

Council Meeting
Tuesday, February 2, 2016
City Council Chambers
7:30 p.m.
AGENDA



Call to Order
Pledge of Allegiance

1. Approval of Minutes
 - Council Minutes–January 19, 2016
2. Consent Agenda
 - Minutes
 - Telecom Commission – January 25, 2016
 - Emergency Services Building Committee – January 25, 2016
 - Community Center – January 25, 2016
 - Library Board – January 26, 2016
 - Park & Recreation Commission – January 28, 2016
3. Department Heads
4. Park & Recreation Commission Recommendation – Re-Appoint Pool Manager
5. Resolution Approving Amendments to the Fees and Charges Schedule
6. City Website Update
7. Disposition of Surplus Equipment
8. Additional 2016 Mayor Appointments and Reappointments
 - Library Board
 - Park & Recreation Commission
 - Tree Committee
9. New Business
10. Old Business
11. Regular Bills
12. Council Concerns
13. Adjourn



**Regular Council Meeting
Windom City Hall, Council Chamber
January 19, 2016
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, Dominic Jones, Bryan Joyce and JoAnn Ray |
| Council Absent: | Paul Johnson |
| Student Liaison: | Rebecca Hacker |
| City Staff Present: | Steve Nasby, City Administrator; Scott Peterson, Police Chief; Bruce Caldwell, Streets & Parks Supt. |

3. Pledge of Allegiance

4. Approval of Minutes:

Motion by Joyce second by Ray to approve the City Council minutes from January 4, 2016 and January 5, 2016. Motion carried 4 – 0 (Johnson absent).

5. Consent Agenda:

Maricle noted the minutes from the following Boards and Commissions.

- Housing & Redevelopment Authority – December 9, 2015
- Street Committee – January 4, 2016
- Tree Commission – January 5, 2016
- Economic Development Authority – January 11, 2016
- Planning & Zoning Commission – January 12, 2016
- Utility Commission - January 13, 2016

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

Maricle said there is a liquor license request from the Windom Country Club.

Motion by Joyce second by Ray to approve a liquor license for the Windom Country Club. Motion carried 4 – 0 (Johnson absent).

6. Department Heads:

Bruce Caldwell, Streets & Parks Superintendent, said that the Council had approved some funding for the purchase of a new grader in 2016 with the plan that it would be a lease to own

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arrangement. The cost of the grader is significantly higher than what was anticipated even off the State contract. The cost is \$252,000 with attachments. He noted this model is a smaller unit and would work well in alleys. Caldwell is requesting that any unused 2015 Capital Improvement Funds not used for the 2015 Street Repair project be dedicated to the grader purchase, which he estimates to be \$37,000. He noted that the Street Department would also come in under budget in 2015 for operational expenses by about \$20,000.

Jones asked if there is a trade in value with the 1987 grader. Caldwell said that the company does not want the unit and our best option is to sell the unit. He will work with the dealer to get some price estimates on the 1987 grader value and noted that the City will keep that unit until the new one arrives. Jones asked if the Street Department had looked at used equipment or items coming off of lease. Caldwell said that this was researched and due to the low pricing of the State contract the units coming off lease would be just as costly. Jones asked if the time of year impacted prices. Caldwell replied that the State contract price is the same for the whole year and does not fluctuate by season or demand. Jones asked about the estimated number of hours the grader is used. Caldwell said he cannot answer as the unit is used for winter work, which varies on the year, but it is used to grade alleys every year.

Cooley noted that the units coming off lease are generally from heavy construction contractors so those are typically larger units and have been used hard.

Joyce asked how much was budgeted in the 2016 Capital Plan for this project and what was left in the Street equipment fund after the snow plow was purchased. Nasby replied that it was \$30,000, which was the anticipated annual lease to buy payment amount, but he would need to look into the set-aside accounts for the Street equipment balance.

Jones asked if the City could do an internal loan rather than using the dealership's financing which is higher than the return the City is getting for investments. Nasby said the Council could certainly look into that option, but there is also the Council policy on reserves that will need to be considered too. Nasby would bring back information to the Council for the next meeting for their consideration.

Brent Brown, Electric Utility Manager, said that a packet of information related to the electric rate study had been previously sent to the City Council. Brown reviewed the rate study results for the residential, commercial and industrial class meters. Other information reviewed by Missouri River Energy System (MRES) for the rate study related to the capital improvement plan, power purchase contracts, transmission costs, loss of load, capacity and pricing thresholds. Overall, the recommendation is to raise the rates by about 3.5% per year for the next three years. The goal of the rate analysis and implementation of the study are to equalize the true costs for power by each class to the cost of providing the energy to each class. One of the recommendations implemented is to move the City's electric meters to the appropriate classifications such as commercial or industrial rather than to have all lumped in under a municipal rate class. He noted that the costs for power would be more in the base cost of service and less in the cost per kilowatt hour. The moves within these rates will also lessen the power cost adjustment adder that goes on everyone's bills and in the future if there is a negative power cost adjustment the customer will get a bill credit. Brown said that the average residential user would see about a \$3.52 month increase.

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Jones asked about the primary reasons for the rate increase. Brown replied that the substation upgrade is a very costly project and there have been cost increases for transmission and purchased capacity. Jones asked what impact the closing of PM Beef had on the rates. Brown said that this plant closing was factored into the study as the closing was announced as the rate study was underway. The plant closing did have an impact, but it was a minor part of the cost adjustment. Jones asked if the plant were to re-start would the electric rates go down. Brown said the rate would not likely go down, but the need for future increases may be mitigated.

Brown said the reduction of the "industrial" class threshold from 75kw to 50kw would impact eight businesses which will allow more ability to track demand. The industrial class will see the demand cost going from 50% of the rate to 30% of the rate with more of the cost shown in the kW costs.

Brown noted that the street lights will be moved into a rate reflecting the true costs for power along with the other municipal meters that are being moved into the appropriate classes.

Brown said that the Utility Commission had approved the rate change on January 13, 2016 and he would be doing a notice to customers in the newspaper as the insertion date for the utility billings had passed before this rate increase was approved.

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

Maricle said that he had a conflict of interest in that he is an employee of Staples Oil which is a party to this item. Jones assumed presiding officer duties.

Nasby said that the property owners along 7th Street, between 1st Avenue and Highways 60/71 had requested the City look at vacation this property due to pending redevelopment efforts. The property is essentially 17 feet behind the curb lines and the length of that half block (150 feet). He said that this area was originally platted by the railroad and the 70 foot street right of way was deeded to the City. The City currently uses 36 feet of this right of way which is from behind of curb to behind of curb. The adjacent property owners are Chuck's BP Amoco and McDonald's. These property owners have been using the property for years and it makes sense for the City to vacate the property to clean up title issues and help accommodate property for redevelopment. The City would retain easements. Nasby noted that MN DOT had sent an email regarding its items of interest for the proposed vacation and with the City keeping the easements of record their items would be addressed.

Jones opened the public hearing at 8:05 pm.

Nicole Staples, said she is representing Staples Oil and they will be working with the Chuck's BP property and the Happy Chef property to facilitate redevelopment of both sites. The restaurant would be owned and operated by Duffy's and the gas station would be turned into a cardrol for their customers. The vacation is necessary so that both businesses can make the needed improvements to the properties.

Jones asked if there were any other public comments. Seeing none, Jones closed the public hearing at 8:07 pm.

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Nasby noted that snow removal had also been discussed with the Street Department and McDonalds as to the City retaining the easement. Nicole Staples said they are in agreement with the easement to include snow removal\storage. Nasby recommended amending the resolution to clarify retention of easements included snow removal.

Council member Cooley introduced the Resolution No. 2016-04, entitled “A RESOLUTION APPROVING THE VACATING OF A PORTION OF THE STREET RIGHT-OF-WAY KNOWN AS 7TH STREET” as amended, and moved its adoption. The resolution was seconded by Joyce and on roll call vote: Aye: Cooley, Jones, Joyce, Ray and Cooley. Nay: None. Absent: Johnson. Abstain: None. Resolution passed 4 – 0 - 1.

Mayor Maricle resumed presiding.

8. Preliminary Plat – NWIP Toro Site:

Jim Kartes, Building Official, said that the owners had requested vacation of the NWIP plat and submitted a subdivision application and preliminary plat for North Windom Industrial Park First Addition. This proposed preliminary plat will place the original lots 6, 7 and Out lot B of Block 2 into the new first addition, which is just one large lot. All prior easements have been removed, but replaced along the perimeter of the lot and all covenants are still in place. The Planning and Zoning Commission has reviewed and recommended approval.

Motion by Jones second by Joyce to approve the preliminary plat for the North Windom Industrial Park First Addition as presented. Motion carried 3 – 0 - 1 (Ray abstain and Johnson absent).

9. EDA Annual Report - 2015:

Aaron Backman, EDA Executive Director, said that the EDA had reviewed the annual report and the goals for 2015. The goals were as follows:

- i. Plan and implement phase II of the NWIP and achieve data center certification.
- ii. Assist in creating additional housing opportunities.
- iii. Recruit one new restaurant.
- iv. Collaborate with other organizations to promote the community as a whole.
- v. Work with new and existing manufacturing and industrial businesses to expand.

Backman reviewed the numerous actions and activities undertaken to support and achieve the goals. He noted the significant progress on the NWIP and the loss of PM Beef.

Maricle thanked Backman for all his work and noted the wonderful accomplishments in the past year and the projects still underway.

Joyce said the HRA is working to support other housing activities and address blighted properties.

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Jones thanked Backman for a job well done and outstanding accomplishments.

Motion by Jones second by Joyce to approve the 2015 EDA Annual report. Motion carried 4 – 0 (Johnson absent).

10. Personnel Committee Recommendations:

Jones said the Personnel Committee had met to review several items. First, an assistant manager position at the liquor store was discussed and recommended to the City Council. The rationale for the position included the need for more supervisory coverage as the store is open 78 hours a week and the duties demonstrated a need for the position. Both a part-time and full-time hire were discussed with the cost estimated to be \$46,000 to \$54,000 for a full-time position, but there would be an off-set of part-time hours for a savings of \$5,700. The recommendation to the City Council is to advertise for a full-time assistant manager position.

Joyce asked if this is an internal or external search. Nasby replied that it would be both.

Jones said the need included coverage for open\close of the store, getting cash for operations and other managerial items.

Maricle added that the coverage between the manager and assistant manager were to provide coverage for the store's hours, whereas there would not be many overlapping hours.

Jones clarified that the liquor store budget could support the additional costs. Nasby said the store's bottom line in 2015 would support the additional costs, but noted the Council is also looking at the possibility of increasing the transfer from the liquor store.

Motion by Ray second by Joyce to approve the advertising for a full-time Assistant Liquor Store manager. Motion carried 4 – 0 (Johnson absent).

Jones said that the second item was an accelerated step advancement for Officer Kopperud moving him from Step 1 to Step 5 of the law enforcement pay plan. This is typical practice for the advancement of officers upon their employment anniversary. Nasby noted the Personnel Committee recommended this at their December 2015 meeting, but he had missed placing it for Council approval.

Motion by Cooley second by Ray to approve moving Officer Kopperud from Step 1 to Step 5 of the law enforcement pay plan effective upon his employment anniversary. Motion carried 4 – 0 (Johnson absent).

Nasby said that the last item is the EDA Executive Director position as Mr. Backman has been offered a job in Willmar, MN. He anticipates receiving notification from Mr. Backman within the week so this request is dependent on receipt of a resignation notice.

Jones said that the timeframes for getting a qualified person into the position needed to allow time for the applicants and still move forward in a timely manner. He proposed having applications due on February 24, interviews March 2-3 and then having City Council action on an offer schedule for March 15 with a possible start date of mid to late April. Jones added that he feels Windom has to attract top, experienced candidates as there are so many large

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projects pending. As such, he is requesting that the City Council approve an expanded salary range for the position to include both Grade 21 and Grade 22 of the Supervisory pay plan. This would provide a range of \$61,297 to \$93,267. He added that the compensation and classification study is moving along as well so that can be a factor as well in compensation.

Cooley agreed that an experienced person is needed.

Joyce noted that advertising for the position will need to be extensive and would probably need the larger salary range to get the most qualified applicants.

Jones asked if a recruitment firm may be needed.

Joyce noted that referrals through professional associations is a good tool.

Cooley asked about national recruitment sites. Nasby said that may generate many applicants, but would the commitment and quality be worthwhile in sorting through what could be a pile of applications.

Jones said that the City would be without an EDA Director for about 60 days and that much of the upkeep on projects will fall on Mary Henson, Administrative Assistant and the City Administrator. He noted that both will put in extra time and he wants to insure they are compensated for the additional work and time.

Motion by Jones second by Ray to approve advertising for the EDA Executive Director position to include Grade 21 and Grade 22 salary ranges upon the receipt of an official resignation from Aaron Backman. Motion carried 4 – 0 (Johnson absent).

11. SMART Goal Discussion:

Maricle said that some SMART goals were submitted for discussion by the Council for their own 2016 goals. These included Capital Project funding, population increase to 5,000, revitalize neglected areas of town, enhance communications with citizens and create a succession plan.

Nasby thanked Joyce for putting together the items for the discussion.

Jones said that he would like to add an item for the Council to more community outreach, such as having community service groups come to the Council once a month to tell everyone about what they do and how the City can partner with them. This may fall under the enhanced community communications goal. He noted that Coffee with Council is continuing into 2016, but more efforts can be done.

Joyce said that he agree with Jones, but the Council could go out to the community groups to meet them rather than have the group send people to the City Council meetings.

Motion by Jones second by Cooley to accept the 2016 Council SMART goals as presented. Motion carried 4 – 0 (Johnson absent).

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12. 2015 Pay Equity Implementation Report:

Nasby said that Denise Nichols, Finance Assistant, had been working on completion of the Pay Equity report for the State, which is due January 31. The data have been entered and the self-test is positive as to the City being in compliance. He asked the City Council to approve the preliminary report for submission to the State. Nasby noted that this report also includes the hospital employees as it is City owned.

Jones asked about the purpose of the report. Nasby replied that it is to determine pay compliance as it pertains to female employees.

Motion by Cooley second by Jones to approve submission of the 2015 Pay Equity Report to the State as required. Motion carried 4 – 0 (Johnson absent).

13. Additional 2016 Mayor Appointments and Reappointments:

Maricle said that he is recommending the appointment of Barb Henning to the Library Board and Jerry White to the Telecom Commission.

Motion by Joyce second by Ray to approve the Mayor's appointments as presented. Motion carried 4 – 0 (Johnson absent).

Maricle noted that he is still looking for one position each for the Library board, Tree Committee and Parks & Recreation Commission.

14. New Business:

None.

15. Old Business:

None.

16. Regular Bills:

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

17. Council Concerns:

Rebecca Hacker thanked the City Council for the opportunity to serve as student liaison.

Joyce noted that the Planning & Zoning Commission had started review of rental housing ordinances and that the new Sanford Hospital VP rep to Windom is Dale Gougly. Joyce said that the legislature is discussing more broadband funding and if Windom should be lobbying for more broadband funding. Joyce also added that Windom's Emergency Services Facility had been left off the Governor's bonding proposal which is disappointing.

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Cooley said that he attended his first Southwest Regional Development Committee meeting and that was a good organization for us to be involved with. He also noted the SWRDC would do a support letter for Windom's bonding request.

18. Adjournment:

Mayor Maricle adjourned the meeting by unanimous consent at 9:01 p.m.

Corey Maricle, Mayor

Attest: _____
Steve Nasby, City Administrator

TELECOMMUNICATIONS COMMISSION MEETING
City of Windom Community Center
January 25th, 2016
6:00 P.M.

I. Call Meeting to Order

II. Roll Call

Members Present: Bryan Joyce, Dominic Jones, Travis Eichstadt, Jeremy Lund,
Jerry White

Members Absent: none

Staff Present: Jeff Dahna, Windomnet Operations Manager, Brent Brown,
Electric Superintendent

Others Present: Dirk Abraham

III. Elect Officials

Jerry White sworn in as a new member of the Telecommunications Commission

Motion by Jones, seconded by Eichstadt, to nominate Mr. Lund as Chair and that all nominations ceased and cast a unanimous ballot for Mr. Lund.

Motion carries 5-0.

Motion by Jones, seconded by Eichstadt, to nominate Mr. Joyce as Vice Chair and that all nominations ceased and cast a unanimous ballot for Mr. Joyce.

Discussion: Jones clarifies he would like to see Joyce as Vice Chair with the intent of Mr Joyce not becoming Chair.

Motion carries 5-0.

Motion by Jones, seconded by Lund, to nominate Mr. Eichstadt as the Secretary/Treasurer and that all nominations ceased and cast a unanimous ballot for Mr Eichstadt.

Discussion: Jones states White should have some time on the Commission before being appointed to a position.

Motion carries 5-0.

IV. Approval of Minutes

Dahna clarifies a date in the minutes should be updated to reflect the day the SMBS circuit came online, currently the minutes show **May 2014 and a correction should be made to January 2014.**

Motion by Jones, seconded by Eichstadt, to approve minutes with the change requested by Dahna.

Motion carries 5-0.

V. Project Updates

Dahna provides an update to the Commission on the CATV digital conversion. Dahna shares channel lineup for Broadband Visions (BBV) through New Ulm Telecom and Baldwin. Dahna shares the list with the committee and explains the process of Windomnet providing cable television to its customers. Dahna states he does not have the price of the co-location and decrypt box. Eichstadt inquires what the decrypt box is, Dahna clarifies the decrypt box is a single unit housed at Windomnet to decrypt the signal from BBV. Jones inquires about Finley's role. Dahna states Finley gathered information from the providers and came up with the channel guide. Jones clarifies that there is no cost comparison yet. Dahna states that there is no true cost comparison but he is still gathering information. Jones inquires about whether the head end would still be required. Dahna states there will still be equipment in the head end with the intention of consolidating the equipment into the NOC. Jones states he would like to see a cost comparison between all entities involved to move on to making a decision. Jones asks if the commission has seen any potential agreement written up by BBV. Dahna states he has read it but was required to sign an NDA. Jones advises to get any potential agreement to Ron Schramel as soon as possible. The Commission discusses differences between all companies involved in the CATV conversion, including Yondoo, Vast, WIN Networks and BBV.

Joyce asks to see a 5 year costs comparison of head end improvements along with BBV and WIN Networks. Jones asks if that information could be received by the next meeting. Dahna states he will work on getting those cost comparisons together. Joyce asks about SMBS and their timeframe for the CATV conversion. Dahna states he is staying in communication with them and letting them know of the process. Joyce asks about Finley Engineering's involvement. Dahna states Finley has put together most of the information received to this point and Windomnet should not require their service for this project going forward.

Dahna shares he sees this as a gradual shift going to a new CATV conversion due to costs involved. Dahna states he projects new customers to be implemented with the digital TV right away while existing customers will be transitioned as funds allow.

Joyce offers he would like to see pricing from BBV if Dahna feels that is the best solution for Windomnet, especially if BBV is looking to co-locate. Jones inquires if BBV is financially sound. Dahna offers the history of BBV to the Commission and what BBV has done in New Ulm and the surrounding area.

Giga Center

Dahna shares an order was recently placed for \$5500 of ONTs. Dahna states there are different levels of the Giga Center for beta testing and trials. Dahna offers the Calix Connect control software is \$1500 for a cloud based platform along with a \$395/month recurring fee. Dahna shares that there's a phone app available to do diagnostics and other functions. Dahna offers he has been in contact with SMBS and they have made mention of willing to pay half, similar to the Calix net flow analyzer. Jones inquires if SMBS is using the Giga Center. Dahna states they have 4 they are testing now. Dahna offers Windomnet would use the 844E-1 model with customer costs being around \$7-8 month for the managed service. Eichstadt clarifies the cost with the return of the existing ONTs.

Dahna states the 6 844-E ONTs currently being purchased do not qualify for the rebate. Discussion among Commission over what has already been authorized. Dahna states he has purchased the demo units but is looking at purchasing the necessary software.

Motion by Joyce, seconded by Jones, to authorize the expenditure of \$1500 with splitting the \$395/month with SMBS for the Giga Centers.

Discussion: Dahna has been looking into beta testing and made a call to Ron Schramel about legalities and will follow up before the next meeting.

Motion carries 5-0.

VI. Manager's Report

Dahna shares the Metaswitch Networks licensure for the next year is \$20,461 and the current system is at its end of life with Metaswitch no longer producing replacement parts. Dahna states he would like to look at upgrading to a new platform and shares a quote from Metaswitch with the Commission showing a replacement system at \$168,407. Jones asks for clarification on the Metaswitch. Dahna states the Metaswitch system is the Windomnet phone system, if that system were to go down 9 Cities would be without Windomnet/SMBS phone service. Joyce inquires if this could be put into the capital improvement plan or if there's an urgency to get this upgraded now. Dahna states there have been issues with the hardware for years and unfortunately this has not been made a priority in the past. Jones asks if this is a shared expense with SMBS. Dahna states this could be a shared cost. Jones shares options to raise capital funds, including raising rates and forward funding for a 2017 improvement. Jones asks if it's appropriate for the general fund to be used for this platform upgrade. Joyce inquires about the \$44,000 that was budgeted for a new vehicle. Dahna states that was budgeted for as the current Windomnet vehicles are aging. Jones states a used vehicle could be purchased if necessary. Joyce states a special meeting could be made to accommodate a solution. Joyce asks Dahna to get a definitive number from Chelsie about last year's capital funds. Jones expresses his appreciation to Dahna for bringing this item up to the Commission to act on.

Dahna shares he will follow up with Lismore to find if the telecom manager there is interested in adding customers to the Windomnet phone system.

Dahna states he talked with New Ulm Telecom about having phone system hosted through them. Dahna will follow up with them to weigh the options.

Calix Pricing Sheets – Dahna states he asked Calix in October for cost of replacing the entire fiber drive system. Dahna shares Calix responded with a cost of \$761,910 for replacement. Dahna offers he had further communicated with Calix and after some clarification the cost is \$541,757 for equipment for all new system. Joyce asks about life of GigaCenter, Dahna shares it's 5 to 8 years. Dahna states the replacement of ONTs enclosures on the side of customer's homes would be \$50,000. Dahna offers his 5 year plan is to improve the core system to provide fault tolerance and backup.

Dahna shares the AMC rate agreement with the NCTC being a \$1.30 per month increase with the bulk rate of all channels offered, followed by a 17% increase in 2017 and a 7.5% increase afterwards. Dahna states it is a 5 year agreement.

Motion by Joyce, Seconded by Lund, to move ahead with the NCTC negotiated contract with AMC.

Motion carries 5-0.

Audit – Dahna shares he is attempting to audit accounts to insure everything is current and is currently working two jobs as Operations Manager and NOC Tech.

VII. Personnel

Dahna states an employee is performing above his grade with duty changes and expanded job activities. Dahna shares the proposed grade change is moving the employee from a grade 6 step 4 to a grade 9 step 4. Dahna offers the employee has tracked hours worked, differentiating between grade 6 and grade 9 work. Jones shares this item was brought up to the Personnel Committee but this is the first he's seen the tracked hours on paper. White offers the possibility of reclassifying the position to fit the work being done. Jones states reclassifying the position is something that should be looked into further. Dahna states the employee has done exceptional work and sees the work transitioning further in the future from strictly an installer to a more IT based job classification.

Motion by Joyce, seconded by Jones, to accept the recommendation of the General Manager and recommended to the Personnel Committee a change of grade 9 step 4 from a grade 6 step 4 for the Employee.

Discussion: Lund inquires about difference between going to personnel or the council. Jones clarifies the process.

Motion passed 5-0.

NOC Tech

Dahna states he would like to advertise the position of a NOC Tech and would like to add more skills to the job description. Joyce asks if the pay range of NOC Tech at grade 16 is comparable. Dahna states the pay grade for NOC Tech with duties assigned is a little weak. White shares his struggles with trying to get a Network/Server Administrator to the area. Jones offers he would like to add the NOC Tech to the comp study. Joyce shares the position should be looked at and for possible ways to incorporate into the City and would like to see a promotion from within Windomnet whenever possible. Jones states the position needs to be posted now to fill the need and reclassification can be looked at in the future.

Motion by Jones, seconded by Joyce, to advertise the job posting as amended with a range of \$22.70 to \$29.40.

Discussion: Joyce would like to see the amended job posting before it is posted.

Motion passes 5-0.

VIII. SMBS Liaison Report

Dahna states he recently visited with SMBS and discussed the CATV upgrade. Dahna shared with the Commission the ongoing changes with the SMBS board. Joyce asks if there were any questions from the SMBS board. Dahna states there are no questions, just interest in the digital TV conversion.

IX. New Business

Brent Brown, City Electric Superintendent, inquires about the cost of the security camera system. Brown states the cost provided at one time was \$480/month for bandwidth of the security cameras. Dahna discusses how the predecessor came to the conclusion of the pricing which included bandwidth and rack space in the NOC.

Brown inquires about the infrastructure cost and whether Windomnet be interested in assessing fee for the cost. Jones shares the cost should be factored in when all infrastructures is being designed. Brown shares what surrounding cities are doing and hopes to find a solution for the City. Joyce states the board is in support with recouping all costs in the services that are offered. Joyce shares that he recalls Windomnet covering the costs of a recent fiber hookup. Dahna states the electric department helped saved costs by trenching fiber along with electrical lines at NWIP. Jones states the costs should be figured out and communication should be open between Windomnet and the electrical department.

Jones states he recalls the Telecom commission had already decided the fee for the security camera service. Eichstadt shares he remembers the outcome being it billed as an in-kind service. Joyce states the decision was made back in March. Brown states the Electric Department has been told a money transfer is preferred as opposed to tracking in-kind services. Dahna shares he can finalize the numbers and provide them to each department.

Lund adjourns the meeting at 9:23pm.

Emergency Services Building Committee Minutes

January 25, 2016

The Windom Emergency Services Building Committee met on January 25, 2016, at 5:30 p.m. in the Fire Hall meeting room. Members present were Dan Ortmann, Mark Stevens, Tim Hacker, Jim Axford, Kevin Heggeseth, Gary Olson and Brian Cooley. City Staff – Steve Nasby and Denise Nichols. Absent: Mayor Corey Maricle. Also present were Aaron Wockenfuss and Ted Clavel from Brunton Architects; Melanie Raap from West Plains Engineering; public present were Dirk Abraham-KDOM Radio and Ben Derickson.

1. **Call to Order** – Chair Ortmann called the meeting to order.
2. **Approval of Minutes – M/S/P: Motion made by Hacker, seconded by Stevens, to approve the Minutes of the December 2, 2015, meeting as written. Ayes – 6, Nays – 0.**

M/S/P: Motion made by Hacker, seconded by Olson, to approve the Minutes of the January 4, 2016, meeting as written. Ayes – 6, Nays – 0.

3. **Review Design Plans and Specifications** – Melanie Raap and Ted Clavel reviewed with the Committee the electrical, plumbing and HVAC plans. The Committee made revisions to the plans based on department needs and uses for each of the rooms. Bid alternates were also discussed.
4. **Township/Cities Informational Meeting Presentation/Discussion** – Nasby reported that the City Council agreed to a maximum of \$30,000 annually from the Windom Fire District members or 15% of the project cost whichever is less. The Council also approved a lobbying agreement for \$10,000 with Flaherty & Hood to promote the project. He also informed the Committee that the project was not included in the Governor's Bonding Project list.
5. **Other Business** – Wockenfuss reviewed with the Committee his understanding regarding the project schedule which indicated Brunton would have plans and specification ready for bidding on February 5th. He questioned if this schedule was still correct. Nasby stated that bids would not be awarded by the City Council until after State bonding funding requests are awarded in April or May. It was mentioned by Ted Clavel from Brunton that bids were only good for 30-45 days. Nasby suggested a longer bidding period to allow contractors additional time to calculate bids and extend the time for the bid process. It was recommended by Clavel that the bidding period should not be longer than three weeks.

Wockenfuss informed the Committee that the precast concrete schedule is out until July/August. He proposed that to allow the project to remain on schedule, the Committee could move forward and request concrete-only bids. Nasby restated that the Council would not award any bids for the project until state bonding funding requests are determined.

Clavel recommended that in an effort to continue the advancement of the project, the plans and specifications could be submitted to the State and the City of Windom Building Official for plan review. This review would result in plan review fees. Nasby agreed to have Brunton move forward with submission of the project plans to the State and City for plan review.

6. **Next Meeting Date** – The Committee requested the opportunity to review the plans and specifications for final approval and suggested holding a meeting in early February to complete the review. The next meeting date was set for February 8th at 5:30 in the Windom Fire Hall meeting room.
7. **Adjourn – M/S/P: Motion by Heggeseth, seconded by Stevens, to adjourn the meeting at 7:30 p.m. Ayes 6, Nays – 0.**

Community Center Commission Minutes
Monday January 25, 2016

1. Call to Order: The meeting was called to order by WCC Secretary Linda Stuckenbroker at 5:35 p.m.

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

3. Swearing in of Appointed Commission Member and Election of New Officers:

Election of Officers- Election of Officers was tabled until February 22, 2016 Commission Meeting. Linda Stuckenbroker will stay on Commission for another term. **Motion by Kelly Woizeschke, seconded by Lenny Thiner to table Election of Officers to February 22, 2016 Commission Meeting. Motion carried 3-0**

4. Approval of Minutes:

Motion by Kelly Woizeschke, seconded by Lenny Thiner to approve the November 23, 2015 Community Center Commission Minutes. Motion carried 3-0

5. Additions to the agenda:

Nothing to Report

6. President's Report:

No Report Available

7. Director's Report:

- a. New Gym Lighting- WCC Commission was notified the new LED lighting had been installed in the gym. WCC Commission went in and turned lighting on and they were very happy with end product. WCC Director Bussa was told there would be at least 60% savings on light and electrical usage. WCC Director Bussa informed the Commission the used gym tank lights will be sold online auction through the Electric Department.

9. Resource Management:

Schedule of Events: Reviewed Schedule of Events

Income & Expense: Reviewed Income and Expense

10. Miscellaneous:

Nothing to Report

11. Open Forum:

Nothing to Report

12. Next Meeting:

Monday February 22, 2016 @ 5:30 pm

Adjourn:

Motion by Kelly Woizeschke, seconded by Lenny Thiner, to adjourn the meeting at 5:45 pm. Motion carried 3-0.

Wayne Maras, WCC President

Linda Stuckenbroker, WCC Secretary

Attest: _____
Brad Bussa, WCC Director

Windom Library Board Meeting

Windom Library

Tuesday, January 26, 2016

5:05 p.m.

1. Call to order: The meeting was called to order by Dawn Aamot at 5:05 p.m.
2. Election of Officers: Anita Winkel moved that the following be elected as Board officers:

John Duscher, Chair

Barb Henning, Vice-Chair

Kathy Hiley, Secretary

Steve Fresk seconded the motion. Motion passed.

3. Roll Call: Members Present: Kathy Hiley, Steve Fresk, Barb Henning, and Anita Winkel

Members Absent: John Duscher and Terri Jones

Library Staff Present: Dawn Aamot

City Council Member Present: none

4. Agenda and Minutes:

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

5. Financial Report:

Dawn reviewed the Financial Report and reported that the library ended 2015 with a surplus of \$22,170.20. The only category that went over the budget was maintenance. Snow removal and boiler inspection costs put this category over budget. Kulseth Snow removal is now removing snow. The library will continue to use Joel Hesse for boiler inspection as his care of the boiler has greatly reduced heating costs. The payment to Schwalbach's was to repair an expansion tank on the boiler.

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

6. Librarian's Report

Dawn reported that Dorothy Van Norman repeated her annual gift of \$300 to the Children's Library in December. Nancy will use this gift to purchase items for the summer reading program.

Downtown by Candle Light was a wonderful evening.

The Cottonwood County Commissioners responded to the 3 libraries (Mt. Lake, Westbrook and Windom) and the Plum Creek Office request for an increase in financial support for the Plum Creek Library System's outreach and repairs to the Plum Creek building in 2016 and monies to support the increase in automation and delivery to the 3 libraries.

For 2016, we requested a total of \$68,066, or an increase of \$11,099:

- \$960 for an increase in operating expenditures for Outreach.
- \$3,598 for the three libraries.
- \$3,598 toward the cost of a new van for Outreach (this was a one-time request).
- \$2,438 toward work on the PCLS building (one-time request)

The county has appropriated \$3,500 in additional funding for 2016 only. The total for 2016 is \$60,467.

\$1,880 will be divided among the 3 libraries based upon the formula for the county and the rest of the monies to go to the Plum Creek System for outreach. Outreach will receive a \$300 increase for operating expenditures and Outreach will also receive \$1,320 toward the van. The 3 librarians spoke with commissioner, Donna Gravely, about the dollars going to outreach. Discussion revolved around the outreach program and that there is no documentation as to how many are actually using this service. The outreach offers a few shelves of books at four locations within Cottonwood County and there is no staff monitoring the checkout process. Patrons are asked to write down their name and the books they are taking.

Adult coloring is being offered on Monday evening and Friday afternoons. Light attendance but interest is there. A puzzle exchange has been set up. Bring a puzzle, take a puzzle. Winter reading has begun with 100 adults signing up. Last winter 86 Windom patrons completed their reading logs having read 12 books.

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

7. Old Business:

None

8. New Business:

Susan Ebeling will be joining the Library Board.

9. New Book Suggestions:

Book suggestions were given to Dawn.

10. Adjourn:

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

Meeting adjourned at 5:35 p.m.

Respectfully submitted,

Kathy Hiley, recording secretary

**PARK AND RECREATION COMMISSION MEETING
MINUTES JANUARY 28, 2016**

1. Call to Order: The meeting was called to order by Gross at 5:49 p.m. at City Hall

2. Roll Call:
 - Commission Present: Jason Kloss, Kay Gross, Shawn Licht, Darren Tietz & Josh Schunk
 - Commission Absent: Jess Smith,
 - City Staff Present: Recreation Director Al Baloun & Parks Superintendent Bruce Caldwell
 - Council Liaisons: Bryan Joyce Attending
 - Public: Joanne Kaiser & Phyllis Heinitz

3. **Motion to Approve Agenda by Kloss, seconded by Tietz**
Motion Carried Unanimous

4. Motion to Approve Minutes from December 2015 Park & Recreation Commission Meeting;
Motion Kloss, seconded by Tietz
Motion Carried Unanimous

5. Park Superintendent's Report; Bruce Caldwell
 - a. Dog Park Discussion-location of a new dog park was the major discussion. A city map showing all the parks was presented. One area that could work was just north of the Community Center just off of Redding Avenue. Caldwell said he would need to do some research if that site would work and report back at the next meeting. The dog park committee stated the fencing would have to be six feet tall with two entrances. If available a water fountain would be nice.
 - b. Witt Park Playground Equipment Relocation; the basketball court relocation could be at the current horseshoe pits at Island as the courts have extremely limited usage. The horseshoe pits could be relocated at Tegel's Park if and when a new campground is built there. Caldwell said he is planning on meeting with some of the tennis players this spring at Tegel's Park to figure out the new location of the courts. Due to timing the new courts may not be installed yet in 2016 depending on the contractor's schedule.

6. Recreation Manager; Al Baloun
 - a. Arena Ice Glass Installation-due to the sizing of the new panels and the usage of the rinks the glass installation has been slow. Baloun is hopeful it will be done within the next few weeks.
 - b. Ice Update-Possible Section Game could be held on February 16th, therefore they could be some scheduling changes to accommodate this game.
 - c. Beverage Contract Arena & City Parks; the ten year contract will be done this spring so Baloun asked the commission to decide what they would like to receive in the new contract. Previous contract the city got three score boards and a ten year agreement that only Coke products can be sold in the city parks and Arena. Only exception is the large ballfield at Island Park as this is controlled by the school and Windom Baseball Association. Caldwell stated perhaps this contract could help fund lighting on the remaining ballfields in the WRA or two new score boards on Wacker & Qwest Fields. This will be discussed at the February meeting.

- d. Pool Items; Chair Gross discussed with the members present the pool's manager position for 2016. Due to the excellent work as pool manger in 2015 by Samantha (Harold) Baloun the members present agreed to offer the position for 2016. Motion by Tietz, seconded by Kloss to reappoint Samantha Baloun as 2016 pool manager

Motion Carried Unanimous

Recommendation to City Council is to appoint Samantha Baloun as pool manager for 2016.

The group discussed the pool feasibility study and they agreed to approve the proposal from US AQUATICS for the sum of \$ 3800 to do the 2016 pool renovation feasibility study.

Motion by Kloss, seconded by Licht to award the feasibility study to US AQUATICS FOR \$3800.

Motion Carried Unanimous

7. Open Mike: discussion on what's the plan for the summer recreation baseball, Baloun said this will be discussed at the February meeting.
8. **Next Monthly Meeting will be held on February 17th, 2016 Council Chambers 5:30 p.m. Election of Officers & Sub-Committees will be voted on.**
9. Meeting adjourned at 6:60 p.m.

MEMORANDUM



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

TO: City Council
FROM: Steve Nasby, City Administrator
DATE: January 26, 2016
RE: Grader Purchase – Financing Discussion

At the January 19th City Council meeting there was a discussion about the planned purchase of a new motor grader for the Streets & Parks Department. The total cost is about \$252,000 for the unit plus attachments that will be purchased off the State contract from RDO. The 2016 CIP Budget included \$30,000 which was designed to be an annual lease-for-purchase payment to be made over seven years.

Due to the higher than anticipated cost of the motor grader the discussion on how to fund the unit included a request from the Streets & Parks Superintendent to direct other monies towards this purchase. This request included the \$36,983 in unused 2015 CIP funds from the street repair project and possibly unexpended operational expenses from the 2015 Streets & Parks Department budget.

The City Council asked about several items such as the unspent 2015 Street CIP funds, Street Department Equipment Reserve funds, lease to buy financing and if the General Fund Reserve could finance the motor grader purchase as an inter-fund loan. Responses to these questions is as follows:

2015 Street Repair CIP – Unexpended Funds

In 2015 there was \$75,000 budgeted for repairs to Buckwheat Avenue and South Prospect. Not all these funds were needed to complete the repairs so \$36,983 was unexpended. Typically, these unexpended capital improvement funds are returned to the General Fund once all the intended expenditures are accounted for and audited.

Street Department Equipment Reserve

The City Council started putting some funds each year into this reserve account to build up a separate fund for future capital purchases. At the end of 2015 there was \$44,182 in this equipment reserve fund.

The City Council did add \$25,000 to the Street Equipment Reserve Fund in the 2016 CIP and also approved the purchase of a snow plow in January 2016 for approximately \$6,500 so the remaining balance in this fund would be about \$62,682.

One additional item that came out of this equipment fund was the mower replacement that was partially funded for the Parks Department in 2016. The total cost of this mower was estimated at \$62,000, but only \$30,000 was funded in the 2016 CIP with the balance to be funded in 2017. The mower was purchased in 2016 so the other \$32,000 came out of the Street Department Equipment Fund Reserve with the plan to replenish/repay that reserve fund with 2017 monies. This leaves a balance of about \$30,682 in the Street Equipment Reserve Fund.

Lease to Buy Financing

The RDO equipment dealer has financing programs available. The financing packages range from 3.75% for up to 60 months; 4% for 72 months and 4.25% for 84 months.

48 months would require \$168,856 as a first annual payment followed by 3 payments at \$30,000

60 months would require \$142,230 as a first annual payment followed by 4 payments at \$30,000

72 months would require \$118,925 as a first annual payment followed by 5 payments at \$30,000

84 months would require \$96,635 as a first annual payment followed by 6 payments at \$30,000

RDO could also run the financing package as a true down payment followed by 4, 5, 6 or 7 annual payments.

General Fund Reserve Status and Possible Inter-Fund Loan

Right now, the Finance Director/Controller has estimated our unassigned General Fund Balance at \$2,394,903. Per City Council policy the City will maintain an unrestricted fund balance in the General fund of an amount not less than 75% of the next year's budgeted expenditures of the General fund. If the balance was to drop below the threshold the policy calls for a plan to rebuild the amount within three years.

According to our audit parameters, the General Fund also includes the Airport, Library and Pool. Staff has calculated the 2016 budgeted expenses at \$3,177,375. The current unassigned General Reserve is right at 75% of this budgeted amount. Please note this is without the final settlement from the County, which we should be getting soon, and also does not incorporate allocating/reserving the operating expense not used by Street/Park for 2015 of about \$35,000.

Keep in mind that the General Fund reserve is also fronting the money for the architectural and other costs being incurred for the Emergency Services Facility, which will be nearly \$250,000. Other possible items that may also require use of the General Fund reserve include implementation of the compensation and classification study recommendations, expanded pay range for EDA Director position or fronting capital expenses for other General Fund or Enterprise Fund activities.

The City is getting approximately a one percent overall return on its investments, with slightly higher rates on investments exceeding two years until maturity. Should an inter-fund loan be considered for this motor grader purchase the interest rate should be at least equal or greater to the current investment return.

Memo

To: City Council
From: Windom Park Commission
Date: 1/29/16
Re: Request to Reappoint Pool Manager

The Windom Park Commission met on 1/28/16 and discussed the pool manager's position as requested by Chair Kay Gross.

Following the discussion the Park Commission unanimously agreed that they would like the city council to reappoint this position to Samantha (Harold) Baloun due to her excellence job performance as pool manager in 2015.

RESOLUTION #2016-

INTRODUCED:

SECONDED:

VOTED: Aye:

Nay:

Absent:

CITY OF WINDOM

**RESOLUTION APPROVING AMENDMENTS
TO THE FEES AND CHARGES SCHEDULE**

WHEREAS, the City Council has the authority to establish fees and charges for municipal services, admissions and rentals; and

WHEREAS, the City Council periodically establishes fees and charges for municipal services; and

WHEREAS, a “Fees and Charges Schedule” has been created to consolidate the service fees and charges for all city departments into one document; and

WHEREAS, City Staff have reviewed current fees and charges for their departments and have, if applicable, included recommended adjustments of such fees and charges in the schedule; and

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

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

The “Fees and Charges Schedule” dated January 1, 2016, is hereby adopted and all fees and charges are amended as set forth in said schedule.

Adopted this 2nd day of February, 2016.

Corey J. Maricle, Mayor

ATTEST:

Steven Nasby, City Administrator

CITY OF WINDOM

FEES & CHARGES SCHEDULE

January 1, 2016

FUND NO.	DESCRIPTION	FEE	AUTHORITY FOR FEE/CITY CODE REFERENCE/COMMENT
GENERAL GOVERNMENT			
	Liquor License On Sale Sunday	2,000.00 200.00	
	Wine License On Sale	150.00	
	Beer License On-Sale (3.2 Only) Strong Beer Authorization Temporary On-Sale Liquor – Per Day	150.00 100.00 25.00	Resolution #2011-59
	Set-Up License	250.00	
	Spring Cleanup	1.00/per month/all residential utility customers	
	Other Business Licenses/Permits Theatre License Dance Permit – Per Day Police fee for Dance – Per Hour/Per Officer Cigarette Game of Skill Peddler/Solicitor/Transient Merchant – Annual Initial Investigation fee Exempt Permit Premise Permit	25.00 10.00 40.00 20.00 50.00 first game each additional game 40.00 20.00 25.00 25.00	

FUND NO.	DESCRIPTION	FEE	AUTHORITY FOR FEE/CITY CODE REFERENCE/COMMENT
	<p>Sales of Maps, etc. 8 1/2" x 11" Map - 24" x 24" Photo Copies Letter size - each page Legal size - each page 11" x 17" size - each page Color copies - each page Fax Charges Sending: 1st page Each additional page Receiving Each page Paper punch/binding - per page Set of address labels from utility customer listing (water/sewer only) Utility customer detail (as allowed by law)</p>	<p>.25 2.00 .25 .25 .35 1.00 1.00 .50 .50 .05 50.00 100.00</p>	
	Assessment Certificates	20.00	
	<p>Filing Fees: City Council Seat Annexation Petition Fee</p>	<p>5.00 25.00</p>	MN Statutes
	<p>Miscellaneous City Code Updates Information retrieve/records search City Charter Overdue Book Fine Overdue Movie Fine Library Photo Copies Logo Caps & Cups NSF Fee - City NSF Fee - River Bend Liquor</p>	<p>25.00 Hrly. pay rate of staff 5.00 10¢ per day \$1.00 per day 25¢ - 50¢ \$5.00 + tax \$25.00 \$30.00</p>	

FUND NO.	DESCRIPTION	FEE	AUTHORITY FOR FEE/CITY CODE REFERENCE/COMMENT
BUILDING & ZONING:			
Building Permits:			
Total Valuation	Fee		Resolution #2001-34
\$1-\$500	\$21.00		
\$501-\$2,000	\$21.00 for the first \$500, plus \$2.75 for each additional \$100 or fraction thereof, to and including \$2,000.		
\$2,001-\$25,000	\$62.25 for the first \$2,000, plus \$12.50 for each additional \$1,000 or fraction thereof, to and including \$25,000.		
\$25,001-\$50,000	\$349.75 for the first \$25,000, plus \$9.00 for each additional \$1,000 or fraction thereof, to and including \$50,000.		
\$50,001-\$100,000	\$574.75 for the first \$50,000, plus \$6.25 for each additional \$1,000 or fraction thereof, to and including \$100,000.		
\$100,001-\$500,000	\$887.25 for the first \$100,000, plus \$5.00 for each additional \$1,000 or fraction thereof, to and including \$500,000.		
\$500,001-\$1,000,000	\$2,887.25 for the first \$500,000 plus \$4.25 for each additional \$1,000 or fraction thereof, to and including \$1,000,000.		
\$1,000,001+	\$5012.25 for the first \$1,000,000 plus \$2.75 for each additional \$1,000 or fraction thereof.		
State Surcharge Fee	.0005 x total value of construction		
Plan Review Fee	65% of City's building permit fee for Commercial 35% of City's building permit fee for Residential		
Connection Fees	Sewer Connection: \$75.00 Water Connection: \$75.00 + 5.16 sales tax = \$80.16		
Refunds	Written request; refunds at discretion of Building Official. <u>If project not started:</u> Within 5 days of application date - City's permit fee, state surcharge and 80% of plan review fee; within thirty (30) days of application date -80% of City's permit fee, no refund of state surcharge or plan review fee.		
Manufactured Home Installation Fee	\$150.00		
Inspection Fee	Outside City (Minimum Charge = 2hrs)	45.00/hour	
	Zoning & Subdivision Fees Conditional Use Permits/Variances (Includes Recording Fee) Appeals	150.00 25.00	

FUND NO.	DESCRIPTION	FEE	AUTHORITY FOR FEE/CITY CODE REFERENCE/COMMENT
	Subdivision (Chapter 12) – Platting (Developer responsible for recording fees) P.U.D. (includes recording fees) Minor Subdivisions (Developer responsible for recording fees) Preliminary Staff Review Amendment to Zoning Ordinance (Rezoning) (includes recording fee) Zoning Amendment (Re: Text) (does not include recording fees) Vacation of Public Way (includes recording fee)	120.00 120.00 50.00 0.00 150.00 70.00 70.00	
	Other Permits Excavation in City black top or concrete street Wall Signs Ground and pedestal signs/billboard signs Portable signs/temporary signs/misc. Demolition Permit Moving Permit Fireworks (sales & storage)	300.00 9.50 (each) 9.50 (each/per period) .00 25.00 50.00 50.00	deposit
	Reimbursements – Public Nuisance Administrative Fee (Abatement by City) Abatement (including labor, equipment & landfill costs) Nuisance Board Hearing-Administrative fee City Abatement (following Nuisance Board Ruling): Administrative Fee Abatement (including labor, equipment & landfill costs) Mowing of grass & weeds (by Street Dept)	\$150.00 Actual Cost (minimum \$100.00) \$150.00 \$150.00 Actual cost (minimum \$100.00) Minimum \$200.00	Ordinance No. 143, 2 nd Series Resolution 2013-62 Resolution 2013-62 Resolution 2013-62 Resolution 2013-62
	Recording/Satisfaction Fees	Actual cost	
	Document Preparation & Attorney Review for Initial Loan,		

FUND NO.	DESCRIPTION	FEE	AUTHORITY FOR FEE/CITY CODE REFERENCE/COMMENT
	Assumptions, Subordinations and Refinancing	Actual cost	
PUBLIC SAFETY:			
	Animal License (Cat & Dog) Unspayed Female All others	8.00 + tax 5.00 + tax	
	Accident & investigation Report First copy (if not directly involved party)	.25 per page	
	Each additional picture	.25	
	Mail	Actual cost	
	Parking Tickets General Parking - No Parking (2:00 a.m- 6:00 a.m.) No Parking in Alley Parking over 36 hours Time Limit on Parking Truck Parking Vehicle Repair on Street Parking for Advertising or Selling Parking Restrictions on Co. Rd. 13 Snow Emergency Parking- Block Snow Removal	34.00 34.00 34.00 34.00 34.00 34.00 34.00 34.00 34.00 34.00	Section 73 Section 73 Section 73 Section 73 Section 73 Section 73 Section 73 Section 73 Section 73 Section 73
	Animal (Cat & Dog) Impound, Boarding Impound No License With License Boarding No License With License	40.00 + tax 20.00 + tax 15.00 (per day) + tax 10.00 (per day + tax)	
	Administrative Fees: Vehicle Impound storage	15.00/day	
	Fire Department Fire Call	500.00	Res# 2009-07
	Ambulance Department Basic Life Support Rate Advance Life Support Rate	650.00 850.00	Res# 2015-33 Res# 2015-33

FUND NO.	DESCRIPTION	FEE	AUTHORITY FOR FEE/CITY CODE REFERENCE/COMMENT
	Non Transport with patient assessment Basic Life Support Mileage loaded mile rate	450.00 12.00	Res# 2015-33 Res # 2015-10
PUBLIC WORKS:			
	<p>Street Use Permits (service cuts) - work performed by city staff Cold mix bituminous Hot mix bituminous Main Street and all state-aid streets</p>	<p>Actual cost + 10% Actual cost + 10% Actual cost</p>	
	<p>Street Equipment Labor & Rental Rates (Equipment rentals are 1-hour min.) Labor rate Unit 50 - 2004 Bobcat Loader w/attach - 2004 Bobcat & Asphalt Milling Attachment - 2004 Bobcat & Sweeper Broom Attachment Unit 42 - 2004 International Dump Truck - Falls Snow Plow, Falls Sander & Dump Body Unit 43 - 2004 International Dump Truck - Falls Snow Plow, Falls Sander & Dump Body Unit 44 - 2007 International Dump Truck - Falls Reversible Snow Plow, Sander & Dump Body Unit 45 - 2015 John Deere 624 Loader w/bucket with snow plow Unit 81 - 2004 Sno-Go Snow Blower for Unit 45 Unit 46 - 1987 Fiat Grader Unit 47 - 544G Front End Loader w/2.25 Yard 4 in 1 Bucket - Snow Ranger plow for Unit 47 Unit 48 - Portable Air Compressor w/attachments Unit 49 - 2005 Elgin Street Sweeper 328D Toro Grounds Master 72" mower 4000D Toro Grounds Master 11' Mower 3520 John Deere Utility Tractor John Deere 3 Point Hitch 72" Mower w/Tractor Homemade Barricade Trailer 75 - 10-12' wood homemade barricades 200 - 12" to 3' tall traffic cones</p>	<p>50.00/hour 80.00/per hr 100.00/per hr 100.00/per hr 90.00/per hr 135.00/per hr 90.00/per hr 135.00/per hr 90.00/per hr 135.00/per hr 165.00/per hr 185.00/per hr 150.00/per hr 125.00/per hr 160.00/per hr 95.00/per hr 125.00/per hr 60.00/per hr 85.00/per hr 75.00/per hr 90.00/per hr 50.00/daily 10.00 each/daily 1.00 each/daily</p>	

FUND NO.	DESCRIPTION	FEE	AUTHORITY FOR FEE/CITY CODE REFERENCE/COMMENT
	300 lin feet orange construction plastic fencing Homemade 6x20 Trailer Road Boss 3-point grader chainsaw	\$10.00 per 50'/daily 35.00/per hr 280.00/dly 45.00/per hr 360.00/dy 25.00/per hr 250.00/dly	
	Street Materials Sold to Public Gravel Class 5 Blacktop (cold mix/hot mix) Black Dirt Labor Cost Sweeper Dump Truck Sidewalk snow removal	Actual cost + 10% Actual cost + 10% Actual cost + 10% 50.00/hour 125.00/hour 90.00/hour 100.00/hour	1 hour minimum
COMPOST & LEAF BURNING PERMIT FEES:			
	Commercial Compost Permit-Annual	55.00 + tax	Res #2007-15
	Resident Compost Permit-Annual	15.00 + tax	Res #2007-15
	Leaf Burning Permit	5.00	
CULTURE & RECREATION:			
	Commercial Tent Usage in Park	25.00/daily	
	Shelter House Rental Cottonwood Lake or Island Park	60.00/daily	
	Island Park Campgrounds Nightly Non Registered	10.00 10.00	
	City Council Chambers	\$40.00/hr weekday \$60.00/hr weekend	
	Bleacher Rental – Renter hauls	35.00/each/per day	

FUND NO.	DESCRIPTION	FEE	AUTHORITY FOR FEE/CITY CODE REFERENCE/COMMENT
	Potted sticks Sm. children table w/benches Ceiling swag Full room 1/2 room	15.00 10.00 325.00 175.00	Res# 2015-34 Res# 2015-34 Res# 2015-34
	ARENA RATES Season Skating Pass Family Individual Old-Timers Hockey (Sundays) Old-Timers + Family Pass Daily Admission Individual Old-Timers Hockey Skate Rental Daily Seasonal Hourly Ice Rate (over 100 hrs during ice season) Frequent User -Seasonal hrly rate Non Frequent/Out of Town User hrly rate Non-Prime Time Ice Rental Rate STORAGE Units under 20 ft Units between 20-30 feet Units over 30 feet BUILDING RENT 1 st Day 2 nd Day 3 rd Day, Additional Days STALL RENT 1 st Day 2 nd Day 3 rd Day, Additional Days	80.00 45.00 65.00 115.00 3.00 7.00 2.50 50.00 109.00 per hr 115.00 per hr 90.00 per hr 125.00 150.00 200.00 350.00 325.00 200.00 18.00 14.50 12.00	Resolution 2014-47 Resolution 2014-47 Resolution 2014-47 Resolution 2014-47 Resolution 2014-47 Resolution #2011-54 Resolution 2014-47 Resolution 2014-47 Resolution 2014-47 Contract Rate Contract Rate Contract Rate

FUND NO.	DESCRIPTION	FEE	AUTHORITY FOR FEE/CITY CODE REFERENCE/COMMENT
	Hershey's Track & Field Games	45.00	Resolution 2014-12
	Sand Volleyball Team Entry Fee	150.00 \$165.00	Resolution 2014-12 Resolution 2014-12
	Ball Field Usage Rates	150.00 150.00 50.00 150.00	
	Men's Softball League Annual Rate per/team Co-Ed Softball League Annual Rate per/team Sunday Church League Annual Rate per/team Sand Volleyball Court – Non-League Special Events Rate for entire complex regardless of how many courts used. City will Prepare courts during week days only prior to event unless pre-arranged.		
PUBLIC UTILITIES - WATER/SEWER FUND:			
	Surcharge on all water connections		
	Residential Charges		
	Water – Monthly minimum	.53¢	Resolution 2015-12-01
	1-3,740	\$15.13	Resolution 2015-12-01
	3,741-7,480	\$1.62/1,000 Gal.	Resolution 2015-12-01
	Excess 7,481	\$3.65/1,000 Gal.	Resolution 2015-12-01
	Sewer – Monthly minimum	\$4.70/1,000 Gal.	Resolution 2015-12-01
	1 st 11,220 Gal.	\$27.08	Resolution 2015-12-01
	2 nd 11,221 – 22,440	\$1.39/1,000 Gal.	Resolution 2015-12-01
	Sewer Only –	.67¢/1,000 Gal.	
	Apartments	30.03	Resolution 2015-12-01
	Homes	32.97	Resolution 2015-12-01
	Commercial Charges		
	Water – Monthly minimum	\$15.13	Resolution 2015-12-01
	1-3,740	\$1.62/1,000 Gal.	Resolution 2015-12-01
	3,741-7,480	\$3.65/1,000 Gal.	Resolution 2015-12-01
	Excess 7,481	\$4.70/1,000 Gal.	Resolution 2015-12-01
	Sewer – Monthly minimum (includes the first 6,000 Gal.)	\$27.08	Resolution 2015-12-01
	Excess of 6,000 Gal.	\$4.57/1,000 Gal.	Resolution 2015-12-01
	Sewer Only	\$27.08	Resolution 2015-12-01

MEMORANDUM



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

TO: City Council
FROM: Steve Nasby, City Administrator *Jain*
DATE: January 26, 2016
RE: City of Windom Website Update

As you may recall, one of the 2016 SMART goals for the Administration Department was to update the City's website. The website had previously undergone renovations in 2006/2007 and 2011/2012. With changes in mobile phone access, improvements in software and the implementation of on-line bill viewing and payments, the time for another revision of the website is needed.

Jill Beim is an independent IT contractor that we have utilized for both of the prior website projects. We have been very pleased with her work and the costs were comparatively lower than some other vendors we had looked at in 2006. Due to Ms. Beim's prior work on our system staff believes this advantage will help to reduce the time and costs involved in the project. Also, as the proposed cost of the website overhaul is less than \$25,000 and this is a professional service there is not a requirement to obtain quotes or bid the work.

At present, there are 310 webpages on the City's site. In addition there are forms and PDF postings which bring the total to 1,562. The Telecom Department currently hosts their own, independent website so the pages shown on the official City site are directive to the Telecom website. It is anticipated that the rebuild of the official City website will include the Telecom Department.

The following is a breakdown of the web pages by Department:

<u>Department</u>	<u>Pages</u>	<u>Forms</u>	<u>PDFs, Images, Etc.</u>
Administrative	10	8	
Airport	2	2	
Arena (most forms not used)	19	18	5
Building and Zoning	16	5	4
City Government	45	1	518
Community Center	11	5	23
Community Information	16	1	5
EDA	22	1	
Electric	12	4	
Emergency Management	6	1	
Finance	6	1	25
Fire	7	1	16
HRA	1	1	
Hospital	0	1	
Human Resources	2	1	
Library	8	2	3
Liquor Store	1	2	

Parks and Recreation	30	7	15
Police	33	1	56
Ambulance Service	1	1	12
Animal Control	6	1	
Telecom	4	1	
Street	7	2	2
Water/Wastewater	4	1	
Other*	<u>41</u>	<u> </u>	<u>499*</u>
Totals	310	69	1183

**Other includes terms of use, making a reservation and make payments, etc. Also, most PDFs and images are not categorized when entered so they are show in the "Other" category as well.*

There was not a separate line item in the 2016 City Budget dedicated to the re-build of the City website. However, it was anticipated that the cost of the project would be split among the departments with the cost determined on a prorated basis according to number of web pages.

Based on the estimated cost of between \$4,000 up to \$10,000 the cost per fund is estimated as follows:

Mayor\Council	127 pages = 41%	\$1,639 to \$4,100	
Airport	2 pages = 0.7%	\$28 to \$70	
Arena	19 pages = 6.1%	\$245 to \$610	
Building and Zoning	16 pages = 5.2%	\$206 to \$520	
Community Center	11 pages = 3.5%	\$142 to \$350	
EDA	22 pages = 7.0%	\$284 to \$700	
Electric	12 pages = 3.9%	\$155 to \$390	
Finance (City office)	6 pages = 1.9%	\$77 to \$190	
Fire	7 pages = 2.3%	\$90 to \$230	
Library	8 pages = 2.6%	\$103 to \$260	
Liquor Store	1 page = 0.3%	\$13 to \$30	
Parks	15 pages = 4.8%	\$194 to \$480	
Recreation	15 pages = 4.8%	\$194 to \$480	
Police	33 pages = 10.6%	\$426 to \$1,060	
Ambulance	1 page = 0.3%	\$13 to \$30	
Streets	7 pages = 2.3%	\$90 to \$230	
Water	2 pages = 0.7%	\$28 to \$70	
Wastewater	2 pages = 0.7%	\$28 to \$70	
Telecom	4 pages = 1.3%	\$52 to \$130	(additional pages would be included if site is included into the official City site so there would be additional costs).

Steve Nasby

From: Jill Beim <jbeim@beimconsulting.com>
Sent: Tuesday, January 19, 2016 11:17 AM
To: 'Steve Nasby'
Cc: 'Denise Nichols (E-mail)'; 'Chelsie Carlson'; 'Jeff Dahna'
Subject: RE: City of Windom Website Update

Hello Steve,

I want to thank you again for reaching out to me regarding the revamp of Windom's website. There have quite a few changes with WordPress and WordPress themes / plugins since our last redesign of the website. Functionality that used to only be available via plugins is now built-in to many themes that are available to you.

My approach would be to do a thorough review of your current website; what's working and what's not, what can functionality we can eliminate or replace, how to make the site more user-friendly, etc. Based on this information as well as any new requirements for the website, we can refine the estimate for the redesign.

So until we complete a thorough review, here's an estimate with a range of costs associated with the redesign. Please let me know if I can answer any questions for you.

Website Redesign Breakdown:

Large website conversion to an out-of-the-box, mobile-responsive website with additional enhancements, including integration of external systems:

- Evaluation/Planning – \$800 – \$1,600
- Visual Design – \$960 – \$1,600 (some visual design elements may need to be modified due to mobile responsive specifications; some replaced with newer technology/functionality)
- Programming / Integration of external systems – \$960 – \$1,600 (some enhancements may require custom programming; integration of external systems, such as Max Solutions / utility billing system)
- Content Support/ Migration – \$480 – \$1,200 (some data may need to be migrated from pages to posts or from one plugin's format to another – for example, if we switch plugins for the calendar or events)
- Client Training / Documentation – \$0 – \$600
- Testing and Launch – \$800 – \$1,600

Total Cost: \$4,000 – \$8,200 *and up, depending on Final Requirements after the Evaluation and Planning Stage

Please let me know if you want to proceed with a formal review and evaluation of your website.

Thanks...and stay warm!

Jill Beim
Beim Consulting, LLC.
763-262-6297 (office)
763-234-8342 (cell)
jbeim@beimconsulting.com

From: Steve Nasby [mailto:snasby@windom-mn.com]

Sent: Wednesday, January 13, 2016 9:29 AM

To: Jill Beim <jbeim@beimconsulting.com>

Cc: Denise Nichols (E-mail) <DNichols@windom-mn.com>; Chelsie Carlson <ccarlson@windomnet.com>; Jeff Dahna <jdahna@windomnet.com>

Subject: City of Windom Website Update

Good Morning Jill –

Time flies by nearly as fast as technology changes. In this theme, we are looking at upgrading and revising our website. As you are our “go to” person on website development can you tell me if Windom would need to change our base software (WordPress, etc.) for other platforms or are we okay with an overhaul of the site?

One thing we will be getting in June/July 2016 is a new utility billing system that will allow for billing look-up, history and on-line payments so that section of our site will need to be coordinated with the billing vendor. I would also think we will be incorporating Windomnet into this new site.

Based on the information above could you give us your thoughts about a website re-do for Windom and a range of possible cost?

Thanks.

Steve

Steve Nasby, City Administrator

City of Windom

444 9th Street, PO Box 38

Windom, MN 56101

507.831.6129

www.windom-mn.com

COMMUNITY CENTER
SURPLUS EQUIPMENT

24 - 400 Watt Metal Halide lights



Windom, MN

Expense Approval Report By Fund

Payment Dates 1/14/2016 - 1/27/2016

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL					
Activity: 41110 - Mayor & Council					
STRATEGIC INSIGHTS INC	16PLAN-IT-027	01/27/2016	LICENSE RENEWAL	100-41110-200	499.50
CITIZEN PUBLISHING CO	20160105	12/31/2015	ADVERTISING -	100-41110-350	532.80
ETHAN CLERC FILMS	20160120	01/20/2016	FILM COUNCIL MEETING	100-41110-350	25.00
COALITION OF GREATER MN	20160125	01/25/2016	2016 GEN ASSMT FOR CITY O	100-41110-433	7,423.00
CONVENT. & VISITOR BUREA	20160125	01/25/2016	LODGING TAX - RED CARPET I	100-41110-491	207.25
CONVENT. & VISITOR BUREA	20160125A	01/25/2016	LODGING TAX - GUARDIAN IN	100-41110-491	1,311.24
Activity 41110 - Mayor & Council Total:					9,998.79
Activity: 41310 - Administration					
ROBIN SHAW	20160126	01/26/2016	EXPENSE-SUPPLIES	100-41310-200	5.89
LEAGUE OF MN CITIES	225823	01/25/2016	REGISTRATION-STEVE NASBY	100-41310-308	20.00
CMRS - TMS #256704	20160126	01/26/2016	POSTAGE #256704	100-41310-322	479.18
Activity 41310 - Administration Total:					505.07
Activity: 41910 - Building & Zoning					
CENTURY BUSINESS PRODUCT	308108	12/31/2015	SUPPLIES	100-41910-200	23.60
CMRS - TMS #256704	20160126	01/26/2016	POSTAGE #256704	100-41910-322	1.59
WINDOM AUTO VALU	20160120	01/20/2016	MAINTENANCE #3400540 -	100-41910-405	70.66
MN DEPT OF LABOR & INDUS	24136033125	01/25/2016	QUARTERLY BLDG PERMIT SU	100-41910-443	325.92
Activity 41910 - Building & Zoning Total:					421.77
Activity: 41940 - City Hall					
MN ENERGY RESOURCES	20160120E	01/20/2016	HEATING #4069619-7	100-41940-383	901.01
HOMETOWN SANITATION SE	0000164241	12/31/2015	GARBAGE SERVICE- CITY HALL	100-41940-384	85.04
ASA AUTO PLAZA	152475C	08/05/2014	CREDIT - INVOICE 152475	100-41940-405	-4.75
Activity 41940 - City Hall Total:					981.30
Activity: 42120 - Crime Control					
INDOFF, INC	2738937	01/25/2016	SUPPLIES	100-42120-200	38.50
MN BUREAU OF CRIMINAL AP	34446-120815DMT	01/26/2016	#34446-120815DMT -JONATH	100-42120-308	285.00
VERIZON WIRELESS	9758483110	01/26/2016	SERVICE FOR LAP TOPS #9867	100-42120-321	93.57
DEVIN KOPPERUD	20160120	01/20/2016	EXPENSE-DMT	100-42120-334	329.47
WINDOM AUTO VALU	20160120	01/20/2016	MAINTENANCE #3400540 -	100-42120-405	4.31
FLEET SERVICES DIVISION	2016060003	01/20/2016	SERVICE	100-42120-419	1,716.16
Activity 42120 - Crime Control Total:					2,467.01
Activity: 42220 - Fire Fighting					
MUNICIPAL EMERGENCY SER	00702009_SNV	12/31/2015	SUPPLIES	100-42220-215	33.18
GASAWAY CONSULTING GRO	1293	01/11/2016	PRESENTATION BAL FOR 2-17	100-42220-308	1,500.00
FIRE INSTRUCTORS & TRAININ	2016129	01/20/2016	REGISTRATION -2016 FITOAM	100-42220-308	85.00
VERIZON WIRELESS	9758483110	01/26/2016	SERVICE FOR LAP TOPS #9867	100-42220-321	21.14
ROGER WINKER	20160126	01/26/2016	EXPENSE-POSTAGE	100-42220-322	31.43
CMRS - TMS #256704	20160126	01/26/2016	POSTAGE #256704	100-42220-322	82.16
VERIZON WIRELESS	9758483110	01/26/2016	SERVICE FOR LAP TOPS #9867	100-42220-326	10.02
MARK MARCY	20160120	01/20/2016	EXPENSE- CAMP RIPLEY	100-42220-331	226.56
MARK MARCY	20160120	01/20/2016	EXPENSE- CAMP RIPLEY	100-42220-334	102.58
SW REGIONAL FIRE DEPT ASS	20160120	01/20/2016	2016 ANNUAL DUES-WINDO	100-42220-433	60.00
BRUNTON ARCHITECTS & EN	08-1647	01/20/2016	SERVICE	100-42220-439	28,297.80
Activity 42220 - Fire Fighting Total:					30,449.87
Activity: 43100 - Streets					
CITIZEN PUBLISHING CO	20160105A	12/31/2015	COMPUTER SUPPORT	100-43100-200	42.74
WINDOM AUTO VALU	20160120	01/20/2016	MAINTENANCE #3400540 -	100-43100-211	38.99
AMUNDSON DIG	12281501	01/25/2016	SERVICE-STREET MAINTENAN	100-43100-224	510.00
CMRS - TMS #256704	20160126	01/26/2016	POSTAGE #256704	100-43100-322	0.53
CITIZEN PUBLISHING CO	20160105	12/31/2015	ADVERTISING -	100-43100-350	75.08

Expense Approval Report

Payment Dates: 1/14/2016 - 1/27/2016

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
MN ENERGY RESOURCES	20160120A	01/20/2016	HEATING #4090846-9 STREET	100-43100-383	725.56
HOMETOWN SANITATION SE	0000164242	12/31/2015	GARBAGE SERVICE - STREET D	100-43100-384	84.73
HOMETOWN SANITATION SE	0000164243	12/31/2015	GARBAGE SERVICE - SQUARE	100-43100-384	46.12
WINDOM AUTO VALU	20160120	01/20/2016	MAINTENANCE #3400540 -	100-43100-404	7.49
FOX BROTHERS OF SANBORN,	442648	01/25/2016	MAINTENANCE	100-43100-404	373.81
JERRY'S REPAIR	8495	12/31/2015	MAINTENANCE	100-43100-404	96.14
JERRY'S REPAIR	8499	01/25/2016	MAINTENANCE	100-43100-404	95.13
RDO EQUIPMENT CO	P56084	01/20/2016	MAINTENANCE	100-43100-404	29.73
ASA AUTO PLAZA	126121	01/20/2016	MAINTENANCE	100-43100-405	334.75
WINDOM AUTO VALU	20160120	01/20/2016	MAINTENANCE #3400540 -	100-43100-405	40.47
KRUEGER BODY SHOP	7103	01/25/2016	MAINTENANCE	100-43100-405	1,248.47
TOM VOTH	20160127	01/27/2016	EXPENSE -SAFETY SHOES	100-43100-480	100.00
Activity 43100 - Streets Total:					3,849.74

Activity: 45202 - Park Areas

BOB'S BIFFYS LLC	2323	12/31/2015	MAINTENANCE	100-45202-406	380.00
Activity 45202 - Park Areas Total:					380.00
Fund 100 - GENERAL Total:					49,053.55

Fund: 211 - LIBRARY**Activity: 45501 - Library**

PLUM CREEK LIBRARY	IV24192	01/26/2016	SUPPLIES	211-45501-200	10.00
PLUM CREEK LIBRARY	IV24207	01/26/2016	SUPPLIES	211-45501-200	48.00
PLUM CREEK LIBRARY	IV24252	01/26/2016	SUPPLIES	211-45501-200	212.70
MN ENERGY RESOURCES	20160125	01/25/2016	HEATING-LIBRARY	211-45501-383	630.30
STAR TRIBUNE	20160126	01/26/2016	SUBSCRIPTION #9905542	211-45501-433	78.78
INGRAM	20160112	12/31/2015	BOOKS #2004243	211-45501-435	681.51
FARM COLLECTOR MAGAZINE	20160125	01/25/2016	SUBSCRIPTION -WINDOM LIB	211-45501-435	54.95
MICROMARKETING	605101	01/25/2016	BOOKS	211-45501-435	45.99
Activity 45501 - Library Total:					1,762.23

Activity: 49950 - Capital Outlay

MARK PETERSON	508064	01/26/2016	DAMAGE REPAIR - 2015	211-49950-500	1,785.00
Activity 49950 - Capital Outlay Total:					1,785.00
Fund 211 - LIBRARY Total:					3,547.23

Fund: 225 - AIRPORT**Activity: 45127 - Airport**

CMRS - TMS #256704	20160126	01/26/2016	POSTAGE #256704	225-45127-217	9.03
SOUTHWEST MN BROADBAN	20160126	01/26/2016	SERVICE #WIND-001-0018	225-45127-321	26.58
Activity 45127 - Airport Total:					35.61
Fund 225 - AIRPORT Total:					35.61

Fund: 235 - AMBULANCE**Activity: 42153 - Ambulance**

DONNA MARCY	20160120	01/20/2016	EXPENSE	235-42153-218	109.20
JODI JOHNSON	20160125	01/25/2016	EXPENSE - CLOTHING	235-42153-218	25.47
WINDOM AREA HOSPITAL	20160111	12/31/2015	NUSRSING SERVICE	235-42153-312	1,151.73
VERIZON WIRELESS	9758483110	01/26/2016	SERVICE FOR LAP TOPS #9867	235-42153-321	123.49
CMRS - TMS #256704	20160126	01/26/2016	POSTAGE #256704	235-42153-322	18.59
BUCKWHEAT JOHNSON	20160120	01/20/2016	EXPENSE	235-42153-334	5.80
TIM HACKER	20160120	01/20/2016	EXPENSE	235-42153-334	7.67
JOHN MEYER	20160120	01/20/2016	EXPENSE	235-42153-334	61.76
JUSTIN HARRINGTON	20160120	01/20/2016	EXPENSE	235-42153-334	5.02
MARK MARCY	20160120A	01/20/2016	EXPENSE	235-42153-334	45.30
WINDOM AUTO VALU	20160120	01/20/2016	MAINTENANCE #3400540 -	235-42153-405	8.31
LAURENCE KONRADI	20160125	01/25/2016	REFUND - AMBULANCE OVER	235-42153-480	468.90
Activity 42153 - Ambulance Total:					2,031.24
Fund 235 - AMBULANCE Total:					2,031.24

Fund: 250 - EDA GENERAL**Activity: 46520 - EDA**

CENTURY BUSINESS PRODUCT	308108	12/31/2015	SUPPLIES	250-46520-200	47.20
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Expense Approval Report

Payment Dates: 1/14/2016 - 1/27/2016

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
CMRS - TMS #256704	20160126	01/26/2016	POSTAGE #256704	250-46520-322	22.31
WINDOM AREA CHAMBER OF	1540	01/26/2016	CUPIDS RUNNING LATE-PRO	250-46520-340	100.00
CITIZEN PUBLISHING CO	20160105	12/31/2015	ADVERTISING -	250-46520-340	333.27
KDOM RADIO	KDOM361151238192	01/26/2016	ADVERTISING-ECONOMIC DE	250-46520-340	40.00
CITIZEN PUBLISHING CO	20160105	12/31/2015	ADVERTISING -	250-46520-350	79.50
EHLERS & ASSOC., INC.	20160120	01/20/2016	MN PUBLIC FIN SEMINAR	250-46520-480	280.00
CITY OF WINDOM	20160120	01/20/2016	ZONING APP FEE-PRAIRIE ME	250-46520-480	120.00
GREATER MN PARTNERSHIP	20160127	01/27/2016	2016 MEMBERSHIP	250-46520-480	500.00
Activity 46520 - EDA Total:					1,522.28
Fund 250 - EDA GENERAL Total:					1,522.28
Fund: 252 - EDA SCDP					
HANSON PLUMBING	20160126	01/26/2016	2015-16 COMM REHAB PROG	252-12900	3,904.00
					3,904.00
Fund 252 - EDA SCDP Total:					3,904.00
Fund: 254 - NORTH IND PARK					
Activity: 49950 - Capital Outlay					
POWER & TEL	5913783-00	01/25/2016	MAINTENANCE - NWIP TELEC	254-49950-500	1,735.11
Activity 49950 - Capital Outlay Total:					1,735.11
Fund 254 - NORTH IND PARK Total:					1,735.11
Fund: 401 - GENERAL CAPITAL PROJECTS					
Activity: 49950 - Capital Outlay					
CITRUS COMMUNICATIONS, I	7162	01/20/2016	CAMERA-SPEC BLDG	401-49950-500	600.00
Activity 49950 - Capital Outlay Total:					600.00
Fund 401 - GENERAL CAPITAL PROJECTS Total:					600.00
Fund: 601 - WATER					
Activity: 49400 - Water					
HAWKINS, INC	3822064	01/25/2016	CHEMICALS	601-49400-216	4,725.48
GOPHER STATE ONE CALL	153545	12/31/2015	LOCATES	601-49400-321	4.35
CMRS - TMS #256704	20160126	01/26/2016	POSTAGE #256704	601-49400-322	69.68
CMRS - TMS #256704	20160126	01/26/2016	POSTAGE #256704	601-49400-322	1.06
CITIZEN PUBLISHING CO	20160105	12/31/2015	ADVERTISING -	601-49400-340	65.10
FEDERATED RURAL ELECTRIC	20160105a	12/31/2015	#28-36-30	601-49400-381	16.00
MN ENERGY RESOURCES	20160120D	01/20/2016	HEATING #4095252-5 WATER	601-49400-383	633.39
LYNETTE YONKER	20160125	01/25/2016	CLEANING	601-49400-404	15.00
HAWKINS, INC	3822754	01/25/2016	MAINTENANCE	601-49400-404	115.80
Activity 49400 - Water Total:					5,645.86
Fund 601 - WATER Total:					5,645.86
Fund: 602 - SEWER					
Activity: 49450 - Sewer					
INDOFF, INC	2735259	12/31/2015	SUPPLIES	602-49450-200	13.17
MN VALLEY TESTING	789782	12/31/2015	TESTING	602-49450-310	38.40
MN VALLEY TESTING	789804	12/31/2015	TESTING	602-49450-310	223.60
MN VALLEY TESTING	789831	12/31/2015	TESTING	602-49450-310	143.60
MN VALLEY TESTING	790652	01/06/2016	TESTING	602-49450-310	143.60
MN VALLEY TESTING	790973	01/11/2016	TESTING	602-49450-310	223.60
MN VALLEY TESTING	791127	01/11/2016	TESTING	602-49450-310	223.60
GOPHER STATE ONE CALL	153545	12/31/2015	LOCATES	602-49450-321	4.35
CMRS - TMS #256704	20160126	01/26/2016	POSTAGE #256704	602-49450-322	69.68
CMRS - TMS #256704	20160126	01/26/2016	POSTAGE #256704	602-49450-322	1.85
MN ENERGY RESOURCES	20160120C	01/20/2016	HEATING #4325313-7	602-49450-383	1,047.66
MN ENERGY RESOURCES	20160120F	01/20/2016	HEATING #4222768-6	602-49450-383	73.31
MN ENERGY RESOURCES	20160120G	01/20/2016	HEATING #4335469-5	602-49450-383	18.86
HOMETOWN SANITATION SE	0000164245	12/31/2015	GARBAGE SERVICE - WASTEW	602-49450-384	85.04
WINDOM AUTO VALU	20160120	01/20/2016	MAINTENANCE #3400540 -	602-49450-404	17.99
LYNETTE YONKER	20160125	01/25/2016	CLEANING	602-49450-404	45.00
MN VALLEY TESTING	790974	01/11/2016	TESTING	602-49450-439	194.40

Expense Approval Report

Payment Dates: 1/14/2016 - 1/27/2016

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
MN VALLEY TESTING	790989	01/11/2016	TESTING	602-49450-439	194.40
				Activity 49450 - Sewer Total:	2,762.11
				Fund 602 - SEWER Total:	2,762.11
Fund: 604 - ELECTRIC					
TELECOM FUND	20160120	01/20/2016	MONTHLY TRANSFERS -JAN 2	604-11500	5.92
TANGLEWOOD APTS	20160120	01/20/2016	REFUND-STMT CREDIT @ TAN	604-11500	56.94
JERRY PARKER	20160120	01/20/2016	REFUND- CREDIT BAL ON 660	604-11500	135.13
NATIONWIDE HOUSING CORP	20160120	01/20/2016	REFUND-STMT CREDIT ON PE	604-11500	36.83
TANGLEWOOD APTS	20160120A	01/20/2016	REFUND-STMT CREDIT @ TAN	604-11500	33.18
ROBERT GEORGES	20160120A	01/20/2016	REFUND - STATEMENT CREDI	604-11500	1.34
RON'S ELECTRIC INC	131993	01/26/2016	IMPROVEMENTS	604-16300	854.97
B & B TRANSFORMER	22472	12/31/2015	ELECTRIC NEW CONSTRUCTIO	604-16300	4,995.00
DAKOTA SUPPLY GROUP	B845841	01/11/2016	ELECTRIC METERING	604-16400	544.37
ALMA HERNANDEZ	20160119	01/19/2016	REFUND - UTILITY PREPAYME	604-22000	300.00
AARON AHLBRECHT	20160119	01/19/2016	REFUND - UTILITY PREPAYME	604-22000	125.00
RODRIGO HERNANDEZ DELEO	20160120	01/20/2016	REFUND - UTILITY PREPAYME	604-22000	125.00
MITCHEL BOECK	20160120	01/20/2016	REFUND - UTILITY PREPAYME	604-22000	300.00
TYLER BONSER	20160120	01/20/2016	REFUND - UTILITY PREPAYME	604-22000	125.00
ROBERT GEORGES	20160120	01/20/2016	REFUND UTILITY PREPAYMEN	604-22000	300.00
RIVER CITY EATERY	20160120	01/20/2016	REFUND - UTILITY PREPAYME	604-22000	300.00
PATRICK ADAMS	20160120	01/20/2016	REFUND-BAL OF UTILITY PREP	604-22000	258.26
RANDY KAISER	20160120	01/20/2016	REFUND - UTILITY PREPAYME	604-22000	20.00
JORDAN JOHNSON	20160120	01/20/2016	REFUND - UTILITY PREPAYME	604-22000	125.00
COLIN MULLOY	20160120	01/20/2016	REFUND - BAL OF UTILITY PRE	604-22000	231.61
THOMAS CLIPPERTON	20160120	01/20/2016	REFUND - UTILITY PREPAYME	604-22000	300.00
CHERYL JURGENS	20160120	01/20/2016	REFUND - UTILITY PREPAYME	604-22000	20.00
JESSICA KODADA	20160120	01/20/2016	REFUND BAL OF UTILITY PREP	604-22000	47.60
MIKE JOHNSON	20160120	01/20/2016	REFUND UTILITY PREPAYMEN	604-22000	300.00
NICHOLE HALL	20160120	01/20/2016	REFUND - BALANCE OF UTILIT	604-22000	221.13
ELECTRIC FUND	20160120A	01/20/2016	REF-UTIL PREPAY-J.KODADA T	604-22000	252.40
ELECTRIC FUND	20160120B	01/20/2016	REF UTIL PREPAY-N.HALL TO	604-22000	78.87
ELECTRIC FUND	20160120C	01/20/2016	REF-UTIL PREPAY-P.ADAMS T	604-22000	41.74
ELECTRIC FUND	20160120D	01/20/2016	REFUND-C.MULLOY-UTIL PRE	604-22000	68.39
					10,203.68
Activity: 49550 - Electric					
OFFICEMAX - HSBC BUS SOLU	622795	01/11/2016	SUPPLIES	604-49550-200	312.06
OFFICEMAX - HSBC BUS SOLU	725257	01/20/2016	SUPPLIES	604-49550-200	131.20
BORDER STATES	910530277	12/29/2015	UNIFORMS	604-49550-218	1,932.42
CMMPA - CENTRAL MUNICIP	5398	12/31/2015	ENERGY	604-49550-263	107,914.80
CMMPA - CENTRAL MUNICIP	5398	12/31/2015	TRANSMISSION	604-49550-263	96,113.96
CMMPA - CENTRAL MUNICIP	5400	01/12/2016	2015 VINTAGE REC PURCHAS	604-49550-263	4,500.00
DGR ENGINEERING	00218001	01/25/2016	SERVICE -GENERATION FEASI	604-49550-303	3,434.50
GOPHER STATE ONE CALL	153545	12/31/2015	LOCATES	604-49550-321	4.35
CMRS - TMS #256704	20160126	01/26/2016	POSTAGE #256704	604-49550-322	1.56
CMRS - TMS #256704	20160126	01/26/2016	POSTAGE #256704	604-49550-322	71.79
BRENT BROWN	20160125	01/25/2016	EXPENSE- APPA	604-49550-331	147.87
CITIZEN PUBLISHING CO	20160105	12/31/2015	ADVERTISING -	604-49550-340	45.50
MN ENERGY RESOURCES	20160120H	01/20/2016	HEATING #4355412-0 - ELECT	604-49550-383	504.21
HOMETOWN SANITATION SE	0000164246	12/31/2015	GARBAGE SERVICE - ELECTRIC	604-49550-384	84.75
MN MUNICIPAL UTILITIES ASS	46395	01/25/2016	2016 ELEC MEMBER DUES	604-49550-433	10,401.00
CMMPA - CENTRAL MUNICIP	5380	12/31/2015	CONSERVATION	604-49550-450	1,133.00
BANK MIDWEST	20160120	01/20/2016	NSF-TERRY SCHMIDT -UTIL	604-49550-480	102.17
BANK MIDWEST	20160121	01/21/2016	NSF - ALEJANDRA RODRIGUEZ	604-49550-480	201.55
BANK MIDWEST	20160122	01/22/2016	NSF-FOREST FOSHEIM - UTILI	604-49550-480	326.52
BANK MIDWEST	20160125A	01/25/2016	NSF-RACHEL BUSSE -UTILITIES	604-49550-480	220.00
				Activity 49550 - Electric Total:	227,583.21
				Fund 604 - ELECTRIC Total:	237,786.89

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 609 - LIQUOR STORE					
Activity: 49751 - Liquor Store					
INDOFF, INC	2735306	12/31/2015	SUPPLIES	609-49751-217	190.58
ENVIROMASTER, INC	526765	12/31/2015	SERVICE	609-49751-217	40.88
AH HERMEL COMPANY	552677	01/11/2016	MERCHANDISE	609-49751-217	275.82
WIRTZ BEVERAGE MN WINE	1080417201	12/31/2015	MERCHANDISE	609-49751-251	1,409.51
BREAKTHRU BEVERAGE MN	1080423006	01/25/2016	MERCHANDISE	609-49751-251	3,413.08
SOUTHERN WINE & SPIRITS O	1365696	01/11/2016	MERCHANDISE	609-49751-251	2,137.38
PHILLIPS WINE & SPIRITS	2906824	12/31/2015	MERCHANDISE	609-49751-251	1,733.91
SOUTHERN WINE & SPIRITS O	5014128	12/31/2015	MERCHANDISE	609-49751-251	1,800.00
BELLBOY CORP	51735700	01/11/2016	MERCHANDISE	609-49751-251	1,483.48
JOHNSON BROS.	5338999	12/31/2015	MERCHANDISE	609-49751-251	1,494.03
JOHNSON BROS.	5339001	12/31/2015	MERCHANDISE	609-49751-251	1,612.50
JOHNSON BROS.	5344472	01/11/2016	MERCHANDISE	609-49751-251	3,132.32
JOHNSON BROS.	559489	01/26/2016	CREDIT - MERCHANDISE	609-49751-251	-6.08
JOHNSON BROS.	559490	01/26/2016	CREDIT - MERCHANDISE	609-49751-251	-4.33
BREAKTHRU BEVERAGE MN	1080423007	01/20/2016	MERCHANDISE	609-49751-252	46.15
ARTISAN BEER COMPANY	3074611	12/31/2015	MERCHANDISE	609-49751-252	283.95
ARTISAN BEER COMPANY	3075696	01/11/2016	MERCHANDISE	609-49751-252	612.40
DOLL DISTRIBUTING, LLC	527477	01/20/2016	MERCHANDISE	609-49751-252	3,382.50
DOLL DISTRIBUTING, LLC	531445	01/25/2016	MERCHANDISE	609-49751-252	8,301.75
BEVERAGE WHOLESALERS	583984	01/20/2016	MERCHANDISE	609-49751-252	4,892.25
VINOCOPIA, INC	0142067-IN	12/31/2015	MERCHANDISE	609-49751-253	148.00
WIRTZ BEVERAGE MN WINE	1080417201	12/31/2015	MERCHANDISE	609-49751-253	548.00
BREAKTHRU BEVERAGE MN	1080423006	01/25/2016	MERCHANDISE	609-49751-253	208.00
SOUTHERN WINE & SPIRITS O	1365697	01/11/2016	MERCHANDISE	609-49751-253	588.35
PHILLIPS WINE & SPIRITS	2906825	12/31/2015	MERCHANDISE	609-49751-253	832.00
JOHNSON BROS.	5338998	12/31/2015	MERCHANDISE	609-49751-253	428.34
JOHNSON BROS.	5339000	12/31/2015	MERCHANDISE	609-49751-253	810.70
JOHNSON BROS.	5344473	01/11/2016	MERCHANDISE	609-49751-253	1,689.00
JOHNSON BROS.	5344474	01/11/2016	MERCHANDISE	609-49751-253	279.95
JOHNSON BROS.	559491	01/26/2016	CREDIT - MERCHANDISE	609-49751-253	-6.93
JOHNSON BROS.	559598	01/26/2016	CREDIT - MERCHANDISE	609-49751-253	-49.60
PAUSTIS WINE COMPANY	8530769-IN	01/11/2016	MERCHANDISE	609-49751-253	1,465.00
WIRTZ BEVERAGE MN WINE	1080417201	12/31/2015	MERCHANDISE	609-49751-254	69.62
BREAKTHRU BEVERAGE MN	1080423006	01/25/2016	MERCHANDISE	609-49751-254	80.13
DOLL DISTRIBUTING, LLC	531445	01/25/2016	MERCHANDISE	609-49751-254	45.00
AMERICAN BOTTLING CO	5459372410	12/31/2015	MERCHANDISE	609-49751-254	98.19
AH HERMEL COMPANY	552677	01/11/2016	MERCHANDISE	609-49751-254	32.67
ARNESON DISTRIBUTING CO	57327	01/11/2016	MERCHANDISE	609-49751-254	264.00
BEVERAGE WHOLESALERS	584882	01/25/2016	MERCHANDISE	609-49751-254	2,990.98
BELLBOY CORP	93277400	01/11/2016	MERCHANDISE	609-49751-254	98.00
AH HERMEL COMPANY	552677	01/11/2016	MERCHANDISE	609-49751-256	160.61
VINOCOPIA, INC	0142067-IN	12/31/2015	MERCHANDISE	609-49751-259	120.00
JOHNSON BROS.	5339000	12/31/2015	MERCHANDISE	609-49751-259	34.25
BEVERAGE WHOLESALERS	584882	01/25/2016	MERCHANDISE	609-49751-259	17.65
AH HERMEL COMPANY	552677	01/11/2016	MERCHANDISE	609-49751-261	3.89
LEAGUE OF MN CITIES	225823	01/25/2016	REGISTRATION-STEVE NASBY	609-49751-308	20.00
CMRS - TMS #256704	20160126	01/26/2016	POSTAGE #256704	609-49751-322	0.53
VINOCOPIA, INC	0142067-IN	12/31/2015	MERCHANDISE	609-49751-333	24.00
WIRTZ BEVERAGE MN WINE	1080417201	12/31/2015	MERCHANDISE	609-49751-333	34.97
BREAKTHRU BEVERAGE MN	1080423006	01/25/2016	MERCHANDISE	609-49751-333	60.42
SOUTHERN WINE & SPIRITS O	1365696	01/11/2016	MERCHANDISE	609-49751-333	39.36
SOUTHERN WINE & SPIRITS O	1365697	01/11/2016	MERCHANDISE	609-49751-333	12.30
PHILLIPS WINE & SPIRITS	2906824	12/31/2015	MERCHANDISE	609-49751-333	15.03
PHILLIPS WINE & SPIRITS	2906825	12/31/2015	MERCHANDISE	609-49751-333	32.57
SOUTHERN WINE & SPIRITS O	5014128	12/31/2015	MERCHANDISE	609-49751-333	57.40
BELLBOY CORP	51735700	01/11/2016	MERCHANDISE	609-49751-333	28.00
JOHNSON BROS.	5338998	12/31/2015	MERCHANDISE	609-49751-333	18.37
JOHNSON BROS.	5338999	12/31/2015	MERCHANDISE	609-49751-333	18.65

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
JOHNSON BROS.	5339000	12/31/2015	MERCHANDISE	609-49751-333	30.06
JOHNSON BROS.	5339001	12/31/2015	MERCHANDISE	609-49751-333	45.93
JOHNSON BROS.	5344472	01/11/2016	MERCHANDISE	609-49751-333	33.53
JOHNSON BROS.	5344473	01/11/2016	MERCHANDISE	609-49751-333	56.78
AH HERMEL COMPANY	552677	01/11/2016	MERCHANDISE	609-49751-333	3.95
JOHNSON BROS.	559598	01/26/2016	CREDIT - MERCHANDISE	609-49751-333	-1.67
PAUSTIS WINE COMPANY	8530769-IN	01/11/2016	MERCHANDISE	609-49751-333	17.50
BELLBOY CORP	93277400	01/11/2016	MERCHANDISE	609-49751-333	2.46
WORTHINGTON DAILY GLOBE	1358293	01/20/2016	AD #4380207	609-49751-340	38.80
CITIZEN PUBLISHING CO	20160105	12/31/2015	ADVERTISING -	609-49751-340	914.40
MN ENERGY RESOURCES	20160126	01/26/2016	HEATING #4290426-8 RIVER B	609-49751-383	234.37
HOMETOWN SANITATION SE	0000164244	12/31/2015	GARBAGE SERVICE - RIVER BE	609-49751-384	96.13
BANK MIDWEST	20160125	01/25/2016	NSF - ADAM OLSEN-STACY AL	609-49751-480	18.58
Activity 49751 - Liquor Store Total:					49,040.30
Fund 609 - LIQUOR STORE Total:					49,040.30

Fund: 614 - TELECOM

AMOCO SERVICE	20160119	01/19/2016	REFUND - STATEMENT CREDI	614-11500	26.92
ELECTRIC FUND	20160120	01/20/2016	MONTHLY TRANSFER-JAN 201	614-11500	912.73
DENISE HANSEN	20160120	01/20/2016	REFUND - STATEMENT CREDI	614-11500	58.17
JERRY MOREY	20160120	01/20/2016	REFUND - STATEMENT CREDI	614-11500	52.74
					1,050.56

Activity: 49870 - Telecom

RAGE INC	01-010424	01/11/2016	SERVICE - WINDOM NET	614-49870-211	21.33
RADIANT COMMUNICATIONS	00017479	01/27/2016	MAINTENANCE	614-49870-227	484.37
POWER & TEL	5913783-00	01/25/2016	MAINTENANCE- TELECOM	614-49870-227	1,735.12
CITRUS COMMUNICATIONS, I	7162	01/20/2016	CAMERA-SPEC BLDG	614-49870-227	2,304.00
PCM-G GLOBAL GOV/EDUCAT	R34341430101	01/26/2016	MAINTENANCE	614-49870-227	81.35
NATIONAL CABLE TV COOP	SI-473335	01/20/2016	MAINTENANCE	614-49870-227	77.56
NATIONAL CABLE TV COOP	SI-473948	01/20/2016	MAINTENANCE	614-49870-227	880.67
FINLEY ENGINEERING	20160120	01/20/2016	SERVICE PROJECT #07-17410	614-49870-303	175.00
INTERSTATE TRS FUND	82580701161	01/22/2016	ASSESSMENT FOR 499-A FILIN	614-49870-304	147.05
GOPHER STATE ONE CALL	153545	12/31/2015	LOCATES	614-49870-321	4.35
CMRS - TMS #256704	20160126	01/26/2016	POSTAGE #256704	614-49870-322	157.30
NEUSTAR, INC.	L-0000016469	01/26/2016	NUMBER PORTS#10202	614-49870-326	37.50
MN ENERGY RESOURCES	20160120	01/12/2016	HEATING #4098343-9 TELECO	614-49870-383	195.37
HOMETOWN SANITATION SE	0000164247	12/31/2015	GARBAGE SERVICE - TELECOM	614-49870-384	73.92
TEGNA	1029-1308	12/31/2015	SUBSCRIBER	614-49870-442	4,778.16
YOUNG BROADCASTING LLC	20160108	12/31/2015	SUBSCRIBER	614-49870-442	7,389.48
HUBBARD BROADCASTING IN	20160108	12/31/2015	SUBSCRIBER	614-49870-442	6,250.50
CONSOLIDATED COMMUNICA	20160111	01/11/2016	10 GB TRANSPORT #1160904	614-49870-442	2,950.00
CBS TELEVISION STATIONS	20160120	01/20/2016	SUBSCRIBER	614-49870-442	4,444.80
ONVOY VOICE SERVICES	160104008508	01/11/2016	SS7 SERVICES #001555600262	614-49870-445	1,342.89
CONSOLIDATED COMMUNICA	20160111	01/11/2016	10 GB TRANSPORT #1160904	614-49870-447	5,987.50
SOUTHWEST/WEST CENTRAL	48862	12/31/2015	SERVICE	614-49870-447	935.00
ONVOY VOICE SERVICES	160104009022	01/11/2016	SWITCHING SERVICES #00155	614-49870-451	4,328.46
ZAYO BANDWIDTH	20160116	01/11/2016	TRANSPORT #114184-002376	614-49870-451	3,373.14
CENTURY LINK	20160126	01/26/2016	SERVICE 831-1075 104	614-49870-451	75.12
BANK MIDWEST	20160121A	01/21/2016	NSF - ANGELA DAVIS - TELECO	614-49870-480	42.95
Activity 49870 - Telecom Total:					48,272.89
Fund 614 - TELECOM Total:					49,323.45

Fund: 615 - ARENA**Activity: 49850 - Arena**

JCL SOLUTIONS - JANITORS CL	1055699	01/11/2016	SERVICE	615-49850-211	302.42
CMRS - TMS #256704	20160126	01/26/2016	POSTAGE #256704	615-49850-322	1.30
CITIZEN PUBLISHING CO	20160105	12/31/2015	ADVERTISING -	615-49850-340	349.20
HOMETOWN SANITATION SE	0000164248	12/31/2015	GARBAGE SERVICE - ARENA	615-49850-384	130.88

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
WINDOM AUTO VALU	20160120	01/20/2016	MAINTENANCE #3400540 -	615-49850-404	7.49
				Activity 49850 - Arena Total:	791.29
				Fund 615 - ARENA Total:	791.29
Fund: 617 - M/P CENTER					
Activity: 49860 - M/P Center					
CMRS - TMS #256704	20160126	01/26/2016	POSTAGE #256704	617-49860-322	11.86
CITIZEN PUBLISHING CO	20160105	12/31/2015	ADVERTISING -	617-49860-340	361.14
MN ENERGY RESOURCES	20160120B	01/20/2016	HEATING #4271541-7 COMM	617-49860-383	1,294.47
HOMETOWN SANITATION SE	0000164249	12/31/2015	GARBAGE SERVICE - COMM C	617-49860-384	51.52
RAGE INC	01-010423	01/25/2016	SERVICE - COMM CENTER	617-49860-406	61.50
				Activity 49860 - M/P Center Total:	1,780.49
				Fund 617 - M/P CENTER Total:	1,780.49
Fund: 700 - PAYROLL					
Internal Revenue Service-Payr	INV0000737	01/22/2016	Federal Tax Withholding	700-21701	10,560.09
Minnesota Department of Re	INV0000736	01/22/2016	State Withholding	700-21702	4,305.59
Internal Revenue Service-Payr	INV0000738	01/22/2016	Social Security	700-21703	11,317.28
MN Pera	INV0000728	01/22/2016	PERA	700-21704	12,658.92
MN Pera	INV0000729	01/22/2016	PERA	700-21704	5,555.67
MN Pera	INV0000730	01/22/2016	PERA	700-21704	648.02
MN Pera	INV0000731	01/22/2016	PERA	700-21704	20.00
Minnesota State Deferred	INV0000732	01/22/2016	Deferred Compensation	700-21705	4,390.00
Minnesota State Deferred	INV0000733	01/22/2016	Deferred Roth	700-21705	875.00
LOCAL UNION #949	20160125	01/25/2016	UNION DUES	700-21707	1,675.58
LAW ENFORCEMENT LABOR SE	20160125	01/25/2016	POLICE UNION DUES	700-21708	271.00
Minnesota Department of Re	20160126	01/26/2016	WAGE LEVY	700-21709	124.59
MN Child Support Payment C	INV0000734	01/22/2016	Child Support Payment	700-21709	407.47
Internal Revenue Service-Payr	INV0000735	01/22/2016	Medicare Withholding	700-21711	3,227.12
SELECTACCOUNT	20160120	01/20/2016	FLEX SPENDING	700-21712	1,895.75
SELECTACCOUNT	20160126	01/26/2016	FLEX SPENDING	700-21712	1,978.96
AFLAC	581084	01/25/2016	INSURANCE #0EQP3 - AFTER T	700-21715	204.00
AFLAC	581084	01/25/2016	INSURANCE #0EQP3 - PRE TA	700-21716	389.97
MN BENEFIT ASSOCIATION	20160120	01/20/2016	INSURANCE - PRE TAX	700-21717	159.65
MN BENEFIT ASSOCIATION	20160120	01/20/2016	INSURANCE - AFTER TAX	700-21719	118.37
					60,883.03
				Fund 700 - PAYROLL Total:	60,883.03
				Grand Total:	470,442.44

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Fund Summary

Fund	Payment Amount
100 - GENERAL	49,053.55
211 - LIBRARY	3,547.23
225 - AIRPORT	35.61
235 - AMBULANCE	2,031.24
250 - EDA GENERAL	1,522.28
252 - EDA SCDP	3,904.00
254 - NORTH IND PARK	1,735.11
401 - GENERAL CAPITAL PROJECTS	600.00
601 - WATER	5,645.86
602 - SEWER	2,762.11
604 - ELECTRIC	237,786.89
609 - LIQUOR STORE	49,040.30
614 - TELECOM	49,323.45
615 - ARENA	791.29
617 - M/P CENTER	1,780.49
700 - PAYROLL	60,883.03
Grand Total:	470,442.44

Account Summary

Account Number	Account Name	Payment Amount
100-41110-200	Office Supplies	499.50
100-41110-350	Printing & Design	557.80
100-41110-433	Dues & Subscriptions	7,423.00
100-41110-491	Payments to Other Orga	1,518.49
100-41310-200	Office Supplies	5.89
100-41310-308	Training & Registrations	20.00
100-41310-322	Postage	479.18
100-41910-200	Office Supplies	23.60
100-41910-322	Postage	1.59
100-41910-405	Repairs & Maint - Vehicl	70.66
100-41910-443	Intergovernmental Fees	325.92
100-41940-383	Gas Utility	901.01
100-41940-384	Refuse Disposal	85.04
100-41940-405	Repairs & Maint - Vehicl	-4.75
100-42120-200	Office Supplies	38.50
100-42120-308	Training & Registrations	285.00
100-42120-321	Telephone	93.57
100-42120-334	Meals/Lodging	329.47
100-42120-405	Repairs & Maint - Vehicl	4.31
100-42120-419	Vehicle Lease	1,716.16
100-42220-215	Materials & Equipment	33.18
100-42220-308	Training & Registrations	1,585.00
100-42220-321	Telephone	21.14
100-42220-322	Postage	113.59
100-42220-326	Data Processing	10.02
100-42220-331	Travel Expense	226.56
100-42220-334	Meals/Lodging	102.58
100-42220-433	Dues & Subscriptions	60.00
100-42220-439	Special Projects	28,297.80
100-43100-200	Office Supplies	42.74
100-43100-211	Cleaning Supplies	38.99
100-43100-224	Street Maint Materials	510.00
100-43100-322	Postage	0.53
100-43100-350	Printing & Design	75.08
100-43100-383	Gas Utility	725.56
100-43100-384	Refuse Disposal	130.85
100-43100-404	Repairs & Maint - M&E	602.30

Account Summary

Account Number	Account Name	Payment Amount
100-43100-405	Repairs & Maint - Vehicl	1,623.69
100-43100-480	Other Miscellaneous	100.00
100-45202-406	Repairs & Maint - Groun	380.00
211-45501-200	Office Supplies	270.70
211-45501-383	Gas Utility	630.30
211-45501-433	Dues & Subscriptions	78.78
211-45501-435	Books and Pamphlets	782.45
211-49950-500	Capital Outlay	1,785.00
225-45127-217	Other Operating Supplie	9.03
225-45127-321	Telephone	26.58
235-42153-218	Uniforms	134.67
235-42153-312	Nursing	1,151.73
235-42153-321	Telephone	123.49
235-42153-322	Postage	18.59
235-42153-334	Meals/Lodging	125.55
235-42153-405	Repairs & Maint - Vehicl	8.31
235-42153-480	Other Miscellaneous	468.90
250-46520-200	Office Supplies	47.20
250-46520-322	Postage	22.31
250-46520-340	Advertising & Promotion	473.27
250-46520-350	Printing & Design	79.50
250-46520-480	Other Miscellaneous	900.00
252-12900	Loans Receivable	3,904.00
254-49950-500	Capital Outlay	1,735.11
401-49950-500	Capital Outlay - Office	600.00
601-49400-216	Chemicals and Chemical	4,725.48
601-49400-321	Telephone	4.35
601-49400-322	Postage	70.74
601-49400-340	Advertising & Promotion	65.10
601-49400-381	Electric Utility	16.00
601-49400-383	Gas Utility	633.39
601-49400-404	Repairs & Maint - M&E	130.80
602-49450-200	Office Supplies	13.17
602-49450-310	Lab Testing	996.40
602-49450-321	Telephone	4.35
602-49450-322	Postage	71.53
602-49450-383	Gas Utility	1,139.83
602-49450-384	Refuse Disposal	85.04
602-49450-404	Repairs & Maint - M&E	62.99
602-49450-439	Special Projects	388.80
604-11500	Accounts Receivable	269.34
604-16300	Improvements Other Th	5,849.97
604-16400	Machinery & Equipment	544.37
604-22000	Prepayments	3,540.00
604-49550-200	Office Supplies	443.26
604-49550-218	Uniforms	1,932.42
604-49550-263	Merchandise for Resale	208,528.76
604-49550-303	Engineering and Surveyi	3,434.50
604-49550-321	Telephone	4.35
604-49550-322	Postage	73.35
604-49550-331	Travel Expense	147.87
604-49550-340	Advertising & Promotion	45.50
604-49550-383	Gas Utility	504.21
604-49550-384	Refuse Disposal	84.75
604-49550-433	Dues & Subscriptions	10,401.00
604-49550-450	Conservation	1,133.00
604-49550-480	Other Miscellaneous	850.24
609-49751-217	Other Operating Supplie	507.28

Account Summary

Account Number	Account Name	Payment Amount
609-49751-251	Liquor	18,205.80
609-49751-252	Beer	17,519.00
609-49751-253	Wine	6,940.81
609-49751-254	Soft Drinks & Mix	3,678.59
609-49751-256	Tobacco Products	160.61
609-49751-259	Non- Alcoholic	171.90
609-49751-261	Other Merchandise	3.89
609-49751-308	Training & Registrations	20.00
609-49751-322	Postage	0.53
609-49751-333	Freight and Express	529.61
609-49751-340	Advertising & Promotion	953.20
609-49751-383	Gas Utility	234.37
609-49751-384	Refuse Disposal	96.13
609-49751-480	Other Miscellaneous	18.58
614-11500	Accounts Receivable	1,050.56
614-49870-211	Cleaning Supplies	21.33
614-49870-227	Utility System Maint Sup	5,563.07
614-49870-303	Engineering and Surveyi	175.00
614-49870-304	Legal Fees	147.05
614-49870-321	Telephone	4.35
614-49870-322	Postage	157.30
614-49870-326	Data Processing	37.50
614-49870-383	Gas Utility	195.37
614-49870-384	Refuse Disposal	73.92
614-49870-442	Subscriber Fees	25,812.94
614-49870-445	Switch Fees	1,342.89
614-49870-447	Internet Expense	6,922.50
614-49870-451	Call Completion	7,776.72
614-49870-480	Other Miscellaneous	42.95
615-49850-211	Cleaning Supplies	302.42
615-49850-322	Postage	1.30
615-49850-340	Advertising & Promotion	349.20
615-49850-384	Refuse Disposal	130.88
615-49850-404	Repairs & Maint - M&E	7.49
617-49860-322	Postage	11.86
617-49860-340	Advertising & Promotion	361.14
617-49860-383	Gas Utility	1,294.47
617-49860-384	Refuse Disposal	51.52
617-49860-406	Repairs & Maint - Groun	61.50
700-21701	Federal Withholding	10,660.09
700-21702	State Withholding	4,305.59
700-21703	FICA Tax Withholding	11,317.28
700-21704	PERA Contributions	18,882.61
700-21705	Retirement	5,265.00
700-21707	Union Dues	1,675.58
700-21708	PD Union Dues	271.00
700-21709	Wage Levy	532.06
700-21711	Medicare Tax Withholdi	3,227.12
700-21712	Flex Account	3,874.71
700-21715	Individual Insurance-Afla	204.00
700-21716	Individual Insurance-Afla	389.97
700-21717	Individual Insurance-MB	159.65
700-21719	Individual Insurance-MB	118.37
	Grand Total:	470,442.44

Project Account Summary

Project Account Key	Payment Amount
None	470,442.44

Project Account Summary

Project Account Key
None

Payment Amount

Grand Total:

470,442.44

1-28-16

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