation Period applies and begins to run even if you have not suffered any damage or loss, or have not become aware of the existence or possible existence of a Dispute.

Fees

Our fees and expenses for these services will be as listed below. The fee estimate is based on anticipated cooperation from your personnel and their assistance with preparing confirmations and requested schedules. If the requested items are not available on the dates required or are not accurate, the estimated fee for services will likely be higher. If unexpected circumstances require significant additional time, we will advise you before undertaking work that would require a substantial increase in the fee estimate. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed even if we have not issued our reports. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

- Audit of financial statements \$15,800
- Preparation of financial statements 5,000
- OMB Circular A-133 compliance audit, if needed 2,575
- Preparation of State Reporting Form for the City (optional) 500
- Expenses not-to-exceed 1,500

Other Fees

You also agree to compensate us for any time and expenses, including time and expenses of legal counsel, we may incur in responding to discovery requests or participating as a witness or otherwise in any legal, regulatory, or other proceedings that we are asked to respond to on your behalf. You and your attorney will receive a copy of every subpoena or request we are asked to respond to.

Finance Charges and Collection Expenses

You agree that if any statement is not paid within 30 days from its date, the unpaid balance shall accrue interest at the monthly rate of one and one-quarter percent (1.25%), which is an annual percentage rate of 15%. In the event that any collection action is required to collect unpaid balances due us, reasonable attorney fees and expenses shall be recoverable.

Consent

Consent to Use Financial Information

Annually, we assemble a variety of benchmarking analyses using client data obtained through our audit and other engagements. Some of this benchmarking information is published and released publicly. However, the information that we obtain is confidential, as required by the AICPA Code of Professional Conduct. Your acceptance of this engagement letter will serve as your consent to use of City of Windom's information in these cost comparison, performance indicator, and/or benchmarking reports.

Subcontractors

CLA may, at times, and with the City's written consent, use subcontractors to perform services under this agreement, and they may have access to your information and records. Any such subcontractors will be subject to the same restrictions on the use of such information and records as apply to CLA under this agreement.

Agreement

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. This letter constitutes the entire agreement regarding these services and supersedes all prior agreements (whether oral or written), understandings, negotiations, and discussions between us. If you have any questions, please let us know. Please sign, date, and return a copy of this letter to us to indicate your acknowledgment and understanding of, and agreement with, the arrangements for our audit of your financial statements including the terms of our engagement and our respective responsibilities.

Sincerely,

CliftonLarsonAllen LLP



Craig W. Popenhagen, CPA
Principal
Ph. 507-434-7041
craig.popenhagen@CLAconnect.com
094-082822

This letter correctly sets forth the understanding of City of Windom:

Authorized governance signature: _____

Title: City Council _____

Date: _____

Authorized management signature: _____

Title: Management _____

Date: _____



CliftonLarsonAllen

CliftonLarsonAllen LLP
109 North Main Street, PO Box 217
Austin, MN 55912-0217
507-434-7000 | fax 507-437-8997
CLAconnect.com

December 29, 2015

City Council and Management
City of Windom
P.O. Box 38
444 9th Street
Windom, MN 56101

We are pleased to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the compilation services CliftonLarsonAllen LLP (CLA) will provide for the City of Windom, Minnesota, Economic Development Authority ("you," "your," or "the EDA") for the year ended December 31, 2015.

Craig Popenhagen is responsible for the performance of the audit engagement.

Compilation and Preparation Services

We will prepare the statement of financial position—contractual basis—of City of Windom, Minnesota, Economic Development Authority as of December 31, 2015, and perform a compilation engagement with respect to that financial statement. The statement of financial position—contractual basis will include only certain disclosures in accordance with the contractual basis of accounting. The statement of revenues, expenses and changes in fund balances will not be presented.

The Governmental Accounting Standards Board (GASB) provides for certain required supplementary information (RSI) to accompany the EDA's basic financial statement. Such information, although not a part of the basic financial statement, is required by the GASB who considers it to be an essential part of financial reporting and for placing the basic financial statement in an appropriate operational, economic, or historical context. The supplementary information other than RSI accompanying the compiled financial statement is presented for purposes of additional analysis and is not a required part of the basic financial statement. Management has requested the required supplementary information not be presented.

Other Accounting Services

We will also provide the following other accounting services:

- Preparation of a trial balance.
- Preparation of your financial statement and certain related notes.
- Preparation of adjusting journal entries.

Engagement objectives

The objectives of our engagement are to:

- a. Prepare the statement of financial position in accordance with the contractual basis of accounting based on information provided by you.
- b. Apply accounting and financial reporting expertise to assist you in the presentation of the statement of financial position without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements in order for them to be in accordance with the contractual basis of accounting.

Our responsibilities

We will conduct our compilation engagement in accordance with Statements on Standards for Accounting and Review Services (SSARs) promulgated by the Accounting and Review Services Committee of the American Institute of Certified Public Accountants (AICPA) and comply with the AICPA's Code of Professional Conduct, including the ethical principles of integrity, objectivity, professional competence, and due care.

Engagement procedures and limitations

We are not required to, and will not, verify the accuracy or completeness of the information you will provide to us for the engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. Accordingly, we will not express an opinion, a conclusion, nor provide any assurance on the financial statements.

Our engagement cannot be relied upon to identify or disclose any financial statement misstatements, including those caused by fraud or error, or to identify or disclose any wrongdoing within the entity or noncompliance with laws and regulations. We have no responsibility to identify and communicate deficiencies in your internal control as part of this engagement. You agree that we shall not be responsible for any misstatements in the entity's financial statements that we may not identify as a result of misrepresentations made to us by you.

Our report

As part of our engagement, we will issue a report that will state that we did not audit or review the statement of financial position and that, accordingly, we do not express an opinion, a conclusion, nor provide any assurance on it.

The report on the statement of financial position will indicate that management has elected to omit the statement of revenues, expenditures, and changes in fund balance and substantially all the disclosures ordinarily included in financial statements prepared in accordance with the contractual basis of accounting; that if the omitted disclosures and the statement of revenues, expenditures and changes in fund balance were included in the financial statements, they might influence the user's conclusions about the EDA's assets, liabilities, equity, revenues, and expenditures—contractual basis; and that the financial statements are not designed for those who are not informed about such matters.

There may be circumstances in which the report may differ from its expected form and content. If, for any reason, we are unable to complete the compilation of your financial statements, we will not issue a report on such statements as a result of this engagement.

The report will indicate that management has omitted the required supplementary information.

Management responsibilities

The engagement to be performed is conducted on the basis that management acknowledges and understands that our role is to prepare financial statements in accordance with the contractual basis of accounting and assist management in the presentation of the financial statements in accordance with the contractual basis of accounting. Management has the following overall responsibilities that are fundamental to our undertaking the engagement in accordance with SSARs:

- a. The selection of the financial reporting framework to be applied in the preparation of the financial statements.
- b. The preparation and fair presentation of the financial statements in accordance with the contractual basis of accounting.
- c. The inclusion of all informative disclosures that are appropriate for the contractual basis of accounting. Those disclosures will include—
 - i. Nature of operations,
 - ii. A description of the contractual basis of accounting, including a summary of significant accounting policies, and how the contractual basis of accounting differs from accounting principles generally accepted in the United States of America (U.S. GAAP), the effects of which need not be quantified,
 - iii. Appraised value of land and buildings
 - iv. Long-term debt, and
 - v. Additional disclosures beyond those specifically required that may be necessary for the financial statements to achieve fair presentation.
- d. The design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the statement of financial position that are free from material misstatement, whether due to fraud or error.
- e. The prevention and detection of fraud.
- f. To ensure that the EDA complies with the laws and regulations applicable to its activities.
- g. The accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, you provide to us for the engagement.
- h. To provide us with the following:
 - i. Access to all information relevant to the preparation and fair presentation of the statement of financial position, such as records, documentation, and other matters.
 - ii. Additional information that may be requested for the purpose of the engagement.
 - iii. Unrestricted access to persons within the EDA with whom we determine it necessary to communicate.

Responsibilities and limitations related to accounting services

For all accounting services we may provide to you, including the preparation of your statement of financial position, management agrees to assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, and/or experience to understand and oversee the services; evaluate the adequacy and results of the services; and accept responsibility for the results of the services.

The responsibilities and limitations related to the accounting services performed as part of this engagement are as follows:

- We will prepare a trial balance for use during the compilation. Our preparation of the trial balance is limited to formatting information into a working trial balance based on management's chart of accounts or general ledger. You will be required to review, approve, and accept responsibility for the trial balance.
- We will prepare a draft of your statement of financial position and related notes. Since the preparation and fair presentation of the statement of financial position is your responsibility, you will be required to review, approve, and accept responsibility for the statement of financial position prior to its issuance and have a responsibility to be in a position in fact and appearance to make an informed judgment on the statement of financial position.
- We will propose adjusting journal entries as needed. You will be required to review and approve those entries and to understand the nature of the changes and their impact on the statement of financial position.

Use of Financial Statements

The statement of financial position and our compilation report thereon are for management's use. If you intend to reproduce and publish the statement of financial position and our report thereon, they must be reproduced in their entirety. Inclusion of the statement of financial position in a document, such as an annual report or an offering document, should be done only with our prior approval of the document. You are responsible to provide us the opportunity to review such documents before issuance.

With regard to the electronic dissemination of financial statements that have been subjected to a compilation engagement, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information in the electronic site with the original document.

We may issue preliminary draft financial statements to you for your review. Any preliminary draft financial statements should not be relied on or distributed.

Engagement Administration and Other Matters

A list of information we expect to need for our compilation and the dates required will be provided in a separate communication.

The workpapers supporting the services we perform are the sole and exclusive property of CLA and constitute confidential and proprietary information. We do not provide access to our workpapers to you or anyone else in the normal course of business. Unless required by law or regulation to the contrary, we retain our workpapers in accordance with our record retention policy that typically provides for a retention period of seven years.

Pursuant to authority given by law or regulation, we may be requested to make certain workpapers available to a Regulator of other Oversight Agency or its designee for their regulatory oversight purposes. We will notify you of any such request. Access to the requested workpapers will be provided to the regulators under the supervision of CLA personnel and at a location designated by our firm. Furthermore, upon request, we may provide copies of selected workpapers to such regulators. The regulators may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

Except as permitted by the "Consent" section of this agreement, CLA will not disclose any confidential, proprietary, or privileged information of the EDA to any persons without the authorization of EDA management or unless required by law. This confidentiality provision does not prohibit us from disclosing your information to one or more of our affiliated companies in order to provide services that you have requested from us or from any such affiliated company. Any such affiliated company shall be subject to the same restrictions on the use and disclosure of your information as apply to us.

Professional standards require us to be independent with respect to you in the performance of these services. Any discussion that you have with our personnel regarding potential employment with you could impair our independence with respect to this engagement. Therefore, we request that you inform us prior to any such discussions so that we can implement appropriate safeguards to maintain our independence and objectivity. Further, any employment offers to any staff members working on this engagement without our prior knowledge may require substantial additional procedures to ensure our independence. You will be responsible for any additional costs incurred to perform these procedures.

Our relationship with you is limited to that described in this letter. As such, you understand and agree that we are acting solely as independent accountants. We are not acting in any way as a fiduciary or assuming any fiduciary responsibilities for you. We are not responsible for the preparation of any report to any governmental agency, or any other form, return, or report or for providing advice or any other service not specifically recited in this letter.

Limitation of Remedies

Our role is strictly limited to the engagement described in this letter, and we offer no assurance as to the results or ultimate outcomes of this engagement or of any decisions that you may make based on our communications with you or our reports. You agree that it is appropriate to limit the liability of CLA, its partners, principals, directors, officers, employees, and agents ("we" or "us") and that this limitation of remedies provision is governed by the laws of the state of Minnesota, without giving effect to choice of law principles.

You further agree that you will not hold us liable for any claim, cost, or damage, whether based on warranty, tort, contract, or other law, arising from or related to this agreement, the services provided under this agreement, the work product, or for any plans, actions, or results of this engagement, except to the extent authorized by this agreement. In no event shall we be liable to you for any indirect, special, incidental, consequential, punitive, or exemplary damages, or for loss of profits or loss of goodwill, costs, or attorneys' fees.

The exclusive remedy available to you shall be the right to pursue claims for actual damages that are directly caused by acts or omissions that are breaches by us of our duties under this agreement, but any recovery on any such claims shall not exceed the fees actually paid under this agreement by you to CLA.

Time Limitation

The nature of our services makes it difficult, with the passage of time, to gather and present evidence that fully and fairly establishes the facts underlying any dispute that may arise between us. The parties (you and CLA)

December 29, 2015

agree that, notwithstanding any statute or law of limitations that might otherwise apply to a dispute, including one arising out of this agreement or the services performed under this agreement, for breach of contract or fiduciary duty, tort, fraud, misrepresentation or any other cause of action or remedy, any action or legal proceeding by you against us must be commenced within twenty-four (24) months ("Limitation Period") after the date when we deliver our final compilation report under this agreement to you, regardless of whether we provide other services for you relating to the compilation report, or you shall be forever barred from commencing a lawsuit or obtaining any legal or equitable relief or recovery.

The Limitation Period applies and begins to run even if you have not suffered any damage or loss, or have not become aware of the existence or possible existence of a dispute.

Fees

Our fees for these services will be \$1,000. The fee estimate is based on anticipated cooperation from your personnel and their assistance with preparing requested schedules. If the requested items are not available on the dates required or are not accurate, the estimated fee for services will likely be higher. If unexpected circumstances require significant additional time, we will advise you before undertaking work that would require a substantial increase in the fee estimate. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed even if we have not issued our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

Other Fees

You also agree to compensate us for any time and expenses, including time and expenses of legal counsel, we may incur in responding to discovery requests or participating as a witness or otherwise in any legal, regulatory, or other proceedings that we are asked to respond to on your behalf. You and your attorney will receive a copy of every subpoena or request we are asked to respond to.

Finance Charges and Collection Expenses

You agree that if any statement is not paid within 30 days from its date, the unpaid balance shall accrue interest at the monthly rate of one and one-quarter percent (1.25%), which is an annual percentage rate of 15%. In the event that any collection action is required to collect unpaid balances due us, reasonable attorney fees and expenses shall be recoverable.

Consent

Consent to Use Financial Information

Annually, we assemble a variety of benchmarking analyses using data obtained through our client engagements. Some of this benchmarking information is published and released publicly. However, the information that we obtain is confidential, as required by the AICPA Code of Professional Conduct. Your acceptance of this engagement letter will serve as your consent to use of City of Windom, Minnesota, Economic Development Authority's information in these cost comparison, performance indicator, and/or benchmarking reports.

Subcontractors

CLA may, at times, and with the City's written consent, use subcontractors to perform services under this agreement, and they may have access to your information and records. Any such subcontractors will be subject to the same restrictions on the use of such information and records as apply to CLA under this agreement.

Agreement

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. This letter constitutes the entire agreement regarding these services and

December 29, 2015

supersedes all prior agreements (whether oral or written), understandings, negotiations, and discussions between us. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign, date, and return a copy of this letter to us to indicate your acknowledgment and understanding of, and agreement with, the arrangements for our engagement to prepare your financial statements and to perform a compilation engagement with respect to those same financial statements, and our respective responsibilities.

CliftonLarsonAllen LLP



Craig W. Popenhagen, CPA

Principal

Ph. 507-434-7041

craig.popenhagen@CLAconnect.com

094-082822

This letter correctly sets forth the understanding of
City of Windom, Minnesota, Economic Development Authority:

Authorized Signature: _____

Title: _____

Date: _____



November 18, 2015

Steve Nasby
City of Windom
444 9th Street
Windom, MN 56101

Dear Mr. Nasby,

Thank you for your inquiry regarding legislative services for the 2016 legislative session. This letter serves as both a proposal and agreement for Flaherty & Hood P.A. to provide services to the City of Windom related to its' state capital investment request for funding for the Windom Regional Emergency Services Center.

Our firm has significant experience and success in securing bonding dollars for clients across Minnesota. The following are several examples of clients that Flaherty & Hood, P.A. has represented to advance bonding requests at the State Capitol: **City of Rochester** (several projects), **City of Wadena** (Community Health and Wellness Center), **City of Mankato** (Civic Center expansion, other projects), **City of Crookston** (ice arena relocation and construction), **Spirit Mountain Recreation Area** (water infrastructure system) and the **Cities of Detroit Lakes and Frazee** (Heartland Trail extension).

Term of Services

Services would begin upon execution of this agreement by the City of Windom and would continue through June 1, 2016 or through a special session if one was needed to complete a bonding bill.

Scope of Services

Lobbying

- Developing and Executing a Legislative Strategy
- Direct Lobbying of Committee Chairs, Key Legislators, and the Dayton Administration
- Monitoring Progress of Bonding Bill Through the Legislative Process
- Coordinating Testimony at Legislative Hearings
- Other services as required to achieve the objective

Project Management and Costs

Firm Shareholder Bradley Peterson would supervise delivery of services and would be ultimately responsible to ensure a high quality of service on behalf of the Firm. Other Flaherty & Hood, P.A. staff would assist as needed.

For legislative services performed, City of Windom would be billed at a rate of \$145 per hour with a maximum contract amount for legislative services of \$10,000, including expenses. Expenses include but are not limited to travel time, mileage, copies, and postage. Flaherty & Hood, P.A. will submit a monthly billing statement to the city for any accrued fees and expenses.

Termination

Either party may terminate this agreement by giving 14 days written notice to the other. Any compensation due Flaherty & Hood, P.A. will be due for services rendered through the termination date.

Conflict of Interest

The Firm is not aware of any current conflict of interest in representing Windom in this matter. If the firm becomes aware of a conflict or potential conflict, it will notify both parties immediately and will seek a waiver of the conflict from both parties.

Extension of Agreement

This agreement may be extended by the parties. Any terms of the extension must be agreed to in writing.

Conclusion

Flaherty & Hood, P.A. would be pleased to provide legislative services to the City of Windom. We believe that our expertise and experience can have a significant impact in advancing your legislative request.

If the proposal contained in this letter meets your approval, please sign and return one copy to Flaherty & Hood, P.A. and retain a copy for your records.

Very truly yours,

FLAHERTY & HOOD, P.A.

By:



Bradley Peterson, Shareholder

Accepted By:

City of Windom



Windom, MN

Expense Approval Report By Fund

Payment Dates 12/12/2015 - 12/31/2015

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL					
Activity: 41110 - Mayor & Council					
CITIZEN PUBLISHING CO	20151204	12/04/2015	ADVERTISING	100-41110-350	437.30
ETHAN CLERC FILMS	20151216	12/16/2015	FILM COUNCIL MEETING	100-41110-350	25.00
PJ'S II	00138	12/16/2015	EMPLOYEE RECOGNITION AP	100-41110-434	633.79
WINDOM AREA HOSPITAL	20151223	12/23/2015	PERA RATE INCREASE AID	100-41110-480	7,002.00
CONVENT. & VISTOR BUREAU	20151229	12/29/2015	LODGING TAX	100-41110-491	316.32
CONVENT. & VISTOR BUREAU	20151229A	12/29/2015	LODGING TAX	100-41110-491	1,023.80
Activity 41110 - Mayor & Council Total:					9,438.21
Activity: 41310 - Administration					
INDOFF, INC	2721838	12/04/2015	OFFICE SUPPLIES	100-41310-200	291.99
INDOFF, INC	2722500	12/09/2015	SUPPLIES	100-41310-200	9.79
INDOFF, INC	2724975	12/16/2015	CREDIT - SUPPLIES	100-41310-200	-11.99
INDOFF, INC	2727523	12/16/2015	SUPPLIES	100-41310-200	15.48
WINDOM QUICK PRINT	8581	12/23/2015	OFFICE SUPPLIES	100-41310-200	324.85
A & B BUSINESS	IN241816	12/22/2015	REPAIRS SERVICE	100-41310-200	283.88
SELECTACCOUNT	20151216A	12/16/2015	ADMIN FEE	100-41310-217	159.21
TOSHIBA FINANCIAL SERVICES	292785318	12/09/2015	COPIER LEASE 11/20/15 TO 1	100-41310-217	30.25
TOSHIBA FINANCIAL SERVICES	292785318	12/09/2015	COPIER LEASE 11/20/15 TO 1	100-41310-217	4.35
RITA HACKER	518	12/22/2015	UNIFORMS	100-41310-218	188.00
CMRS - TMS #256704	20151216	12/16/2015	POSTAGE #256704	100-41310-322	320.41
SECR REV FUND/CITY OF WD	20151230	12/30/2015	POSTAGE	100-41310-322	0.48
Activity 41310 - Administration Total:					1,616.70
Activity: 41910 - Building & Zoning					
INDOFF, INC	2727521	12/16/2015	SUPPLIES	100-41910-200	21.38
CENTURY BUSINESS PRODUCT	303701	12/09/2015	SUPPLIES	100-41910-200	30.06
CMRS - TMS #256704	20151216	12/16/2015	POSTAGE #256704	100-41910-322	4.35
Activity 41910 - Building & Zoning Total:					55.79
Activity: 41940 - City Hall					
MN ENERGY RESOURCES	20151216B	12/16/2015	HEATING #4069619-7	100-41940-383	563.47
HOMETOWN SANITATION SE	0000158942	12/04/2015	GARBAGE SERVICE	100-41940-384	85.04
Activity 41940 - City Hall Total:					648.51
Activity: 42120 - Crime Control					
SCHWALBACH HARDWARE	20151216	12/16/2015	MAINTENANCE - POLICE	100-42120-200	7.47
INDOFF, INC	2720478	12/04/2015	OFFICE SUPPLIES	100-42120-200	14.76
INDOFF, INC	2724399	12/16/2015	SUPPLIES	100-42120-200	13.06
INDOFF, INC	2727516	12/22/2015	SUPPLIES	100-42120-200	63.98
INDOFF, INC	2728115	12/22/2015	SUPPLIES	100-42120-200	21.50
INDOFF, INC	2729758	12/23/2015	SUPPLIES	100-42120-200	43.98
WINDOM AREA HOSPITAL	264878243	12/16/2015	SERVICE #	100-42120-305	40.00
VERIZON WIRELESS	9756842841	12/16/2015	SERVICE FOR LAP TOPS	100-42120-321	93.47
SECR REV FUND/CITY OF WD	20151230	12/30/2015	POSTAGE	100-42120-322	3.93
SECR REV FUND/CITY OF WD	20151230	12/30/2015	POSTAGE	100-42120-322	24.29
ALPHA WIRELESS - MANKATO	680301	12/16/2015	SERVICE	100-42120-323	330.00
ALPHA WIRELESS - MANKATO	680346	12/23/2015	SERVICE	100-42120-323	165.00
LANGUAGE LINE SERVICE	3732128	12/16/2015	SERVICE #9020909031	100-42120-327	211.02
JONATHON BECK	20151215	12/16/2015	EXPENSE - DMT TRAINING @	100-42120-334	319.04
CITIZEN PUBLISHING CO	20151204	12/04/2015	ADVERTISING	100-42120-350	194.85
TOSHIBA FINANCIAL SERVICES	292785318	12/09/2015	COPIER LEASE 11/20/15 TO 1	100-42120-404	15.13
STREICHER'S	11185129	12/22/2015	EQUIPMENT - SHIELD	100-42120-404	1,299.00
O'REILLY AUTOMOTIVE, INC	20151209	12/09/2015	MAINTENANCE	100-42120-405	13.75
O'REILLY AUTOMOTIVE, INC	20151209	12/09/2015	MAINTENANCE	100-42120-405	199.99
O'REILLY AUTOMOTIVE, INC	20151209	12/09/2015	MAINTENANCE	100-42120-405	395.77

Expense Approval Report

Payment Dates: 12/12/2015 - 12/31/2015

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
RUNNING'S SUPPLY	20151222	12/22/2015	MAINTENANCE	100-42120-405	12.07
ELECTRIC FUND	20151223	12/23/2015	INVENTORY USED	100-42120-405	54.00
FLEET SERVICES DIVISION	2016050003	12/22/2015	SERVICE LEASE	100-42120-419	1,660.80
				Activity 42120 - Crime Control Total:	5,196.86
Activity: 42220 - Fire Fighting					
HEIMAN FIRE EQUIP. CO	0841065-IN	12/22/2015	EQUIPMENT	100-42220-215	1,205.45
HEIMAN FIRE EQUIP. CO	0840856-IN	12/04/2015	UNIFORMS	100-42220-217	849.85
SCHWALBACH HARDWARE	20151216	12/16/2015	MAINTENANCE - FIRE	100-42220-217	15.79
STREICHER'S	1184287	12/16/2015	UNIFORMS	100-42220-218	89.98
STREICHER'S	1184808	12/16/2015	UNIFORMS	100-42220-218	49.99
WINDOM QUICK PRINT	20151217	12/17/2015	SUPPLIES	100-42220-308	101.35
VERIZON WIRELESS	9756842841	12/16/2015	SERVICE FOR LAP TOPS	100-42220-321	21.14
CMRS - TMS #256704	20151216	12/16/2015	POSTAGE #256704	100-42220-322	16.67
VERIZON WIRELESS	9756842841	12/16/2015	SERVICE FOR LAP TOPS	100-42220-326	10.02
TOSHIBA FINANCIAL SERVICES	292785318	12/09/2015	COPIER LEASE 11/20/15 TO 1	100-42220-404	24.20
BRUNTON ARCHITECTS & EN	08-1615	12/29/2015	FINAL SECTION OF SCHEMATI	100-42220-439	18,810.00
CITIZEN PUBLISHING CO	20151204	12/04/2015	ADVERTISING	100-42220-439	427.50
				Activity 42220 - Fire Fighting Total:	21,621.94
Activity: 42700 - Animal Control					
COTTONWOOD VET CLINIC	151139	12/04/2015	CITY POUND	100-42700-300	70.00
COTTONWOOD VET CLINIC	151388	12/04/2015	CITY POUND	100-42700-300	73.58
COTTONWOOD VET CLINIC	151463	12/04/2015	CITY POUND	100-42700-300	36.50
				Activity 42700 - Animal Control Total:	180.08
Activity: 43100 - Streets					
WINDOM AUTO VALU	20151222	12/22/2015	MAINTENANCE	100-43100-211	29.81
M-R SIGNS CO., INC	188981	11/30/2015	MATERIALS & EQUIPMENT	100-43100-215	284.65
RUNNING'S SUPPLY	20151222	12/22/2015	MAINTENANCE	100-43100-215	8.67
DEBORAH POLZIN	20151216	12/16/2015	REIMBURSE - DAMAGED MAI	100-43100-217	50.00
SCHWALBACH HARDWARE	20151216	12/16/2015	MAINTENANCE - STREET	100-43100-217	29.99
RUNNING'S SUPPLY	20151222	12/22/2015	MAINTENANCE	100-43100-217	27.71
AMUNDSON DIG	12031501	12/23/2015	SERVICES	100-43100-224	255.00
RYAN TREE SERVICE	349857	12/22/2015	SERVICE	100-43100-225	800.00
CMRS - TMS #256704	20151216	12/16/2015	POSTAGE #256704	100-43100-322	0.48
CITIZEN PUBLISHING CO	20151204	12/04/2015	ADVERTISING	100-43100-350	589.13
MIN ENERGY RESOURCES	20151216	12/16/2015	HEATING #4090846-9 STREET	100-43100-383	436.87
HOMETOWN SANITATION SE	0000158943	12/04/2015	GARBAGE SERVICE	100-43100-384	84.73
HOMETOWN SANITATION SE	0000158944	12/04/2015	GARBAGE SERVICE	100-43100-384	46.12
SCHWALBACH HARDWARE	20151216	12/16/2015	MAINTENANCE - STREET	100-43100-401	146.90
SCHWALBACH HARDWARE	20151216	12/16/2015	MAINTENANCE - STREET	100-43100-404	25.99
ELECTRIC FUND	20151217	12/17/2015	STREET SHOP INVENTORY US	100-43100-404	93.45
ELECTRIC FUND	20151217	12/17/2015	STREET SHOP INVENTORY US	100-43100-404	98.55
ELECTRIC FUND	20151217	12/17/2015	STREET SHOP INVENTORY US	100-43100-404	80.10
ELECTRIC FUND	20151217	12/17/2015	STREET SHOP INVENTORY US	100-43100-404	93.45
WINDOM AUTO VALU	20151222	12/22/2015	MAINTENANCE	100-43100-404	1,155.41
WINTER EQUIPMENT COMPA	IV28541	12/16/2015	MAINTENANCE	100-43100-404	7,241.15
WINDOM AUTO VALU	20151222	12/22/2015	MAINTENANCE	100-43100-405	32.99
MASON ANDERSON	20151216	12/16/2015	SAFETY SHOES	100-43100-480	100.00
				Activity 43100 - Streets Total:	11,711.15
Activity: 45120 - Recreation					
CMRS - TMS #256704	20151216	12/16/2015	POSTAGE #256704	100-45120-217	0.48
TOSHIBA FINANCIAL SERVICES	292785318	12/09/2015	COPIER LEASE 11/20/15 TO 1	100-45120-217	15.13
				Activity 45120 - Recreation Total:	15.61
Activity: 45202 - Park Areas					
RUNNING'S SUPPLY	20151222	12/22/2015	MAINTENANCE	100-45202-211	104.88
RUNNING'S SUPPLY	20151222	12/22/2015	MAINTENANCE	100-45202-406	10.99
				Activity 45202 - Park Areas Total:	115.87
				Fund 100 - GENERAL Total:	50,600.72

Expense Approval Report

Payment Dates: 12/12/2015 - 12/31/2015

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 211 - LIBRARY					
Activity: 45501 - Library					
TOSHIBA FINANCIAL SERVICES	292785318	12/09/2015	COPIER LEASE 11/20/15 TO 1	211-45501-217	7.56
MN ENERGY RESOURCES	20151216A	12/16/2015	HEATING #44081276-0	211-45501-383	389.88
J & K WINDOWS	4897-35	12/29/2015	CLEANING SERVICE	211-45501-402	20.00
MN HISTORICAL SOC PRESS	20151216	12/16/2015	SUBSCRIPTION	211-45501-433	20.00
INGRAM	20151209	12/09/2015	BOOKS #2004243	211-45501-435	845.89
GALE	56805073	12/22/2015	BOOKS	211-45501-435	70.17
MICROMARKETING	600029	12/22/2015	BOOKS	211-45501-435	111.98
MICROMARKETING	600612	12/22/2015	BOOKS	211-45501-435	29.99
MICROMARKETING	601824	12/30/2015	BOOKS	211-45501-435	45.99
MICROMARKETING	601885	12/22/2015	BOOKS	211-45501-435	6.00
MICROMARKETING	602247	12/30/2015	BOOKS	211-45501-435	123.43
Activity 45501 - Library Total:					1,670.89
Fund 211 - LIBRARY Total:					1,670.89
Fund: 225 - AIRPORT					
Activity: 45127 - Airport					
CMRS - TMS #256704	20151216	12/16/2015	POSTAGE #256704	225-45127-217	19.97
SOUTHWEST MN BROADBAN	20151222	12/22/2015	SERVICE #WIND-001-0018	225-45127-321	26.80
SCHWALBACH HARDWARE	20151216	12/16/2015	MAINTENANCE - AIRPORT	225-45127-409	9.99
Activity 45127 - Airport Total:					56.76
Fund 225 - AIRPORT Total:					56.76
Fund: 230 - POOL					
Activity: 45124 - Pool					
LARISSA RASSMUSSEN	20151223	12/29/2015	INSTRUCTION FEES	230-45124-217	342.00
TOSHIBA FINANCIAL SERVICES	292785318	12/09/2015	COPIER LEASE 11/20/15 TO 1	230-45124-217	7.56
Activity 45124 - Pool Total:					349.56
Fund 230 - POOL Total:					349.56
Fund: 235 - AMBULANCE					
JAMIE KELSHEIMER	20151217	12/17/2015	REFUND - AMBULANCE STMT	235-34205	230.00
					230.00
Activity: 42153 - Ambulance					
LEWIS FAMILY DRUG, LLC	56-079721100	12/16/2015	SUPPLIES	235-42153-217	545.79
LEWIS FAMILY DRUG, LLC	56-079831100	12/16/2015	SUPPLIES	235-42153-217	691.56
BOUND TREE MEDICAL, LLC	81978913	12/01/2015	SUPPLIES	235-42153-217	477.46
KIM POWERS	20151220	12/22/2015	REIMBURSE EXPENSES	235-42153-218	74.19
KRISTIN PORATH	20151223	12/29/2015	CLOTHING ALLOWANCE	235-42153-218	127.27
DONNA MARCY	20151229	12/29/2015	CLOTHING ALLOWANCE	235-42153-218	74.98
RITA HACKER	500	12/29/2015	UNIFORMS	235-42153-218	42.00
RITA HACKER	510	12/29/2015	REPAIRS/UNIFORMS	235-42153-218	34.00
WINDOM AREA CHAMBER OF	1523	12/16/2015	CHAMBER BUCKS - KATE - TR	235-42153-312	75.00
WINDOM AREA HOSPITAL	20151216	12/16/2015	NURSING SERVICE	235-42153-312	1,810.60
VERIZON WIRELESS	9756842841	12/16/2015	SERVICE FOR LAP TOPS	235-42153-321	123.49
CMRS - TMS #256704	20151216	12/16/2015	POSTAGE #256704	235-42153-322	49.35
EXPERT T BILLING	20151216	12/16/2015	SERVICE	235-42153-326	1,453.50
ROBIN SHAW	20151216	12/16/2015	EXPENSE	235-42153-334	16.13
KIM POWERS	20151220	12/22/2015	REIMBURSE EXPENSES	235-42153-334	48.46
JOLYNN NERHUS	20151222	12/22/2015	REIMBURSE EXPENSES	235-42153-334	21.68
HEATHER PAULSON	20151222	12/22/2015	REIMBURSE EXPENSES	235-42153-334	15.28
RITA HACKER	510	12/29/2015	REPAIRS/UNIFORMS	235-42153-404	28.00
BOUND TREE MEDICAL, LLC	81983669	12/08/2015	MAINTENANCE	235-42153-404	38.84
SCHWALBACH HARDWARE	20151216	12/16/2015	MAINTENANCE - AMBULANCE	235-42153-405	139.86
WINDOM AUTO VALU	20151222	12/22/2015	MAINTENANCE	235-42153-405	16.62
ELECTRIC FUND	20151229	12/29/2015	INVENTORY USED FROM STRE	235-42153-405	120.15
MN WEST COMMUNITY	00195682	12/09/2015	EMT REFRESHER - LORI JENSE	235-42153-435	378.44
Activity 42153 - Ambulance Total:					6,402.65
Fund 235 - AMBULANCE Total:					6,632.65

Expense Approval Report

Payment Dates: 12/12/2015 - 12/31/2015

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 250 - EDA GENERAL					
Activity: 46520 - EDA					
INDOFF, INC	2727521	12/16/2015	SUPPLIES	250-46520-200	21.39
CENTURY BUSINESS PRODUCT	303701	12/09/2015	SUPPLIES	250-46520-200	60.12
CMRS - TMS #256704	20151216	12/16/2015	POSTAGE #256704	250-46520-322	9.07
SECR REV FUND/CITY OF WD	20151230	12/30/2015	POSTAGE	250-46520-322	5.75
AERIAL PHOTOGRAPHY	151209-1	12/16/2015	SERVICE	250-46520-340	60.00
CITIZEN PUBLISHING CO	20151204	12/04/2015	WEBSITE	250-46520-350	79.50
SCHWALBACH HARDWARE	20151216	12/16/2015	MAINTENANCE - EDA	250-46520-480	12.15
NEW VISION COOP	20151216	12/16/2015	ABATEMENT - CITY SHARE	250-46520-481	5,270.53
NEW VISION COOP	20151216	12/16/2015	ABATEMENT - COUNTY SHAR	250-46520-481	1,626.00
GLOBAL INVESTMENT PROPE	20151216	12/16/2015	ABATEMENT - CITY SHARE	250-46520-481	5,259.38
GLOBAL INVESTMENT PROPE	20151216	12/16/2015	ABATEMENT - COUNTY SHAR	250-46520-481	1,622.89
Activity 46520 - EDA Total:					14,026.78
Activity: 49950 - Capital Outlay					
RUNNING'S SUPPLY	20151222	12/22/2015	MAINTENANCE	250-49950-500	29.99
LAMPERTS YARDS, INC.	39161654	12/22/2015	SUPPLIES	250-49950-500	125.76
Activity 49950 - Capital Outlay Total:					155.75
Fund 250 - EDA GENERAL Total:					14,182.53
Fund: 251 - EDA REVOLVING					
Activity: 46520 - EDA					
WENCK ASSOCIATES, INC.	11509750	12/16/2015	RIVER BEND ADDITION SW/W	251-46520-303	945.00
AMERICAN ENGINEERING TES	804909	12/01/2015	ENGINEERING RIVER BEND	251-46520-303	202.00
Activity 46520 - EDA Total:					1,147.00
Fund 251 - EDA REVOLVING Total:					1,147.00
Fund: 252 - EDA SCDP					
PUDENZ CONSTRUCTION	20151230	12/30/2015	2015-16 COMMERCIAL REHA	252-12900	7,500.00
PUDENZ CONSTRUCTION	20151230	12/30/2015	2015-16 COMMERCIAL REHA	252-12900	7,500.00
					15,000.00
Fund 252 - EDA SCDP Total:					15,000.00
Fund: 254 - NORTH IND PARK					
Activity: 46520 - EDA					
SCOTT VEENKER	20151229	12/29/2015	FINAL REIMBURSEMENT OF 2	254-46520-480	574.18
SCOTT VEENKER	23660	12/22/2015	SERVICE	254-46520-480	100.00
Activity 46520 - EDA Total:					674.18
Activity: 49950 - Capital Outlay					
POWER & TEL	5913788-00	12/09/2015	NWIP SPLITTER	254-49950-500	518.15
Activity 49950 - Capital Outlay Total:					518.15
Fund 254 - NORTH IND PARK Total:					1,192.33
Fund: 265 - TIF 1-8 DOWNTOWN					
EDA	20151216	12/16/2015	TIF DIST #1-8 COUNTY #15	265-20702	2,717.20
					2,717.20
Fund 265 - TIF 1-8 DOWNTOWN Total:					2,717.20
Fund: 266 - TIF 1-10 RUNNINGS					
Activity: 46530 - TIF Districts					
J & R PARTNERSHIP	20151216	12/16/2015	TIF DIST #1-10 COUNTY #16 R	266-46530-482	13,657.89
Activity 46530 - TIF Districts Total:					13,657.89
Fund 266 - TIF 1-10 RUNNINGS Total:					13,657.89
Fund: 268 - TIF 1-12 PM WINDOM					
Activity: 46530 - TIF Districts					
PM WINDOM	20151228	12/29/2015	2015 SECOND HALF - TIF PAY	268-46530-482	38,600.36
Activity 46530 - TIF Districts Total:					38,600.36
Fund 268 - TIF 1-12 PM WINDOM Total:					38,600.36

Expense Approval Report

Payment Dates: 12/12/2015 - 12/31/2015

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 269 - TIF 1-14 SPEC BLDG II					
EDA	20151216A	12/16/2015	TIF DIST #1-14 COUNTY #25 E	269-20702	5,004.38
					5,004.38
Fund 269 - TIF 1-14 SPEC BLDG II Total:					5,004.38
Fund: 270 - TIF 1-16 GDF DISTRICT					
Activity: 46530 - TIF Districts					
GDF PROPERTIES LLC	20151223	12/23/2015	TIF PAYMENT	270-46530-482	771.48
					771.48
Activity 46530 - TIF Districts Total:					771.48
Fund 270 - TIF 1-16 GDF DISTRICT Total:					771.48
Fund: 273 - TIF 1-17 NWIP I					
Activity: 46530 - TIF Districts					
WENCK ASSOCIATES, INC.	11509739	12/22/2015	ENGINEERING SERVICES	273-46530-303	16,437.04
AMERICAN ENGINEERING TES	804908	12/01/2015	ENGINEERING NORTH INDUST	273-46530-303	1,188.00
					17,625.04
Activity 46530 - TIF Districts Total:					17,625.04
Fund 273 - TIF 1-17 NWIP I Total:					17,625.04
Fund: 301 - 2003 IMPROVEMENT BOND					
Activity: 47000 - Debt Service					
EHLERS & ASSOC., INC.	69279	12/16/2015	2015 CONTINUING DISCLOSU	301-47000-480	475.00
					475.00
Activity 47000 - Debt Service Total:					475.00
Fund 301 - 2003 IMPROVEMENT BOND Total:					475.00
Fund: 302 - 4TH AVENUE IMPROVEMENT					
Activity: 47000 - Debt Service					
EHLERS & ASSOC., INC.	69279	12/16/2015	2015 CONTINUING DISCLOSU	302-47000-480	475.00
					475.00
Activity 47000 - Debt Service Total:					475.00
Fund 302 - 4TH AVENUE IMPROVEMENT Total:					475.00
Fund: 304 - 2006A REFUNDING BOND					
Activity: 47000 - Debt Service					
EHLERS & ASSOC., INC.	69279	12/16/2015	2015 CONTINUING DISCLOSU	304-47000-480	475.00
					475.00
Activity 47000 - Debt Service Total:					475.00
Fund 304 - 2006A REFUNDING BOND Total:					475.00
Fund: 305 - 2009 STREET IMPROVEMENT					
Activity: 47000 - Debt Service					
EHLERS & ASSOC., INC.	69279	12/16/2015	2015 CONTINUING DISCLOSU	305-47000-480	475.00
					475.00
Activity 47000 - Debt Service Total:					475.00
Fund 305 - 2009 STREET IMPROVEMENT Total:					475.00
Fund: 306 - 2013 STREET IMPROVEMENT					
Activity: 41000 - General Government					
EHLERS & ASSOC., INC.	69279	12/16/2015	2015 CONTINUING DISCLOSU	306-41000-480	475.00
EHLERS & ASSOC., INC.	69279	12/16/2015	2015 CONTINUING DISCLOSU	306-41000-480	475.00
					950.00
Activity 41000 - General Government Total:					950.00
Fund 306 - 2013 STREET IMPROVEMENT Total:					950.00
Fund: 401 - GENERAL CAPITAL PROJECTS					
Activity: 49950 - Capital Outlay					
WERNER ELECTRIC	S8894879.001	12/16/2015	SECURITY CAMERA	401-49950-500	880.65
					880.65
Activity 49950 - Capital Outlay Total:					880.65
Fund 401 - GENERAL CAPITAL PROJECTS Total:					880.65
Fund: 601 - WATER					
HD SUPPLY WATERWORKS LT	E897965	12/29/2015	MAINTENANCE/SUPPLIES	601-14200	1,318.25
DAKOTA SUPPLY GROUP	B743328	11/24/2015	MACHINERY & EQUIPMENT	601-16400	86.40
DAKOTA SUPPLY GROUP	B748587	11/24/2015	MACHINERY & EQUIPMENT	601-16400	996.20
					2,400.85
Activity: 49400 - Water					
HAWKINS, INC	3807303	12/09/2015	CHEMICALS	601-49400-216	4,991.11
BOLTON & MENK, INC.	0183488	12/23/2015	ENGINEERING	601-49400-303	2,236.25

Expense Approval Report

Payment Dates: 12/12/2015 - 12/31/2015

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
MN VALLEY TESTING	787178	12/16/2015	TESTING	601-49400-310	56.25
GOPHER STATE ONE CALL	149820	12/09/2015	LOCATES	601-49400-321	9.79
CMRS - TMS #256704	20151216	12/16/2015	POSTAGE #256704	601-49400-322	0.48
CMRS - TMS #256704	20151216	12/16/2015	POSTAGE #256704	601-49400-322	130.36
SECR REV FUND/CITY OF WD	20151230	12/30/2015	POSTAGE	601-49400-322	5.95
MN ENERGY RESOURCES	20151222A	12/22/2015	HEATING #4095252-5 WATER	601-49400-383	572.97
SCHWALBACH HARDWARE	20151216	12/16/2015	MAINTENANCE - WATER	601-49400-386	10.78
RUNNING'S SUPPLY	20151222	12/22/2015	MAINTENANCE	601-49400-402	5.29
RUNNING'S SUPPLY	20151222	12/22/2015	MAINTENANCE	601-49400-404	3.86
TOSHIBA FINANCIAL SERVICES	292785318	12/09/2015	COPIER LEASE 11/20/15 TO 1	601-49400-404	30.25
WINDOM FIRE & SAFETY	5891	12/22/2015	SERVICE	601-49400-404	135.00
STATE CHEMICAL SOLUTIONS	97482150	12/16/2015	MAINTENANCE	601-49400-404	133.08
WINDOM AUTO VALU	20151222	12/22/2015	MAINTENANCE	601-49400-405	41.47
DEFRIES COLLISION CENTER	8720	12/23/2015	REPAIR LMC CLAIM	601-49400-405	1,329.10
HD SUPPLY WATERWORKS LT	E897965	12/29/2015	MAINTENANCE/SUPPLIES	601-49400-408	2,253.49
EHLERS & ASSOC., INC.	69279	12/16/2015	2015 CONTINUING DISCLOSU	601-49400-480	237.50
Activity 49400 - Water Total:					12,182.98
Fund 601 - WATER Total:					14,583.83

Fund: 602 - SEWER

Activity: 49450 - Sewer

RUNNING'S SUPPLY	20151222	12/22/2015	MAINTENANCE	602-49450-217	249.97
SCHWALBACH HARDWARE	20151216	12/16/2015	MAINTENANCE - SEWER	602-49450-241	19.97
BOLTON & MENK, INC.	0183488	12/23/2015	ENGINEERING	602-49450-303	2,236.25
ENVIRONMENTAL TOXICITY C	15-226	12/16/2015	SERVICE - TESTING	602-49450-310	1,175.00
MN VALLEY TESTING	785556	12/01/2015	TESTING	602-49450-310	120.00
MN VALLEY TESTING	785814	12/04/2015	TESTING SERVICES	602-49450-310	223.60
MN VALLEY TESTING	786707	12/09/2015	TESTING	602-49450-310	143.60
MN VALLEY TESTING	787187	12/16/2015	TESTING	602-49450-310	118.60
MN VALLEY TESTING	787216	12/16/2015	TESTING	602-49450-310	143.60
MN VALLEY TESTING	787418	12/16/2015	TESTING	602-49450-310	223.60
MN VALLEY TESTING	787658	12/16/2015	TESTING	602-49450-310	223.60
MN VALLEY TESTING	787892	12/16/2015	TESTING	602-49450-310	143.60
GOPHER STATE ONE CALL	149820	12/09/2015	LOCATES	602-49450-321	9.79
CMRS - TMS #256704	20151216	12/16/2015	POSTAGE #256704	602-49450-322	0.48
CMRS - TMS #256704	20151216	12/16/2015	POSTAGE #256704	602-49450-322	130.35
FEDERAL EXPRESS CORP	5-264-89329	12/29/2015	POSTAGE	602-49450-322	442.92
MN ENERGY RESOURCES	20151222	12/22/2015	HEATING #4222768-6	602-49450-383	50.11
MN ENERGY RESOURCES	20151222C	12/22/2015	HEATING #4325313-7 SEWER	602-49450-383	437.09
MN ENERGY RESOURCES	20151222D	12/22/2015	HEATING #4335469-5	602-49450-383	18.58
HOMETOWN SANITATION SE	0000158946	12/04/2015	GARBAGE SERVICE	602-49450-384	85.04
WINDOM AUTO VALU	20151222	12/22/2015	MAINTENANCE	602-49450-404	33.93
RUNNING'S SUPPLY	20151222	12/22/2015	MAINTENANCE	602-49450-404	3.86
RUNNING'S SUPPLY	20151222	12/22/2015	MAINTENANCE	602-49450-404	28.01
TOSHIBA FINANCIAL SERVICES	292785318	12/09/2015	COPIER LEASE 11/20/15 TO 1	602-49450-404	24.20
WINDOM FIRE & SAFETY	5891	12/22/2015	SERVICE	602-49450-404	135.00
STATE CHEMICAL SOLUTIONS	97482150	12/16/2015	MAINTENANCE	602-49450-404	133.09
A & B BUSINESS	IN239792	12/15/2015	MAINTENANCE	602-49450-404	102.60
PHONETICS, INC.	00206280	12/16/2015	MAINTENANCE	602-49450-408	81.00
MN WASTEWATER OPERATO	20151223	12/23/2015	MEMBERSHIP DUES	602-49450-433	300.00
MN VALLEY TESTING	785577	12/01/2015	TESTING	602-49450-439	126.40
MN VALLEY TESTING	786500	12/09/2015	TESTING	602-49450-439	194.40
MN VALLEY TESTING	787040	12/16/2015	TESTING	602-49450-439	126.40
MN VALLEY TESTING	787422	12/16/2015	TESTING	602-49450-439	194.40
EHLERS & ASSOC., INC.	69279	12/16/2015	2015 CONTINUING DISCLOSU	602-49450-480	237.50
Activity 49450 - Sewer Total:					7,916.54
Fund 602 - SEWER Total:					7,916.54

Fund: 604 - ELECTRIC

TELECOM FUND	20151216	12/16/2015	MONTHLY TRANSFERS - UTIL	604-11500	42.52
BORDER STATES	910483867	12/11/2015	INVENTORY	604-14200	189.80

Expense Approval Report

Payment Dates: 12/12/2015 - 12/31/2015

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
DAKOTA SUPPLY GROUP	B716751A	12/15/2015	CREDIT - ITEMS RETURNED	604-14200	-506.59
WESCO DISTRIBUTION, INC	187658	12/16/2015	IMPROVEMENTS	604-16300	58,716.00
WESCO DISTRIBUTION, INC	197522	12/16/2015	IMPROVEMENTS	604-16300	45,455.00
WESCO DISTRIBUTION, INC	214903	12/16/2015	IMPROVEMENTS	604-16300	4,129.56
WESCO DISTRIBUTION, INC	233346	12/02/2015	ELECTRIC NEW CONSTRUCTIO	604-16300	16,054.76
WESCO DISTRIBUTION, INC	237979	12/09/2015	DISTRIBUTION IMPROVEMEN	604-16300	756.00
WESCO DISTRIBUTION, INC	237980	12/09/2015	DISTRIBUTION IMPROVEMEN	604-16300	3,666.67
WESCO DISTRIBUTION, INC	237981	12/09/2015	BASEMENT UNDER TRANSFO	604-16300	606.83
WESCO DISTRIBUTION, INC	237982	12/09/2015	DISTRIBUTION IMPROVEMEN	604-16300	347.06
J. H. LARSON	S101088322.001	12/09/2015	DISTRIBUTION IMPROVEMEN	604-16300	528.25
J. H. LARSON	S101088322.002	12/09/2015	DISTRIBUTION IMPROVEMEN	604-16300	181.59
J. H. LARSON	S101088322.003	12/09/2015	DISTRIBUTION IMPROVEMEN	604-16300	115.55
J. H. LARSON	S101093782.001	12/16/2015	CREDIT - IMPROVEMENTS	604-16300	-66.03
JOSHUA PETERSON	20151216	12/16/2015	REFUND - UTIL PREPAYMENT	604-22000	300.00
MARILYN MATTISON	20151216	12/16/2015	REFUND UTILITY PREPAYMEN	604-22000	300.00
ELECTRIC FUND	20151216A	12/16/2015	UTIL PREPAY-C.VILLARREAL T	604-22000	300.00
LA MOTORSPORTS	20151228	12/29/2015	REFUND UTILITY PREPAYMEN	604-22000	300.00
MOHAMED MOHOMUD	20151230	12/30/2015	REFUND UTILITY PREPAYMEN	604-22000	300.00
MICHELLE FERGUSON	20151230	12/30/2015	REFUND UTILITY PREPAYMEN	604-22000	300.00
FAMILY SERVICE AGENCY	20151230	12/30/2015	REFUND UTILITY PREPAYMEN	604-22000	300.00
					132,316.97
Activity: 49550 - Electric					
OFFICEMAX - HSBC BUS SOLU	160695	12/09/2015	SUPPLIES	604-49550-200	10.88
OFFICEMAX - HSBC BUS SOLU	234595	12/16/2015	SUPPLIES	604-49550-200	175.65
COLE PAPERS INC.	9158086	12/16/2015	SUPPLIES	604-49550-211	187.84
RUNNING'S SUPPLY	20151222	12/22/2015	MAINTENANCE	604-49550-218	58.06
JOANNE NELSON	632279	12/29/2015	UNIFORMS	604-49550-218	20.00
BORDER STATES	910284833	11/23/2015	UNIFORMS	604-49550-218	57.36
BORDER STATES	910316449	11/17/2015	CREDIT - UNIFORMS	604-49550-218	-132.46
BORDER STATES	910355859	11/24/2015	UNIFORMS	604-49550-218	12.50
SCHWALBACH HARDWARE	20151216	12/16/2015	MAINTENANCE - ELECTRIC	604-49550-241	105.80
CMMPA - CENTRAL MUNICIP	5364	12/16/2015	ENERGY / TRANSMISSION	604-49550-263	79,273.14
CMMPA - CENTRAL MUNICIP	5364	12/16/2015	ENERGY / TRANSMISSION	604-49550-263	93,375.07
DEPARTMENT OF ENERGY	BFPB000801115	12/16/2015	POWER	604-49550-263	87,032.01
SKARSHAUG TESTING LAB	204394	12/16/2015	TESTING	604-49550-310	183.97
GOPHER STATE ONE CALL	149820	12/09/2015	LOCATES	604-49550-321	9.79
CMRS - TMS #256704	20151216	12/16/2015	POSTAGE #256704	604-49550-322	134.30
CMRS - TMS #256704	20151216	12/16/2015	POSTAGE #256704	604-49550-322	1.46
BRENT BROWN	20151218	12/29/2015	MILEAGE	604-49550-331	189.75
CITIZEN PUBLISHING CO	20151204	12/04/2015	ADVERTISING	604-49550-340	227.50
MN ENERGY RESOURCES	20151229A	12/29/2015	HEATING #4355412-0 ELECTRI	604-49550-383	300.39
HOMETOWN SANITATION SE	00000158947	12/09/2015	GARBAGE SERVICE - ELECTRIC	604-49550-384	84.75
HIGH VOLTAGE EQUIP DIAG. I	15120501	12/16/2015	SERVICE	604-49550-402	3,161.29
OFFICEMAX - HSBC BUS SOLU	160465	12/09/2015	SUPPLIES-MAINT	604-49550-404	97.12
RUNNING'S SUPPLY	20151222	12/22/2015	MAINTENANCE	604-49550-404	3.87
TOSHIBA FINANCIAL SERVICES	292785318	12/09/2015	COPIER LEASE 11/20/15 TO 1	604-49550-404	30.25
ELECTRIC FUND	20151222	12/29/2015	SERVICE/REPAIRS	604-49550-405	18.00
TEREX SERVICES	90313970	12/16/2015	MAINTENANCE	604-49550-405	4,207.00
WINDOM FIRE & SAFETY	5893	12/29/2015	SERVICE	604-49550-406	163.95
CLEAN HARBORS ENV. SERVIC	1001177438	12/16/2015	MAINTENANCE	604-49550-408	5,878.07
SCHWALBACH HARDWARE	20151216	12/16/2015	MAINTENANCE -ELECTRIC	604-49550-409	9.99
MOSLEY	600308134	12/29/2015	REPAIRS - NEW CONDENSING	604-49550-409	5,400.00
MN DEPT OF COMMERCE	1000034328 #330	12/16/2015	3RD Q FY 2016 INDIRECT ASS	604-49550-433	-97.26
MN DEPT OF COMMERCE	1000034328 #330	12/16/2015	3RD Q FY 2016 INDIRECT ASS	604-49550-450	845.63
ALAN STAPLES	20151223	12/29/2015	ENERGY REBATE - LED LIGHTB	604-49550-450	608.14
WESTERN COMM ACTION	20151228	12/29/2015	ENERGY PROJECTS	604-49550-450	3,500.00
CHERYL NELSON	20151228	12/29/2015	ENERGY REBATE	604-49550-450	150.00
MARY VIEGER	20151229	12/29/2015	ENERGY REBATE	604-49550-450	150.00
TAYLOR KREMMIN	20151229	12/29/2015	ENERGY REBATE	604-49550-450	150.00
CMMPA - CENTRAL MUNICIP	5347	12/16/2015	CONSERVATION	604-49550-450	1,133.00

Expense Approval Report

Payment Dates: 12/12/2015 - 12/31/2015

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
DAKOTA SUPPLY GROUP	B723314	12/15/2015	CONSERVATION	604-49550-450	1,080.51
				Activity 49550 - Electric Total:	287,797.32
				Fund 604 - ELECTRIC Total:	420,114.29

Fund: 609 - LIQUOR STORE

Activity: 49751 - Liquor Store

CAMPUS CLEANERS	12-011174	12/29/2015	SERVICE	609-49751-217	20.05
SCHWABACH HARDWARE	20151216	12/16/2015	MAINTENANCE - LIQUOR	609-49751-217	69.98
CULLIGAN	20151216	12/16/2015	SERVICE	609-49751-217	36.41
WINDOM QUICK PRINT	20151229	12/29/2015	OFFICE SUPPLIES	609-49751-217	2.32
ENVIROMASTER, INC	526178	12/09/2015	SERVICE	609-49751-217	40.88
AH HERMEL COMPANY	547826	12/16/2015	MERCHANDISE	609-49751-217	44.91
WINDOM FIRE & SAFETY	5787	12/16/2015	SERVICE	609-49751-217	43.95
WIRTZ BEVERAGE MN WINE	1080405814	12/09/2015	MERCHANDISE	609-49751-251	2,219.57
SOUTHERN WINE & SPIRITS O	1356548	12/16/2015	MERCHANDISE	609-49751-251	1,443.34
PHILLIPS WINE & SPIRITS	2892144	12/04/2015	MERCHANDISE	609-49751-251	1,952.10
PHILLIPS WINE & SPIRITS	2895743	12/16/2015	MERCHANDISE	609-49751-251	576.00
BELLBOY CORP	51213600	12/08/2015	MERCHANDISE	609-49751-251	273.75
BELLBOY CORP	51276000	12/16/2015	MERCHANDISE	609-49751-251	79.00
JOHNSON BROS.	5317645	12/09/2015	MERCHANDISE	609-49751-251	575.39
JOHNSON BROS.	5323016	12/16/2015	MERCHANDISE	609-49751-251	1,129.11
WIRTZ BEVERAGE MN WINE	1080405815	12/09/2015	MERCHANDISE	609-49751-252	46.15
ARTISAN BEER COMPANY	3069576	12/04/2015	MERCHANDISE	609-49751-252	272.35
ARTISAN BEER COMPANY	3070846	12/16/2015	MERCHANDISE	609-49751-252	142.50
ARTISAN BEER COMPANY	331225	12/08/2015	CREDIT - MERCHANDISE	609-49751-252	-115.75
DOLL DISTRIBUTING, LLC	508013	12/16/2015	MERCHANDISE	609-49751-252	3,147.00
DOLL DISTRIBUTING, LLC	512142	12/22/2015	MERCHANDISE	609-49751-252	9,649.95
DOLL DISTRIBUTING, LLC	515832	12/29/2015	MERCHANDISE	609-49751-252	5,292.05
JOHNSON BROS.	5317647	12/09/2015	MERCHANDISE	609-49751-252	187.98
BEVERAGE WHOLESALERS	579553	12/16/2015	MERCHANDISE	609-49751-252	5,069.29
BEVERAGE WHOLESALERS	580443	12/22/2015	MERCHANDISE	609-49751-252	5,331.70
BEVERAGE WHOLESALERS	581319	12/29/2015	MERCHANDISE	609-49751-252	8,037.55
WIRTZ BEVERAGE MN WINE	1080405814	12/09/2015	MERCHANDISE	609-49751-253	476.15
SOUTHERN WINE & SPIRITS O	1356549	12/16/2015	MERCHANDISE	609-49751-253	402.00
INDIAN ISLAND WINERY	2875	12/29/2015	MERCHANDISE	609-49751-253	378.72
INDIAN ISLAND WINERY	2884	12/29/2015	MERCHANDISE	609-49751-253	129.12
PHILLIPS WINE & SPIRITS	2892145	12/09/2015	MERCHANDISE	609-49751-253	1,288.50
MORGAN CREEK VINEYARDS	3707	12/16/2015	MERCHANDISE	609-49751-253	286.92
JOHNSON BROS.	5317646	12/09/2015	MERCHANDISE	609-49751-253	1,904.55
JOHNSON BROS.	5323017	12/16/2015	MERCHANDISE	609-49751-253	761.00
JOHNSON BROS.	545896	11/27/2015	CREDIT - MERCHANDISE	609-49751-253	-49.67
PAUSTIS & SONS	85268812-IN	12/16/2015	MERCHANDISE	609-49751-253	578.00
COCA-COLA BOTTLING COMP	0468509014	12/09/2015	MERCHANDISE	609-49751-254	229.88
COCA-COLA BOTTLING COMP	0468509815	12/16/2015	MERCHANDISE	609-49751-254	216.56
COCA-COLA BOTTLING COMP	0468509816	12/16/2015	CREDIT - MERCHANDISE	609-49751-254	-82.08
WIRTZ BEVERAGE MN WINE	1080405814	12/09/2015	MERCHANDISE	609-49751-254	59.13
AMERICAN BOTTLING CO	5459367010	12/08/2015	MERCHANDISE	609-49751-254	111.12
AH HERMEL COMPANY	547826	12/16/2015	MERCHANDISE	609-49751-254	53.28
ARNESON DISTRIBUTING CO	57303	12/08/2015	MERCHANDISE	609-49751-254	128.00
AH HERMEL COMPANY	547826	12/16/2015	MERCHANDISE	609-49751-256	316.41
BEVERAGE WHOLESALERS	580443	12/22/2015	MERCHANDISE	609-49751-259	17.65
BEVERAGE WHOLESALERS	581319	12/29/2015	MERCHANDISE	609-49751-259	19.00
AH HERMEL COMPANY	547826	12/16/2015	MERCHANDISE	609-49751-261	23.86
CMRS - TMS #256704	20151216	12/16/2015	POSTAGE #256704	609-49751-322	3.39
WIRTZ BEVERAGE MN WINE	1080405814	12/09/2015	MERCHANDISE	609-49751-333	74.64
SOUTHERN WINE & SPIRITS O	1356548	12/16/2015	MERCHANDISE	609-49751-333	29.11
SOUTHERN WINE & SPIRITS O	1356549	12/16/2015	MERCHANDISE	609-49751-333	16.40
PHILLIPS WINE & SPIRITS	2892144	12/04/2015	MERCHANDISE	609-49751-333	28.39
PHILLIPS WINE & SPIRITS	2892145	12/09/2015	MERCHANDISE	609-49751-333	33.40
PHILLIPS WINE & SPIRITS	2895743	12/16/2015	MERCHANDISE	609-49751-333	10.02
BELLBOY CORP	51213600	12/08/2015	MERCHANDISE	609-49751-333	12.00

Expense Approval Report

Payment Dates: 12/12/2015 - 12/31/2015

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
JOHNSON BROS.	5317645	12/09/2015	MERCHANDISE	609-49751-333	8.35
JOHNSON BROS.	5317646	12/09/2015	MERCHANDISE	609-49751-333	73.47
JOHNSON BROS.	5323016	12/16/2015	MERCHANDISE	609-49751-333	15.58
JOHNSON BROS.	5323017	12/16/2015	MERCHANDISE	609-49751-333	28.39
AH HERMEL COMPANY	547826	12/16/2015	MERCHANDISE	609-49751-333	3.95
PAUSTIS & SONS	85268812-IN	12/16/2015	MERCHANDISE	609-49751-333	8.75
WINDOM AREA CHAMBER OF	1511	12/16/2015	IMPROVEMENTS - RIVER BEN	609-49751-340	200.00
CITIZEN PUBLISHING CO	20151204	12/04/2015	ADVERTISING	609-49751-340	1,191.50
LINCOLN MARKETING MN	40822	12/16/2015	ADVERTISING	609-49751-340	399.00
HOMETOWN PRODUCTIONS	580117	12/29/2015	ADVERTISING	609-49751-340	509.95
MN ENERGY RESOURCES	20151229B	12/29/2015	HEATING #4290426-8 RIVERB	609-49751-383	124.93
HOMETOWN SANITATION SE	00000158945	12/09/2015	GARBAGE SERVICE - RIVER BE	609-49751-384	48.06
TALL GRASS LIQUOR	20151217	12/17/2015	REPAIRS-MAINTENANCE	609-49751-402	400.00
TOSHIBA FINANCIAL SERVICES	292785318	12/09/2015	COPIER LEASE 11/20/15 TO 1	609-49751-404	30.25

Activity 49751 - Liquor Store Total: 56,065.16

Fund 609 - LIQUOR STORE Total: 56,065.16

Fund: 614 - TELECOM

ELECTRIC FUND	20151216	12/16/2015	MONTHLY TRANSFERS-TEL TO	614-11500	530.05
TODD BUTTERWORTH	20151216	12/16/2015	REFUND - STATEMENT CREDI	614-11500	67.55
COTTONWOOD CO HWY DEP	20151216	12/16/2015	REFUND - STATEMENT CREDI	614-11500	31.81
KARA DAUER	20151216	12/16/2015	REFUND - STATEMENT CREDI	614-11500	2.18
JOSHUA PETERSON	20151216	12/16/2015	REFUND - UTIL PREPAYMENT	614-11500	15.00
MAS TEC	20151216	12/16/2015	REFUND - STATEMENT CREDI	614-11500	235.33
ROGER & MARLENE ANDERSO	20151216	12/16/2015	REFUND - STATEMENT CREDI	614-11500	24.45
AMANDA ZIMMER	20151216	12/16/2015	REFUND - STATEMENT CREDI	614-11500	4.46
FRED SHUSTERICH	20151216	12/16/2015	REFUND - STATEMENT CREDI	614-11500	42.65
WILFRED METZ	20151222	12/22/2015	ACH RETURN	614-11500	149.78
					1,103.26

Activity: 49870 - Telecom

CAMPUS CLEANERS	12-010760	12/14/2015	SERVICE - WINDOM NET	614-49870-211	21.33
CAMPUS CLEANERS	12-011220	12/30/2015	SERVICE	614-49870-211	21.33
OOKLA	145173	11/18/2015	ANNUAL SPEED TEST	614-49870-227	997.50
SCHWALBACH HARDWARE	20151216	12/16/2015	MAINTENANCE - TELECOM	614-49870-227	26.99
RUNNING'S SUPPLY	20151222	12/22/2015	MAINTENANCE	614-49870-227	2.99
POWER & TEL	5913788-00	12/09/2015	NWIP SPLITTER	614-49870-227	518.14
POWER & TEL	5915557-00	12/09/2015	SUPPLIES-MAINT	614-49870-227	78.97
NATIONAL CABLE TV COOP	SI-469772	12/16/2015	MAINTENANCE	614-49870-227	237.64
NATIONAL CABLE TV COOP	SI-470691	12/23/2015	MAINTENANCE	614-49870-227	899.39
NATIONAL CABLE TV COOP	SI-471401	12/30/2015	SUPPLIES	614-49870-227	66.49
FINLEY ENGINEERING	6	12/23/2015	ENGINEERING	614-49870-303	180.63
MN DEPT OF COMMERCE	1000033985 #6412	12/16/2015	3RD Q FY 2016 INDIRECT ASS	614-49870-304	463.56
OLSEN THIELEN & CO.,LTD	24809	12/16/2015	SERVICE	614-49870-304	960.00
INTERSTATE TRS FUND	82580712150	12/22/2015	ASSESSMENT FOR 499-A FILIN	614-49870-304	147.05
GOPHER STATE ONE CALL	149820	12/09/2015	LOCATES	614-49870-321	9.78
CMRS - TMS #256704	20151216	12/16/2015	POSTAGE #256704	614-49870-322	153.97
SECR REV FUND/CITY OF WD	20151230	12/30/2015	POSTAGE	614-49870-322	13.40
NEUSTAR, INC.	L-0000016215	12/30/2015	NUMBER PORTS	614-49870-326	3.75
WINDOM AREA CHAMBER OF	1511	12/16/2015	BUSINESS INVESTMENT - WI	614-49870-340	200.00
MN ENERGY RESOURCES	20151216C	12/16/2015	HEATING #4098343-9	614-49870-383	97.79
HOMETOWN SANITATION SE	0000158948	12/04/2015	GARBAGE SERVICE	614-49870-384	73.92
TOSHIBA FINANCIAL SERVICES	292785318	12/09/2015	COPIER LEASE 11/20/15 TO 1	614-49870-404	45.38
ELITE MECHANICAL SYSTEMS,	1766	12/23/2015	SUPPLIES MAINTENANCE	614-49870-406	122.04
UTILITIES TELECOM COUNCIL	95302	12/23/2015	CORE MEMBERSHIP	614-49870-433	500.00
CENTURY LINK	L040021021-15321	12/04/2015	CABS	614-49870-441	62.44
MLB NETWORK	059347	12/23/2015	SUBSCRIBERS NOV2015	614-49870-442	1,028.80
TEGNA	1014-1385	12/16/2015	SUBSCRIBER	614-49870-442	4,834.92
AZAR COMPUTER SOFTWARE	140662	12/16/2015	1/1 TO 3/30 2016 CATV SUPP	614-49870-442	2,145.00
YOUNG BROADCASTING LLC	20151216	12/16/2015	SUBSCRIBER	614-49870-442	5,340.90
UNITED COMMUNICATIONS C	20151216	12/16/2015	SUBSCRIBER	614-49870-442	702.75

Expense Approval Report

Payment Dates: 12/12/2015 - 12/31/2015

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
CBS TELEVISION STATIONS	20151216	12/16/2015	SUBSCRIBER	614-49870-442	4,497.60
DISH NETWORK	20151216	12/16/2015	MONTHLY LOCALS TV #8255-	614-49870-442	3,400.00
HUBBARD BROADCASTING IN	20151216	12/16/2015	SUBSCRIBER	614-49870-442	6,324.75
CONSOLIDATED COMMUNICA	20151216	12/16/2015	DEC 2015 10 GB TRANSPORT	614-49870-442	2,950.00
BLUEHIGHWAYS	20151228	12/29/2015	SUBSCRIBER	614-49870-442	241.77
RFD TV	2196-1746	12/29/2015	SUBSCRIBER	614-49870-442	426.95
TOWER DISTRIBUTION COMP	479268	12/16/2015	SUBSCRIBER	614-49870-442	534.46
SHOWTIME NETWORKS INC	9002731-1115	12/16/2015	SUBSCRIBER	614-49870-442	527.04
FOX SPORTS	J89361	12/16/2015	SUBSCRIBER	614-49870-442	18,860.09
BTN - BIG TEN NETWORK	J91034	12/16/2015	SUBSCRIBER	614-49870-442	4,271.18
FOX TELEVISION STATIONS, IN	NOV-15	12/16/2015	SUBSCRIBER	614-49870-442	5,059.80
ONVOY VOICE SERVICES	151202008508	12/09/2015	SS7 SERVICE #001555600262	614-49870-445	1,450.12
CONSOLIDATED COMMUNICA	20151216	12/16/2015	DEC 2015 10 GB TRANSPORT	614-49870-447	5,933.64
JASON HANKE	387230A	12/23/2015	SERVICES	614-49870-447	5,174.75
GOLDEN WEST TECH & INT SO	151110389	12/09/2015	ON CALL SUPPORT	614-49870-448	46.33
ONVOY VOICE SERVICES	151202009022	12/09/2015	SWITCHING SERVICES #00155	614-49870-451	3,759.17
ZAYO BANDWIDTH	20151209	12/09/2015	TRANSPORT #114184-002376	614-49870-451	3,373.14
CENTURY LINK	20151216	12/30/2015	SERVICE 831-1075 104	614-49870-451	74.62
OOKLA	145173	11/18/2015	ANNUAL SPEED TEST	614-49870-480	997.50
SOUTHWEST MN BROADBAN	20151216	12/16/2015	QVC COMMISSIONS-OCT 201	614-49870-480	181.11
BANK MIDWEST	20151222 NSF	12/23/2015	NSF ANGELA DAVIS	614-49870-480	42.95
EHLERS & ASSOC., INC.	69279	12/16/2015	2015 CONTINUING DISCLOSU	614-49870-480	475.00

Activity 49870 - Telecom Total: **88,558.82**
 Fund 614 - TELECOM Total: **89,662.08**

Fund: 615 - ARENA

Activity: 49850 - Arena

SCHWALBACH HARDWARE	20151216	12/16/2015	MAINTENANCE - ARENA	615-49850-211	5.49
HEARTLAND PAPER COMPAN	215344-0	12/29/2015	SUPPLIES	615-49850-211	422.38
LAMPERTS YARDS, INC.	39161331	12/22/2015	SUPPLIES	615-49850-215	46.16
TOSHIBA FINANCIAL SERVICES	292785318	12/09/2015	COPIER LEASE 11/20/15 TO 1	615-49850-217	27.23
MN ICE ARENA MANAGERS A	3283	12/22/2015	MEMBERSHIP FEE	615-49850-217	150.00
SCHWALBACH HARDWARE	20151216	12/16/2015	MAINTENANCE - ARENA	615-49850-241	8.49
COCA-COLA BOTTLING COMP	0468508312	12/22/2015	MERCHANDISE	615-49850-254	219.16
AH HERMEL COMPANY	549240	12/22/2015	SUPPLIES	615-49850-260	192.61
CMRS - TMS #256704	20151216	12/16/2015	POSTAGE #256704	615-49850-322	0.97
WINDOM AREA CHAMBER OF	1511	12/16/2015	BUSINESS INVESTMENT - ARE	615-49850-340	200.00
WINDOM QUICK PRINT	20151223	12/29/2015	PRINTED SUPPLIES	615-49850-350	150.00
MN ENERGY RESOURCES	20151229	12/29/2015	HEATING #4070858-8 ARENA	615-49850-383	956.44
HOMETOWN SANITATION SE	00000158949	12/09/2015	GARBAGE SERVICE - ARENA	615-49850-384	130.88
LUCAN COMMUNITY TV INC	2428	12/29/2015	REPAIRS	615-49850-402	400.00
BECKER ARENA PRODUCTS, IN	00104701	12/22/2015	SUPPLIES	615-49850-404	335.09
SCHWALBACH HARDWARE	20151216	12/16/2015	MAINTENANCE - ARENA	615-49850-404	35.28
RUNNING'S SUPPLY	20151222	12/22/2015	MAINTENANCE	615-49850-404	201.73
WINDOM AUTO VALU	20151222	12/22/2015	MAINTENANCE	615-49850-404	96.00
WINDOM QUICK PRINT	20151223A	12/29/2015	REPAIRS/MAINTENANCE	615-49850-404	144.75
SCHWALBACH HARDWARE	20151216	12/16/2015	MAINTENANCE - ARENA	615-49850-406	10.99
RUNNING'S SUPPLY	20151222	12/22/2015	MAINTENANCE	615-49850-406	18.99
HEARTLAND PAPER COMPAN	205162-0	12/22/2015	SERVICES REPAIRS	615-49850-406	144.08

Activity 49850 - Arena Total: **3,896.72**
 Fund 615 - ARENA Total: **3,896.72**

Fund: 617 - M/P CENTER

Activity: 49860 - M/P Center

INDOFF, INC	2727526	12/16/2015	SUPPLIES	617-49860-200	50.85
HEARTLAND PAPER COMPAN	216152-0	12/29/2015	CLEANING SUPPLIES	617-49860-211	303.22
CMRS - TMS #256704	20151216	12/16/2015	POSTAGE #256704	617-49860-322	23.46
WINDOM AREA CHAMBER OF	1511	12/16/2015	BUSINESS INVESTMENT - CO	617-49860-340	200.00
CITIZEN PUBLISHING CO	20151204	12/04/2015	ADVERTISING	617-49860-340	236.26
MN ENERGY RESOURCES	20151222B	12/22/2015	HEATING #4271541-7 COMM	617-49860-383	1,016.67
HOMETOWN SANITATION SE	0000158950	12/04/2015	GARBAGE SERVICE	617-49860-384	51.52

Expense Approval Report

Payment Dates: 12/12/2015 - 12/31/2015

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
TOSHIBA FINANCIAL SERVICES	292785318	12/09/2015	COPIER LEASE 11/20/15 TO 1	617-49860-404	60.00
TOSHIBA FINANCIAL SERVICES	292785318	12/09/2015	COPIER LEASE 11/20/15 TO 1	617-49860-404	15.13
CAMPUS CLEANERS	12-010759	12/16/2015	SERVICE - COMM CENTER	617-49860-406	55.50
CAMPUS CLEANERS	12-011219	12/29/2015	SERVICE	617-49860-406	61.50
				Activity 49860 - M/P Center Total:	2,074.11
				Fund 617 - M/P CENTER Total:	2,074.11
Fund: 700 - PAYROLL					
Internal Revenue Service-Payr	INV0000716	12/24/2015	Federal Tax Withholding	700-21701	10,081.90
Minnesota Department of Re	INV0000715	12/24/2015	State Withholding	700-21702	4,100.32
Internal Revenue Service-Payr	INV0000717	12/24/2015	Social Security	700-21703	11,219.80
MN Pera	INV0000708	12/24/2015	PERA	700-21704	12,242.94
MN Pera	INV0000709	12/24/2015	PERA	700-21704	5,145.94
MN Pera	INV0000710	12/24/2015	PERA	700-21704	844.74
Minnesota State Deferred	INV0000711	12/24/2015	Deferred Compensation	700-21705	4,190.00
Minnesota State Deferred	INV0000712	12/24/2015	Deferred Roth	700-21705	875.00
LOCAL UNION #949	20151223	12/23/2015	UNION DUES	700-21707	1,667.84
LAW ENFORCMENT LABOR SE	20151223	12/23/2015	UNION DUES	700-21708	329.00
COLLECTION SERVICES CENTE	20121202	12/02/2015	CHILD SUPPORT PAYMENT #C	700-21709	930.23
MN REVENUE	20151216	12/16/2015	LEVY DISCLOSURE	700-21709	124.59
Minnesota Department of Re	20151223	12/29/2015	WAGE LEVY	700-21709	124.59
MN Child Support Payment C	INV0000703	12/11/2015	Child Support Payment	700-21709	407.47
MN Child Support Payment C	INV0000713	12/24/2015	Child Support Payment	700-21709	407.47
Internal Revenue Service-Payr	INV0000714	12/24/2015	Medicare Withholding	700-21711	3,150.14
SELECTACCOUNT	20151216	12/16/2015	FLEX SPENDING	700-21712	139.53
SELECTACCOUNT	38109614	12/29/2015	FLEX SPENDING	700-21712	153.85
COLONIAL LIFE INSURANCE	20151216	12/16/2015	BCN E8182644 INSURANCE	700-21714	8.82
AFLAC	153013	12/16/2015	INSURANCE #OEQP3	700-21715	204.00
AFLAC	153013	12/16/2015	INSURANCE #OEQP3	700-21716	389.97
MN BENEFIT ASSOCIATION	20151216	12/16/2015	INSURANCE - PRE TAX	700-21717	159.65
MN BENEFIT ASSOCIATION	20151216	12/16/2015	INSURANCE - AFTER TAX	700-21719	118.37
MII LIFE	20151216	12/16/2015	VEBA	700-21720	9,825.33
					66,841.49
				Fund 700 - PAYROLL Total:	66,841.49
				Grand Total:	834,093.66

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL	50,600.72
211 - LIBRARY	1,670.89
225 - AIRPORT	56.76
230 - POOL	349.56
235 - AMBULANCE	6,632.65
250 - EDA GENERAL	14,182.53
251 - EDA REVOLVING	1,147.00
252 - EDA SCDP	15,000.00
254 - NORTH IND PARK	1,192.33
265 - TIF 1-8 DOWNTOWN	2,717.20
266 - TIF 1-10 RUNNINGS	13,657.89
268 - TIF 1-12 PM WINDOM	38,600.36
269 - TIF 1-14 SPEC BLDG II	5,004.38
270 - TIF 1-16 GDF DISTRICT	771.48
273 - TIF 1-17 NWIP I	17,625.04
301 - 2003 IMPROVEMENT BOND	475.00
302 - 4TH AVENUE IMPROVEMENT	475.00
304 - 2006A REFUNDING BOND	475.00
305 - 2009 STREET IMPROVEMENT	475.00
306 - 2013 STREET IMPROVEMENT	950.00
401 - GENERAL CAPITAL PROJECTS	880.65
601 - WATER	14,583.83
602 - SEWER	7,916.54
604 - ELECTRIC	420,114.29
609 - LIQUOR STORE	56,065.16
614 - TELECOM	89,662.08
615 - ARENA	3,896.72
617 - M/P CENTER	2,074.11
700 - PAYROLL	66,841.49
Grand Total:	834,093.66

Account Summary

Account Number	Account Name	Payment Amount
100-41110-350	Printing & Design	462.30
100-41110-434	Employee Appreciation	633.79
100-41110-480	Other Miscellaneous	7,002.00
100-41110-491	Payments to Other Orga	1,340.12
100-41310-200	Office Supplies	914.00
100-41310-217	Other Operating Supplie	193.81
100-41310-218	Uniforms	188.00
100-41310-322	Postage	320.89
100-41910-200	Office Supplies	51.44
100-41910-322	Postage	4.35
100-41940-383	Gas Utility	563.47
100-41940-384	Refuse Disposal	85.04
100-42120-200	Office Supplies	164.75
100-42120-305	Medical & Dental Fees	40.00
100-42120-321	Telephone	93.47
100-42120-322	Postage	28.22
100-42120-323	Radio Units	495.00
100-42120-327	Interpretation Fees	211.02
100-42120-334	Meals/Lodging	319.04
100-42120-350	Printing & Design	194.85
100-42120-404	Repairs & Maint - M&E	1,314.13
100-42120-405	Repairs & Maint - Vehicl	675.58
100-42120-419	Vehicle Lease	1,660.80
100-42220-215	Materials & Equipment	1,205.45

Account Summary

Account Number	Account Name	Payment Amount
100-42220-217	Other Operating Supplie	865.64
100-42220-218	Uniforms	139.97
100-42220-308	Training & Registrations	101.35
100-42220-321	Telephone	21.14
100-42220-322	Postage	16.67
100-42220-326	Data Processing	10.02
100-42220-404	Repairs & Maint - M&E	24.20
100-42220-439	Special Projects	19,237.50
100-42700-300	Charges for Services	180.08
100-43100-211	Cleaning Supplies	29.81
100-43100-215	Materials & Equipment	293.32
100-43100-217	Other Operating Supplie	107.70
100-43100-224	Street Maint Materials	255.00
100-43100-225	Landscaping Materials	800.00
100-43100-322	Postage	0.48
100-43100-350	Printing & Design	589.13
100-43100-383	Gas Utility	436.87
100-43100-384	Refuse Disposal	130.85
100-43100-401	Repairs & Maint - Buildi	146.90
100-43100-404	Repairs & Maint - M&E	8,788.10
100-43100-405	Repairs & Maint - Vehicl	32.99
100-43100-480	Other Miscellaneous	100.00
100-45120-217	Other Operating Supplie	15.61
100-45202-211	Cleaning Supplies	104.88
100-45202-406	Repairs & Maint - Groun	10.99
211-45501-217	Other Operating Supplie	7.56
211-45501-383	Gas Utility	389.88
211-45501-402	Repairs & Maint - Struct	20.00
211-45501-433	Dues & Subscriptions	20.00
211-45501-435	Books and Pamphlets	1,233.45
225-45127-217	Other Operating Supplie	19.97
225-45127-321	Telephone	26.80
225-45127-409	Repairs & Maint - Utilitie	9.99
230-45124-217	Other Operating Supplie	349.56
235-34205	Ambulance Revenues -	230.00
235-42153-217	Other Operating Supplie	1,714.81
235-42153-218	Uniforms	352.44
235-42153-312	Nursing	1,885.60
235-42153-321	Telephone	123.49
235-42153-322	Postage	49.35
235-42153-326	Data Processing	1,453.50
235-42153-334	Meals/Lodging	101.55
235-42153-404	Repairs & Maint - M&E	66.84
235-42153-405	Repairs & Maint - Vehicl	276.63
235-42153-435	Books and Pamphlets	378.44
250-46520-200	Office Supplies	81.51
250-46520-322	Postage	14.82
250-46520-340	Advertising & Promotion	60.00
250-46520-350	Printing & Design	79.50
250-46520-480	Other Miscellaneous	12.15
250-46520-481	Tax Abatement	13,778.80
250-49950-500	Capital Outlay	155.75
251-46520-303	Engineering and Surveyi	1,147.00
252-12900	Loans Receivable	15,000.00
254-46520-480	Other Miscellaneous	674.18
254-49950-500	Capital Outlay	518.15
265-20702	Due to EDA Fund	2,717.20
266-46530-482	TIF Payments	13,657.89

Account Summary

Account Number	Account Name	Payment Amount
268-46530-482	TIF Payments	38,600.36
269-20702	Due to EDA Fund	5,004.38
270-46530-482	TIF Payments	771.48
273-46530-303	Engineering and Surveyi	17,625.04
301-47000-480	Other Miscellaneous	475.00
302-47000-480	Other Miscellaneous	475.00
304-47000-480	Other Miscellaneous	475.00
305-47000-480	Other Miscellaneous	475.00
306-41000-480	Other Miscellaneous	950.00
401-49950-500	Capital Outlay - Office	880.65
601-14200	Inventory	1,318.25
601-16400	Machinery & Equipment	1,082.60
601-49400-216	Chemicals and Chemical	4,991.11
601-49400-303	Engineering and Surveyi	2,236.25
601-49400-310	Lab Testing	56.25
601-49400-321	Telephone	9.79
601-49400-322	Postage	136.79
601-49400-383	Gas Utility	572.97
601-49400-386	Landfill	10.78
601-49400-402	Repairs & Maint - Struct	5.29
601-49400-404	Repairs & Maint - M&E	302.19
601-49400-405	Repairs & Maint - Vehicl	1,370.57
601-49400-408	Repairs & Maint - Distrib	2,253.49
601-49400-480	Other Miscellaneous	237.50
602-49450-217	Other Operating Supplie	249.97
602-49450-241	Small Tools	19.97
602-49450-303	Engineering and Surveyi	2,236.25
602-49450-310	Lab Testing	2,515.20
602-49450-321	Telephone	9.79
602-49450-322	Postage	573.75
602-49450-383	Gas Utility	505.78
602-49450-384	Refuse Disposal	85.04
602-49450-404	Repairs & Maint - M&E	460.69
602-49450-408	Repairs & Maint - Distrib	81.00
602-49450-433	Dues & Subscriptions	300.00
602-49450-439	Special Projects	641.60
602-49450-480	Other Miscellaneous	237.50
604-11500	Accounts Receivable	42.52
604-14200	Inventory	-316.79
604-16300	Improvements Other Th	130,491.24
604-22000	Prepayments	2,100.00
604-49550-200	Office Supplies	186.53
604-49550-211	Cleaning Supplies	187.84
604-49550-218	Uniforms	15.46
604-49550-241	Small Tools	105.80
604-49550-263	Merchandise for Resale	259,680.22
604-49550-310	Lab Testing	183.97
604-49550-321	Telephone	9.79
604-49550-322	Postage	135.76
604-49550-331	Travel Expense	189.75
604-49550-340	Advertising & Promotion	227.50
604-49550-383	Gas Utility	300.39
604-49550-384	Refuse Disposal	84.75
604-49550-402	Repairs & Maint - Struct	3,161.29
604-49550-404	Repairs & Maint - M&E	131.24
604-49550-405	Repairs & Maint - Vehicl	4,225.00
604-49550-406	Repairs & Maint - Groun	163.95
604-49550-408	Repairs & Maint - Distrib	5,878.07

Account Summary

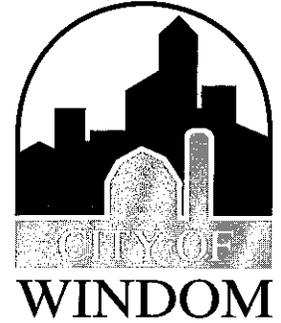
Account Number	Account Name	Payment Amount
604-49550-409	Repairs & Maint - Utilitie	5,409.99
604-49550-433	Dues & Subscriptions	-97.26
604-49550-450	Conservation	7,617.28
609-49751-217	Other Operating Supplie	258.50
609-49751-251	Liquor	8,248.26
609-49751-252	Beer	37,060.77
609-49751-253	Wine	6,155.29
609-49751-254	Soft Drinks & Mix	715.89
609-49751-256	Tobacco Products	316.41
609-49751-259	Non- Alcoholic	36.65
609-49751-261	Other Merchandise	23.86
609-49751-322	Postage	3.39
609-49751-333	Freight and Express	342.45
609-49751-340	Advertising & Promotion	2,300.45
609-49751-383	Gas Utility	124.93
609-49751-384	Refuse Disposal	48.06
609-49751-402	Repairs & Maint - Struct	400.00
609-49751-404	Repairs & Maint - M&E	30.25
614-11500	Accounts Receivable	1,103.26
614-49870-211	Cleaning Supplies	42.66
614-49870-227	Utility System Maint Sup	2,828.11
614-49870-303	Engineering and Surveyi	180.63
614-49870-304	Legal Fees	1,570.61
614-49870-321	Telephone	9.78
614-49870-322	Postage	167.37
614-49870-326	Data Processing	3.75
614-49870-340	Advertising & Promotion	200.00
614-49870-383	Gas Utility	97.79
614-49870-384	Refuse Disposal	73.92
614-49870-404	Repairs & Maint - M&E	45.38
614-49870-406	Repairs & Maint - Groun	122.04
614-49870-433	Dues & Subscriptions	500.00
614-49870-441	Transmission Fees	62.44
614-49870-442	Subscriber Fees	61,146.01
614-49870-445	Switch Fees	1,450.12
614-49870-447	Internet Expense	11,108.39
614-49870-448	On-Call Support	46.33
614-49870-451	Call Completion	7,206.93
614-49870-480	Other Miscellaneous	1,696.56
615-49850-211	Cleaning Supplies	427.87
615-49850-215	Materials & Equipment	46.16
615-49850-217	Other Operating Supplie	177.23
615-49850-241	Small Tools	8.49
615-49850-254	Soft Drinks & Mix	219.16
615-49850-260	Concessions	192.61
615-49850-322	Postage	0.97
615-49850-340	Advertising & Promotion	200.00
615-49850-350	Printing & Design	150.00
615-49850-383	Gas Utility	956.44
615-49850-384	Refuse Disposal	130.88
615-49850-402	Repairs & Maint - Struct	400.00
615-49850-404	Repairs & Maint - M&E	812.85
615-49850-406	Repairs & Maint - Groun	174.06
617-49860-200	Office Supplies	50.85
617-49860-211	Cleaning Supplies	303.22
617-49860-322	Postage	23.46
617-49860-340	Advertising & Promotion	436.26
617-49860-383	Gas Utility	1,016.67

Account Summary

Account Number	Account Name	Payment Amount
617-49860-384	Refuse Disposal	51.52
617-49860-404	Repairs & Maint - M&E	75.13
617-49860-406	Repairs & Maint - Groun	117.00
700-21701	Federal Withholding	10,081.90
700-21702	State Withholding	4,100.32
700-21703	FICA Tax Withholding	11,219.80
700-21704	PERA Contributions	18,233.62
700-21705	Retirement	5,065.00
700-21707	Union Dues	1,667.84
700-21708	PD Union Dues	329.00
700-21709	Wage Levy	1,994.35
700-21711	Medicare Tax Withholdi	3,150.14
700-21712	Flex Account	293.38
700-21714	Individual Insurance-Col	8.82
700-21715	Individual Insurance-Affa	204.00
700-21716	Individual Insurance-Affa	389.97
700-21717	Individual Insurance-MB	159.65
700-21719	Individual Insurance-MB	118.37
700-21720	VEBA Contributions	9,825.33
	Grand Total:	834,093.66

Project Account Summary

Project Account Key	Payment Amount
None	834,093.66
Grand Total:	834,093.66



Joint Meeting
Windom City Council
Emergency Services Building Committee
City and Township Representatives

Monday, January 4, 2016
Windom Community Center
7:00 P.M.

Emergency Services Building Project

Agenda

1. Review Design and Estimated Costs
2. Discuss Funding and Contributions
 - Bonding Application
 - Local Match
 - Service Area Contributions
 - Long Term/Short Term Debt Options

The purpose of the meeting is to provide a forum for the Council and the Building Committee to answer questions and obtain information from the Fire and Ambulance Service District members.

This meeting will provide an opportunity for your organization to present information, suggestions and comments regarding the new building to the Windom City Council and the Building Committee.

Please plan to attend this important Joint Meeting. The Council and Committee look forward to the comments and discussion that will be obtained at this meeting.

