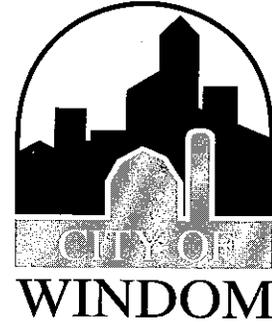


**Council Meeting**  
**Tuesday, January 19, 2016**  
**City Council Chambers**  
**7:30 p.m.**  
**AGENDA**



Call to Order  
Pledge of Allegiance

1. Approval of Minutes
  - Council Minutes–January 4 & 5, 2016
2. Consent Agenda
  - Minutes
    - HRA – December 9, 2015
    - Street Committee –January 4, 2016
    - Tree Commission – January 5, 2016
    - EDA – January 11, 2016
    - Planning Commission – January 12, 2016
    - Utility Commission – January 13, 2016
  - License
    - Windom Country Club – Liquor License
3. Department Heads
4. Public Hearing – Vacating a Portion of 7<sup>th</sup> Street
5. Preliminary Plat – NWIP Toro Site
6. EDA Annual Report
7. Personnel Committee Recommendations
  - Liquor Store Assistant Manager Position
  - Police Department
  - EDA Executive Director Position
8. Smart Goal Discussions
9. 2015 Pay Equity Implementation Report
10. Additional 2016 Mayor Appointments and Reappointments
11. New Business
12. Old Business
13. Regular Bills
14. Council Concerns
15. Adjourn



**Joint Meeting  
Windom City Council  
Emergency Services Building Committee  
City and Township Representatives  
Windom Community Center  
January 4, 2016  
7:00 p.m.**

1. Call to Order:

The meeting was called to order by Mayor Maricle at 7:00 p.m.

2. Roll Call:

Mayor:	Corey Maricle
Council Members Present:	Dominic Jones, Bryan Joyce and Brian Cooley
Members Absent:	JoAnn Ray and Paul Johnson
City Staff Present:	Steve Nasby and Denise Nichols
EMS Building Committee	Dan Ortmann, Tim Hacker, Gary Olsen, Kevin Heggeseth and Mark Stevens
Public:	Twenty-Nine City and Township Representatives from the Windom Fire and Ambulance Service District. Ben Derickson and Jordan Bussa, Fire Dept. Members. Rahn Larson – Citizen Publishing. Robin Baumgarn – Worthington Daily Globe.

3. Review Design and Cost Estimates:

Mayor Maricle welcomed everyone to the meeting and provided an agenda and format for the meeting. The agenda would include the discussion of the building and plans by Dan Ortmann and Tim Hacker, a time for Q & A, City Administrator Steve Nasby will provide a funding overview and funding status. City Council Member Dominic Jones will discuss the request for a project partnership between the City and Township service members and Steve Nasby will provide a timeline update.

The Windom City Council has made this project their number one priority. There is not enough space to store department equipment in one location. Fire Department equipment is stored in several locations within the City such as the water tower and several garages. The Ambulance Department is also storing equipment in several locations such as City Hall and the hospital. The departments' number one priority is to provide timely call response when

## Preliminary

an emergency call is received. Response time is critical. Having items stored throughout the city increases the response time and the potential for loss of life and property.

Fire Chief Dan Ortmann and Ambulance Director Tim Hacker reviewed the building plans and department needs. They emphasized the need and benefits to locate both departments within one facility and discussed facility size and needs of each department. The Design Committee considered safety, functionality and cost savings when designing the building.

Hacker discussed the difficulty in recruiting new members for the ambulance squad and the need for sleeping quarters within the facility to allow hiring squad members that do not live within the City.

Hacker also discussed the ambulance service area assignments which are designated by the State. The service area has recently expanded due to the loss of the Jeffers Ambulance Department. Hacker expects that the service area will continue to expand and this will increase the need for additional EMT members, vehicles and equipment.

#### 4. Funding Overview and Funding Status:

City Administrator Steve Nasby reviewed with everyone a memo that had been previously submitted to the City Council outlining funding options. The current estimated cost for the facility is 4.4 million dollars. The City has submitted a State bonding request for one half of the project or 2.2 million dollars. This request was included in the Governor's 2015 bonding bill. However the bonding bill proposed by the Governor was not passed by the legislature. The request is part of a bill that will be considered in the 2016 Legislative Session.

There was a recent site tour by a Legislative Committee that was reviewing the bond application site. The meeting and visit were very positive. Nasby noted that bonding is a big and important piece of funding for the project and asked the Cities and Townships within the service area for letters of support for the bonding request. Council Member Joyce observed that it was important that the Governor had included this project in his bonding bill. The inclusion indicates that the Governor is very aware of the project.

Nasby outlined potential and confirmed funding sources including the contribution from the Ambulance Fund of 1 million dollars. There could also be additional funding contributed from City Enterprise funds and the transfer of Hospital funds. General Obligation bonds or a USDA loan could be used to finance the project. The City would be eligible for a USDA grant but was advised that any grant should be used for equipment due to reporting requirements. Cities and Townships within the service district will also be asked to contribute funding towards the project.

#### 5. Partnership Request:

Council Member Jones emphasized the importance of Cities' and Townships' involvement with the project. He wanted to clarify that the 40% that has been indicated for the project

Preliminary

did not seem reasonable and the City is not looking for 40% from the Cities and Townships. Council Member Jones questioned if the Cities and Townships were willing to participate. It is estimated that payment for debt retirement could be \$150,000 - \$200,000 annually. This figure would be reduced if State bonding funds are received. Council Member Jones asked if Cities and Townships are willing to come up with 15% of the annual payment. These questions prompted discussion and additional questions including discussion of the resources to pay for future truck costs, setting levies, and Cities' and Townships' budget constraints.

Council Member Joyce noted that funding to build a new facility is a special circumstance and equipment replacement will always be an ongoing need. A question was asked what alternative the Council will consider concerning Cities and Townships that decline to participate. It was stated that if a City or Township declines to participate, the Council will need to discuss how to fairly allocate contributions for all service area members.

Council Member Jones stated that the Council has not determined the amount/percentage of the funding request to the Townships. This item will be discussed at the next Council meeting and the Council will determine the percentage of participation that will be requested.

6. Timeline Update:

Nasby discussed the Project Timeline. Design and construction drawings will be completed in March 2016. Project bidding will be held in April 2016. It is important that the bidding process is held over the winter to obtain the best construction bids for the project and to be shovel ready if bonding funds are received. In April or May the City hopes to receive a status of the bonding request, and the award of bids can be completed. In June construction of the project begins.

7. Adjourn:

Mayor Maricle adjourned the meeting by unanimous consent at 9:00 p.m.

---

Corey Maricle, Mayor

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

**Regular Council Meeting  
Windom City Hall, Council Chamber  
January 5, 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, Paul Johnson, Dominic Jones, Bryan Joyce and JoAnn Ray

Council Absent: None

City Staff Present: Steve Nasby, City Administrator; Scott Peterson, Police Chief; Bruce Caldwell, Streets & Parks Supt.

3. Pledge of Allegiance

4. Appointment of City Administrator:

**Motion by Ray second by Joyce to appoint Steve Nasby as City Administrator. Motion carried 4 – 0 (Johnson absent).**

5. Appointment of Streets & Parks Superintendent:

**Motion by Ray second by Cooley to appoint Bruce Caldwell, Streets & Parks Superintendent. Motion carried 4 – 0 (Johnson absent).**

6. Appointment of City Attorney and Assistant City Attorney:

**Motion by Jones second by Ray to appoint Ron Schramel as City Attorney and Kristi Meyeraan as Assistant City Attorney. Motion carried 4 – 0 (Johnson absent).**

7. Designation of Financial Institutions:

**Motion by Ray second by Joyce to designate Bank of the West, Bank Midwest, United Prairie Bank, Fulda Credit Union, 4M Fund and Multi-Bank Securities as financial institutions for the City of Windom. Motion carried 4 – 0 (Johnson absent).**

8. Designation of Official Newspaper:

**Motion by Joyce second by Cooley to designate the Cottonwood County Citizen as the Official newspaper for the City of Windom. Motion carried 4 – 0 (Johnson absent).**

9. Mayor Appointments, Re-appointments and City Council Assignments:

Preliminary

Maricle said the Council assignments would remain the same as last year with the exception of him and Joyce swapping the Hospital Board and Planning/Zoning spots. The assignments are as follows:

**Corey Maricle** – Airport, Comprehensive Plan, EDA, PVZ and Personnel

**Dominic Jones** – Comprehensive Plan, EDA, Solid Waste, Telecom, Personnel and Utility

**JoAnn Ray** – Building, Tree, Solid Waste, Street and Personnel

**Brian Cooley** – Annexation, Community Center, Tree, Library and Street

**Paul Johnson** – Annexation, Liquor, EDA, Building, Park & Rec and Community Center

**Bryan Joyce** – Hospital, Comprehensive Plan, Liquor, HRA, Park & Rec and Telecom

Cooley noted that Jones had previously mentioned wanting to be off of the Telecom Commission and he would be available if needed.

Jones said that they could discuss this at another time.

Maricle said that with having a new Windomnet GM and the Telecom Chair going off the Commission it may be good to keep Jones on for continuity.

**Motion by Joyce second by Cooley to approve the Council assignments as presented. Motion carried 4 – 0 (Johnson absent).**

Maricle said that he has completed most of the appointments for boards, commissions and committees but is still seeking citizens for Park and Recreation, Library and Telecom.

EDA – Rick Clerc

HRA – Margaret McDonald (re-appointment) and David Vaupel

Community Center – Linda Stuckenbroker (re-appointment)

Park & Rec – Jason Kloss (re-appointment)

Planning & Zoning – Ben Derickson (re-appointment) and Lorri Cole (re-appointment)

Utility Commission – Tom Riordan (re-appointment)

Jones noted that the Council had discussed having a student or youth representative on the Parks & Recreation Commission and that should be considered in looking for volunteers.

Joyce said that finding a student that can commit to a year or two would be a challenge.

Johnson arrived (7:35 pm)

**Motion by Joyce second by Ray to approve the Mayor's appointments and re-appointments as presented. Motion carried 5 – 0.**

10. Approval of Minutes:

**Motion by Joyce second by Johnson to approve the City Council minutes from December 15, 2015. Motion carried 5 – 0.**

11. Consent Agenda:

## Preliminary

Maricle noted the minutes from the following Boards and Commissions.

- Utility Commission – December 30, 2015
- Emergency Services Facility Building Committee – December 30, 2015

**Motion by Johnson second by Jones to approve the Consent agenda board and commission minutes. Motion carried 5 – 0.**

### 12. Department Heads:

Dan Ortmann, Fire Chief, said that the Department has an opportunity to apply for up to \$5,000 for a US Fish & Wildlife grant which requires a 50% match. He is asking for permission to apply for a \$4,600 project that will include \$2,300 of local funds. The local match would come from his 2016 budget.

**Motion by Jones second by Ray to approve the Fire Department submitting a grant request to US Fish & Wildlife as proposed. Motion carried 5 – 0.**

Bruce Caldwell, Streets & Parks Superintendent, said that he wanted to discuss snow removal the existing policy and the actions undertaken by his department during the last snow event. He said the Street Committee had reviewed the existing Snow Removal Policy and had not recommended any changes. He acknowledged that there were a few complaints received related to the last snow fall. Caldwell said that additional staff time was needed due to citizens, snow removal contractors and businesses placing snow back into the streets. City code prohibits snow to be placed into the street or other city properties and he had done some advertising in the local media to educate the public. Caldwell said that the boulevards are used for snow storage as it is plowed off the streets and asked property owners not to place items in the boulevards as items could be damaged or may be removed by the Street department. Caldwell said that with a large snow fall like the last one it does take more time to get everything cleaned up and there are only so many hours that he can work the crews and equipment. Two pieces of equipment did break-down and the City did call on private contractors to help out. He noted that when private contractors are used the City is subject to their availability and it incurs additional cost.

Joyce asked about the snow removal on the downtown square and the complaints that were received. Joyce noted that the downtown is a destination for people and as such a priority. Caldwell replied that his crews had to plow the entire town a second time to take care of the problem of people putting snow back into the street, so that took time. If this is left unchecked that snow becomes compacted and creates hazardous driving conditions all over the community. There was also a lack of contractors to help as they were busy with their own work and his crews were putting in long hours and needed rest too. He noted that the snow plowing starts at about 3 am and the work on the square is done at night as well to avoid disruption during the day. Caldwell said that his crew was also called out to the airport for an air ambulance and this took three members of his crew to work on that snow removal for about two hours and that there is added area to plow with the new industrial park.

Ray said the major problem was that the street crew had to re-plow the community due to snow being placed back into the street, which should not occur.

## Preliminary

Joyce asked if there were other ways to improve snow removal. Caldwell replied that contracting for snow removal services is done as needed now, but it is hard to get people. Joyce asked if additional staff or equipment is needed.

Jones asked about the equipment available. Caldwell replied that they have three trucks, two pay loaders, a grader and one pick-up plow. Jones asked how many crew are available. Caldwell said five. Jones said that the five crew have seven pieces of equipment and would there be an opportunity to find two seasonal persons to work with the department. Caldwell said it is very difficult to find qualified and reliable help on a seasonal or on-call basis.

Johnson asked if other City departments may have qualified staff that may be available to assist. Caldwell said that other departments had helped out in the past and this is possible.

Caldwell said that for part of one day to hire help to move snow on the square cost \$3,000 and having help for a snow event is typically \$4,500 to \$5,000 but a large snow like this last one could cost \$8,000.

Johnson said that the last snow event was the largest since the Metrodome collapse in 2010 so he asked for the public's patience in getting snow removed.

Cooley asked if contractors could be hired to clear sidewalks and if that would help alleviate the situation. Caldwell said it would not make a significant difference.

Ray thanked the Street Department staff for all of their work.

Caldwell said his next item was to ask for Council approval to buy a new snow plow and attachment as the one that broke down was 10 years old and not worthwhile to replace. The cost would be \$6,500 and an attachment would allow for installation on various trucks.

Maricle noted that there were funds put into a Street Department reserve account and this could be used for the snow plow replacement.

**Motion by Ray second by Jones to allocate \$6,500 from the Street Department Equipment Fund Reserve for the purchase of a snow plow. Motion carried 5 – 0.**

Last, Caldwell said that the City of Windom had received an award from Minnesota Association of Soil and Water Conservation for work done by the City to improve the environment. The City was nominated by the Cottonwood County Soil and Water Conservation office. The key areas of work supporting the award are as follows:

- Erosion and storm water control rules and practices
- Silt fencing for construction projects and reconstruction of a pond
- Tree plantings
- Creation in 2009 of a Tree Committee and work to diversify species of trees
- Island Park habitat work by Des Moines River
- School, City and Finding Windom on efforts to beautify the community

Maricle and Joyce thanked Caldwell, his staff and the citizen volunteers for their efforts.

Preliminary

13. Donations:

Maricle noted there was a donation to the Pool from the Chamber Convention and Visitor's Bureau, a donation to the Library from Dorothy Van Norman and a donation from ShopKo for Fire Prevention activities. He thanked all for their generosity.

**Council member Joyce introduced the Resolution No. 2016-01, entitled "AUTHORIZATION TO ACCEPT A DONATION FROM THE WINDOM CONVENTION AND VISITORS BUREAU FOR THE WINDOM SWIMMING POOL" and moved its adoption. The resolution was seconded by Jones and on roll call vote: Aye: Joyce, Ray, Cooley, Johnson and Jones. Nay: None. Absent: None. Abstain: None. Resolution passed 5 – 0.**

**Council member Ray introduced the Resolution No. 2016-02, entitled "AUTHORIZATION TO ACCEPT A DONATION FROM DOROTHY VAN NORMAN TO THE WINDOM LIBRARY FOR THE CHILDREN'S LIBRARY" and moved its adoption. The resolution was seconded by Cooley and on roll call vote: Aye: Ray, Cooley, Johnson, Jones and Joyce. Nay: None. Absent: None. Abstain: None. Resolution passed 5 – 0.**

**Council member Ray introduced the Resolution No. 2016-03, entitled "AUTHORIZATION TO ACCEPT A DONATION FROM SHOPKO FOUNDATION FOR THE WINDOM FIRE DEPARTMENT" and moved its adoption. The resolution was seconded by Joyce and on roll call vote: Aye: Cooley, Johnson, Jones, Joyce and Ray. Nay: None. Absent: None. Abstain: None. Resolution passed 5 – 0.**

14. Disposition of Surplus Equipment:

Nasby said that the Electric Department, Water Department and Telecom Department had a list of surplus equipment and is requesting permission to dispose of it. The sale would be done through a public surplus web auction.

**Motion by Johnson second by Jones to approve the disposition of surplus equipment as presented. Motion carried 5 – 0.**

15. Letters of Engagement:

Maricle said the first one is from CliftonLarsonAllen. Nasby noted this is the City's auditing firm for the overall audit for the City and the EDA.

**Motion by Joyce second by Jones to approve the letter of engagement between the City of Windom and CliftonLarsonAllen for the audit as presented. Motion carried 5 – 0.**

**Motion by Jones second by Johnson to approve the letter of engagement between the City of Windom and CliftonLarsonAllen for the EDA audit as presented. Motion carried 5 – 0.**

16. Flaherty & Hood P.A. – Lobbying Contract for Emergency Services Facility:

## Preliminary

Nasby said that the discussion on hiring a firm to lobby on behalf of the City started last year and with the amount of work need such as drafting bills, scheduling and attending hearings, meeting with legislators, etc. was estimated to be more than \$30,000. Staff worked with our legislators to get the bills drafted and promoted the project for the Governor's bonding bill in 2015, but that bonding bill was not passed. In 2016 there is a proposed bonding bill of about \$1 billion and to keep the momentum for the Windom Emergency Services facility the proposal for up to \$10,000 for lobbying services is being brought up for consideration. As the City is moving ahead on the project and incurring over \$100,000 in architectural costs the time to be aggressive on this item is now. He said that having a presence at the Capitol every day is something staff cannot do and the lobbyists have opportunities that we do not to promote the project. The lobby firm are the ones that host the Coalition of Greater Minnesota Cities, which Windom is a member and they have lobbied for other communities. The agreement is for a not to exceed expense of \$10,000 and is billed by the hour.

Jones asked if staff is recommending the proposed lobbying agreement. Nasby said that he is supportive of it and would recommend moving ahead.

Maricle and Johnson said they would be in favor of approval.

**Motion by Jones second by Joyce to approve the lobbying agreement between the City of Windom and Flaherty & Hood P.A. as presented. Motion carried 5 – 0.**

### 17. New Business:

None.

### 18. Old Business:

Maricle said that the City Council held a joint meeting with the members of the Windom Fire District to talk about the proposed Emergency Services Building and a requested financial participation from those members. He said the meeting was well received and good discussion was held. The financial participation discussed for the fire district was 15% of the project cost up to \$30,000 annually for the term of the debt service. If there were any State bonding funds then this contribution would decrease. He asked if the Council had other thoughts on the requested participation.

Jones said that the fire district covers 190.5 sections, Bingham Lake and Wilder so the amount for each of the members would be proportional by section for the townships.

Maricle noted that one or two townships mentioned having a meeting on January 11 so they needed to know what the Council's position would be on the financial participation.

Joyce and Cooley said they were pleased with the meeting as well.

**Motion by Joyce second by Jones to request a maximum of \$30,000 annually from the Windom Fire District members for the length of the debt service or 15% of the project cost, whichever is less. Motion carried 5 – 0.**

Preliminary

19. Regular Bills:

**Motion by Joyce second by Johnson to approve the regular bills. Motion carried 5 – 0.**

20. Council Concerns:

Joyce congratulated the Windom Police Department for their successful POST review and Nasby for his appointment to the National League of Cities advisory board for Finance, Administration and Intergovernmental Relations. Joyce noted the upcoming training session from the League of Minnesota Cities on Loveable Communities and encouraged Council members to consider attending. Joyce also asked about the Council setting aside some time to discuss and form their own SMART goals. Consensus of the Council to add SMART goal discussion to the next agenda.

Johnson also congratulated the Windom Police Department on the POST review. He asked property owners not to blow or plow snow into the streets.

Cooley said that he appreciated the opportunity to meet with the Windom Fire District members and felt this was a good meeting with an exchange of information.

Ray asked citizens not to put recycling and garbage bins in the street as the snow plows need to have curb to curb open to complete their work.

Maricle congratulated Cooley for his selection to the Southwest Regional Development Commission Board of Directors as Cottonwood County Municipalities representative.

21. Adjournment:

**Mayor Maricle adjourned the meeting by unanimous consent at 8:27 p.m.**

\_\_\_\_\_  
Corey Maricle, Mayor

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

REGULAR MEETING OF THE HOUSING AND REDEVELOPMENT AUTHORITY OF WINDOM, MN

December 9th, 2015 ~ 4:00 pm

A regular meeting of the Board of Directors was held on Wednesday, December 9th, 2015, in the Hillside Manor Community Room. Board Members present: Frank Dorpinghaus , Margaret McDonald, Jens Hansen, Linda Jaakola, Hillside Resident Board Member, Pat Tepley and Riverview Liaison, Paul Deason. Also present were: Operations Manager, Connie Clausen. Absent: Executive Director, DeeAnna Peterson and City Liaison, Bryan Joyce.

The meeting was called to order at 4:02 p.m. with the consent agenda approved (Hansen/Tepley) which included the minutes of the previous meeting and the utility balance.

Open Forum: Scheduled Guests: None

Old business consisted of:

---

1. An update was given on the progress of the POHP Grant project. Dennis Larson from M.A.A.C. visited Riverview Apartments to observe and present asbestos abatement information.
2. The Hillside Porch Project cement work was completed but had "cosmetic flaws" that were a concern to the director. Photos from above the flawed area have been taken and distributed so that staff, board members and the contractor can come up with options to correct the flaws in spring.
3. The Riverview interior updates on the elevator landings are coming along. Two floors are painted and new wall hangings are up. Two more floors have been painted. The painting is expected to be completed by the middle of December.
4. The new ACOP is currently being reviewed and proof read. Office staff from Windom and Jackson are putting the proposed changes into a format that will be presented to residents for comment.
5. The board member position currently held by Jens Hansen is up as of 12/31/15 after many years of dedicated service. A potential new board member has been contacted regarding his interest in the position. A letter will be sent to the Mayor asking for approval of the appointment of David Vaupel as new board member effective January 1, 2016.
6. Windom has a new maintenance staff member, Wayne Barlow, who will be helping us out up to two days each week from Jackson HRA. He will begin in Windom after the completion of the REAC inspection in Jackson and will have a 90 day probationary period.
7. This year's resident holiday events are scheduled for Monday, December 14<sup>th</sup> at Riverview and Tuesday, December 15<sup>th</sup> at Hillside Manor.
8. A Board recognition event will be held after the board meeting today at 5pm in recognition of previous board members who have served as well as recognition of the 28 years Jens Hansen has volunteered on the board.

New Business consisted of:

---

1. A letter has been received from The City of Windom Fire Department requesting a financial donation. After discussion, a motion was made declining the request to make a donation (Hansen/McDonald).
2. The 2013 and 2014 Section 3 reporting deadline has been extended to 12/15/15.
3. Blighted homes in Windom will be added to the January board agenda. Aaron Backman with the Windom EDA will also be invited to attend the discussion.
4. The Hillside Manor utility allowance was reviewed for 2016. The Operations Manager presented information on average utilities from the last 12 months at this location. After a small discussion, a motion was made and approved to keep the utility allowance for Hillside Manor at the current rate of \$16 per month for 2016 (McDonald/Jaakola).

5. The Flat Rent for 2016 was reviewed. The Operations Manager presented information on a local rent survey as well as the 2016 FMR's and we are within guidelines. A motion was made and approved to keep the flat rent at the current rate of \$430 per month for 2016 for the one-bedroom units. The flat rent rate for the two-bedroom unit will be reviewed next month. (McDonald/Hansen).
6. The Annual Service Contracts for 2016 were reviewed for services including carpentry, electrical, plumbing, HVAC and snow removal. A motion was made and approved to accept the annual bids presented (Jaakola/McDonald). Letters will be sent to everyone who submitted a bid.
7. Upcoming board meetings: Wednesday, January 13<sup>th</sup> (Riverview) and Wednesday, February 10<sup>th</sup> (Hillside).

With no further business, the meeting was adjourned at 4:35 pm (Hansen/McDonald).

Frank Dorpinghaus, Chairman

DeeAnna Peterson, Executive Director

# **STREET COMMITTEE**

## **Meeting Minutes January 4, 2016**

Call to Order: The meeting was called to order at 4:30 P.M. at the Street Shop

Members Attending: Committee Members Attending - Brian Cooley & JoAnn Ray

City Staff Present: Street Superintendent Bruce Caldwell

Public: Police Chief Scott Peterson & City Administrator Steve Nasby

### Agenda Items;

1. Discussion on the Cities Snow Removal Policy; the committee reviewed the policy with no changes. Some of the complaints from the last snow storm were discussed. Due to the large amount of snow that fell during the storm and issues with residences depositing snow back on the streets/alleys following the storm created the main reason for delaying snow removal off the downtown business area.

Caldwell has contacted the local media and placed ads stating the city's ordinance concerning people depositing snow from private properties onto public property (streets & alleys) stating that action is unlawful and is considered a misdemeanor. The ordinance is listed in the City Code Chapter 95 Section 95.05. We also posted the ordinance on the cities web page under street department, the cities law enforcement and street departments Facebook pages also.

2. 1<sup>st</sup> Avenue Pedestrian Traffic at Hy Vee Foods on 1<sup>st</sup> Avenue; The manager of the store Josh Grimes contacted Mr. Nasby and ask for ideas how to help reduce pedestrian/traffic issues on the street between the store and their warehouse across 1<sup>st</sup> Avenue. It was determined due to no actual police reports at this time there isn't much the city can do. To help make their employees more visible to traffic day or night in this area perhaps they should make it mandatory their staff wears class 2 safety vests when crossing 1<sup>st</sup> Avenue from the store to their warehouse.
3. New Motor Grader Update Discussion; Caldwell was instructed to get state bids for a new unit so we can get one ordered.
4. City Conservation Award; on December 7, 2015 the City of Windom was the recipient of the Minnesota Association of Soil and Water Conservation Districts & Minnesota Pollution Control Agency's Community Conservation Award at their annual banquet. The city was nominated for the award by the Cottonwood SWCD. The City of Windom, with Street Superintendent Bruce Caldwell, has been a leader in erosion and sediment control, storm water management and conservation planning over the past several years.

**Continued page 2**

**Page 2 Street Committee Meeting Minutes January 4, 2016**

- Erosion and silt fencing is incorporated when needed for city street and property construction through the Street and Planning and Zoning Departments.
- Through the Flood Relief Funding of 2010, the City of Windom partnered with local landowner to rebuild a pond. The structure will be instrumental in relieving pressure from large storm events and protect a subdivision of the city.
- The city's Street Department also worked with the SWCD to enhance a storm water pond by planting 30 large shade trees throughout the basin, which will increase infiltration and slow the water entering the Des Moines River.
- Starting in 2009, Cottonwood SWCD worked with the city and Caldwell to establish a Windom Tree Commission. Work of the commission has led to increased diversification of the tree species in the city, which is especially important to the large number of ash trees in the city and the threat of Emerald Ash Borer.
- Additional work has been completed at Island Park to complete a DNR Aquatic Habitat Grant to establish native vegetation and large shade trees in the riparian area of the Des Moines River.
- With combined programs including the Windom Area School "Take Pride Day", students help clean up city parks and the business district, and assisting the "Finding Windom Organization" to help beautify and enhance the city.

The MPCA and MASWCD, nominated the City of Windom, said the city has consistently demonstrated its ongoing commitment to protecting the soil and water resources within its jurisdiction, adding that the city's accomplishments are an outstanding example of how local government can put effective conservation on the ground.

Meeting adjourned at 5:35 p.m.

# CITY OF WINDOM TREE COMMISSION MEETING MINUTES

January 5, 2016

1. Call to Order: The meeting was called to order at 5:15 p.m. at the City of Windom council chamber by Deborah Polzin, Secretary
2. Roll Call:

Commission Present:	Jim Knigge, Deborah Polzin
Commission Absent:	Eldon Moon, Joanne Kaiser, Craig Zimmerman
City Staff Present:	Bruce Caldwell, City of Windom Tree Inspector
Council Liaisons:	JoAnn Ray (Absent)
Public Present:	David Bucklin, Becky Alexander
3. Approve Minutes of September 2, 2015  
No motion made due to lack of a quorum
4. Treasurer Report: \$2,000.00
5. Old Business:
  - a. 23 trees are on order for 2016 with likely possibility of increasing the order.
  - b. In February, a flyer will be sent out with the city utility bills listing the varieties of trees available to purchase through the Tree Commission program.
6. New Business:
  - a. Craig Zimmerman has resigned his position on the board effective December 31, 2015. His resignation was accepted and the position is open for a new board member.
  - b. Potential urban forestry grants. Once again the Tree Commission budget could possibly be augmented with \$1,000 from the Cottonwood Water Plan. David Bucklin has been instrumental in searching out funding from various sources. A grant is available to purchase "pollinator" tree species such as basswood and apple trees to attract and sustain beneficial insects. Greater Blue Earth River Basin Alliance (GBERBA) has been impressed with the tree renewal programs in Windom and Mountain Lake and is offering grants to start up similar programs in Watonwan County.
  - c. Rebecca "Becky" Alexander was introduced to the Board as a district technician with the Cottonwood County Soil & Water Conservation District.
  - d. City of Windom and Bruce Caldwell were awarded the Community Conservation Award for 2015 by MASWCD/MPCA Minnesota Pollution Control Agency. The painting, "Night on the Town" by Terry Redlin was accepted by Bruce Caldwell.
7. Open Mic: David Bucklin discussed the progress of the Tree Commission, stating that the ash tree population in Windom has been reduced by 1% per year over the past 5 years. 363 shade trees have been planted in Windom through the efforts of the Tree Commission since its inception. Bailey Nurseries has already sold out of linden trees for the 2016 planting season.
8. Meeting adjourned at 6:00 pm.

**Next Tree Commission Meeting March 2, 2016 at 5:15 p.m. at Council Chambers.**

ATTEST:

Tree Commission Chair \_\_\_\_\_

Tree Commission Secretary \_\_\_\_\_

ECONOMIC DEVELOPMENT AUTHORITY OF WINDOM  
MINUTES  
JANUARY 11, 2016

1. Call to Order: The meeting was called to order by Vice President Espenson at 12:05 p.m.

2. Roll Call & Guest Introductions:

EDAWN Commissioners: Justin Espenson, Rick Clerc, and Dominic Jones.

Absent: Betsy Herding and Paul Johnson.

Also Present: EDA Staff – Aaron Backman, EDA Executive Director, and Mary Hensen, Admin. Asst.; City Administrator Steve Nasby, Mayor Corey Maricle, City Attorney Ron Schramel, WADC Liaison Tara Christensen, Nicole Staples, Todd Hagen (Ehlers & Associates), Barb Van Norman, and Rahn Larson (Citizen).

3. Welcome New EDA Commissioner – Rick Clerc: Director Backman welcomed Rick Clerc as a new Commissioner on the EDA Board.

4. Oath of Office: Director Backman administered the Oath of Office to Rick Clerc.

5. Election of Officers:

A. President – 1-Year Term:

**Motion by Commissioner Jones, seconded by Commissioner Clerc, to elect Justin Espenson as EDA President. Motion carried 2-0. (Abstention: Commissioner Espenson.)**

B. Vice President – 1-Year Term:

**Motion by Commissioner Clerc, seconded by Commissioner Jones, to elect Betsy Herding as Vice President. Motion carried 3-0.**

C. Secretary-Treasurer – 1-Year Term:

**Motion by Commissioner Espenson, seconded by Commissioner Jones, to elect Rick Clerc as Secretary-Treasurer. Motion carried 2-0. (Abstention: Commissioner Clerc.)**

The gavel was passed to the new EDA President Justin Espenson.

6. Approval of Minutes:

**Motion by Commissioner Jones, seconded by Commissioner Clerc, to approve the Minutes of the EDA Meeting held on November 9, 2015. Motion carried 3-0.**

7. Public Hearing - 12:10 P.M.

A. Sale of Land – Portions of Right-of-Way Adjacent to Seventh Street: President Espenson opened the public hearing at 12:10 p.m. Also present for the public hearing were Nicole Staples and City Attorney Ron Schramel. Director Backman advised that the Drake Family owned a substantial portion of the original town site of Windom. In June 1997, Harry M. Drake, an heir of the original Drake Family, deeded all of his interest in the streets and alleys in the Original Townsite, Second Addition, Third Addition, and East Addition of the City of Windom, whether vacated or not vacated, to the Economic Development Authority of Windom. A “street right-of-way” includes the actual width of the street and the boulevards on each side of the street. If the City vacates a boulevard in one of these additions, then the EDA would need to approve the sale of that boulevard to the adjacent property owner(s). The City has been approached by Staples and also by McDonald’s concerning a possible vacation of the boulevards on each side of Seventh Street between First Avenue and Second Avenue (which is

Highway 60/71). If the City approves vacation of these boulevards, then these property owners would each like to purchase their respective boulevard (17' wide by 150' long) from the EDA. The public hearing on the proposed vacation of the boulevards is scheduled for the City Council Meeting to be held on January 19, 2016. It is necessary for the EDA to hold a public hearing concerning the proposed sale of these boulevards to the respective property owners. To expedite these transactions, the public hearing on the proposed sale of these boulevards has been scheduled for the EDA Meeting on January 11<sup>th</sup>. The City Attorney has proposed the sales price of \$500 per boulevard and the parties have agreed. The proposed sales are as follows: The 17' X 150' Boulevard on the North Side of Seventh Street between 1<sup>st</sup> Avenue and 2<sup>nd</sup> Avenue (adjoining property locally described as 735 Second Avenue) to the property owner, Staples Oil Co., Inc., and the 17' X 150' Boulevard on the South Side of Seventh Street between 1<sup>st</sup> Avenue and 2<sup>nd</sup> Avenue (adjoining property locally described as 186 Sixth Street) to the property owner, McDonald's Corp. The actual legal descriptions of these properties are shown in the proposed Resolution. In response to a question from Commissioner Jones, City Attorney Schramel clarified that the EDA is not required to offer these properties to any other parties. The street (which is 36 feet in width) will remain in its present condition and use. Nicole Staples advised that they began speaking with Duffy's in mid-2015 and a purchase agreement has been signed. The closing on the sale of the former Happy Chef property to the owners of Duffy's is contingent on their ability to acquire additional parking for the restaurant. The plan is to demolish the current BP station. Staples will retain the south portion of the lot and the boulevard area (total approximately 80 feet in width by 150 feet in length). Staples will re-pipe, run new electrical connections, and construct a small building to operate a card-trol gas station. The remainder of the property will be sold to Duffy's to add to the Happy Chef property. It is hoped that the closing will occur shortly after January 19<sup>th</sup>. The City Attorney and EDA Staff responded to a question concerning the number of the quorum present required for a vote on the resolution concerning the proposed sale. Vice President Espenson closed the public hearing at 12:20 p.m.

B. Follow-up Action to Public Hearing:

1) Resolution No. 2016-01 (Re: Sale of Land)

**Resolution introduced and motion by Commissioner Jones, seconded by Commissioner Espenson, to adopt EDA Resolution No. 2016-01, entitled "Resolution Approving Sale of Property Described as Portions of the Seventh Street Boulevard Located Between First Avenue and Second Avenue in the City of Windom, Cottonwood County, Minnesota", with a modification of the Resolution to provide for signatures on the Resolution by the EDA President and Vice President.**

**Upon roll call vote being taken, the following voted in favor thereof: Commissioners Jones and Espenson; the following voted against the same: None; the following abstained: Commissioner Clerc; and the following were absent: Commissioners Herding and Johnson. (The Resolution was adopted.)**

8. North Windom Industrial Park

A. Presentation – Potential Funding Sources for Expansion – Todd Hagen: Director Backman reported that in 2015, the EDA's Strategic Goal #1 was to continue planning and implementation of Phase II of the NWIP Infrastructure Project. With Phase II Infrastructure completed in early November, the EDA has additional action items under Goal #1. One of the action items was that when at least 8 of the 12 NWIP lots were sold or committed to, the EDA would plan for and consider options for an expansion of the NWIP itself. With 8 NWIP lots

sold (plus Outlot B) and the likelihood of additional lots being sold in 2016, at the November Meeting the EDA Board authorized pursuing a land option for 75.8 acres with the Trotters. This was accomplished and the land option was executed on November 23<sup>rd</sup>. Director Backman introduced Todd Hagen from Ehlers & Associates, the EDA's TIF financial advisors. Mr. Hagen discussed options for funding of the acquisition of the Trotter property including a general obligation bond with bond payments to be made from tax increment from TIF Districts 1-17 and/or 1-19. Mr. Hagen is recommending modifying TIF District 1-19 to include the remainder of the lots in Block 2 of NWIP and the additional land covered by the land option. He discussed the pros and cons of creating a new TIF district or enlarging the area contained in TIF District 1-19. There was further discussion concerning the options and Mr. Hagen outlined the next steps in the process. It was the consensus of the EDA Board that Ehlers prepare a schedule for the modification of TIF District 1-19 to include the remainder of Block 2 of NWIP and the NWIP South ("option property").

**Motion by Commissioner Clerc, seconded by Commissioner Jones, recommending that the City Council consider modification of TIF District 1-19 to include the remaining lots in Block 2 of the North Windom Industrial Park and the NWIP South property under option for purposes of land acquisition and authorizing the EDA to work with Ehlers & Associates concerning the preparation of a time schedule for such a modification. Motion carried 3-0.**

- B. Closed Session – Land Negotiations: Director Backman stated that the purpose of the closed session was to discuss terms of a potential lot sale in the NWIP and potential sale of land in the area proposed for expansion.

Motion by Commissioner Clerc, seconded by Commissioner Jones, authorizing the Board to go into closed session. Motion carried 3-0.

President Espenson closed the meeting to the public at 1:05 p.m.

Motion by Commissioner Clerc, seconded by Commissioner Jones, authorizing the EDA President to re-open the meeting to the public. Motion carried 3-0.

President Espenson re-opened the meeting to the public at 1:37 p.m.

Director Backman reported that in closed session the EDA Board discussed the potential sale of Lot 2, Block 2 of NWIP to a prospect. President Espenson advised that it was the consensus of the EDA Board to allow Director Backman to proceed with negotiations with the prospect and draft a letter of intent and purchase agreement with the hope for a closing on the sale in the Spring of 2016. Director Backman further advised that discussion was held regarding another prospect for whom a response to an RFI was provided on January 6<sup>th</sup>.

Commissioner Clerc asked whether there was any concern regarding the capacity of the NWIP entrance concerning entering and exiting by workers and semi-trucks. Director Backman provided information concerning the capacity of the turn lanes on Highway 71 that were constructed for entrance into NWIP. Less than 20% of the truck traffic capacity has been used at this time.

## 9. EDA SEB RLF

- A. Loan Request: Director Backman reported that for the past several months the EDA has been working with Barb VanNorman who was interested in acquiring the business of the Plum Creek

Food Cooperative Association. On January 6, 2016, Barb acquired the assets of Plum Creek Co-op with the plan to open a new business called Plum Creek Market, L.L.C. Her goals are to revitalize and expand the business at the same location. The store would no longer be a food co-op, but would carry many of the same products plus broaden the inventory. She intends to consistently staff the business and be more aggressive in marketing. Mrs. VanNorman is requesting a \$6,000 loan from the EDA's Small and Emerging Business Revolving Loan Fund (SEB RLF) with a 5-year term. The loan would be secured by inventory and equipment with an estimated value of \$8,000 and a personal guaranty. She is leasing the property from Mike Schwabach who will be making improvements to the front of the building when weather permits. Director Backman has received and reviewed copies of the Bill of Sale and Business Plan. USDA in Worthington indicates that this would be an eligible loan. The Board had received a copy of the request letter. The Commissioners asked Barb VanNorman concerning her past experience as the business manager at Agape, her volunteer experience at the co-op, and her experience in retail and management. Mrs. VanNorman briefed the Board on her marketing plans, her experience in management, assistance she will be receiving from others who have assisted in ordering of the products in the past, and concerning her plans for financing the business. She indicated that the funds from the SEB RLF loan would be used to purchase additional inventory. After further discussion, the following action was taken.

**Motion by Commissioner Jones, seconded by Commissioner Clerc, approving a loan of \$6,000 from the EDA SEB RLF to Barb VanNorman to assist with the purchase of inventory upon the following terms: Loan to be repayable over five years, to accrue interest at the rate of four and one-half percent (4.5%) per annum, to require a personal guaranty from Barb VanNorman, and a blanket UCC filing on the inventory and equipment. Motion carried 3-0.**

- B. Request for Assignment – Los Potros Loan: Director Backman provided a recap of the history of this loan. On May 29, 2014, Maria and Gustavo Hidalgo executed loan documents to the EDA on behalf of Los Potros Mexican Restaurant & Cantina Co. dba Margaritas'Ville Mexican Bar & Grille. These documents secured the \$10,000 loan from the EDA's SEB RLF. The Hidalgos operated their restaurant at 821 Fourth Avenue. In 2015, the Hidalgos purchased an interest in the former Mexican Village Restaurant in Mankato. Tamara Meredith and Travis Hanson have been managing Margaritas'Ville since that time and have executed an agreement with the Hidalgos to purchase their interest in the Windom restaurant. As part of the transaction, the parties have requested that Tamara Meredith and Travis Hanson be allowed to assume the remaining obligations on the EDA's SEB RLF Loan to the Hidalgos. Paul Pierson from the USDA has no objections to this assignment and in fact, Tamara Meredith has already made the January 2016 payment on behalf of the Hidalgos. The principal balance on this loan remaining after the January 2016 payment is \$7,072.76. After further discussion, the following action was taken.

**Motion by Commissioner Clerc, seconded by Commissioner Jones, to approve the assignment of the obligations for repayment of the EDA's SEB RLF Loan from Maria and Gustavo Hidalgo to Tamara Meredith and Travis Hanson. Motion carried 3-0.**

10. EDA 2015 Annual Report: The EDA Board received a copy of the proposed 2015 EDA Annual Report. Director Backman advised that pursuant to state statutes, the EDA is required to submit an annual report of its activities for the preceding year. He summarized the highlights from the report.

**Motion by Commissioner Jones, seconded by Commissioner Clerc, approving the EDA's 2015 Annual Report and authorizing the EDA Executive Director or EDA Administrative Assistant to present this report to the City Council. Motion carried 3-0.**

11. New Business: Director Backman related information to the Board of a personal nature indicating that he has been offered an Economic Development Director position by the Kandiyohi County and City of Willmar Economic Development Commission Joint Powers Board. He said that he enjoys the people and the projects in Windom and that it will be a difficult decision. The EDA Commissioners expressed their appreciation for Director Backman's work on behalf of the EDA and voiced their hope that he would continue in his current position with the City of Windom. Director Backman expressed his appreciation for their comments and support.
12. Miscellaneous Information
  - A. EDA Monthly Financial Recap: The Board received a copy of the EDA's Account Activity through November 30, 2015.
  - B. River Bluff Townhomes – Monthly Financial Report: The Board received copies of the financial reports for November 2015 provided by Van Binsbergen & Associates.
  - C. 2016 Schedule of Regular EDA Meetings: The Board received a list of the regularly-scheduled EDA Meetings for 2016.
13. Adjourn: On consensus, President Espenson adjourned the meeting at 1:54 p.m.

---

Rick Clerc, EDA Secretary-Treasurer

Attest:

---

Aaron A. Backman, EDA Executive Director

**CITY OF WINDOM  
PLANNING COMMISSION  
MINUTES  
JANUARY 12, 2016**

1. Call to Order: The meeting was called to order by Chairperson Wahl at 7:00 p.m.

2. Roll Call & Guest Introductions:

Planning Commission: Marilyn Wahl, Lorri Cole, Ben Derickson, Kevin Rose, Brett Mattson, and Council Liaison Mayor Corey Maricle.

Absent: Andy Harries, Ryan McNamara, Greg Pfeffer.

Also Present: Zoning Administrator Jim Kartes, Mary Hensen (Admin. Asst.), and EDA Executive Director Aaron Backman.

3. Welcome Returning Commissioners and New Council Liaison: Chairperson Wahl welcomed returning Commissioners Lorri Cole and Ben Derickson and new City Council Liaison Mayor Corey Maricle.

4. Oath of Office: The Oath of Office was administered to Lorri Cole and Ben Derickson.

5. Election of Officers:

A. Chairperson and B. Vice Chairperson: **Motion by Commissioner Derickson, seconded by Commissioner Rose, nominating Marilyn Wahl as Chairperson for the 2016 calendar year and until her successor is elected and duly qualified and nominating Greg Pfeffer for Vice Chairperson for the 2016 calendar year and until his successor is elected and duly qualified. Motion carried 4-0 with one abstention: Commissioner Wahl.**

6. Approval of Minutes:

**Motion by Commissioner Mattson, seconded by Commissioner Derickson, and carried to approve the Planning Commission Minutes for the meeting held on October 13, 2015.**

**Motion carried 5-0.**

7. Public Hearing – 7:05 P.M.: Subdivision Application & Preliminary Plat – “North Windom Industrial Park First Addition” - (Applicant/Owner: Ryan Companies US, Inc.): Chairperson Wahl opened the public hearing at 7:05 p.m. The Planning Commission was provided with the following background information: In 2004, the EDA, as owner and developer, platted the “North Windom Industrial Park Subdivision”. In August 2015 the EDA sold lots 6, 7, and Outlot B in Block 2 of the North Windom Industrial Park Subdivision to Ryan Companies US, Inc. (“Ryan Companies”). As owner of that property, Ryan Companies wanted to consolidate all of the lots it owns into one lot. Pursuant to the Windom City Code, to accomplish this consolidation Ryan Companies was required to file a Petition with the District Court for Cottonwood County, Minnesota, requesting that the Court vacate the portion of the plat of the North Windom Industrial Park Subdivision (“NWIP”) which encompasses these lots. The petition was filed with the District Court on October 21, 2015. A hearing on this matter was scheduled for November 17, 2015, and notice was provided to the EDA and the other property owners in the NWIP. On November 17, 2015, the Court signed the order vacating those lots from the NWIP effective as of December 4, 2015. Pursuant to Windom City Code, because of the number of acres in the parcel, a new plat was required. A preliminary plat of the “North Windom Industrial Park First Addition” was prepared by Zieske Land Surveying. A Subdivision Application was filed with the Building & Zoning Office by Ryan Companies on December 7, 2015. The Commissioners had received copies of the Petition, Judge’s Findings and Order, Subdivision Application, Preliminary Plat, and Notice of Hearing on the Preliminary Plat. Zoning Administrator Kartes briefly updated

the Commissioners concerning the process to have the lots vacated from the North Windom Industrial Park Subdivision (“NWIP”). All of the prior easements were vacated by the Court’s Order. However the existing Protective Covenants adopted for the NWIP (recorded March 15, 2013, as Document No. 269478 in the Office of the Cottonwood County Recorder) remain in full force and effect on this property pursuant to the Judge’s Order. New easements have been added to the perimeter of the North Windom Industrial Park First Addition. Because of the building construction on the property, the contours of the property have been reshot by the surveyor and pins have been reset. Storm water from the property will be draining into a detention pond on the south side of the parcel. If an addition is constructed on the new building, the detention pond is sized sufficiently to handle the additional storm water. The City’s Department Heads and Wenck Associates have reviewed the preliminary plat of this new subdivision. Chairperson Wahl asked if there were any comments from the audience. EDA Executive Director Aaron Backman indicated that the protective covenants for NWIP and the new subdivision include provisions regarding storm water management, etc. There being no further comments from anyone present, Chairperson Wahl closed the public hearing at 7:15 p.m.

**Motion by Commissioner Cole, seconded by Commissioner Derickson, to recommend to the City Council the approval of the Subdivision Application and the Preliminary Plat of the North Windom Industrial Park First Addition submitted by Ryan Companies US, Inc.**

**The motion indicates that the jurisdictional documents be made a part of the hearing record. Motion carried 5-0.**

Zoning Administrator Kartes advised that the recommendation will come before the City Council at its meeting next Tuesday night, January 19, 2016.

8. Review of Sample Rental Housing Ordinances: On October 13, 2015, the Planning Commission approved a motion authorizing Building & Zoning Administrative Assistant Mary Hensen to contact and visit officials in Fairmont, Jackson, and Heron Lake to discuss their rental ordinance programs. Copies of the responses received from these contacts were provided to the Commissioners. Chairperson Wahl suggested that the Commissioners take this information with them to review with their copies of the sample rental housing ordinances. The Commissioners were requested to bring their copies of the sample ordinances and any questions and items regarding these samples for discussion at the next Planning Commission Meeting.
9. New Business: Zoning Administrator Kartes advised that he will be attending a seminar for Minnesota Building Officials the second week in February. There was a brief discussion concerning scheduling a special meeting for the Planning Commission if the preliminary plat for the new residential subdivision is completed in the near future. The tentative date for a special meeting is February 2, 2016, at the Community Center.
10. Adjourn: By consensus, the meeting was adjourned at 7:20 p.m.

---

Marilyn Wahl, Chairperson

Attest: \_\_\_\_\_  
James Kartes, Zoning Administrator

**UTILITY COMMISSION MINUTES – SPECIAL MEETING**  
**City Hall, Council Chamber**  
**January 13, 2016**

**Call Meeting to Order:** The Utility Commission meeting was called to order at 12:02 p.m. in the City Hall Council Chamber.

**Members Present:** Utility Commission Chairperson: Mike Schwalbach  
Members Present: Tom Riordan  
Member Absent: Glen Francis  
City Council Liaison: Dominic Jones, Absent  
Staff Present: Steve Nasby, City Administrator; Brent Brown, Electric Superintendent;  
and Mike Haugen, Water / Wastewater Superintendent

**APPROVE MINUTES**

**Motion by Riordan, seconded by Schwalbach, to approve the December 30, 2015 Utility Commission minutes. Motion carried 2 – 0 (Francis absent).**

**ELECTRIC ITEMS**

Electrical Rates – Brown said that the rate study was reviewed at the last meeting and the direction from the Commission was to draft a resolution implementing the recommendations from that rate study. Brown noted that the last rate adjustment for electric rates was done in 2007. The overall rate increase proposed in the rate study calls for 10.8% over the next three years. He added that the timing of the implementation of the rate changes would be with the current bills and that a public notice was created to be placed in the legal section of the newspaper as the timeline for getting a notice in the last utility bill was prior to the last meeting. The Electric Department is not required to do a 30-day notice, but he wanted customers to have the information in a timely manner.

**RESOLUTION UT #2016-1-1 – RESOLUTION REVISING THE UTILITY RATE SCHEDULE.**

**Introduced by Riordan second by Schwalbach to approve the electric fees and charges as presented. AYE – Schwalbach and Riordan. NAY – None. ABSTAIN – None. ABSENT – Francis. Resolution approved 2-0.**

**OLD BUSINESS**

Haugen said that Cottonwood County would be contacting Arnie Quiring about a non-compliant wastewater system and that this will come back up with the Utility Commission as the City has a line available and within the mandatory connection range.

**NEW BUSINESS**

None.

**ADJOURN**

Schwalbach adjourned the meeting at 12:10 p.m.

\_\_\_\_\_  
Mike Schwalbach, Chairperson

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



Minnesota Department of Public Safety  
Alcohol and Gambling Enforcement

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

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

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

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

License Code ONSS License Period Ending 12/31/2015 ID# 5049

ISSUING AUTHORITY Windom

Licensee Name Windom Country Club Inc.

Trade Name Windom Country Club

City, State, Zip Code 2825 Country Club Rd/PO Box 74

Windom MN 56101

Business Phone 5078313489

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

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

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

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

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

Licensee Signature [Signature] DOB [Redacted] SS# [Redacted] Date 1/12/16  
(Signature certifies all above information to be correct and license has been approved by city/county.)

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

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

Police/Sheriff Signature [Signature] Date 01/14/16  
(Signature certifies licensee or associates have not been cited during the past five years for any state/local liquor law violations (criminal/civil). Report violations on back, then sign here.)

## RESOLUTION # 2015-

**INTRODUCED:**

**SECONDED:**

**VOTED: Aye:**

**Nay:**

**Absent:**

### **A RESOLUTION APPROVING THE VACATING OF A PORTION OF THE STREET RIGHT-OF-WAY KNOWN AS 7<sup>TH</sup> STREET**

---

**WHEREAS**, pursuant to Minnesota Statute §412.851, the City Council adopted a Resolution on December 15, 2015, setting a public hearing for January 19, 2016, at the City Council Meeting beginning at 7:30 p.m., to consider the proposed vacation of the following portion of 7<sup>th</sup> Street:

#### **PARCEL NO. 1:**

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

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

#### **PARCEL NO. 2:**

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

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

**WHEREAS**, notice of the public hearing was published and posted at least 14 days before the hearing, and copies of the notice of public hearing and proposed resolution were mailed to each of the property owners affected by the proposed vacation at least 10 days before the hearing, all as required by statute; and

**WHEREAS**, the public hearing to consider the proposed vacation of a portion of 7<sup>th</sup> Street was held on January 19, 2016, during the regularly-scheduled City Council Meeting which began at 7:30 p.m., and all persons in attendance at the hearing were given an opportunity to voice their concerns and be heard; and

**WHEREAS**, any person, corporation or public body owning or controlling easements, including utility easements, contained in or upon the property vacated wishes to reserve the right to continue to maintain the same and to enter upon the vacated portion thereof to maintain, repair, replace or otherwise attend thereto; and

**WHEREAS**, the Council, in its discretion, has determined that the proposed vacation will benefit the public interest by creating additional space for use by adjacent businesses for expansion and will promote economic development opportunities.

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

1. The aforementioned vacation is in the best interests of the public, and therefore the vacation of a portion of the 7<sup>th</sup> Street right-of-way between 1<sup>st</sup> Avenue and 2<sup>nd</sup> Avenue (Highway 60/71), as described above, is hereby approved.

2. Any existing easements in the vacated portion of the 7<sup>th</sup> Street right-of-way shall continue to be reserved as set forth above.

3. The City Administrator shall prepare a Notice of Completion of the proceedings which shall contain the name of the city, identification of the portion of the street right-of-way to be vacated, a statement of the time of completion thereof, and a description of the real estate and lands affected thereby. Further, the City Administrator shall present said Notice of Completion to the Cottonwood County Auditor for the purpose of entering the same into the transfer records for Cottonwood County, Minnesota.

Adopted this 19<sup>th</sup> day of January, 2016.

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

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

**NOTICE OF PUBLIC HEARING  
PROPOSED VACATION  
OF A PORTION OF 7<sup>TH</sup> STREET  
CITY OF WINDOM, MINNESOTA**

**NOTICE IS HEREBY GIVEN** that the City Council of the City of Windom, Minnesota, will hold a public hearing on **Tuesday, January 19, 2016**, during the regularly-scheduled City Council Meeting beginning at **7:30 P.M.** in the **Council Chambers** located at **444 9<sup>th</sup> Street** in the **City of Windom, Minnesota**, to consider vacating the following portions of 7th Street:

**PARCEL NO. 1:**

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

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

**PARCEL NO. 2:**

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

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

All persons who desire to be heard on the proposed vacation of the above-described portions of the 7<sup>th</sup> Street right-of-way between 1<sup>st</sup> Avenue and 2<sup>nd</sup> Avenue (Highway 60/71) are requested to attend this meeting.

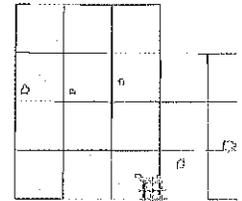
By Order of the Windom City Council:

Steve Nasby, City Administrator

Published: December 30, 2015 & January 6, 2016



Overview



Legend

- Corporate Limits
- Political Township
- Parcels

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



McDonald's USA, LLC  
1650 W 82nd St., Suite 900  
Bloomington, MN 55431-1442

December 18, 2015

Steve Nasby, City Administrator  
City of Windom  
444 9th Street, PO Box 38  
Windom, MN 56101

RE: McDonald's Restaurant  
186 6<sup>th</sup> Street  
Windom, MN  
L/C: 22-0201

Dear Mr. Nasby:

Pursuant to our telephone conversation on December 16, 2015, McDonald's Real Estate Company requests to be added to vacation hearing for the 17 feet of deeded ROW on 7th Street on the half block between Highways 60/71 and 1st Avenue.

Please call me at 952-486-4152, if you need additional information.

Sincerely,

Chris Schmidt  
Property Manager



## **MEMO**

To: Mayor and City Council  
From: James Kartes, Zoning Administrator  
Council Meeting Date: **January 19, 2016**  
Re: **Planning Commission Meeting – January 12, 2016**

---

At its regular meeting on January 12, 2016, the Planning Commission held a public hearing and made the following recommendations concerning the application which came before the meeting:

### **1. SUBDIVISION APPLICATION & PRELIMINARY PLAT – “NORTH WINDOM INDUSTRIAL PARK FIRST ADDITION”:**

**Applicant & Owner:** Ryan Companies US, Inc.  
**Address of Property:** 4145 Commerce Boulevard, Windom, MN  
**Former Legal Description:** Lots 6, 7, and Outlot B of Block 2 of the North Windom Industrial Park Subdivision to the City of Windom, Cottonwood County, Minnesota.  
**Former Parcel ID#:** 25-556-0110, 25-556-0120, 25-556-0140

**NEW Legal Description:** Part of the West Half of the Southwest Quarter (W $\frac{1}{2}$  SW $\frac{1}{4}$ ) of Section 13, Township 105 North, Range 36 West in the City of Windom, Cottonwood County, Minnesota, described as follows: Commencing at an existing iron monument at the Northwest Corner of the Southwest Quarter of said Section 13; thence South 89 Degrees 57 Minutes 04 Seconds East, along the North line of said Southwest Quarter, a distance of 732.04 feet to the point of beginning; thence continuing South 89 Degrees 57 Minutes 04 Seconds East, along said north line, a distance of 587.00 feet to an existing iron monument at the Northeast corner of the West Half of said Southwest Quarter; thence South 00 Degrees 16 Minutes 23 Seconds West, along the East line of the West Half of said Southwest Quarter, a distance of 935.06 feet to an existing iron monument at the Northeast corner of Lot 5, Block 2 of North Windom Industrial Park Subdivision, as recorded in the Recorder’s Office of Cottonwood County; thence North 89 Degrees 44 Minutes 59 Seconds West, along the North line of said Lot 5, Block 2, a distance of 587.00 feet to an existing iron monument at the Northwest corner of said Lot 5, Block 2; thence North 00 Degrees 16 Minutes 23 Seconds East, along the East right-of-way line of Commerce Boulevard, a distance of 933.00 feet to the point of beginning. The tract contains 12.59 acres and is subject to easements of record, if any.

**Background:** In 2004, the EDA, as owner and developer, platted the “North Windom Industrial Park Subdivision”. In August 2015 the EDA sold lots 6, 7, and Outlot B in Block 2 of the North Windom Industrial Park Subdivision to Ryan Companies US, Inc. (“Ryan Companies”).

As owner of that property, Ryan Companies contacted the City of Windom concerning its desire to consolidate all of those lots into one lot. Pursuant to the Windom City Code, etc., to accomplish this consolidation Ryan Companies was required to file a Petition with the District Court for Cottonwood County, Minnesota, requesting that the Court vacate the portion of the plat of the North Windom Industrial Park Subdivision (“NWIP”) which encompasses these lots.

Attached for your reference is a copy of this Petition which was filed with the District Court on October 21, 2015. A hearing on this matter was scheduled for November 17, 2015, and notice was provided to the EDA and the other property owners in the NWIP. On November 17, 2015, the Court signed the order vacating those lots from the NWIP effective as of December 4, 2015. Attached for reference is a copy of the Judge's Findings of Fact and Order.

Following the vacation of these lots from the plat of the North Windom Industrial Park Subdivision, Ryan Companies filed an Application for Consideration of Subdivision Request. A copy of the Application is attached. Ryan Companies secured the services of Zieske Land Surveying to prepare the preliminary plat for the "North Windom Industrial Park First Addition". A PDF copy of the Preliminary Plat showing the "North Windom Industrial Park First Addition" will be forwarded to you with your Council packet. At the meeting, you will be provided with actual-size copies of the Preliminary Plat for your review.

The Department Heads for the City's Electrical, Water/Wastewater, and Telecom Departments have reviewed the Preliminary Plat and have no objections to the proposed plat of this property and the proposed easements included on the preliminary plat.

The platting process requires a public hearing on the Preliminary Plat before the Planning Commission which is to be held within 60 days of the filing (submission) of the preliminary plat to the Building & Zoning Office. The Planning Commission held the public hearing on this Preliminary Plat on January 12, 2016. No objections to the Preliminary Plat for the "North Windom Industrial Park First Addition" were received. Following the public hearing, the Planning Commission approved a motion recommending City Council approval of the proposed preliminary plat. If the City Council approves the Preliminary Plat, the Final Plat will be prepared for review by the Planning Commission and thereafter final review and approval by the City Council.

**THE PLANNING COMMISSION RECOMMENDS TO THE CITY COUNCIL:**

**Approval of the Subdivision Application and the Preliminary Plat for the "North Windom Industrial Park First Addition" submitted by Ryan Companies US, Inc.**

The motion includes that the jurisdictional documents be made a part of the hearing record.

(Please refer to the Planning Commission Minutes for further details and discussion on these matters.)

I will be present at the City Council Meeting on January 19th to address any questions the Council may have at that time.

Prior to that time if there are any questions, please do not hesitate to contact me at the Building and Zoning Office at 832-8660.

JK:mah

STATE OF MINNESOTA

DISTRICT COURT

COUNTY OF COTTONWOOD

FIFTH JUDICIAL DISTRICT

In RE:

Subject matter Index No. 14 (Other)  
Court File No. 17 CU-15-468

the Petition to Vacate a Portion of the Plat  
of North Windom Industrial Park Subdivision.

PETITION TO VACATE A  
PORTION OF THE PLAT OF NORTH  
WINDOM INDUSTRIAL PARK  
SUBDIVISION PURSUANT TO  
MINNESOTA STATUTE SECTION  
505.14

---

**COMES NOW THE UNDERSIGNED**, Ronald J. Schramel, Attorney at Law on behalf of Ryan Companies US, Inc., a corporation organized and existing under the laws of the State of Minnesota and hereby states as follows:

1. That Ryan Companies US, Inc., ("Ryan Companies") is the fee owner of the following described real estate:

Lots 6 and 7 and Outlot "B" in Block 2 of North Windom Industrial Park Subdivision in the City of Windom, Cottonwood County, Minnesota (hereinafter "Real Estate").
2. That a copy of the Plat of North Windom Industrial Park Subdivision is attached to this Petition and is identified as Exhibit "A."
3. That the Plat of North Windom Industrial Park Subdivision was recorded at the Cottonwood County, Minnesota Recorder's Office on June 4, 2004 as Document No. 243962.
4. That Minnesota Statute Section 505.14 grants the district court the authority to vacate all, or any part of, North Windom Industrial Park Subdivision.
5. That Ryan Companies wants to vacate the Real Estate and re-plat it as a new subdivision.
6. That Ryan Companies does not want any streets which border the Real Estate vacated.
7. That Ryan Companies wants all the utility easements located on, under, across, and through the Real Estate vacated.

8. That the real estate taxes due and payable in the year 2015 for the Real Estate are paid in full.
9. That no delinquent real estate taxes have been assessed against the Real Estate.
10. That the Cottonwood County, Minnesota District Court is the proper court of jurisdiction and venue to vacate a portion of the plat of North Windom Industrial Park Subdivision.

**WHEREFORE**, Ryan Companies hereby requests the Court fix a time and place for a hearing on this Petition and enter an Order for Judgment as follows:

1. Determining that the Cottonwood County, Minnesota District Court is the proper Court of venue and jurisdiction to decide this matter;
2. Determining that proper notice has been given to pursuant to Minnesota Statute Section 505.14;
3. Determining that all the real estate taxes due and payable in the year 2015 for the Real Estate have been paid in full;
4. Determining that no delinquent real estate taxes have been assessed against the Real Estate;
5. Vacating the Real Estate from the Plat of North Windom Industrial Park Subdivision;
6. Ordering that all the utility easements located on, under, across, and through the Real Estate be vacated;
7. Ordering that none of the streets which border the Real Estate be vacated; and
8. Granting such other relief as maybe just, equitable, and proper.

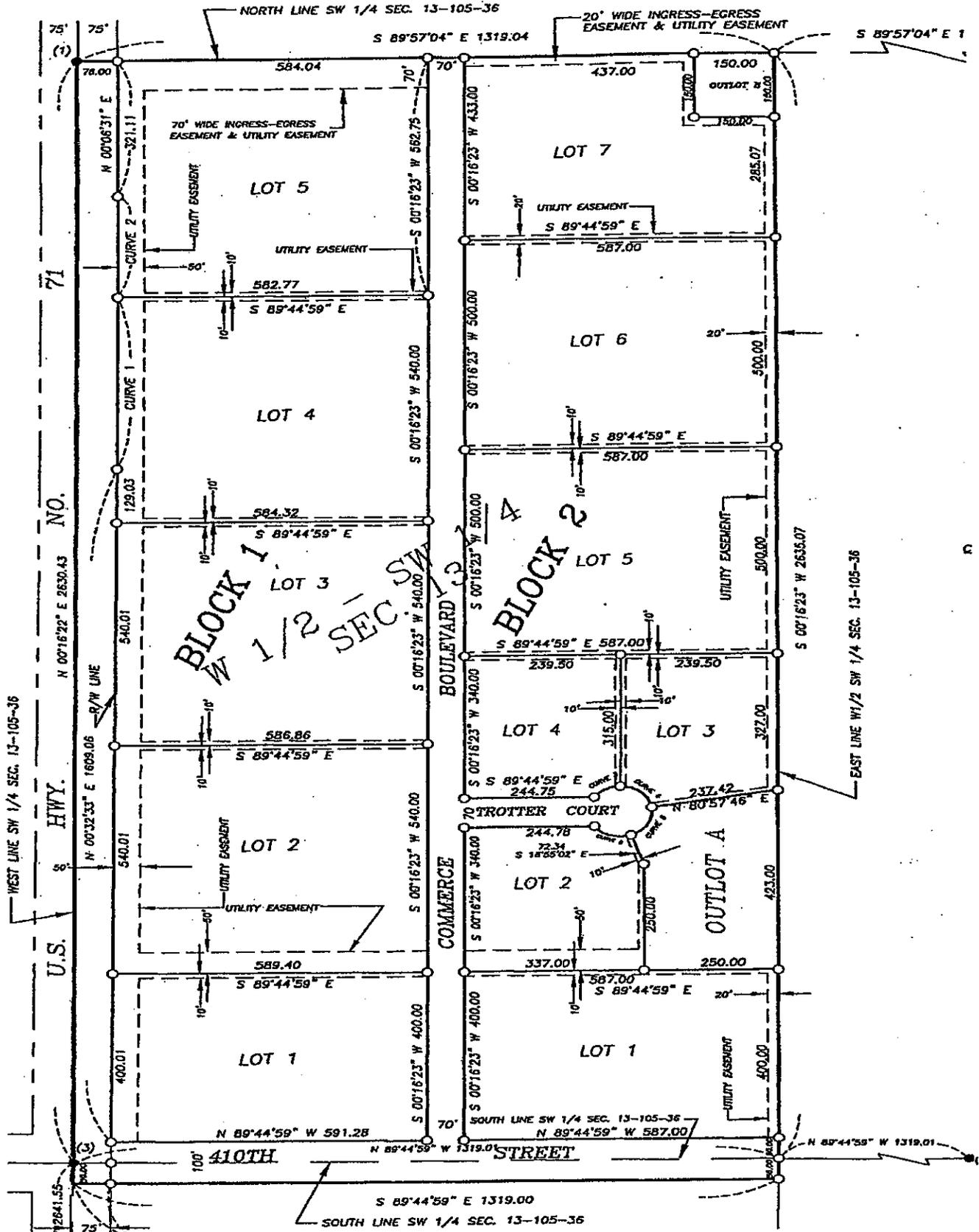
Date: October 21, 2015



---

Ronald J. Schramel  
Attorney for Petitioner  
906 Fourth Avenue  
PO Box 505  
Windom, MN 56101  
P: 507-831-1301  
F: 507-831-4200  
[schramellaw@windomnet.com](mailto:schramellaw@windomnet.com)

# NORTH WINDOM IN



# PARK SUBDIVISION

### INSTRUMENT OF DEDICATION

KNOW ALL PEOPLE BY THESE PRESENTS: That we, the Economic Development Authority of the City of Windom, a municipal corporation under the laws of the State of Minnesota, are owners of the following described property in the City of Windom, Cottonwood County, Minnesota:

The West Half of the Southwest Quarter of Section 13 and the North 50 feet of the West Half of the Northwest Quarter of Section 24, all in Township 105 North, Range 36 West in Great Bend Township, Cottonwood County, Minnesota.

Have hereby caused the same to be surveyed and platted as "NORTH WINDOM INDUSTRIAL PARK SUBDIVISION" and do hereby donate and dedicate to the public for public use forever the thoroughfares and also dedicating the easements as shown on this plat for drainage and utility purposes only.

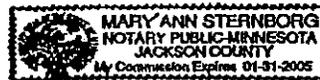
In witness whereof said City of Windom, Minnesota has caused these presents to be signed by its proper officer to be hereunto affixed this 26<sup>th</sup> day of May, 2004.

*David Vaselaar*  
David Vaselaar, Chairperson

STATE OF MINNESOTA  
COUNTY OF COTTONWOOD

The foregoing instrument was acknowledged before me this 26<sup>th</sup> day of May, 2004 by David Vaselaar its Chairperson on behalf of the Economic Development Authority of the City of Windom, Minnesota.

*Mary Ann Sternborg*  
Notary Public, Cottonwood County, Minnesota  
My Commission Expires 01-31-2005



### SURVEYORS CERTIFICATE

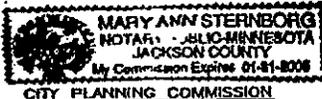
I hereby certify that I have surveyed and platted the property described on this plat as "NORTH WINDOM INDUSTRIAL PARK SUBDIVISION", that this plat is a correct representation of the survey, that all distances are correctly shown on this plat in feet and hundredths of a foot, that all monuments have been correctly placed in the ground as shown and that there are no wet lands or public highways to be designated other than as shown.

*Perry L. Zieske*  
Perry L. Zieske, Registered Land Surveyor  
Minnesota Registration Number 23008



STATE OF MINNESOTA  
COUNTY OF COTTONWOOD

The Surveyor's Certificate was acknowledged before me this 26<sup>th</sup> day of May 2004.



*Mary Ann Sternborg*  
Notary Public, Cottonwood County, Minnesota  
My Commission Expires 01-31-2005

### CITY PLANNING COMMISSION

This plat of "NORTH WINDOM INDUSTRIAL PARK SUBDIVISION" was approved and accepted by the City Planning Commission, City of Windom, Minnesota, at a meeting held this 17<sup>th</sup> day of May, 2004.

*Becky Powers*  
Chairperson

### CITY COUNCIL

This plat of "NORTH WINDOM INDUSTRIAL PARK SUBDIVISION" was approved and accepted by a resolution at a meeting of the City Council of Windom, Minnesota, held this 17<sup>th</sup> day of May, 2004.

by: *Coralie Krueger*  
Coralie Krueger, its Mayor

by: *Dennis Nelson*  
Dennis Nelson, City Administrator

### OFFICE OF THE TREASURER

I hereby certify that the tax for the year 2004 on the land described in the foregoing instrument and as shown on the annexed plat has been paid in full.

*Joe Johnson*  
Treasurer, Cottonwood County

### OFFICE OF THE AUDITOR

I hereby certify that the tax for the year 2003 and all previous years for the land described in the foregoing instrument and as shown on the annexed plat has been paid in full.

*Joe Johnson*  
Auditor, Cottonwood County

243962

### OFFICE OF THE RECORDER

I hereby certify that this instrument was filed and microfilmed in this office for record on the 14<sup>th</sup> day of June, 2004, at 1:00 clock p.m. and was duly recorded as document number 243962, ~~reel~~ number 321 Plat

*Mary Ann Anderson*  
Recorder, Cottonwood County

Plat No. 321

STATE OF MINNESOTA

DISTRICT COURT

COUNTY OF COTTONWOOD

FIFTH JUDICIAL DISTRICT

In RE:

Subject matter Index No. 14 (Other)

Court File No. 17-CV-15-468

Judge Christina M. Wietzema

the Petition to Vacate a Portion of the Plat  
of North Windom Industrial Park Subdivision.

FINDINGS OF FACT,  
CONCLUSIONS OF LAW, ORDER  
FOR JUDGMENT AND  
JUDGMENT VACATING A  
PORTION OF THE PLAT OF  
NORTH WINDOM INDUSTRIAL  
PARK SUBDIVISION PURSUANT  
TO MINNESOTA STATUTE  
SECTION 505.14

State of Minnesota, County of Cottonwood  
does hereby certify that the attached instrument  
is a true and correct copy of the official version  
of the court record.

*Sheila Pierson*  
By Deputy  
Pierson, Sheila  
Nov 17 2015 1:06 PM

The Petition to vacate a portion of the Plat of North Windom Industrial Park Subdivision, in the City of Windom, Cottonwood County, Minnesota, came before this court on November 17, 2015. The Petitioner was represented by Attorney, Ronald J. Schramel, 906 Fourth Avenue, PO Box 505, Windom, Minnesota 56101. No other individuals made an appearance. Based upon the files and records herein and the testimony received at the hearing, the court hereby makes the following:

### FINDINGS OF FACT

1. That Ryan Companies US, Inc., ("Ryan Companies") is the fee owner of the following described real estate:  

Lots 6 and 7 and Outlot "B" in Block 2 of North Windom Industrial Park Subdivision in the City of Windom, Cottonwood County, Minnesota (hereinafter "Real Estate").
2. That the Plat of North Windom Industrial Park Subdivision was recorded at the Cottonwood County, Minnesota Recorder's Office on June 4, 2004 as Document No. 243962.
3. That Minnesota Statute Section 505.14 grants the district court the authority to vacate all, or any part of, the Plat of North Windom Industrial Park Subdivision.
4. That Ryan Companies wants to vacate the Real Estate and re-plot it as a new subdivision.

5. That Ryan Companies does not want any streets which border the Real Estate vacated.
6. That Ryan Companies wants all the utility easements and ingress-egress easements located on, under, across, and through the Real Estate vacated.
7. That Ryan Companies and the Economic Development Authority of Windom want all of the Restrictive Covenants/Protective Covenants which are specified in the "Modification of North Windom Industrial Park Protective Covenants" which was recorded at the Cottonwood County, Minnesota Recorder's Office on March 15, 2013 as Document No. 269478 to continue to burden the Real Estate after the Real Estate is vacated from the Plat of North Windom Industrial Park Subdivision.
8. That the real estate taxes due and payable in the year 2015 have been paid in full.
9. That no delinquent real estate taxes have been assessed against the Real Estate.
10. That notice of this hearing and the "*Petition to Vacate a Portion of the Plat of North Windom Industrial Park Subdivision pursuant to Minnesota Statute Section 505.14*" ("Petition") was posted in 3 of the most public places in the City of Windom, Cottonwood County, Minnesota on October 28, 2015 which was more than 10 days prior to the date of the hearing on the Petition.
11. That notice of the hearing was published in the legal newspaper of Cottonwood County, Minnesota (Cottonwood County Citizen) on October 28, 2015 and November 4, 2015, and the last publication date of November 4, 2015 was more than 10 days prior to the date of the hearing on the Petition.
12. That the Mayor of the City of Windom (Corey Maricle) was personally served with notice of the hearing on the Petition, and the Petition on October 29, 2015 which was more than 10 days prior to the date of the hearing on the Petition.
13. That all individuals and entities who own land in the Plat of North Windom Industrial Park Subdivision were served with notice of the hearing on the Petition, and the Petition on October 27, 2015.
14. That the Cottonwood County, Minnesota District Court is the proper court of jurisdiction and venue to vacate a portion of the plat of North Windom Industrial Park Subdivision.

**BASED UPON THE FOREGOING FINDINGS OF FACT, THE COURT HEREBY  
MAKES THE FOLLOWING:**

### **CONCLUSIONS OF LAW**

1. That the Cottonwood County, Minnesota District Court is the proper court of venue and jurisdiction to decide this matter.

2. That notice of the hearing on the Petition was duly published prior to the date of the hearing on the Petition.
3. That notice of the hearing on the Petition and the Petition were duly posted prior to the date of the hearing on the Petition.
4. That notice of the hearing on the Petition and the Petition were duly served on the Mayor of the City of Windom (Corey Maricle) before the date of the hearing on the Petition.
5. That notice of the hearing on the Petition and the Petition were duly served on all individuals and entities who own real estate in the Plat of North Windom Industrial Park Subdivision before the date of the hearing on the Petition.
6. That the following described real estate is hereby vacated from the Plat of North Windom Industrial Park Subdivision effective on December 4, 2015:

Lots 6 and 7 and Outlot "B" in Block 2 of North Windom Industrial Park Subdivision in the City of Windom, Cottonwood County, Minnesota.

7. That all utility easements and all ingress-egress easements which were dedicated in the Plat of North Windom Industrial Park Subdivision and which are located on, under, across, and through the following described real estate are hereby vacated effective on December 4, 2015:

Lots 6 and 7 and Outlot "B" in Block 2 of North Windom Industrial Park Subdivision in the City of Windom, Cottonwood County, Minnesota.

8. That all streets dedicated as streets in the Plat of North Windom Industrial Park Subdivision shall remain as dedicated streets notwithstanding the fact that the following described real estate will be vacated from the Plat of North Windom Industrial Park Subdivision on December 4, 2015:

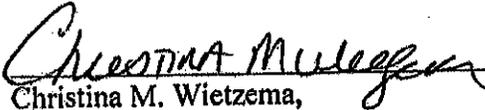
Lots 6 and 7 and Outlot "B" in Block 2 of North Windom Industrial Park Subdivision in the City of Windom, Cottonwood County, Minnesota.

9. That all of the Restrictive Covenants/Protective Covenants which are specified in the "*Modification of North Windom Industrial Park Protective Covenants*" which was recorded at the Cottonwood County, Minnesota Recorder's Office on March 15, 2013 as Document No. 269478 shall remain in full force and effect and shall continue to burden the following described real estate after the following described real estate is vacated from the Plat of North Windom Industrial Park Subdivision on December 4, 2015:

Lots 6 and 7 and Outlot "B" in Block 2 of North Windom Industrial Park Subdivision in the City of Windom, Cottonwood County, Minnesota.

**THERE BEING NO JUST CAUSE FOR DELAY, LET JUDGMENT BE ENTERED FORTHWITH AND ACCORDINGLY.**

Date: November 17, 2015

  
Christina M. Wietzema,  
Judge of District Court

I hereby certify that the above Findings of Fact and Conclusions of Law constitute the Judgment of the Court.

Date: November 17, 2015

Cheryl Peters,  
Cottonwood County Court Administrator

By:   
Deputy

**CITY OF WINDOM, MINNESOTA**

**444 9<sup>th</sup> Street  
Windom, MN 56101  
507-831-6125**

**APPLICATION FOR CONSIDERATION OF ZONING/SUBDIVISION REQUEST**

**Applicant(s):** Name(s) Ryan Companies, US Inc.  
Address 50 South 10th Street  
City Minneapolis State MN Zip 55403 (Phone: 612-492-4447)

**Owner(s):** (If other than Applicant)  
Name(s) \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ (Phone: \_\_\_\_\_)

**Property Address:** 4145 Commerce Blvd. - Windom, MN

**Legal Description of Property:** Lot(s) 6,7 & Outlot B Block(s) 2 Addition North Windom Industrial Park  
\_\_\_\_\_  
25-556-0110; 25-556-0120; 25-556-0140 Parcel No. \_\_\_\_\_  
(If metes and bounds, attach description.)

**Existing Use of Property:** Vacant / Farmland Present Zoning: I-1

**Action Requested:** Conditional Use Permit \_\_\_\_\_ Variance \_\_\_\_\_  
Subdivision (Sketch Plat) \_\_\_\_\_ Preliminary Plat X Final Plat X  
Planned Unit Development (PUD) \_\_\_\_\_  
Amendment (Text, Rezoning, Comprehensive Plan) – SPECIFY: \_\_\_\_\_  
Other (Specify): \_\_\_\_\_

**Description and Reason for Request** (Attach Additional Information if necessary and/or required) \_\_\_\_\_  
We want to consolidate the 3 lots (6, 7, and Outlot B) into 1 lot.

In signing this Application, I/we hereby acknowledge that I/we have been advised concerning the applicable provisions of the Windom Zoning and Subdivision Ordinances, current administrative procedures, and the required filing fee. I/we hereby acknowledge that the information provided in this Application is true and correct to the best of my/our knowledge.

X  X \_\_\_\_\_  
[SIGNATURES OF APPLICANT(S)]  
Date: 11/12/15

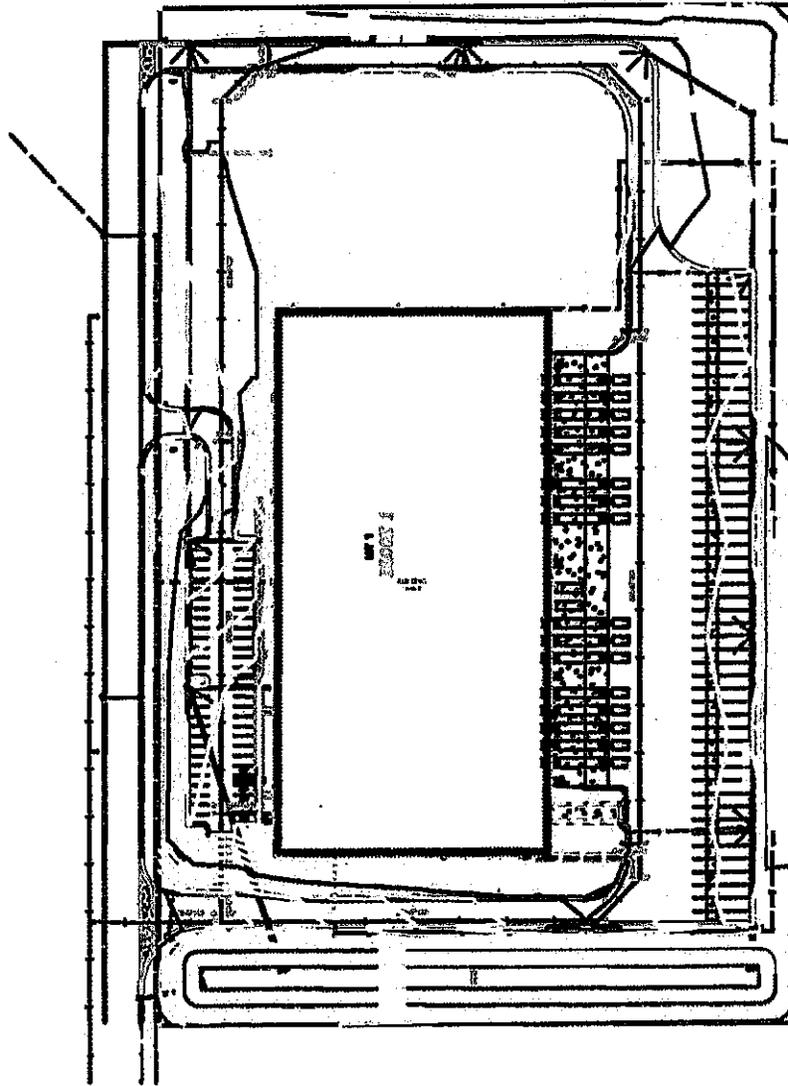
Fee: \$150.00 Paid: Ck. 707540 Date: 12-7-15

Upon receipt of the Application, all required supporting documents, and the filing fee, this APPLICATION IS ACCEPTED FOR FILING on this 7 day of December, 2015.

WINDOM BUILDING & ZONING OFFICIAL: 



PRELIMINARY PLAT OF NORTH WINDOM INDUSTRIAL PARK FIRST ADDITION



DATE: _____	SCALE: _____
DRAWN BY: _____	
CHECKED BY: _____	
APPROVED BY: _____	

5



## City of Windom Staff Report

---

**To:** Windom City Council  
**From:** Aaron Backman, EDA Executive Director  
**Council Meeting Date:** January 19, 2016

**Item Title/Subject:** 2015 EDA ANNUAL REPORT

Pursuant to Minnesota Statutes, the Economic Development Authority of Windom is required to provide a report of its activities for each calendar year.

The attached 2015 EDA Annual Report was submitted to the EDA Board of Commissioners and approved by the Board on Monday, January 11, 2016.

Should you have any questions concerning the attached report, please do not hesitate to contact me. I plan to be in attendance on January 19, 2016, to present the EDA's 2015 Annual Report to the City Council.

Requested Action: Accept the EDA's 2015 Annual Report

Respectfully submitted,

A handwritten signature in black ink that reads "Aaron A. Backman". The signature is written in a cursive, flowing style.

Aaron A. Backman  
EDA Executive Director

Attachment

**TO: WINDOM CITY COUNCIL**

**FROM: ECONOMIC DEVELOPMENT AUTHORITY OF WINDOM**

**DATE: JANUARY 19, 2016**

**RE: 2015 EDA ANNUAL REPORT**

In 2015, the Windom EDA continued to actively promote economic growth and vitality in the Windom area. Highlights of the year ending December 31, 2015, include the sale of three lots to Ryan Companies US, Inc. for the construction of a new warehouse for The Toro Company; the sale of an additional lot to Fast Manufacturing; completion of the extension of Commerce Boulevard and adjacent utilities; establishment of a tax increment financing district to assist Toro regarding eligible expenses for the new warehouse property; receipt of the Letter of Map Revision from FEMA for Parcel 3 of River Bend Center and extension of water and sewer lines to Parcel 3; and collaboration with the Windom Area School District (ISD 177) on a development agreement and concept plan for a new residential subdivision. The EDA officers were elected on January 12, 2015. The Members of the Authority during 2015 were:

President -	Sally Larson	(At-Large Member)
Vice President -	Justin Espenson	(At-Large Member)
Secretary/Treasurer -	Betsy Herding	(At-Large Member)
Commissioner -	Dominic Jones	(City Council Representative)
Commissioner -	Paul Johnson	(City Council Representative)
WADC Liaison -	Tara Christensen	(Non-Voting Liaison)
Mayor (Council Liaison) -	Corey Maricle	(Non-Voting Liaison)

During 2015, EDA Staff included Aaron Backman, EDA Executive Director, and Mary Hensen, Administrative Assistant.

On February 9, 2015, the EDA Board approved the following Strategic Goals for 2015:

**Strategic Goal 1: Continue planning and implementation of Phase II of the North Windom Industrial Park (NWIP) Infrastructure Project and continue to seek a Preferred Data Center Site Designation and/or Data Center for NWIP.**

During 2014 the Windom EDA worked with the Southwest Regional Development Commission (SRDC) on the submission of two applications to the Economic Development Administration of the U.S. Dept. of Commerce ("the Federal EDA"). These applications were submitted in an effort to secure funding for the NWIP Phase II Infrastructure Project, however they were not funded. On September 30, 2014, the EDA submitted an application to Great River Energy (GRE) and Deloitte Consulting seeking classification of NWIP as a preferred site for a data center in Minnesota. Notification concerning the results of that application is expected during the first quarter of 2015.

1. Consider re-submitting a full application to the SRDC in March 2015 seeking a \$360,000 grant from the Federal EDA to assist with construction of Phase II improvements.
2. In the alternative, consider submitting an application for funding from the Greater MN Business Development Public Infrastructure Grant Program (BDPI) for \$360,000 of the projected \$720,000 budget for the Phase II project.
3. Use site information gained in the data center site assessment process to pursue a medium-sized data center to be situated in the northeast quadrant of the NWIP.

4. When at least eight of the NWIP lots have been sold or committed to, plan for and consider options for an expansion of the NWIP.

**Actions Taken in 2015:** The EDA received word from Great River Energy on February 27, 2015, that the northeast quadrant of the North Windom Industrial Park (NWIP) had been designated as a Preferred Data Center Site.

The NWIP project was modified to encompass the extension of Commerce Boulevard and installation of utilities. The EDA submitted an application to the Minnesota Department of Employment and Economic Development (DEED) on July 28, 2015, seeking a grant of \$199,500 from the Greater MN Business Development Public Infrastructure Grant Program (BDPI). This grant was approved by DEED on August 24, 2015. Holtmeier Construction from Mankato was awarded the bid for the project. The Commerce Boulevard Extension Project, which included a 900-foot extension to the north end of Commerce Boulevard and the extension of utilities including water, sewer, storm sewer, telecom, and additional street lights, was completed the first week of November 2015. In addition, extensions of electrical service by South Central Electric Association and the gas service by Minnesota Energy Resources were completed.

The EDA has continued to communicate with individuals and entities who are attempting to find suitable locations for data centers.

Eight lots and Outlot B of NWIP have been sold. In November 2015 the EDA Board began its review of options for possible expansion of the NWIP. On November 23, 2015, a three-year option agreement was signed with Windom Sales Company and Howard (“Nick”) Trotter and Judith Trotter.

**Strategic Goal 2: Encourage developers to evaluate the feasibility of construction of additional housing units for all demographic groups in the community, including senior citizens and individuals who do not fall within the income guidelines for leasing of existing rental property.**

During 2014 Viewpoint Consulting Group completed a comprehensive housing study of the City of Windom. The EDA has provided copies of the report to various housing developers and other parties and will continue to promote a housing project in the community. There are only four residential lots available in the Riverbluff Estates Subdivision and no new residential subdivisions have been platted within the last ten years. Options for new housing construction are limited to scattered lots throughout the City.

1. Continue to utilize the new comprehensive housing study to approach housing developers and state funding programs for a housing project in Windom.
2. Provide developers with technical assistance concerning opportunities, procedures, potential sites, and local requirements for a housing project. Consider financial assistance options for new residential development and redevelopment.
3. Work with developers to present a potential housing development/redevelopment project (possibly a multi-family residential project and/or a senior housing project) to the EDA Board for consideration in 2015.
4. Given the limited number of available residential lots in Windom, the EDA Board will consider options available for a new housing subdivision in the community.

**Actions Taken in 2015:** The EDA has continued to interact with potential residential developers. In April 2015, the EDA began interacting with the Windom Area School District (ISD 177) concerning the possibility of utilization of a portion of ISD 177’s undeveloped land adjacent to 17<sup>th</sup> Street and 17<sup>th</sup> Avenue. A concept plan was developed and meetings were held with the Buildings & Grounds Committee for ISD 177 and the School Board. A Development Agreement was executed and proposed Restrictive Covenants for the new subdivision were approved. A preliminary plat has been prepared and

final modifications to the storm sewer plan are anticipated the early part of 2016. The preliminary plat will then be submitted to the Planning Commission for the public hearing. It is anticipated that City Council approval of the final plat of "Prairie Meadow Subdivision" may occur in March.

**Strategic Goal 3: Recruit at least one additional new restaurant to locate or expand into the City of Windom, preferably along the City's main commercial corridor, U.S. Highway 71/State Highway 60, or in the Downtown Area.**

In the Spring of 2014, the Windom EDA provided technical assistance and financial support to Maria and Gustavo Hidalgo during the establishment of their new restaurant, Margaritas'Ville, in the former Eagles Club location. Also, during 2014 Brent Staples acquired the former Happy Chef, the city's main "sit-down family restaurant". Although Windom does have a number of fast-food restaurants located along Highway 60, there is a strong desire by the EDA Board and the public to have more dining options in the community.

1. Continue to pursue various leads for possible new sit-down restaurants to be located in the City of Windom.
2. Actively support the reuse of the former Happy Chef facility, and in particular, assist the new owner of the property in seeking to establish a restaurant and/or bar and grille at that site.
3. Stay in regular contact with prospects, review site options with them, provide information regarding financing options, provide tours of the facilities as needed, and other technical assistance.

**Actions Taken in 2015:** The EDA has continued to interact with the owners of the former Happy Chef facility. It appears that property will be sold to new owners in January 2016 with a goal to reopen the facility in late summer of 2016.

The EDA has also provided technical assistance in the transition of the business known as Margaritas'Ville. The building is owned by Rex Potter. The business is being sold by Maria and Gustavo Hidalgo to Tamara Meredith and Travis Hanson.

**Strategic Goal 4: Collaborate with government and local organizations to promote the community as a whole.**

1. Collaborate with the City of Windom, ISD 177, HRA, Chamber of Commerce, WADC, Cottonwood County, Finding Windom, etc. for purposes of marketing the community. Explore the possibility of an informational kiosk on the Courthouse Square.
2. Encourage local businesses to access and utilize the resources of the Windom Area Development Corporation (WADC), a for-profit development group. This will include encouraging the Windom Area Chamber of Commerce to develop a separate WADC webpage within the Chamber's new website that would include an inventory of available properties.
3. Work with other local organizations and groups to attract a new mid-range branded hotel to be located along our main commercial corridor. Continue to work with a hotel developer that is interested in siting a 45-room hotel with related amenities in Windom. Research opportunities for public/private partnerships on new commercial ventures.
4. Participate in 60/90 Corridor marketing efforts to create awareness of Windom's manufacturing sector, new industrial park, fiber optics, health care, and workforce assets, and research possible funding sources to support potential projects.
5. Submit additional grant applications to the Remick Foundation for projects which will benefit the local community and adjoining areas.

**Actions Taken in 2015:** The EDA Executive Director was elected as the Chairperson of the Convention and Visitors Bureau (CVB) and works with the CVB Committee and Chamber concerning these activities.

A proposal was presented to the Cottonwood County Commissioners concerning the possibility of installation of an informational kiosk in the Courthouse Square. However, the Commissioners choose not to move ahead with that project at this time.

The EDA has worked with the WADC on funding for projects including an EDA SEB RLF project with Windom Towing, LLC. (See Goal #5.)

On June 8, 2015, the EDA entered into a Preliminary Development Agreement with BriMark Builders, LLC concerning the development of a new hotel on Parcel 3 of the EDA's River Bend Center property. On June 8, 2015, the EDA also entered into a Purchase and Sale Agreement with Cobblestone Hotel Development, LLC for the sale of Parcel 3 of River Bend Center. On October 30, 2015, the City received notification from the Federal Emergency Management Agency (FEMA) of the approval of the Letter of Map Revision for Parcel 3. This revision will be effective as of March 17, 2016. The closing date set forth in the Purchase and Sale Agreement was extended until June 1, 2016, to allow the LOMR to become effective and allow for the completion of additional development plans. Extension of the water and sewer lines to Parcel 3 of River Bend Center was included in the bidding for the Commerce Boulevard Extension Project. Holtmeier Construction was awarded that bid and completed these installations the first week of November 2015.

The EDA Executive Director has continued to participate in the 60/90 Corridor Committee which markets and promotes areas in the corridor regions.

Interest in revitalization of the downtown area has been increasing during 2015 including the formation of a "Hip to be Square" committee by members of Finding Windom and other downtown property owners. As part of this vision, the EDA began working with the Chamber of Commerce on a plan for a new revitalization effort. On September 18, 2015, an application was submitted to the Remick Foundation requesting a grant to support local investment for a Downtown Revitalization Program. Due to the number of applications, the Foundation's Trustees reviewed the EDA's application and tabled it for further action at their next meeting in February 2016.

On November 2<sup>nd</sup>, the EDA retained Scott Vaupel, an aerial drone operator, to take video images of the NWIP businesses, Windom Area Hospital expansion, and the Courthouse Square. Video clips of the NWIP and Hospital have been produced and placed on websites.

**Strategic Goal 5: Collaborate with existing local manufacturing, distribution and other commercial businesses to expand/remain within the City of Windom.**

1. Work with existing local manufacturing, value-added processing, warehouse and distribution companies concerning their operational and facility needs.
2. Provide ongoing technical assistance to Toro regarding their warehousing space needs. Work with Toro staff to seek to solve or ameliorate employee parking issues.
3. Continue to explore opportunities to redevelop the former Dino's Diner site.
4. Seek to encourage at least two applications to the EDA's newly established Small & Emerging Business (SEB) Revolving Loan Fund that was funded through the USDA in 2013.
5. Respond to Minnesota Department of Employment & Economic Development (DEED) and other sources regarding business prospects they provide or for which they solicit information.

**Actions Taken in 2015:** The EDA has been interacting with Fast Manufacturing (now known as Fast Global Solutions) concerning their future plans. On July 17, 2015, Fast Manufacturing purchased Lot 2 in Block 1 of NWIP. During the majority of 2015, the EDA has been working with Ryan Companies US, Inc. concerning their purchase of Lots 6, 7, and Outlot B of Block 2 of NWIP for the construction of a new warehouse for Toro; the extension of Commerce Boulevard and utilities to facilitate the

warehouse; the establishment of TIF District 1-19 and execution of a business subsidy agreement to assist Toro with reimbursement of certain eligible expenses in connection with the warehouse project. On March 26, 2015, Lot 3, Block 2 of NWIP was sold to A Red Shed ME&C LLC. A mini-storage building containing 25 units, including 6 larger temperature-controlled units, was constructed on the site. Preparation of a pad for another building has been completed. Cheley Smith has indicated that she intends to have another building constructed in the Spring of 2016.

The former Dino's Diner site was purchased from FDIC by James Johnson. The EDA has been in communications with Mr. Johnson at various times throughout the process.

The EDA worked with USDA and Jed and Cynthia Knutson concerning the Knutsons' purchase of the Windom Towing business and property. The project was financed through a number of sources including the EDA's SEB RLF Program. A loan from the EDA SEB RLF to the Knutsons was approved and closed on December 10, 2015. The EDA has also held several meetings with another prospect concerning an EDA SEB RLF loan application which is expected to come before the EDA Board for review and approval in January 2016.

The EDA received a referral from DEED concerning a Request for Information submitted by an Iowa company on behalf of a food processor concerning expansion of its facilities. The EDA worked with Wenck Associates, City Department Heads regarding utility capabilities and requirements, South Central Electric Association, and Minnesota Energy Resources to provide the necessary information and documentation in response to this request. The response was submitted by the January 6, 2016, deadline.

In 2015 the EDA Board also approved a new commercial rehab loan program for life, health and safety issues which is open to all Windom businesses. To date, two applications have been processed for these low-interest loans.

There are numerous projects in the preliminary stages and the EDA is optimistic about these new opportunities for Windom in 2016.

# MEMORANDUM



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

**TO:** City Council  
**FROM:** Personnel Committee  
**DATE:** January 14, 2016  
**RE:** Personnel Committee Recommendations

## Liquor Store – Assistant Manager Position

The liquor store needs a base number of hours to be operational. Typically staff covers a schedule of 9 am to 10 pm six days a week, which is 78 hours. Due to sales volume, stocking, cleaning, etc. there are times when a second or third person is needed. In looking at the schedules the Liquor Store Manager has indicated that this staffing number should be a minimum of 140 hours per week, up to a maximum of 160 hours per week. So the discussion on having an Assistant Manager was based on an average of having 150 hours/week of staffing. The way hours get divided up between the Liquor Store Manager and an Assistant Manager will undoubtedly determine how many part-time employees will continue to work/be necessary at the liquor store.

The Personnel Committee discussed that hiring an Assistant Manager in any capacity will help solve issues which include: 1) coverage for my being ill/on vacation or in meetings; 2) having a second person to go to the bank for cash or deposits, to open and close the store; 3) Open the safe for addressing cash needs; 4) assisting with the daily activities of store management. Both a part-time position and full-time position were discussed and considered. It is anticipated that a full-time Assistant Manager position would cost between \$46,000 to \$54,000 per year based on salary, taxes and benefits. There would be approximately \$5,700 of savings due to the additional time worked by the Assistant Manager that would no longer need to be covered by part-time clerks. **The recommendation by the Personnel Committee was that to get the quality and skills necessary and to provide for optimum coverage a full-time position would be preferred.**

## Police Department – Accelerated Step Advancement

Chief Peterson requested an accelerated step increase from Step 1 to Step 5 for Officer Kopperud. This request is consistent with prior Department pay adjustments for new officers. **The Personnel Committee recommended approval of this accelerated step advancement with the increase being effective upon Officer Kopperud's employment anniversary.**

# Memo

**To:** City Council

**From:** Steve Nasby, City Administrator

**Date:** 1/15/2016

**Re:** Economic Development Director Position Posting Recommendation

---

The City has received verbal notification from EDA Executive Director Aaron Backman regarding his decision to accept an offer of employment with the City of Willmar/Kandiyohi County. Backman anticipates his final day of employment with the City of Windom will be February 15, 2016.

Backman has indicated that formal action by the City of Willmar/Kandiyohi County to approve his employment will be January 20, 2016. Once formal action of employment is completed Backman will provide a letter of resignation to the City of Windom.

Pending the receipt of a formal resignation letter, I am recommending the City Council's approval to allow the hiring process to move forward with the posting and advertisement of the Economic Development Executive Director position.

## **EDA Executive Director**

The City of Windom (pop. 4,646) is accepting applications for the position of EDA Executive Director. This position is responsible for administrative and professional work promoting, facilitating, and coordinating development activities for the City. Minimum qualifications include a Bachelor's degree with major coursework in finance, real estate, marketing, economics, local and urban affairs, or a related field.

Minimum of three years experience in community/economic development is desired, including emphasis on finance, real estate, marketing. Experience with high tech industries utilizing fiber optics is a plus. A graduate degree may be substituted for six months experience. Comparable experience may be substituted for the minimum educational or work requirements at the option of the EDA Board, Selection Committee, and City Council.

Salary range is \$61,297 to \$79,706. Starting salary is negotiable depending on experience and qualifications. For a position description and benefits overview, please contact the City of Windom: [www.windom-mn.com](http://www.windom-mn.com) or **Telephone:** (507) 831-6129; **Address:** 444 9<sup>th</sup> St., P. O. Box 38, Windom, MN 56101; or **E-mail:** [dnichols@windom-mn.com](mailto:dnichols@windom-mn.com). To be considered for this position, please submit a letter of application and a resume to City Hall by **5:00 p.m. on Friday, January 29, 2016.**

SMART Goal Planning Form – Council & Administration

Specific – WHO? WHAT?

The city council and administration will make a plan for financing large capital projects that are in the future plans of the city.

Measurement/Assessment – HOW?

The council has a capital budget of items that are requested to be completed based on department needs, but does not have funds necessarily dedicated to complete the projects. Working with department heads, the council and administration will use the project priority list to identify projects that need funding and develop a plan to fund the projects.

Attainable/Achieve – REASONABLE/RESOURCES AVAILABLE?

The council and administration will utilize the levying discussion, as well as the budget discussions to find ways to shift funds toward large future projects. Other sources of funding, such as a local option sales tax, may also be explored as funding mechanisms.

Relevant – EXPECTED RESULT?

A fund or funds will be created to ensure large capital expenditure projects have realistic and sustainable funding sources.

Timed – WHEN?

By the end of 2017.

SMART Goal Planning Form – Council & Administration

**Specific – WHO? WHAT?**

The city of Windom will reach a population of 5,000.

**Measurement/Assessment – HOW?**

Through economic development, housing development, and advertising our city and the positives of our community, a population of 5,000 will be reflected on the 2020 census.

**Attainable/Achieve – REASONABLE/RESOURCES AVAILABLE?**

By utilizing the resources of the EDA, NWIP, and supporting the businesses and employment opportunities already existent in Windom.

**Relevant – EXPECTED RESULT?**

A population of 5,000 people will reflect on the 2020 census and this will help improve Windom's position when competing for transportation dollars and attracting business to the city of Windom.

**Timed – WHEN?**

By the end of 2019.

SMART Goal Planning Form – Council & Administration

Specific – WHO? WHAT?

A redevelopment plan will be developed to reinvigorate neglected areas of Windom.

Measurement/Assessment – HOW?

The HRA, EDA and Planning & Zoning departments will work in unison toward creating a plan to address blighted areas of our city.

Attainable/Achieve – REASONABLE/RESOURCES AVAILABLE?

Funds will be sought based on the redevelopment plans developed. HRA, EDA & Planning & Zoning can pool resources to help achieve redevelopment goals.

Relevant – EXPECTED RESULT?

Getting the HRA, EDA and Planning & Zoning departments together to work on community redevelopment will show unity and ultimately put Windom in a better place to be able to compete for grant dollars to achieve goals set forth in a plan. Based on the plan created, redevelopment will help neglected areas of our town.

Timed – WHEN?

By the end of 2017.

SMART Goal Planning Form – Council & Administration

**Specific – WHO? WHAT?**

The city council and city administration will create a succession plan for city departments including identifying city staff for future foreperson and/or management positions.

**Measurement/Assessment – HOW?**

Through information gained from the 2016 comp and classification study, as well as working with department heads.

**Attainable/Achieve – REASONABLE/RESOURCES AVAILABLE?**

The comp and class study will advise the council and administration to direct department heads to discuss succession planning with commissions based on existing staff levels.

**Relevant – EXPECTED RESULT?**

A department succession plan will ensure stability and growth opportunities within departments managed by the city of Windom.

**Timed – WHEN?**

By the end of 2016.

# Memo

**To:** City Council  
**From:** Denise Nichols, Finance Assistant  
**Date:** 1/15/2016  
**Re:** Pay Equity Compliance Report

---

The preliminary review of the City's Pay Equity Implementation Report has been completed and is attached. The State of Minnesota Management and Budget Department's web-based reporting program was utilized to analyze the City's 2015 wage information. There are four tests for compliance with the State of Minnesota Local Government Pay Equity Act.

The tests results are as follows:

1. **Completeness and Accuracy Test:** The City will pass this test if the report is submitted by January 31, 2016.
2. **Statistical Analysis Test:** To pass this test the City must have at least 6 or more male classes and at least one class with an established salary range and an underpayment ratio of 80 or more. The City's underpayment ratio is 280 which is well above the established standard. Therefore the City would be found in compliance with this test.
3. **Salary Range Test:** For organizations with established salary ranges for positions, this measures whether male classes are reaching the top of their salary range faster than female classes. This result must either be 0 or above 80 to be found in compliance. The result of the salary range test for the City is 81.48 which indicates that the City would also pass this test.
4. **Exceptional Service Pay Test:** This test analyzes whether there is a larger percentage of male classes receiving longevity or performance pay than female classes. For this test the result must either be 0 if less than 25% of male classes receive exceptional service pay or be above 80. As only 10% of the City's male positions receive exceptional service pay, the result is 0 and indicates that the City would pass this test.

**Requested action – Please review and approve the attached report.**



- a. Avg.diff.in pay from predicted pay for male jobs = \$2
- b. Avg.diff.in pay from predicted pay for female jobs = \$1,714

**III. SALARY RANGE TEST = 81.48% (Result is A divided by B)**

- A. Avg.# of years to max salary for male jobs = 12.27
- B. Avg.# of years to max salary for female jobs = 15.05

**IV. EXCEPTIONAL SERVICE PAY TEST = 0.00% (Result is B divided by A)**

- A. % of male classes receiving ESP      10.00 \*
- B. % of female classes receiving ESP      0.00

\*(If 20% or less, test result will be 0.00)

---

[Go To Implementation Form](#)

[View Another Case](#)

We have worked to ensure this product is accessible and compliant with the standard WCAG 2.0 level AA.

We have tested accessibility using the JAWS software from Freedom Scientific. We found it to work correctly for us. If you find errors in accessibility, please let us know at [pay.equity@state.mn.us](mailto:pay.equity@state.mn.us) so that we can follow up. Thank you.



Windom, MN

# Expense Approval Report By Fund

Payment Dates 1/1/2016 - 1/15/2016

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 100 - GENERAL</b>					
STAPLES OIL CO	92971	01/11/2016	MAINTENANCE	100-14200	912.67
MN REVENUE	20160112	12/31/2015	SALES TAX	100-20202	16.70
US BANK	20160106	12/31/2015	CREDIT CARD - QUARTERLY P	100-36200	-312.41
					<u>616.96</u>
<b>Activity: 41110 - Mayor &amp; Council</b>					
SCHRAMMEL LAW OFFICE	20160106	12/31/2015	LEGAL FEES - MAYOR & COU	100-41110-304	270.00
ETHAN CLERC FILMS	20160106	01/06/2016	FILM COUNCIL MTG	100-41110-350	25.00
			<b>Activity 41110 - Mayor &amp; Council Total:</b>		<u>295.00</u>
<b>Activity: 41310 - Administration</b>					
NCPERS MINNESOTA	20160106	01/06/2016	INSURANCE #844600 - JAN 20	100-41310-133	80.00
CULLIGAN	20160108	12/31/2015	SERVICE	100-41310-200	33.75
TOSHIBA FINANCIAL SERVICES	294911219	01/06/2016	COPIER LEASE 12-20-15 TO 1-	100-41310-217	28.65
CLIFTON-LARSON-ALLEN, LLP	1157874	01/05/2016	AUDIT SERVICE	100-41310-301	1,000.00
ELECTRIC FUND	20160111	01/11/2016	MONTHLY UTILITY & TELECO	100-41310-321	96.94
US BANK	20160106	12/31/2015	CREDIT CARD - SITE LOCK	100-41310-326	10.00
US BANK	20160106	12/31/2015	CREDIT CARD - CRASH PLAN B	100-41310-326	9.99
ELECTRIC FUND	20160111	01/11/2016	MONTHLY UTILITY & TELECO	100-41310-326	60.00
STEVE NASBY	20160106	01/06/2016	EXPENSE-CGMC LOCAL LEG M	100-41310-331	42.55
STEVE NASBY	20160106	01/06/2016	EXPENSE-CGMC LOCAL LEG M	100-41310-334	10.78
BLUE CROSS/BLUE SHIELD	20160105	01/05/2016	INSURANCE PREM- FEB	100-41310-480	413.00
			<b>Activity 41310 - Administration Total:</b>		<u>1,785.66</u>
<b>Activity: 41910 - Building &amp; Zoning</b>					
NCPERS MINNESOTA	20160106	01/06/2016	INSURANCE #844600 - JAN 20	100-41910-133	24.00
WEX BANK	43528228	12/31/2015	DEC 2015 - P/Z	100-41910-212	54.12
ELECTRIC FUND	20160111	01/11/2016	MONTHLY UTILITY & TELECO	100-41910-321	93.89
VERIZON WIRELESS	9757538996	12/31/2015	TELEPHONE -	100-41910-321	16.67
WDR - DEPUTY REGISTRAR #5	934732A	01/11/2016	#934732 P & Z	100-41910-480	16.00
			<b>Activity 41910 - Building &amp; Zoning Total:</b>		<u>204.68</u>
<b>Activity: 41940 - City Hall</b>					
ELECTRIC FUND	20160111	01/11/2016	MONTHLY UTILITY & TELECO	100-41940-381	452.27
ELECTRIC FUND	20160111	01/11/2016	MONTHLY UTILITY & TELECO	100-41940-382	64.65
ELECTRIC FUND	20160111	01/11/2016	MONTHLY UTILITY & TELECO	100-41940-385	82.19
KULSETH LAWN LANDSCAPE	201	12/31/2015	SERVICE- SNOW REMOVAL- CI	100-41940-406	289.98
MELISSA PENAS	20160105	12/31/2015	CLEANING	100-41940-406	370.00
SANDRA HERDER	20160105	12/31/2015	SERVICE - CLEANING	100-41940-406	370.00
			<b>Activity 41940 - City Hall Total:</b>		<u>1,629.09</u>
<b>Activity: 42120 - Crime Control</b>					
NCPERS MINNESOTA	20160106	01/06/2016	INSURANCE #844600 - JAN 20	100-42120-133	160.00
INDOFF, INC	2733204	12/31/2015	SUPPLIES	100-42120-200	69.98
WEX BANK	43528228	12/31/2015	DEC 2015 - CREDIT - POLICE	100-42120-212	-15.84
WEX BANK	43528228	12/31/2015	DEC 2015 - POLICE	100-42120-212	1,090.43
SCHRAMMEL LAW OFFICE	20160106	12/31/2015	LEGAL FEES - POLICE	100-42120-304	4,822.53
ELECTRIC FUND	20160111	01/11/2016	MONTHLY UTILITY & TELECO	100-42120-321	66.60
VERIZON WIRELESS	9757538996	12/31/2015	TELEPHONE -	100-42120-321	203.24
ALPHA WIRELESS - MANKATO	680885	01/11/2016	SERVICE	100-42120-323	165.00
COTTONWOOD CO AUD/TRE	20160105	01/05/2016	DISPATCHING - JAN 2016	100-42120-325	275.00
LEASE FINANCE PARTNERS	20160105	12/31/2015	SERVICE	100-42120-326	433.00
CRIME STOPPERS OF MINN	00009	01/11/2016	MEMBERSHIP - 2016	100-42120-340	150.00
WINDOM QUICK PRINT	20160105	12/31/2015	SUPPLIES	100-42120-350	35.70
STREICHER'S	1184556	01/11/2016	MAINTENANCE	100-42120-404	428.40
TOSHIBA FINANCIAL SERVICES	294911219	01/06/2016	COPIER LEASE 12-20-15 TO 1-	100-42120-404	14.33
COTTONWOOD CO AUD/TRE	20160105	01/05/2016	RENT - JAN 2016	100-42120-412	1,850.00

## Expense Approval Report

Payment Dates: 1/1/2016 - 1/15/2016

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
H.E.A.T. TACTICAL TEAM	100A	01/06/2016	2016 DUES - WINDOM POLICE	100-42120-433	2,195.00
COTTONWOOD CO GAME AN	20160105	01/05/2016	MEMBERSHIP	100-42120-433	135.00
MN CHIEF OF POLICE ASSN	20160106	01/06/2016	2016 MEMBERSHIP RENEWAL	100-42120-433	230.00
BLUE CROSS/BLUE SHIELD	20160105	01/05/2016	INSURANCE PREM- FEB	100-42120-480	413.00
WINDOM FIRE & SAFETY	5877	01/06/2016	SERVICE	100-42120-480	52.95
				<b>Activity 42120 - Crime Control Total:</b>	<b>12,774.32</b>
<b>Activity: 42220 - Fire Fighting</b>					
WEX BANK	43528228	12/31/2015	DEC 2015 - FIRE	100-42220-212	153.91
MN WEST COLLEGE - CANBY	00196188	12/29/2015	FIRST AID TRAINING	100-42220-308	575.00
FIRE INSTRUCTORS & TRAININ	2016108	01/11/2016	REGISTRATION -2016 FITOAM	100-42220-308	85.00
ELECTRIC FUND	20160111	01/11/2016	MONTHLY UTILITY & TELECO	100-42220-321	27.88
US BANK	20160106	12/31/2015	CREDIT CARD - RUNNINGS	100-42220-322	18.23
COTTONWOOD CO AUD/TRE	20160105	01/05/2016	DISPATCHING - JAN 2016	100-42220-325	212.50
KDOM RADIO	KDOM0781151238197	12/31/2015	ADVERTISING - FIRE DEPT	100-42220-350	99.00
TOSHIBA FINANCIAL SERVICES	294911219	01/06/2016	COPIER LEASE 12-20-15 TO 1-	100-42220-404	22.92
MN STATE FIRE CHIEFS ASSOC	20160106	01/06/2016	MSFCA 2016 MEMBERSHIP	100-42220-433	264.00
BRUNTON ARCHITECTS & EN	08-1639	12/31/2015	SERVICES	100-42220-439	62,936.90
WDR - DEPUTY REGISTRAR #5	180580A	01/11/2016	#180580 FIRE	100-42220-480	16.00
				<b>Activity 42220 - Fire Fighting Total:</b>	<b>64,411.34</b>
<b>Activity: 42500 - Civil Defense</b>					
ALPHA WIRELESS - MANKATO	680884	01/11/2016	SERVICE - CIVIL DEF SIRENS 1-	100-42500-323	1,800.00
COTTONWOOD CO AUD/TRE	20160105	01/05/2016	DISPATCHING - JAN 2016	100-42500-325	12.50
ELECTRIC FUND	20160111	01/11/2016	MONTHLY UTILITY & TELECO	100-42500-381	8.82
				<b>Activity 42500 - Civil Defense Total:</b>	<b>1,821.32</b>
<b>Activity: 42700 - Animal Control</b>					
COTTONWOOD VET CLINIC	20160106	12/31/2015	SERVICE	100-42700-300	113.00
				<b>Activity 42700 - Animal Control Total:</b>	<b>113.00</b>
<b>Activity: 43100 - Streets</b>					
NCPERS MINNESOTA	20160106	01/06/2016	INSURANCE #844600 - JAN 20	100-43100-133	80.00
US BANK	20160106	12/31/2015	CREDIT CARD - SHOPKO	100-43100-200	42.73
US BANK	20160106	12/31/2015	CREDIT CARD - CENEX	100-43100-212	58.05
WEX BANK	43528228	12/31/2015	DEC 2015 - STREET	100-43100-212	3,250.50
WEX BANK	43528228	12/31/2015	DEC 2015 - CREDIT - STREET	100-43100-212	-15.84
M-R SIGNS CO., INC	188026	12/31/2015	MATERIALS & EQUIPMENT	100-43100-215	119.47
MN DEPT OF AGRICULTURE	20160106	01/06/2016	PESTICIDE APPLICATORS LIC F	100-43100-215	150.00
MN DEPT OF AGRICULTURE	20160106A	01/06/2016	PESTICIDE APPLICATORS LICE	100-43100-215	150.00
RUNNING'S SUPPLY	20160112	12/31/2015	MAINTENANCE -	100-43100-215	15.54
SCHWALBACH HARDWARE	20160108	12/31/2015	#72861 MAINTENANCE - STRE	100-43100-217	51.97
ELECTRIC FUND	20160111	01/11/2016	MONTHLY UTILITY & TELECO	100-43100-217	60.00
RUNNING'S SUPPLY	20160112	12/31/2015	MAINTENANCE -	100-43100-217	42.43
RUNNING'S SUPPLY	20160112	12/31/2015	MAINTENANCE -	100-43100-224	15.84
SCOTT VEENKER	23735	12/31/2015	SERVICE	100-43100-224	907.50
COTTONWOOD CO LANDFILL	156261	12/23/2015	REFUSE	100-43100-225	10.00
COTTONWOOD CO LANDFILL	156455	12/22/2015	REFUSE	100-43100-225	10.00
COTTONWOOD CO LANDFILL	156456	12/22/2015	REFUSE	100-43100-225	10.00
COTTONWOOD CO LANDFILL	156459	12/31/2015	SERVICE	100-43100-225	10.00
COTTONWOOD CO LANDFILL	156460	12/31/2015	SERVICE	100-43100-225	10.00
ELECTRIC FUND	20160111	01/11/2016	MONTHLY UTILITY & TELECO	100-43100-321	58.67
VERIZON WIRELESS	9757538996	12/31/2015	TELEPHONE -	100-43100-321	72.31
COTTONWOOD CO AUD/TRE	20160105	01/05/2016	DISPATCHING - JAN 2016	100-43100-325	125.00
ELECTRIC FUND	20160111	01/11/2016	MONTHLY UTILITY & TELECO	100-43100-381	2,665.66
ELECTRIC FUND	20160111	01/11/2016	MONTHLY UTILITY & TELECO	100-43100-381	204.35
ELECTRIC FUND	20160111	01/11/2016	MONTHLY UTILITY & TELECO	100-43100-382	19.59
ELECTRIC FUND	20160111	01/11/2016	MONTHLY UTILITY & TELECO	100-43100-385	26.74
RUNNING'S SUPPLY	20160112	12/31/2015	MAINTENANCE -	100-43100-402	49.36
US BANK	20160106	12/31/2015	CREDIT CARD - FUNNICK	100-43100-404	130.70
LAMPERTS YARDS, INC.	20160108	12/31/2015	MAINTENANCE - STREET	100-43100-404	22.66
RUNNING'S SUPPLY	20160112	12/31/2015	MAINTENANCE -	100-43100-404	19.05
WINDOM FARM SERVICE	26563	12/31/2015	MAINTENANCE	100-43100-404	872.83

## Expense Approval Report

Payment Dates: 1/1/2016 - 1/15/2016

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
O'REILLY AUTOMOTIVE, INC	4425-155887	12/31/2015	MAINTENANCE	100-43100-404	14.97
WDR - DEPUTY REGISTRAR #5	911005A	01/11/2016	#911005 STREET	100-43100-444	16.00
WDR - DEPUTY REGISTRAR #5	911006A	01/11/2016	#911006 STREET	100-43100-444	16.00
WDR - DEPUTY REGISTRAR #5	913515A	01/11/2016	#913515 STREET	100-43100-444	16.00
WDR - DEPUTY REGISTRAR #5	922738A	01/11/2016	#922737 STREET	100-43100-444	16.00
WDR - DEPUTY REGISTRAR #5	928250A	01/11/2016	#928250 STREET	100-43100-444	16.00
WDR - DEPUTY REGISTRAR #5	928259A	01/11/2016	#928259 STREET	100-43100-444	16.00
WDR - DEPUTY REGISTRAR #5	934731	01/11/2016	#934731 STREET	100-43100-444	16.00
BLUE CROSS/BLUE SHIELD	20160105	01/05/2016	INSURANCE PREM- FEB	100-43100-480	1,102.50
PAUL MARSH	20160106	01/06/2016	EXPENSE - BOOTS	100-43100-480	100.00
<b>Activity 43100 - Streets Total:</b>					<b>10,574.58</b>

**Activity: 45120 - Recreation**

TOSHIBA FINANCIAL SERVICES	294911219	01/06/2016	COPIER LEASE 12-20-15 TO 1-	100-45120-217	14.33
<b>Activity 45120 - Recreation Total:</b>					<b>14.33</b>

**Activity: 45202 - Park Areas**

NCPERS MINNESOTA	20160106	01/06/2016	INSURANCE #844600 - JAN 20	100-45202-133	16.00
US BANK	20160106	12/31/2015	CREDIT CARD - DEP AG	100-45202-216	20.50
US BANK	20160106	12/31/2015	CREDIT CARD - SNAP ON	100-45202-241	523.69
COTTONWOOD CO AUD/TRE	20160105	01/05/2016	DISPATCHING - JAN 2016	100-45202-325	37.50
ELECTRIC FUND	20160111	01/11/2016	MONTHLY UTILITY & TELECO	100-45202-381	63.21
WDR - DEPUTY REGISTRAR #5	922729A	01/11/2016	#922729 PARK	100-45202-444	16.00
WDR - DEPUTY REGISTRAR #5	934721A	01/11/2016	#934721 PARK	100-45202-444	16.00
<b>Activity 45202 - Park Areas Total:</b>					<b>692.90</b>
<b>Fund 100 - GENERAL Total:</b>					<b>94,933.18</b>

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

NCPERS MINNESOTA	20160106	01/06/2016	INSURANCE #844600 - JAN 20	211-45501-133	16.00
TOSHIBA FINANCIAL SERVICES	294911219	01/06/2016	COPIER LEASE 12-20-15 TO 1-	211-45501-217	7.16
PLUNKETT'S PEST CONTROL	4460709	01/11/2016	SERVICE	211-45501-217	423.47
ELECTRIC FUND	20160111	01/11/2016	MONTHLY UTILITY & TELECO	211-45501-321	27.85
ELECTRIC FUND	20160111	01/11/2016	MONTHLY UTILITY & TELECO	211-45501-326	65.00
KDOM RADIO	KDOM0788151238196	12/31/2015	ADVERTISING - LIBRARY	211-45501-350	40.00
ELECTRIC FUND	20160111	01/11/2016	MONTHLY UTILITY & TELECO	211-45501-381	136.55
ELECTRIC FUND	20160111	01/11/2016	MONTHLY UTILITY & TELECO	211-45501-382	16.66
ELECTRIC FUND	20160111	01/11/2016	MONTHLY UTILITY & TELECO	211-45501-385	26.74
RON'S ELECTRIC INC	131944	12/31/2015	MAINTENANCE	211-45501-402	168.00
SANDRA HERDER	20160105	12/31/2015	SERVICE - CLEANING	211-45501-402	380.00
MELISSA PENAS	20160105	12/31/2015	CLEANING	211-45501-402	380.00
SCHWALBACH HARDWARE	20160108	12/31/2015	#72861 MAINTENANCE - LIBR	211-45501-402	1,012.12
KULSETH LAWN LANDSCAPE	201	12/31/2015	SERVICE- SNOW REMOVAL- CI	211-45501-406	289.97
US BANK	20160106	12/31/2015	CREDIT CARD - GOOD LIFE	211-45501-433	5.00
US BANK	20160106	12/31/2015	CREDIT CARD - ENTERTAINME	211-45501-433	30.00
US BANK	20160106	12/31/2015	CREDIT CARD - COOKS COUNT	211-45501-433	19.95
US BANK	20160106	12/31/2015	CREDIT CARD - VANITY	211-45501-433	32.95
US BANK	20160106	12/31/2015	CREDIT CARD - HGTV	211-45501-433	15.00
US BANK	20160106	12/31/2015	CREDIT CARD - REDBOOK	211-45501-433	5.00
US BANK	20160106	12/31/2015	CREDIT CARD - AMAZON - BO	211-45501-435	484.70
MICROMARKETING	602828	12/31/2015	BOOKS	211-45501-435	29.95
MICROMARKETING	603465	12/31/2015	BOOKS	211-45501-435	67.98
<b>Activity 45501 - Library Total:</b>					<b>3,680.05</b>
<b>Fund 211 - LIBRARY Total:</b>					<b>3,680.05</b>

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

RED ROCK RURAL WATER	20160105	12/31/2015	SERVICE	225-45127-200	35.46
WDR - DEPUTY REGISTRAR #5	922730A	01/11/2016	#922730 AIRPORT	225-45127-217	16.00
CITY SERVICE VALCON	20160111	01/11/2016	AIRPORT FUEL LL100	225-45127-264	23,626.34
SOUTH CENTRAL ELECTRIC	367400	12/31/2015	SERVICE #26-12-112-04	225-45127-381	495.00

## Expense Approval Report

Payment Dates: 1/1/2016 - 1/15/2016

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
SOUTH CENTRAL ELECTRIC	367403	12/31/2015	SERVICE #26-12-116-04	225-45127-381	305.70
				<b>Activity 45127 - Airport Total:</b>	<b>24,478.50</b>
				<b>Fund 225 - AIRPORT Total:</b>	<b>24,478.50</b>
<b>Fund: 230 - POOL</b>					
<b>Activity: 45124 - Pool</b>					
TOSHIBA FINANCIAL SERVICES	294911219	01/06/2016	COPIER LEASE 12-20-15 TO 1-	230-45124-217	7.16
ELECTRIC FUND	20160111	01/11/2016	MONTHLY UTILITY & TELECO	230-45124-381	4.80
				<b>Activity 45124 - Pool Total:</b>	<b>11.96</b>
				<b>Fund 230 - POOL Total:</b>	<b>11.96</b>
<b>Fund: 235 - AMBULANCE</b>					
<b>Activity: 42153 - Ambulance</b>					
WEX BANK	43528228	12/31/2015	DEC 2015 - AMBULANCE	235-42153-212	540.30
WEX BANK	43528228	12/31/2015	DEC 2015 - CREDIT - AMBULA	235-42153-212	-15.83
WINDOM FARM SERVICE	159538	12/31/2015	MAINTENANCE	235-42153-217	11.07
LEWIS FAMILY DRUG, LLC	20160113	12/13/2015	SUPPLIES	235-42153-217	151.65
ZOLL MEDICAL CORPORATION	2322281	12/29/2015	SUPPLIES	235-42153-217	72.11
PRAXAIR DISTRIBUTION INC	54583931	12/31/2015	SUPPLIES	235-42153-217	377.54
BOUND TREE MEDICAL, LLC	82001981	12/29/2015	SUPPLIES	235-42153-217	209.75
ELECTRIC FUND	20160111	01/11/2016	MONTHLY UTILITY & TELECO	235-42153-321	24.86
VERIZON WIRELESS	9757538996	12/31/2015	TELEPHONE -	235-42153-321	65.33
COTTONWOOD CO AUD/TRE	20160105	01/05/2016	DISPATCHING - JAN 2016	235-42153-325	200.00
REAL TIME TRANSLATION, INC	108095	01/06/2016	SERVICE	235-42153-327	34.00
JUSTIN HARRINGTON	20160105	12/31/2015	EXPENSE	235-42153-334	13.97
DONNA MARCY	20160105	12/31/2015	EXPENSE	235-42153-334	67.21
BUCKWHEAT JOHNSON	20160105	12/31/2015	EXPENSE	235-42153-334	13.98
JOHN MEYER	20160105	12/31/2015	EXPENSE	235-42153-334	40.95
US BANK	20160106	12/31/2015	CREDIT CARD - GODFATHERS	235-42153-334	75.18
KDOM RADIO	KDOM0281151238187	12/31/2015	ADVERTISING - AMBULANCE	235-42153-340	99.00
				<b>Activity 42153 - Ambulance Total:</b>	<b>1,981.07</b>
				<b>Fund 235 - AMBULANCE Total:</b>	<b>1,981.07</b>
<b>Fund: 250 - EDA GENERAL</b>					
ELECTRIC FUND	20160106	01/06/2016	EDA LOAN TO ELEC FUND - PR	250-23900	899.53
					<b>899.53</b>
<b>Activity: 46520 - EDA</b>					
NCPERS MINNESOTA	20160106	01/06/2016	INSURANCE #844600 - JAN 20	250-46520-133	24.00
CLIFTON-LARSON-ALLEN, LLP	1157874	01/05/2016	AUDIT SERVICE	250-46520-301	1,000.00
ZIESKE LAND SURVEYING	20160116	01/11/2016	PROJ: C 1531 S PAYMT #3	250-46520-303	617.95
SCHRAMMEL LAW OFFICE	20160106	12/31/2015	LEGAL FEES - EDA	250-46520-304	720.00
BRADLEY & DEIKE, P.A.	34765	12/31/2015	SERVICE	250-46520-304	187.00
ELECTRIC FUND	20160111	01/11/2016	MONTHLY UTILITY & TELECO	250-46520-321	93.89
VERIZON WIRELESS	9757538996	12/31/2015	TELEPHONE -	250-46520-321	50.48
DIANE KRUGER	1	12/31/2015	ADVERTISING SUPPORT-BARC	250-46520-340	75.00
ELECTRIC FUND	20160111	01/11/2016	MONTHLY UTILITY & TELECO	250-46520-381	49.92
WDR - DEPUTY REGISTRAR #5	180583A	01/11/2016	#180583 EDA	250-46520-480	16.00
COTTONWOOD CO RECORDER	59130	12/31/2015	SERVICE # 276936	250-46520-480	46.00
				<b>Activity 46520 - EDA Total:</b>	<b>2,880.24</b>
<b>Activity: 49950 - Capital Outlay</b>					
LAMPERTS YARDS, INC.	20160108	12/31/2015	MAINTENANCE - PARK	250-49950-500	26.15
TROY SCHNEEKLOTH	217914	12/31/2015	DIRECTIONAL SIGNAGE	250-49950-500	150.00
				<b>Activity 49950 - Capital Outlay Total:</b>	<b>176.15</b>
<b>Activity: 49980 - Debt Service</b>					
FULDA CREDIT UNION	20160106	01/06/2016	SPEC BUILDING LOAN - PRINC	250-49980-602	2,107.85
ELECTRIC FUND	20160106	01/06/2016	EDA LOAN TO ELEC FUND - IN	250-49980-612	49.96
FULDA CREDIT UNION	20160106	01/06/2016	SPEC BUILDING LOAN - INTER	250-49980-612	1,252.15
				<b>Activity 49980 - Debt Service Total:</b>	<b>3,409.96</b>
				<b>Fund 250 - EDA GENERAL Total:</b>	<b>7,365.88</b>

## Expense Approval Report

Payment Dates: 1/1/2016 - 1/15/2016

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 254 - NORTH IND PARK</b>					
<b>Activity: 46520 - EDA</b>					
WENCK ASSOCIATES, INC.	11510594	12/31/2015	EDA GENERAL ASSISTANCE	254-46520-303	1,562.00
SCHRAMEL LAW OFFICE	20160106	12/31/2015	LEGAL FEES - NWIP	254-46520-304	97.50
SOUTH CENTRAL ELECTRIC	367404	12/31/2015	service #26-24-123-04	254-46520-381	116.59
					<b>Activity 46520 - EDA Total:</b>
					<b>1,776.09</b>
<b>Activity: 49980 - Debt Service</b>					
BOND TRUST SERVICE CORP	28402	01/06/2016	BOND PAYMENT- 2013B PROJ	254-49980-601	20,000.00
BOND TRUST SERVICE CORP	28402	01/06/2016	BOND PAYMENT- 2013B PROJ	254-49980-611	1,135.00
					<b>Activity 49980 - Debt Service Total:</b>
					<b>21,135.00</b>
					<b>Fund 254 - NORTH IND PARK Total:</b>
					<b>22,911.09</b>
<b>Fund: 260 - TIF 1-13 RIVER BLUFF</b>					
<b>Activity: 49980 - Debt Service</b>					
NORTHLAND TRUST SERVICE	WIND06Aa	01/06/2016	2006A BOND PAYMENT-	260-49980-720	27,000.00
NORTHLAND TRUST SERVICE	WIND06Aa	01/06/2016	2006A BOND PAYMENT-	260-49980-720	1,722.50
					<b>Activity 49980 - Debt Service Total:</b>
					<b>28,722.50</b>
					<b>Fund 260 - TIF 1-13 RIVER BLUFF Total:</b>
					<b>28,722.50</b>
<b>Fund: 262 - TIF 1-2 PAMIDA</b>					
<b>Activity: 46530 - TIF Districts</b>					
WENCK ASSOCIATES, INC.	11510594	12/31/2015	EDA GENERAL ASSISTANCE	262-46530-303	495.00
ZIESKE LAND SURVEYING	20160116	01/11/2016	PROJ: C 1531 S PAYMT #3	262-46530-303	420.05
					<b>Activity 46530 - TIF Districts Total:</b>
					<b>915.05</b>
					<b>Fund 262 - TIF 1-2 PAMIDA Total:</b>
					<b>915.05</b>
<b>Fund: 301 - 2003 IMPROVEMENT BOND</b>					
<b>Activity: 49980 - Debt Service</b>					
BOND TRUST SERVICE CORP	28402	01/06/2016	BOND PAYMENT- 2011B PROJ	301-49980-601	115,000.00
BOND TRUST SERVICE CORP	28402	01/06/2016	BOND PAYMENT- 2011B PROJ	301-49980-611	3,508.75
					<b>Activity 49980 - Debt Service Total:</b>
					<b>118,508.75</b>
					<b>Fund 301 - 2003 IMPROVEMENT BOND Total:</b>
					<b>118,508.75</b>
<b>Fund: 302 - 4TH AVENUE IMPROVEMENT</b>					
<b>Activity: 49980 - Debt Service</b>					
BOND TRUST SERVICE CORP	28402	01/06/2016	BOND PAYMENT- 2012A PROJ	302-49980-601	42,350.00
BOND TRUST SERVICE CORP	28402	01/06/2016	BOND PAYMENT- 2012A PROJ	302-49980-611	450.00
BOND TRUST SERVICE CORP	28402	01/06/2016	BOND PAYMENT- 2012A PROJ	302-49980-611	1,227.19
					<b>Activity 49980 - Debt Service Total:</b>
					<b>44,027.19</b>
					<b>Fund 302 - 4TH AVENUE IMPROVEMENT Total:</b>
					<b>44,027.19</b>
<b>Fund: 303 - 2007 STREET IMPROVEMENT</b>					
<b>Activity: 49980 - Debt Service</b>					
BOND TRUST SERVICE CORP	28402	01/06/2016	BOND PAYMENT- 2012A PROJ	303-49980-601	75,000.00
BOND TRUST SERVICE CORP	28402	01/06/2016	BOND PAYMENT- 2012A PROJ	303-49980-611	4,718.75
					<b>Activity 49980 - Debt Service Total:</b>
					<b>79,718.75</b>
					<b>Fund 303 - 2007 STREET IMPROVEMENT Total:</b>
					<b>79,718.75</b>
<b>Fund: 304 - 2006A REFUNDING BOND</b>					
NORTHLAND TRUST SERVICE	WIND06Aa	01/06/2016	2006A BOND PAYMENT-	304-39202	-1,722.50
NORTHLAND TRUST SERVICE	WIND06Aa	01/06/2016	2006A BOND PAYMENT-	304-39202	-27,000.00
					<b>-28,722.50</b>
<b>Activity: 47000 - Debt Service</b>					
NORTHLAND TRUST SERVICE	WIND06Aa	01/06/2016	2006A BOND PAYMENT- ADM	304-47000-480	495.00
					<b>Activity 47000 - Debt Service Total:</b>
					<b>495.00</b>
<b>Activity: 49980 - Debt Service</b>					
NORTHLAND TRUST SERVICE	WIND06Aa	01/06/2016	2006A BOND PAYMENT- PRIN	304-49980-601	13,000.00
NORTHLAND TRUST SERVICE	WIND06Aa	01/06/2016	2006A BOND PAYMENT- PRIN	304-49980-601	12,000.00
NORTHLAND TRUST SERVICE	WIND06Aa	01/06/2016	2006A BOND PAYMENT- PRIN	304-49980-601	28,000.00
NORTHLAND TRUST SERVICE	WIND06Aa	01/06/2016	2006A BOND PAYMENT- PRIN	304-49980-601	27,000.00
NORTHLAND TRUST SERVICE	WIND06Aa	01/06/2016	2006A BOND PAYMENT- PRIN	304-49980-601	10,000.00

## Expense Approval Report

Payment Dates: 1/1/2016 - 1/15/2016

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
NORTHLAND TRUST SERVICE	WIND06Aa	01/06/2016	2006A BOND PAYMENT- INT P	304-49980-611	567.00
NORTHLAND TRUST SERVICE	WIND06Aa	01/06/2016	2006A BOND PAYMENT- INT J	304-49980-611	489.00
NORTHLAND TRUST SERVICE	WIND06Aa	01/06/2016	2006A BOND PAYMENT- INT E	304-49980-611	263.25
NORTHLAND TRUST SERVICE	WIND06Aa	01/06/2016	2006A BOND PAYMENT- INT T	304-49980-611	1,722.50
NORTHLAND TRUST SERVICE	WIND06Aa	01/06/2016	2006A BOND PAYMENT- INT	304-49980-611	635.75
<b>Activity 49980 - Debt Service Total:</b>					<b>93,677.50</b>
<b>Fund 304 - 2006A REFUNDING BOND Total:</b>					<b>65,450.00</b>
<b>Fund: 305 - 2009 STREET IMPROVEMENT</b>					
BOND TRUST SERVICE CORP	28402	01/06/2016	BOND PAYMENT- 2009A STRE	305-39202	-3,221.55
BOND TRUST SERVICE CORP	28402	01/06/2016	BOND PAYMENT- 2009A STRE	305-39202	-2,856.85
BOND TRUST SERVICE CORP	28402	01/06/2016	BOND PAYMENT- 2009A STRE	305-39202	-13,833.00
BOND TRUST SERVICE CORP	28402	01/06/2016	BOND PAYMENT- 2009A STRE	305-39202	-12,267.00
<b>Activity: 47000 - Debt Service</b>					
BOND TRUST SERVICE CORP	28402	01/06/2016	BOND PAYMENT- 2009A ADM	305-47000-480	450.00
<b>Activity 47000 - Debt Service Total:</b>					<b>450.00</b>
<b>Activity: 49980 - Debt Service</b>					
BOND TRUST SERVICE CORP	28402	01/06/2016	BOND PAYMENT- 2009A STRE	305-49980-601	13,833.00
BOND TRUST SERVICE CORP	28402	01/06/2016	BOND PAYMENT-BOND PAYM	305-49980-601	12,267.00
BOND TRUST SERVICE CORP	28402	01/06/2016	BOND PAYMENT- 2009A STRE	305-49980-601	63,900.00
BOND TRUST SERVICE CORP	28402	01/06/2016	BOND PAYMENT- 2009A STRE	305-49980-611	2,856.85
BOND TRUST SERVICE CORP	28402	01/06/2016	BOND PAYMENT- 2009A STRE	305-49980-611	3,221.55
BOND TRUST SERVICE CORP	28402	01/06/2016	BOND PAYMENT- 2009A STRE	305-49980-611	14,881.60
<b>Activity 49980 - Debt Service Total:</b>					<b>110,960.00</b>
<b>Fund 305 - 2009 STREET IMPROVEMENT Total:</b>					<b>79,231.60</b>
<b>Fund: 306 - 2013 STREET IMPROVEMENT</b>					
<b>Activity: 41000 - General Government</b>					
BOND TRUST SERVICE CORP	28402	01/06/2016	BOND PAYMENT- 2013A GEN	306-41000-480	450.00
<b>Activity 41000 - General Government Total:</b>					<b>450.00</b>
<b>Activity: 49980 - Debt Service</b>					
BOND TRUST SERVICE CORP	28402	01/06/2016	BOND PAYMENT- 2013A GEN	306-49980-601	70,000.00
BOND TRUST SERVICE CORP	28402	01/06/2016	BOND PAYMENT- 2013A GEN	306-49980-601	60,000.00
BOND TRUST SERVICE CORP	28402	01/06/2016	BOND PAYMENT- 2013A GEN	306-49980-611	12,359.38
BOND TRUST SERVICE CORP	28402	01/06/2016	BOND PAYMENT- 2013A GEN	306-49980-611	16,846.88
<b>Activity 49980 - Debt Service Total:</b>					<b>159,206.26</b>
<b>Fund 306 - 2013 STREET IMPROVEMENT Total:</b>					<b>159,656.26</b>
<b>Fund: 401 - GENERAL CAPITAL PROJECTS</b>					
<b>Activity: 49950 - Capital Outlay</b>					
US BANK	20160106	12/31/2015	CREDIT CARD - CITY CAMERA	401-49950-500	39.05
SCHWALBACH HARDWARE	20160108	12/31/2015	#72861 MAINTENANCE - CAPI	401-49950-500	15.72
JASON HANKE	387260	12/31/2015	CITY FIREWALL	401-49950-500	1,200.00
WERNER ELECTRIC	S8964302.001	12/31/2015	PARK CAMERA SYSTEM	401-49950-500	79.46
TOPPERS PLUS, INC.	SO-60455	01/07/2016	SNOW PLOW	401-49950-500	6,104.70
<b>Activity 49950 - Capital Outlay Total:</b>					<b>7,438.93</b>
<b>Activity: 49980 - Debt Service</b>					
LEAGUE OF MN CITIES INS TR	20160106	01/06/2016	2016 FINAL PAYMENT- PRINCI	401-49980-602	52,998.68
LEAGUE OF MN CITIES INS TR	20160106	01/06/2016	2016 FINAL PAYMENT - INTER	401-49980-612	1,589.96
<b>Activity 49980 - Debt Service Total:</b>					<b>54,588.64</b>
<b>Fund 401 - GENERAL CAPITAL PROJECTS Total:</b>					<b>62,027.57</b>
<b>Fund: 406 - PIR</b>					
<b>Activity: 41000 - General Government</b>					
BOND TRUST SERVICE CORP	28402	01/06/2016	BOND PAYMENT- 2013B ADM	406-41000-480	550.00
<b>Activity 41000 - General Government Total:</b>					<b>550.00</b>
<b>Activity: 49980 - Debt Service</b>					
BOND TRUST SERVICE CORP	28402	01/06/2016	BOND PAYMENT- 2013B PROJ	406-49980-601	45,000.00
BOND TRUST SERVICE CORP	28402	01/06/2016	BOND PAYMENT- 2012A PROJ	406-49980-601	12,650.00

## Expense Approval Report

Payment Dates: 1/1/2016 - 1/15/2016

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
BOND TRUST SERVICE CORP	28402	01/06/2016	BOND PAYMENT- 20121 PROJ	406-49980-611	366.56
BOND TRUST SERVICE CORP	28402	01/06/2016	BOND PAYMENT- 2013B PROJ	406-49980-611	2,510.00
<b>Activity 49980 - Debt Service Total:</b>					<b>60,526.56</b>
<b>Fund 406 - PIR Total:</b>					<b>61,076.56</b>

**Fund: 601 - WATER**

BOND TRUST SERVICE CORP	28402	01/06/2016	BOND PAYMENT- 2013A GEN	601-23100	40,000.00
BOND TRUST SERVICE CORP	28402	01/06/2016	BOND PAYMENT- 2011A PROJ	601-29107	35,000.00
BOND TRUST SERVICE CORP	28402	01/06/2016	BOND PAYMENT- 2012A PROJ	601-29108	15,600.00
BOND TRUST SERVICE CORP	28402	01/06/2016	BOND PAYMENT- 2012A PROJ	601-29108	37,200.00
NORTHLAND TRUST SERVICE	WINDO6Aa	01/06/2016	2006A BOND PAYMENT- PRIN	601-29111	35,000.00
<b>Fund 601 - WATER Total:</b>					<b>162,800.00</b>

**Activity: 49400 - Water**

NCPERS MINNESOTA	20160106	01/06/2016	INSURANCE #844600 - JAN 20	601-49400-133	40.00
WEX BANK	43528228	12/31/2015	DEC 2015 - WATER	601-49400-212	170.87
US BANK	20160106	12/31/2015	CREDIT CARD - PAY PAL	601-49400-217	7.50
RED ROCK RURAL WATER	20160111	01/11/2016	#104328	601-49400-217	61.26
BOLTON & MENK, INC.	0185682	12/31/2015	SERVICE #F17.110610	601-49400-303	753.75
ELECTRIC FUND	20160111	01/11/2016	MONTHLY UTILITY & TELECO	601-49400-321	109.79
VERIZON WIRELESS	9757538996	12/31/2015	TELEPHONE -	601-49400-321	46.89
SOURCE ONE SOLUTIONS, LLC	1056	12/31/2015	POSTAGE	601-49400-322	249.47
COTTONWOOD CO AUD/TRE	20160105	01/05/2016	DISPATCHING - JAN 2016	601-49400-325	100.00
SOURCE ONE SOLUTIONS, LLC	1056	12/31/2015	UTILITY BILLING SERVICES	601-49400-326	827.68
SOURCE ONE SOLUTIONS, LLC	1056	12/31/2015	PRINT-FOLD WATER INCREAS	601-49400-326	213.75
HP SUDS CLUB, LLC	20160106	12/31/2015	BILLING CONTRACT SERVICE	601-49400-326	1,170.00
KDOM RADIO	KDOM0791151238198	12/31/2015	ADVERTISING - WATER & WA	601-49400-340	20.00
ELECTRIC FUND	20160111	01/11/2016	MONTHLY UTILITY & TELECO	601-49400-381	3,763.80
ELECTRIC FUND	20160111	01/11/2016	MONTHLY UTILITY & TELECO	601-49400-382	15.46
ELECTRIC FUND	20160111	01/11/2016	MONTHLY UTILITY & TELECO	601-49400-385	26.74
US BANK	20160106	12/31/2015	CREDIT CARD - NORTON	601-49400-404	96.18
SCHWALBACH HARDWARE	20160108	12/31/2015	#72861 MAINTENANCE - WAT	601-49400-404	117.46
RUNNING'S SUPPLY	20160112	12/31/2015	MAINTENANCE -	601-49400-404	116.36
TOSHIBA FINANCIAL SERVICES	294911219	01/06/2016	COPIER LEASE 12-20-15 TO 1-	601-49400-404	28.65
MELVIN DUERKSEN, CONTRA	20160108	12/31/2015	MAINTENANCE	601-49400-408	369.00
MN DEPT OF HEALTH	20160105	12/31/2015	WATER SURCHARGE	601-49400-443	3,242.00
WDR - DEPUTY REGISTRAR #5	934725A	01/11/2016	#934725 WATER	601-49400-444	16.00
WDR - DEPUTY REGISTRAR #5	942839A	01/11/2016	#942839 WATER	601-49400-444	16.00
SCHRAMMEL LAW OFFICE	20160106	12/31/2015	LEGAL FEES - WATER	601-49400-480	97.50
DAKOTA SUPPLY GROUP	B823790	12/29/2015	MATERIALS	601-49400-480	1,230.00
<b>Activity 49400 - Water Total:</b>					<b>12,906.11</b>

**Activity: 49980 - Debt Service**

BOND TRUST SERVICE CORP	28402	01/06/2016	BOND PAYMENT- 2012A PROJ	601-49980-611	1,064.70
BOND TRUST SERVICE CORP	28402	01/06/2016	BOND PAYMENT- 2013A GEN	601-49980-611	11,662.50
BOND TRUST SERVICE CORP	28402	01/06/2016	BOND PAYMENT- 2011A PROJ	601-49980-611	5,166.25
BOND TRUST SERVICE CORP	28402	01/06/2016	BOND PAYMENT- 2012A PROJ	601-49980-611	1,085.00
NORTHLAND TRUST SERVICE	WINDO6Aa	01/06/2016	2006A BOND PAYMENT- INT	601-49980-611	708.75
BOND TRUST SERVICE CORP	28402	01/06/2016	BOND PAYMENT- 2009 STREE	601-49980-720	2,856.85
BOND TRUST SERVICE CORP	28402	01/06/2016	BOND PAYMENT- 2009A STRE	601-49980-720	12,267.00
<b>Activity 49980 - Debt Service Total:</b>					<b>34,811.05</b>
<b>Fund 601 - WATER Total:</b>					<b>210,517.16</b>

**Fund: 602 - SEWER**

BOND TRUST SERVICE CORP	28402	01/06/2016	BOND PAYMENT- 2013A GEN	602-23100	35,000.00
BOND TRUST SERVICE CORP	28402	01/06/2016	BOND PAYMENT- 2011A PROJ	602-29105	45,000.00
BOND TRUST SERVICE CORP	28402	01/06/2016	BOND PAYMENT- 2012A PROJ	602-29106	22,800.00
BOND TRUST SERVICE CORP	28402	01/06/2016	BOND PAYMENT- 2012A PROJ	602-29106	14,400.00
<b>Fund 602 - SEWER Total:</b>					<b>117,200.00</b>

**Activity: 49450 - Sewer**

NCPERS MINNESOTA	20160106	01/06/2016	INSURANCE #844600 - JAN 20	602-49450-133	56.00
CENTER STOP	1140	12/31/2015	FUEL	602-49450-212	59.63

## Expense Approval Report

Payment Dates: 1/1/2016 - 1/15/2016

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
WEX BANK	43528228	12/31/2015	DEC 2015 - SEWER	602-49450-212	213.86
US BANK	20160106	12/31/2015	CREDIT CARD - PAY PAL	602-49450-217	7.50
BOLTON & MENK, INC.	0185682	12/31/2015	SERVICE #F17.110610	602-49450-303	753.75
MN VALLEY TESTING	788048	12/22/2015	TESTING	602-49450-310	120.00
MN VALLEY TESTING	788232	12/22/2015	TESTING	602-49450-310	347.80
MN VALLEY TESTING	788546	12/22/2015	TESTING	602-49450-310	223.60
MN VALLEY TESTING	788939	12/23/2015	TESTING	602-49450-310	143.60
ELECTRIC FUND	20160111	01/11/2016	MONTHLY UTILITY & TELECO	602-49450-321	152.49
VERIZON WIRELESS	9757538996	12/31/2015	TELEPHONE -	602-49450-321	46.89
SOURCE ONE SOLUTIONS, LLC	1056	12/31/2015	POSTAGE	602-49450-322	249.47
RUNNING'S SUPPLY	20160112	12/31/2015	MAINTENANCE -	602-49450-322	21.00
COTTONWOOD CO AUD/TRE	20160105	01/05/2016	DISPATCHING - JAN 2016	602-49450-325	100.00
SOURCE ONE SOLUTIONS, LLC	1056	12/31/2015	UTILITY BILLING SERVICES	602-49450-326	827.68
HP SUDS CLUB, LLC	20160106	12/31/2015	BILLING CONTRACT SERVICE	602-49450-326	1,170.00
ELECTRIC FUND	20160111	01/11/2016	MONTHLY UTILITY & TELECO	602-49450-326	42.95
ELECTRIC FUND	20160111	01/11/2016	MONTHLY UTILITY & TELECO	602-49450-381	9,382.81
ELECTRIC FUND	20160111	01/11/2016	MONTHLY UTILITY & TELECO	602-49450-382	157.46
SOUTH CENTRAL ELECTRIC	367405	12/31/2015	SERVICE #26-24-125-04	602-49450-383	129.58
COUNTRY PRIDE SERVICE	15830	12/31/2015	MAINTENANCE	602-49450-404	3.18
JIFFY-JR. PRODUCTS	160959	12/31/2015	MAINTENANCE	602-49450-404	247.17
US BANK	20160106	12/31/2015	CREDIT CARD - HACH	602-49450-404	103.04
US BANK	20160106	12/31/2015	CREDIT CARD - NORTON	602-49450-404	96.18
RUNNING'S SUPPLY	20160112	12/31/2015	MAINTENANCE -	602-49450-404	358.67
TOSHIBA FINANCIAL SERVICES	294911219	01/06/2016	COPIER LEASE 12-20-15 TO 1-	602-49450-404	22.92
BOLTON & MENK, INC.	0183822	12/31/2015	SERVICE	602-49450-439	3,076.40
SCHWALBACH HARDWARE	20160108	12/31/2015	#72861 MAINTENANCE - SEW	602-49450-439	241.37
RUNNING'S SUPPLY	20160112	12/31/2015	MAINTENANCE -	602-49450-439	43.95
MN VALLEY TESTING	788384	12/22/2015	TESTING	602-49450-439	194.40
MN VALLEY TESTING	788407	12/22/2015	TESTING	602-49450-439	194.40
MN VALLEY TESTING	789643	12/30/2015	TESTING	602-49450-439	194.40
WDR - DEPUTY REGISTRAR #5	913500A	01/11/2016	#913500 SEWER	602-49450-444	16.00
WDR - DEPUTY REGISTRAR #5	928264A	01/11/2016	#928264 SEWER	602-49450-444	16.00
WDR - DEPUTY REGISTRAR #5	934726A	01/11/2016	#934726 SEWER	602-49450-444	16.00
BLUE CROSS/BLUE SHIELD	20160105	01/05/2016	INSURANCE PREM- FEB	602-49450-480	413.00
KDOM RADIO	KDOM0791151238198	12/31/2015	ADVERTISING - WATER & WA	602-49450-480	20.00
				<b>Activity 49450 - Sewer Total:</b>	<b>19,463.15</b>

**Activity: 49980 - Debt Service**

BOND TRUST SERVICE CORP	28402	01/06/2016	BOND PAYMENT- 2012A PROJ	602-49980-611	982.80
BOND TRUST SERVICE CORP	28402	01/06/2016	BOND PAYMENT- 2013A GEN	602-49980-611	10,109.38
BOND TRUST SERVICE CORP	28402	01/06/2016	BOND PAYMENT- 2011A PROJ	602-49980-611	34,107.50
BOND TRUST SERVICE CORP	28402	01/06/2016	BOND PAYMENT- 2012A PROJ	602-49980-611	665.00
BOND TRUST SERVICE CORP	28402	01/06/2016	BOND PAYMENT- 2009A STRE	602-49980-720	13,833.00
BOND TRUST SERVICE CORP	28402	01/06/2016	BOND PAYMENT- 2009A STRE	602-49980-720	3,221.55
				<b>Activity 49980 - Debt Service Total:</b>	<b>62,919.23</b>

**Fund 602 - SEWER Total: 199,582.38****Fund: 604 - ELECTRIC**

CRYSTEEL TRUCK EQUIPMENT	L25642	12/31/2015	DUMP TRUCK	604-16440	16,637.26
MN REVENUE	20160112	12/31/2015	SALES TAX	604-20202	14,666.00
JAMES AMUNDSON	20160105	12/31/2015	REFUND UTILITY PREPAYMEN	604-22000	300.00
AMANDA SCHOBORG	20160111	01/11/2016	REFUND-BAL OF UTILITY PREP	604-22000	230.63
ELECTRIC FUND	20160111A	01/11/2016	UTIL PREPAY-JESSICA KODAD	604-22000	300.00
ELECTRIC FUND	20160111B	01/11/2016	UTIL PREPAY-AMANDA SCHO	604-22000	69.37
ELECTRIC FUND	20160111C	01/11/2016	UTIL PREPAY-MONICA MAGA	604-22000	300.00
GREG SCHEITEL	20160112	01/12/2016	REFUND - UTILITY PREPAYME	604-22000	300.00
ELECTRIC FUND	20160112	01/12/2016	REFUND-UTIL PREPAY-T.JEFFE	604-22000	289.30
TODD JEFFERSON	20160112	01/12/2016	REFUND - UTIL PREPA Y BALA	604-22000	10.70
BETTY JO LUDEWIG	20160112	01/12/2016	REFUND - UTILITY PREPAYME	604-22000	300.00
JESSICA STAHL	20160112	01/12/2016	REFUND - UTILITY PREPAYME	604-22000	300.00
					<b>33,703.26</b>

## Expense Approval Report

Payment Dates: 1/1/2016 - 1/15/2016

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Activity: 49550 - Electric</b>					
NCPERS MINNESOTA	20160106	01/06/2016	INSURANCE #844600 - JAN 20	604-49550-133	96.00
OFFICEMAX - HSBC BUS SOLU	494872	12/29/2015	OFFICE SUPPLIES	604-49550-200	135.72
WEX BANK	43528228	12/31/2015	DEC 2015 - ELECTRIC	604-49550-212	525.13
US BANK	20160106	12/31/2015	CREDIT CARD - PAY PAL	604-49550-217	7.50
BORDER STATES	910491620	12/31/2015	UNIFORMS	604-49550-218	149.24
SCHWALBACH HARDWARE	20160108	12/31/2015	#72861 MAINTENANCE - ELEC	604-49550-241	800.14
RUNNING'S SUPPLY	20160112	12/31/2015	MAINTENANCE -	604-49550-241	454.35
DEPARTMENT OF ENERGY	BFPB000801215	12/31/2015	POWER COST	604-49550-263	89,786.64
CLIFTON-LARSON-ALLEN, LLP	1157874	01/05/2016	AUDIT SERVICE	604-49550-301	1,000.00
SCHRAMMEL LAW OFFICE	20160106	12/31/2015	LEGAL FEES - ELECTRIC	604-49550-304	60.00
ELECTRIC FUND	20160111	01/11/2016	MONTHLY UTILITY & TELECO	604-49550-321	196.10
VERIZON WIRELESS	9757538996	12/31/2015	TELEPHONE -	604-49550-321	75.31
SOURCE ONE SOLUTIONS, LLC	1056	12/31/2015	POSTAGE	604-49550-322	249.47
COTTONWOOD CO AUD/TRE	20160105	01/05/2016	DISPATCHING - JAN 2016	604-49550-325	187.50
SOURCE ONE SOLUTIONS, LLC	1056	12/31/2015	UTILITY BILLING SERVICES	604-49550-326	1,707.10
HP SUDS CLUB, LLC	20160106	12/31/2015	BILLING CONTRACT SERVICE	604-49550-326	1,170.00
ELECTRIC FUND	20160111	01/11/2016	MONTHLY UTILITY & TELECO	604-49550-326	130.84
US BANK	20160106	12/31/2015	CREDIT CARD - HOLIDAY INN	604-49550-334	186.42
US BANK	20160106	12/31/2015	CREDIT CARD - FAMOUS DAV	604-49550-334	24.88
ELECTRIC FUND	20160111	01/11/2016	MONTHLY UTILITY & TELECO	604-49550-381	96.53
ELECTRIC FUND	20160111	01/11/2016	MONTHLY UTILITY & TELECO	604-49550-382	20.21
ELECTRIC FUND	20160111	01/11/2016	MONTHLY UTILITY & TELECO	604-49550-385	26.74
DICKS WELDING INC	61250	12/31/2015	MAINTENANCE	604-49550-402	1,116.34
DICKS WELDING INC	61338	12/31/2015	MAINTENANCE	604-49550-402	10,498.22
US BANK	20160106	12/31/2015	CREDIT CARD - CRYSTEEL	604-49550-404	171.80
TOSHIBA FINANCIAL SERVICES	294911219	01/06/2016	COPIER LEASE 12-20-15 TO 1-	604-49550-404	28.65
HIGLEY FORD	124115	12/31/2015	MAINTENANCE	604-49550-405	496.21
RAGE INC	11-011839	12/31/2015	SERVICE	604-49550-406	34.17
RAGE INC	12-010758	12/31/2015	SERVICE - POWER PLANT	604-49550-406	34.17
RAGE INC	12-011218	12/31/2015	SERVICE- POWER PLANT	604-49550-406	34.17
BRAD BUSSA	20160105	12/31/2015	SERVICE - CLEANING	604-49550-406	184.60
SCHWALBACH HARDWARE	20160108	12/31/2015	#72861 MAINTENANCE - ELEC	604-49550-406	18.98
RUNNING'S SUPPLY	20160112	12/31/2015	MAINTENANCE -	604-49550-408	10.99
SCHWALBACH HARDWARE	20160108	12/31/2015	#72861 MAINTENANCE - ELEC	604-49550-409	155.53
MN DEPT OF PUBLIC SAFETY	20160108	12/31/2015	#15687 HAZARDOUS CHEM I	604-49550-410	25.00
WDR - DEPUTY REGISTRAR #5	164172A	01/11/2016	#164172 ELECTRIC	604-49550-444	16.00
WDR - DEPUTY REGISTRAR #5	177630A	01/11/2016	#177630 ELECTRIC	604-49550-444	16.00
WDR - DEPUTY REGISTRAR #5	177636A	01/11/2016	#177636	604-49550-444	16.00
WDR - DEPUTY REGISTRAR #5	177643A	01/11/2016	#177643 ELECTRIC	604-49550-444	16.00
WDR - DEPUTY REGISTRAR #5	180561A	01/11/2016	#180561 ELECTRIC	604-49550-444	16.00
WDR - DEPUTY REGISTRAR #5	180590A	01/11/2016	#180590 ELECTRIC	604-49550-444	16.00
WDR - DEPUTY REGISTRAR #5	180592A	01/11/2016	#180592 ELECTRIC	604-49550-444	16.00
WDR - DEPUTY REGISTRAR #5	180593A	01/11/2016	#180593	604-49550-444	16.00
WDR - DEPUTY REGISTRAR #5	183453A	01/11/2016	#183453 ELECTRIC	604-49550-444	16.00
WDR - DEPUTY REGISTRAR #5	193826A	01/11/2016	#193826 ELECTRIC	604-49550-444	16.00
WDR - DEPUTY REGISTRAR #5	928262A	01/11/2016	#928262 ELECTRIC	604-49550-444	16.00
WDR - DEPUTY REGISTRAR #5	928271A	01/11/2016	#928271 ELECTRIC	604-49550-444	16.00
WDR - DEPUTY REGISTRAR #5	934714A	01/11/2016	#934714 ELECTRIC	604-49550-444	16.00
WDR - DEPUTY REGISTRAR #5	934718A	01/11/2016	#934718 ELECTRIC	604-49550-444	16.00
RETROFIT RECYCLING, INC	0083739-IN	12/31/2015	CONSERVATION	604-49550-450	285.34
RETROFIT RECYCLING, INC	0083740-IN	12/31/2015	CONSERVATION	604-49550-450	9.35
MN REVENUE	20160112	12/31/2015	SALES TAX	604-49550-460	17.11
BLUE CROSS/BLUE SHIELD	20160105	01/05/2016	INSURANCE PREM- FEB	604-49550-480	1,102.50
WINDOM AREA DEVELOPME	20160106	01/06/2016	INDUSTRIAL DEVELOPMENT	604-49550-491	1,200.00
				<b>Activity 49550 - Electric Total:</b>	<b>112,732.95</b>
				<b>Fund 604 - ELECTRIC Total:</b>	<b>146,436.21</b>

## Expense Approval Report

Payment Dates: 1/1/2016 - 1/15/2016

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 609 - LIQUOR STORE</b>					
MN REVENUE	20160112	12/31/2015	SALES TAX	609-20202	17,381.00
					<u>17,381.00</u>
<b>Activity: 49751 - Liquor Store</b>					
NCPERS MINNESOTA	20160106	01/06/2016	INSURANCE #844600 - JAN 20	609-49751-133	16.00
US BANK	20160106	12/31/2015	CREDIT CARD - SCHWALBACH	609-49751-200	29.91
RAGE INC	12-010278	12/31/2015	SERVICE- RIVER BEND LIQUOR	609-49751-211	20.05
RAGE INC	12-012090	12/31/2015	SERVICE - RIVER BEND LIQ	609-49751-217	27.91
AH HERMEL COMPANY	550363	12/29/2015	MERCHANDISE	609-49751-217	54.33
VINOPIA, INC	0140038-IN	12/31/2015	MERCHANDISE	609-49751-251	375.00
WIRTZ BEVERAGE MN WINE	1080411839	12/22/2015	MERCHANDISE	609-49751-251	5,587.28
SOUTHERN WINE & SPIRITS O	1361492	12/29/2015	MERCHANDISE	609-49751-251	331.33
SOUTHERN WINE & SPIRITS O	1361493	12/29/2015	MERCHANDISE	609-49751-251	89.91
PHILLIPS WINE & SPIRITS	227139	12/31/2015	CREDIT - MERCHANDISE	609-49751-251	-6.33
PHILLIPS WINE & SPIRITS	2899719	12/22/2015	MERCHANDISE	609-49751-251	10,359.91
JOHNSON BROS.	5328750	12/22/2015	MERCHANDISE	609-49751-251	1,132.66
JOHNSON BROS.	5333981	12/29/2015	MERCHANDISE	609-49751-251	3,043.30
JOHNSON BROS.	557902	12/31/2015	CREDIT - MERCHANDISE	609-49751-251	-218.25
ARTISAN BEER COMPANY	3072141	12/22/2015	MERCHANDISE	609-49751-252	322.45
ARTISAN BEER COMPANY	3073586	12/29/2015	MERCHANDISE	609-49751-252	228.85
DOLL DISTRIBUTING, LLC	519291	12/31/2015	MERCHANDISE	609-49751-252	6,672.30
DOLL DISTRIBUTING, LLC	519293	12/31/2015	MERCHANDISE	609-49751-252	81.50
DOLL DISTRIBUTING, LLC	523449	01/11/2016	MERCHANDISE	609-49751-252	10,322.25
JOHNSON BROS.	5328752	12/22/2015	MERCHANDISE	609-49751-252	47.99
BEVERAGE WHOLESALERS	582123	12/31/2015	MERCHANDISE	609-49751-252	2,977.75
BEVERAGE WHOLESALERS	583071	01/08/2016	MERCHANDISE	609-49751-252	7,795.03
VINOPIA, INC	0140038-IN	12/31/2015	MERCHANDISE	609-49751-253	280.00
WIRTZ BEVERAGE MN WINE	1080411839	12/22/2015	MERCHANDISE	609-49751-253	192.00
ROUND LAKE VINEYARDS & W	108	12/29/2015	MERCHANDISE	609-49751-253	495.00
SOUTHERN WINE & SPIRITS O	1361493	12/29/2015	MERCHANDISE	609-49751-253	306.00
PHILLIPS WINE & SPIRITS	2899720	12/22/2015	MERCHANDISE	609-49751-253	1,262.65
JOHNSON BROS.	5328751	12/22/2015	MERCHANDISE	609-49751-253	1,633.32
JOHNSON BROS.	5333982	12/29/2015	MERCHANDISE	609-49751-253	2,336.07
WIRTZ BEVERAGE MN WINE	1080411839	12/22/2015	MERCHANDISE	609-49751-254	103.62
JOHNSON BROS.	5333982	12/29/2015	MERCHANDISE	609-49751-254	30.25
JOHNSON BROS.	5333983	12/29/2015	MERCHANDISE	609-49751-254	21.99
AH HERMEL COMPANY	550363	12/29/2015	MERCHANDISE	609-49751-254	53.28
PBC - PEPSI BEVERAGES COM	98375509	12/29/2015	MERCHANDISE	609-49751-254	210.45
AH HERMEL COMPANY	550363	12/29/2015	MERCHANDISE	609-49751-256	79.10
DOLL DISTRIBUTING, LLC	519291	12/31/2015	MERCHANDISE	609-49751-259	30.80
DOLL DISTRIBUTING, LLC	523449	01/11/2016	MERCHANDISE	609-49751-259	19.50
BEVERAGE WHOLESALERS	582123	12/31/2015	MERCHANDISE	609-49751-259	42.25
AH HERMEL COMPANY	550363	12/29/2015	MERCHANDISE	609-49751-261	38.42
ELECTRIC FUND	20160111	01/11/2016	MONTHLY UTILITY & TELECO	609-49751-321	109.73
VERIZON WIRELESS	9757538996	12/31/2015	TELEPHONE -	609-49751-321	55.66
ELECTRIC FUND	20160111	01/11/2016	MONTHLY UTILITY & TELECO	609-49751-326	130.84
VINOPIA, INC	0140038-IN	12/31/2015	MERCHANDISE	609-49751-333	18.00
WIRTZ BEVERAGE MN WINE	1080411839	12/22/2015	MERCHANDISE	609-49751-333	112.52
SOUTHERN WINE & SPIRITS O	1361492	12/29/2015	MERCHANDISE	609-49751-333	6.36
SOUTHERN WINE & SPIRITS O	1361493	12/29/2015	MERCHANDISE	609-49751-333	14.35
PHILLIPS WINE & SPIRITS	2899719	12/22/2015	MERCHANDISE	609-49751-333	194.96
PHILLIPS WINE & SPIRITS	2899720	12/22/2015	MERCHANDISE	609-49751-333	32.98
JOHNSON BROS.	5328750	12/22/2015	MERCHANDISE	609-49751-333	18.64
JOHNSON BROS.	5328751	12/22/2015	MERCHANDISE	609-49751-333	64.29
JOHNSON BROS.	5333981	12/29/2015	MERCHANDISE	609-49751-333	39.38
JOHNSON BROS.	5333982	12/29/2015	MERCHANDISE	609-49751-333	86.84
AH HERMEL COMPANY	550363	12/29/2015	MERCHANDISE	609-49751-333	3.95
JOHNSON BROS.	557902	12/31/2015	CREDIT - MERCHANDISE	609-49751-333	-1.67
KDOM RADIO	KDOM0229151238116	12/31/2015	ADVERTISING - RIVER BEND LI	609-49751-340	486.50
ELECTRIC FUND	20160111	01/11/2016	MONTHLY UTILITY & TELECO	609-49751-381	540.85

## Expense Approval Report

Payment Dates: 1/1/2016 - 1/15/2016

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ELECTRIC FUND	20160111	01/11/2016	MONTHLY UTILITY & TELECO	609-49751-382	19.49
ELECTRIC FUND	20160111	01/11/2016	MONTHLY UTILITY & TELECO	609-49751-385	26.74
TOSHIBA FINANCIAL SERVICES	294911219	01/06/2016	COPIER LEASE 12-20-15 TO 1-	609-49751-404	28.65
MN REVENUE	20160112	12/31/2015	SALES TAX	609-49751-460	8.64
MN DEPT OF EMPLOY & ECON	10397858	12/31/2015	UNEMP BENEFITS #07973084	609-49751-480	251.04
BANK MIDWEST	20160105	01/05/2016	NSF - ADRIANA ZARATE -RIVE	609-49751-480	21.86
<b>Activity 49751 - Liquor Store Total:</b>					<b>58,696.43</b>
<b>Fund 609 - LIQUOR STORE Total:</b>					<b>76,077.43</b>

**Fund: 614 - TELECOM**

INTERNAL REVENUE SERVICE	20160105	12/31/2015	EXCISE TAX POSTING-DEC 201	614-20201	887.15
MN REVENUE	20160112	12/31/2015	SALES TAX	614-20202	8,872.00
MN 9-1-1 PROGRAM	20160105	12/31/2015	DEC 911 SERVICE	614-20206	1,183.93
					<b>10,943.08</b>

**Activity: 49870 - Telecom**

NCPERS MINNESOTA	20160106	01/06/2016	INSURANCE #844600 - JAN 20	614-49870-133	64.00
US BANK	20160106	12/31/2015	CREDIT CARD - HY-VEE	614-49870-200	5.85
ADVANCED SYSTEMS, INC.	445690	12/23/2015	CONTRACT SERVICES	614-49870-200	37.41
ADVANCED SYSTEMS, INC.	447487	01/05/2016	SUPPLIES	614-49870-200	37.41
WEX BANK	43528228	12/31/2015	DEC 2015 - TELECOM	614-49870-212	178.55
US BANK	20160106	12/31/2015	CREDIT CARD - PAY PAL	614-49870-217	7.50
SCHWALBACH HARDWARE	20160108	12/31/2015	#72861 MAINTENANCE - TELE	614-49870-227	28.97
RUNNING'S SUPPLY	20160112	12/31/2015	MAINTENANCE -	614-49870-227	76.97
POWER & TEL	5925253-00	12/30/2015	SUPPLIES	614-49870-227	54.94
FLAGSHOOTER LLC	WEB32353A	12/30/2015	SUPPLIES	614-49870-227	376.17
US BANK	20160106	12/31/2015	CREDIT CARD - RACKMOUNT	614-49870-240	246.31
SCHRAMMEL LAW OFFICE	20160106	12/31/2015	LEGAL FEES - TELECOM	614-49870-304	195.00
ELECTRIC FUND	20160111	01/11/2016	MONTHLY UTILITY & TELECO	614-49870-321	380.54
VERIZON WIRELESS	9757538996	12/31/2015	TELEPHONE -	614-49870-321	222.03
SOURCE ONE SOLUTIONS, LLC	1056	12/31/2015	POSTAGE	614-49870-322	249.48
SOURCE ONE SOLUTIONS, LLC	1056	12/31/2015	UTILITY BILLING SERVICES	614-49870-326	1,810.56
HP SUDS CLUB, LLC	20160106	12/31/2015	BILLING CONTRACT SERVICE	614-49870-326	1,170.00
JEFFREY DAHNA	20160113C	12/31/2015	EXPENSE-CALIX USERS GROUP	614-49870-331	67.76
KDOM RADIO	KDOM0073151238195	12/31/2015	ADVERTISING - WINDOM NET	614-49870-340	198.00
ELECTRIC FUND	20160111	01/11/2016	MONTHLY UTILITY & TELECO	614-49870-381	1,673.77
ELECTRIC FUND	20160111	01/11/2016	MONTHLY UTILITY & TELECO	614-49870-382	16.72
ELECTRIC FUND	20160111	01/11/2016	MONTHLY UTILITY & TELECO	614-49870-385	26.74
TOSHIBA FINANCIAL SERVICES	294911219	01/06/2016	COPIER LEASE 12-20-15 TO 1-	614-49870-404	42.98
JASON HANKE	387260A	12/31/2015	SERVICE - MAINTENANCE	614-49870-404	15,669.65
KULSETH LAWN LANDSCAPE	202	12/31/2015	TELECOM SNOW REMOVAL	614-49870-406	266.35
CENTURY LINK	424956	12/22/2015	DIRECTORY LISTINGS	614-49870-441	189.38
CENTURY LINK	L040021021-15351	12/30/2015	CABS	614-49870-441	56.66
NATIONAL CABLE TV COOP	15120947-01	12/31/2015	SUBSCRIBER	614-49870-442	38.58
NATIONAL CABLE TV COOP	15120947	12/31/2015	SUBSCRIBER	614-49870-442	86,443.59
YOUNG BROADCASTING LLC	20160105	12/31/2015	SUBSCRIBER	614-49870-442	1,843.00
FOX TELEVISION STATIONS, IN	20160108	12/31/2015	SUBSCRIBER	614-49870-442	5,000.40
UNITED COMMUNICATIONS C	20160108	12/31/2015	SUBSCRIBER	614-49870-442	694.50
DISH NETWORK	20160111	01/11/2016	MONTHLY LOCALS TV #1833	614-49870-442	3,400.00
DISPLAY SYSTEMS INTERNATI	25382	12/31/2015	SERVICE	614-49870-442	163.88
FOX SPORTS	K00682	12/31/2015	SUBSCRIBER	614-49870-442	18,662.18
BTN - BIG TEN NETWORK	K02070	12/31/2015	SUBSCRIBER	614-49870-442	4,226.36
UNIVERSAL SERVICE ADMIN C	UBDI0000814095	12/30/2015	499A CONTRIBUTION	614-49870-443	1,287.77
WDR - DEPUTY REGISTRAR #5	911000A	01/11/2016	#911000 TELECOM	614-49870-444	16.00
WDR - DEPUTY REGISTRAR #5	913516A	01/11/2016	#913516 TELECOM	614-49870-444	16.00
WDR - DEPUTY REGISTRAR #5	913517A	01/11/2016	#913517 TELECOM	614-49870-444	16.00
WDR - DEPUTY REGISTRAR #5	934707A	01/11/2016	#934707 TELECOM	614-49870-444	16.00
WOODSTOCK COMMUNICATI	10050212	01/06/2016	SPECIAL ACCESS CIRCUITS	614-49870-445	205.10
E-911 - INDEPENDENT EMERG	20160111	01/11/2016	MONTHLY 911 SERVICE	614-49870-445	40.00
US BANK	20160106	12/31/2015	CREDIT CARD - DREAM HOST	614-49870-447	139.00
COGENT COMMUNICATIONS,	20160111	01/11/2016	1 GB INTERNET CONNECTION	614-49870-447	1,750.00

## Expense Approval Report

Payment Dates: 1/1/2016 - 1/15/2016

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
SOUTHWEST/WEST CENTRAL	48658	12/04/2015	MONTHLY ON-CALL SUPPORT	614-49870-447	935.00
HURRICANE ELECTRIC LLC	9812606-IN	01/11/2016	10 GB INTERNET CONNECTIO	614-49870-447	4,000.00
GOLDEN WEST TECH & INT SO	151200414	12/31/2015	ON CALL SUPPORT	614-49870-448	154.01
JEFFREY DAHNA	20160113	12/31/2015	EXPENSE-INTERNET APR-JUNE	614-49870-448	67.96
JEFFREY DAHNA	20160113A	12/31/2015	EXPENSE-INTERNET JULY-SEP	614-49870-448	90.00
JEFFREY DAHNA	20160113B	12/31/2015	EXPENSE-INTERNET OCT-DEC	614-49870-448	90.00
JEREMY ROLFES	20160116	12/31/2015	SUPPORT SERVICE	614-49870-448	52.94
MN REVENUE	20160112	12/31/2015	SALES TAX	614-49870-460	37.55
SOUTHWEST MN BROADBAN	20160105	12/31/2015	QVC COMMISSIONS-NOV 201	614-49870-480	226.14
<b>Activity 49870 - Telecom Total:</b>					<b>152,961.66</b>
<b>Fund 614 - TELECOM Total:</b>					<b>163,904.74</b>

## Fund: 615 - ARENA

## Activity: 49850 - Arena

NCPERS MINNESOTA	20160106	01/06/2016	INSURANCE #844600 - JAN 20	615-49850-133	32.00
RAGE INC	12-010290	12/31/2015	SERVICE- ARENA	615-49850-211	9.00
US BANK	20160106	12/31/2015	CREDIT CARD - COUNTRY PRI	615-49850-212	152.00
HOLT'S CLEANING SERVICE IN	20160108	12/31/2015	SERVICE	615-49850-215	375.00
WINDOM BOOSTER CLUB	20160108	12/31/2015	SKATE SHARPENING FEES - 20	615-49850-217	1,093.00
WINDOM BOOSTER CLUB	20160108A	12/31/2015	SKATE SHARPENING FEES - 20	615-49850-217	141.50
TOSHIBA FINANCIAL SERVICES	294911219	01/06/2016	COPIER LEASE 12-20-15 TO 1-	615-49850-217	25.79
SCHWALBACH HARDWARE	20160108	12/31/2015	#72861 MAINTENANCE - ARE	615-49850-241	4.99
COCA-COLA BOTTLING COMP	0478501314	12/31/2015	MERCHANDISE	615-49850-254	221.70
ELECTRIC FUND	20160111	01/11/2016	MONTHLY UTILITY & TELECO	615-49850-321	124.34
VERIZON WIRELESS	9757538996	12/31/2015	TELEPHONE -	615-49850-321	67.23
ASCAP	20160105	01/05/2016	BASE LICENSE FEE #50058036	615-49850-326	336.00
ELECTRIC FUND	20160111	01/11/2016	MONTHLY UTILITY & TELECO	615-49850-326	125.00
KDOM RADIO	KDOM0113151238189	12/31/2015	ADVERTISING - ARENA	615-49850-340	82.00
ELECTRIC FUND	20160111	01/11/2016	MONTHLY UTILITY & TELECO	615-49850-381	7,222.00
ELECTRIC FUND	20160111	01/11/2016	MONTHLY UTILITY & TELECO	615-49850-382	431.19
COTTONWOOD CO LANDFILL	156446	12/29/2015	REFUSE	615-49850-384	52.49
COTTONWOOD CO LANDFILL	156447	12/29/2015	REFUSE	615-49850-384	54.56
COTTONWOOD CO LANDFILL	156448	12/29/2015	REFUSE	615-49850-384	77.35
ELECTRIC FUND	20160111	01/11/2016	MONTHLY UTILITY & TELECO	615-49850-385	26.74
LAMPERTS YARDS, INC.	20160108	12/31/2015	MAINTENANCE - PARK	615-49850-402	1,290.52
SCHWALBACH HARDWARE	20160108	12/31/2015	#72861 MAINTENANCE - ARE	615-49850-402	29.97
R & R SPECIALTIES	0058744-IN	12/29/2015	MAINTENANCE	615-49850-404	675.05
R & R SPECIALTIES	0058836-IN	12/31/2015	SUPPLIES	615-49850-404	151.63
R & R SPECIALTIES	0058873-IN	01/11/2016	MAINTENANCE	615-49850-404	1,320.00
SCHWALBACH HARDWARE	20160108	12/31/2015	#72861 MAINTENANCE - ARE	615-49850-404	46.60
LAMPERTS YARDS, INC.	20160108	12/31/2015	MAINTENANCE - SEWER	615-49850-404	220.04
RUNNING'S SUPPLY	20160112	12/31/2015	MAINTENANCE -	615-49850-404	79.77
CARQUEST AUTO PARTS STOR	385876	12/31/2015	MAINTENANCE	615-49850-404	3.43
DICKS WELDING INC	61485	12/31/2015	MAINTENANCE	615-49850-404	343.75
SCHWALBACH HARDWARE	20160108	12/31/2015	#72861 MAINTENANCE - ARE	615-49850-409	165.59
WDR - DEPUTY REGISTRAR #5	164169A	01/11/2016	#164169 - ARENA	615-49850-444	16.00
WDR - DEPUTY REGISTRAR #5	177644A	01/11/2016	#177644 ARENA	615-49850-444	16.00
WDR - DEPUTY REGISTRAR #5	901713A	01/11/2016	#901713 ARENA	615-49850-444	16.00
MN REVENUE	20160112	12/31/2015	SALES TAX	615-49850-460	2,229.00
<b>Activity 49850 - Arena Total:</b>					<b>17,257.23</b>
<b>Fund 615 - ARENA Total:</b>					<b>17,257.23</b>

## Fund: 617 - M/P CENTER

MN REVENUE	20160112	12/31/2015	SALES TAX	617-20202	334.99
<b>Activity: 49860 - M/P Center</b>					<b>334.99</b>
NCPERS MINNESOTA	20160106	01/06/2016	INSURANCE #844600 - JAN 20	617-49860-133	48.00
WDR - DEPUTY REGISTRAR #5	913503A	01/11/2016	#913503 COMM CENTER	617-49860-217	16.00
US BANK	20160106	12/31/2015	CREDIT CARD - HY VEE	617-49860-254	96.55
ELECTRIC FUND	20160111	01/11/2016	MONTHLY UTILITY & TELECO	617-49860-321	110.58
VERIZON WIRELESS	9757538996	12/31/2015	TELEPHONE -	617-49860-321	16.65

## Expense Approval Report

Payment Dates: 1/1/2016 - 1/15/2016

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ELECTRIC FUND	20160111	01/11/2016	MONTHLY UTILITY & TELECO	617-49860-326	60.00
KDOM RADIO	KDOM0563151238190	12/31/2015	ADVERTISING-COMM CENTER	617-49860-340	171.50
ELECTRIC FUND	20160111	01/11/2016	MONTHLY UTILITY & TELECO	617-49860-381	863.10
ELECTRIC FUND	20160111	01/11/2016	MONTHLY UTILITY & TELECO	617-49860-382	58.46
ELECTRIC FUND	20160111	01/11/2016	MONTHLY UTILITY & TELECO	617-49860-385	53.48
TOSHIBA FINANCIAL SERVICES	294911219	01/06/2016	COPIER LEASE 12-20-15 TO 1-	617-49860-404	60.00
TOSHIBA FINANCIAL SERVICES	294911219	01/06/2016	COPIER LEASE 12-20-15 TO 1-	617-49860-404	14.33
RAGE INC	12-010938	12/31/2015	SERVICE	617-49860-406	6.00
WERNER ELECTRIC	S8964947.002	12/31/2015	LIGHT FIXTURES-COMM CENT	617-49860-409	552.00
WERNER ELECTRIC	S8964947.004	12/31/2015	LIGHT FIXTURES-COMM CENT	617-49860-409	8,472.00
WERNER ELECTRIC	S8977098.002	12/31/2015	LIGHT FIXTURES-COMM CENT	617-49860-409	546.00
MN REVENUE	20160112	12/31/2015	SALES TAX	617-49860-460	405.01
MN DEPT OF EMPLOY & ECON	10397858A	12/31/2015	UNEMP BENEFITS-#10397858	617-49860-480	21.88
<b>Activity 49860 - M/P Center Total:</b>					<b>11,571.54</b>
<b>Fund 617 - M/P CENTER Total:</b>					<b>11,906.53</b>

**Fund: 700 - PAYROLL**

Internal Revenue Service-Payr	INV0000726	01/08/2016	Federal Tax Withholding	700-21701	10,777.02
Minnesota Department of Re	INV0000725	01/08/2016	State Withholding	700-21702	4,320.80
Internal Revenue Service-Payr	INV0000727	01/08/2016	Social Security	700-21703	10,704.44
MN Pera	INV0000718	01/08/2016	PERA	700-21704	12,161.63
MN Pera	INV0000719	01/08/2016	PERA	700-21704	6,604.47
MN Pera	INV0000720	01/08/2016	PERA	700-21704	509.36
Minnesota State Deferred	INV0000721	01/08/2016	Deferred Compensation	700-21705	4,390.00
Minnesota State Deferred	INV0000722	01/08/2016	Deferred Roth	700-21705	875.00
BLUE CROSS/BLUE SHIELD	20160105	01/05/2016	INSURANCE PREM- FEB	700-21706	40,785.50
COLLECTION SERVICES CENTE	20160105	01/05/2016	#CDDM013726	700-21709	930.23
Minnesota Department of Re	20160111	01/11/2016	WAGE LEVY	700-21709	124.59
MN Child Support Payment C	INV0000723	01/08/2016	Child Support Payment	700-21709	407.47
Internal Revenue Service-Payr	INV0000724	01/08/2016	Medicare Withholding	700-21711	3,199.20
SELECTACCOUNT	20160106	01/06/2016	FLEX SPENDING	700-21712	69.54
SELECTACCOUNT	20160112	01/12/2016	FLEX SPENDING	700-21712	1,227.30
NCPERS MINNESOTA	20160106	01/06/2016	INSURANCE #844600 - JAN 20	700-21718	16.00
NCPERS MINNESOTA	20160106	01/06/2016	INSURANCE #844600 - JAN 20	700-21718	16.00
MII LIFE	20160112	01/12/2016	VEBA	700-21720	11,552.36
<b>Fund 700 - PAYROLL Total:</b>					<b>108,670.91</b>
<b>Grand Total:</b>					<b>1,789,048.55</b>

## Report Summary

## Fund Summary

Fund	Payment Amount
100 - GENERAL	94,933.18
211 - LIBRARY	3,680.05
225 - AIRPORT	24,478.50
230 - POOL	11.96
235 - AMBULANCE	1,981.07
250 - EDA GENERAL	7,365.88
254 - NORTH IND PARK	22,911.09
260 - TIF 1-13 RIVER BLUFF	28,722.50
262 - TIF 1-2 PAMIDA	915.05
301 - 2003 IMPROVEMENT BOND	118,508.75
302 - 4TH AVENUE IMPROVEMENT	44,027.19
303 - 2007 STREET IMPROVEMENT	79,718.75
304 - 2006A REFUNDING BOND	65,450.00
305 - 2009 STREET IMPROVEMENT	79,231.60
306 - 2013 STREET IMPROVEMENT	159,656.26
401 - GENERAL CAPITAL PROJECTS	62,027.57
406 - PIR	61,076.56
601 - WATER	210,517.16
602 - SEWER	199,582.38
604 - ELECTRIC	146,436.21
609 - LIQUOR STORE	76,077.43
614 - TELECOM	163,904.74
615 - ARENA	17,257.23
617 - M/P CENTER	11,906.53
700 - PAYROLL	108,670.91
<b>Grand Total:</b>	<b>1,789,048.55</b>

## Account Summary

Account Number	Account Name	Payment Amount
100-14200	Inventory - Central Store	912.67
100-20202	Sales Tax Payable	16.70
100-36200	Other Income	-312.41
100-41110-304	Legal Fees	270.00
100-41110-350	Printing & Design	25.00
100-41310-133	Employer Paid Insurance	80.00
100-41310-200	Office Supplies	33.75
100-41310-217	Other Operating Supplie	28.65
100-41310-301	Auditing & Consulting Se	1,000.00
100-41310-321	Telephone	96.94
100-41310-326	Data Processing	79.99
100-41310-331	Travel Expense	42.55
100-41310-334	Meals/Lodging	10.78
100-41310-480	Other Miscellaneous	413.00
100-41910-133	Employer Paid Insurance	24.00
100-41910-212	Motor Fuels	54.12
100-41910-321	Telephone	110.56
100-41910-480	Other Miscellaneous	16.00
100-41940-381	Electric Utility	452.27
100-41940-382	Water Utility	64.65
100-41940-385	Sewer Utility	82.19
100-41940-406	Repairs & Maint - Groun	1,029.98
100-42120-133	Employer Paid Insurance	160.00
100-42120-200	Office Supplies	69.98
100-42120-212	Motor Fuels	1,074.59
100-42120-304	Legal Fees	4,822.53
100-42120-321	Telephone	269.84
100-42120-323	Radio Units	165.00

## Account Summary

Account Number	Account Name	Payment Amount
100-42120-325	Dispatching	275.00
100-42120-326	Data Processing	433.00
100-42120-340	Advertising & Promotion	150.00
100-42120-350	Printing & Design	35.70
100-42120-404	Repairs & Maint - M&E	442.73
100-42120-412	Rentals - Building	1,850.00
100-42120-433	Dues & Subscriptions	2,560.00
100-42120-480	Other Miscellaneous	465.95
100-42220-212	Motor Fuels	153.91
100-42220-308	Training & Registrations	660.00
100-42220-321	Telephone	27.88
100-42220-322	Postage	18.23
100-42220-325	Dispatching	212.50
100-42220-350	Printing & Design	99.00
100-42220-404	Repairs & Maint - M&E	22.92
100-42220-433	Dues & Subscriptions	264.00
100-42220-439	Special Projects	62,936.90
100-42220-480	Other Miscellaneous	16.00
100-42500-323	Radio Units	1,800.00
100-42500-325	Dispatching	12.50
100-42500-381	Electric Utility	8.82
100-42700-300	Charges for Services	113.00
100-43100-133	Employer Paid Insurance	80.00
100-43100-200	Office Supplies	42.73
100-43100-212	Motor Fuels	3,292.71
100-43100-215	Materials & Equipment	435.01
100-43100-217	Other Operating Supplie	154.40
100-43100-224	Street Maint Materials	923.34
100-43100-225	Landscaping Materials	50.00
100-43100-321	Telephone	130.98
100-43100-325	Dispatching	125.00
100-43100-381	Electric Utility	2,870.01
100-43100-382	Water Utility	19.59
100-43100-385	Sewer Utility	26.74
100-43100-402	Repairs & Maint - Struct	49.36
100-43100-404	Repairs & Maint - M&E	1,060.21
100-43100-444	License Fees	112.00
100-43100-480	Other Miscellaneous	1,202.50
100-45120-217	Other Operating Supplie	14.33
100-45202-133	Employer Paid Insurance	16.00
100-45202-216	Chemicals and Chemical	20.50
100-45202-241	Small Tools	523.69
100-45202-325	Dispatching	37.50
100-45202-381	Electric Utility	63.21
100-45202-444	License Fees	32.00
211-45501-133	Employer Paid Insurance	16.00
211-45501-217	Other Operating Supplie	430.63
211-45501-321	Telephone	27.85
211-45501-326	Data Processing	65.00
211-45501-350	Printing & Design	40.00
211-45501-381	Electric Utility	136.55
211-45501-382	Water Utility	16.66
211-45501-385	Sewer Utility	26.74
211-45501-402	Repairs & Maint - Struct	1,940.12
211-45501-406	Repairs & Maint - Groun	289.97
211-45501-433	Dues & Subscriptions	107.90
211-45501-435	Books and Pamphlets	582.63
225-45127-200	Office Supplies	35.46

## Account Summary

Account Number	Account Name	Payment Amount
225-45127-217	Other Operating Supplie	16.00
225-45127-264	Merchandise For Resale	23,626.34
225-45127-381	Electric Utility	800.70
230-45124-217	Other Operating Supplie	7.16
230-45124-381	Electric Utility	4.80
235-42153-212	Motor Fuels	524.47
235-42153-217	Other Operating Supplie	822.12
235-42153-321	Telephone	90.19
235-42153-325	Dispatching	200.00
235-42153-327	Interpretation Fees	34.00
235-42153-334	Meals/Lodging	211.29
235-42153-340	Advertising & Promotion	99.00
250-23900	Notes Payable - Noncurr	899.53
250-46520-133	Employer Paid Insurance	24.00
250-46520-301	Auditing & Consulting Se	1,000.00
250-46520-303	Engineering and Surveyi	617.95
250-46520-304	Legal Fees	907.00
250-46520-321	Telephone	144.37
250-46520-340	Advertising & Promotion	75.00
250-46520-381	Electric Utility	49.92
250-46520-480	Other Miscellaneous	62.00
250-49950-500	Capital Outlay	176.15
250-49980-602	Other Long-Term Obliga	2,107.85
250-49980-612	Other Interest	1,302.11
254-46520-303	Engineering and Surveyi	1,562.00
254-46520-304	Legal Fees	97.50
254-46520-381	Electric Utility	116.59
254-49980-601	Bond Principal	20,000.00
254-49980-611	Bond Interest	1,135.00
260-49980-720	Transfers - Debt Service	28,722.50
262-46530-303	Engineering and Surveyi	915.05
301-49980-601	Bond Principal	115,000.00
301-49980-611	Bond Interest	3,508.75
302-49980-601	Bond Principal	42,350.00
302-49980-611	Bond Interest	1,677.19
303-49980-601	Bond Principal	75,000.00
303-49980-611	Bond Interest	4,718.75
304-39202	Contribution from Enter	-28,722.50
304-47000-480	Other Miscellaneous	495.00
304-49980-601	Bond Principal	90,000.00
304-49980-611	Bond Interest	3,677.50
305-39202	Contribution from Enter	-32,178.40
305-47000-480	Other Miscellaneous	450.00
305-49980-601	Bond Principal	90,000.00
305-49980-611	Bond Interest	20,960.00
306-41000-480	Other Miscellaneous	450.00
306-49980-601	Bond Principal	130,000.00
306-49980-611	Bond Interest	29,206.26
401-49950-500	Capital Outlay - Office	7,438.93
401-49980-602	Other Long-Term Obliga	52,998.68
401-49980-612	Other Interest	1,589.96
406-41000-480	Other Miscellaneous	550.00
406-49980-601	Bond Principal	57,650.00
406-49980-611	Bond Interest	2,876.56
601-23100	Bond Payable - Noncurr	40,000.00
601-29107	Bond Payable - Noncurr	35,000.00
601-29108	Bond Payable - Noncurr	52,800.00
601-29111	Bond Payable - Noncurr	35,000.00

## Account Summary

Account Number	Account Name	Payment Amount
601-49400-133	Employer Paid Insurance	40.00
601-49400-212	Motor Fuels	170.87
601-49400-217	Other Operating Supplie	68.76
601-49400-303	Engineering and Surveyi	753.75
601-49400-321	Telephone	156.68
601-49400-322	Postage	249.47
601-49400-325	Dispatching	100.00
601-49400-326	Data Processing	2,211.43
601-49400-340	Advertising & Promotion	20.00
601-49400-381	Electric Utility	3,763.80
601-49400-382	Water Utility	15.46
601-49400-385	Sewer Utility	26.74
601-49400-404	Repairs & Maint - M&E	358.65
601-49400-408	Repairs & Maint - Distrib	369.00
601-49400-443	Intergovernmental Fees	3,242.00
601-49400-444	License Fees	32.00
601-49400-480	Other Miscellaneous	1,327.50
601-49980-611	Bond Interest	19,687.20
601-49980-720	Transfers - Debt Service	15,123.85
602-23100	Bond Payable - Noncurr	35,000.00
602-29105	Bond Payable - Noncurr	45,000.00
602-29106	Bond Payable - Noncurr	37,200.00
602-49450-133	Employer Paid Insurance	56.00
602-49450-212	Motor Fuels	273.49
602-49450-217	Other Operating Supplie	7.50
602-49450-303	Engineering and Surveyi	753.75
602-49450-310	Lab Testing	835.00
602-49450-321	Telephone	199.38
602-49450-322	Postage	270.47
602-49450-325	Dispatching	100.00
602-49450-326	Data Processing	2,040.63
602-49450-381	Electric Utility	9,382.81
602-49450-382	Water Utility	157.46
602-49450-383	Gas Utility	129.58
602-49450-404	Repairs & Maint - M&E	831.16
602-49450-439	Special Projects	3,944.92
602-49450-444	License Fees	48.00
602-49450-480	Other Miscellaneous	433.00
602-49980-611	Bond Interest	45,864.68
602-49980-720	Transfers - Debt Service	17,054.55
604-16440	Motor Vehicles	16,637.26
604-20202	Sales Tax Payable	14,666.00
604-22000	Prepayments	2,400.00
604-49550-133	Employer Paid Insurance	96.00
604-49550-200	Office Supplies	135.72
604-49550-212	Motor Fuels	525.13
604-49550-217	Other Operating Supplie	7.50
604-49550-218	Uniforms	149.24
604-49550-241	Small Tools	1,254.49
604-49550-263	Merchandise for Resale	89,786.64
604-49550-301	Auditing & Consulting Se	1,000.00
604-49550-304	Legal Fees	60.00
604-49550-321	Telephone	271.41
604-49550-322	Postage	249.47
604-49550-325	Dispatching	187.50
604-49550-326	Data Processing	3,007.94
604-49550-334	Meals/Lodging	211.30
604-49550-381	Electric Utility	96.53

## Account Summary

Account Number	Account Name	Payment Amount
604-49550-382	Water Utility	20.21
604-49550-385	Sewer Utility	26.74
604-49550-402	Repairs & Maint - Struct	11,614.56
604-49550-404	Repairs & Maint - M&E	200.45
604-49550-405	Repairs & Maint - Vehicl	496.21
604-49550-406	Repairs & Maint - Groun	306.09
604-49550-408	Repairs & Maint - Distrib	10.99
604-49550-409	Repairs & Maint - Utilitie	155.53
604-49550-410	Repairs & Maint - Gener	25.00
604-49550-444	License Fees	224.00
604-49550-450	Conservation	294.69
604-49550-460	Miscellaneous Taxes	17.11
604-49550-480	Other Miscellaneous	1,102.50
604-49550-491	Payments to Other Orga	1,200.00
609-20202	Sales Tax Payable	17,381.00
609-49751-133	Employer Paid Insurance	16.00
609-49751-200	Office Supplies	29.91
609-49751-211	Cleaning Supplies	20.05
609-49751-217	Other Operating Supplie	82.24
609-49751-251	Liquor	20,694.81
609-49751-252	Beer	28,448.12
609-49751-253	Wine	6,505.04
609-49751-254	Soft Drinks & Mix	419.59
609-49751-256	Tobacco Products	79.10
609-49751-259	Non- Alcoholic	92.55
609-49751-261	Other Merchandise	38.42
609-49751-321	Telephone	165.39
609-49751-326	Data Processing	130.84
609-49751-333	Freight and Express	590.60
609-49751-340	Advertising & Promotion	486.50
609-49751-381	Electric Utility	540.85
609-49751-382	Water Utility	19.49
609-49751-385	Sewer Utility	26.74
609-49751-404	Repairs & Maint - M&E	28.65
609-49751-460	Miscellaneous Taxes	8.64
609-49751-480	Other Miscellaneous	272.90
614-20201	Excise Tax Payable	887.15
614-20202	Sales Tax Payable	8,872.00
614-20206	911 TAP & TACIP Fees Cl	1,183.93
614-49870-133	Employer Paid Insurance	64.00
614-49870-200	Office Supplies	80.67
614-49870-212	Motor Fuels	178.55
614-49870-217	Other Operating Supplie	7.50
614-49870-227	Utility System Maint Sup	537.05
614-49870-240	Equipment	246.31
614-49870-304	Legal Fees	195.00
614-49870-321	Telephone	602.57
614-49870-322	Postage	249.48
614-49870-326	Data Processing	2,980.56
614-49870-331	Travel Expense	67.76
614-49870-340	Advertising & Promotion	198.00
614-49870-381	Electric Utility	1,673.77
614-49870-382	Water Utility	16.72
614-49870-385	Sewer Utility	26.74
614-49870-404	Repairs & Maint - M&E	15,712.63
614-49870-406	Repairs & Maint - Groun	266.35
614-49870-441	Transmission Fees	246.04
614-49870-442	Subscriber Fees	120,472.49

## Account Summary

Account Number	Account Name	Payment Amount
614-49870-443	Intergovernmental Fees	1,287.77
614-49870-444	License Fees	64.00
614-49870-445	Switch Fees	245.10
614-49870-447	Internet Expense	6,824.00
614-49870-448	On-Call Support	454.91
614-49870-460	Miscellaneous Taxes	37.55
614-49870-480	Other Miscellaneous	226.14
615-49850-133	Employer Paid Insurance	32.00
615-49850-211	Cleaning Supplies	9.00
615-49850-212	Motor Fuels	152.00
615-49850-215	Materials & Equipment	375.00
615-49850-217	Other Operating Supplie	1,260.29
615-49850-241	Small Tools	4.99
615-49850-254	Soft Drinks & Mix	221.70
615-49850-321	Telephone	191.57
615-49850-326	Data Processing	461.00
615-49850-340	Advertising & Promotion	82.00
615-49850-381	Electric Utility	7,222.00
615-49850-382	Water Utility	431.19
615-49850-384	Refuse Disposal	184.40
615-49850-385	Sewer Utility	26.74
615-49850-402	Repairs & Maint - Struct	1,320.49
615-49850-404	Repairs & Maint - M&E	2,840.27
615-49850-409	Repairs & Maint - Utilitie	165.59
615-49850-444	License Fees	48.00
615-49850-460	Miscellaneous Taxes	2,229.00
617-20202	Sales Tax Payable	334.99
617-49860-133	Employer Paid Insurance	48.00
617-49860-217	Other Operating Supplie	16.00
617-49860-254	Soft Drinks & Mix	96.55
617-49860-321	Telephone	127.23
617-49860-326	Data Processing	60.00
617-49860-340	Advertising & Promotion	171.50
617-49860-381	Electric Utility	863.10
617-49860-382	Water Utility	58.46
617-49860-385	Sewer Utility	53.48
617-49860-404	Repairs & Maint - M&E	74.33
617-49860-406	Repairs & Maint - Groun	6.00
617-49860-409	Repairs & Maint - Utilitie	9,570.00
617-49860-460	Miscellaneous Taxes	405.01
617-49860-480	Other Miscellaneous	21.88
700-21701	Federal Withholding	10,777.02
700-21702	State Withholding	4,320.80
700-21703	FICA Tax Withholding	10,704.44
700-21704	PERA Contributions	19,275.46
700-21705	Retirement	5,265.00
700-21706	Medical Insurance	40,785.50
700-21709	Wage Levy	1,462.29
700-21711	Medicare Tax Withholdi	3,199.20
700-21712	Flex Account	1,296.84
700-21718	Individual Insurance-NC	32.00
700-21720	VEBA Contributions	11,552.36
	<b>Grand Total:</b>	<b>1,789,048.55</b>

## Project Account Summary

Project Account Key	Payment Amount
**None**	743,919.66
2006AIntEquip	263.25

## Project Account Summary

Project Account Key	Payment Amount
2006AIntJunCt	489.00
2006AIntMatthew	635.75
2006AIntPMWindow	567.00
2006AIntTIF	1,722.50
2006AIntWaterTower	708.75
2006APrinEquip	13,000.00
2006APrinJunCt	12,000.00
2006APrinMatthew	10,000.00
2006APrinPMWindow	28,000.00
2006APrinTIF	27,000.00
2006APrinWaterTower	35,000.00
2009AInt	20,960.00
2009APrin	102,267.00
2011AIntSw	34,107.50
2011AIntWa	5,166.25
2011APrinSw	45,000.00
2011APrinWa	35,000.00
2011BInt	3,508.75
2011BPrin	115,000.00
2012AIntFund302	1,227.19
2012AIntFund303	4,718.75
2012AIntFund406	366.56
2012AIntSw	1,647.80
2012AIntWa	2,149.70
2012APrinFund302	42,350.00
2012APrinFund303	75,000.00
2012APrinFund406	12,650.00
2012APrinSw	37,200.00
2012APrinWa	52,800.00
2013AIntAssessment	12,359.38
2013AIntStr	16,846.88
2013AIntSw	10,109.38
2013AIntWa	11,662.50
2013APrincAssess	70,000.00
2013APrinSt	60,000.00
2013APrinSw	35,000.00
2013APrinWa	40,000.00
2013BIntEquip	2,510.00
2013BIntNWIP	1,135.00
2013BPrincEquip	45,000.00
2013BPrincNWIP	20,000.00
<b>Grand Total:</b>	<b>1,789,048.55</b>