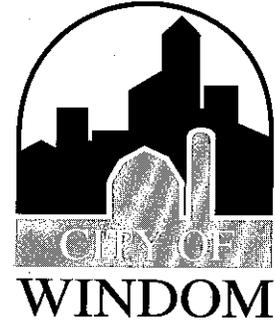


Council Meeting
Tuesday, February 16, 2016
City Council Chambers
7:30 p.m.
AGENDA



Call to Order

Pledge of Allegiance

1. Approval of Minutes
 - Council Minutes–January 19, 2016
2. Consent Agenda
 - Minutes
 - Telecom Commission – January 25, 2016
 - Emergency Services Building Committee – January 25, 2016
 - Community Center – January 25, 2016
 - Library Board – January 26 & February 9, 2016
 - Park & Recreation Commission – January 28, 2016
 - EDA – February 8, 2016
3. Recognition of Exceptional Service
4. Department Heads
5. Motor Grader Purchase
6. Park & Recreation Commission Recommendation – Re-Appoint Pool Manager
7. Windom HRA – Grant Application Authorization
8. CMMPA Non-Binding Subscription Agreement
9. Call for Public Hearing – Modification of TIF District 1-19
10. Ratification of Fire Department Election
11. Local Option Sales Tax Discussion – Legislative Direction
12. Capital Improvement Plan – Resolution Preliminary Approval Issuance of GO Bonds
13. Airport Maintenance and Operation Grant Contract
14. Resolution Expressing an Intent to Reimburse Expenditures – Water Tower
15. Resolution Approving Amendments to the Fees and Charges Schedule
16. City Website Update
17. Personnel Committee
 - Network Operations Center Technician
 - Classification and Compensation Study Proposal
18. Disposition of Surplus Equipment



19. First Reading Ordinance No. 154 2nd Series
20. Additional 2016 Mayor Appointments and Reappointments
21. 2015 Annual Report
22. New Business
23. Old Business
24. Regular Bills
25. Council Concerns
26. Adjourn

**Regular Council Meeting
Windom City Hall, Council Chamber
January 19, 2016
7:30 p.m.**

1. Call to Order:

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

2. Roll Call: Mayor: Corey Maricle
- Council Present: Brian Cooley, Dominic Jones, Bryan Joyce and JoAnn Ray
- Council Absent: Paul Johnson
- Student Liaison: Rebecca Hacker
- City Staff Present: Steve Nasby, City Administrator; Scott Peterson, Police Chief; Bruce Caldwell, Streets & Parks Supt.

3. Pledge of Allegiance

4. Approval of Minutes:

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

5. Consent Agenda:

Maricle noted the minutes from the following Boards and Commissions.

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

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

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

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

6. Department Heads:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Jones opened the public hearing at 8:05 pm.

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

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

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

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

Mayor Maricle resumed presiding.

8. Preliminary Plat – NWIP Toro Site:

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

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

9. EDA Annual Report - 2015:

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

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

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

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

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

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

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

10. Personnel Committee Recommendations:

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

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

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

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

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

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

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

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

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

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

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

Cooley agreed that an experienced person is needed.

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

Jones asked if a recruitment firm may be needed.

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

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

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

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

11. SMART Goal Discussion:

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

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

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

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

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

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12. 2015 Pay Equity Implementation Report:

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

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

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

13. Additional 2016 Mayor Appointments and Reappointments:

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

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

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

14. New Business:

None.

15. Old Business:

None.

16. Regular Bills:

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

17. Council Concerns:

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

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

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

18. Adjournment:

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

Corey Maricle, Mayor

Attest: _____
Steve Nasby, City Administrator

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

I. Call Meeting to Order

II. Roll Call

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

Members Absent: none

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

Others Present: Dirk Abraham

III. Elect Officials

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

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

Motion carries 5-0.

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

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

Motion carries 5-0.

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

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

Motion carries 5-0.

IV. Approval of Minutes

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

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

Motion carries 5-0.

V. Project Updates

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

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

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

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

Giga Center

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

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

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

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

Motion carries 5-0.

VI. Manager's Report

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

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

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

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

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

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

Motion carries 5-0.

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

VII. Personnel

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

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

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

Motion passed 5-0.

NOC Tech

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

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

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

Motion passes 5-0.

VIII. SMBS Liaison Report

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

IX. New Business

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

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

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

Lund adjourns the meeting at 9:23pm.

Emergency Services Building Committee Minutes

January 25, 2016

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

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

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

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

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

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

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

Community Center Commission Minutes
Monday January 25, 2016

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

2. Roll Call:

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

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

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

4. Approval of Minutes:

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

5. Additions to the agenda:

Nothing to Report

6. President's Report:

No Report Available

7. Director's Report:

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

9. Resource Management:

Schedule of Events: Reviewed Schedule of Events

Income & Expense: Reviewed Income and Expense

10. Miscellaneous:

Nothing to Report

11. Open Forum:

Nothing to Report

12. Next Meeting:

Monday February 22, 2016 @ 5:30 pm

Adjourn:

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

Wayne Maras, WCC President

Linda Stuckenbroker, WCC Secretary

Attest: _____
Brad Bussa, WCC Director

Windom Library Board Meeting

Windom Library

Tuesday, January 26, 2016

5:05 p.m.

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

John Duscher, Chair

Barb Henning, Vice-Chair

Kathy Hiley, Secretary

Steve Fresk seconded the motion. Motion passed.

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

Members Absent: John Duscher and Terri Jones

Library Staff Present: Dawn Aamot

City Council Member Present: none

4. Agenda and Minutes:

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

5. Financial Report:

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

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

6. Librarian's Report

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

Downtown by Candle Light was a wonderful evening.

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

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

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

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

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

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

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

7. Old Business:

None

8. New Business:

Susan Ebeling will be joining the Library Board.

9. New Book Suggestions:

Book suggestions were given to Dawn.

10. Adjourn:

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

Meeting adjourned at 5:35 p.m.

Respectfully submitted,

Kathy Hiley, recording secretary

Windom Library Board Meeting

Windom Library

Tuesday, February 9, 2016

5:05 p.m.

1. Call to order: The meeting was called to order by John Duscher at 5:05 p.m.
2. Roll Call: Members Present: John Duscher, Kathy Hiley, Steve Fresk, Terri Jones, Susan Ebeling and Anita Winkel

Members Absent: Barb Henning

Library Staff Present: Dawn Aamot

City Council Member Present: Brian Cooley

The Board welcomed new member, Susan Ebeling.

3. Agenda and Minutes:

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

4. Financial Report:

Dawn reviewed the Financial Report and pointed out changes in the budget for certain line items. An increase in the personnel budget will possibly allow her to add a part-time position. Dawn explained other increases and decreases to other line items. Overall she is pleased with the dollars budgeted for 2016. The budget also includes Capital Outlay of \$20,000.

Motion by Terri Jones and seconded by Anita Winkel to accept the Financial Report.

5. Librarian's Report

Dawn reported that she has expanded Adult Coloring to Monday, Tuesday and Wednesday from 2pm to close. She also purchased a Kuerig coffee maker for use during these coloring times. The last time, there were 3 participants with both men and women coloring. The first Saturday of February was "Bring Your Child to the Library" day. Three families attended and coloring and popcorn was offered.

February is "Fine Free Month". The Citizen and Shopper are running ads at the beginning and end of the month.

Nancy will be hosting Plum Creek Children's Librarians on Feb. 11th in the basement of Our Saviors. They will be planning the kick off meeting for the summer reading program.

A motion by Kathy Hiley and seconded by Steve Fresk to accept the librarian's report.

6. Old Business:

Anita mentioned that she hasn't been seeing the new book list on the roll-up. Dawn had already made a note to remind herself to do this.

In regards to replacing the library windows, Dawn has located a company in St .Cloud that specializes in replacing large windows in historic buildings. She will be contacting them. She asked for the board's help with work on renovation planning.

7. New Business:

Dawn proposed that our library adopt an Emergency Closing Policy. Monday's closing of the library during the blizzard raised the question as to when the library can be closed. Dawn presented the policy that the Jackson County Library uses. Discussion was held. Motion by Steve Fresk and seconded by Terri Jones to adopt the Emergency Closing Policy as amended by the board. Motion passed.

8. New Book Suggestions:

Book suggestions were given to Dawn.

9. Adjourn:

Motion by Anita Winkel, seconded by Susan Ebeling to adjourn.

Meeting adjourned at 5:36 p.m.

Respectfully submitted,

Kathy Hiley, recording secretary

Windom Public Library Emergency Closing Policy

Purpose:

Policy number 03

The Windom Public Library board has an obligation to keep the library and services available to the public. The library shall be open for business on all business days except legal holidays, and emergency situations. If there is concern about the safety of its employees and patrons, the Library Director may close the Windom Library.

For the purpose of this policy, a declared emergency may include but is not limited to extreme weather, fire, hazardous material, or bomb threat. The local news media will be notified of any emergency closings, delayed opening or program cancellations. Signs will be placed on the doors notifying patrons of the reason for the closing and/or program cancellation when possible.

The Library Director, along with the Chair and/or Vice-Chair of the Library Board will determine when to close. In the absence of the Library Director, library staff, along with the Chair and/or Vice-Chair of the Library Board will determine when to close.

03Adopted
2/2016

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

1. Call to Order: The meeting was called to order by Gross at 5:49 p.m. at City Hall
2. Roll Call:
 - Commission Present: Jason Kloss, Kay Gross, Shawn Licht, Darren Tietz & Josh Schunk
 - Commission Absent: Jess Smith,
 - City Staff Present: Recreation Director Al Baloun & Parks Superintendent Bruce Caldwell
 - Council Liaisons: Bryan Joyce Attending
 - Public: Joanne Kaiser & Phyllis Heinitz
3. **Motion to Approve Agenda by Kloss, seconded by Tietz**
Motion Carried Unanimous
4. Motion to Approve Minutes from December 2015 Park & Recreation Commission Meeting;
Motion Kloss, seconded by Tietz
Motion Carried Unanimous
5. Park Superintendent's Report; Bruce Caldwell
 - a. Dog Park Discussion-location of a new dog park was the major discussion. A city map showing all the parks was presented. One area that could work was just north of the Community Center just off of Redding Avenue. Caldwell said he would need to do some research if that site would work and report back at the next meeting. The dog park committee stated the fencing would have to be six feet tall with two entrances. If available a water fountain would be nice.
 - b. Witt Park Playground Equipment Relocation; the basketball court relocation could be at the current horseshoe pits at Island as the courts have extremely limited usage. The horseshoe pits could be relocated at Tegel's Park if and when a new campground is built there. Caldwell said he is planning on meeting with some of the tennis players this spring at Tegel's Park to figure out the new location of the courts. Due to timing the new courts may not be installed yet in 2016 depending on the contractor's schedule.
6. Recreation Manager; Al Baloun
 - a. Arena Ice Glass Installation-due to the sizing of the new panels and the usage of the rinks the glass installation has been slow. Baloun is hopeful it will be done within the next few weeks.
 - b. Ice Update-Possible Section Game could be held on February 16th, therefore they could be some scheduling changes to accommodate this game.
 - c. Beverage Contract Arena & City Parks; the ten year contract will be done this spring so Baloun asked the commission to decide what they would like to receive in the new contract. Previous contract the city got three score boards and a ten year agreement that only Coke products can be sold in the city parks and Arena. Only exception is the large ballfield at Island Park as this is controlled by the school and Windom Baseball Association. Caldwell stated perhaps this contract could help fund lighting on the remaining ballfields in the WRA or two new score boards on Wacker & Qwest Fields. This will be discussed at the February meeting.

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

Motion Carried Unanimous

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

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

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

Motion Carried Unanimous

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

ECONOMIC DEVELOPMENT AUTHORITY OF WINDOM
MINUTES
FEBRUARY 8, 2016

1. Call to Order: The meeting was called to order by President Espenson at 12:09 p.m.

2. Roll Call & Guest Introductions:

EDAWN Commissioners: Justin Espenson, Betsy Herding, Rick Clerc, and Paul Johnson.
Absent: Dominic Jones.

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

3. Approval of Minutes:

Motion by Commissioner Clerc, seconded by Commissioner Johnson, to approve the Minutes of the EDA Meeting held on January 11, 2016. Motion carried 4-0.

4. Recognition of Commissioner's Service: Sally Larson: This agenda item was tabled because Sally Larson was unable to attend the meeting due to the blizzard conditions.

5. New Vision – Phase II Project

A. Project Update: Director Backman advised that Frank McDowell, CEO for New Vision Co-op, contacted the EDA requesting an opportunity to update the Board concerning the status of New Vision's projects and future plans. In 2010, a five-year tax abatement program was established covering New Vision's property at 125 16th Street. The program included demolition of three existing grain bins and a grain dryer and construction of two new grain bins, installation of a new truck scale, and a new grain dryer. Phase II was to include the construction of another grain bin. Demolition and site preparation costs were eligible for tax abatement. The tax abatement covered the additional taxes that were to be generated by the Phase I and Phase II improvements and began in 2012 and will conclude at the end of 2016. Now, New Vision is interested in demolishing the existing grain bunker on the property and replacing it with a new larger, more efficient grain bin, etc. Representatives from New Vision were unable to attend the meeting due to blizzard conditions. Director Backman reviewed the project recap dated January 20, 2016, that had been submitted by New Vision Co-op. After discussion of the proposed projects, potential demolition costs, proposed schedule for demolition of grain bunker, tentative construction schedule for new bin(s), status of tax abatement on 16th Street property, options for tax increment financing concerning the 16th Street and Plant A properties including the possibility of TIF reimbursement of up to 75% of demolition costs for bunker on 16th Street site and Plant A (south elevator site), it was the consensus of the Board that EDA Staff should discuss the possibility of a Scattered Site TIF District with the CEO of New Vision based on the Board's discussion.

6. North Windom Industrial Park

A. NWIP Expansion Project – Federal EDA Pre-Application: Director Backman reviewed prior history with the Board concerning submission of previous applications in 2014 to the Federal EDA which were not funded. He advised that shortly after the January 11th EDA meeting, he had been contacted by Lee Shirey, EDR for the Federal EDA, inquiring about the timeline for expanding the NWIP. He updated Mr. Shirey regarding developments in the new industrial park and the executed land option for the adjacent 75.8 acres. Mr. Shirey indicated that the EDA may be eligible for distress criteria points following closure of PM Beef and encouraged the EDA to submit a Pre-Application to the Federal EDA for infrastructure costs associated with the expansion. At the beginning of February, the EDA submitted the Pre-Application requesting a grant of \$1,825,000 from the Federal EDA. There would be a local match of \$970,000 (for land

acquisition) bringing the total project costs to \$2,795,000. If awarded by the Federal EDA, this grant funding would enable the EDA to construct an additional 2,600+/- feet of 10-ten roads and install related utilities to serve the new lots in the expansion area. Mr. Shirey is currently reviewing Windom's Pre-Application.

Motion by Commissioner Clerc, seconded by Commissioner Herding, approving the submission of an application to the Federal EDA requesting a grant of \$1,825,000 for installation of infrastructure in the NWIP expansion area. Motion carried 4-0.

B. TIF District 1-19 – Modification

(1) Request – Call for Public Hearing: At the January 11th EDA meeting, Todd Hagen from Ehlers & Associates, the EDA's TIF financial advisors, discussed options for the purchase of the NWIP expansion area, including a general obligation bond with bond payments to be made from tax increment from TIF District 1-19. Mr. Hagen recommended modifying TIF District 1-19 to include the remaining lots in Block 2 of the NWIP and all of the property under option for purposes of land acquisition. The EDA Board approved a motion recommending that the City Council consider this modification of TIF District 1-19 and authorizing the EDA to work with Ehlers & Associates concerning the preparation of a time schedule for such a modification. The Board reviewed the proposed time schedule and took the following action.

Resolution introduced and motion by Commissioner Johnson, seconded by Commissioner Clerc, to adopt EDA Resolution No. 2016-02, entitled "Resolution Requesting the City Council of the City of Windom to Call for a Public Hearing on the Modification to the Development Program for Development District No. 1 and the Modification to the Tax Increment Financing Plan for Tax Increment Financing District No. 1-19 (NWIP-2) Therein".

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

7. Tax Increment Financing District 1-12 – Update: On October 12, 2015, PM Beef announced that it was closing its operations in Windom effective December 11, 2015. This action immediately affected 262 employees. Director Backman advised that following the announcement, the EDA immediately contacted MN DEED, the Workforce Centers, and the Southwest MN Private Industry Council (PIC) regarding the shutdown. Subsequently, the EDA has been fielding calls from prospective buyers and real estate entities from around the country interested in the PM plant. Various parties have toured the facility and several have been in negotiations with the parent company. On January 28th the City Administrator, EDA Director, and EDA Administrative Assistant met with Lisa Hughes, Regional Representative for DEED, and Ray Watson, Partner at US Consults, a site selector representing the buyer. A number of details were discussed including financial assistance (state and local) and they toured the PM facility. Director Backman updated the Board concerning the available details regarding Taylor Corporation's purchase of the facility. He also reported to the Board concerning the Development Agreement and Tax Increment Note for the existing TIF district (TIF 1-12 – PM Beef) which can be assigned to a new buyer. Director Backman advised that the tax increment would be used to reimburse eligible activities, such as pre-treatment of waste water, etc. It was the consensus of the Board that EDA Staff should proceed with arrangements for assignment of the agreement and note if the new buyer requests TIF assistance and provides information concerning eligible reimbursable activities. (Commissioner Herding excused herself to go to another meeting.)

8. Unfinished Business:

A. Executive Director's Recap: Director Backman provided information to the Board concerning two potential future prospects for the NWIP. He advised that he had accepted an offer to work with the Willmar/Kandiyohi County EDC. Director Backman then presented a brief recap of activity highlights during his term in Windom. He encouraged the Commissioners to continue their involvement in economic development and said it had been a pleasure serving and working with them. The Commissioners thanked him for his service to the EDA and the City of Windom.

9. New Business

A. EDA Executive Director Search – Schedule: City Administrator Steve Nasby reviewed a Memo he had prepared outlining the schedule and proposed process for the search to fill the vacancy in the EDA Executive Director position after Aaron Backman's departure on February 16th. After further discussion, it was the consensus of the Board to approve the proposed timeline and selection process, and to authorize City Administrator Nasby to verify procedural items and contact individuals concerning serving on the search committee.

10. Miscellaneous Information

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

11. Adjourn: On consensus, President Espenson adjourned the meeting at 1:39 p.m.

Rick Clerc, EDA Secretary-Treasurer

Attest:

Aaron A. Backman, EDA Executive Director



WINDOM POLICE DEPARTMENT

PO BOX 38, 444 NINTH STREET
WINDOM, MN 56101

Scott Peterson, Chief

PHONE: (507)831-6134 / FAX: (507)831-1957



February 10, 2016

Dear Mayor and Council Members:

I am writing this letter to request that funding be appropriated to purchase ballistic shields that will be placed in all police vehicles. These shields are bullet resistant and can be used by an officer to protect themselves from gunfire.

I wish to purchase 5. The total cost of this investment would be \$8,500. Four of the shields would be placed in respective squad cars. We would also purchase 1 larger shield that is larger in length for entries and extractions of personnel.

Sincerely,

Scott Peterson, Chief of Police

MEMORANDUM



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

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

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

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

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

2015 Street Repair CIP – Unexpended Funds

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

Street Department Equipment Reserve

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

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

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

Lease to Buy Financing

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

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

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

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

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

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

General Fund Reserve Status and Possible Inter-Fund Loan

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

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

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

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

Memo

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

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

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

RESOLUTION #2016-

INTRODUCED:

SECONDED:

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

**RESOLUTION SUPPORTING THE SUBMISSION OF AN APPLICATION TO
THE "SMALL CITIES DEVELOPMENT PROGRAM (SCDP)"
ON BEHALF OF THE
WINDOM HOUSING AND REDEVELOPMENT AUTHORITY**

BE IT RESOLVED that the City of Windom will act as the legal sponsor for the project contained in the Application to be submitted on February 16, 2016 and that Mayor Corey Maricle and City Administrator Steve Nasby are hereby authorized to apply to the Department of Employment and Economic Development for funding of this project on behalf of the City of Windom.

BE IT FURTHER RESOLVED that the City of Windom has the legal authority to apply for financial assistance, and the institutional, managerial and financial capability to ensure adequate construction, operation, maintenance and replacement of the proposed project for its design life.

BE IT FURTHER RESOLVED that the City of Windom has not violated any Federal, State, or local laws pertaining to fraud, bribery, graft, kickbacks, collusion, conflict of interest or other unlawful or corrupt practice.

BE IT FURTHER RESOLVED that upon approval of the application by the State, the City of Windom may enter into an agreement with the State of Minnesota for the approved project, and that the City of Windom certifies that it will comply with all applicable laws and regulations as stated in all contract agreements.

NOW, THEREFORE, BE IT RESOLVED that Mayor Corey Maricle and City Administrator Steve Nasby, or their successors in office, are hereby authorized, on behalf of the City of Windom, to execute such agreements and contracts as are necessary to implement the project on behalf of the Applicant

ADOPTED this 16th day of February, 2016.

Corey J. Maricle, Mayor

I certify that the above resolution was adopted by the Windom City Council of the City of Windom on February 16, 2016.

ATTEST: _____
Steve Nasby, City Administrator

TO: Mayor Maricle and City Council
FROM: HRA Board of Directors
DATE: 2/10/2016
RE: Major rehabilitation project on Riverview Apartments in Windom, MN

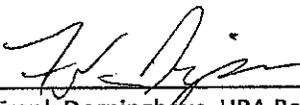
The HRA has taken steps to begin a project that will significantly improve and rehabilitate the exterior wall of each of the 58 units within the Riverview Apartment building located at 605 Tenth Street. The project is designed to rebuild the exterior walls with a new energy efficient window, an energy efficient ADA compliant 36" entrance door, a solid wall which replaces a sheet of metal that has an air conditioning sleeve cut into it, an insulated exterior wall for the coat closet and removes the boiler system on the exterior wall and replaces it with a PTAC (packaged terminal air conditioner) unit. The project addresses energy efficiency needs, handicap accessibility needs, safety and security issues as well as building sustainability concerns.

The project was initially estimated at \$801,226 and the HRA applied to Minnesota Housing Finance Authority and was granted a PHOP grant in the amount of \$706,000 to complete this project in conjunction with our HRA match. Within the past month, our architectural firm, Brunton Architects, has finalized our bid specifications and updated the cost estimate for the completion of the project. The new project total has grown to \$1,479,454 due to four main reasons: 1) Project saturation and Contractor selection. There are more projects than contractors in rural areas and therefore they have been charging more and not bidding on projects that would have been more competitive in the past; 2) In 2015, the State of Minnesota adopted a new energy code increasing requirements; 3) The initial cost estimate was missing details that changed as we reworked the project; and 4) We have a need for asbestos removal which has increased our project cost by approximately \$240,000.

The HRA now has a gap of \$678,228 to fill for the project to proceed. The HRA has found an opportunity through Minnesota DEED to obtain a grant in the amount of \$600,000. The Minnesota Housing Finance Agency will help with the remainder of the needed funds in a coordinated effort with the HRA. This grant is the only opportunity for the project to move forward to allow for an anticipated completion of the entire project.

The HRA Board of Directors would like to recognize that they are not asking the City of Windom to provide any funds and wants to acknowledge that they are willing to compensate the City for any direct costs incurred due to this grant. The application must be submitted by the City and they must be the recipient of the funds. The City would only need to issue a check (or two) to the Contractor upon approval for payment from our architects. This request will not affect the City's ability to apply for State funds for other projects. The HRA will be responsible for all reporting requirements for this project.

The Windom HRA respectfully requests the City of Windom's approval to submit the application on their behalf and to agree to be the recipient of funds should the grant be awarded.



Frank Dorpinghaus, HRA Board Chair

2-10-16
Date

1/21/2016

Irene Ruiz-Briseno
Erica Arms
Adam Connell
Minnesota Housing Finance Agency
400 Sibley Street, Suite 300
St. Paul, MN 55101-1998

Re: Riverview Apartments South Wall Renovation - Revisions to Cost Estimate

Dear Erika, Irene and Adam,

The initial submitted cost estimate dated 10-30-14 for the Riverview Apartments South Wall Renovation was \$882,085.00. Subsequently, over a year later and as the Construction Documents have developed, there has been a number of factors which have evolved to influence the final cost estimate for the Issued for Bid Documents. The contributing factors are:

1. The construction bidding environment has taken off with increased construction cost escalation not experienced in years.
 - Construction cost increased 15%. Increase of \$110,660.
2. In 2015 the State of Minnesota adopted a new energy code, which has significantly change the requirements for exterior wall assemble and insulation. There is now a new requirement for continuous insulation and R value.
 - Per the updated cost estimate. Added EIFS System \$70,685 and Spray Air Barrier \$17,724.
3. The initial cost estimate was developed based on conceptual drawings and not construction drawings. As the construction documents develop more information was identified to make the cost estimate reflect what is truly in the scope of work. Some of the added items to the final cost estimate are:
 - Temporary Walls \$25,320.
 - Dumpsters \$20,889.
 - GypCrete \$15,825.
 - Additional Demolition \$29,118.
 - Sealants \$16,800.
4. The construction schedule will be extended based on the phasing of the project. This adds a significant amount to the overall labor cost.
5. Asbestos not originally known and was not identified in the initial cost estimate \$253,200.

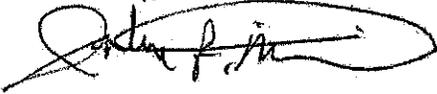
Upon review of the submitted final cost estimate, there are some Value Engineering items, which can be omitted:

1. Omit closet shelving/coatrack \$9,050 (deduct)
2. Revise exterior widows from aluminum to vinyl clad \$12,660 (deduct).

Base on the above adjustments, the revised cost estimate is \$1,479,516.98.

Please contact me if you have any questions.

Sincerely,



John R. Nightingale, AIA, LEED Green Assoc, CDT
Senior Project Architect
(507) 344-4687
Brunton Architects and Engineers

| | | | | | |
|---|--|------------|----|-------------|---------------|
| | | - | 0 | \$ - | \$ - |
| | | - | 0 | \$ - | \$ - |
| | | - | 0 | \$ - | \$ - |
| | Division 4 - Subtotal | | | | \$ - |
| Division 5 - Metals | | | | | |
| | | - | 0 | \$ - | \$ - |
| | | - | 0 | \$ - | \$ - |
| | Division 5 - Subtotal | | | | \$ - |
| Division 6 - Carpentry | | | | | |
| | | | | | |
| | Rough Carpentry | units | 60 | \$ 300.00 | \$ 18,000.00 |
| | Finish Carpentry | units | 60 | \$ 500.00 | \$ 30,000.00 |
| | Rough Carpentry Materials (OSM & Blocking) | units | 60 | \$ 175.00 | \$ 10,500.00 |
| | | - | 0 | \$ - | \$ - |
| | | - | 0 | \$ - | \$ - |
| | Division 6 - Subtotal | | | | \$ 58,500.00 |
| Division 7 - Thermal and Moisture Protection | | | | | |
| | | | | | |
| | Sealants | units | 60 | \$ 280.00 | \$ 16,800.00 |
| | | - | 0 | \$ - | \$ - |
| | | - | 0 | \$ - | \$ - |
| | | - | 0 | \$ - | \$ - |
| | | - | 0 | \$ - | \$ - |
| | Division 7 - Subtotal | | | | \$ 16,800.00 |
| Division 8 - Doors and Windows | | | | | |
| | | | | | |
| | Windows | each | 60 | \$ 600.00 | \$ 36,000.00 |
| | Door/Frame/Hardware - 3-0 | each | 58 | \$ 1,250.00 | \$ 72,500.00 |
| | Door/Frame/Hardware - 2-8 | each | 58 | \$ 570.00 | \$ 33,060.00 |
| | | - | 0 | \$ - | \$ - |
| | | - | 0 | \$ - | \$ - |
| | Division 8 - Subtotal | | | | \$ 141,560.00 |
| Division 9 - Finishes | | | | | |
| | | | | | |
| | Stud Framing | unit | 60 | \$ 2,080.00 | \$ 124,800.00 |
| | Drywall | unit | 60 | \$ 900.00 | \$ 54,000.00 |
| | Drywall Patching | allow/unit | 60 | \$ 400.00 | \$ 24,000.00 |
| | EIFS System | unit | 60 | \$ 1,120.00 | \$ 67,200.00 |
| | Spray Air Barrier | unit | 60 | \$ 280.00 | \$ 16,800.00 |
| | | - | 0 | \$ - | \$ - |
| | | - | 0 | \$ - | \$ - |
| | | - | 0 | \$ - | \$ - |
| | Division 9 - Subtotal | | | | \$ 286,800.00 |
| Division 10 - Specialties | | | | | |

Small Cities Development Program (SCDP) 2016 Application Packet

Application Deadline

Thursday, February 25, 2016 4:30 PM

Small Cities Development Program

Application

Applicant: City of Windom

Administrator(s): DeeAnna Peterson

Author: DeeAnna Peterson

Note: Attach budget page after this page. See link below to access the excel budget page.
http://mn.gov/deed/images/2012_SCDP_Application_Budget.xlsx

I. APPLICATION SUMMARY

A. Funding Amount/Total Project Costs

| | |
|-------------------------------|-----------------------|
| SCDP Amount Requested: | <u>\$600,000.00</u> |
| Amount of Other Funds | <u>\$879,454.00</u> |
| SCDP Program Income | <u>\$0</u> |
| Estimated Total Project Cost: | <u>\$1,479,454.00</u> |

B. Project Summary/Federal Objective/Goals/Budget – Final

Provide specific information on the activity(s) proposed in your Application including federal objective associated with each activity.

The HRA has taken steps to begin a project that will significantly improve and rehabilitate the exterior wall of each of the 58 units within the Riverview Apartment building located at 605 Tenth Street in Windom. The project is a public housing property that houses only low income residents (100% LMI).

The project is designed to rebuild the exterior wall with a new energy efficient window, an energy efficient ADA compliant 36" entrance door, a solid wall which replaces a sheet a metal that has an air conditioning sleeve cut into it, an insulated exterior wall for the coat closet and removes the boiler system on the exterior wall and replaces it with a PTAC (packaged terminal air conditioner) unit. The project addresses energy efficiency needs, handicap accessibility needs, safety and security issues as well as building sustainability concerns.

The project was initially estimated at \$801,226 and the HRA applied to Minnesota Housing and was granted a PHOP grant in the amount of \$706,000 to complete this project. Within the past month, our architectural firm, Brunton Architects & Engineers, has finalized our bid specifications and updated the cost estimate for the completion of the project. The new project total has grown to \$1,479,454 due to 4 main reasons. 1. Project saturation and Contractor selection. There are more projects than contractors in rural areas and therefore they have been charging more and not bidding on projects that would have been more competitive in the past. 2. In 2015, the State of Minnesota adopted a new energy code. 3. The initial cost estimate was missing details that changed as we reworked the project. And 4. We have a need for asbestos removal which has increased our project 240,000+.

The HRA now has a gap of \$678,228 to fill for the project to proceed. The HRA is applying for \$600,000 which will leave only a \$78,000 gap and Minnesota Housing as well as the HRA will be able to assist with that remaining balance.

Please complete the **SCDP Federal Objective/Goals/Budget** Excel document found near the application on the DEED website and attach it to your application after the cover page.

Applications are more competitive when administrative request per activity is less than 15% of SCDP hard costs. If the amount of SCDP administration is greater than 15% per activity, justification will be required. Lead administration, assessments, and clearances may be included in hard costs or administration costs (as it applies to your project).

Multifamily Units - three or more. At least 51% of the units must be rented to Low to moderate Income persons (LMI) at HUD's Fair Market Rent(FMR). See website for income and rent charts.

Need

| | | | |
|--|------|---|---------|
| # of rental units in this building | 58 | % of substandard , total rental units proposed to be rehabbed/target area | 100% |
| # of substandard similar rental units in community | 30 | Average age of homes in community | 1971yrs |
| % of rental homes of all homes in target area | N/A% | Median household income in community | \$N/A |
| | | Rental vacancy rate in community | 0% |

Impact

| | | | |
|---|------|------------------------------------|---|
| % of total rental units proposed to be rehabbed/community | 100% | How many stories to this building? | 6 |
|---|------|------------------------------------|---|

Complete this section per multifamily building with an interested owner. Use multiple pages, if necessary.

| | | |
|---|---|------------------------|
| Owner: Windom Housing & Redevelopment Authority | Provide a breakdown in the types of units by number of bedrooms at this address | 58 1 BR 2BR 3 BR |
| Address: 605 Tenth Street | Year building built | 1971 |
| List rehab items that this building needs: Replacement of outer wall to include new window, ADA compliant new entry doors, exterior closet with insulation to match code requirements and removal of boiler heating system and installation of PTAC unit per apartment. Covers, energy efficiency, safety and security issues. | | |

Cost Effectiveness per building

| | | | |
|--|----------|---|-----------|
| Proposed SCDP amount per unit | \$10,345 | Scattered site or Common site? (S or C) | C |
| SCDP % of total project costs | \$40% | Administration % | 1% |
| % of SCDP funds -forgivable loan (grant) | % | SCDP forgivable term | mths |
| % SCDP funds-installment loan (payments) | % | SCDP loan term Interest Rate | mths % |

Grantee/Administrator/Co-Funder/Author/Legislative District
Information Sheet
Small Cities Development Program – State of Minnesota

Name of Applicant: City of Windom

I. Applicant Information (city/county/township)

| | |
|--|---|
| <p>Authorized Official & Environmental Certifying Officer Information (Mayor or Board Chair whichever is applicable)</p> <p>-----</p> <p>Name: Corey Maricle Title: Mayor Address: 444 Ninth St, PO Box 38, Windom MN 56101 Phone #: 507-831-6129 Fax #: 507-831-6127 Email: windommayor@windomnet.com</p> <p>=====</p> <p>Federal ID #: 41-6005647 State ID #: 8026129 State Vendor #: N/A Applicant DUNs #: 071512073</p> | <p>Applicant Author Information</p> <p>-----</p> <p>Name: DeeAnna Peterson Title: Executive Director Address: 605 Tenth Street #104, Windom MN 56101 Phone #: 507-831-1016 Fax #: 507-831-3970 Email: swmnhraed@gmail.com</p> <p>Applicant Financial Officer Information</p> <p>-----</p> <p>Name: Chelsie Carlson Title: Finance Director/Controller Address: 444 Ninth St, PO Box 38, Windom MN 56101 Phone #: 507-831-6129 Fax #: 507-831-6127 Email: ccarlson@windom-mn.com</p> |
| <p>Administrator/Implementing Agency Information</p> <p>-----</p> <p>Name: DeeAnna Peterson Title: Executive Director Address: 605 Tenth Street #104, Windom MN 56101 Phone #: 507-831-1016 Fax #: 507-831-3970 Email: swmnhraed@gmail.com Administrators DUNs #033387647</p> | <p>Individual Signing SCDP Payment Request Form (Applicant or Program Administrator)</p> <p>-----</p> <p>Name: Steve Nasby Title: City Administrator Address: 444 Ninth St, PO Box 38, Windom MN 56101 Phone #: 507-831-6129 Fax #: 507-831-6127 Email: snasby@windom-mn.com</p> |
| <p>Environmental Coordinator</p> <p>-----</p> <p>Name: DeeAnna Peterson Title: Executive Director Address: 605 Tenth St #104, Windom MN 56101 Phone #: 507-831-1016 Fax #: 507-831-3970 Email: swmnhraed@gmail.com</p> | <p>Fair Housing/Equal Opportunity Coordinator</p> <p>-----</p> <p>Name: DeeAnna Peterson Title: Executive Director Address: 605 Tenth St #104, Windom MN 56101 Phone #: 507-831-1016 Fax #: 507-831-3970 Email: swmnhraed@gmail.com</p> |
| <p>Rehabilitation Coordinator</p> <p>-----</p> <p>Name: John Nightingale Title: Senior Project Architect, Brunton Architects Address: 225 Belgrade Ave, N. Mankato MN 56003 Phone #: 507-344-4687 or 507-386-7996 Fax #: 507-386-7992 Email: johnn@bruntonarchitects.com</p> | <p>Labor Standards Coordinator (when applicable)</p> <p>-----</p> <p>Name: Connie Clausen Title: Operations Manager Address: 605 Tenth Street #104, Windom MN 56101 Phone #: 507-831-1016 Fax #: 507-831-3970 Email: winhra2@windomnet.com</p> |

Grantee/Administrator/Co-Funder/Author/Legislative District
Information Sheet
Small Cities Development Program – State of Minnesota

| | |
|---|---|
| Property Inspector Info: DeeAnna Peterson <hr style="border-top: 1px dashed black;"/> Name: DeeAnna Peterson Title: Executive Director Address: 605 Tenth St #104, Windom MN 56101 Phone #: 507-831-1016 Fax #: 507-831-3970 Email: swmhraed@gmail.com | Income Verification Info: Connie Clausen <hr style="border-top: 1px dashed black;"/> Name: Connie Clausen Title: Operations Manager Address: 605 Tenth St #104, Windom MN 56101 Phone #: 507-831-1016 Fax #: 507-831-3970 Email: winhra2@windomnet.com |
|---|---|

II. Co-Funder Contact Information: If one of the proposed activities within your Application is also requesting funding from Agencies such as MN Housing /Greater MN Housing (rental new development); Public Facility Authority and/or Rural Development (public facility projects) to the make the project financially feasible, please provide the following information for each respective funding partner.

| | |
|---|--|
| Agency: Minnesota Housing Finance Agency <hr style="border-top: 1px dashed black;"/> Name: David Schluchter Title: POHP Program Manager Address: 400 Sibley St, Suite 300, St Paul MN 55101-1998 Phone #: 651-296-7608 Fax #: 651-296-9545 Email: david.schluchter@sta | Agency: Windom HRA <hr style="border-top: 1px dashed black;"/> Name: Frank Dorpinghaus Title: Chairman of the Board Address: 605 Tenth St #104, Windom MN 56101 Phone #: 507-831-1016 or 507-822-3113 Fax #: 507-831-3970 Email: hapinnin@hotmail.com |
|---|--|

III. Author of Application (Complete only if different from information previously provided above)

Agency:

 Name:
 Title:
 Address:
 Phone #:
 Fax #:
 Email:

IV. Legislative District Information (Provide the following information for the geographical district(s) the SCDP funded activities are taking place in.)

House District: **22B**
 Congressional District **7th District**

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

June 11, 2014 ~ 4:00 pm

A regular meeting of the Board of Directors was held on Wednesday, June 11, 2014, in the Hillside Manor Community Room. Members present: Frank Dorpinghaus, Margaret McDonald, Linda Jaakola and Ronda Renee Koch. Also present were: Hillside Liaison, Audrey Knuth, Executive Director, DeeAnna Bakken and Director of Operations, Connie Clausen. Not present: Board member, Jens Hansen and City Liaison, Brad Powers.

The meeting was called to order at 4:00 with the consent agenda approved (McDonald/Jaakola) which included the minutes of the previous meeting, the utility reports, the bills report and the balance report.

Open Forum: The open forum is a portion of the Board meeting where residents will be allowed to address the Board. Persons must register with Connie Clausen, Director of Operations, 48 hours prior to the meeting.

A. Scheduled Guests: None

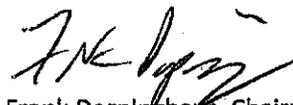
Old business consisted of:

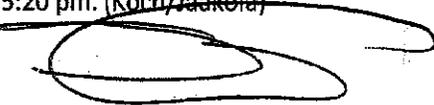
1. The director reported that we received a response letter from the HUD office and the director will be working on another response back.
 2. The Utility Commission has been notified that the WHRA will put their name on each account in the Hillside building and they (UC) will begin the process of reimbursing current tenants their deposit back in the next 30 – 60 days if it has not already been returned. Going forward, new residents of Hillside Manor will no longer be required to pay a security deposit to the Utility Commission.
 3. The Housing Study has been completed and future actions will be the responsibility of the City of Windom and the Windom EDA.
 4. An update on the Fire Unit 408 Rehab Project was given by the director. Bid packets have gone out and a pre-bid meeting is scheduled for June 18th, 2014 at 1:30pm. Bid opening is scheduled for July 2nd, 2014 at 11:00am.
 5. A new agreement with AT&T is in process. The WHRA is still currently receiving the full rent amount.
 6. The director reported on the Flat Rent update. This is not applicable for WHRA with the exception that the ceiling rent no longer applies and has been removed.
 7. Staff changes were reported. We have a new part-time maintenance person. Jim Nelson has been working for approximately 3 weeks. Steve has upcoming vacation and Jim will be working full-time hours during that time.
 8. An update on the current projects was given:
 - a. Fire Unit 408 Rehab Project – see above.
 - b. Water main replacement – request for proposals (RFP) have been made.
 - c. Hillside porch – request for qualifications (RFQ) are to go out to architectural and engineering firms.
 - d. Riverview Balconies – maintenance is researching products for resurfacing the balconies.
 - e. Hillside insulation – research in process.
 - f. Rekeying project for both buildings – product research in process.
 - g. Hillside A/C on first floor – research in process.
-

New Business consisted of:

1. The director reported that the State of Minnesota has approved a \$20 million bonding bill for Public Housing Rehabilitation. Discussion was held on the pros & cons of pursuing a part of this grant and it was decided that WHRA would pursue it. It was pointed out and recognized that for the Director to be responsible for grant writing would take time from current responsibilities and may be a potential challenge in the coming months.
2. The current Pilot Payment rate paid is 10%. Discussion was held to request this rate be changed from 10% to 5%. All Board members agreed to participate in this process over the coming months at upcoming city council meetings.
3. The director reported the HUD Annual Inspection rule interpretation has changed. A motion was made and approved to update the Annual Inspection Policy (Jaakola/McDonald) to reduce annual inspections to a 30% random sampling of units instead of 100% as currently stated.
4. The front entry fire panel at Riverview Apartments needs to be replaced. A quote was received from Hometown Fire & Safety Company of \$1,396.00. A motion was made & approved to replace the front entry fire panel (Koch/McDonald) from operations. In addition, we discussed the challenge with the pullcords at Hillside Manor however no action taken on that topic.
5. The director reported that the CD's are all on auto renewal and the board agreed to continue to allow them to renew.
6. The bidding and approval for capital funds projects was discussed. A motion was made & approved that any capital funds project exceeding \$3,000 requires a special board meeting for approval (McDonald/Jaakola) authorizing the Director to accept bids lower than \$3,000 and re-affirming the bid acceptance at the following board meetings.
7. The director explained Green Physical Needs Assessment (GPNA) and the Energy Audit requirements. It may be possible to be a part of a Regional Bidding Group instead of individual. After discussion, there is agreement that WHRA will be a part of the Regional Bidding Group process for GPNA.
8. The director provided her upcoming travel dates as June 19-30, July 12-21.
9. The upcoming Board Meetings are as follows: July 9 (Riverview) and August 13 (Hillside).

With no further business, the meeting was adjourned at 5:20 pm. (Koch/Jaakola)


Frank Dorplinghaus, Chairman


DeeAnna Bakken, Executive Director

REGULAR MEETING OF THE HOUSING AND REDEVELOPMENT AUTHORITY OF WINDOM, MN
October 8, 2014 ~ 4:00 pm

A regular meeting of the Board of Directors was held on Wednesday, October 8, 2014, in the Hillside Manor Community Room. Members present: Margaret McDonald, Jens Hansen, Linda Jaakola, Resident Board Member, Ronda Koch and Hillside Liason, Audrey Knuth. Also present were: Executive Director, DeeAnna Bakken and Director of Operations, Connie Clausen. Not present: Chairman, Frank Dorpinghaus and City Liaison, Brad Powers.

The meeting was called to order at 4:05 with the consent agenda approved (Hansen/McDonald) which included the minutes of the previous meeting, the utility reports, the bills report and the balance report. The director also reviewed the 408Rehab Project financial numbers including insurance payments and project costs.

Open Forum: The open forum is a portion of the Board meeting where residents will be allowed to address the Board. Persons must register with Connie Clausen, Director of Operations, 48 hours prior to the meeting.

A. Scheduled Guests: None

Old business consisted of:

1. The director reported that a response to the HUD letter continues to pend for information that has been requested from the Fee Accountant.
2. The 408 Rehab Fire Unit is now complete and has been rented.
3. The director reported on the S20M Bonding Grant Application. Applications are due November 5. The director reported conducting the public resident meetings at both Hillside & Riverview Apartments in regards to the submission of the application to MN Housing for the grant. The board approved (McDonald/Jaakola) the submission to go into MN Housing prior to the deadline.
4. The director requested a part of her MN NAHRO expenses be covered by WHRA as about half of her time at the convention was used researching information regarding the Bonding Grant Application. A motion was made and approved to pay \$600.61 to Jackson HRA for the director's expenses for the MN NAHRO conference (Koch/Hansen).
5. The director reported that after attending the City of Windom Budget meeting on September 9, 2014, we are awaiting the decision to any changes that may be made to the PILOT payment.
6. All the on-site work has been completed for the GPNA update. We are waiting for the report, which is due by October 17, 2014.
7. The temporary rear sidewalk at Riverview has been replaced and made permanent. Black dirt and grass has also been put in place.
8. New parking lot signs have been installed in the new west lot at Riverview Apartments. An RFP for sealcoating & re-striping of the Hillside parking lot has been sent out and responses are due October 15, 2014. It's possible this project may have to wait until spring if no responses are received. New Parking signs will still be installed at Hillside Manor this fall.
9. The water leak at Hillside Manor has been repaired. A contractor has been contacted to fix the drywall in the hallways on both first and second floor.

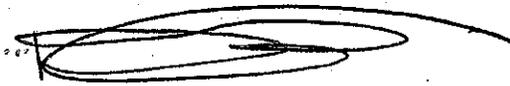
New Business consisted of:

1. A new part-time maintenance staff has been hired. Adam Gorden started his duties October 6, 2014.
2. The director reports completing the HUD 4710 Labor Standards Report.

3. The FASS (Financial Assistant Sub System) Report has also been completed and submitted by the director and auditor.
4. If any responses to the RFP for the Hillside Sealcoating & Re-striping project are received, a Special Board Meeting will be called for Thursday, October 16, 2014.
5. An architect from Brunton Architects was on-site on Wednesday, October 1, 2014 to review upcoming projects at both Riverview Apartments and Hillside Manor.
6. A motion was made and approved to send the City of Windom the unapproved version of the WHRA Board Minutes with the clause that if the minutes are amended, they will receive the updated minutes after approval (Koch/McDonald).
7. The Windom Fire Department is looking to expand their property into the Witt Park location near Riverview Apartments. After discussion, it was agreed the director should contact the City of Windom regarding the municipal parking lot near Riverview Apartments.
8. Dates for the Christmas parties have been determined. The Hillside Manor party is scheduled for Tuesday, December 2, 2014 at 5:30 am and the Riverview party is scheduled for Tuesday, December 16, 2014 at 5:30 am. All board members and their significant others are invited to attend.
9. The Board Meeting for January 2015 has been rescheduled to January 6, 2015 at Riverview Apartments.
10. The director provided her upcoming travel dates as October 14-19 then out of the office October 20th through the 31st.
11. The meeting closed at 4:40 pm for an employee discussion.
12. The meeting re-opened at 4:50 pm.
13. The upcoming Board Meetings are as follows: November 12 (Riverview) and December 3 (Hillside).

The meeting was adjourned at 4:50 pm.


Frank Dorpinghaus, Chairman



DeeAnna Bakken, Executive Director

**THE CENTRAL MINNESOTA MUNICIPAL POWER
AGENCY (CMMPA) NON-BINDING SUBSCRIPTION
AGREEMENT
FOR PARTICIPATION IN POWER SUPPLY
COALITION PURCHASE(S)**

THIS AGREEMENT made this 24th day of February, 2016 by and between the Windom Utility Commission and through its Chairman and the Central Minnesota Municipal Power Agency (hereinafter CMMPA).

RECITAL

1. To ensure contract negotiations are not put in jeopardy, CMMPA requires that all information disclosed to participants during active negotiations be confidential. Information pertaining to estimated cost and identify vendors shall not be disclosed to the public during active negotiations in order to protect our collective interest in procuring the best possible contractual terms.
2. CMMPA has recently completed a joint power supply study and RFP evaluation for CMMPA, UMMEG and Cedar Falls Iowa.
3. As part of this process, CMMPA has narrowed RFP responses down to a short list of four different vendor proposals representing different product types meeting our needs. A description of the 4 short list proposals currently under consideration are:
 - a. A 10 year fixed price base load purchase of 7 by 24, energy only, purchaser with an indicated price of \$___/MWh.
 - b. A 10 year fixed price on-peak 5 by 16, energy only, purchase with an indicated price of \$___/MWh.
 - c. A 20 year purchase from an existing combined cycle gas project of capacity and energy. This purchase has a fixed capacity/demand charge but the energy price fluctuates with gas prices. (The expected price is \$___/MWh assuming a gas price of \$___/MMBtu and a ___% capacity factor)

- d. A 20 year wind purchase from an existing wind project with an indicated price of \$___/MWh. This purchase would be done in conjunction with the combined cycle gas purchase to hedge against our exposure to gas price risk.
 - e. *CMMPA will continue discussions with multiple vendors to obtain the best pricing for the above products, as well as exploring additional products such as possible summer only fixed price purchase.*
4. Using the short list of proposals, CMMPA has constructed a recommended, diversified and hedged, portfolio for each participants, which quantifies the appropriate MW's for each of the different product types meeting their needs, taking into account their unique load characteristics and pre-existing portfolio resources.
5. In order for CMMPA to proceed in good faith with formal contract negotiations with the short list of vendors, CMMPA is requesting that each potential participant express their initial MW level of interest in participating in a joint aggregated purchase by executing this non-binding Subscription Agreement
6. CMMPA will act as the lead negotiator for CMMPA, UMMEG and Cedar Falls. It is expected that CMMPA will confer with the parties at a key points during the negotiation progress for participant feedback.
7. CMMPA is estimating \$75,000 in legal cost for contract development and negotiations which will be assessed out to each of the participants on a pro-rata basis once formal election of subscription shares has been determined. The cost will be assessing the when contracts are ready for execution.
8. CMMPA anticipate that contract negotiations will take approximately 3-4 months and expects execution of upstream and downstream contracts in the 3rd quarter of 2016.

9. The Utility Commission hereby expresses interest in subscribing to participate in the following purchase quantities

- a. ____ MW 10 year fixed price base load 7 by 24 energy only purchase
- b. ____ MW 10 year annual fixed price on peak 5 by 16 energy only purchase
- c. ____ MW 20 year combined cycle gas purchase
- d. ____ MW 20 Year wind purchase

10. The above subscription amounts do not bind the utility, but only provide a firmer indication of the participation level of the utility, assuming estimated costs do not change significantly.

11. Disclaimer: The subscriber fully understands that the cost estimates discussed in this Subscription Agreement could be subject to change. Although the costs are based on formal RFP responses, the prices could change due to negotiation efforts or changes in market conditions. However prices are not expected to change substantially from what has been indicated.

The Utility Commission acknowledges its potential participation in the fore going aggregate purchases as indicated herein.

IN WITNESS WHEREOF the parties have has executed this agreement on the year and date first above written.

WINDOM UTILITY COMMISSION

By: _____,
its Chairman

CMMPA

By: _____, its Chairman



City of Windom Staff Report

To: Mayor and Windom City Council
From: Aaron Backman, EDA Executive Director
Council Meeting Date: February 16, 2016
Item Title/Subject: **PUBLIC HEARING TO CONSIDER MODIFICATION OF PROGRAM FOR DEVELOPMENT DISTRICT NO. 1 AND MODIFICATION OF PLAN FOR TAX INCREMENT FINANCING (TIF) DISTRICT 1-19 ("NWIP-2")**

Background:

In August of 2015, the City Council approved the establishment of TIF District 1-19 (NWIP-2) covering Lots 5, 6, 7, and Outlot B in Block 2 of the North Windom Industrial Park Subdivision (NWIP). Subsequently, Lots 6, 7, and Outlot B were sold to Ryan Companies US, Inc. and they have constructed a new warehouse for Toro on the property.

Only 4 NWIP lots remain available for sale at this time and there are prospects who are considering submitting offers regarding at least 1 of these lots. In November 2015, the EDA Board approved execution of an Option Agreement concerning property to the south of the current industrial park. The EDA has been in discussions with TIF Consultants from Ehlers & Associates regarding funding options for purchase of this expansion property. One of the options available is bond funding and repayment of the bond obligations through the use of tax increment. The best option is to use tax increment from TIF 1-19. To facilitate this option, it will be necessary to modify the Plan for TIF 1-19 to add the remaining lots in Block 2 of the NWIP and also the expansion property to this TIF District.

On February 8, 2016, the EDA Board adopted a Resolution requesting that the City Council call for a public hearing to be held on April 5, 2016, concerning the proposed modifications to the Program for Development District No. 1 and the proposed modifications for the TIF Plan for TIF 1-19. Attached for your review is a proposed Resolution calling for this public hearing.

As I will be transitioning to my new job, EDA Administrative Assistant Mary Hensen will be present at the City Council Meeting on February 16th to provide additional information.

REQUESTED ACTION: Adopt Resolution calling for a public hearing for the City Council Meeting scheduled for April 5, 2016, for the purpose of consideration of the proposed modifications to the Development Program for Development District No. 1 and the plan for TIF District 1-19.

Respectfully submitted,

EDA Executive Director

Attachments

RESOLUTION # 2016-

INTRODUCED:

SECONDED:

VOTED: AYE:

NAY:

ABSENT:

**CITY OF WINDOM
STATE OF MINNESOTA**

RESOLUTION CALLING FOR A PUBLIC HEARING BY THE CITY OF WINDOM ON THE PROPOSED MODIFICATION TO THE DEVELOPMENT PROGRAM FOR DEVELOPMENT DISTRICT NO. 1 AND THE PROPOSED MODIFICATION TO THE TAX INCREMENT FINANCING PLAN FOR TAX INCREMENT FINANCING DISTRICT NO. 1-19 (NWIP-2) THEREIN.

WHEREAS, the City of Windom has received a request from the Economic Development Authority of Windom to consider modifications of the Development Program for Development District No. 1, modifications of the plan for Tax Increment Financing (TIF) District 1-19 (NWIP-2), and to call for a public hearing on said proposed modifications.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL (the "Council") FOR THE CITY OF WINDOM, MINNESOTA (the "CITY"), AS FOLLOWS:

1. Public Hearing. The Council shall hold a public hearing at the City Council Meeting scheduled for Tuesday, April 5, 2016, which begins at approximately 7:30 p.m., on the proposed modification of the Development Program for Development District No. 1 and the proposed modification of the Tax Increment Financing Plan for Tax Increment Financing District No. 1-19 (NWIP-2) (together the "Modifications") therein, all pursuant to and accordance with Minnesota Statutes, Sections 469.090 through 469.1082, Sections 469.124 through 469.133, and Sections 469.174 through 469.1794, all inclusive, as amended, in an effort to encourage the development and redevelopment of certain designated areas within the City.

2. Notice of Public Hearing, Filing of Modifications. City Staff is authorized and directed to work with Ehlers and Associates, Inc., to prepare the Modifications and to forward documents to the appropriate taxing jurisdictions including Cottonwood County and Independent School District No. 177. The City Administrator is authorized and directed to cause notice of the hearing, together with an appropriate map as required by law, to be published at least once in the official newspaper of the City not later than 10, nor more than 30, days prior to April 5, 2016, and to place a copy of the Modifications on file in the Office of the Economic Development Authority of Windom at City Hall and to make such copy available for inspection by the public.

ADOPTED this 16th day of February, 2016.

Corey Maricle, Mayor

ATTEST:

Steven Nasby, City Administrator



Memo

To: Mayor and City Council Members
From: Dan Ortmann, Fire Chief
Date: February 10, 2016
Re: Fire Department Elections

The Windom Fire Department conducted their annual election. The results of the election are listed below.

Chief – Dan Ortmann

1st. Assistant Chief – Mark Stevens

2nd Assistant Chief and Training Officer – Mark Marcy

3rd Assistant Chief – Roger Winker

MEMORANDUM



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

TO: City Council
FROM: Steve Nasby, City Administrator *[Signature]*
DATE: February 8, 2016
RE: Local Option Sales Tax Discussion - Legislative Direction

Background

In 2013 the City Council passed a resolution seeking a local option sales tax of up to \$4 million to be used for “public facilities and the option for the capitalization of a Revolving Loan Fund for the Windom Economic Development Authority”.

Legislative Authorization

Under current State law, the legislature has to authorize the implementation of a local option sales tax. In 2013 the City was successful in having legislation introduced to permit the Windom voters to consider a local option sales tax, but it did not pass through either the House or Senate committees nor was it included in any omnibus bills. Our legislation was not re-considered by either legislative body in 2014 so it is effectively “dead”.

The 2015-2016 legislative biennium convened on January 6, 2015. At that time the City Council was interested in keeping open the option of a local option sales tax. As such, new legislative authority was needed so a resolution was passed and legislation was introduced (HF 534 and SF 539). To address legislative concerns about the use of the tax a more specific definition was narrowed to “Emergency Services Facility”. In addition, the reference in the initial legislative language regarding a \$20 per vehicle local sales tax was also removed due to the complication of the possibility of having to pass the bill through the transportation committee. These were the positions the City needed to take during the conference committee meetings on the tax bill last session to even get into the discussion on the tax bill (amended HF 848). Windom’s legislation was included in the final tax bill, but the entire bill was vetoed by the Governor.

Resolution Options

Attached are two resolutions for a local option sales tax. The first, contains the same terms and parameters as the 2013 Resolution except the overall total to be collected that was revised down to \$3.5 million. One of the legislative concerns for the proposed use was the general terminology of “public facilities”. This language can be kept in the resolution which provides the Council some flexibility, but this may lessen the chances of legislative approval and it will need to be formalized as an amendment to our existing local option sales tax legislation.

The second resolution has the more specific definition as to the proposed use narrowed to “Emergency Services Facility”. Staff’s recommendation to give the City Council the best opportunity to have this funding tool as an option is to continue to have this narrow scope focus.

Sales Tax Process

If the City obtains legislative approval for a local option sales tax the City Council will then have the opportunity to place a referendum on the ballot for voters and the tax would only take effect after voter approval. Legislative approval will not be known until May 2016. Depending on the approval from the legislature, the City Council would have time up until August to be able to place a question on the November 2016 general election ballot. Should a local option sales tax be approved by the voters, the mechanics of setting up the collection process with the State's Department of Revenue will take an additional 90-120 days before any new local option taxes are collected.



April 17, 2015

Honorable Representative Steve Drazkowski
591 State Office Building
100 Rev. Dr. Martin Luther King Jr. Blvd
Saint Paul, MN 51555

Dear Representative Drazkowski:

This correspondence provides additional information for HF 534 regarding the City of Windom's request for Local Option Sales Tax. The City of Windom is requesting legislation for Local Option Sales Tax authority for the costs related to the design, construction and equipping of emergency services facilities. The City of Windom's request for up to \$3.5 million dollars is anticipated to cover these costs for the facility. The proposed facility is currently in the design phase.

The City's Fire and Ambulance service area is in excess of 190 square miles within two counties and includes three cities.

We would sincerely appreciate your support of our proposed legislation HF 534 and the inclusion of the legislation in the 2015 House tax bill.

Sincerely,

Corey J. Maricle, Mayor
City of Windom

CC: Senator Weber
Representative Hamilton
Windom City Council



1.1 moves to amend H.F. No. 848 as follows:

1.2 Delete everything after the enacting clause and insert:

1.3 "ARTICLE 1
1.4 INCOME AND FRANCHISE TAXES

1.5 Section 1. 16A.728] LONG-TERM CARE SAVINGS PLAN.

1.6 Subdivision 1. Definitions. (a) For purposes of this section, the following terms
1.7 have the meanings given.

1.8 (b) "Long-term care expense" means the cost of long-term care in a long-term care
1.9 facility and the cost of care provided in a person's home when the person receiving the
1.10 care is unable to perform multiple basic life functions independently.

1.11 (c) "Long-term care insurance premiums" means premiums paid for a long-term care
1.12 insurance policy, as defined in section 290.0672.

1.13 (d) "Participant" means an individual who has entered into a participation agreement
1.14 or established an account under the plan with a financial institution with which the
1.15 commissioner has an agreement under subdivision 2, paragraph (a).

1.16 (e) "Qualified individual" means a person who:
1.17 (1) incurred long-term care expenses during the taxable year; or
1.18 (2) turned 50 years of age or older during the taxable year and who made payments
1.19 for long-term care insurance premiums during the taxable year.

1.20 Subd. 2. Commissioner duties; participation agreement. (a) The Minnesota
1.21 long-term care savings plan is created. The commissioner shall select the administrator of
1.22 the plan. If the commissioner receives no acceptable responses to a request for proposals
1.23 for an administrator for the plan by November 1, 2015, the commissioner may enter into
1.24 agreements with state chartered or federally chartered banks, savings banks, savings
1.25 associations, trust companies, or credit unions, or a subsidiary of such an entity, to

186.1 Subd. 2. Use of revenues. Revenues received from the tax authorized by
186.2 subdivision 1 must be used to pay all or part of the capital and administrative costs of
186.3 underground water and sewer improvements in the city of Walker as outlined in the 2012
186.4 capital improvement plan of the engineer of the city of Walker.

186.5 Subd. 3. Bonding authority. The city of Walker, pursuant to the approval of the
186.6 voters at the November 6, 2012, referendum authorizing the imposition of the taxes in
186.7 this section, may issue bonds under Minnesota Statutes, chapter 475, to pay capital and
186.8 administrative expenses for the projects described in subdivision 2, in an amount that
186.9 does not exceed \$20,000,000. A separate election to approve the bonds under Minnesota
186.10 Statutes, section 475.58, is not required.

186.11 Subd. 4. Termination of tax. The tax authorized under subdivision 1 terminates at
186.12 the earlier of:

186.13 (1) 20 years after the date of initial imposition of the tax; or

186.14 (2) when the city council determines that sufficient funds have been raised from
186.15 the tax to finance the capital and administrative costs of the improvements described in
186.16 subdivision 2, plus the additional amount needed to pay the costs related to issuance of
186.17 bonds under subdivision 3, including interest on the bonds.

186.18 Any funds remaining after completion of the projects specified in subdivision 2 and
186.19 retirement or redemption of bonds in subdivision 3 shall be placed in the general fund
186.20 of the city. The tax imposed under subdivision 1 may expire at an earlier time if the
186.21 city so determines by ordinance.

186.22 EFFECTIVE DATE. This section is effective the day after the governing body of
186.23 the city of Walker and its chief clerical officer comply with Minnesota Statutes, section
186.24 645.021, subdivisions 2 and 3.

186.25 Sec. 39. CITY OF WINDOM; TAXES AUTHORIZED.

186.26 Subdivision 1. Sales and use tax authorized. Notwithstanding Minnesota Statutes,
186.27 section 477A.016, or any other provision of law, ordinance, or city charter, if approved
186.28 by the voters at a general election held by December 31, 2016, the city of Windom may
186.29 impose by ordinance a sales and use tax of up to one percent for the purposes specified in
186.30 subdivision 3. Except as provided in this section, the provisions of Minnesota Statutes,
186.31 section 297A.99, govern the imposition, administration, collection, and enforcement of
186.32 the tax authorized under this subdivision.

187.1 Subd. 2. Use of revenues. The proceeds of the tax imposed under this section
 187.2 must be used to pay for the cost of collecting the tax and to pay all or a portion of the
 187.3 expenses of constructing and improving a fire hall and a public safety facility, including
 187.4 any associated bond costs.

187.5 Subd. 3. Bonding authority. The city of Windom, pursuant to the approval of the
 187.6 voters at the referendum authorizing the imposition of tax in this section, may issue bonds
 187.7 under Minnesota Statutes, chapter 475, to pay capital and administrative expenses for
 187.8 the project described in subdivision 2. A separate election to approve the bonds under
 187.9 Minnesota Statutes, section 475.58, is not required.

187.10 Subd. 4. Termination of tax. (a) The tax authorized under subdivision 1 terminates
 187.11 at the earlier of:

187.12 (1) 15 years after the date of initial imposition of the tax; or

187.13 (2) when \$3,500,000 has been collected.

187.14 (b) Any funds remaining after completion of the projects specified in subdivision 2
 187.15 may be placed in the general fund of the city. The tax imposed under subdivision 1 may
 187.16 expire at an earlier time if the city so determines by ordinance.

187.17 EFFECTIVE DATE. This section is effective the day after the governing body of
 187.18 the city of Windom and its chief clerical officer comply with Minnesota Statutes, section
 187.19 645.021, subdivisions 2 and 3.

187.20 Sec. 40. AMNESTY; CERTAIN LOCAL FESTIVALS.

187.21 A nonprofit organization that organized and ran a city celebration on behalf of
 187.22 a group of nonprofit organizations, of which all of the net proceeds were distributed to
 187.23 a combination of 501(c)(3) and 501(c)(4) nonprofit organizations that use the proceeds
 187.24 primarily for charitable, educational, civic, or governmental purposes shall not be liable
 187.25 for any state or local uncollected and unpaid sales and use tax, penalties, or interest
 187.26 incurred in running the city celebration, for celebrations held before January 1, 2015. The
 187.27 amnesty in this section does not apply to sales and use taxes already paid or remitted to the
 187.28 state or to sales taxes already collected by the organization. The amnesty does apply to an
 187.29 audit of an organization as long as the audit is not finally resolved.

187.30 EFFECTIVE DATE. This section is effective the day following final enactment.

187.31 Sec. 41. MUNICIPALLY OWNED WASTEWATER TREATMENT FACILITY;
 187.32 CITY OF MORA.

This Document can be made available in alternative formats upon request

State of Minnesota
HOUSE OF REPRESENTATIVES

EIGHTY-NINTH SESSION

H. F. No. **534**

02/02/2015 Authored by Hamilton
The bill was read for the first time and referred to the Committee on Taxes

1.1 A bill for an act
1.2 relating to taxation; authorizing the city of Windom to impose sales and use
1.3 and excise taxes.

1.4 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MINNESOTA:

1.5 Section 1. **CITY OF WINDOM; TAXES AUTHORIZED.**

1.6 Subdivision 1. Sales and use tax authorized. Notwithstanding Minnesota Statutes,
1.7 section 477A.016, or any other provision of law, ordinance, or city charter, if approved by
1.8 the voters at an election held on or before November 1, 2016, the city of Windom may
1.9 impose by ordinance a sales and use tax of up to one percent for the purposes specified in
1.10 subdivision 3. Except as provided in this section, the provisions of Minnesota Statutes,
1.11 section 297A.99, govern the imposition, administration, collection, and enforcement of
1.12 the tax authorized under this subdivision.

1.13 Subd. 2. Excise tax authorized. Notwithstanding Minnesota Statutes, section
1.14 477A.016, or any other provision of law, ordinance, or city charter, if approved by the
1.15 voters pursuant to the referendum under subdivision 1, the city of Windom may collect,
1.16 administer, and enforce for the purposes specified in subdivision 3, an excise tax of up to
1.17 \$20 per motor vehicle, as defined by ordinance, purchased or acquired from any person
1.18 engaged within the city in the business of selling motor vehicles at retail.

1.19 Subd. 3. Use of revenues. The proceeds of the tax imposed under this section must
1.20 be used to pay for the costs of public facilities.

1.21 Subd. 4. Bonding authority. The city of Windom, pursuant to the approval of the
1.22 voters at the referendum authorizing the imposition of taxes in this section, may issue
1.23 bonds under Minnesota Statutes, chapter 475, to pay capital and administrative expenses

SENATE
STATE OF MINNESOTA
EIGHTY-NINTH SESSION

S.F. No. 549

(SENATE AUTHORS: WEBER)

| DATE | D-PG | OFFICIAL STATUS |
|------------|------|---|
| 02/05/2015 | 209 | Introduction and first reading Referred to Taxes |

1.1 A bill for an act
 1.2 relating to taxation; authorizing the city of Windom to impose sales and use
 1.3 and excise taxes.
 1.4 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MINNESOTA:

1.5 Section 1. CITY OF WINDOM; TAXES AUTHORIZED.

1.6 Subdivision 1. Sales and use tax authorized. Notwithstanding Minnesota Statutes,
 1.7 section 477A.016, or any other provision of law, ordinance, or city charter, if approved by
 1.8 the voters at an election held on or before November 1, 2016, the city of Windom may
 1.9 impose by ordinance a sales and use tax of up to one percent for the purposes specified in
 1.10 subdivision 3. Except as provided in this section, the provisions of Minnesota Statutes,
 1.11 section 297A.99, govern the imposition, administration, collection, and enforcement of
 1.12 the tax authorized under this subdivision.

1.13 Subd. 2. Excise tax authorized. Notwithstanding Minnesota Statutes, section
 1.14 477A.016, or any other provision of law, ordinance, or city charter, if approved by the
 1.15 voters pursuant to the referendum under subdivision 1, the city of Windom may collect,
 1.16 administer, and enforce for the purposes specified in subdivision 3, an excise tax of up to
 1.17 \$20 per motor vehicle, as defined by ordinance, purchased or acquired from any person
 1.18 engaged within the city in the business of selling motor vehicles at retail.

1.19 Subd. 3. Use of revenues. The proceeds of the tax imposed under this section must
 1.20 be used to pay for the costs of public facilities.

1.21 Subd. 4. Bonding authority. The city of Windom, pursuant to the approval of the
 1.22 voters at the referendum authorizing the imposition of taxes in this section, may issue
 1.23 bonds under Minnesota Statutes, chapter 475, to pay capital and administrative expenses

2.1 for the project described in subdivision 3. A separate election to approve the bonds under
2.2 Minnesota Statutes, section 475.58, is not required.

2.3 Subd. 5. Termination of tax. (a) The taxes authorized under subdivisions 1 and 2
2.4 terminate at the earlier of:

2.5 (1) 15 years after the date of initial imposition of the tax; or

2.6 (2) when \$3,500,000 has been collected.

2.7 (b) Any funds remaining after completion of the projects specified in subdivision 3
2.8 may be placed in the general fund of the city. The tax imposed under subdivisions 1 and 2
2.9 may expire at an earlier time if the city so determines by ordinance.

2.10 **EFFECTIVE DATE.** This section is effective the day after compliance by the
2.11 governing body of the city of Windom with Minnesota Statutes, section 645.021,
2.12 subdivisions 2 and 3.

RESOLUTION #2015-05

INTRODUCED: Cooley
SECONDED: Jones
VOTED: Aye: Jones, Joyce, Ray, Cooley and Johnson
Nay: None
Absent: None

CITY OF WINDOM

RESOLUTION APPROVING OF A PROPOSAL TO IMPOSE A LOCAL SALES TAX AND AN EXCISE TAX IN THE CITY OF WINDOM

WHEREAS, the City of Windom has several proposed projects and improvements which cannot be adequately funded with existing resources; and

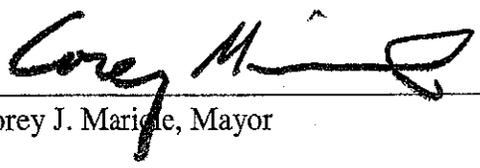
WHEREAS, the City of Windom desires to submit a proposal to the Minnesota Legislature to allow the City of Windom to propose a local option sales tax of up to one percent and an excise tax of \$20.00 per motor vehicle purchased at retail. The proceeds of the sales and excise taxes would be used to pay for the projects and improvements; and

WHEREAS, Minnesota Statutes Section 297A.99 provides, in part, that a political subdivision may impose a local sales tax if permitted by special law and if approved by the voters of said political subdivision, and that before a governing body requests legislative approval of a special law for local sales tax, it shall adopt a resolution indicating approval of the tax and indicating, at a minimum, the proposed tax rate, how the revenues will be used, the total revenue that will be raised before the tax expires, and the estimated length of time the tax will be in effect.

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

1. The City Council hereby approves a local sales tax up to one percent and an excise tax in the amount of \$20.00 per vehicle purchased at retail if approved by the voters of said political subdivision.
2. The tax revenues will be used to pay the costs of public facilities.
3. The total revenue that will be raised before the sales and excise taxes expire is estimated to be \$3.5 Million. The sales tax and excise tax will be in effect until the costs of the projects referenced above are paid or fifteen years after imposition of the taxes, whichever is earlier.

Adopted this 20th day of January, 2015.


Corey J. Maricle, Mayor

ATTEST:


Steven Nasby, City Administrator

RESOLUTION #2016-

INTRODUCED:

SECONDED:

VOTED: Aye:

Nay:

Absent:

CITY OF WINDOM

**RESOLUTION APPROVING OF A PROPOSAL TO IMPOSE
A LOCAL SALES TAX IN THE CITY OF WINDOM**

WHEREAS, the City of Windom has several proposed projects and improvements which cannot be adequately funded with existing resources; and

WHEREAS, the City of Windom desires to submit a proposal to the Minnesota Legislature to allow the City of Windom to propose a local option sales tax of up to one percent. The proceeds of the sales tax would be used to pay for projects and improvements; and

WHEREAS, Minnesota Statutes Section 297A.99 provides, in part, that a political subdivision may impose a local sales tax if permitted by special law and if approved by the voters of said political subdivision, and that before a governing body requests legislative approval of a special law for local sales tax, it shall adopt a resolution indicating approval of the tax and indicating, at a minimum, the proposed tax rate, how the revenues will be used, the total revenue that will be raised before the tax expires, and the estimated length of time the tax will be in effect.

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

1. The City Council hereby approves a local sales tax up to one percent if approved by the voters of said political subdivision.
2. The tax revenues will be used to pay the costs of public facilities and any associated bond costs.
3. The total revenue that will be raised before the sales tax expires is estimated to be \$3.5 Million. The sales tax will be in effect until the costs of the project(s) referenced above is paid or fifteen years after imposition of the taxes, whichever is earlier.

Adopted this 16th day of February, 2016.

Corey J. Maricle, Mayor

ATTEST:

Steven Nasby, City Administrator

RESOLUTION #2016-

INTRODUCED:

SECONDED:

VOTED: Aye:

Nay:

Absent:

CITY OF WINDOM

**RESOLUTION APPROVING OF A PROPOSAL TO IMPOSE
A LOCAL SALES TAX IN THE CITY OF WINDOM**

WHEREAS, the City of Windom has several proposed projects and improvements which cannot be adequately funded with existing resources; and

WHEREAS, the City of Windom desires to submit a proposal to the Minnesota Legislature to allow the City of Windom to propose a local option sales tax of up to one percent. The proceeds of the sales tax would be used to pay for projects and improvements; and

WHEREAS, Minnesota Statutes Section 297A.99 provides, in part, that a political subdivision may impose a local sales tax if permitted by special law and if approved by the voters of said political subdivision, and that before a governing body requests legislative approval of a special law for local sales tax, it shall adopt a resolution indicating approval of the tax and indicating, at a minimum, the proposed tax rate, how the revenues will be used, the total revenue that will be raised before the tax expires, and the estimated length of time the tax will be in effect.

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

1. The City Council hereby approves a local sales tax up to one percent if approved by the voters of said political subdivision.
2. The tax revenues will be used to pay the costs of an emergency services facilities (including equipment) and any associated bond costs.
3. The total revenue that will be raised before the sales tax expires is estimated to be \$3.5 Million. The sales tax will be in effect until the costs of the project referenced above is paid or fifteen years after imposition of the taxes, whichever is earlier.

Adopted this 16th day of February, 2016.

Corey J. Maricle, Mayor

ATTEST:

Steven Nasby, City Administrator

MEMORANDUM



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

TO: City Council
FROM: Steve Nasby, City Administrator *SN*
DATE: February 11, 2016
RE: Capital Improvement Plan (CIP) Bond – Calling for a Public Hearing Resolution

The attached resolution, drafted by our bond attorney, is the starting point for the process the City Council will need to take to issue General Obligation Bonds for the proposed Emergency Services Building. A schedule of events is included with the resolution.

To use CIP General Obligation Bonds the City Council will need to call for a public hearing on its intent to issue debt for the proposed project, hold a public hearing and publish notices in the newspaper. After the public hearing there is a required 30-day waiting period in the event of a call for referendum on the proposed bond sale. After expiration of the waiting period, the City Council would then be able to proceed with a bond sale.

This resolution calling for the public hearing and subsequent holding of the hearing does not obligate the City Council to pursue a bond sale nor the amount of the proposed bond sale. These are procedural steps that are necessary to allow for the future consideration of the City Council to issue debt for the project and notify the public. The amount of the proposed bond sale is \$3.65 million. This was calculated using the \$4.5 million estimate for the Emergency Services Facility building, less the \$1 million of Ambulance reserves, plus \$150,000 in estimated bond issuance costs, attorney fees, underwriter's proceeds, etc.

If you have any questions or need additional information please let me know.

RESOLUTION # 2016-

INTRODUCED:

SECONDED:

VOTED: Aye:

Nay:

Absent:

**CALLING PUBLIC HEARING ON
THE INTENTION TO ISSUE GENERAL OBLIGATION CAPITAL
IMPROVEMENT PLAN BONDS AND THE PROPOSAL TO ADOPT A CAPITAL
IMPROVEMENT PLAN THEREFOR**

A. WHEREAS, pursuant to Minnesota Statutes, Section 475.521 the City of Windom, Minnesota (the "City") may issue bonds to finance capital expenditures under its capital improvement plan (the "Plan") without an election provided that, among other things, prior to issuing the bonds the City adopts the Plan after a public hearing thereon and publishes a notice of its intention to issue the bonds and the date and time of a hearing to obtain public comment on the matter; and

B. WHEREAS, the City Council intends to hold a public hearing on its intention to issue general obligation capital improvement plan bonds (the "Bonds") and to adopt the Plan therefor pursuant thereto on March 15, 2016; and

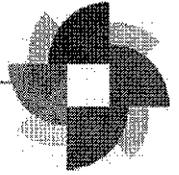
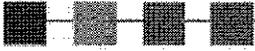
NOW, THEREFOR, BE IT RESOLVED by the City Council of the City of Windom, Minnesota, that the City Council hereby calls for a public hearing on its intent to issue the Bonds and to adopt the Plan therefor, such hearing to be held on the date and time set forth in Exhibit A attached hereto. The City Council is hereby directed to cause the notice to be published at least 14 but not more than 28 days before the hearing in the official newspaper of the City or a newspaper of general circulation in the City.

Adopted this 16th day of February, 2016.

Corey J. Maricle, Mayor

Attest: _____

Steven Nasby, City Administrator



PRELIMINARY SCHEDULE OF EVENTS

CITY OF WINDOM, MINNESOTA G.O. CAPITAL IMPROVEMENT PLAN BONDS, SERIES 2016A (New Fire Hall Project)

As of January 21, 2016

| | |
|---------------------|--|
| February 16, 2016 | City Council adopts resolution calling for a public hearing on the issuance of Capital Improvement Plan Bonds and on the Capital Improvement Plan to be held on March 15, 2016. |
| February 19, 2016 | Close date to get Notice of Public Hearing on issuance of Bonds and on Capital Improvement Plan to Cottonwood County Citizen for publication. |
| February 24, 2016 | Date of publication of Notice of Public Hearing on issuance of Bonds and on Capital Improvement Plan (publication no more than 28 days and no less than 14 days prior to hearing date). |
| March 15, 2016 | City Council holds Public Hearing on Bonds and on Capital Improvement Plan and adopts Resolution giving preliminary approval for their issuance and approving Capital Improvement Plan by at least a 3/5ths vote of the City Council membership. |
| April 14, 2016 | Reverse referendum period ends (within 30 days of the public hearing). |
| TBD | Estimated date for Construction Bid opening. |
| TBD | City Council approves construction bids. |
| April 19, 2016 | City Council reviews Presale Report and calls for the Sale of Capital Improvement Plan Bonds. |
| Week of May 2, 2016 | Ehlers distributes preliminary official statement. |
| Week of May 9, 2016 | Bond credit rating conference call with Standard & Poor's. |
| May 17, 2016 | Ehlers takes competitive bond bids on City's behalf. City Council considers bids for Bonds and adopts Resolution awarding the sale of Bonds. |
| June 15, 2016 | Estimated date for bond closing, City to receive bond proceeds to fund project costs. |

RESOLUTION #2016-

INTRODUCED:

SECONDED:

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

**RESOLUTION AUTHORIZING EXECUTION OF
MINNESOTA DEPARTMENT OF TRANSPORTATION GRANT CONTRACT
FOR AIRPORT MAINTENANCE AND OPERATION**

WHEREAS, the City of Windom has received notification of the awarding of a grant by the Minnesota Department of Transportation for the purpose of airport maintenance and operation; and

WHEREAS, it is necessary that the City of Windom accept this grant and execute an Agreement with the Minnesota Department of Transportation concerning the terms of the grant.

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

1. That the City of Windom hereby accepts the State of Minnesota Grant Agreement No. 1001077 entitled "Grant Agreement for Airport Maintenance and Operation" for the Windom Municipal Airport.
2. The Mayor and City Administrator are hereby authorized to execute this agreement and any amendments on behalf of the City of Windom.

Adopted by the Council this 16th day of February, 2016.

Corey J. Maricle, Mayor

Attest: _____
Steve Nasby, City Administrator

CERTIFICATION

STATE OF MINNESOTA :
COUNTY OF COTTONWOOD:

I certify that the foregoing Resolution #2016- is a true and correct copy of the Resolution adopted by the Windom City Council at an authorized meeting held on the 16th day of February, 2016, as shown by the minutes of the meeting in my possession.

Steve Nasby, City Administrator

Notary Public

My Commission Expires: _____



**STATE OF MINNESOTA
AIRPORT MAINTENANCE AND OPERATION GRANT CONTRACT**

State Project Number (S.P.): A1701-MO16

State Project Number (S.P.): A1701-MO17

This contract is between the State of Minnesota, acting through its Commissioner of Transportation ("State") and City of Windom acting through its City Council ("Recipient").

RECITALS

1. Minnesota Statutes §§360.015 and 360.305 authorize State to provide financial assistance to airports for maintenance and operation activities.
2. Recipient owns, operates, or controls an airport ("Airport") in the state system, and Recipient desires financial assistance from the State for maintenance and operation activities for State Fiscal Year 2016 and State Fiscal Year 2017.
3. Recipient assures the State that Recipient will operate and maintain the airport according to the duties and obligations set forth in this Contract.

CONTRACT TERMS

1. Term of Contract and Survival of Terms

- 1.1 **Effective Date:** This contract will be effective on the date State obtains all required signatures under Minnesota Statutes §16C.05, subdivision 2.
- 1.2 **Expiration Date:** This contract will expire on June 30, 2017 or when all obligations have been satisfactorily fulfilled, whichever occurs first.
- 1.3 **Survival of Terms:** All clauses which impose obligations continuing in their nature and which must survive in order to give effect to their meaning will survive the expiration or termination of this contract, including, without limitation, the following clauses: 9. Indemnification; 10. State Audits; 11. Government Data Practices; 13. Governing Law, Jurisdiction and Venue; and 14. Data Disclosure.

2. Recipient's Duties

- 2.1 Recipient will operate and maintain the Airport in a safe, serviceable manner for aeronautical purposes only for the use and benefit of the public.
- 2.2 The Recipient will keep the runway and the area around the lights mowed at the Airport. The grass must be mowed at least 7 feet beyond the lights, and the grass must not exceed 6 inches in height on the landing area.
- 2.3 If the Airport remains operational during the winter months, the Recipient will keep at least one runway, associated taxiway, and apron area cleared of snow and ice to the same priority as arterial roads. Snow banks must be limited in height so that aircraft wings, engines, and propellers will clear them. Landing strip markers and/or lights must remain visible.
- 2.4 If the State contracts for the periodic paint striping of the Airport's runways and taxiways during the term of this Contract, the Recipient will cooperate with the marking operation. The Recipient must coordinate seal coat pavement maintenance projects with the State to maximize the pavement marking life.
- 2.5 The Recipient will allow a representative of the State's Office of Aeronautics access to any area of the Airport necessary for the purpose of periodic inspections.

3. Recipient's Assurances

- 3.1 In accordance with Minnesota Statutes § 360.305, subdivision 4, Recipient assures the State that Recipient will operate and maintain the Airport in a safe, serviceable manner for aeronautical purposes only for the use and benefit of the public.
- 3.2 Recipient represents and warrants that Recipient has established a zoning authority for the Airport, and such authority has completed, or is in the process of and will complete, with due diligence, an airport zoning ordinance in accordance with Minnesota Statutes §§ 360.061 to 360.074.

4. Third-Party Contracting

- 4.1 Recipient will comply with all applicable local, state, or federal laws, regulations, policies and procedures in the procurement of goods and services funded in whole or in part under this Contract.

5. Consideration and Payment

- 5.1 **Consideration.** State will pay for all eligible maintenance and operation costs incurred by Recipient under this Contract as follows:
- 5.1.1 **Basis.** Recipient will be paid for 75% of the eligible maintenance and operation costs not reimbursed by any other source, not to exceed \$22,248.00 ("Base Amount") of state aid for each state fiscal year.
- 5.1.2 **Total Obligation.** The total obligation of State for all compensation and reimbursements to Recipient under this contract will not exceed \$44,496.00 [Total for both fiscal years] (\$22,248.00 for FY2016 and \$22,248.00 for FY2017).

5.2 Payment

- 5.2.1 The Recipient must submit a reimbursement request of its eligible costs to the Director of the Office of Aeronautics on a quarterly basis. The State's Office of Aeronautics will supply the reimbursement request forms which Recipient must submit. Reimbursement requests must be submitted according to the following schedule:
- In October, **No later than November 15**, for the period July 1 through September 30.
 - In January, **No later than February 15**, for the period October 1 through December 31.
 - In April, **No later than May 15**, for the period January 1 through March 31.
 - In July, **No later than August 15**, for the period April 1 through June 30.
- The State reserves the right to reject items that may not be eligible for reimbursement.

6. Conditions of Payment

- 6.1 All services provided by Recipient under this contract must be performed to State's satisfaction, as determined at the sole discretion of State's Authorized Representative and in accordance with all applicable federal, state and local laws, ordinances, rules and regulations, including business registration requirements of the Office of the Secretary of State. Recipient will not receive payment for work found by State to be unsatisfactory or performed in violation of federal, state or local law. In addition to the foregoing, Recipient will not receive payment for Airport's failure to pass periodic inspections by a representative of the State's Office of Aeronautics.

7. Authorized Representatives

- 7.1 **State's Authorized Representative.** State's Authorized Representative will be:
Jenny Bahneman, Grants Specialist
222 East Plato Boulevard
Saint Paul, Minnesota 55107-1618
651-234-7240

State's Authorized Representative or his /her successor, will monitor Recipient's performance and has the authority to accept or reject the services provided under this contract. If the Recipient's duties are performed in a satisfactory manner, the State's Authorized Representative will certify acceptance on each reimbursement request submitted for payment.

7.2 Recipient's Authorized Representative. Recipient's Authorized Representative will be:
Steve Nasby, City Administrator, City of Windom
444 - Ninth Street, Post Office Box 38, Windom, MN 56101
(507) 831-6129
snasby@windom-mn.com

If Recipient's Authorized Representative changes at any time during this contract, Recipient must immediately notify State.

8. Assignment, Amendments, Waiver and Contract Complete

- 8.1 **Assignment.** Recipient may neither assign nor transfer any rights or obligations under this contract without the prior consent of State and a fully executed Assignment Contract, executed and approved by the same parties who executed and approved this contract, or their successors in office.
- 8.2 **Amendments.** Any amendment to this contract must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original contract, or their successors in office.
- 8.3 **Waiver.** If State fails to enforce any provision of this contract that failure does not waive the provision or State's right to subsequently enforce it.
- 8.4 **Contract Complete.** This contract contains all prior negotiations and agreements between State and Recipient. No other understanding regarding this contract, whether written or oral, may be used to bind either party.

9. Indemnification

- 9.1 In the performance of this contract by Recipient, or Recipient's agents or employees, Recipient must indemnify, save and hold State, its agents, and employees harmless from any and all claims or causes of action, including reasonable attorney's fees incurred by State, to the extent caused by Recipient's: 1) intentional, willful or negligent acts or omissions; 2) breach of contract or warranty; or 3) breach of the applicable standard of care. The indemnification obligations of this section do not apply if the claim or cause of action is the result of State's sole negligence. This clause will not be construed to bar any legal remedies Recipient may have for State's failure to fulfill its obligation pursuant to this contract.

10. State Audits

- 10.1 Under Minnesota Statutes §16C.05, subdivision 5, Recipient's books, records, documents and accounting procedures and practices relevant to this contract are subject to examination by State, State's Auditor or the Legislative Auditor, as appropriate, for a minimum of six years from the expiration date of this contract.

11. Government Data Practices

- 11.1 Government Data Practices. Recipient and State must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by State under this contract, and as it applies to all data created, collected, received, stored, used, maintained or disseminated by Recipient under this contract. The civil remedies of Minnesota Statutes §13.08 apply to the release of the data referred to in this clause by either Recipient or State. If Recipient receives a request to release the data referred to in this Clause, Recipient must immediately notify State and consult with State as to how Recipient should respond to the request. Recipient's response to the request must comply with applicable law.

12. Workers' Compensation

- 12.1 Recipient certifies that it is in compliance with Minnesota Statutes §176.181, subdivision 2, pertaining to workers' compensation insurance coverage. Recipient's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

13. Governing Law, Jurisdiction and Venue

13.1 Minnesota law, without regard to its choice-of-law provisions, governs this contract. Venue for all legal proceedings arising out of this contract, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

14. Data Disclosure

14.1 Under Minnesota Statutes §270C.65, and other applicable law, Recipient consents to disclosure of its social security number, federal employer tax identification number and Minnesota tax identification number, already provided to State, to federal and state agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state laws which could result in action requiring Recipient to file state tax returns and pay delinquent state tax liabilities, if any, or pay other state liabilities.

15. Termination and Suspension

15.1 **Termination by State.** State may cancel this contract at any time, with or without cause, upon 30 days' written notice to Recipient. Upon termination, Recipient will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

15.2 **Termination for Insufficient Funding.** State may immediately terminate this contract if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written notice to Recipient. Written notice may be transmitted by electronic means. State is not obligated to pay for any services that are provided after notice and effective date of termination. However, Recipient will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. State will not be assessed any penalty if the contract is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. State must provide Recipient notice of the lack of funding within a reasonable time of State's receiving that notice.

16. Discrimination Prohibited by Minnesota Statutes §181.59

16.1 Recipient will comply with the provisions of Minnesota Statutes §181.59 which requires that every contract for or on behalf of the State of Minnesota, or any county, city, town, township, school, school district or any other district in the state, for materials, supplies or construction will contain provisions by which Contractor agrees: 1) That, in the hiring of common or skilled labor for the performance of any work under any contract, or any subcontract, no Contractor, material supplier or vendor, will, by reason of race, creed or color, discriminate against the person or persons who are citizens of the United States or resident aliens who are qualified and available to perform the work to which the employment relates; 2) That no Contractor, material supplier, or vendor, will, in any manner, discriminate against, or intimidate, or prevent the employment of any person or persons identified in clause 1 of this section, or on being hired, prevent or conspire to prevent, the person or persons from the performance of work under any contract on account of race, creed or color; 3) That a violation of this section is a misdemeanor; and 4) That this contract may be canceled or terminated by the state of Minnesota, or any county, city, town, township, school, school district or any other person authorized to grant contracts for employment, and all money due, or to become due under the contract, may be forfeited for a second or any subsequent violation of the terms or conditions of this contract.

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STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minnesota Statutes §16A.15 and §16C.05.

Signed: _____

Date: _____

SWIFT Contract (SC) ID No. _____

Purchase Order (PO) ID No. _____

DEPARTMENT OF TRANSPORTATION

By: _____

(with delegated authority)

Title: _____

Date: _____

RECIPIENT

Recipient certifies that the appropriate person(s) have executed Contracts on behalf of Recipient as required by applicable articles, bylaws or resolutions.

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

MnDOT CONTRACT MANAGEMENT

By: _____

Date: _____

MEMORANDUM



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

TO: City Council
FROM: Steve Nasby, City Administrator *Steve Nasby*
DATE: February 11, 2016
RE: Reimbursement Resolution

This resolution, drafted by our bond attorney, is a mechanism for the City to use that will allow us the option of reimbursing ourselves out of future bond proceeds.

As you know, the City Council has awarded the bid for the water tower painting and maintenance project for \$909,000. There will also be engineering and contingency costs associated with the project. The project will be undertaken in spring 2016.

To pay for this project the intent is to bond for the costs. However, bond issuance costs, attorney fees, etc. can be prohibitive on small bond issues. As such, the recommendation from staff is to combine the approximate \$1 million cost of this project with an upcoming future project such as the 2017 Street Project. By combining these projects the bond issuance costs will be a lower percentage of the debt.

Utility reserve funds will be used to front the project costs in 2016 and then the City would reimburse itself from a future bond. To have this option the City must have this resolution approved in a timely fashion, which is typically prior to the expenditure of funds.

RESOLUTION # 2016-

INTRODUCED:

SECONDED:

VOTED: AYE:

NAY:

ABSENT:

ABSTAINED:

EXPRESSING AN INTENT TO REIMBURSE EXPENDITURES FROM TAX EXEMPT BOND PROCEEDS

RESOLVED by the City Council of the City of Windom, Minnesota (the "Issuer"), as follows:

Section 1. Statements of Fact.

1.01 *Legal Requirements.* Fryberger, Buchanan, Smith & Frederick, P.A. ("Bond Counsel") has informed the Issuer that:

(a) certain provisions of the Internal Revenue Code of 1986, as amended, and Treasury Regulations, Section 1.150-2 promulgated thereunder (together, the "Reimbursement Rules"), require that in order for the Issuer to use the proceeds of an issue of tax-exempt obligations to reimburse an expenditure paid before the issue date of the obligations, the Issuer must take action expressing its intent to do so; and

(b) such action must be taken no later than 60 days after an expenditure to be reimbursed has been paid; and

(c) unless in the opinion of Bond Counsel a longer period is available, the reimbursement must occur not later than 18 months after the later of the date the expenditure was paid or the date the financed improvements are placed in service or abandoned, but in no event more than three years after the original expenditure is paid; and

(d) no action needs to be taken to reimburse preliminary expenditures such as legal, architectural and engineering expenses, so long as such costs do not exceed 20% of the principal amount of the tax exempt bonds from which the expenditures are to be reimbursed.

1.02 *The Project.* The Issuer is undertaking improvements to its municipal water system including water tower painting and maintenance (together, the "Project").

Section 2. Payment of Project Costs. The Issuer anticipates that it will incur expenditures with respect to the Project prior to the issuance of tax exempt obligations to provide permanent financing for the Project (the "Bonds"). In addition the Issuer anticipates that in anticipation of issuance of the Bonds, it will be necessary to temporarily finance certain costs of the Project by using working capital and cash reserves which will be needed for other purposes, or temporary loans from financial institutions or others.

Section 3. Intent to Reimburse. The Issuer expects that the expenditures for the Project described in Section 2 of this resolution will be reimbursed from the proceeds of the Bonds in an amount not to exceed \$1,000,000.

Section 4. Finding. The Issuer has not previously adopted a resolution under the Reimbursement Rules for a project, the costs of which were not paid from the proceeds of an issue of tax-exempt bonds.

Approved by the City Council of Windom this 16th day of February, 2016.

WINDOM, MINNESOTA

Corey J. Maricle, Mayor

Attest:

Steven Nasby, City Administrator

RESOLUTION #2016-

INTRODUCED:

SECONDED:

VOTED: Aye:

Nay:

Absent:

CITY OF WINDOM

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

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

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

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

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

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

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

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

Adopted this 2nd day of February, 2016.

Corey J. Maricle, Mayor

ATTEST:

Steven Nasby, City Administrator

CITY OF WINDOM

FEES & CHARGES SCHEDULE

January 1, 2016

| FUND NO. | DESCRIPTION | FEE | AUTHORITY FOR FEE/CITY CODE REFERENCE/COMMENT |
|---------------------------|---|--|---|
| GENERAL GOVERNMENT | | | |
| | Liquor License On Sale Sunday | 2,000.00 200.00 | |
| | Wine License On Sale | 150.00 | |
| | Beer License On-Sale (3.2 Only) Strong Beer Authorization Temporary On-Sale Liquor – Per Day | 150.00 100.00 25.00 | Resolution #2011-59 |
| | Set-Up License | 250.00 | |
| | Spring Cleanup | 1.00/per month/all residential utility customers | |
| | Other Business Licenses/Permits Theatre License Dance Permit – Per Day Police fee for Dance – Per Hour/Per Officer Cigarette Game of Skill Peddler/Solicitor/Transient Merchant – Annual Initial Investigation fee Exempt Permit Premise Permit | 25.00 10.00 40.00 20.00 50.00 first game 15.00 each additional game 40.00 20.00 25.00 25.00 | |

| FUND NO. | DESCRIPTION | FEE | AUTHORITY FOR FEE/CITY CODE REFERENCE/COMMENT |
|----------|--|-------|---|
| | <p>Sales of Maps, etc. 8 1/2"x11" .25 Map - 24"x24" 2.00 Photo Copies Letter size - each page .25 Legal size - each page .25 11" x 17" size - each page .35 Color copies - each page 1.00 Fax Charges Sending: 1st page 1.00 Each additional page .50 Receiving Each page .50 Paper punch/binding - per page .05 Set of address labels from utility customer listing (water/sewer only) 50.00 Utility customer detail (as allowed by law) 100.00</p> | | |
| | Assessment Certificates | 20.00 | |
| | <p>Filing Fees: City Council Seat 5.00 Annexation Petition Fee 25.00</p> | | MN Statutes |
| | <p>Miscellaneous City Code Updates 25.00 Information retrieve/records search City Charter Hrly. pay rate of staff 5.00 Overdue Book Fine 10¢ per day Overdue Movie Fine \$1.00 per day Library Photo Copies 25¢ - 50¢ Logo Caps & Cups \$5.00 + tax NSF Fee - City \$25.00 NSF Fee - River Bend Liquor \$30.00</p> | | |

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

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

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

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

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

| FUND NO. | DESCRIPTION | FEE | AUTHORITY FOR FEE/CITY CODE REFERENCE/COMMENT |
|----------|--|-----------------------|---|
| | Portable Sound System (Room 120) | Sm 25.00 Large 125.00 | |
| | Grease Board/Flip Chart (Dry Erase markers & Eraser included) | 5.00 | |
| | Overhead Projector (Screen included Rooms 105 & 120) | 20.00 | |
| | Portable Projector Screen | 15.00 | |
| | TV/VCR | 25.00 | |
| | Power Point Projector | St 100.00 or HD200.00 | |
| | 12x16 screen | 50.00 | |
| | Portable Bar - 2 available | 25.00/bar | |
| | Dance Floor | 75.00 | |
| | Stage | 100.00 | |
| | Piano | 25.00 | |
| | Wedding Back Drop | 75.00 | |
| | Lattice Arches | 1-25.00 | |
| | Bar Set-up Fee - | 3-50.00 | |
| | Small groups (up to 50) | 50.00 | |
| | Medium groups (51-200) | 150.00 | |
| | Large groups (200 +) | 250.00 | |
| | Dumpster Fee (rooms 127 & 128) | | |
| | Up to 300 people | 25.00 | |
| | 301-600 people | 50.00 | |
| | 601-1000 people | 75.00 | |
| | 45 cup Coffee Pot (includes coffee, cups, napkins, cream & sugar) | 15.00 | |
| | 100 cup Coffee Pot (includes coffee, cups, napkins, cream & sugar) | 25.00 | |
| | Set-up & Take Down Fees (Chairs & Tables) | | |
| | Multi-Use Room (Half room) | 75.00 | |
| | Multi-Use Room Large - Less than 500 people | 125.00 | |
| | Multi-Use Room Large - More than 500 people | 150.00 | |
| | Fax fee | 2.00/per page | |
| | Photocopies | 25¢ per page | |
| | Lattice panels (4 available) | 10.00 each | |
| | Bar Tables (set of 5) | 45.00 | Res# 2015-34 |
| | 8' pillar (set of 4) | 45.00 | Res# 2015-34 |
| | 4' pillar (set of 4) | 25.00 | Res# 2015-34 |
| | Wooden Post (set of 6) | 15.00 | |

| FUND NO. | DESCRIPTION | FEE | AUTHORITY FOR FEE/CITY CODE REFERENCE/COMMENT |
|----------|---|---|--|
| | Potted sticks Sm. children table w/benches Ceiling swag Full room ½ room | 15.00 10.00 325.00 175.00 | Res# 2015-34 Res# 2015-34 Res# 2015-34 |
| | ARENA RATES Season Skating Pass Family Individual Old-Timers Hockey (Sundays) Old-Timers + Family Pass Daily Admission Individual Old-Timers Hockey Skate Rental Daily Seasonal Hourly Ice Rate (over 100 hrs during ice season) Frequent User -Seasonal hrly rate Non Frequent/Out of Town User hrly rate Non-Prime Time Ice Rental Rate STORAGE Units under 20 ft Units between 20-30 feet Units over 30 feet BUILDING RENT 1 st Day 2 nd Day 3 rd Day, Additional Days STALL RENT 1 st Day 2 nd Day 3 rd Day, Additional Days | 80.00 45.00 65.00 115.00 3.00 7.00 2.50 50.00 109.00 per hr 115.00 per hr 90.00 per hr 125.00 150.00 200.00 350.00 325.00 200.00 18.00 14.50 12.00 | Resolution 2014-47 Resolution 2014-47 Resolution 2014-47 Resolution 2014-47 Resolution 2014-47 Resolution #2011-54 Resolution 2014-47 Resolution 2014-47 Resolution 2014-47 Contract Rate Contract Rate Contract Rate |

| FUND NO. | DESCRIPTION | FEE | AUTHORITY FOR FEE/CITY CODE REFERENCE/COMMENT |
|----------|--|---|---|
| | RACQUETBALL/WALLY BALL/BASKETBALL COURT FEES | | |
| | Non-Member Adult hrly racquetball | 3.00 per person/per hr | |
| | Non-Member Youth hrly racquetball | 1.50 per person/per hr | |
| | Wally ball | 20.00 per hour/court | |
| | Basketball | 12.50 per hour | |
| | Archery | | |
| | Individual Membership | 30.00 | Resolution 2014-62 |
| | w/additional family members - | 10.00 per person | Resolution 2014-62 |
| | Youth Membership | 15.00 | Resolution 2014-62 |
| | Daily Adult Fee | 5.00 | Resolution 2014-62 |
| | Daily Youth Fee | 3.00 | Resolution 2014-62 |
| | POOL FEES | | |
| | Pool Passes | | |
| | Season Pass | | |
| | Family | | |
| | after May 31 | 100.00 | Resolution 2014-12 |
| | Individual | 120.00 | Resolution 2014-12 |
| | after May 31 | 60.00 | Resolution 2014-12 |
| | Wading Pool/Non-Swimmer Individual pass | 70.00 | Resolution 2014-12 |
| | Individual (child/adult) Daily Admission | 25.00 | Resolution 2014-12 |
| | Wading Pool Admission | 4.00 | Resolution 2014-12 |
| | Punch Card All Users(10 Punch Card 1-punch per/day) | 1.00 | Resolution 2014-12 |
| | Family Hour | 33.00 | Resolution 2014-12 |
| | Swimming Lessons – (Including Pre-School Aquatic) | 8.00 | Resolution 2014-12 |
| | Private Lessons | 33.00 | Resolution 2014-12 2015-09 |
| | Semi-Group Lessons (lower instructor-to-Student ratio) | 50.00 | Resolution 2015-09 |
| | Private Pool Rental | 40.00 | Resolution 2015-09 |
| | | \$90.00 minimum (up to party of 40, additional fee based on number in party/hour) | Resolution 2014-12 |
| | RECREATION FEES | | |
| | Tykes, Kindergarten T-Ball, Coach Pitch/T-Ball | 48.00 | Resolution 2014-12 |
| | Softball K-1 st Grade | 45.00 | Resolution 2014-12 |
| | Pony League | 63.00 | Resolution 2014-12 |
| | Flag Football & Soccer | 53.00 | Resolution 2014-12 |

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

| FUND NO. | DESCRIPTION | FEE | AUTHORITY FOR FEE/CITY CODE REFERENCE/COMMENT |
|----------------------|--|---|--|
| | Request for Utility Account Info Picked up - (1 month) 12 months Mailed Faxed | 5.00 30.00 5.50 6.00 | |
| | Service Charges Late Fee per unpaid water/sewer bill Meter Bottom Replacement 3/4" 1" Labor Cost Retrieval of Information/Records Search Reconnect Fee Reconnect After Hrs Bulk Water Jetter & Operator Vac Unit | 5% 75.00 100.00 50.00/hour Hourly rate of staff 40.00 each + tax 75.00 each + tax 5.00/1,000 gallons 150.00/hour 150.00/hour | \$15.00 minimum |
| | Sales Tax (Commercial accounts only) | 6.875% | |
| ELECTRIC FUND | | | |
| | Meter Pre-Payment- Required of all renters and contract for deed properties before utilities can be transferred into renter's name | 300.00 | Utility Comm - Jan. 27, 2010 |
| | Residential: All Kwh's @.079/kwh City Customer Charge Out of City Charge Security Light Charge - 100 watt HPS - 400 watt MH | 5.70/month 14.00/month 8.00/month 18.00/month | Resolution 2016-01-01 Resolution 2016-01-01 Resolution 2016-01-01 |
| | Commercial Charges: 8,000 KWH's @ .086/kwh Excess KWH's @ .081/kwh Customer charge --Single phase Three phase | 15.00/month 20.00/month | Resolution 2016-01-01 Resolution 2016-01-01 Resolution 2016-01-01 Resolution 2016-01-01 |

MEMORANDUM



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

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

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

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

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

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

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

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

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

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

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

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

(additional pages would be included if site is included into the official City site so there would be additional costs).

Steve Nasby

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

Hello Steve,

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

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

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

Website Redesign Breakdown:

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

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

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

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

Thanks...and stay warm!

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

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

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

To: Jill Beim <jbeim@beimconsulting.com>

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

Subject: City of Windom Website Update

Good Morning Jill –

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

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

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

Thanks.

Steve

Steve Nasby, City Administrator

City of Windom

444 9th Street, PO Box 38

Windom, MN 56101

507.831.6129

www.windom-mn.com

MEMORANDUM



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

TO: City Council
FROM: Steve Nasby, City Administrator
DATE: February 12, 2016
RE: NOC Tech Position

A handwritten signature in black ink, appearing to read 'S. Nasby', is written over the 'FROM' line of the memorandum.

As you know, Jeff Dahna was promoted from Network Operations Center Tech (NOC) Tech to acting General Manager of Windomnet in August 2015 and then hired for the General Manager in December 2015. Mr. Dahna has been doing the duties of both positions.

The intent and discussion during this transition period by both the Telecom Commission and Personnel Committee was that the NOC Tech position would be re-filled upon settlement of the General Manager position.

Attached is a revised job description for the NOC Tech position. Staff is requesting the City Council's permission to advertise the NOC Tech position.

If you have any questions or need additional information please call Jeff Dahna, Windomnet GM at 832-8000 or myself at 831-6129.

**CITY OF WINDOM
POSITION DESCRIPTION**

Position Title: Network Operations Center Technician

Supervised By: Telecommunications Operations Manager

Salary Range: Grade 16

Hours Worked: 40 hours per week, work varied and extended shifts 24/7/365 a year. Participate in the on-call rotation

JOB SUMMARY

Works under the direction of the Telecommunications Operations/General Manager. Duties involve performing routine and complex technical work in planning and maintaining the municipal telecommunications system. This is a complex technical position requiring an individual to be charged with the daily operation of a Network Operations Center (NOC). A requirement of this position is that the individual takes ownership of the system and strives to continually improve the services demanded by our customers who are our owners.

Supervision Received: Works under the general and administrative supervision of the Telecommunications Operations/General Manager.

KNOWLEDGE, SKILLS AND ABILITIES

Data networking skill sets including PC support/server administration, Windows and Linux operating environments.

Previous data networking experience.

Previous Fiber transport experience including fiber optic repairs and installations.

Previous business telephony system experience.

Certification from an accredited vendor in data networking.

Telephony switch experience preferably in the soft switch market.

VOIP, Voice mail, Email, Spam, Virus, and end user software experience.

Knowledge of virtual environments, firewall and VPN.

A demonstrated ability to expand skill sets for future offerings.

Ability to communicate clearly and effectively, both orally and in writing.

Ability to keep accurate records and prepare reports.

Ability to occasionally lift and move up to 70 pounds.

TYPICAL DUTIES PERFORMED

Installs, configures, tests and maintains fiber optic telecommunications software, hardware, servers, networks and peripheral devices for customers which includes assisting with operations of the soft switch and ISP, including WAN & LAN connectivity.

Assists in provisioning of telephony including business phone systems, Data, and Video services to our customers.

Monitors the NOC facility, equipment and operations for alarm conditions.

Brings knowledge and shares ideas.

Responds to customers' and Network Operations Center's reported trouble calls.

Maintains a variety of records, enters data, and prepares reports as needed.

Purchases supplies and materials as needed for the Network Operations Center.

Possesses the ability to establish and maintain effective working relationships with other employees and the public with public relation problems courteously and tactfully.

Develops practices and implementation procedures to ensure department and employees' compliance with the National Electric Code.

Performs related duties as apparent or assigned.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of statements concerning specific duties does not exclude them from inclusion in this position if the work is similar, related or a logical assignment for this position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

QUALIFICATIONS

Minimum requirements:

- A. Two-year vocational degree or four-year college degree in a program relating to telecommunications.
- B. Preference may be given to individuals with experience in the operation and maintenance of a Network Operations Center.
- C. Capability to perform physical actions necessary to construct, repair and maintain a Network Operations Center.
- D. Possession or the ability to possess a valid Minnesota drivers license.
- E. Ability to communicate effectively, both orally and in writing.
- F. Exceptional customer service skills.
- G. Power Limited License or able to complete licensing within one year.

Date: February 12, 2016

Approval: _____
Personnel Committee

Approval: _____
City Administrator

MEMORANDUM



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

TO: City Council
FROM: Steve Nasby, City Administrator 
DATE: February 12, 2016
RE: Supervisory Compensation and Classification Study

In November 2015 the City Council approved the Personnel Committee's recommendation to proceed with a compensation and classification study for Supervisory personnel. The 2016 Council budgeted \$15,000 for this project.

Four Request for Proposal (RFP) forms were sent out to firms specializing in this type of consulting work. Two of the firms returned proposals (Flaherty & Hood and MRA). These two proposals were reviewed by a staff committee consisting of Al Baloun, Recreation Director; Brent Brown, Electric Utility Manager; Jeff Dahna, Windomnet General Manager and Steve Nasby, City Administrator. This staff committee is recommending that the City Council approve moving ahead with Flaherty & Hood. Staff had done several reference checks as well as part of this recommendation.

A copy of both proposals are included for your information and reference. If you have any questions or need additional information please call me at 831-6129.



Proposal to City of Windom for Classification and Compensation Study

Contact Information:

Lucas A. Golliet, Human Resources Analyst, Project Manager

Brandon M. Fitzsimmons, Shareholder Attorney

525 Park Street, Suite 470

Saint Paul, MN 55103

Phone: 651-259-1921

Email: lagolliet@flaherty-hood.com

Website: www.flaherty-hood.com

January 14, 2016



January 14, 2016

Steve Nasby
City Administrator
City of Windom
444 9th Street, P.O. Box 38
Windom, MN 56101
snasby@windom-mn.com

VIA MAIL and EMAIL

Re: Request for Proposals for Classification and Compensation Study

Dear Mr. Nasby:

Providing legal, analytical, and lobbying services to greater Minnesota cities has been Flaherty & Hood, P.A.'s primary focus since the firm's inception over 20 years ago. We are, therefore, pleased to submit this proposal to conduct a Classification and Compensation Study for the City of Windom.

Why Should the City Hire Flaherty & Hood?

There are many reasons why the City of Windom (City) should hire Flaherty & Hood, P.A. (Flaherty & Hood or firm), including:

1. **Customized.** Flaherty & Hood will not view the City as just another client among many; instead, the City's study will be tailored to the City's circumstances, given high priority and the timing of study will be discussed early in order to meet deadlines set by City. The customized work for this study will primarily be completed by our Human Resources Analyst who has earned the distinction of being a Certified Compensation Professional.
2. **Comprehensive.** No other firm offers the same comprehensive services that Flaherty & Hood provides—including labor relations, employment law, human resources, and legal services. For example, Flaherty & Hood developed and utilizes the Flaherty & Hood Job Evaluation System for classification and compensation purposes and cluster analysis to identify comparable entities for public sector entities. In addition, Flaherty & Hood advises and represents public sector entities in labor contract negotiations and grievances which is valuable in implementing classification and compensation changes.
3. **Comprehensible.** Flaherty & Hood believes strongly that advice and work product it provides clients must be comprehensible. The firm has a proven record of communicating advice and recommendations on complex legal, human resources, and job classification and compensation issues in a manner its clients understand.

4. **Cost-Effective.** Because Flaherty & Hood has dedicated its practice to serving the needs of Minnesota cities, we can provide significantly reduced public rates to our clients, including the City, while maintaining the highest quality services.

The Flaherty & Hood Proposal

Enclosed is Flaherty & Hood's proposal to conduct a Classification and Compensation Study for the City of Windom. The proposal includes the information requested in the City of Windom's *Request for Proposals for Classification and Compensation Study*, December 2015.

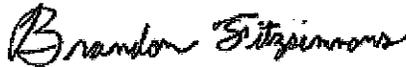
We are confident that Flaherty & Hood will provide the highest quality classification and compensation services to City of Windom. Should you desire to discuss our services in more detail or need additional information, please contact us. Thank you for your consideration, and we look forward to hearing from you soon.

Very truly yours,

FLAHERTY & HOOD, P.A.



Lucas Golliet, Certified Compensation Professional (CCP)
Human Resources Analyst
Project Manager
Flaherty & Hood, P.A.
525 Park Street, Suite 470
St. Paul, MN 55103
Direct: 651-259-1921
Email: lagolliet@flaherty-hood.com



Brandon M. Fitzsimmons
Shareholder Attorney
Flaherty & Hood, P.A.

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REFERENCES

References

Flaherty & Hood, P.A. encourages you to contact the following local government officials regarding our classification and compensation services:

| Entity | Services Performed | Reference |
|--------------------------------------|--|---|
| Moorhead Public Service | Job Classification and Compensation Study, including: (1) position analysis and review of job descriptions; (2) drafting of updated and new job descriptions; (3) position classification and job evaluation; (4) conducting salary survey; (5) compensation system/structure development; (6) compensation system testing for MLGPEA; (7) preparation and presentation of final results and report and (8) system implementation. | Bill Schwandt General Manager (218) 477-8004 bschwandt@mpsutility.com |
| City of Winona | Job Classification and Compensation Study, including: (1) position analysis and review of job descriptions; (2) drafting of updated and new job descriptions; (3) position classification and job evaluation; (4) conducting salary survey; (5) compensation system/structure development; (6) compensation system testing for MLGPEA; (7) preparation and presentation of final results and report and (8) system implementation. | Myrna Olson HR Coordinator (507) 457-8234 MOlson@ci.winona.mn.us |
| St. Cloud Area Planning Organization | Job Classification and Compensation Study, including: (1) position analysis and review of job descriptions; (2) conducting salary survey; (3) compensation system/structure development; (4) preparation and presentation of results; and (5) compensation structure implementation. | Angie Stenson Executive Director (320) 252-7568 stenson@stcloudapo.org |

Additional Experience

In addition, Flaherty & Hood, P.A. has performed or is currently performing classification and compensation services for the following starting on the next page (in ascending order of start date of project):

| Entity | Services Performed |
|------------------------|---|
| City of Winsted | Job Classification and Compensation Study, including: (1) position analysis and review of job descriptions; (2) drafting of updated and new job descriptions; (3) position classification and job evaluation; (4) conducting salary survey; (5) compensation system/structure development; (6) compensation system testing for pay equity compliance; (7) preparation and presentation of final results and report and (8) system implementation. |
| City of Bagley | Job Classification and Compensation Study, including: (1) position analysis and review of job descriptions; (2) drafting of updated and new job descriptions; (3) position classification and job evaluation; (4) conducting salary survey; (5) compensation system/structure development; (6) compensation system testing for pay equity compliance; (7) preparation and presentation of final results and report and (8) system implementation. |
| City of Waseca | Job Classification and Compensation Study, including: (1) position analysis and review of job descriptions; (2) drafting of updated and new job descriptions; (3) position classification and job evaluation; (4) conducting salary survey; (5) compensation system/structure development; (6) compensation system testing for pay equity compliance; (7) preparation and presentation of final results and report and (8) system implementation. |
| City of Plainview | Job Classification and Compensation Study, including: (1) position analysis and review of job descriptions; (2) drafting of updated and new job descriptions; (3) position classification and job evaluation; (4) conducting salary survey; (5) compensation system/structure development; (6) compensation system testing for pay equity compliance; (7) preparation and presentation of final results and report and (8) system implementation. |
| City of Pelican Rapids | Job Classification and Compensation Study, including: (1) position analysis and review of job descriptions; (2) drafting of updated and new job descriptions; (3) position classification and job evaluation; (4) conducting salary survey; (5) compensation system/structure development; (6) compensation system testing for pay equity compliance; (7) preparation and presentation of final results and report and (8) system implementation. |
| City of Moorhead | Job Classification and Compensation Study, including: (1) review of job descriptions; (2) review internal classification hierarchy; (3) conducting market survey; (4) compensation system/structure update; (5) compensation system testing for pay equity compliance; (6) preparation and presentation of final results and report and (7) compensation plan maintenance. |

| Entity | Services Performed |
|------------------------------------|---|
| City of Park Rapids | Job Classification and Compensation Study, including: (1) position analysis and review of job descriptions; (2) drafting of updated and new job descriptions; (3) position classification and job evaluation; (4) conducting salary survey; (5) compensation system/structure development; (6) compensation system testing for pay equity compliance; (7) preparation and presentation of final results and report and (8) system implementation. |
| Minnesota Valley Transit Authority | Job Classification and Compensation Study, including: Job Analysis, Update Job Descriptions, Identify Comparable Organizations, External Market Survey, Job evaluation, Pay Schedule, Establish a job description scoring system for determining job evaluation point rankings of newly established or changing positions |
| Austin Utilities | Job Classification and Compensation Study, including: (1) position analysis and review of job descriptions; (2) drafting of updated and new job descriptions; (3) position classification and job evaluation; (4) conducting salary survey; (5) compensation system/structure development; (6) compensation system testing for pay equity compliance; (7) preparation and presentation of final results and report and (8) system implementation. |
| City of Perham | Job Evaluation Study, including: (1) position analysis and review of job descriptions; (2) drafting of updated and new job descriptions; (3) position classification and job evaluation; (4) conducting salary survey; (5) compensation system/structure development; (6) compensation system testing for pay equity compliance; (7) preparation and presentation of final results and report and (8) system implementation. |

Related Experience

Flaherty & Hood, P.A. has also performed or is currently performing related services:

| Entity | Services Performed |
|----------------|---|
| City of Waseca | Organizational Study, including: (1) review the services the city provides, the city employees necessary to provide the services, their organization and reporting structures and the amount of staffing needed; (2) elicit input from the City Council regarding the municipal utility's organization and (3) determine any appropriate changes to make to its organization. |

| Entity | Services Performed |
|---------------------|---|
| City of Plainview | <ul style="list-style-type: none"> • Job Study, including: (1) review the structure of the Municipal utility's Administration and Finance Department and the job duties and experience requirements of each position in the department; (2) compare these items to comparable communities and (3) determine any appropriate changes to make to the department's positions and organization. • Organizational Study, including: (1) review the services the city provides, the city employees necessary to provide the services, their organization and reporting structures and the amount of staffing needed; (2) elicit input from the City Council regarding the municipal utility's organization and (3) determine any appropriate changes to make to its organization. |
| City of La Crescent | Organizational Study, including: (1) review the services the city provides, the functions of city employees necessary to provide the services, their organization and reporting structures, their job classifications and the amount of staffing needed; (2) compare these items to comparable communities and (3) determine any appropriate changes to make to its organization. |
| City of Melrose | Salary Survey, including: (1) selection of comparable municipal utilities and municipal utilities; (2) survey comparable municipal utilities and municipal utilities on all relevant compensation and benefit data; (3) analyze and regress compensation data with job evaluation points and (3) determine any appropriate changes to make to its compensation rates and structure. |

RESUMES



Lucas Golliet is a Human Resources Analyst with the law firm of **FLAHERTY & HOOD, P.A.** Lucas has experience creating job evaluation and compensation systems, researching and analyzing job evaluation and compensation data, creating performance management tools, and preparing human resources guidance documents. He is currently certified as a Certified Compensation Professional through World at Work. Lucas is a member of the Society for Human Resources Management and World at Work Compensation Institute. He is a graduate of St. Cloud State with a B.S. in management (human resources concentration) and a B.A. in psychology.

Work Experience

FLAHERTY & HOOD, P.A.

St. Paul, Minnesota

Human Resources Analyst

Conduct job classification and compensation work, including conducting job analyses, drafting job documentation, assigning job evaluation ratings, conducting wage surveys and creating compensation structures. Performs organizational studies, including reviewing services provided by the local government, reviewing staffing of local government employees and organization and reporting structures, surveying comparable communities and analyzing the findings of the study.

CARLSON COMPANIES

Wayzata, Minnesota

Human Resources Intern

Created a performance management tool for managers throughout the corporate headquarters and analyzed employee engagement survey data. Organized findings in a PowerPoint deck used to present to executive level managers. Analyzed exit survey data and organized findings in an easy to read document and Conducted research on onboarding best practices to expand on the current onboarding process while organizing findings in an easy to read document. Conducted full cycle recruiting that included evaluating 483 resumes, conducting 55 phone screens, setting up 150 interviews and presenting 2 offers to candidates.

Education

St. Cloud State University

St. Cloud, Minnesota

Bachelor of Science in Management with a Human Resources Concentration

Bachelor of Arts in Psychology

Beta Gamma Sigma Scholarship

Business Student Executive Council Scholarship

World at Work

Certified Compensation Professional

Scottsdale, Arizona

Professional Associations

Society of Unified Management Organizations

Society for Human Resources Management

Twin Cities Compensation Network



Brandon M. Fitzsimmons is a shareholder attorney with the law firm of **FLAHERTY & HOOD, P.A.** Brandon provides legal services for public entities throughout Minnesota in labor relations and employment law matters. He also analyzes compensation and settlement data; advises cities on compliance with pay equity and other wage laws; and reviews and drafts labor and employment contracts, policies, manuals, and settlements. Brandon is a member of the National and Minnesota Public Employer Labor Relations Associations, the Society for Human Resources Management, and Minnesota State Bar Association Labor and Employment Law Section.

Work Experience

FLAHERTY & HOOD, P.A.

St. Paul, Minnesota

Shareholder and Associate and Senior Attorney

Responsibilities include providing consultation, legal representation, and administrative agency representation for municipal clients before the District Court and state agencies including the Minnesota Bureau of Mediation Services and Office of Administrative Hearings.

HONORABLE RENEE L. WORKE

Waseca, Minnesota

Judicial Clerk

Researched, consulted, and wrote orders and memorandums for Chief Judge and other Third Judicial District judges in south central Minnesota. Ran conciliation court settlement conference hearings and facilitated settlement agreements.

Education

William Mitchell College of Law

St. Paul, Minnesota

Juris Doctor

Creighton University

Omaha, Nebraska

B.A., Political Science with Distinction, *cum laude*

Bar Admissions

Minnesota

Honors and Awards

2013 and 2014 Super Lawyers-Rising Stars

Professional Associations

National and Minnesota Public Employer Labor Relations Associations

Society for Human Resources Management

Labor and Employment Law, Public Law and Administrative Law Sections of the Minnesota State Bar Association.

APPROACH

Firm Background

Flaherty & Hood, P.A. is a unique law firm that effectively integrates the disciplines of law, government relations, fiscal and human resources analysis, and communications to provide high-quality, timely and cost-effective service to our clients. Flaherty & Hood, P.A. provides clients with legal, government, analytical, public affairs and media relations services.

In 1992, Tim Flaherty left Briggs & Morgan, P.A. to establish a law firm dedicated to serving cities throughout greater Minnesota. Through the years, the firm has grown from exclusively providing legislative and regulatory advocacy services from its office in St. Paul to providing a full range of legal and analytical services.

With over 20 years in serving cities, Flaherty & Hood, P.A. understands cities' unique job evaluation, compensation and organizational needs. Over the years, we have provided labor relations, employment law, and human resource services to numerous local governments and local government associations. To meet the classification and compensation needs of our cities and public utilities, Flaherty & Hood, P.A. developed and utilizes its own job analysis questionnaires and Flaherty & Hood Job Evaluation System for job classification purposes; utilizes sophisticated statistical methods to identify cities' comparable entities and to develop a customized classification and compensation system, and provides cities with how-to guides and user-friendly electronic spreadsheets to update and modify job descriptions, job evaluation points, and compensation.

Classification and Compensation Systems

Flaherty & Hood fully understands the complexities cities need to be aware of and address in their classification and compensation program. Flaherty & Hood, P.A. approaches related studies in an objective, methodical and customized manner.

A city's success depends on its employees' performance. To recruit and retain a productive and reliable workforce, cities need to sufficiently compensate employees. In establishing employee compensation, cities must ensure that each job in the city interrelate to each other so that a city can: optimize achievement of the city's mission, goals and objectives; determine the relative worth and appropriate pay rate, other pay and benefits for jobs; and comply with the Minnesota Pay Equity Act (PEA), Minn. Stat. §§ 471.991-.999, which requires that every Minnesota city establish compensation for female-dominated classes that is not consistently below the compensation for male-dominated classes of comparable value of work measured by the skill, effort, responsibility, and working conditions normally required in the performance of the work. To achieve these objectives, Minnesota cities need to establish job classification and compensation systems that appropriately value jobs within the city.

Job classification involves the systematic study of jobs to determine which activities and responsibilities they include, the personal qualifications necessary for performance of the jobs, the conditions under which the work is performed, and each job's relative importance and worth to other jobs internally and externally. Flaherty & Hood developed and utilizes its own job analysis questionnaires and Flaherty & Hood Job Evaluation System for job classification

purposes which consistently and equitably measure the skill, effort, responsibility and working conditions required of each job class. Information collected in the job analysis process is compared using a variety of uniform factors and sub-factors to systematically assign numerical ratings for each job class. We are also able to utilize other systems that are in place if the City has enough access to the system to fully evaluate a position. Sample job classification documents are attached to this proposal as follows:

Attachment A: Flaherty & Hood Job Analysis Questionnaire Sample

Attachment B: Flaherty & Hood Job Evaluation System Summary

Attachment C: Flaherty & Hood Job Evaluation System Sample

Compensation includes the wages and salary paid by employers to employees in exchange for work (a.k.a., base pay); variable pay in the form of short- and long-term incentives, such as promotions and pay increases; other pay, such as premium pay above regular wages and salary for doing additional work or working additional hours; and the monetary value of benefits. Compensation establishes the standard of living for employees and is the primary indication of the value the city places on a position within the organization. A compensation system involves establishing how the city manages compensating employees. Flaherty & Hood, P.A. utilizes sophisticated statistical methods to identify a city's comparable organizations and to develop a compensation system. Sample compensation documents are attached to this proposal as follows:

Attachment D: Flaherty & Hood Compensation Philosophy and Policies Sample

Attachment E: Base Pay Structure Sample

Flaherty & Hood, P.A.'s ensures that each city's classification and compensation system is:

- Internally equitable among all classifications
- Compatible with market conditions
- Affordable and cost-effective
- Legal, defensible, and compliant with pay equity
- Understandable
- Flexible
- Appropriate for the city
- A tool for employee development

Communication

Given our extensive experience with serving greater Minnesota cities, we understand the importance of open and honest communication with management and city staff regarding classification and compensation issues and will maintain the highest degree of professionalism while working with these groups. Flaherty & Hood will continually consult with management throughout each stage of studying the classification and compensation system.

Management (City Administrator and/or Personnel Committee)

We encourage management to give input and ask questions throughout the process. At each step of the process, we will provide the City of Windom with draft documents, recommendations and alternative actions to address the respective step taking into account feedback from the City of Windom and best practices. After each step of the process is completed, management will be asked to approve the step before moving to the next step. We find this leads to a better incorporation of the city's classification and compensation philosophy. Flaherty & Hood will

work with management to ensure that all classification and compensation projects are completed at the highest quality and in a timely and cost-effective manner.

Employees

In addition, Flaherty & Hood, P.A. has a great deal of experience working with unionized workplaces in greater Minnesota local governments. We allow all parties to have a say in the classification and compensation process while following all applicable laws related to cooperating with unions and employees.

We can engage employees in the study through:

- Holding an in-person meeting with employees and/or drafting for them an explanation of the study at the start or conclusion of a study so they can become informed of the system and ask any questions.
- Having a representative number of employees (both union and non-union) from each job class complete one of our thorough Job Analysis Questionnaires and/or provide feedback on the accuracy and completeness of their job descriptions. By having employees participate in this matter, we ensure the most accurate data is obtained.
- Providing management with responses to Frequently Asked Questions to use in responding to questions from employees and unions during the process
- Establishing a working group that includes City management and employees to provide feedback on the system and/or recommendations for job descriptions, job evaluation points, market entities and/or compensation structure
- Developing a process for employees to appeal changes to their job descriptions, job evaluations points and/or placement in the compensation structure

Unions

We engage the unions through open communication and availability for answering questions throughout the process. With management discretion, we are also able to include union representation in different ways throughout the process of conducting the classification and compensation process. In addition, we equip cities with guidance and appropriate documentation to use in meeting and conferring with the union should the City of Windom modify its job evaluation system as a result of the review. We find that the inclusion of union representation throughout the process encourages a more cooperative process during implementation. With our expertise in labor contract negotiations, we can also provide effective advice and representation in implementing classification and compensation changes.

SERVICES, TIMELINE, AND COSTS

The following section constitutes Flaherty & Hood, P.A.'s proposal rate sheet as requested in the RFP. Flaherty & Hood, P.A.'s job classification and compensation study for the City of Windom will include the following services billed to the City of Windom at the hourly rate of \$115 per hour plus expenses incurred, subject to the not-to-exceed lump sum total cost specified at the end of this section for the 17 job classifications specified in the request for proposal.

| Phase | Services | Timeline after Start | Ant. Cost |
|-------|--|----------------------|-----------|
| 1. | <p>Introduction and Project Orientation</p> <ul style="list-style-type: none"> • Review the City of Windom's current classification and compensation system, which includes <ul style="list-style-type: none"> ○ Classification and compensation-related documents ○ Job descriptions ○ Job evaluation system and ratings ○ Organizational chart ○ Compensation ○ Pay equity report ○ Labor contracts • Phone calls with City management • Draft <ul style="list-style-type: none"> ○ Communication to incumbent employees and unions explaining the classification and compensation study ○ Responses to FAQs for City management | 1-2 weeks | \$500 |
| 2. | <p>Position Analysis and Position Description Review</p> <ul style="list-style-type: none"> • Draft communication and short questionnaire to designated City agents regarding obtaining comments on whether each relevant job description is current, complete, and accurate, which will include obtaining comments from incumbent employees • Review and analyze internal comments for job description updating purposes • Evaluate existing job descriptions and draft related comments and recommendations to ensure descriptions are <ul style="list-style-type: none"> ○ Current, accurate and complete ○ Compliant with Federal and State regulations pertaining to compensation standards, including but not limited to Americans with Disabilities Act (ADA), Fair Labor Standards Act (FLSA), and pay equity legislation • Review FLSA exempt status for each position • City management reviews and comments on recommendations and changes and/or approves job descriptions | 2-8 weeks | \$1,000 |

| Phase | Services | Timeline after Start | Ant. Cost |
|-------|---|----------------------|-----------|
| 3. | <p>Position Classification/Ranking/Grades/Evaluation</p> <ul style="list-style-type: none"> • Review current process used to evaluate skill, effort, responsibility, working conditions, and other relevant work-related criteria for each position • General <ul style="list-style-type: none"> ○ Using Flaherty & Hood's Job Evaluation System or City's current system: <ul style="list-style-type: none"> ▪ Define uniform compensable factors and subfactors ▪ Establish points for factors and subfactors ▪ Draft internal outline and external summary for City on communicating and/or presenting in person proposed job evaluation system with/to the exclusive representatives and employees • Position specific <ul style="list-style-type: none"> ○ Establish and draft spreadsheet that systematically and objectively assigns points using factors and subfactors ○ Management reviews, comments, and makes any necessary changes on job evaluation system and position specific points | 4-10 weeks | \$1,000 |
| 4. | <p>Wage/Labor Benchmarks/Market Pricing</p> <ul style="list-style-type: none"> • Establish market entities and sources based on statistical analysis • Compile, review and analyze market compensation data for all job classifications or benchmark classifications, including wages, health insurance benefits, and any additional benefits (at additional cost) • Utilizing statistical analysis, analyze internal job evaluation points compared to external market survey data to develop basis on which to update or build pay structure • Draft spreadsheets and discuss with City management market comparison data | 4-10 weeks | \$1,250 |
| 5. | <p>Pay Structure Analysis of Current System and Recommended Revisions or Development of a New Pay Plan</p> <ul style="list-style-type: none"> • Draft proposed modifications to pay structure and schedule that includes grades with job point ranges for each grade and pay ranges for each grade • Draft analysis of City-wide cost and individual employee wage impact of the proposed pay structure • Review existing and draft proposed variable pay system, such as performance pay, merit pay, and/or skills or competency pay | 10-12 weeks | \$900 |

| Phase | Services | Timeline after Start | Ant. Cost |
|---------------------------------|--|----------------------|----------------|
| 6. | System Testing for Internal Equity and External Marketplace Fairness <ul style="list-style-type: none"> • Utilizing statistical analysis, ensure proposed job points and pay are internally and externally equitable and legally compliant | 10-12 weeks | \$100 |
| 7. | Preparation of Final Documents <ul style="list-style-type: none"> • Prepare a final report describing the study results and implementation recommendations • Present findings and recommendations, including written and/or oral reports to employees, Personnel Committee and/or City Council • Draft <ul style="list-style-type: none"> ○ Compensation plan to clearly, effectively, consistently and efficiently manage compensation ○ How-to guides and usable electronic spreadsheets for job description, job evaluation and compensation updating, including methodology for determining the validity for requests for reclassification and/or compensation changes | 14-16 weeks | \$1,000 |
| 8. | Training on System Maintenance and Updating <ul style="list-style-type: none"> • Conduct training for City management on maintaining and updating job descriptions, job evaluation points, and compensation utilizing the compensation plan and job description, job evaluation and compensation how-to guides and electronic spreadsheets | 16-18 weeks | \$750 |
| Total Not-to-Exceed Cost | | | \$6,500 |

Additional Services and Costs

The following on the next page are additional related services Flaherty & Hood could provide to City of Windom billed to the City of Windom at the hourly rate of \$115 per hour plus expenses with a cost not-to-exceed estimate:

- Additional Optional Services
 - Prepare presentation, travel, and present to incumbent employees explaining the classification and compensation study at beginning of study or to obtain feedback from City management and incumbent employees on various components of the study, e.g., job descriptions, job evaluation points, market entities, and/or compensation structure – \$1,500
 - Draft comprehensive position questionnaires for incumbent employees addressing the skill, effort, responsibility and working conditions of their position; obtain comments on completed questionnaires from management; and review and analyze completed questionnaires and management comments - \$1,000
 - Develop a new job description and classification for a position, if necessary, but, lower price if more than one job classification - \$300
 - Develop a process for employees to appeal job description, job ratings, and/or pay structure placement changes - \$650

- Additional job classifications
 - Draft updated job description; compile, review and analyze market compensation data, including wages and health insurance benefits; and establish points, collectively, but, lower price if more than one job classification - \$800
 - Draft updated job description, but, lower price if more than one job classification - \$300
 - Compile, review and analyze market compensation data, including wages, health insurance benefits, and other benefits - \$500
 - Establish points after initial job classification pointed - \$300

Flaherty & Hood proposes to bill the City of Windom monthly for each phase in the month immediately after the earliest month that the phase is projected to begin above.

Additional labor relations, employment law, and human resources services are available and will be provided to the City of Windom at the Coalition of Greater Minnesota Cities reduced hourly rates of \$115 per hour for the first 25 hours and \$135 per hour over 25 hours.

Expenses incurred by Flaherty & Hood, P.A. in providing services to the City of Windom shall be billed as incurred on a monthly basis for actual costs, including, but not limited to: travel time, mileage, black and white copies, color copies, Westlaw, and postage, subject to any applicable not-to-exceed cost.

Submitted By:
Shareholder

Brandon Fitzsimmons

Flaherty & Hood Job Analysis Questionnaire Sample

(with omitted text)

(Please Type or Print)

| | | |
|---------------------------|----------------------------|-----------------------------|
| Employee Name: | Employee Telephone Number: | Employee Email: |
| Employee Title: | Immediate Supervisor Name: | Immediate Supervisor Title: |
| Employee Department: | Department Head Name: | Department Head Title: |
| Employee Bargaining Unit: | Comments: | |

Section 1. Background

The [City Name] is conducting a job analysis of its employees to:

- a. Identify and update job duties and responsibilities with input from all levels of the municipal utility
- b. Update job descriptions for every employee to most accurately describe job duties and responsibilities

Section 2. Instructions

Instructions for Employee

Please fill in the box at the top of this page and answer all questions accurately to the best of your ability on the pages that follow in the areas labeled "Employee Response". You may also include any comments in the areas labeled "Comments". While filling out this questionnaire, please consider all aspects of your position as they relate to the full year (winter, spring, summer, and fall). If you have any questions about completing this questionnaire, please direct them to your Department Head or [Human Resource Representative Name, Title, Phone #]. When you complete all questions on this questionnaire to the best of your ability, please sign and date this form in section 5 labeled "Acknowledgments" and email or hand deliver this questionnaire to your immediate supervisor no later than [Date].

Instructions for Supervisor

Please review the box at the top of the previous page for accuracy and answer all questions accurately to the best of your ability on the pages that follow in the areas labeled "Supervisor Response". You may also include any comments in the areas labeled "Comments". While filling out this questionnaire, please consider all aspects of this position as they relate to the full year (winter, spring, summer, and fall). For your convenience, a checkbox has been included in each of the areas for a supervisor's response indicating you have reviewed the employee's response and agree **completely** with his/her response. If you disagree with any portion of the employee's response, please complete the section to the best of your ability. If you have any questions about completing this questionnaire, please direct them to [Human Resource Representative Name, Title, Phone #]. When you complete all questions on this questionnaire to the best of your ability, please sign and date this form in section 5 labeled "Acknowledgments", and **email or hand deliver this questionnaire to the department head in order for their review no later than [Date].**

Instructions for Department Head

Please review all of the answers given by the employee and supervisor on this questionnaire for this position to ensure accuracy of responses. Please consider all aspects of this position as they relate to the full year (winter, spring, summer, and fall). Please list any comments or concerns on this form in section 4 labeled "Additional Comments by Department Head". When you finish making any additional comments, please sign and date this form in section 5 labeled "Acknowledgments" and **email or hand deliver this questionnaire to the human resource department no later than [Date].** If submitting this form electronically, email this document to [Human Resource Representative Name (email)].

Instructions for Completing this Questionnaire by Hand

If completing this questionnaire by hand, please be sure to write **legibly with blue or black ink.** When hand delivering this document to the individual specified in the instructions above, please hand this to them personally or insert the form into their employee mailbox.

Instructions for Completing this Questionnaire Electronically

After you have completed the questionnaire, save this document in a nonpublic file and attach the document to an email addressed to the individual specified in the instructions above. If you do not complete this document before emailing it, please save the document on your computer in a nonpublic file so that you can continue working on it until it is completed and emailed. After you have submitted this questionnaire to your supervisor, please delete this document off of your computer.

Section 2. Questions

Subsection A. Supervision

1. Please identify the titles of the positions which you directly supervise, if any. (Please separate positions with commas)

| | |
|--------------------|--|
| Employee Response: | Supervisor Response: <input type="checkbox"/> Same |
|--------------------|--|

[Text Omitted]

2. Please identify if you have the authority to undertake or effectively recommend to management the following supervisory functions in the interests of the Municipal Utility. In the box below, please check the boxes of the answers that best exemplify your normal supervisory functions over the course of an entire year.

| | | | |
|-------------------------------|--------------------------|---|--------------------------|
| Employee Response: | | | |
| Hiring of other employees | <input type="checkbox"/> | Discharge of other employees | <input type="checkbox"/> |
| Transfer of other employees | <input type="checkbox"/> | Assignment of other employees | <input type="checkbox"/> |
| Suspension of other employees | <input type="checkbox"/> | Direction of the work of other employees | <input type="checkbox"/> |
| Promotion of other employees | <input type="checkbox"/> | | |
| Supervisor Response: | | | |
| Hiring of other employees | <input type="checkbox"/> | Discharge of other employees | <input type="checkbox"/> |
| Transfer of other employees | <input type="checkbox"/> | Assignment of other employees | <input type="checkbox"/> |
| Suspension of other employees | <input type="checkbox"/> | Direction of the work of other employees | <input type="checkbox"/> |
| Promotion of other employees | <input type="checkbox"/> | | |
| | | Discipline of other employees | <input type="checkbox"/> |
| | | Reward of other employees | <input type="checkbox"/> |
| | | Adjustment of other employees' grievances on behalf of the employer | <input type="checkbox"/> |

[Text Omitted]

Subsection B. Position Summary

1. Please write 2-3 sentences that describe the major characteristics of your work. Major Characteristics are the most important features or qualities of the work you perform that make your job recognizable, e.g. "performs servicing and mechanical repair work on automatic equipment" or "supervises subordinates who monitor income maintenance programs and establish goals policies and timetables..."

| | |
|---------------------------|--|
| Employee Response: | Supervisor Response: <input type="checkbox"/> Same |
|---------------------------|--|

[Text Omitted]

2. You may include any comments related to the above subsection in the area labeled "Comments" below.

| | |
|---------------------------|-----------------------------|
| Employee Comments: | Supervisor Comments: |
|---------------------------|-----------------------------|

Subsection C. Employee Functions

- This section is very important to understanding your job duties.** Please identify the job functions of your position in the format that follows on the next page. Provide an in depth description so someone not familiar with your position can understand what you do. If you are having a hard time completing this section, your current job description has been provided for your reference. The functions listed on your current job description may not best represent what your current job functions are. After completing the first four columns for the whole table, please include the time spent on each function in the form of a percentage (percentages should equal close to but not over 100%). The time spent on each function should be the approximate amount of time you spend on the function as a percent of a 2,080 hour work year. Please identify what activities you need to be able to do and working conditions you are subject to, in order to satisfactorily perform the function. You will indicate this by using the corresponding numbers from the "Working Conditions and Activities Bank" below and inserting them into the column labeled "Physical activities or working conditions required". Please try to be as concise and specific as possible. You may include any comments related to this section in the area labeled "Comments." Attach additional pages, if necessary. If you are completing this form electronically and need an extra page, you will need to print out one of the provided blank pages to fill out by hand. Please make sure any extra sheets are either scanned and attached to the email or delivered by hand to your supervisor or the department head.

| Working Conditions and Activities Bank | | | |
|---|--|---|--|
| 1. Climb | 2. Balance | 3. Bend/Stoop | 4. Kneel |
| 5. Crouch | 6. Squat | 7. Crawl | 8. Reach above shoulder level |
| 9. Sit | 10. Stand | 11. Walk | 12. Run |
| 13. Push/Pull | 14. Lift | 15. Carry | 16. Finger/ Enter data/ keystroke |
| 17. Feel | 18. Talk | 19. Hear | 20. Smell |
| 21. Repetitive Motions | 22. Drive | 23. Exposure to inside environmental conditions | 24. Exposure to outside environmental conditions |
| 25. Exposure to noise, dust, fumes, gases, chemicals, or oils requiring special mitigating precautions or protective gear | 26. Working in narrow aisles or passageways | 27. Working in narrow aisles or passageways | 27. Work around moving mechanical parts |
| 28. Working in close quarters | 29. Exposure to extreme heat | 30. Exposure to extreme cold | 31. Working at unguarded heights |
| 32. Exposure to infectious diseases | 33. Work around prisoners or mental patients | 34. Work around or handle weapons | 35. Work includes defending from bodily harm |
| 36. Exposure to smoke and fire | | | |

| Examples: | | |
|--|----------------------------------|---|
| Function Description | Time Spent in a full year (in %) | Physical activities or working conditions required (list number only) |
| Inspect construction operations to ensure codes and specifications are in compliance using hand tools, measurement devices and knowledge of construction codes | 30% | 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 13, 14, 15, 16, 17, 19, 20, 22, 24, 25, 26 |
| Monitor project activities to ensure that instructions are followed, deadlines are met, and schedules are maintained using planning forms, calendars, and written and verbal communication | 20% | 18, 19, 23 |
| Train other staff and volunteers in first aid and CPR to ensure they can perform first aid and CPR in a high stress environment using first aid and CPR training, practice dummies, and verbal communication | 15% | 4, 6, 10, 18, 19, 21, 23 |

| Employee Responses: | | | | Supervisor: |
|----------------------|----------------------------------|---|--------------------------|-------------|
| Function Description | Time Spent in a full year (in %) | Physical activities or working conditions required (list number only) | Same | |
| | | | <input type="checkbox"/> | |
| | | | <input type="checkbox"/> | |
| | | | <input type="checkbox"/> | |

[Text Omitted]

| Employee Responses: | | | |
|----------------------|----------------------------------|---|--|
| Function Description | Time Spent in a full year (in %) | Physical activities or working conditions required (list number only) | |
| | | | |
| | | | |
| | | | |

[Text Omitted]

Subsection D. Minimum Qualifications

Education

1. Please identify the minimum level of education needed to satisfactorily perform all of the functions of your job.

| | |
|---|--|
| <p>Employee Response:</p> <p><input type="checkbox"/> Less than a high school diploma or GED certificate</p> <p><input type="checkbox"/> High school diploma or GED certificate</p> <p><input type="checkbox"/> Training at vocational schools, related on-the-job experience, or an associate's degree</p> <p>Type: _____</p> <p><input type="checkbox"/> Four-year bachelor's degree</p> <p>Type: _____</p> <p><input type="checkbox"/> Graduate school (e.g. master's degree, Ph.D., M.D., J.D.)</p> <p>Degree Type: _____</p> <p>Type: _____</p> | <p>Supervisor Response:</p> <p><input type="checkbox"/> Same</p> <p><input type="checkbox"/> Less than a high school diploma or GED certificate</p> <p><input type="checkbox"/> High school diploma or GED certificate</p> <p><input type="checkbox"/> Training at vocational schools, related on-the-job experience, or an associate's degree</p> <p>Type: _____</p> <p><input type="checkbox"/> Four-year bachelor's degree</p> <p>Type: _____</p> <p><input type="checkbox"/> Graduate school (e.g. master's degree, Ph.D., M.D., J.D.)</p> <p>Degree Type: _____</p> <p>Type: _____</p> |
|---|--|

Experience

[Text Omitted]

Training, Certificates and Licenses

[Text Omitted]

Subsection E. Desired Qualifications

[Text Omitted]

Subsection F. Complexity

1. Please identify the extent to which this position's responsibilities are related to one another? (Please check the box of the answer that best exemplifies the normal working conditions of this position)

| | |
|---|--|
| <p>Employee Response:</p> <p><input type="checkbox"/> [Text Omitted]</p> | <p>Supervisor Response:</p> <p><input type="checkbox"/> [Text Omitted]</p> <p><input type="checkbox"/> Same</p> |
| <p>Employee Comments:</p> | <p>Supervisor Comments:</p> |

Subsection G. Responsibility

[Text Omitted]

Subsection H. Physical Abilities

1. Please identify the usual and maximum number of hours doing each of these activities in a typical work day. The usual number of hours is the average number of hours an activity is performed in an average day throughout the year. The maximum number of hours is the most number of hours an activity is performed in any single day throughout the year. While filling out this subsection, please consider all aspects of your position as they relate to the full year (winter, spring, summer, and fall). Please check one box per horizontal row, and identify the number of steps needed to climb and weight in pounds needed to move if there is an answer blank for that activity.

| Employee Responses: | Activity | Hours | | | | | |
|---------------------|----------------------------|-------------------|-----------------|--------------------------|--------------------------|--------------------------|--------------------------|
| | | Usual _____ steps | Max _____ steps | Never | Occasionally (¼-2½ hr) | Frequently (2½-5½ hr) | Continuously (5½-8 hr) |
| | Climb | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Balance | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Bend/Stoop | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Kneel | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Crouch | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Squat | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Crawl | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Reach above shoulder level | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Sit | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Stand | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| Employee Responses: | Hours | | | | |
|--|------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| | Activity | Never | Occasionally (¼-2½ hr) | Frequently (2½-5½ hr) | Continuously (5½-8 hr) |
| | Max | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Usual | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Walk | Max | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Usual | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Run | Max | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Usual | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Push/Pull | Usual _____ lbs. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Max _____ lbs. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Lift | Usual _____ lbs. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Max _____ lbs. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Carry | Usual _____ lbs. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Max _____ lbs. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Finger/ Enter data/ keystroke | Usual | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Max | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Feel | Usual | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Max | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Talk | Usual | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Max | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Hear | Usual | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Max | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Smell | Min | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Max | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Repetitive Motions | Usual | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Max | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Drive | Usual | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Max | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| List any other activities you may perform in the area labeled "Comments" on the bottom of page 23. | | | | | |

[Text Omitted]

2. Please identify if you use hands for action such as those listed below. Please check the boxes that best exemplifies your normal working conditions over the course of an entire year. Further description can be added in the area labeled "Comments" on the bottom of page 19.

| Employee Responses: | N/A | Simple Handling or Grasping | Firm Handling or Grasping | Fine Handling or Manipulation | Supervisor Responses: <input type="checkbox"/> Same A. Right B. Left | N/A | Simple Handling or Grasping | Firm Handling or Grasping | Fine Handling or Manipulation |
|---------------------|--------------------------|-----------------------------|---------------------------|-------------------------------|---|--------------------------|-----------------------------|---------------------------|-------------------------------|
| A. Right | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A. Right <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Left | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B. Left <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

[Text Omitted]

3. You may include any comments related to the above subsection in the area labeled "Comments" below.

| | |
|---------------------------|-----------------------------|
| <p>Employee Comments:</p> | <p>Supervisor Comments:</p> |
|---------------------------|-----------------------------|

Section 4 - Additional Comments By Department Head

Only the Department Head Fills out this Section. If you are **NOT** the department head please move to Section 5 labeled "Acknowledgments" to sign and date.

Department Head Comments:

Section 5 Acknowledgments

Instructions for Employee, Immediate Supervisor, Department Head, HR Coordinator and General Manager

Sign and date this questionnaire below in the appropriate acknowledgment after completion of the review of this questionnaire. If filling this questionnaire electronically, typing your name will count as a signature.

Employee

I acknowledge completing the appropriate portions of this questionnaire to the best of my ability.

Department/Division Head Signature _____

Date _____

Immediate Supervisor

I acknowledge completing the appropriate portions of this questionnaire to the best of my ability.

Department/Division Head Signature _____

Date _____

Department Head

I acknowledge reviewing this questionnaire, and completing the appropriate part of this questionnaire to the best of my ability.

Department/Division Head Signature _____

Date _____

Human Resource Coordinator

I acknowledge reviewing this questionnaire.

Human Resource Coordinator Signature _____

Date _____

General Manager/Administrator

I acknowledge reviewing this questionnaire.

General Manager/Administrator Head Signature _____

Date _____

Job Evaluation System Summary

The proposed Flaherty & Hood Job Evaluation System consistently and equitably measures the skill, effort responsibility, and working conditions required of each job class within an organization. The system uses a variety of uniform factors and sub-factors to systematically assign numerical ratings for each job class. Using these factors and sub-factors, we ensure every component of job content for each job class is accounted for. The numerical ratings for each job class that are assigned using the various factors and sub-factors provides the relative worth of that job class in relation to all of the job classes within an organization.

Job Factors and Sub-Factors

The following 4 factors broken down into 8 sub-factors are used to measure all of the components of job content for each job class:

| Factors & Sub-Factors | Definitions |
|------------------------|--|
| Skill | Measured by factors such as the experience, ability, education, and training required to perform a job |
| Related Experience | How much related experience that is needed to do the work |
| Education | How much education that is needed to do the work |
| Effort | The amount of physical or mental exertion needed to perform a job Job factors that cause physical or mental fatigue or stress are to be considered in determining the effort required for a job Differences in the kind of effort exerted do not justify a compensation differential if the amount of effort is substantially the same |
| Complexity | How related the tasks are for a specific job class. This will affect the originality and difficulty involved in identifying and performing the work |
| Responsibility | The degree of accountability required in performing a job |
| Supervision Needed | The extent to which the class works without supervision |
| Supervision Given | The extent to which the class exercises supervisory functions |
| Impact on the Business | The impact of the job classes' job functions on the employer's business |
| Work Conditions | Measured by factors such as surroundings and hazards |
| Surroundings | Takes into account the intensity and frequency of environmental elements encountered in the job, such as heat, cold, wetness, noise, fumes, odors, dust, and ventilation measured in risk |
| Hazards | Takes into account the number and frequency of physical activities, strains and the severity of injury they can cause |

Factors Not Considered

- Personal attributes of any employee
- Job performance
- Past service at the organization
- External market rates
- Current compensation
- Current job evaluation rating



Flaherty & Hood Job Evaluation System Sample

| Compensable Factor 1 | | ### points | | | |
|---|---------------------|---------------------|---------------------|---------------------|---------------------|
| Skill (XX%): Skill is measured by factors such as the experience, ability, education, and training required to perform a job. | | Points & Degrees | | | |
| Sub-Factors | | | | | |
| Related Experience How much related experience that is needed to do the work. | 1 [Text Omitted] | 2 [Text Omitted] | 3 [Text Omitted] | 4 [Text Omitted] | 5 [Text Omitted] |
| Education How much education that is needed to do the work. | 1 [Text Omitted] | 2 [Text Omitted] | 3 [Text Omitted] | 4 [Text Omitted] | 5 [Text Omitted] |

| Compensable Factor 2 | | ### points | | | |
|--|---------------------|---------------------|---------------------|---------------------|---------------------|
| Effort (XX%): Effort is the amount of physical or mental exertion needed to perform a job. | | Points & Degrees | | | |
| Sub-Factors | | | | | |
| Complexity How related the tasks are for a specific class. This will affect the originality and difficulty involved in identifying and performing the work. | 1 [Text Omitted] | 2 [Text Omitted] | 3 [Text Omitted] | 4 [Text Omitted] | 5 [Text Omitted] |

Compensable Factor 3

Responsibility (XX%): Responsibility is the degree of accountability required in performing a job.

Sub-Factors

points

Points & Degrees

| | 1 | 2 | 3 | 4 | 5 |
|--|----------------|----------------|----------------|----------------|----------------|
| Supervision Needed The extent to which the employee works without supervision | [Text Omitted] |
| Supervision Given The extent to which the employee exercises supervisory functions | [Text Omitted] |
| Impact on the Business The impact of the employee's exercise of his or her job functions on the employer's business | [Text Omitted] |

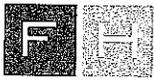
| Compensable Factor 4 | | Points & Degrees | |
|--|---------------------|---------------------|---------------------|
| Work Conditions (XX%): Measured by factors such as surroundings and hazards: | | ### points | |
| Sub-Factors | 1 | 2 | 3 |
| Surroundings & Hazards "Surroundings" take into account the intensity and frequency of environmental elements encountered in the job, such as heat, cold, wetness, noise, fumes, odors, dust, and ventilation measured in risk. "Hazards" take into account the number and frequency of physical strains and the severity of injury they can cause. | 1 [Text Omitted] | 2 [Text Omitted] | 3 [Text Omitted] |
| | | 4 [Text Omitted] | 5 [Text Omitted] |

| Work Conditions Key | |
|--|---|
| Nonstrenuous - Occasionally Climbs a few steps, Balance, Bend/Stoop, Kneel, Crouch, Squat, Crawl, Reach above shoulder level, Sit, Stand, Walk, Finger/Enter data/keystroke, Feel, Talk, or Hear, and/or Exerts up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. | Moderately strenuous - Occasionally runs, and/or Frequently Climbs up to 50 steps, and/or Continuously Balances, Bends/Stoops, Kneels, Crouches, Squats, Crawls, Stands, Walks, or Reaches above shoulder level, and/or Exerts up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. |
| Low Risk - Exposure to inside environmental conditions where it is adequately lighted, ventilated and heated, and normal precautions must be observed. | Moderate Risk - Exposure to outside environmental conditions and/or exposure to noise, dust, fumes, gases, chemicals, oils requiring special mitigating precautions or protective gear, and/or working in close quarters, narrow aisles or passageways, and/or work around moving mechanical parts |
| | High Risk - Exposure to extreme heat or cold, and/or working at unguarded heights, and/or exposed to infectious diseases, and/or work around prisoners or mental patients, and/or work around or handle weapons, and/or defending from bodily harm, and/or exposure to smoke and fire |

| Compensable Factors & Sub Factors | Percentage | Definitions |
|--|-------------------|---|
| Skill | XX% | Measured by factors such as the experience, ability, education, and training required to perform a job. |
| Related Experience | XX% | How much related experience that is needed to do the work. |
| Education | XX% | How much education that is needed to do the work. |
| Effort | XX% | The amount of physical or mental exertion needed to perform a job. Job factors that cause physical or mental fatigue or stress are to be considered in determining the effort required for a job. Differences in the kind of effort exerted do not justify a compensation differential if the amount of effort is substantially the same. |
| Complexity | XX% | How related the tasks are for a specific class. This will affect the originality and difficulty involved in identifying and performing the work. |
| Responsibility | XX% | The degree of accountability required in performing a job. |
| Supervision Needed | XX% | The extent to which the class works without supervision |
| Supervision Given | XX% | The extent to which the class exercises supervisory functions |
| Impact on the Business | XX% | The impact of the employee's exercise of his or her job functions on the employer's business |
| Work Conditions | XX% | Measured by factors such as surroundings and hazards. |
| Surroundings | XX% | Take into account the intensity and frequency of environmental elements encountered in the job, such as heat, cold, wetness, noise, fumes, odors, dust, and ventilation measured in risk. |
| Hazards | | Take into account the number and frequency of physical activities, strains and the severity of injury they can cause. |

Key:

The colored factors are our compensable factors while the following factors are the sub-factors that fall within the compensable factor.



Compensation Philosophy and Plan and Policies Sample

Classification and Compensation Philosophy and Plan

Compensation Philosophy

- [City Name] intends to establish, administer, maintain and regularly update an internal job evaluation hierarchy that is consistent with the Local Government Pay Equity Act. The city also intends to establish, administer, maintain and regularly update a pay structure that is appropriate to the breadth and depth of services being offered to and provided for the community being served and is also affordable within available resources. Finally, the city intends to maintain supplemental benefits (insurances, holiday/vacation schedules, etc.) that are competitive and also affordable within available resources.

Key Objectives of the Classification and Compensation Plan

- To attract and retain personnel who consistently apply the knowledge, competencies and capabilities required to perform their positions as expected.
- To maintain a plan that is consistent with the city's total compensation philosophy.
- To maintain a plan that is easy to communicate and understand.
- To achieve and maintain compliance with the Minnesota Local Government Pay Equity Act.
- To maintain compliance with all applicable local, State and Federal laws and regulations that affects the plan.
- To maintain a plan that is flexible enough to accommodate changes in economic conditions that affects the plan.

Accountability for Administration of the Plan

- Management, as the governance authority, is accountable for final approval and sign off on the plan.
- The (top administrative position title here) is accountable for administration of the plan as accepted, approved and authorized by the Council.

Actions Taken to Review, Update and Maintain the Plan

- All elements of the plan will be reviewed annually to determine the degree to which it remains consistent with the city's total compensation philosophy. Actions to be taken include:
 1. Review, verification, and any required updating of job descriptions for all positions.
 2. Review, verification and any required updating of job evaluations (tool used to establish pay equity points) on all positions, following established reclassification policies and procedures. *(This refers to the city's practice of evaluating jobs on a regular basis to assign or reassign pay equity points and to make pay adjustments if needed.)*
 3. Review, verification and consideration of current market survey data collected from the cities selected for comparison, ensuring that there are no questionable data that may give an incorrect pattern of pay for one or more positions.

4. Review and consideration of appropriate changes to the established base pay structure based on patterns of current market survey data, ensuring that there will be continuing integrity in administration of the current or revised pay structure. *(This refers to making changes to the overall pay grades in accordance with a cost-of-living increase or other market adjustments that seem necessary once the comparable cities have been examined.)*
5. Review and consideration of changes to the city's supplemental benefits covering paid time off (holidays, vacations, etc.)
6. Review and consideration of required and/or appropriate changes to the written description of the plan.

Classification and Compensation Policies

Organization

Job Descriptions

The City will maintain job descriptions for each regular position. New positions will be developed as needed but must be approved by the City Council prior to the position being filled.

A job description is prepared for each position within the City. Each job description will include: position title, department, supervisor's title, FLSA status (exempt or nonexempt), primary objective of the position, essential functions of the position, examples of performance criteria, minimum requirements, desirable training and experience, supervisory responsibilities (if any), and extent of supervisory direction or guidance provided to position. Good attendance and compliance with work rules and policies are essential functions of all City positions.

Prior to posting a vacant position the existing job description is reviewed by the City Administrator or designee and the hiring supervisor to ensure that the job description is an accurate reflection of the position and that the stated job qualifications do not present artificial barriers to employment.

A current job description is provided to each new employee. Supervisors are responsible for revising job descriptions as necessary to ensure that the position's duties and responsibilities are accurately reflected.

All revisions are reviewed and must be approved by the City Administrator.

Job Descriptions and Classifications

Assignment of job titles, establishment of minimum qualifications, and the maintenance of job descriptions and related records is the responsibility of the City Administrator.

Compensation

Full-time employees of the City will be compensated according to schedules adopted by the City Council. Unless approved by the Council, employees will not receive any amount from the City in addition to the pay authorized for the positions to which they have been appointed. Expense reimbursement or travel expenses may be authorized in addition to regular pay.

Compensation for seasonal and temporary employees will be set by the general manager at the time of hire, or on an annual basis.

Base Pay Structure Sample

| Job Evaluation Point Range | | Grade | Pay Range | | | | | | |
|----------------------------|------|-------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| | | | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 |
| Min. | Max. | | Start | 6 mos. | 12 mos. | 24 mos. | 36 mos. | 48 mos. | 60 mos. |
| | | | 80.00% | 83.33% | 86.66% | 90.00% | 93.33% | 96.66% | 100.00% |
| 248 | 260 | 1 | \$24,689.34 | \$25,717.04 | \$26,744.73 | \$27,775.51 | \$28,803.21 | \$29,830.90 | \$30,861.68 |
| 261 | 274 | 2 | \$26,232.42 | \$27,324.35 | \$28,416.27 | \$29,511.48 | \$30,603.40 | \$31,695.33 | \$32,790.53 |
| 275 | 289 | 3 | \$27,871.95 | \$29,032.12 | \$30,192.29 | \$31,355.95 | \$32,516.12 | \$33,676.29 | \$34,839.94 |
| 290 | 305 | 4 | \$29,613.95 | \$30,846.63 | \$32,079.31 | \$33,315.70 | \$34,548.38 | \$35,781.06 | \$37,017.44 |
| 306 | 322 | 5 | \$31,464.82 | \$32,774.55 | \$34,084.27 | \$35,397.93 | \$36,707.65 | \$38,017.37 | \$39,331.03 |
| 323 | 341 | 6 | \$33,431.38 | \$34,822.96 | \$36,214.54 | \$37,610.30 | \$39,001.88 | \$40,393.46 | \$41,789.22 |
| 342 | 360 | 7 | \$35,520.83 | \$36,999.39 | \$38,477.94 | \$39,960.94 | \$41,439.49 | \$42,918.05 | \$44,401.04 |
| 361 | 380 | 8 | \$37,740.89 | \$39,311.85 | \$40,882.82 | \$42,458.50 | \$44,029.46 | \$45,600.43 | \$47,176.11 |
| 381 | 402 | 9 | \$40,099.69 | \$41,768.84 | \$43,437.99 | \$45,112.15 | \$46,781.30 | \$48,450.45 | \$50,124.61 |
| 403 | 425 | 10 | \$42,605.92 | \$44,379.39 | \$46,152.86 | \$47,931.66 | \$49,705.13 | \$51,478.60 | \$53,257.40 |
| 426 | 449 | 11 | \$45,268.79 | \$47,153.11 | \$49,037.42 | \$50,927.39 | \$52,811.70 | \$54,696.02 | \$56,585.99 |
| 450 | 475 | 12 | \$48,098.09 | \$50,100.17 | \$52,102.25 | \$54,110.35 | \$56,112.43 | \$58,114.51 | \$60,122.61 |
| 476 | 503 | 13 | \$51,104.22 | \$53,231.44 | \$55,358.65 | \$57,492.25 | \$59,619.47 | \$61,746.68 | \$63,880.28 |
| 504 | 533 | 14 | \$54,298.24 | \$56,558.40 | \$58,818.57 | \$61,085.52 | \$63,345.68 | \$65,605.85 | \$67,872.80 |
| 534 | 564 | 15 | \$57,691.88 | \$60,093.30 | \$62,494.73 | \$64,903.37 | \$67,304.79 | \$69,706.21 | \$72,114.85 |
| 565 | 597 | 16 | \$61,297.62 | \$63,849.13 | \$66,400.64 | \$68,959.82 | \$71,511.33 | \$74,062.84 | \$76,622.02 |
| 598 | 632 | 17 | \$65,128.72 | \$67,839.70 | \$70,550.69 | \$73,269.81 | \$75,980.79 | \$78,691.78 | \$81,410.90 |
| 633 | 670 | 18 | \$69,199.26 | \$72,079.68 | \$74,960.10 | \$77,849.17 | \$80,729.59 | \$83,610.01 | \$86,499.08 |
| 671 | 709 | 19 | \$73,524.22 | \$76,584.66 | \$79,645.11 | \$82,714.74 | \$85,775.19 | \$88,835.63 | \$91,905.27 |
| 710 | 752 | 20 | \$78,119.48 | \$81,371.20 | \$84,622.93 | \$87,884.42 | \$91,136.14 | \$94,387.86 | \$97,649.35 |
| 753 | 797 | 21 | \$83,001.95 | \$86,456.91 | \$89,911.86 | \$93,377.20 | \$96,832.15 | \$100,287.11 | \$103,752.44 |
| 798 | 844 | 22 | \$88,189.58 | \$91,860.47 | \$95,531.36 | \$99,213.27 | \$102,884.16 | \$106,555.06 | \$110,236.97 |
| 845 | 895 | 23 | \$93,701.42 | \$97,601.75 | \$101,502.07 | \$105,414.10 | \$109,314.42 | \$113,214.75 | \$117,126.78 |
| 896 | 949 | 24 | \$99,557.76 | \$103,701.85 | \$107,845.94 | \$112,002.48 | \$116,146.57 | \$120,290.66 | \$124,447.20 |
| 950 | 1005 | 25 | \$105,780.12 | \$110,183.22 | \$114,586.31 | \$119,002.64 | \$123,405.73 | \$127,808.83 | \$132,225.15 |

Notes:

- Step increases will be awarded conditioned upon satisfactory performance.
- Employees starting in a position may be placed on any step at the discretion of the employer. Any employee that starts in a position at a step higher than Step 1 will receive a step increase based on the length of service in the position equivalent to the difference between the subsequent step length of service and current step length of service.
- No step increases will be awarded under this structure after December 31, 2016.

Definitions:

- Job Evaluation Point (JEP) Range: Upper and lower limits of JEP values for positions that are included in the corresponding grade.
- JEP Range - Minimum (Min.): The lowest JEP value in the JEP range.
- JEP Range - Maximum (Max.): The highest JEP value in the JEP range.
- Grade: An incremental category in the base pay structure that sets a pay range for positions that are included in the grade's JEP range.
- Pay Range: Upper and lower limits of pay for positions included in the corresponding grade.
- Step (second row): The increments ranging from the lowest to highest pay rates for a pay range.
- Step - time interval (third row): The number of months of employment in the position (conditioned upon performance) the corresponding step is awarded at.
- Step - percentages (fourth row): The percent of corresponding step's pay rate is from the pay rate for the highest step in the pay range.



January 20, 2016

Compensation Services

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

RE: RFP for Position Classification and Compensation System

Dear Steve,

MRA appreciates this opportunity to present the attached proposal for Compensation Services for the City of Windom. The attached proposal outlines the steps involved and the approximate time and investment for each step. Please know this is intended to serve as a foundation for our continued discussions as the project evolves.

MRA is one of the largest not-for-profit employer associations in the nation. As experts in HR, MRA helps our member organizations achieve their business goals. Benefits of membership include our HR professional-staffed InfoNow 24/7 Hotline service, our wage & benefit surveys, access to our online library of documents, toolkits, forms and webinars, our live and online events throughout the year, as well as savings on training and services. Information regarding membership is included in the proposal.

Please let us know if you would like further clarification or have any additional questions. We look forward to assisting you and welcome questions and feedback.

Best regards,

Wendie Lindberg
Compensation Director
763.253.9721
wendie.lindberg@mranet.org

cc: Julie Melander Holmes

www.mranet.org

Wisconsin
N19W24400 Riverwood Drive
Waukesha, WI 53188
262.523.9090 | 800.488.4845

Minnesota
9805 45th Avenue N
Plymouth, MN 55442
763.253.9100 | 888.242.1359

Illinois
625 North Court, Suite 300
Palatine, IL 60067
847.963.9860 | 800.679.7001

Iowa/Western Illinois
3800 Avenue of the Cities, Suite 100
Moline, IL 61265
309.764.8354 | 888.516.6357



Compensation Services

Prepared For:

City of Windom

Prepared by:

Wendie Lindberg

Compensation Director

Wendie.Lindberg@mranet.org

763.253.9721

&

Julie Melander Holmes

Member Relations Manager

Julie.Holmes@mranet.org

763.253.9109

Date: January 20, 2016

Project Overview

The City of Windom is interested partnering with a consultant to review, develop and assist in implementing a job evaluation and compensation system for its supervisory/management jobs. The City has identified 17 jobs to be included in the project. The objective is to provide the City with a solid foundation to ensure that the City is compensating employees competitively and recognizing the value of each position within the organization.

About MRA and MRA Membership

At MRA, we help organizations thrive by creating powerful workforces and safe, successful workplaces. That's been our goal for over 110 years. We believe our longevity and member satisfaction say something about our ability to deliver on that goal.

As one of the largest not-for-profit employer associations in the nation, today we serve more than 4,000 employers, covering 800,000 employees in the U.S. and abroad. Our members range in size from small entrepreneurs to Fortune 50 companies and reflect the diversity of industries in Minnesota, Wisconsin, Illinois and Iowa. As experts in HR, MRA uses talent, tools and training to help our member organizations achieve their business goals.

With MRA membership you'll receive HR support and assurance through our HR professional staffed InfoNow 24/7 Hotline service, our wage & benefit surveys, access to our online library of documents, toolkits, forms and webinars, our live and online events throughout the year, and you'll enjoy a 30% savings on our training and development services for your annual membership fee. Our typical member tells us they experience a four- to five-fold return on their investment and up to \$20,000 when all of the offerings included with membership are fully utilized.

Your annual MRA membership investment is based on your organization's approximate total workforce, and runs on a rolling calendar year which starts when you join. Based on the information you provided in the December 14, 2015 RFP document (53 FTE's and an additional 74 on call/seasonal/temporary employees) your organization qualifies for our 2016 51-100 FTE workforce dues rate of \$1,200. MRA membership must be in good standing when services are performed to receive member rates.

MRA's Project Approach

1. Gather Job Information/ Evaluate Job Descriptions

MRA will request current job descriptions from the City, will provide Job Analysis Questionnaires for the 17 employees, and will conduct individual interviews (in person or remotely). This will provide an opportunity for employee input and feedback. MRA will make recommendations to the City regarding any recommended revisions to the job descriptions in order for the City to comply with various regulations. The information gathered through job descriptions, organization charts and the interviews will be used as the basis for the following two steps in the project (market survey and internal job evaluation).

2. Compensation Market Survey

MRA will conduct a survey of the 17 jobs identified in the RFP, including 10 comparable jurisdictions. The survey will include base compensation and benefits data. Comparable jurisdictions to be surveyed will be identified and agreed upon by the City and MRA. The City will make the initial contact of the organizations identified as comparable to gain agreement to participate in the survey.

MRA will design the survey questionnaire, contact organizations to confirm participation, distribute the questionnaires, answer participant questions, follow-up with participants regarding their data submission; gather the data; analyze the data and prepare a final report. A participant report will also be sent to participating organizations.

As an optional step, MRA can supplement the custom survey by conducting a market study using published salary surveys. MRA would match the City's job descriptions to jobs in published salary surveys. MRA has a comprehensive library of quality salary survey sources that we use for our market pricing services. These sources include MRA, Mercer, Towers Watson, and QualComp as well as League of MN Cities. This step would include MRA meeting with the City project liaison to review job matches and appropriate data cuts, and incorporate any changes into the final market study results.

3. Evaluate Jobs

Using MRA's proprietary job evaluation system, MRA will perform a preliminary internal job evaluation to determine the point value for the 17 jobs included in the study. MRA will meet with the City's project liaison/committee to finalize the evaluations. An overview of MRA system is in Appendix I.

MRA recommends that as an optional step, all of the City's jobs be evaluated using a common system, to ensure compliance with Minnesota's Pay Equity.

4. Evaluate City's Current Pay Structure and Make Recommendations

MRA will evaluate the City's current pay structure relative to market data and internal evaluation results and recommend adjustments to the structure or the development of a new structure, as appropriate. This will include a review of the placement of the 17 jobs within current or proposed grades, and an employee impact analysis comparing how incumbents' salaries are positioned within the grades.

5. Perform System Testing

MRA will perform system testing to determine Minnesota Pay Equity compliance. MRA recommends that all of the City's jobs be evaluated using a common job evaluation system.

6. Explore Various Methods of Compensation

MRA will present options for merit and step programs for the City's consideration.

7. FLSA Review

MRA will review and assess job descriptions. The manager of the job may be requested to complete a questionnaire (optional, to be discussed with the City). MRA will review the information provided on the completed questionnaire and interview the manager in-person or by telephone. Following the interview, MRA will assess the position based on (1) the information provided by the manager, (2) Department of Labor guidance on the FLSA, (3) applicable state law, (4) relevant federal and state court cases and guidance, and (5) informal technical opinions and guidance. MRA will prepare a written report of our observations on the exempt/nonexempt classification for each job based on the above. Sources will be cited, as appropriate, to support MRA's observations. The report will be sent to the designated City representative in a confidential, encrypted email.

Jobs that fall within the "gray zone" with respect to their status may also be included in the assessment. Work will be performed by MRA HR professionals with knowledge of the FLSA laws and regulations, and with general HR practical experience. However, MRA does not provide legal advice. Any specific legal concerns should always be addressed with your legal counsel. You may

also wish to consider having your legal counsel direct MRA to do the work in order to preserve attorney-client privilege.

MRA estimates that two of the 17 jobs may need this level of in-depth FLSA review. However during the process of gathering job information, MRA may recommend that more than two or less than two jobs be reviewed.

8. Create Transition and Implementation Plan

MRA will identify costs and employee relations impacts of a transition from the current pay structure to a new structure. This may include amounts and timing of adjustments as well as recommendations on how to communicate changes to those impacted. Recommendations will be structured to fit within agreed upon budget limits.

9. Provide Recommendations for Reclassification Requests

MRA will recommend policies and procedures for maintaining the classification system, including written documentation dealing with the acceptance, timing, frequency, content requirements and processing of requests initiated by incumbents or supervisors.

10. Provide Implementation Support and Maintenance Training

The MRA project liaison will provide training on the job evaluation system as a component of the job evaluation meetings. MRA will provide the City with the Excel spreadsheet-based job evaluation system and five printed copies of the evaluation system guide charts.

MRA can also be available for questions and assistance. Questions/assistance requiring work of one hour or more are billed at the applicable hourly rate. Questions/assistance requiring a de minimus amount of work (less than one hour) will be provided as a member service should the City opt to become a member of MRA.

MRA is frequently asked to maintain the compensation plan for many of our member organizations on an ongoing basis. This generally means providing individual job evaluations and/or market data and pay grade recommendations for new and/or significantly changed positions; providing recommended pay structure movement recommendations on an annual basis; and completing new market studies every two to three years. The MRA project consultant will be pleased to discuss these options at your convenience.

11. Final Report and Meetings

MRA will provide a summary report of the project findings and recommendations and will meet with appropriate representatives from The City to discuss the project findings and recommendations.

Your Investment

Based on the project scope discussed so far, our estimated professional fees are outlined in the table below. MRA understands that the City's target date for completion is July 29, 2016. Meeting that target completion date depends the starting date for the project with Step 1 below.

| Description | Estimated Timeframe | Estimated Member Rate | Estimated Nonmember Rate |
|---|------------------------|-----------------------|--------------------------|
| 1. Gather and review job information for 17 jobs* Distribute JAQs for completion, review current job descriptions, meet with individuals to review JAQ and input; provide recommendations for changes to JDs. | Weeks 1 through 3 | \$2,805 | \$3,655 |
| 2. Conduct custom salary and benefits survey for 17 jobs* MRA develops and distributes survey, gathers and analyzes data for 17 jobs for 10 comparable jurisdictions (note: participation by other organizations cannot be guaranteed). | Weeks 3 through 9 | \$8,250 | \$10,750 |
| 3. Evaluate 17 jobs* MRA performs preliminary internal job evaluation using MRA system to determine point value for 17 jobs Meet with City to review and finalize job evaluations | Weeks 9 through 10 | \$2,062 | \$2,688 |
| 4. Evaluate City's current pay structure and recommend adjustments or new structure | Weeks 10 through 11 | \$1,650 | \$2,150 |
| 5. Perform system testing to determine MN Pay Equity Compliance Note: System testing would be incomplete without all jobs included in the job evaluation using the same system. | Weeks 12 through 13 | \$825 | \$1,075 |
| 6. Explore various methods of compensation Review options for merit, step programs (Time for actual development and implementation plan not included.) | Week 13 | \$825 | \$1,075 |
| 7. Perform in-depth review for selected jobs for FLSA classification High level review included with job evaluation. Estimate two jobs requiring additional research. | Weeks 4 through 10 | \$1,650 | \$2,150 |
| 8. Create transition and implementation plan | Weeks 14 through 15 | \$495 | \$645 |
| 9. Provide recommendations on methodology for determining validity for requests for reclassification and/or compensation changes | Weeks 14 through 15 | \$495 | \$645 |
| 10. Provide implementation support and maintenance training on proposed system Training, system and materials included. Additional jobs and revised jobs going forward typically one hour per job. | Ongoing | Included** | |
| 11. Prepare reports and attend meetings to present findings Up to 2 meetings of 2 hours each | TBD | \$1,320 | \$1,720 |
| ESTIMATED TOTAL | | \$20,377 | \$26,552 |

| Optional Items | Estimated Timeframe | Estimated Member Rate | Estimated Nonmember Rate |
|---|---------------------|-----------------------|--------------------------|
| Evaluate City's non-supervisory jobs MRA evaluates other City jobs not included in this study, based on current job description only. Estimate 24 jobs – actual number to be determined. | TBD | \$3,960.00 | \$5,160.00 |
| Market Price 17 jobs MRA conducts market study using published surveys, based on job descriptions submitted by the City. Member rate of \$175 per job. Includes phone discussions to confirm matches and data cuts. | TBD | \$2,975.00 | \$3,910.00 |

** Please note that the project assumes an estimate for the number of jobs and number of organizations participating in the survey for this project. The fees will be adjusted if the actual number of jobs or survey participants is more or less than originally anticipated.*

***Ongoing support included as member service for member organizations; assistance requiring one hour or more of consultant's time billed at the appropriate hourly rate. New and revised jobs typically take one hour.*

No additional fees beyond the estimate will be charged to the City, for the services described above, unless there is a change in the scope of services, and both MRA and the City have agreed to the changes.

Additional Expenses:

Additional expenses may include mileage billed at the standard IRS rate and travel time at \$50 per hour. MRA invoices monthly with payment due in 30 days. MRA anticipates travel for four to five in person meetings, other meetings to be held via Go-to-Meeting or similar technology.

Based on the scope of the project as discussed above, the fee schedule is valid for 90 days from the date of submittal.

MRA invests in the careers, talents, and experience of our professionals. Seeing first-hand the talents of our people, the organizations with whom we partner, on occasion, seek to hire an MRA employee during the course of that assignment or shortly thereafter. If the City would look to hire an MRA employee during this assignment, or within six months of the assignment's completion, a one-time \$25,000 fee would be assessed to cover the cost of replacing this valuable resource.

Project Staff

MRA hires only the most talented compensation professionals. These are individuals who have demonstrated progressive levels of experience in diverse environments. They are practitioners who have experienced a wide range of professional situations and successfully developed solutions based on the needs of the organization. Our subject matter experts are solid technical contributors who excel in meeting our member's unique, individualized needs.

To facilitate communication during this project your primary point of contact will be Wendie Lindberg who is a director in our compensation consulting services practice. Expert assistance will be provided by George Gmach, retired MRA consultant. Other team members may be assigned to the project.

MRA Compensation Services

The compensation services MRA provides are a direct response to the needs of our member and client organizations. We have provided compensation services and advice to hundreds of member companies ranging from very small privately held firms to multi-national conglomerates.

The professional services that member organizations typically rely upon MRA to provide in the area of Compensation Services include:

- Comprehensive pay plan audits & assessments
- Special wage & salary surveys
- Compliance with wage/hour (FLSA) regulations
- Job descriptions
- Job evaluation tools
- Competitive market pricing & analysis
- Wage & salary structures
- Bonus & incentive plans
- Other alternative pay systems
- Skill, knowledge, & credential-based pay systems
- Management training in wage & salary administration
- Sales compensation programs
- Executive compensation programs

About MRA

Our members have depended on us for more than a century.

Founded in 1901, MRA is one of the largest employer associations in the country. We serve 4,000 employers each year. Our members range in size from small entrepreneurs to Fortune 50 companies and reflect the diversity of the industries in Illinois, Iowa, Minnesota and Wisconsin.

MRA Code of Ethics

Our reason for existence is to serve each member by providing unparalleled information, training and direct help. Our word is our bond; you can count on it.

Our purpose is to help your company achieve productive employer-employee relations and enhance your ability to effectively meet current and future business challenges.

All contacts and consultations will be held in strict confidence, unless you permit the use of your name in exchanging information with others.

We will present the situation as we see it, even though occasionally you may not like to hear our views or they disagree with your opinion.

We recommend what we would do if in your situation, describe area practices and provide practical alternative solutions. In other words, we won't tell you how to run your business.

We appreciate that we are only as good as your confidence and trust in us. We will earn that trust and confidence every day.

Finally, we aim to do what's right because it is right and fair. We will not bend the rules in order to bypass tough decisions. And we will serve your company to the best of our ability.

Guaranteed. Absolutely.

MRA is dedicated to providing exceptional results. We're proud of it and back it up with a promise of complete satisfaction and a money-back guarantee.

APPENDIX I

MRA Job Evaluation System

MRA uses a proprietary job evaluation process to assist with internal job evaluation. The MRA Job Evaluation System is a guide chart point factor method that has been developed based on years of experience with job evaluation and exposure to the strengths and weaknesses of different systems. This system uses the same set of factors to evaluate all jobs. The MRA System measures the following factors:

Qualifications and Skills the Employee Needs: (30%)

- Qualifications – Includes the formal training, education and experience that are identified as a prerequisite for hiring or promotion into a job class;

Duties of the Job Including Decisions, Problem Solving and Relationships: (55%)

- Decision Making – Includes the nature of the decision process and the scope of organizational impact of decisions that are made as part of the duties of the job class;
- Problem Solving – Includes the nature of the problem solving effort and the impact of problem solving on the organization;
- Relationships – Includes the nature of relationships and the impact of internal and external relationships on the organization;

Working Conditions Including Effort, Hazards and Environment: (15%)

- Effort – A two-part rating includes physical effort, attention to detail and pressure of deadlines, along with the frequency of application of effort;
- Hazards – Includes the nature of injuries and illnesses to which workers may be exposed despite reasonable efforts to mitigate, along with probability or frequency of their occurrence (degrees are linked to OSHA definitions);
- Environment – includes the nature of the work environment, including presence of uncomfortable or unpleasant characteristics, along with frequency of exposure.

The factors are weighted based on the degree of influence that each has on compensation when all else is equal. The process of applying an internal evaluation tool can be participative, with a committee approach, totally MRA project professional driven, or a combination of MRA project professional and internal committee.

MRA's system is based on an Excel spreadsheet and is easy to administer. The MRA project professional will provide training to designated City staff as part of the job evaluation process.



SAMPLE JOB QUESTIONNAIRE

| | |
|-------------------|-------------------|
| NAME _____ | DATE _____ |
| JOB TITLE _____ | DEPARTMENT _____ |
| LOCATION _____ | FT/PT _____ |
| REPORTS TO _____ | PREPARED BY _____ |
| APPROVED BY _____ | DATE _____ |

If you need help completing this questionnaire please contact human resources to arrange for assistance. Once this questionnaire is completed you may be interviewed individually or in a small group to further explain the job. If you are one of several persons who do the same job, you should work together to complete one questionnaire.

I. Job Summary

In one or two sentences summarize the primary purpose and function of the job.

II. Essential Duties and Responsibilities

List below the major areas of responsibility of the job, in descending order of importance (from the most important to the least important). Indicate the approximate percentage of time spent on each responsibility. Note that the total of all percents must be 100. Under each responsibility summarize the specific duties required to perform the job. Give as much detail as is necessary to fully explain the job, such as budget responsibility, employees supervised, equipment used, etc. Use additional pages if necessary or attach a marked-up job description if the content is correct.

| % Time Spent | Responsibilities and Duties |
|--------------|-----------------------------|
| 1. | |
| 2. | |
| 3. | |
| 4. | |
| 5. | |



6.

III. Responsibility for Others

- A. List **titles** of jobs that directly report to this job (formal supervision):

- B. List job titles to which this job gives work direction, but does not formally supervise:

IV. Internal and External Relationships

List contacts with people (inside and outside the organization) that are required by the job. It is not necessary to repeat those already listed under reporting relationships. State the nature (helping, instructing, negotiating, convincing, etc.) and impact of the contact (customer satisfaction, sales volume, purchasing volume, etc.) as well as frequency and method (phone, e-mail, letter, in-person, etc.).

| | <u>Contact</u> | <u>Nature and impact of contact</u> | <u>Method & Frequency</u> |
|----|----------------|-------------------------------------|-------------------------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |

V. Problem Solving and Decision-Making Responsibilities

- A. Describe how this job develops or assists in the development of policies and procedures or administers policies and the impact policies have on one's own work, the department, the division, or the entire company.

- B. Describe the nature of decisions made and what financial and operating impact the decisions have on own work, department, division, or entire company.



- C. Explain the nature of problems solved by persons in this job and what impact the problem solving or idea generation has on own work, department, division, or entire company.

VI. Knowledge, Skills, Abilities, Experience and Education

Describe below the minimum level of formal education, experience, knowledge, skills, and that a person needs in order to be selected for the job and why these are needed. Base this on the job requirements, not on the personal qualifications of the job holder(s). Describe first how a jobholder learns to perform the job successfully. What background education including any certification, licensing or registration is required in order to qualify to be hired or promoted to this job?

| | Required (Check if yes) | Preferred (Check if yes) |
|--|-----------------------------------|------------------------------------|
| <input type="checkbox"/> No educational requirement | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> High school diploma or General Equivalency Diploma (GED) | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> High school diploma plus some specialized training of less than two years (e.g. technical or business school) | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Associate degree or two-year program | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Bachelor's degree obtained through a formal four-year program | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Master's degree | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Doctoral or advanced degree or more | <input type="checkbox"/> | <input type="checkbox"/> |

Describe the specific field of study & why it is needed:

Check the box that identifies the amount of previous work experience required for a new incumbent in this job.

- Less than six months
- More than six months but less than one year
- One year to less than three years
- Three years to less than five years
- Five year to less than ten years
- Ten or more years
- Other (please describe):



Please describe one or more typical prior experiences necessary to qualify to be hired or promoted to this job (including the minimum time required to gain such experience.

What training or experience must a jobholder normally acquire on the job after being hired or promoted to the job?

Indicate the type of certification, licensure, and/or registration that is required or preferred to perform the job.

| | Required (Check if yes) | Preferred (Check if yes) |
|---|-----------------------------------|------------------------------------|
| <input type="checkbox"/> None | None | None |
| <input type="checkbox"/> Certification (please describe): ___ | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Licensure (please describe): | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Registration (please describe): | <input type="checkbox"/> | <input type="checkbox"/> |

List any additional specialized knowledge or skills that are required to perform the job.

VII. Additional Information

Provide any other information that may more completely explain the job.

VIII. **Supervisor Comments:** Use the space below to for supervisor comments to clarify elements of the questionnaire that may be in need of further explanation.

IX. **Supervisor approval:** Please sign below to indicate that the content of this questionnaire and any attachments accurately reflects the job, unless noted as an area under review.

Signature:

Date:



Supplement – Physical Effort & Working Conditions

INDICATE FREQUENCY (HOW OFTEN), WHAT THE REASON FOR THE ACTIVITY IS AND ANY LIMITATIONS ON FREQUENCY, WEIGHT, HEIGHT, ETC.

| Frequency | Letter Code | Defined as |
|--------------|-------------|-------------------------|
| Never | N | |
| Seldom | S | Up to 1 hour per day |
| Occasionally | O | 1 to 2 hours per day |
| Frequently | F | 2 to 5 hours per day |
| Continuously | C | 6 or more hours per day |

PHYSICAL EFFORT FREQUENCY DESCRIPTION, REASON FOR, LIMITS

| | | |
|-------------------------|--|--|
| Stand | | |
| Sit | | |
| Walk | | |
| Bend/Twist | | |
| Push | | |
| Pull | | |
| Climb (stairs, ladders) | | |
| Reach | | |
| Lift | | |
| Carry | | |
| Grasp/Grip | | |
| Repetitive Motions | | |
| Kneel/Crawl | | |
| Run | | |
| Jump | | |
| Rapid work speed | | |
| Filing | | |
| Finger movement | | |
| Keyboard use | | |
| Close vision | | |
| Color vision | | |
| Depth perception | | |
| Far vision | | |
| Hear | | |



| | | |
|--------|--|--|
| Talk | | |
| Smell | | |
| Touch | | |
| Other: | | |

WORKING CONDITIONS/

EXPOSURES FREQUENCY DESCRIPTION, REASON FOR, LIMITS

| | | |
|---------------------|--|--|
| Heat | | |
| Cold | | |
| Temperature changes | | |
| Dampness | | |
| Humidity | | |
| Wet environment | | |
| Work outdoors | | |
| Noise | | |
| Vibration | | |
| Heights | | |
| Confined spaces | | |
| Moving objects | | |
| Solvents | | |
| Acids, corrosives | | |
| Other chemicals | | |
| Dust | | |
| Dirt | | |
| Fumes/Vapors/Mists | | |
| Gases | | |
| Office environment | | |
| Work alone | | |
| Work with others | | |
| Other: | | |

SAFETY EQUIPMENT

What safety equipment is required?

Where and when must it be used?

APPENDIX III – REFERENCES

Minnesota River Area Agency on Aging, Inc.
Linda Giersdorf, Executive Director
507.389.8866
lindag@rncd.org

The American Registry of Radiologic Technologists
Lana Erickson, Director, Human Resources
651.681.3116
Lana.Erickson@arrrt.org

Evangelical Free Church of America
Dick Dahl, Director of HR & Administration
952-853-1767
Dick.Dahl@efca.org

South Country Health Alliance
Tami Seykora,
Human Resources Manager
(507) 431-6590
TSeykora@mnscha.org



Wendie Lindberg

Compensation Director, MRA

Wendie Lindberg provides project and training services in the areas of compensation, performance management, and other human resources services. Wendie has been providing services to MRA members in a wide variety of industries for over 15 years. Wendie’s human resources experience has focused in compensation, employment law compliance, employee relations, policy development, and project management. She has worked with various types of organizations including manufacturing, not-for-profits, health-care, government, hospitality, retail, and professional services organizations, in generalist and senior management roles.

Wendie has a B.A. degree, has completed coursework towards the Certified Compensation Professional (CCP) designation from WorldatWork (formerly known as the American Compensation Association), and obtained PHR certification from the Human Resource Certification Institute. Wendie is a member of WorldatWork and the Twin Cities Compensation Network. Wendie performs volunteer work with several arts, education, and community organizations.

George Gmach

Retired MRA Director of Compensation and Surveys/Independent Consultant

George has more than 25 years of compensation consulting experience in multiple industries and with both large and small companies. He was with MRA, formerly Trusight and Employers Association, from August of 1998 through May of 2014. Prior to joining MRA, George was Vice President of Business Development & Public Sector Consulting with the Stanton Group. George’s experience includes:

- Eleven years of manufacturing industry experience, requiring communication with all levels of employees
- Lecturer in public and private sector compensation at the university level
- Facilitator of employee involvement teams for 5 years at Federal Cartridge/Hoffman Engineering in early 1980’s
- Managing consultant on numerous private sector, public sector and not-for-profit compensation design projects
- Experience with use of multiple job evaluation systems and designer of the MRA Job Evaluation System
- Management of the compensation and benefits survey department at Stanton Group for nine years
- Director of Compensation and Benefits for MRA for 16 years

George is a graduate of the University of Minnesota, with 54 semester credits of graduate study. He has been an elected public official with 18+ years as a city council member in a city of 5,500. He has served as an officer for professional human resource associations and is a military veteran.

www.mranet.org

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262.523.9090 | 800.488.4845

Minnesota
9805 45th Avenue N
Plymouth, MN 55442
763.253.9100 | 888.242.1359

Illinois
625 North Court, Suite 300
Palatine, IL 60067
847.963.9860 | 800.679.7001

Iowa/Western Illinois
3800 Avenue of the Cities, Suite 100
Moline, IL 61265
309.764.8354 | 888.516.6357

PROPOSAL RATE SHEET

DATE OF SUBMISSION: JANUARY 20, 2016

NAME OF CONSULTANT SUBMITTING PROPOSAL: MRA

PROJECT TIMELINE (DATES): SEE PROPOSAL

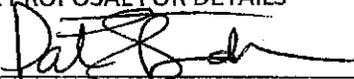
PROPOSAL RATES INCLUDING; ANTICIPATED TOTAL COST OF SERVICES BROKEN DOWN BY MILESTONE COMPONENT, INCLUDING THE LUMP SUM NOT TO EXCEED PROTECTION: \$20,377 MRA MEMBER FEE

\$26,522 MRA NONMEMBER FEE. SEE PROPOSAL FOR DETAILS

OUTCOMES INCLUDING ALL DOCUMENTS THAT WILL BE PROVIDED (DATE):

JULY 29, 2016 SEE PROPOSAL FOR DETAILS

SUBMITTED BY:



(Officer of the company) PAT STAADEN, CHIEF OPERATING OFFICER, MINNESOTA DIVISION

Insurance Requirements for Selected Firm

The Contractor shall not commence work under the Contract until he/she has obtained insurance coverage as described in this Section and such insurance has been approved by the City Attorney. The Contractor shall provide the City Attorney the original or a certified duplicate copy of the Public Liability and Property Damage Insurance and Extended Coverage Policies required hereunder. The Contractor shall furnish the City with a Certificate of Insurance from the insurance company issuing the policies for Worker's Compensation Insurance and such other insurance as is herein required. All policies and certificates shall provide that the policies will remain in force and effect on ten days written notice to the City Attorney before cancellation.

The contractor shall procure and maintain during the life of the Contract and until the Contract has been fully accepted, insurance policies as follows:

1. Public Liability and Property Damage Insurance

For and on behalf of himself/herself and the City of Windom as joint assured, and with a cross liability endorsement protecting the City of Windom from claims or damages for personal injuries, including accidental death, as well as for claims for property damage which may arise from operations under the Contract, whether such operations be by the Contractor or by the subcontractor or by anyone directly or indirectly employed by either of them.

Said Public Liability and Public Property Damage Insurance Policy shall provide that the insurance company waives the right to assert the immunity of the City as a defense to any claims made under said insurance.

The amount of such insurance will be as follows:

Public Liability Insurance in an amount of not less than One Million Dollars (\$1,000,000) for all damages arising out of bodily injuries to, or death of one person and subject to the same limit for each person in a total amount of not less than One Million Dollars (\$1,000,000) on account of one accident, and property damage insurance in an amount of not less than One Million Dollars (\$1,000,000) for all damages to or destruction of property in any one accident and subject to that limit, a total limit of One Million Dollars (\$1,000,000) for all damages to or destruction of property during the policy period.

2. Worker's Compensation Insurance:

For all his/her employees employed at the site of the Project and in case any work is sublet, the Contractor shall require the subcontractor to provide Worker's Compensation Insurance for all his/her employees.

3. Automobile Public Liability Insurance:

One Million Dollars (\$1,000,000) for all damages arising out of bodily injuries to, or death of one person, and subject to that limit for each person, a total of One Million Dollars (\$1,000,000) for any one accident and property damage liability insurance in an amount no less than One Million Dollars (\$1,000,000) for all damages to or destruction of property in any one accident and subject to that limit, a total of One Million Dollars (\$1,000,000) for all damages to or destruction of property during the policy period, if any motor vehicles are engaged in operations within the term of the Contract on the site of work covering the use of all such motor vehicles unless such coverage is included in the insurance provided for under subsection "1" hereof.

The cost of all insurance required herein will be considered to be an incidental expense and no direct compensation will be made therefore

SURPLUS EQUIPMENT

Community Center

24-400 Watt Metal Halide Lights

Street Dept.

Hiniker V-Scoop-Angle Snow Plow

Park Dept.

1994 Toro Workman Groundmaster Riding Lawn Mower

Fire Dept.

Rescue Unit 20 - 1989 Chevy Chassis with Central Apparatus Body

Pump

Water Dept.

4 - 100 watt, 1120/208/240/277 volt Lithonia Hi-Tek lights

ORDINANCE NO. 154, 2ND SERIES

**AN ORDINANCE ENACTING AND ADOPTING A CODIFIED SUPPLEMENT TO THE
CODE OF ORDINANCES FOR THE CITY OF WINDOM**

WHEREAS, American Legal Publishing Corporation of Cincinnati, Ohio, has completed the 2015 codified supplement to the Code of Ordinances of the City of Windom, which contains all ordinances of a general and permanent nature enacted since the adoption of the codified and printed City Code of Ordinances Book; and

WHEREAS, it is necessary to adopt an ordinance to authorize the inclusion of the 2015 codified supplement in the codified and printed City Code of Ordinances Book.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WINDOM,
MINNESOTA, DOES ORDAIN:**

Section 1. That the 2015 codified supplement to the Code of Ordinances of the City of Windom, as submitted by American Legal Publishing Corporation of Cincinnati, Ohio, be and the same is hereby adopted by reference as if set out herein in its entirety.

Section 2. Such codified supplement shall be deemed published as of the day of its adoption and approval by the Windom City Council and the City Administrator is hereby authorized and ordered to insert such supplement into the copy of the Code of Ordinances kept on file in the Office of the City Administrator.

Adopted by the City Council of the City of Windom, Minnesota, this 1st day of March, 2016.

Corey J. Maricle, Mayor

Attest: _____
Steve Nasby, City Administrator

1st Reading: February 16, 2016

2nd Reading: March 1, 2016

Adoption: March 1, 2016

Published: March 9, 2016



Windom, MN

Expense Approval Report By Fund

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

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

Expense Approval Report

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

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

Activity: 45202 - Park Areas

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

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

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

Activity: 49950 - Capital Outlay

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

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

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

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

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

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

| | | | | | |
|--------------------------|--------|------------|----------|---------------|-------|
| CENTURY BUSINESS PRODUCT | 308108 | 12/31/2015 | SUPPLIES | 250-46520-200 | 47.20 |
|--------------------------|--------|------------|----------|---------------|-------|

Expense Approval Report

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

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

Expense Approval Report

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

| Vendor Name | Payable Number | Post Date | Description (Item) | Account Number | Amount |
|-------------------|----------------|------------|--------------------|--------------------------------------|-----------------|
| MN VALLEY TESTING | 790989 | 01/11/2016 | TESTING | 602-49450-439 | 194.40 |
| | | | | Activity 49450 - Sewer Total: | 2,762.11 |
| | | | | Fund 602 - SEWER Total: | 2,762.11 |

Fund: 604 - ELECTRIC

| | | | | | |
|-------------------------|-----------|------------|-----------------------------|-----------|------------------|
| TELECOM FUND | 20160120 | 01/20/2016 | MONTHLY TRANSFERS -JAN 2 | 604-11500 | 5.92 |
| TANGLEWOOD APTS | 20160120 | 01/20/2016 | REFUND-STMT CREDIT @ TAN | 604-11500 | 56.94 |
| JERRY PARKER | 20160120 | 01/20/2016 | REFUND- CREDIT BAL ON 660 | 604-11500 | 135.13 |
| NATIONWIDE HOUSING CORP | 20160120 | 01/20/2016 | REFUND-STMT CREDIT ON PE | 604-11500 | 36.83 |
| TANGLEWOOD APTS | 20160120A | 01/20/2016 | REFUND-STMT CREDIT @ TAN | 604-11500 | 33.18 |
| ROBERT GEORGES | 20160120A | 01/20/2016 | REFUND - STATEMENT CREDI | 604-11500 | 1.34 |
| RON'S ELECTRIC INC | 131993 | 01/26/2016 | IMPROVEMENTS | 604-16300 | 854.97 |
| B & B TRANSFORMER | 22472 | 12/31/2015 | ELECTRIC NEW CONSTRUCTIO | 604-16300 | 4,995.00 |
| DAKOTA SUPPLY GROUP | B845841 | 01/11/2016 | ELECTRIC METERING | 604-16400 | 544.37 |
| ALMA HERNANDEZ | 20160119 | 01/19/2016 | REFUND - UTILITY PREPAYME | 604-22000 | 300.00 |
| AARON AHLBRECHT | 20160119 | 01/19/2016 | REFUND - UTILITY PREPAYME | 604-22000 | 125.00 |
| RODRIGO HERNANDEZ DELEO | 20160120 | 01/20/2016 | REFUND - UTILITY PREPAYME | 604-22000 | 125.00 |
| MITCHEL BOECK | 20160120 | 01/20/2016 | REFUND - UTILITY PREPAYME | 604-22000 | 300.00 |
| TYLER BONSER | 20160120 | 01/20/2016 | REFUND - UTILITY PREPAYME | 604-22000 | 125.00 |
| ROBERT GEORGES | 20160120 | 01/20/2016 | REFUND UTILITY PREPAYMEN | 604-22000 | 300.00 |
| RIVER CITY EATERY | 20160120 | 01/20/2016 | REFUND - UTILITY PREPAYME | 604-22000 | 300.00 |
| PATRICK ADAMS | 20160120 | 01/20/2016 | REFUND-BAL OF UTILITY PREP | 604-22000 | 258.26 |
| RANDY KAISER | 20160120 | 01/20/2016 | REFUND - UTILITY PREPAYME | 604-22000 | 20.00 |
| JORDAN JOHNSON | 20160120 | 01/20/2016 | REFUND - UTILITY PREPAYME | 604-22000 | 125.00 |
| COLIN MULLOY | 20160120 | 01/20/2016 | REFUND - BAL OF UTILITY PRE | 604-22000 | 231.61 |
| THOMAS CLIPPERTON | 20160120 | 01/20/2016 | REFUND - UTILITY PREPAYME | 604-22000 | 300.00 |
| CHERYL JURGENS | 20160120 | 01/20/2016 | REFUND - UTILITY PREPAYME | 604-22000 | 20.00 |
| JESSICA KODADA | 20160120 | 01/20/2016 | REFUND BAL OF UTILITY PREP | 604-22000 | 47.60 |
| MIKE JOHNSON | 20160120 | 01/20/2016 | REFUND UTILITY PREPAYMEN | 604-22000 | 300.00 |
| NICHOLE HALL | 20160120 | 01/20/2016 | REFUND - BALANCE OF UTILIT | 604-22000 | 221.13 |
| ELECTRIC FUND | 20160120A | 01/20/2016 | REF-UTIL PREPAY-J.KODADA T | 604-22000 | 252.40 |
| ELECTRIC FUND | 20160120B | 01/20/2016 | REF UTIL PREPAY-N.HALL TO | 604-22000 | 78.87 |
| ELECTRIC FUND | 20160120C | 01/20/2016 | REF-UTIL PREPAY-P.ADAMS T | 604-22000 | 41.74 |
| ELECTRIC FUND | 20160120D | 01/20/2016 | REFUND-C.MULLOY-UTIL PRE | 604-22000 | 68.39 |
| | | | | | 10,203.68 |

Activity: 49550 - Electric

| | | | | | |
|----------------------------|------------|------------|-----------------------------|---|-------------------|
| OFFICEMAX - HSBC BUS SOLU | 622795 | 01/11/2016 | SUPPLIES | 604-49550-200 | 312.06 |
| OFFICEMAX - HSBC BUS SOLU | 725257 | 01/20/2016 | SUPPLIES | 604-49550-200 | 131.20 |
| BORDER STATES | 910530277 | 12/29/2015 | UNIFORMS | 604-49550-218 | 1,932.42 |
| CMMPA - CENTRAL MUNICIP | 5398 | 12/31/2015 | ENERGY | 604-49550-263 | 107,914.80 |
| CMMPA - CENTRAL MUNICIP | 5398 | 12/31/2015 | TRANSMISSION | 604-49550-263 | 96,113.96 |
| CMMPA - CENTRAL MUNICIP | 5400 | 01/12/2016 | 2015 VINTAGE REC PURCHAS | 604-49550-263 | 4,500.00 |
| DGR ENGINEERING | 00218001 | 01/25/2016 | SERVICE -GENERATION FEASI | 604-49550-303 | 3,434.50 |
| GOPHER STATE ONE CALL | 153545 | 12/31/2015 | LOCATES | 604-49550-321 | 4.35 |
| CMRS - TMS #256704 | 20160126 | 01/26/2016 | POSTAGE #256704 | 604-49550-322 | 1.56 |
| CMRS - TMS #256704 | 20160126 | 01/26/2016 | POSTAGE #256704 | 604-49550-322 | 71.79 |
| BRENT BROWN | 20160125 | 01/25/2016 | EXPENSE- APPA | 604-49550-331 | 147.87 |
| CITIZEN PUBLISHING CO | 20160105 | 12/31/2015 | ADVERTISING - | 604-49550-340 | 45.50 |
| MN ENERGY RESOURCES | 20160120H | 01/20/2016 | HEATING #4355412-0 - ELECT | 604-49550-383 | 504.21 |
| HOMETOWN SANITATION SE | 0000164246 | 12/31/2015 | GARBAGE SERVICE - ELECTRIC | 604-49550-384 | 84.75 |
| MN MUNICIPAL UTILITIES ASS | 46395 | 01/25/2016 | 2016 ELEC MEMBER DUES | 604-49550-433 | 10,401.00 |
| CMMPA - CENTRAL MUNICIP | 5380 | 12/31/2015 | CONSERVATION | 604-49550-450 | 1,133.00 |
| BANK MIDWEST | 20160120 | 01/20/2016 | NSF-TERRY SCHMIDT -UTIL | 604-49550-480 | 102.17 |
| BANK MIDWEST | 20160121 | 01/21/2016 | NSF - ALEJANDRA RODRIGUEZ | 604-49550-480 | 201.55 |
| BANK MIDWEST | 20160122 | 01/22/2016 | NSF-FOREST FOSHEIM - UTILI | 604-49550-480 | 326.52 |
| BANK MIDWEST | 20160125A | 01/25/2016 | NSF-RACHEL BUSSE -UTILITIES | 604-49550-480 | 220.00 |
| | | | | Activity 49550 - Electric Total: | 227,583.21 |
| | | | | Fund 604 - ELECTRIC Total: | 237,786.89 |

Expense Approval Report

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

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

Expense Approval Report

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

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

Activity 49751 - Liquor Store Total: 49,040.30

Fund 609 - LIQUOR STORE Total: 49,040.30

Fund: 614 - TELECOM

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

1,050.56

Activity: 49870 - Telecom

| | | | | | |
|--------------------------|--------------|------------|-----------------------------|---------------|----------|
| RAGE INC | 01-010424 | 01/11/2016 | SERVICE - WINDOM NET | 614-49870-211 | 21.33 |
| RADIANT COMMUNICATIONS | 00017479 | 01/27/2016 | MAINTENANCE | 614-49870-227 | 484.37 |
| POWER & TEL | 5913783-00 | 01/25/2016 | MAINTENANCE- TELECOM | 614-49870-227 | 1,735.12 |
| CITRUS COMMUNICATIONS, I | 7162 | 01/20/2016 | CAMERA-SPEC BLDG | 614-49870-227 | 2,304.00 |
| PCM-G GLOBAL GOV/EDUCAT | R34341430101 | 01/26/2016 | MAINTENANCE | 614-49870-227 | 81.35 |
| NATIONAL CABLE TV COOP | SI-473335 | 01/20/2016 | MAINTENANCE | 614-49870-227 | 77.56 |
| NATIONAL CABLE TV COOP | SI-473948 | 01/20/2016 | MAINTENANCE | 614-49870-227 | 880.67 |
| FINLEY ENGINEERING | 20160120 | 01/20/2016 | SERVICE PROJECT #07-17410 | 614-49870-303 | 175.00 |
| INTERSTATE TRS FUND | 82580701161 | 01/22/2016 | ASSESSMENT FOR 499-A FILIN | 614-49870-304 | 147.05 |
| GOPHER STATE ONE CALL | 153545 | 12/31/2015 | LOCATES | 614-49870-321 | 4.35 |
| CMRS - TMS #256704 | 20160126 | 01/26/2016 | POSTAGE #256704 | 614-49870-322 | 157.30 |
| NEUSTAR, INC. | L-0000016469 | 01/26/2016 | NUMBER PORTS#10202 | 614-49870-326 | 37.50 |
| MN ENERGY RESOURCES | 20160120 | 01/12/2016 | HEATING #4098343-9 TELECO | 614-49870-383 | 195.37 |
| HOMETOWN SANITATION SE | 0000164247 | 12/31/2015 | GARBAGE SERVICE - TELECOM | 614-49870-384 | 73.92 |
| TEGNA | 1029-1308 | 12/31/2015 | SUBSCRIBER | 614-49870-442 | 4,778.16 |
| YOUNG BROADCASTING LLC | 20160108 | 12/31/2015 | SUBSCRIBER | 614-49870-442 | 7,389.48 |
| HUBBARD BROADCASTING IN | 20160108 | 12/31/2015 | SUBSCRIBER | 614-49870-442 | 6,250.50 |
| CONSOLIDATED COMMUNICA | 20160111 | 01/11/2016 | 10 GB TRANSPORT #1160904 | 614-49870-442 | 2,950.00 |
| CBS TELEVISION STATIONS | 20160120 | 01/20/2016 | SUBSCRIBER | 614-49870-442 | 4,444.80 |
| ONVOY VOICE SERVICES | 160104008508 | 01/11/2016 | SS7 SERVICES #00155600262 | 614-49870-445 | 1,342.89 |
| CONSOLIDATED COMMUNICA | 20160111 | 01/11/2016 | 10 GB TRANSPORT #1160904 | 614-49870-447 | 5,987.50 |
| SOUTHWEST/WEST CENTRAL | 48862 | 12/31/2015 | SERVICE | 614-49870-447 | 935.00 |
| ONVOY VOICE SERVICES | 160104009022 | 01/11/2016 | SWITCHING SERVICES #00155 | 614-49870-451 | 4,328.46 |
| ZAYO BANDWIDTH | 20160116 | 01/11/2016 | TRANSPORT #114184-002376 | 614-49870-451 | 3,373.14 |
| CENTURY LINK | 20160126 | 01/26/2016 | SERVICE 831-1075 104 | 614-49870-451 | 75.12 |
| BANK MIDWEST | 20160121A | 01/21/2016 | NSF - ANGELA DAVIS - TELECO | 614-49870-480 | 42.95 |

Activity 49870 - Telecom Total: 48,272.89

Fund 614 - TELECOM Total: 49,323.45

Fund: 615 - ARENA

Activity: 49850 - Arena

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

Expense Approval Report

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

| Vendor Name | Payable Number | Post Date | Description (Item) | Account Number | Amount |
|------------------|----------------|------------|------------------------|-------------------------------|--------|
| WINDOM AUTO VALU | 20160120 | 01/20/2016 | MAINTENANCE #3400540 - | 615-49850-404 | 7.49 |
| | | | | Activity 49850 - Arena Total: | 791.29 |
| | | | | Fund 615 - ARENA Total: | 791.29 |

Fund: 617 - M/P CENTER

Activity: 49860 - M/P Center

| | | | | | |
|------------------------|------------|------------|--------------------------|------------------------------------|----------|
| CMRS - TMS #256704 | 20160126 | 01/26/2016 | POSTAGE #256704 | 617-49860-322 | 11.86 |
| CITIZEN PUBLISHING CO | 20160105 | 12/31/2015 | ADVERTISING - | 617-49860-340 | 361.14 |
| MN ENERGY RESOURCES | 201601208 | 01/20/2016 | HEATING #4271541-7 COMM | 617-49860-383 | 1,294.47 |
| HOMETOWN SANITATION SE | 0000164249 | 12/31/2015 | GARBAGE SERVICE - COMM C | 617-49860-384 | 51.52 |
| RAGE INC | 01-010423 | 01/25/2016 | SERVICE - COMM CENTER | 617-49860-406 | 61.50 |
| | | | | Activity 49860 - M/P Center Total: | 1,780.49 |
| | | | | Fund 617 - M/P CENTER Total: | 1,780.49 |

Fund: 700 - PAYROLL

| | | | | | |
|-------------------------------|------------|------------|----------------------------|---------------------------|-----------|
| Internal Revenue Service-Payr | INV0000737 | 01/22/2016 | Federal Tax Withholding | 700-21701 | 10,660.09 |
| Minnesota Department of Re | INV0000736 | 01/22/2016 | State Withholding | 700-21702 | 4,305.59 |
| Internal Revenue Service-Payr | INV0000738 | 01/22/2016 | Social Security | 700-21703 | 11,317.28 |
| MN Pera | INV0000728 | 01/22/2016 | PERA | 700-21704 | 12,658.92 |
| MN Pera | INV0000729 | 01/22/2016 | PERA | 700-21704 | 5,555.67 |
| MN Pera | INV0000730 | 01/22/2016 | PERA | 700-21704 | 648.02 |
| MN Pera | INV0000731 | 01/22/2016 | PERA | 700-21704 | 20.00 |
| Minnesota State Deferred | INV0000732 | 01/22/2016 | Deferred Compensation | 700-21705 | 4,390.00 |
| Minnesota State Deferred | INV0000733 | 01/22/2016 | Deferred Roth | 700-21705 | 875.00 |
| LOCAL UNION #949 | 20160125 | 01/25/2016 | UNION DUES | 700-21707 | 1,675.58 |
| LAW ENFORCMENT LABOR SE | 20160125 | 01/25/2016 | POLICE UNION DUES | 700-21708 | 271.00 |
| Minnesota Department of Re | 20160126 | 01/26/2016 | WAGE LEVY | 700-21709 | 124.59 |
| MN Child Support Payment C | INV0000734 | 01/22/2016 | Child Support Payment | 700-21709 | 407.47 |
| Internal Revenue Service-Payr | INV0000735 | 01/22/2016 | Medicare Withholding | 700-21711 | 3,227.12 |
| SELECTACCOUNT | 20160120 | 01/20/2016 | FLEX SPENDING | 700-21712 | 1,895.75 |
| SELECTACCOUNT | 20160126 | 01/26/2016 | FLEX SPENDING | 700-21712 | 1,978.96 |
| AFLAC | 581084 | 01/25/2016 | INSURANCE #0EQP3 - AFTER T | 700-21715 | 204.00 |
| AFLAC | 581084 | 01/25/2016 | INSURANCE #0EQP3 - PRE TA | 700-21716 | 389.97 |
| MN BENEFIT ASSOCIATION | 20160120 | 01/20/2016 | INSURANCE - PRE TAX | 700-21717 | 159.65 |
| MN BENEFIT ASSOCIATION | 20160120 | 01/20/2016 | INSURANCE - AFTER TAX | 700-21719 | 118.37 |
| | | | | | 60,883.03 |
| | | | | Fund 700 - PAYROLL Total: | 60,883.03 |

Grand Total: 470,442.44

Report Summary

Fund Summary

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

Account Summary

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

Account Summary

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

Account Summary

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

Project Account Summary

| Project Account Key | Payment Amount |
|---------------------|----------------|
| **None** | 470,442.44 |

Project Account Summary

Project Account Key
None

Payment Amount

Grand Total:

470,442.44

1-28-16

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Windom, MN

Expense Approval Report

By Fund

Payment Dates 2/3/2016 - 2/12/2016

| Vendor Name | Payable Number | Post Date | Description (Item) | Account Number | Amount |
|--|----------------|------------|----------------------------|----------------|-----------------|
| Fund: 100 - GENERAL | | | | | |
| US BANK | 20160202 | 02/02/2016 | CREDIT CARD-TAX | 100-11500 | 23.40 |
| MN REVENUE | 20160210 | 02/10/2016 | SALES TAX - JAN. 2016 | 100-20202 | 5.49 |
| | | | | | <u>28.89</u> |
| Activity: 41110 - Mayor & Council | | | | | |
| AMERICAN LEGAL PUBLISHIN | 0108784 | 02/04/2016 | SERVICE | 100-41110-304 | 255.65 |
| COTTONWOOD CO RECORDE | 59576 | 02/09/2016 | #59576 #277100 | 100-41110-304 | 46.00 |
| MANKATO NETWORKS, LLC | 387278 | 02/10/2016 | WEBSITE ISSUE | 100-41110-326 | 710.00 |
| LEAGUE OF MN CITIES INS TR | 31348 | 01/26/2016 | WORKERS COMP #020005863 | 100-41110-365 | 45.84 |
| | | | | | <u>1,057.49</u> |
| Activity: 41310 - Administration | | | | | |
| NCPERS MINNESOTA | 20160202 | 02/02/2016 | INSURANCE #844600 - FEB 20 | 100-41310-133 | 80.00 |
| US BANK | 20160202 | 02/02/2016 | CREDIT CARD- NORTON RENE | 100-41310-200 | 320.62 |
| US BANK | 20160202 | 02/02/2016 | CREDIT CARD- HY VEE | 100-41310-200 | 13.83 |
| CULLIGAN | 20160209 | 02/09/2016 | SERVICE | 100-41310-200 | 27.00 |
| ROBIN SHAW | 20160211 | 02/11/2016 | EXPENSE - OFFICE SUPPLIES | 100-41310-200 | 35.69 |
| INDOFF, INC | 2742934 | 01/25/2016 | SUPPLIES | 100-41310-200 | 93.35 |
| INDOFF, INC | 2745019 | 01/25/2016 | SUPPLIES | 100-41310-200 | 51.96 |
| SELECTACCOUNT | 1134167 | 02/10/2016 | PARTICIPANT FEE | 100-41310-217 | 318.42 |
| TOSHIBA FINANCIAL SERVICES | 20160202 | 02/02/2016 | COPIER LEASE 2/20 - 3/20 | 100-41310-217 | 29.45 |
| CLIFTON-LARSON-ALLEN, LLP | 1175739 | 02/09/2016 | AUDIT SERVICE | 100-41310-301 | 853.50 |
| ELECTRIC FUND | 20160203 | 02/03/2016 | MONTHLY UTILITY & TELECO | 100-41310-321 | 127.17 |
| US BANK | 20160202 | 02/02/2016 | CREDIT CARD- SITE LOCK | 100-41310-326 | 10.00 |
| US BANK | 20160202 | 02/02/2016 | CREDIT CARD- CRASH PLAN B | 100-41310-326 | 9.99 |
| ELECTRIC FUND | 20160203 | 02/03/2016 | MONTHLY UTILITY & TELECO | 100-41310-326 | 60.00 |
| LEAGUE OF MN CITIES INS TR | 31348 | 01/26/2016 | WORKERS COMP #020005863 | 100-41310-364 | 1,634.60 |
| BLUE CROSS/BLUE SHIELD | 20160202 | 02/02/2016 | INSURANCE PREM- FEB | 100-41310-480 | 413.00 |
| | | | | | <u>4,078.58</u> |
| Activity: 41910 - Building & Zoning | | | | | |
| NCPERS MINNESOTA | 20160202 | 02/02/2016 | INSURANCE #844600 - FEB 20 | 100-41910-133 | 24.00 |
| INDOFF, INC | 2745017 | 01/25/2016 | SUPPLIES | 100-41910-200 | 7.58 |
| WEX BANK | 20160211 | 02/11/2016 | #0496-00-204057-4 CR CARD | 100-41910-212 | 47.90 |
| ELECTRIC FUND | 20160203 | 02/03/2016 | MONTHLY UTILITY & TELECO | 100-41910-321 | 108.50 |
| VERIZON WIRELESS | 9759172627 | 02/11/2016 | TELEPHONE | 100-41910-321 | 16.87 |
| LEAGUE OF MN CITIES INS TR | 31348 | 01/26/2016 | WORKERS COMP #020005863 | 100-41910-364 | 350.27 |
| | | | | | <u>555.12</u> |
| Activity: 41940 - City Hall | | | | | |
| ELECTRIC FUND | 20160203 | 02/03/2016 | MONTHLY UTILITY & TELECO | 100-41940-381 | 652.39 |
| ELECTRIC FUND | 20160203 | 02/03/2016 | MONTHLY UTILITY & TELECO | 100-41940-382 | 70.78 |
| ELECTRIC FUND | 20160203 | 02/03/2016 | MONTHLY UTILITY & TELECO | 100-41940-385 | 130.00 |
| MELISSA PENAS | 20160202 | 02/02/2016 | CLEANING | 100-41940-406 | 340.00 |
| SANDRA HERDER | 20160202 | 02/02/2016 | CLEANING | 100-41940-406 | 340.00 |
| | | | | | <u>1,533.17</u> |
| Activity: 42120 - Crime Control | | | | | |
| NCPERS MINNESOTA | 20160202 | 02/02/2016 | INSURANCE #844600 - FEB 20 | 100-42120-133 | 160.00 |
| WEX BANK | 20160211 | 02/11/2016 | #0496-00-204057-4 CR CARD | 100-42120-212 | -20.59 |
| WEX BANK | 20160211 | 02/11/2016 | #0496-00-204057-4 CR CARD | 100-42120-212 | 1,087.67 |
| US BANK | 20160202 | 02/02/2016 | CREDIT CARD- GALLS | 100-42120-218 | 748.64 |
| LEAGUE OF MN CITIES | 225451 | 02/02/2016 | PATROL SUBSCRIPTION | 100-42120-308 | 765.00 |
| TASER TRAINING ACADEMY | TASE37341 | 02/11/2016 | EXPENSE-EDINA -MN RECERT | 100-42120-308 | 200.00 |
| ELECTRIC FUND | 20160203 | 02/03/2016 | MONTHLY UTILITY & TELECO | 100-42120-321 | 66.57 |
| VERIZON WIRELESS | 9759172627 | 02/11/2016 | TELEPHONE | 100-42120-321 | 205.29 |
| ALPHA WIRELESS - MANKATO | 681488 | 02/11/2016 | SERVICE | 100-42120-323 | 108.00 |

Expense Approval Report

Payment Dates: 2/3/2016 - 2/12/2016

| Vendor Name | Payable Number | Post Date | Description (Item) | Account Number | Amount |
|---|----------------------|------------|----------------------------|----------------|------------------|
| LEASE FINANCE PARTNERS | 20160125 | 01/26/2016 | LEASE-VIDEO CAMERA | 100-42120-326 | 433.00 |
| LEAGUE OF MN CITIES INS TR | 31348 | 01/26/2016 | WORKERS COMP #020005863 | 100-42120-364 | 14,242.74 |
| TOSHIBA FINANCIAL SERVICES | 20160202 | 02/02/2016 | COPIER LEASE 2/20 - 3/20 | 100-42120-404 | 14.73 |
| DICKS WELDING INC | 62306 | 02/11/2016 | MAINTENANCE | 100-42120-404 | 326.12 |
| BLUE CROSS/BLUE SHIELD | 20160202 | 02/02/2016 | INSURANCE PREM- FEB | 100-42120-480 | 413.00 |
| SCHWALBACH HARDWARE | 20160203 | 02/03/2016 | MAINTENANCE - POLICE | 100-42120-480 | 25.45 |
| Activity 42120 - Crime Control Total: | | | | | 18,775.62 |
| Activity: 42220 - Fire Fighting | | | | | |
| WEX BANK | 20160211 | 02/11/2016 | #0496-00-204057-4 CR CARD | 100-42220-212 | 33.29 |
| WINDOM FIRE & SAFETY | 5860 | 02/02/2016 | SERVICE | 100-42220-217 | 60.00 |
| US BANK | 20160202 | 02/02/2016 | CREDIT CARD- MN FIRE CHIEF | 100-42220-308 | 200.00 |
| LAMPERTS YARDS, INC. | 39162372 | 01/29/2016 | MAINTENANCE | 100-42220-308 | 35.98 |
| ELECTRIC FUND | 20160203 | 02/03/2016 | MONTHLY UTILITY & TELECO | 100-42220-321 | 27.88 |
| US BANK | 20160202 | 02/02/2016 | CREDIT CARD- CENTER STOP S | 100-42220-322 | 9.80 |
| JON JURGENS | 20160205 | 02/05/2016 | EXPENSE-3 ECHO TRAINING | 100-42220-331 | 131.22 |
| JON JURGENS | 20160210 | 02/10/2016 | EXPENSE-FIRE OFFICER TRNIN | 100-42220-331 | 177.66 |
| MARK MARCY | 20160210 | 02/10/2016 | EXPENSE-MSFCA OFFICERS SC | 100-42220-331 | 204.12 |
| MARK MARCY | 20160210 | 02/10/2016 | EXPENSE-MSFCA OFFICERS SC | 100-42220-334 | 10.00 |
| LEAGUE OF MN CITIES INS TR | 31348 | 01/26/2016 | WORKERS COMP #020005863 | 100-42220-364 | 7,820.95 |
| TOSHIBA FINANCIAL SERVICES | 20160202 | 02/02/2016 | COPIER LEASE 2/20 - 3/20 | 100-42220-404 | 23.56 |
| ZIESKE LAND SURVEYING | 20160126 | 01/26/2016 | C 1456 S PROJECT | 100-42220-439 | 952.00 |
| FLAHERTY & HOOD, P.A. | 8606 | 02/09/2016 | 2016 BONDING #FILE 8845 IN | 100-42220-439 | 432.50 |
| Activity 42220 - Fire Fighting Total: | | | | | 10,118.96 |
| Activity: 42500 - Civil Defense | | | | | |
| ELECTRIC FUND | 20160203 | 02/03/2016 | MONTHLY UTILITY & TELECO | 100-42500-381 | 21.09 |
| Activity 42500 - Civil Defense Total: | | | | | 21.09 |
| Activity: 42700 - Animal Control | | | | | |
| COTTONWOOD VET CLINIC | 151465-152229-152236 | 02/04/2016 | 12-30-15 STMT #151465 #152 | 100-42700-300 | 40.00 |
| COTTONWOOD VET CLINIC | 152797 | 02/04/2016 | SERVICE #152797 | 100-42700-300 | 11.00 |
| COTTONWOOD VET CLINIC | 153232 | 02/04/2016 | SERVICE #153232 | 100-42700-300 | 88.00 |
| COTTONWOOD VET CLINIC | 153258 | 02/04/2016 | SERVICE #153258 | 100-42700-300 | 11.00 |
| Activity 42700 - Animal Control Total: | | | | | 150.00 |
| Activity: 43100 - Streets | | | | | |
| NCPERS MINNESOTA | 20160202 | 02/02/2016 | INSURANCE #844600 - FEB 20 | 100-43100-133 | 80.00 |
| US BANK | 20160202 | 02/02/2016 | CREDIT CARD- NORTON RENE | 100-43100-200 | 42.74 |
| SCHWALBACH HARDWARE | 20160203 | 02/03/2016 | MAINTENANCE - STREET | 100-43100-200 | 165.98 |
| CONTINENTAL RESEACH COR | 430899-CRC-1 | 02/02/2016 | SUPPLIES | 100-43100-200 | 356.69 |
| WEX BANK | 20160211 | 02/11/2016 | #0496-00-204057-4 CR CARD | 100-43100-212 | 2,004.09 |
| WEX BANK | 20160211 | 02/11/2016 | #0496-00-204057-4 CR CARD | 100-43100-212 | 150.25 |
| WEX BANK | 20160211 | 02/11/2016 | #0496-00-204057-4 CR CARD | 100-43100-212 | -20.59 |
| M-R SIGNS CO., INC | 189375 | 01/25/2016 | MAINTENANCE | 100-43100-215 | 478.09 |
| M-R SIGNS CO., INC | 189445 | 02/02/2016 | MAINTENANCE | 100-43100-215 | 113.10 |
| ELECTRIC FUND | 20160203 | 02/03/2016 | MONTHLY UTILITY & TELECO | 100-43100-217 | 60.00 |
| WINDOM AUTO VALU | 20160205 | 02/05/2016 | MAINTENANCE #3400540 | 100-43100-241 | 54.37 |
| ELECTRIC FUND | 20160203 | 02/03/2016 | MONTHLY UTILITY & TELECO | 100-43100-321 | 61.22 |
| VERIZON WIRELESS | 9759172627 | 02/11/2016 | TELEPHONE | 100-43100-321 | 72.82 |
| KDOM RADIO | KDOM0789160138436 | 02/10/2016 | ADVERTISING - PARKS & STRE | 100-43100-350 | 196.00 |
| LEAGUE OF MN CITIES INS TR | 31348 | 01/26/2016 | WORKERS COMP #020005863 | 100-43100-364 | 12,768.23 |
| ELECTRIC FUND | 20160203 | 02/03/2016 | MONTHLY UTILITY & TELECO | 100-43100-381 | 3,979.55 |
| ELECTRIC FUND | 20160203 | 02/03/2016 | MONTHLY UTILITY & TELECO | 100-43100-381 | 331.12 |
| ELECTRIC FUND | 20160203 | 02/03/2016 | MONTHLY UTILITY & TELECO | 100-43100-382 | 22.89 |
| ELECTRIC FUND | 20160203 | 02/03/2016 | MONTHLY UTILITY & TELECO | 100-43100-385 | 45.63 |
| COUNTRY PRIDE SERVICE | 000266 | 02/09/2016 | TIRES UNIT #49 | 100-43100-404 | 831.16 |
| US BANK | 20160202 | 02/02/2016 | CREDIT CARD- SUPER AMERIC | 100-43100-404 | 27.22 |
| WINDOM AUTO VALU | 20160205 | 02/05/2016 | MAINTENANCE #3400540 | 100-43100-404 | 867.42 |
| O'REILLY AUTOMOTIVE, INC | 20160211 | 02/11/2016 | MAINTENANCE - STREET | 100-43100-404 | 64.81 |
| DICKS WELDING INC | 61604 | 02/11/2016 | MAINTENANCE | 100-43100-404 | 26.25 |
| JERRY'S REPAIR | 8518 | 02/05/2016 | MAINTENANCE | 100-43100-404 | 13.45 |

Expense Approval Report

Payment Dates: 2/3/2016 - 2/12/2016

| Vendor Name | Payable Number | Post Date | Description (Item) | Account Number | Amount |
|-------------------------------------|----------------|------------|----------------------------|---|------------------|
| BLUE CROSS/BLUE SHIELD | 20160202 | 02/02/2016 | INSURANCE PREM- FEB | 100-43100-480 | 1,102.50 |
| | | | | Activity 43100 - Streets Total: | 23,894.99 |
| Activity: 45120 - Recreation | | | | | |
| TOSHIBA FINANCIAL SERVICES | 20160202 | 02/02/2016 | COPIER LEASE 2/20 - 3/20 | 100-45120-217 | 14.73 |
| | | | | Activity 45120 - Recreation Total: | 14.73 |
| Activity: 45202 - Park Areas | | | | | |
| NCPERS MINNESOTA | 20160202 | 02/02/2016 | INSURANCE #844600 - FEB 20 | 100-45202-133 | 16.00 |
| LEAGUE OF MN CITIES INS TR | 31348 | 01/26/2016 | WORKERS COMP #020005863 | 100-45202-364 | 3,240.41 |
| ELECTRIC FUND | 20160203 | 02/03/2016 | MONTHLY UTILITY & TELECO | 100-45202-381 | 259.62 |
| | | | | Activity 45202 - Park Areas Total: | 3,516.03 |
| | | | | Fund 100 - GENERAL Total: | 63,744.67 |

Fund: 211 - LIBRARY

Activity: 45501 - Library

| | | | | | |
|----------------------------|----------|------------|----------------------------|--|------------------|
| NCPERS MINNESOTA | 20160202 | 02/02/2016 | INSURANCE #844600 - FEB 20 | 211-45501-133 | 16.00 |
| US BANK | 20160202 | 02/02/2016 | CREDIT CARD- AMAZON - SUP | 211-45501-200 | 21.38 |
| US BANK | 20160202 | 02/02/2016 | CREDIT CARD- AMAZON - KUE | 211-45501-200 | 195.03 |
| INDOFF, INC | 2745021 | 01/29/2016 | SUPPLIES | 211-45501-200 | 162.51 |
| DEMCO | 5779143 | 01/25/2016 | SUPPLIES | 211-45501-200 | 87.09 |
| TOSHIBA FINANCIAL SERVICES | 20160202 | 02/02/2016 | COPIER LEASE 2/20 - 3/20 | 211-45501-217 | 7.36 |
| PLUM CREEK LIBRARY | IV24299 | 02/10/2016 | DELIVERY 2016 - DEL 100 | 211-45501-217 | 1,445.00 |
| ELECTRIC FUND | 20160203 | 02/03/2016 | MONTHLY UTILITY & TELECO | 211-45501-321 | 29.82 |
| ELECTRIC FUND | 20160203 | 02/03/2016 | MONTHLY UTILITY & TELECO | 211-45501-326 | 65.00 |
| PLUM CREEK LIBRARY | IV24330 | 02/10/2016 | ANNUAL AUTOMATION FEE | 211-45501-326 | 4,638.64 |
| LEAGUE OF MN CITIES INS TR | 31348 | 01/26/2016 | WORKERS COMP #020005863 | 211-45501-364 | 700.54 |
| ELECTRIC FUND | 20160203 | 02/03/2016 | MONTHLY UTILITY & TELECO | 211-45501-381 | 313.55 |
| ELECTRIC FUND | 20160203 | 02/03/2016 | MONTHLY UTILITY & TELECO | 211-45501-382 | 17.78 |
| ELECTRIC FUND | 20160203 | 02/03/2016 | MONTHLY UTILITY & TELECO | 211-45501-385 | 33.07 |
| SANDRA HERDER | 20160202 | 02/02/2016 | CLEANING | 211-45501-402 | 340.00 |
| MELISSA PENAS | 20160202 | 02/02/2016 | CLEANING | 211-45501-402 | 340.00 |
| SCHWALBACH HARDWARE | 20160203 | 02/03/2016 | MAINTENANCE - LIBRARY | 211-45501-402 | 128.31 |
| J & K WINDOWS | 6849-16 | 01/29/2016 | SERVICE | 211-45501-402 | 20.00 |
| US BANK | 20160202 | 02/02/2016 | CREDIT CARD- SEVENTEEN | 211-45501-433 | 10.00 |
| US BANK | 20160202 | 02/02/2016 | CREDIT CARD- THE WEEK MA | 211-45501-433 | 96.39 |
| US BANK | 20160202 | 02/02/2016 | CREDIT CARD- MARTHA STEW | 211-45501-433 | 19.98 |
| US BANK | 20160202 | 02/02/2016 | CREDIT CARD- AMAZON - BO | 211-45501-435 | 30.98 |
| US BANK | 20160202 | 02/02/2016 | CREDIT CARD- AMAZON - BO | 211-45501-435 | 25.94 |
| PLUM CREEK LIBRARY | IV24278 | 02/10/2016 | E-BOOKS | 211-45501-435 | 1,802.06 |
| | | | | Activity 45501 - Library Total: | 10,546.43 |
| | | | | Fund 211 - LIBRARY Total: | 10,546.43 |

Fund: 225 - AIRPORT

Activity: 45127 - Airport

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|----------------------------|-----------|------------|----------------------------|--|-----------------|
| LEAGUE OF MN CITIES INS TR | 31348 | 01/26/2016 | WORKERS COMP #020005863 | 225-45127-365 | 288.25 |
| SOUTH CENTRAL ELECTRIC | 20160203 | 02/03/2016 | SERVICE #26-12-116-04 #367 | 225-45127-381 | 374.73 |
| SOUTH CENTRAL ELECTRIC | 20160203A | 02/03/2016 | SERVICE #26-12-112-04 #367 | 225-45127-381 | 524.00 |
| SCHWALBACH HARDWARE | 20160203 | 02/03/2016 | MAINTENANCE - AIRPORT | 225-45127-406 | 9.49 |
| ELECTRIC FUND | 20160129I | 01/29/2016 | AIRPORT | 225-45127-409 | 23.66 |
| MOSLEY | 600308326 | 01/29/2016 | SERVICE #31280 | 225-45127-409 | 328.42 |
| | | | | Activity 45127 - Airport Total: | 1,548.55 |
| | | | | Fund 225 - AIRPORT Total: | 1,548.55 |

Fund: 230 - POOL

Activity: 45124 - Pool

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|----------------------------|----------|------------|--------------------------|-------------------------------------|-----------------|
| TOSHIBA FINANCIAL SERVICES | 20160202 | 02/02/2016 | COPIER LEASE 2/20 - 3/20 | 230-45124-217 | 7.36 |
| LEAGUE OF MN CITIES INS TR | 31348 | 01/26/2016 | WORKERS COMP #020005863 | 230-45124-364 | 1,344.52 |
| ELECTRIC FUND | 20160203 | 02/03/2016 | MONTHLY UTILITY & TELECO | 230-45124-381 | 31.69 |
| | | | | Activity 45124 - Pool Total: | 1,383.57 |
| | | | | Fund 230 - POOL Total: | 1,383.57 |

Expense Approval Report

Payment Dates: 2/3/2016 - 2/12/2016

| Vendor Name | Payable Number | Post Date | Description (Item) | Account Number | Amount |
|---|----------------|------------|-----------------------------|----------------|-----------------|
| Fund: 235 - AMBULANCE | | | | | |
| Activity: 42153 - Ambulance | | | | | |
| WEX BANK | 20160211 | 02/11/2016 | #0496-00-204057-4 CR CARD | 235-42153-212 | -20.60 |
| WEX BANK | 20160211 | 02/11/2016 | #0496-00-204057-4 CR CARD | 235-42153-212 | 1,044.70 |
| WINDOM FARM SERVICE | 159932 | 02/05/2016 | MAINTENANCE | 235-42153-217 | 10.78 |
| PRAXAIR DISTRIBUTION INC | 54780312 | 02/10/2016 | SUPPLIES | 235-42153-217 | 308.85 |
| ELECTRIC FUND | 20160203 | 02/03/2016 | MONTHLY UTILITY & TELECO | 235-42153-321 | 24.85 |
| VERIZON WIRELESS | 9759172627 | 02/11/2016 | TELEPHONE | 235-42153-321 | 66.01 |
| REAL TIME TRANSLATION, INC | 108351 | 02/11/2016 | SERVICE | 235-42153-327 | 34.00 |
| MARK MARCY | 20160202 | 02/02/2016 | EXPENSE | 235-42153-334 | 30.34 |
| APRIL HARRINGTON | 20160202 | 02/02/2016 | EXPENSE | 235-42153-334 | 11.98 |
| TIM HACKER | 20160202 | 02/02/2016 | EXPENSE | 235-42153-334 | 13.59 |
| DONNA MARCY | 20160202 | 02/02/2016 | EXPENSE | 235-42153-334 | 11.87 |
| JOHN MEYER | 20160202 | 02/02/2016 | EXPENSE | 235-42153-334 | 4.38 |
| JODI JOHNSON | 20160202 | 02/02/2016 | EXPENSE | 235-42153-334 | 23.36 |
| JIM AXFORD | 20160202 | 02/02/2016 | EXPENSE | 235-42153-334 | 11.53 |
| WINDOM AREA CHAMBER OF | 20160202 | 02/02/2016 | AMBULANCE-FARM & HOME | 235-42153-340 | 65.00 |
| WINDOM YOUTH HOCKEY | 20160210A | 02/10/2016 | ADVERTISING - AMBULANCE | 235-42153-340 | 45.00 |
| LEAGUE OF MN CITIES INS TR | 31348 | 01/26/2016 | WORKERS COMP #020005863 | 235-42153-364 | 5,606.67 |
| SCHWALBACH HARDWARE | 20160203 | 02/03/2016 | MAINTENANCE - AMBULANC | 235-42153-404 | 15.99 |
| WINDOM AUTO VALU | 20160205 | 02/05/2016 | MAINTENANCE #3400540 | 235-42153-405 | 8.39 |
| O'REILLY AUTOMOTIVE, INC | 20160211 | 02/11/2016 | MAINTENANCE - AMBULANCE | 235-42153-405 | 55.94 |
| ARROW MANUFACTURING IN | 3184 | 01/25/2016 | MAINTENANCE | 235-42153-405 | 145.82 |
| Activity 42153 - Ambulance Total: | | | | | 7,518.45 |
| Fund 235 - AMBULANCE Total: | | | | | 7,518.45 |
| Fund: 250 - EDA GENERAL | | | | | |
| Activity: 46520 - EDA | | | | | |
| NCPERS MINNESOTA | 20160202 | 02/02/2016 | INSURANCE #844600 - FEB 20 | 250-46520-133 | 24.00 |
| INDOFF, INC | 2745017 | 01/25/2016 | SUPPLIES | 250-46520-200 | 7.59 |
| EHLERS & ASSOC., INC. | 69700 | 02/09/2016 | SERVICE - JEANNE VOGT | 250-46520-301 | 1,012.50 |
| BRADLEY & DEIKE, P.A. | 34854 | 02/09/2016 | SERVICE | 250-46520-304 | 90.00 |
| ELECTRIC FUND | 20160203 | 02/03/2016 | MONTHLY UTILITY & TELECO | 250-46520-321 | 108.50 |
| VERIZON WIRELESS | 9759172627 | 02/11/2016 | TELEPHONE | 250-46520-321 | 50.77 |
| IOWA LEAGUE OF CITIES | 068980 | 02/05/2016 | ADVERTISING | 250-46520-340 | 65.00 |
| AERIAL PHOTOGRAPHY | 151217-1 | 01/25/2016 | SERVICE - PROMOTIONS | 250-46520-340 | 50.00 |
| SOUTH DAKOTA MUNICIPAL L | 4379 | 02/02/2016 | ADVERTISING | 250-46520-340 | 50.00 |
| LEAGUE OF WISCONCIN MUN | 75690 | 02/05/2016 | ADVERTISEMENT | 250-46520-340 | 150.00 |
| LEAGUE OF MN CITIES INS TR | 31348 | 01/26/2016 | WORKERS COMP #020005863 | 250-46520-364 | 350.27 |
| ELECTRIC FUND | 20160203 | 02/03/2016 | MONTHLY UTILITY & TELECO | 250-46520-381 | 60.77 |
| FEDERATED RURAL ELECTRIC | 20160203 | 02/03/2016 | SERVICE #28-36-30 #00864 | 250-46520-381 | 16.00 |
| ELECTRIC FUND | 20160129A | 01/29/2016 | EDA SIGN-COLD SHRINK-NICO | 250-46520-402 | 44.98 |
| US BANK | 20160202 | 02/02/2016 | CREDIT CARD- MTG MEAL -HY | 250-46520-438 | 30.78 |
| PETERSON JEWELRY | 2136 | 02/02/2016 | COMM RECOGNITION | 250-46520-480 | 57.25 |
| Activity 46520 - EDA Total: | | | | | 2,168.41 |
| Activity: 49980 - Debt Service | | | | | |
| FULDA CREDIT UNION | 20160210 | 02/10/2016 | SPEC BUILDING LOAN - PRINCI | 250-49980-602 | 2,115.73 |
| FULDA CREDIT UNION | 20160210 | 02/10/2016 | SPEC BUILDING LOAN - INTER | 250-49980-612 | 1,244.27 |
| Activity 49980 - Debt Service Total: | | | | | 3,360.00 |
| Fund 250 - EDA GENERAL Total: | | | | | 5,528.41 |
| Fund: 251 - EDA REVOLVING | | | | | |
| PLUM CREEK MARKET LLC | 20160203 | 02/03/2016 | EDA SEB RLF LOAN TO PLUM | 251-12900 | 6,000.00 |
| Fund 251 - EDA REVOLVING Total: | | | | | 6,000.00 |

Expense Approval Report

Payment Dates: 2/3/2016 - 2/12/2016

| Vendor Name | Payable Number | Post Date | Description (Item) | Account Number | Amount | |
|-----------------------------------|----------------|------------|--------------------|----------------|---|---------------|
| Fund: 254 - NORTH IND PARK | | | | | | |
| Activity: 46520 - EDA | | | | | | |
| SOUTH CENTRAL ELECTRIC | 20160129 | 01/29/2016 | SERVICE #367404 | 254-46520-381 | 124.09 | |
| | | | | | Activity 46520 - EDA Total: | 124.09 |
| | | | | | Fund 254 - NORTH IND PARK Total: | 124.09 |

Fund: 401 - GENERAL CAPITAL PROJECTS**Activity: 49950 - Capital Outlay**

| | | | | | | |
|-----------------------|------------|------------|-----------------------------|---------------|---|------------------|
| TASER INTERNATIONAL | 1424941 | 01/26/2016 | TASER REPLACEMENT | 401-49950-501 | 11,245.77 | |
| MTI DISTRIBUTING, INC | 1045813-00 | 01/26/2016 | 2016 CIP EQUIP PARTS-MOW | 401-49950-504 | 60,133.45 | |
| STARR CYCLE | 20160202 | 02/02/2016 | 2016 CIP PARKS UTILITY VEHI | 401-49950-504 | 13,194.16 | |
| | | | | | Activity 49950 - Capital Outlay Total: | 84,573.38 |
| | | | | | Fund 401 - GENERAL CAPITAL PROJECTS Total: | 84,573.38 |

Fund: 601 - WATER

| | | | | | |
|--------------------------|-------|------------|--------------------|-----------|---------------|
| MERRITT COMPUTER SERVICE | 15642 | 02/09/2016 | CONVERTING HISTORY | 601-16420 | 541.33 |
| | | | | | 541.33 |

Activity: 49400 - Water

| | | | | | | |
|----------------------------|------------|------------|----------------------------|---------------|--------------------------------------|------------------|
| NCPERS MINNESOTA | 20160202 | 02/02/2016 | INSURANCE #844600 - FEB 20 | 601-49400-133 | 40.00 | |
| WEX BANK | 20160211 | 02/11/2016 | #0496-00-204057-4 CR CARD | 601-49400-212 | 198.80 | |
| US BANK | 20160202 | 02/02/2016 | CREDIT CARD- PAY PAL | 601-49400-217 | 7.50 | |
| MN VALLEY TESTING | 791386 | 01/25/2016 | TESTING | 601-49400-310 | 56.25 | |
| ELECTRIC FUND | 20160203 | 02/03/2016 | MONTHLY UTILITY & TELECO | 601-49400-321 | 109.79 | |
| VERIZON WIRELESS | 9759172627 | 02/11/2016 | TELEPHONE | 601-49400-321 | 47.25 | |
| SOURCE ONE SOLUTIONS, LLC | 1133 | 02/05/2016 | POSTAGE | 601-49400-322 | 256.38 | |
| SOURCE ONE SOLUTIONS, LLC | 1133 | 02/05/2016 | CONVERSION | 601-49400-326 | 275.00 | |
| SOURCE ONE SOLUTIONS, LLC | 1133 | 02/05/2016 | BILLING SERVICES | 601-49400-326 | 843.04 | |
| HP SUDS CLUB, LLC | 20160203 | 02/03/2016 | BILLING CONTRACT SERVICE | 601-49400-326 | 1,170.00 | |
| LEAGUE OF MN CITIES INS TR | 31348 | 01/26/2016 | WORKERS COMP #020005863 | 601-49400-364 | 3,305.09 | |
| FEDERATED RURAL ELECTRIC | 20151103 | 11/03/2015 | CREDIT - CAP CRED REFUND | 601-49400-381 | -136.33 | |
| FEDERATED RURAL ELECTRIC | 20151209 | 12/09/2015 | SERVICE #28-35-18 | 601-49400-381 | 37.52 | |
| FEDERATED RURAL ELECTRIC | 20160105 | 12/31/2015 | #28-35-18 - WATER | 601-49400-381 | 53.17 | |
| FEDERATED RURAL ELECTRIC | 20160202 | 02/02/2016 | SERVICE #28-35-18 #00864 | 601-49400-381 | 67.64 | |
| ELECTRIC FUND | 20160203 | 02/03/2016 | MONTHLY UTILITY & TELECO | 601-49400-381 | 6,067.31 | |
| ELECTRIC FUND | 20160203 | 02/03/2016 | MONTHLY UTILITY & TELECO | 601-49400-382 | 16.42 | |
| ELECTRIC FUND | 20160203 | 02/03/2016 | MONTHLY UTILITY & TELECO | 601-49400-385 | 29.23 | |
| US BANK | 20160202 | 02/02/2016 | CREDIT CARD- WATER PERMI | 601-49400-386 | 140.00 | |
| ELECTRIC FUND | 20160203 | 02/03/2016 | MONTHLY UTILITY & TELECO | 601-49400-386 | 18.00 | |
| TOSHIBA FINANCIAL SERVICES | 20160202 | 02/02/2016 | COPIER LEASE 2/20 - 3/20 | 601-49400-404 | 29.45 | |
| WINDOM AUTO VALU | 20160205 | 02/05/2016 | MAINTENANCE #3400540 | 601-49400-404 | 143.90 | |
| SUPERIOR LAMP & SUPPLY | 515600589 | 02/05/2016 | MAINTENANCE | 601-49400-404 | 255.63 | |
| WINDOM AUTO VALU | 20160205 | 02/05/2016 | MAINTENANCE #3400540 | 601-49400-405 | 52.36 | |
| | | | | | Activity 49400 - Water Total: | 13,083.40 |
| | | | | | Fund 601 - WATER Total: | 13,624.73 |

Fund: 602 - SEWER

| | | | | | |
|--------------------------|-------|------------|--------------------|-----------|---------------|
| MERRITT COMPUTER SERVICE | 15642 | 02/09/2016 | CONVERTING HISTORY | 602-16420 | 541.34 |
| | | | | | 541.34 |

Activity: 49450 - Sewer

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|-------------------|------------|------------|----------------------------|---------------|--------|
| NCPERS MINNESOTA | 20160202 | 02/02/2016 | INSURANCE #844600 - FEB 20 | 602-49450-133 | 56.00 |
| WEX BANK | 20160211 | 02/11/2016 | #0496-00-204057-4 CR CARD | 602-49450-212 | 230.68 |
| US BANK | 20160202 | 02/02/2016 | CREDIT CARD- PAY PAL | 602-49450-217 | 7.50 |
| MN VALLEY TESTING | 791275 | 01/13/2016 | TESTING | 602-49450-310 | 113.00 |
| MN VALLEY TESTING | 791436 | 01/25/2016 | TESTING | 602-49450-310 | 143.60 |
| MN VALLEY TESTING | 791603 | 01/25/2016 | TESTING | 602-49450-310 | 120.00 |
| MN VALLEY TESTING | 791904 | 01/25/2016 | TESTING | 602-49450-310 | 223.60 |
| MN VALLEY TESTING | 791979 | 01/25/2016 | TESTING | 602-49450-310 | 143.60 |
| MN VALLEY TESTING | 792802 | 01/26/2016 | TESTING | 602-49450-310 | 223.60 |
| MN VALLEY TESTING | 792852 | 01/26/2016 | TESTING | 602-49450-310 | 143.60 |
| ELECTRIC FUND | 20160203 | 02/03/2016 | MONTHLY UTILITY & TELECO | 602-49450-321 | 152.23 |
| VERIZON WIRELESS | 9759172627 | 02/11/2016 | TELEPHONE | 602-49450-321 | 47.25 |

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| Vendor Name | Payable Number | Post Date | Description (Item) | Account Number | Amount |
|--------------------------------------|----------------|------------|----------------------------|----------------|------------------|
| SOURCE ONE SOLUTIONS, LLC | 1133 | 02/05/2016 | POSTAGE | 602-49450-322 | 256.38 |
| SOURCE ONE SOLUTIONS, LLC | 1133 | 02/05/2016 | CONVERSION | 602-49450-326 | 275.00 |
| SOURCE ONE SOLUTIONS, LLC | 1133 | 02/05/2016 | BILLING SERVICES | 602-49450-326 | 843.04 |
| ELECTRIC FUND | 20160203 | 02/03/2016 | MONTHLY UTILITY & TELECO | 602-49450-326 | 60.00 |
| HP SUDS CLUB, LLC | 20160203 | 02/03/2016 | BILLING CONTRACT SERVICE | 602-49450-326 | 1,170.00 |
| LEAGUE OF MN CITIES INS TR | 31348 | 01/26/2016 | WORKERS COMP #020005863 | 602-49450-364 | 6,233.40 |
| SOUTH CENTRAL ELECTRIC | 20160202 | 02/02/2016 | SERVICE #26-24-125-04 #367 | 602-49450-381 | 129.04 |
| ELECTRIC FUND | 20160203 | 02/03/2016 | MONTHLY UTILITY & TELECO | 602-49450-381 | 13,224.95 |
| ELECTRIC FUND | 20160203 | 02/03/2016 | MONTHLY UTILITY & TELECO | 602-49450-382 | 520.37 |
| US BANK | 20160202 | 02/02/2016 | CREDIT CARD- USA BLUEBOO | 602-49450-404 | 141.83 |
| TOSHIBA FINANCIAL SERVICES | 20160202 | 02/02/2016 | COPIER LEASE 2/20 - 3/20 | 602-49450-404 | 23.56 |
| WINDOM AUTO VALU | 20160205 | 02/05/2016 | MAINTENANCE #3400540 | 602-49450-404 | 30.97 |
| SUPERIOR LAMP & SUPPLY | S15600589 | 02/05/2016 | MAINTENANCE | 602-49450-404 | 255.63 |
| US BANK | 20160202 | 02/02/2016 | CREDIT CARD- PARTS | 602-49450-405 | 100.88 |
| WINDOM AUTO VALU | 20160205 | 02/05/2016 | MAINTENANCE #3400540 | 602-49450-405 | 51.88 |
| SCHWALBACH HARDWARE | 20160203 | 02/03/2016 | MAINTENANCE - SEWER | 602-49450-439 | 123.54 |
| MN VALLEY TESTING | 792134 | 01/25/2016 | TESTING | 602-49450-439 | 194.40 |
| MN VALLEY TESTING | 792517 | 01/25/2016 | TESTING | 602-49450-439 | 126.40 |
| BLUE CROSS/BLUE SHIELD | 20160202 | 02/02/2016 | INSURANCE PREM- FEB | 602-49450-480 | 413.00 |
| US BANK | 20160202 | 02/02/2016 | CREDIT CARD- USA REIMBURS | 602-49450-480 | 1,010.03 |
| Activity 49450 - Sewer Total: | | | | | 26,788.96 |
| Fund 602 - SEWER Total: | | | | | 27,330.30 |

Fund: 604 - ELECTRIC

| | | | | | |
|---------------------------|-----------|------------|-----------------------------|-----------|------------------|
| TELECOM FUND | 20160205 | 02/05/2016 | MONTHLY TRANSFERS | 604-11500 | 44.14 |
| GRAYBAR ELECTRIC CO | 983172299 | 01/29/2016 | MAINTENANCE-INVENTORY | 604-14200 | 457.50 |
| ELECTRIC FUND | 20160129E | 01/29/2016 | NEW CONSTRUCT-BIG GAME- | 604-16300 | 1,369.36 |
| ELECTRIC FUND | 20160129E | 01/29/2016 | NEW CONSTRUCT-BIG GAME | 604-16300 | 3,609.60 |
| ELECTRIC FUND | 20160129F | 01/29/2016 | NEW CONSTRUCT 2-RIVER RD | 604-16300 | 7,216.20 |
| ELECTRIC FUND | 20160129F | 01/29/2016 | NEW CONSTRUCT 2-RIVER RD | 604-16300 | 187.30 |
| ELECTRIC FUND | 20160129G | 01/29/2016 | DISTRIBUTION MAINT | 604-16300 | 4,712.38 |
| MERRITT COMPUTER SERVICE | 15642 | 02/09/2016 | CONVERTING HISTORY | 604-16420 | 2,165.33 |
| WDR - DEPUTY REGISTRAR #5 | 20160211C | 02/11/2016 | SALES TAX-2016/M2-106 CHA | 604-16440 | 4,669.80 |
| MN REVENUE | 20160210 | 02/10/2016 | SALES TAX - JAN. 2016 | 604-20202 | 21,770.00 |
| HOLLY COOKE | 20160202 | 02/02/2016 | REFUND - UTILITY PREPAYME | 604-22000 | 300.00 |
| HECTOR PEREZ | 20160202 | 02/02/2016 | REFUND - UTILITY PREPAYME | 604-22000 | 300.00 |
| DARAUNPHONE PHOMMAJA | 20160202 | 02/02/2016 | REFUND - UTILITY PREPAYME | 604-22000 | 300.00 |
| AMBER SMITH | 20160204 | 02/04/2016 | REFUND -BAL OF UTIL PREPAY | 604-22000 | 95.64 |
| BRENDA CARMONA | 20160204 | 02/04/2016 | REFUND BALANCE OF UTILITY | 604-22000 | 174.61 |
| DESIREE BAUMGARD | 20160204 | 02/04/2016 | REFUND - BALANCE OF UTILIT | 604-22000 | 88.55 |
| ELECTRIC FUND | 20160205 | 02/05/2016 | B.CARMONA-UTIL PREPAY TO | 604-22000 | 125.39 |
| ELECTRIC FUND | 20160205A | 02/05/2016 | C.HERNANDEZ-UTIL PREPAY T | 604-22000 | 300.00 |
| ELECTRIC FUND | 20160205B | 02/05/2016 | M.YSKER-UTIL PREPAY TO BIL | 604-22000 | 300.00 |
| ELECTRIC FUND | 20160205C | 02/05/2016 | T.BOLDT-UTIL PREPAY TO BILL | 604-22000 | 204.36 |
| ELECTRIC FUND | 20160205D | 02/05/2016 | D.BAUMGARD-UTIL PREPAY T | 604-22000 | 211.45 |
| ELECTRIC FUND | 20160209 | 02/09/2016 | UTIL PREPAY-MARGARITA TO | 604-22000 | 300.00 |
| GREG MOLLER | 20160211 | 02/11/2016 | REFUND - UTILITY PREPAYME | 604-22000 | 125.00 |
| SHERRI LECKEY | 20160211 | 02/11/2016 | REFUND - UTILITY PREPAYME | 604-22000 | 20.00 |
| | | | | | 49,046.61 |

Activity: 49550 - Electric

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|---------------------------|------------|------------|----------------------------|---------------|-----------|
| NCPERS MINNESOTA | 20160202 | 02/02/2016 | INSURANCE #844600 - FEB 20 | 604-49550-133 | 96.00 |
| ELECTRIC FUND | 20160129E | 01/29/2016 | NEW CONSTRUCT-BIG GAME | 604-49550-150 | -3,609.60 |
| ELECTRIC FUND | 20160129F | 01/29/2016 | NEW CONSTRUCT 2-RIVER RD | 604-49550-150 | -7,216.20 |
| OFFICEMAX - HSBC BUS SOLU | 994989 | 02/02/2016 | SUPPLIES | 604-49550-200 | 2.04 |
| WEX BANK | 20160211 | 02/11/2016 | #0496-00-204057-4 CR CARD | 604-49550-212 | 255.56 |
| US BANK | 20160202 | 02/02/2016 | CREDIT CARD- PAY PAL | 604-49550-217 | 7.50 |
| W.W. GRAINGER, INC | 9000917485 | 01/29/2016 | SUPPLIES | 604-49550-217 | 64.17 |
| W.W. GRAINGER, INC | 9002846005 | 01/29/2016 | CREDIT - SUPPLIES | 604-49550-217 | -43.01 |
| W.W. GRAINGER, INC | 9005031944 | 01/29/2016 | SUPPLIES | 604-49550-217 | 97.38 |
| SCHWALBACH HARDWARE | 20160203 | 02/03/2016 | MAINTENANCE - ELECTRIC | 604-49550-241 | 526.00 |

Expense Approval Report

Payment Dates: 2/3/2016 - 2/12/2016

| Vendor Name | Payable Number | Post Date | Description (Item) | Account Number | Amount |
|---|----------------|------------|----------------------------|----------------|------------------|
| US BANK | 20160202 | 02/02/2016 | CREDIT CARD- SAN DIEGO TRI | 604-49550-315 | 885.00 |
| ELECTRIC FUND | 20160203 | 02/03/2016 | MONTHLY UTILITY & TELECO | 604-49550-321 | 196.10 |
| VERIZON WIRELESS | 9759172627 | 02/11/2016 | TELEPHONE | 604-49550-321 | 75.82 |
| SOURCE ONE SOLUTIONS, LLC | 1133 | 02/05/2016 | POSTAGE | 604-49550-322 | 256.38 |
| SOURCE ONE SOLUTIONS, LLC | 1133 | 02/05/2016 | BILLING SERVICES | 604-49550-326 | 1,738.79 |
| SOURCE ONE SOLUTIONS, LLC | 1133 | 02/05/2016 | CONVERSION | 604-49550-326 | 275.00 |
| ELECTRIC FUND | 20160203 | 02/03/2016 | MONTHLY UTILITY & TELECO | 604-49550-326 | 130.84 |
| HP SUDS CLUB, LLC | 20160203 | 02/03/2016 | BILLING CONTRACT SERVICE | 604-49550-326 | 1,170.00 |
| CHERYL LILLEGAARD | 20160202 | 02/02/2016 | EXPENSE-MILEAGE-ALTEC DRI | 604-49550-331 | 20.52 |
| LEAGUE OF MN CITIES INS TR | 31348 | 01/26/2016 | WORKERS COMP #020005863 | 604-49550-364 | 8,949.44 |
| ELECTRIC FUND | 20160203 | 02/03/2016 | MONTHLY UTILITY & TELECO | 604-49550-381 | 214.55 |
| ELECTRIC FUND | 20160203 | 02/03/2016 | MONTHLY UTILITY & TELECO | 604-49550-382 | 20.69 |
| ELECTRIC FUND | 20160203 | 02/03/2016 | MONTHLY UTILITY & TELECO | 604-49550-385 | 37.59 |
| US BANK | 20160202 | 02/02/2016 | CREDIT CARD- LAMPERTS | 604-49550-404 | 44.88 |
| TOSHIBA FINANCIAL SERVICES | 20160202 | 02/02/2016 | COPIER LEASE 2/20 - 3/20 | 604-49550-404 | 29.45 |
| ADVANCED SYSTEMS, INC. | 450588 | 01/25/2016 | MAINTENANCE | 604-49550-404 | 267.19 |
| OFFICEMAX - HSBC BUS SOLU | 994618 | 01/29/2016 | SUPPLIES | 604-49550-404 | 290.42 |
| GRAHAM TIRE | 8475864 | 02/10/2016 | TIRES UNIT #35 | 604-49550-405 | 1,583.82 |
| RAGE INC | 01-010422 | 02/09/2016 | SERVICE - POWER PLANT | 604-49550-406 | 34.17 |
| RAGE INC | 01-011228 | 02/09/2016 | SERVICE - ARENA | 604-49550-406 | 34.17 |
| BRAD BUSSA | 20160202 | 02/02/2016 | CLEANING | 604-49550-406 | 184.60 |
| ELECTRIC FUND | 20160129B | 01/29/2016 | DISTRIBUTION MAINT | 604-49550-408 | 968.94 |
| ELECTRIC FUND | 20160129C | 01/29/2016 | TRUCK STOCK-ELEC TAPE | 604-49550-408 | 34.08 |
| ELECTRIC FUND | 20160129H | 01/29/2016 | POWERHOUSE SHOP | 604-49550-408 | 16.29 |
| GRAYBAR ELECTRIC CO | 983172299 | 01/29/2016 | MAINTENANCE | 604-49550-410 | 23.98 |
| GRAYBAR ELECTRIC CO | 983204026 | 01/29/2016 | CREDIT - MAINTENANCE | 604-49550-410 | -39.80 |
| WDR - DEPUTY REGISTRAR #5 | 20160211 | 02/11/2016 | REGISTRATION - #934748 | 604-49550-444 | 16.00 |
| WDR - DEPUTY REGISTRAR #5 | 20160211A | 02/11/2016 | REGISTRATION -2016 /M2-10 | 604-49550-444 | 16.00 |
| MN REVENUE | 20160210 | 02/10/2016 | SALES TAX - JAN. 2016 | 604-49550-460 | 104.11 |
| ELECTRIC FUND | 20160129D | 01/29/2016 | OBSOLETE | 604-49550-463 | 10,556.50 |
| BLUE CROSS/BLUE SHIELD | 20160202 | 02/02/2016 | INSURANCE PREM- FEB | 604-49550-480 | 1,102.50 |
| BANK MIDWEST | 20160202 | 02/02/2016 | NSF-BUCK JOHNSON - UTILITI | 604-49550-480 | 187.81 |
| BANK MIDWEST | 20160211 | 02/11/2016 | NSF-OCTAVIO BECERRA -UTILI | 604-49550-480 | 70.13 |
| Activity 49550 - Electric Total: | | | | | 19,675.80 |
| Fund 604 - ELECTRIC Total: | | | | | 68,722.41 |

Fund: 609 - LIQUOR STORE

| | | | | | |
|------------|----------|------------|-----------------------|-----------|------------------|
| MN REVENUE | 20160210 | 02/10/2016 | SALES TAX - JAN. 2016 | 609-20202 | 10,032.00 |
| | | | | | 10,032.00 |

Activity: 49751 - Liquor Store

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|---------------------------|-----------|------------|----------------------------|---------------|-----------|
| NCPERS MINNESOTA | 20160202 | 02/02/2016 | INSURANCE #844600 - FEB 20 | 609-49751-133 | 16.00 |
| RAGE INC | 01-010857 | 01/25/2016 | SERVICE -RIVER BEND LIQ | 609-49751-217 | 27.91 |
| SCHWALBACH HARDWARE | 20160203 | 02/03/2016 | MAINTENANCE - LIQUOR | 609-49751-217 | 14.99 |
| INDOFF, INC | 2742645 | 01/26/2016 | SUPPLIES | 609-49751-217 | 6.95 |
| SOUTHERN WINE & SPIRITS O | 1370005 | 01/27/2016 | MERCHANDISE | 609-49751-251 | 3,472.60 |
| PHILLIPS WINE & SPIRITS | 229083 | 01/25/2016 | CREDIT - MERCHANDISE | 609-49751-251 | -112.32 |
| PHILLIPS WINE & SPIRITS | 2914002 | 01/13/2016 | MERCHANDISE | 609-49751-251 | 4,239.11 |
| JOHNSON BROS. | 5349428 | 01/25/2016 | MERCHANDISE | 609-49751-251 | 2,054.30 |
| JOHNSON BROS. | 5354110 | 01/25/2016 | MERCHANDISE | 609-49751-251 | 2,932.29 |
| ARTISAN BEER COMPANY | 307699 | 01/25/2016 | MERCHANDISE | 609-49751-252 | 220.50 |
| ARTISAN BEER COMPANY | 335599 | 02/02/2016 | CREDIT - MERCHANDISE | 609-49751-252 | -133.50 |
| JOHNSON BROS. | 5349430 | 01/25/2016 | MERCHANDISE | 609-49751-252 | 21.99 |
| DOLL DISTRIBUTING, LLC | 534971 | 01/29/2016 | MERCHANDISE | 609-49751-252 | 3,883.00 |
| DOLL DISTRIBUTING, LLC | 539297 | 02/09/2016 | MERCHANDISE | 609-49751-252 | 12,717.60 |
| DOLL DISTRIBUTING, LLC | 541238 | 02/09/2016 | CREDIT - MERCHANDISE | 609-49751-252 | -56.45 |
| BEVERAGE WHOLESALERS | 585786 | 01/29/2016 | MERCHANDISE | 609-49751-252 | 4,175.28 |
| BEVERAGE WHOLESALERS | 586740 | 02/09/2016 | MERCHANDISE | 609-49751-252 | 11,499.60 |
| SOUTHERN WINE & SPIRITS O | 1370006 | 01/27/2016 | MERCHANDISE | 609-49751-253 | 46.00 |
| PHILLIPS WINE & SPIRITS | 2914003 | 01/25/2016 | MERCHANDISE | 609-49751-253 | 2,341.90 |
| INDIAN ISLAND WINERY | 2964 | 02/05/2016 | MERCHANDISE | 609-49751-253 | 378.72 |

Expense Approval Report

Payment Dates: 2/3/2016 - 2/12/2016

| Vendor Name | Payable Number | Post Date | Description (Item) | Account Number | Amount |
|---|----------------|------------|---------------------------|----------------|------------------|
| JOHNSON BROS. | 5349429 | 01/25/2016 | MERCHANDISE | 609-49751-253 | 1,617.09 |
| JOHNSON BROS. | 5354111 | 01/25/2016 | MERCHANDISE | 609-49751-253 | 1,525.38 |
| WINE MERCHANTS | 7064810 | 01/26/2016 | MERCHANDISE | 609-49751-253 | 192.00 |
| COCA-COLA BOTTLING COMP | 0478504610 | 02/10/2016 | MERCHANDISE | 609-49751-254 | 735.12 |
| JOHNSON BROS. | 5354111 | 01/25/2016 | MERCHANDISE | 609-49751-254 | 32.25 |
| DOLL DISTRIBUTING, LLC | 539297 | 02/09/2016 | MERCHANDISE | 609-49751-259 | 19.50 |
| BEVERAGE WHOLESALERS | 586740 | 02/09/2016 | MERCHANDISE | 609-49751-259 | 17.65 |
| ELECTRIC FUND | 20160203 | 02/03/2016 | MONTHLY UTILITY & TELECO | 609-49751-321 | 100.75 |
| VERIZON WIRELESS | 9759172627 | 02/11/2016 | TELEPHONE | 609-49751-321 | 55.95 |
| ELECTRIC FUND | 20160203 | 02/03/2016 | MONTHLY UTILITY & TELECO | 609-49751-326 | 130.84 |
| JOE AUDETTE | 20160210 | 02/10/2016 | EXPENSE-MILEAGE -SHELVING | 609-49751-331 | 70.20 |
| JOE AUDETTE | 20160210A | 02/10/2016 | EXPENSE-MILEAGE-SHELVING | 609-49751-331 | 70.20 |
| SOUTHERN WINE & SPIRITS O | 1370005 | 01/27/2016 | MERCHANDISE | 609-49751-333 | 69.39 |
| SOUTHERN WINE & SPIRITS O | 1370006 | 01/27/2016 | MERCHANDISE | 609-49751-333 | 2.05 |
| PHILLIPS WINE & SPIRITS | 2914002 | 01/13/2016 | MERCHANDISE | 609-49751-333 | 55.24 |
| PHILLIPS WINE & SPIRITS | 2914003 | 01/25/2016 | MERCHANDISE | 609-49751-333 | 62.63 |
| JOHNSON BROS. | 5349428 | 01/25/2016 | MERCHANDISE | 609-49751-333 | 30.63 |
| JOHNSON BROS. | 5349429 | 01/25/2016 | MERCHANDISE | 609-49751-333 | 66.80 |
| JOHNSON BROS. | 5354110 | 01/25/2016 | MERCHANDISE | 609-49751-333 | 41.75 |
| JOHNSON BROS. | 5354111 | 01/25/2016 | MERCHANDISE | 609-49751-333 | 47.60 |
| WINE MERCHANTS | 7064810 | 01/26/2016 | MERCHANDISE | 609-49751-333 | 3.34 |
| CREATIVE CONCEPTS | 20160209 | 02/09/2016 | ADVERTISING | 609-49751-340 | 129.50 |
| LEAGUE OF MN CITIES INS TR | 31348 | 01/26/2016 | WORKERS COMP #020005863 | 609-49751-364 | 3,823.18 |
| ELECTRIC FUND | 20160203 | 02/03/2016 | MONTHLY UTILITY & TELECO | 609-49751-381 | 670.97 |
| ELECTRIC FUND | 20160203 | 02/03/2016 | MONTHLY UTILITY & TELECO | 609-49751-382 | 22.03 |
| ELECTRIC FUND | 20160203 | 02/03/2016 | MONTHLY UTILITY & TELECO | 609-49751-385 | 41.16 |
| TOSHIBA FINANCIAL SERVICES | 20160202 | 02/02/2016 | COPIER LEASE 2/20 - 3/20 | 609-49751-404 | 29.45 |
| US BANK | 20160202 | 02/02/2016 | CREDIT CARD- SCHWALBACH | 609-49751-406 | 35.25 |
| MN REVENUE | 20160210 | 02/10/2016 | SALES TAX - JAN. 2016 | 609-49751-460 | 3.83 |
| Activity 49751 - Liquor Store Total: | | | | | 57,448.20 |
| Fund 609 - LIQUOR STORE Total: | | | | | 67,480.20 |

Fund: 614 - TELECOM

| | | | | | |
|--------------------------|-----------|------------|-----------------------------|-----------|------------------|
| ROGER FRENCH | 20160205 | 02/05/2016 | REFUND - STATEMENT CREDI | 614-11500 | 60.02 |
| FELIX GARCIA | 20160205 | 02/05/2016 | REFUND - STATEMENT CREDI | 614-11500 | 80.88 |
| ELECTRIC FUND | 20160205E | 02/05/2016 | MONTHLY TRANSFERS-FEB. 2 | 614-11500 | 1,172.92 |
| INTERNAL REVENUE SERVICE | 20160202 | 02/02/2016 | EXCISE TAX POSTING - JAN 20 | 614-20201 | 912.53 |
| MN REVENUE | 20160210 | 02/10/2016 | SALES TAX - JAN. 2016 | 614-20202 | 9,161.00 |
| MN 9-1-1 PROGRAM | 20160202 | 02/02/2016 | JAN 911 SERVICE | 614-20206 | 1,188.57 |
| | | | | | 12,575.92 |

Activity: 49870 - Telecom

| | | | | | |
|---------------------------|------------|------------|----------------------------|---------------|-----------|
| NCBERS MINNESOTA | 20160202 | 02/02/2016 | INSURANCE #844600 - FEB 20 | 614-49870-133 | 64.00 |
| US BANK | 20160202 | 02/02/2016 | CREDIT CARD- MICROSOFT 36 | 614-49870-200 | 90.83 |
| ADVANCED SYSTEMS, INC. | 452418 | 01/26/2016 | SUPPLIES | 614-49870-200 | 37.41 |
| RAGE INC | 01-011230 | 01/29/2016 | SERVICE - WINDOM NET | 614-49870-211 | 21.33 |
| WEX BANK | 20160211 | 02/11/2016 | #0496-00-204057-4 CR CARD | 614-49870-212 | 215.56 |
| US BANK | 20160202 | 02/02/2016 | CREDIT CARD- PAY PAL | 614-49870-217 | 7.50 |
| METASWITCH NETWORKS LT | DCL25949 | 01/29/2016 | SUPPLIES | 614-49870-217 | 20,461.00 |
| LOCATORS & SUPPLIES, INC | 0241640-IN | 01/11/2016 | MAINTENANCE | 614-49870-227 | 1,075.54 |
| SOUTHWEST MN BROADBAN | 1004205 | 02/10/2016 | CALIX - 1/2 COST/MONTHLY S | 614-49870-227 | 3,581.25 |
| RELAY NETWORKS, INC. | 10836 | 01/29/2016 | SERVICE #11348 | 614-49870-227 | 978.90 |
| US BANK | 20160202 | 02/02/2016 | CREDIT CARD- AMAZON -ETH | 614-49870-227 | 42.72 |
| SCHWALBACH HARDWARE | 20160203 | 02/03/2016 | MAINTENANCE - TELECOM | 614-49870-227 | 30.97 |
| POWER & TEL | 5932017-00 | 01/25/2016 | MAINTENANCE | 614-49870-227 | 521.46 |
| POWER & TEL | 5933053-00 | 01/25/2016 | MAINTENANCE | 614-49870-227 | 1,067.35 |
| OLSEN THIELEN & CO.,LTD | 25377 | 02/03/2016 | SERVICE #947000 | 614-49870-304 | 537.50 |
| NECA | NECA107031 | 02/03/2016 | LEGAL FEES | 614-49870-304 | 165.00 |
| ELECTRIC FUND | 20160203 | 02/03/2016 | MONTHLY UTILITY & TELECO | 614-49870-321 | 381.63 |
| VERIZON WIRELESS | 9759172627 | 02/11/2016 | TELEPHONE | 614-49870-321 | 275.07 |
| SOURCE ONE SOLUTIONS, LLC | 1133 | 02/05/2016 | POSTAGE | 614-49870-322 | 256.39 |

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| Vendor Name | Payable Number | Post Date | Description (Item) | Account Number | Amount |
|--|-------------------|------------|----------------------------|----------------|-------------------|
| SOURCE ONE SOLUTIONS, LLC | 1133 | 02/05/2016 | CONVERSION | 614-49870-326 | 275.00 |
| SOURCE ONE SOLUTIONS, LLC | 1133 | 02/05/2016 | BILLING SERVICES | 614-49870-326 | 1,844.16 |
| HP SUDS CLUB, LLC | 20160203 | 02/03/2016 | BILLING CONTRACT SERVICE | 614-49870-326 | 1,170.00 |
| KDOM RADIO | KDOM0073160138435 | 02/10/2016 | ADVERTISING - WINDOM NET | 614-49870-340 | 99.00 |
| LEAGUE OF MN CITIES INS TR | 31348 | 01/26/2016 | WORKERS COMP #020005863 | 614-49870-364 | 9,324.34 |
| ELECTRIC FUND | 20160203 | 02/03/2016 | MONTHLY UTILITY & TELECO | 614-49870-381 | 2,294.78 |
| ELECTRIC FUND | 20160203 | 02/03/2016 | MONTHLY UTILITY & TELECO | 614-49870-382 | 17.59 |
| ELECTRIC FUND | 20160203 | 02/03/2016 | MONTHLY UTILITY & TELECO | 614-49870-385 | 29.41 |
| TOSHIBA FINANCIAL SERVICES | 20160202 | 02/02/2016 | COPIER LEASE 2/20 - 3/20 | 614-49870-404 | 44.18 |
| WINDOM AUTO VALU | 20160205 | 02/05/2016 | MAINTENANCE #3400540 | 614-49870-405 | 67.48 |
| CITY OF MONTICELLO | 0018672 | 01/26/2016 | COMMISSION APPROVED ME | 614-49870-433 | 5,000.00 |
| CENTURY LINK | 426262 | 01/25/2016 | DIRECTORY LISTINGS #426262 | 614-49870-441 | 172.90 |
| CENTURY LINK | L040021021-16017 | 02/03/2016 | CABS #507-L04-0021-021 | 614-49870-441 | 56.74 |
| MLB NETWORK | 060615 | 01/26/2016 | SUBSCRIBER | 614-49870-442 | 1,018.40 |
| NATIONAL CABLE TV COOP | 16011089 | 02/02/2016 | SUBSCRIBER | 614-49870-442 | 94,472.32 |
| CBS TELEVISION STATIONS | 20160204 | 02/04/2016 | SUBSCRIBER | 614-49870-442 | 4,674.46 |
| YOUNG BROADCASTING LLC | 20160205 | 02/05/2016 | SUBSCRIBER | 614-49870-442 | 4,172.88 |
| RFD TV | 2210-1671 | 01/27/2016 | SUBSCRIBER | 614-49870-442 | 422.64 |
| DISPLAY SYSTEMS INTERNATI | 25565 | 02/09/2016 | SERVICE | 614-49870-442 | 163.88 |
| TOWER DISTRIBUTION COMP | 486692 | 02/02/2016 | SUBSCRIBER | 614-49870-442 | 529.06 |
| SHOWTIME NETWORKS INC | 9002731-1215 | 12/31/2015 | SUBSCRIBER | 614-49870-442 | 516.06 |
| FOX SPORTS | J89361A | 02/05/2016 | CREDIT - NOV 2015 | 614-49870-442 | -7.33 |
| FOX TELEVISION STATIONS, IN | JAN-16 | 02/05/2016 | SUBSCRIBER | 614-49870-442 | 5,160.82 |
| FOX SPORTS | K14477 | 02/05/2016 | SUBSCRIBER | 614-49870-442 | 19,547.45 |
| BTN - BIG TEN NETWORK | K21259 | 02/04/2016 | SUBSCRIBER | 614-49870-442 | 4,289.10 |
| UNIVERSAL SERVICE ADMIN C | UBDI0000820058 | 02/03/2016 | 499A CONTRIBUTION | 614-49870-443 | 1,484.57 |
| WOODSTOCK COMMUNICATI | 10051215 | 02/03/2016 | SERVICE #00017668-1 | 614-49870-445 | 205.10 |
| E-911 - INDEPENDENT EMERG | 20160209 | 02/09/2016 | MONTHLY 911 SERVICE 2/1 T | 614-49870-445 | 40.00 |
| US BANK | 20160202 | 02/02/2016 | CREDIT CARD- DREAM HOST | 614-49870-447 | 139.00 |
| MANKATO NETWORKS, LLC | 387278 | 02/10/2016 | INTERNET EXPENSE | 614-49870-447 | 1,415.00 |
| HURRICANE ELECTRIC LLC | 9814846-IN | 02/10/2016 | 10 GB INT CONNECTION AT 5 | 614-49870-447 | 4,000.00 |
| MN REVENUE | 20160210 | 02/10/2016 | SALES TAX - JAN. 2016 | 614-49870-460 | 22.57 |
| BANK MIDWEST | 20160202 | 02/02/2016 | NSF-BUCK JOHNSON- TELECO | 614-49870-480 | 83.26 |
| SOUTHWEST MN BROADBAN | 20160211 | 02/11/2016 | QVC COMMISSIONS - DEC 201 | 614-49870-480 | 142.11 |
| Activity 49870 - Telecom Total: | | | | | 192,698.34 |
| Fund 614 - TELECOM Total: | | | | | 205,274.26 |

Fund: 615 - ARENA

Activity: 49850 - Arena

| | | | | | |
|----------------------------|-------------------|------------|----------------------------|---------------|----------|
| NCPERS MINNESOTA | 20160202 | 02/02/2016 | INSURANCE #844600 - FEB 20 | 615-49850-133 | 32.00 |
| SCHWALBACH HARDWARE | 20160203 | 02/03/2016 | MAINTENANCE - ARENA | 615-49850-200 | 8.48 |
| SCHWALBACH HARDWARE | 20160203 | 02/03/2016 | MAINTENANCE - ARENA | 615-49850-211 | 86.32 |
| US BANK | 20160202 | 02/02/2016 | CREDIT CARD- COUNTRY PRID | 615-49850-212 | 472.00 |
| WEX BANK | 20160211 | 02/11/2016 | #0496-00-204057-4 CR CARD | 615-49850-212 | 32.99 |
| STAPLES OIL CO | 93280 | 02/10/2016 | FUEL | 615-49850-212 | 46.84 |
| TOSHIBA FINANCIAL SERVICES | 20160202 | 02/02/2016 | COPIER LEASE 2/20 - 3/20 | 615-49850-217 | 26.51 |
| RIEDEL SHOES, INC | 54705929 | 02/02/2016 | SUPPLIES | 615-49850-217 | 625.46 |
| SCHWALBACH HARDWARE | 20160203 | 02/03/2016 | MAINTENANCE - ARENA | 615-49850-241 | 4.48 |
| AH HERMEL COMPANY | 555182 | 02/02/2016 | MERCHANDISE | 615-49850-260 | 213.16 |
| ELECTRIC FUND | 20160203 | 02/03/2016 | MONTHLY UTILITY & TELECO | 615-49850-321 | 118.17 |
| VERIZON WIRELESS | 9759172627 | 02/11/2016 | TELEPHONE | 615-49850-321 | 68.06 |
| ELECTRIC FUND | 20160203 | 02/03/2016 | MONTHLY UTILITY & TELECO | 615-49850-326 | 130.84 |
| WAFSC WINDOM AREA FIGUR | 20160202 | 02/02/2016 | ADVERTISING - ICE SHOW PR | 615-49850-340 | 35.00 |
| WINDOM YOUTH HOCKEY | 20160210 | 02/10/2016 | ADVERTISING - ARENA | 615-49850-340 | 35.00 |
| KDOM RADIO | KDOM0113160138430 | 02/10/2016 | ADVERTISING - ARENA | 615-49850-340 | 82.00 |
| LEAGUE OF MN CITIES INS TR | 31348 | 01/26/2016 | WORKERS COMP #020005863 | 615-49850-364 | 1,807.35 |
| ELECTRIC FUND | 20160203 | 02/03/2016 | MONTHLY UTILITY & TELECO | 615-49850-381 | 9,071.96 |
| ELECTRIC FUND | 20160203 | 02/03/2016 | MONTHLY UTILITY & TELECO | 615-49850-382 | 363.52 |
| MN ENERGY RESOURCES | 20160202 | 02/02/2016 | HEATING #4070858-8 - AREN | 615-49850-383 | 1,212.78 |
| ELECTRIC FUND | 20160203 | 02/03/2016 | MONTHLY UTILITY & TELECO | 615-49850-385 | 27.08 |
| JARED KOCH CONSTRUCTION | 20160202 | 02/02/2016 | MAINTENANCE-LOBBY DOOR | 615-49850-402 | 1,657.23 |

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| Vendor Name | Payable Number | Post Date | Description (Item) | Account Number | Amount |
|--------------------------------------|----------------|------------|--------------------------|----------------|------------------|
| SCHWALBACH HARDWARE | 20160203 | 02/03/2016 | MAINTENANCE - ARENA | 615-49850-402 | 2.04 |
| WORTHINGTON GLASS INC | 42548 | 02/02/2016 | MAINTENANCE | 615-49850-402 | 30.00 |
| R & D INDUSTRIES, INC | 72476 | 02/02/2016 | SOUND SYSTEM REPLACEME | 615-49850-402 | 1,177.73 |
| R & R SPECIALTIES | 0059092-IN | 02/02/2016 | MAINTENANCE | 615-49850-404 | 259.70 |
| SCHWALBACH HARDWARE | 20160203 | 02/03/2016 | MAINTENANCE - ARENA | 615-49850-404 | 11.50 |
| O'REILLY AUTOMOTIVE, INC | 20160211 | 02/11/2016 | MAINTENANCE - ARENA | 615-49850-404 | 10.59 |
| CARQUEST AUTO PARTS STOR | 2789-297218 | 02/09/2016 | MAINTENANCE | 615-49850-404 | 12.75 |
| CARLSON & STEWART REFRIG | 34754 | 02/02/2016 | MAINTENANCE-WORK DONE | 615-49850-404 | 401.50 |
| CARLSON & STEWART REFRIG | 34755 | 02/02/2016 | MAINTENANCE-SHAFT SEAL R | 615-49850-404 | 5,922.42 |
| SCHWALBACH HARDWARE | 20160203 | 02/03/2016 | MAINTENANCE - ARENA | 615-49850-406 | 1,749.58 |
| ELECTRIC FUND | 20160202 | 02/02/2016 | ARENA | 615-49850-409 | 106.39 |
| MN REVENUE | 20160210 | 02/10/2016 | SALES TAX - JAN. 2016 | 615-49850-460 | 195.00 |
| Activity 49850 - Arena Total: | | | | | 26,036.43 |
| Fund 615 - ARENA Total: | | | | | 26,036.43 |

Fund: 617 - M/P CENTER

| | | | | | |
|------------|----------|------------|-----------------------|-----------|---------------|
| MN REVENUE | 20160210 | 02/10/2016 | SALES TAX - JAN. 2016 | 617-20202 | 101.07 |
| | | | | | 101.07 |

Activity: 49860 - M/P Center

| | | | | | |
|---|-------------------|------------|----------------------------|---------------|-----------------|
| NCPERS MINNESOTA | 20160202 | 02/02/2016 | INSURANCE #844600 - FEB 20 | 617-49860-133 | 48.00 |
| US BANK | 20160202 | 02/02/2016 | CREDIT CARD- HY VEE | 617-49860-211 | 22.91 |
| RIVER BEND LIQUOR | 20160210 | 02/10/2016 | MERCHANDISE-COMM CENTE | 617-49860-217 | 14.58 |
| RIVER BEND LIQUOR | 20160210 | 02/10/2016 | MERCHANDISE-COMM CENTE | 617-49860-251 | 335.26 |
| RIVER BEND LIQUOR | 20160210 | 02/10/2016 | MERCHANDISE-COMM CENTE | 617-49860-252 | 297.90 |
| US BANK | 20160202 | 02/02/2016 | CREDIT CARD- HY VEE | 617-49860-254 | 69.06 |
| ELECTRIC FUND | 20160203 | 02/03/2016 | MONTHLY UTILITY & TELECO | 617-49860-321 | 112.57 |
| VERIZON WIRELESS | 9759172627 | 02/11/2016 | TELEPHONE | 617-49860-321 | 16.87 |
| ELECTRIC FUND | 20160203 | 02/03/2016 | MONTHLY UTILITY & TELECO | 617-49860-326 | 60.00 |
| WORTHINGTON DAILY GLOBE | 1667595 | 02/03/2016 | ADVERTISING | 617-49860-340 | 232.00 |
| KDOM RADIO | KDOM0563160138431 | 02/05/2016 | ADVERTISING - COMM CENTE | 617-49860-340 | 157.00 |
| LEAGUE OF MN CITIES INS TR | 31348 | 01/26/2016 | WORKERS COMP #020005863 | 617-49860-364 | 2,371.91 |
| ELECTRIC FUND | 20160203 | 02/03/2016 | MONTHLY UTILITY & TELECO | 617-49860-381 | 1,241.59 |
| ELECTRIC FUND | 20160203 | 02/03/2016 | MONTHLY UTILITY & TELECO | 617-49860-382 | 62.23 |
| ELECTRIC FUND | 20160203 | 02/03/2016 | MONTHLY UTILITY & TELECO | 617-49860-385 | 63.30 |
| RUSHMORE INDUSTRIES, INC | 20160129 | 01/29/2016 | SERVICE | 617-49860-404 | 48.34 |
| TOSHIBA FINANCIAL SERVICES | 20160202 | 02/02/2016 | COPIER LEASE 2/20 - 3/20 | 617-49860-404 | 14.73 |
| TOSHIBA FINANCIAL SERVICES | 20160202 | 02/02/2016 | COPIER LEASE 1/20 - 2/20 | 617-49860-404 | 60.00 |
| RAGE INC | 01-011229 | 01/29/2016 | SERVICE - COMM CENTER | 617-49860-406 | 61.50 |
| ELECTRIC FUND | 20160129 | 01/29/2016 | COMM CENTER - 443 HPS-400 | 617-49860-409 | 17.50 |
| US BANK | 20160202 | 02/02/2016 | CREDIT CARD- SCHWALBACH | 617-49860-409 | 340.32 |
| US BANK | 20160202 | 02/02/2016 | CREDIT CARD- RUNNINGS | 617-49860-409 | 26.03 |
| SCHWALBACH HARDWARE | 20160203 | 02/03/2016 | MAINTENANCE - MP | 617-49860-409 | 96.95 |
| DICKS WELDING INC | 62271 | 02/11/2016 | MAINTENANCE | 617-49860-409 | 125.05 |
| DICKS WELDING INC | 62274 | 02/11/2016 | MAINTENANCE | 617-49860-409 | 21.10 |
| DICKS WELDING INC | 62276 | 02/11/2016 | MAINTENANCE | 617-49860-409 | 95.50 |
| J. H. LARSON | S101116628.001 | 01/25/2016 | MAINTENANCE | 617-49860-409 | 7.20 |
| J. H. LARSON | S101117052.001 | 01/25/2016 | MAINTENANCE | 617-49860-409 | 73.39 |
| WERNER ELECTRIC | S8977098.004 | 01/26/2016 | COMM CENTER LED FIXTURES | 617-49860-409 | 552.00 |
| MN REVENUE | 20160210 | 02/10/2016 | SALES TAX - JAN. 2016 | 617-49860-460 | 144.93 |
| Activity 49860 - M/P Center Total: | | | | | 6,789.72 |
| Fund 617 - M/P CENTER Total: | | | | | 6,890.79 |

Fund: 700 - PAYROLL

| | | | | | |
|-------------------------------|------------|------------|-------------------------|-----------|-----------|
| Internal Revenue Service-Payr | INV0000747 | 02/05/2016 | Federal Tax Withholding | 700-21701 | 10,632.62 |
| Minnesota Department of Re | INV0000746 | 02/05/2016 | State Withholding | 700-21702 | 4,284.08 |
| Internal Revenue Service-Payr | INV0000748 | 02/05/2016 | Social Security | 700-21703 | 11,062.32 |
| MN Pera | INV0000739 | 02/05/2016 | PERA | 700-21704 | 12,558.76 |
| MN Pera | INV0000740 | 02/05/2016 | PERA | 700-21704 | 5,921.74 |
| MN Pera | INV0000741 | 02/05/2016 | PERA | 700-21704 | 529.42 |
| Minnesota State Deferred | INV0000742 | 02/05/2016 | Deferred Compensation | 700-21705 | 4,390.00 |
| Minnesota State Deferred | INV0000743 | 02/05/2016 | Deferred Roth | 700-21705 | 875.00 |

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| Vendor Name | Payable Number | Post Date | Description (Item) | Account Number | Amount |
|-------------------------------|----------------|------------|----------------------------|----------------------------------|-------------------|
| BLUE CROSS/BLUE SHIELD | 20160202 | 02/02/2016 | INSURANCE PREM- FEB | 700-21706 | 40,785.50 |
| Minnesota Department of Re | 20160205 | 02/05/2016 | WAGE LEVY | 700-21709 | 124.59 |
| MN Child Support Payment C | INV0000744 | 02/05/2016 | Child Support Payment | 700-21709 | 407.47 |
| Internal Revenue Service-Payr | INV0000745 | 02/05/2016 | Medicare Withholding | 700-21711 | 3,205.12 |
| SELECTACCOUNT | 20160202 | 02/02/2016 | FLEX SPENDING | 700-21712 | 1,710.01 |
| SELECTACCOUNT | 20160210 | 02/10/2016 | FLEX SPENDING | 700-21712 | 1,390.10 |
| COLONIAL LIFE INSURANCE | 20160202 | 02/02/2016 | BCN E8182644 INSURANCE | 700-21714 | 8.82 |
| NCPERS MINNESOTA | 20160202 | 02/02/2016 | INSURANCE #844600 - FEB 20 | 700-21718 | 16.00 |
| NCPERS MINNESOTA | 20160202 | 02/02/2016 | INSURANCE #844600 - FEB 20 | 700-21718 | 16.00 |
| MII LIFE | 20160210 | 02/10/2016 | VEBA | 700-21720 | 11,552.36 |
| | | | | | 109,469.91 |
| | | | | Fund 700 - PAYROLL Total: | 109,469.91 |
| | | | | Grand Total: | 705,796.58 |

Report Summary

Fund Summary

| Fund | Payment Amount |
|--------------------------------|-------------------|
| 100 - GENERAL | 63,744.67 |
| 211 - LIBRARY | 10,546.43 |
| 225 - AIRPORT | 1,548.55 |
| 230 - POOL | 1,383.57 |
| 235 - AMBULANCE | 7,518.45 |
| 250 - EDA GENERAL | 5,528.41 |
| 251 - EDA REVOLVING | 6,000.00 |
| 254 - NORTH IND PARK | 124.09 |
| 401 - GENERAL CAPITAL PROJECTS | 84,573.38 |
| 601 - WATER | 13,624.73 |
| 602 - SEWER | 27,330.30 |
| 604 - ELECTRIC | 68,722.41 |
| 609 - LIQUOR STORE | 67,480.20 |
| 614 - TELECOM | 205,274.26 |
| 615 - ARENA | 26,036.43 |
| 617 - M/P CENTER | 6,890.79 |
| 700 - PAYROLL | 109,469.91 |
| Grand Total: | 705,796.58 |

Account Summary

| Account Number | Account Name | Payment Amount |
|----------------|--------------------------|----------------|
| 100-11500 | Accounts Receivable | 23.40 |
| 100-20202 | Sales Tax Payable | 5.49 |
| 100-41110-304 | Legal Fees | 301.65 |
| 100-41110-326 | Data Processing | 710.00 |
| 100-41110-365 | Insurance - Misc | 45.84 |
| 100-41310-133 | Employer Paid Insurance | 80.00 |
| 100-41310-200 | Office Supplies | 542.45 |
| 100-41310-217 | Other Operating Supplie | 347.87 |
| 100-41310-301 | Auditing & Consulting Se | 853.50 |
| 100-41310-321 | Telephone | 127.17 |
| 100-41310-326 | Data Processing | 79.99 |
| 100-41310-364 | Insurance - Worker's Co | 1,634.60 |
| 100-41310-480 | Other Miscellaneous | 413.00 |
| 100-41910-133 | Employer Paid Insurance | 24.00 |
| 100-41910-200 | Office Supplies | 7.58 |
| 100-41910-212 | Motor Fuels | 47.90 |
| 100-41910-321 | Telephone | 125.37 |
| 100-41910-364 | Insurance - Worker's Co | 350.27 |
| 100-41940-381 | Electric Utility | 652.39 |
| 100-41940-382 | Water Utility | 70.78 |
| 100-41940-385 | Sewer Utility | 130.00 |
| 100-41940-406 | Repairs & Maint - Groun | 680.00 |
| 100-42120-133 | Employer Paid Insurance | 160.00 |
| 100-42120-212 | Motor Fuels | 1,067.08 |
| 100-42120-218 | Uniforms | 748.64 |
| 100-42120-308 | Training & Registrations | 965.00 |
| 100-42120-321 | Telephone | 271.86 |
| 100-42120-323 | Radio Units | 108.00 |
| 100-42120-326 | Data Processing | 433.00 |
| 100-42120-364 | Insurance - Worker's Co | 14,242.74 |
| 100-42120-404 | Repairs & Maint - M&E | 340.85 |
| 100-42120-480 | Other Miscellaneous | 438.45 |
| 100-42220-212 | Motor Fuels | 33.29 |
| 100-42220-217 | Other Operating Supplie | 60.00 |
| 100-42220-308 | Training & Registrations | 235.98 |
| 100-42220-321 | Telephone | 27.88 |

Account Summary

| Account Number | Account Name | Payment Amount |
|----------------|----------------------------|----------------|
| 100-42220-322 | Postage | 9.80 |
| 100-42220-331 | Travel Expense | 513.00 |
| 100-42220-334 | Meals/Lodging | 10.00 |
| 100-42220-364 | Insurance - Worker's Co | 7,820.95 |
| 100-42220-404 | Repairs & Maint - M&E | 23.56 |
| 100-42220-439 | Special Projects | 1,384.50 |
| 100-42500-381 | Electric Utility | 21.09 |
| 100-42700-300 | Charges for Services | 150.00 |
| 100-43100-133 | Employer Paid Insurance | 80.00 |
| 100-43100-200 | Office Supplies | 565.41 |
| 100-43100-212 | Motor Fuels | 2,133.75 |
| 100-43100-215 | Materials & Equipment | 591.19 |
| 100-43100-217 | Other Operating Supplie | 60.00 |
| 100-43100-241 | Small Tools | 54.37 |
| 100-43100-321 | Telephone | 134.04 |
| 100-43100-350 | Printing & Design | 196.00 |
| 100-43100-364 | Insurance - Worker's Co | 12,768.23 |
| 100-43100-381 | Electric Utility | 4,310.67 |
| 100-43100-382 | Water Utility | 22.89 |
| 100-43100-385 | Sewer Utility | 45.63 |
| 100-43100-404 | Repairs & Maint - M&E | 1,830.31 |
| 100-43100-480 | Other Miscellaneous | 1,102.50 |
| 100-45120-217 | Other Operating Supplie | 14.73 |
| 100-45202-133 | Employer Paid Insurance | 16.00 |
| 100-45202-364 | Insurance - Worker's Co | 3,240.41 |
| 100-45202-381 | Electric Utility | 259.62 |
| 211-45501-133 | Employer Paid Insurance | 16.00 |
| 211-45501-200 | Office Supplies | 466.01 |
| 211-45501-217 | Other Operating Supplie | 1,452.36 |
| 211-45501-321 | Telephone | 29.82 |
| 211-45501-326 | Data Processing | 4,703.64 |
| 211-45501-364 | Insurance - Worker's Co | 700.54 |
| 211-45501-381 | Electric Utility | 313.55 |
| 211-45501-382 | Water Utility | 17.78 |
| 211-45501-385 | Sewer Utility | 33.07 |
| 211-45501-402 | Repairs & Maint - Struct | 828.31 |
| 211-45501-433 | Dues & Subscriptions | 126.37 |
| 211-45501-435 | Books and Pamphlets | 1,858.98 |
| 225-45127-365 | Insurance - Misc | 288.25 |
| 225-45127-381 | Electric Utility | 898.73 |
| 225-45127-406 | Repairs & Maint - Groun | 9.49 |
| 225-45127-409 | Repairs & Maint - Utilitie | 352.08 |
| 230-45124-217 | Other Operating Supplie | 7.36 |
| 230-45124-364 | Insurance - Worker's Co | 1,344.52 |
| 230-45124-381 | Electric Utility | 31.69 |
| 235-42153-212 | Motor Fuels | 1,024.10 |
| 235-42153-217 | Other Operating Supplie | 319.63 |
| 235-42153-321 | Telephone | 90.86 |
| 235-42153-327 | Interpretation Fees | 34.00 |
| 235-42153-334 | Meals/Lodging | 107.05 |
| 235-42153-340 | Advertising & Promotion | 110.00 |
| 235-42153-364 | Insurance - Worker's Co | 5,606.67 |
| 235-42153-404 | Repairs & Maint - M&E | 15.99 |
| 235-42153-405 | Repairs & Maint - Vehicl | 210.15 |
| 250-46520-133 | Employer Paid Insurance | 24.00 |
| 250-46520-200 | Office Supplies | 7.59 |
| 250-46520-301 | Auditing & Consulting Se | 1,012.50 |
| 250-46520-304 | Legal Fees | 90.00 |

Account Summary

| Account Number | Account Name | Payment Amount |
|----------------|--------------------------|----------------|
| 250-46520-321 | Telephone | 159.27 |
| 250-46520-340 | Advertising & Promotion | 315.00 |
| 250-46520-364 | Insurance - Worker's Co | 350.27 |
| 250-46520-381 | Electric Utility | 76.77 |
| 250-46520-402 | Repairs & Maint - Struct | 44.98 |
| 250-46520-438 | Meeting Expense | 30.78 |
| 250-46520-480 | Other Miscellaneous | 57.25 |
| 250-49980-602 | Other Long-Term Obliga | 2,115.73 |
| 250-49980-612 | Other Interest | 1,244.27 |
| 251-12900 | Loan Receivable | 6,000.00 |
| 254-46520-381 | Electric Utility | 124.09 |
| 401-49950-501 | Capital Outlay - Police | 11,245.77 |
| 401-49950-504 | Capital Outlay - Parks | 73,327.61 |
| 601-16420 | Office Equipment | 541.33 |
| 601-49400-133 | Employer Paid Insurance | 40.00 |
| 601-49400-212 | Motor Fuels | 198.80 |
| 601-49400-217 | Other Operating Supplie | 7.50 |
| 601-49400-310 | Lab Testing | 56.25 |
| 601-49400-321 | Telephone | 157.04 |
| 601-49400-322 | Postage | 256.38 |
| 601-49400-326 | Data Processing | 2,288.04 |
| 601-49400-364 | Insurance - Worker's Co | 3,305.09 |
| 601-49400-381 | Electric Utility | 6,089.31 |
| 601-49400-382 | Water Utility | 16.42 |
| 601-49400-385 | Sewer Utility | 29.23 |
| 601-49400-386 | Landfill | 158.00 |
| 601-49400-404 | Repairs & Maint - M&E | 428.98 |
| 601-49400-405 | Repairs & Maint - Vehicl | 52.36 |
| 602-16420 | Office Equipment | 541.34 |
| 602-49450-133 | Employer Paid Insurance | 56.00 |
| 602-49450-212 | Motor Fuels | 230.68 |
| 602-49450-217 | Other Operating Supplie | 7.50 |
| 602-49450-310 | Lab Testing | 1,111.00 |
| 602-49450-321 | Telephone | 199.48 |
| 602-49450-322 | Postage | 256.38 |
| 602-49450-326 | Data Processing | 2,348.04 |
| 602-49450-364 | Insurance - Worker's Co | 6,233.40 |
| 602-49450-381 | Electric Utility | 13,353.99 |
| 602-49450-382 | Water Utility | 520.37 |
| 602-49450-404 | Repairs & Maint - M&E | 451.99 |
| 602-49450-405 | Repairs & Maint - Vehicl | 152.76 |
| 602-49450-439 | Special Projects | 444.34 |
| 602-49450-480 | Other Miscellaneous | 1,423.03 |
| 604-11500 | Accounts Receivable | 44.14 |
| 604-14200 | Inventory | 457.50 |
| 604-16300 | Improvements Other Th | 17,094.84 |
| 604-16420 | Office Equipment | 2,165.33 |
| 604-16440 | Motor Vehicles | 4,669.80 |
| 604-20202 | Sales Tax Payable | 21,770.00 |
| 604-22000 | Prepayments | 2,845.00 |
| 604-49550-133 | Employer Paid Insurance | 96.00 |
| 604-49550-150 | Capitalized Labor | -10,825.80 |
| 604-49550-200 | Office Supplies | 2.04 |
| 604-49550-212 | Motor Fuels | 255.56 |
| 604-49550-217 | Other Operating Supplie | 126.04 |
| 604-49550-241 | Small Tools | 526.00 |
| 604-49550-315 | Energy Development | 885.00 |
| 604-49550-321 | Telephone | 271.92 |

Account Summary

| Account Number | Account Name | Payment Amount |
|----------------|---------------------------|----------------|
| 604-49550-322 | Postage | 256.38 |
| 604-49550-326 | Data Processing | 3,314.63 |
| 604-49550-331 | Travel Expense | 20.52 |
| 604-49550-364 | Insurance - Worker's Co | 8,949.44 |
| 604-49550-381 | Electric Utility | 214.55 |
| 604-49550-382 | Water Utility | 20.69 |
| 604-49550-385 | Sewer Utility | 37.59 |
| 604-49550-404 | Repairs & Maint - M&E | 631.94 |
| 604-49550-405 | Repairs & Maint - Vehicl | 1,583.82 |
| 604-49550-406 | Repairs & Maint - Groun | 252.94 |
| 604-49550-408 | Repairs & Maint - Distrib | 1,019.31 |
| 604-49550-410 | Repairs & Maint - Gener | -15.82 |
| 604-49550-444 | License Fees | 32.00 |
| 604-49550-460 | Miscellaneous Taxes | 104.11 |
| 604-49550-463 | Obsolete inventory | 10,556.50 |
| 604-49550-480 | Other Miscellaneous | 1,360.44 |
| 609-20202 | Sales Tax Payable | 10,032.00 |
| 609-49751-133 | Employer Paid Insurance | 16.00 |
| 609-49751-217 | Other Operating Supplie | 49.85 |
| 609-49751-251 | Liquor | 12,585.98 |
| 609-49751-252 | Beer | 32,328.02 |
| 609-49751-253 | Wine | 6,101.09 |
| 609-49751-254 | Soft Drinks & Mix | 767.37 |
| 609-49751-259 | Non- Alcoholic | 37.15 |
| 609-49751-321 | Telephone | 156.70 |
| 609-49751-326 | Data Processing | 130.84 |
| 609-49751-331 | Travel Expense | 140.40 |
| 609-49751-333 | Freight and Express | 379.43 |
| 609-49751-340 | Advertising & Promotion | 129.50 |
| 609-49751-364 | Insurance - Worker's Co | 3,823.18 |
| 609-49751-381 | Electric Utility | 670.97 |
| 609-49751-382 | Water Utility | 22.03 |
| 609-49751-385 | Sewer Utility | 41.16 |
| 609-49751-404 | Repairs & Maint - M&E | 29.45 |
| 609-49751-406 | Repairs & Maint - Groun | 35.25 |
| 609-49751-460 | Miscellaneous Taxes | 3.83 |
| 614-11500 | Accounts Receivable | 1,313.82 |
| 614-20201 | Excise Tax Payable | 912.53 |
| 614-20202 | Sales Tax Payable | 9,161.00 |
| 614-20206 | 911 TAP & TACIP Fees Cl | 1,188.57 |
| 614-49870-133 | Employer Paid Insurance | 64.00 |
| 614-49870-200 | Office Supplies | 128.24 |
| 614-49870-211 | Cleaning Supplies | 21.33 |
| 614-49870-212 | Motor Fuels | 215.56 |
| 614-49870-217 | Other Operating Supplie | 20,468.50 |
| 614-49870-227 | Utility System Maint Sup | 7,298.19 |
| 614-49870-304 | Legal Fees | 702.50 |
| 614-49870-321 | Telephone | 656.70 |
| 614-49870-322 | Postage | 256.39 |
| 614-49870-326 | Data Processing | 3,289.16 |
| 614-49870-340 | Advertising & Promotion | 99.00 |
| 614-49870-364 | Insurance - Worker's Co | 9,324.34 |
| 614-49870-381 | Electric Utility | 2,294.78 |
| 614-49870-382 | Water Utility | 17.59 |
| 614-49870-385 | Sewer Utility | 29.41 |
| 614-49870-404 | Repairs & Maint - M&E | 44.18 |
| 614-49870-405 | Repairs & Maint - Vehicl | 67.48 |
| 614-49870-433 | Dues & Subscriptions | 5,000.00 |

Account Summary

| Account Number | Account Name | Payment Amount |
|----------------|----------------------------|-------------------|
| 614-49870-441 | Transmission Fees | 229.64 |
| 614-49870-442 | Subscriber Fees | 134,959.74 |
| 614-49870-443 | Intergovernmental Fees | 1,484.57 |
| 614-49870-445 | Switch Fees | 245.10 |
| 614-49870-447 | Internet Expense | 5,554.00 |
| 614-49870-460 | Miscellaneous Taxes | 22.57 |
| 614-49870-480 | Other Miscellaneous | 225.37 |
| 615-49850-133 | Employer Paid Insurance | 32.00 |
| 615-49850-200 | Office Supplies | 8.48 |
| 615-49850-211 | Cleaning Supplies | 86.32 |
| 615-49850-212 | Motor Fuels | 551.83 |
| 615-49850-217 | Other Operating Supplie | 651.97 |
| 615-49850-241 | Small Tools | 4.48 |
| 615-49850-260 | Concessions | 213.16 |
| 615-49850-321 | Telephone | 186.23 |
| 615-49850-326 | Data Processing | 130.84 |
| 615-49850-340 | Advertising & Promotion | 152.00 |
| 615-49850-364 | Insurance - Worker's Co | 1,807.35 |
| 615-49850-381 | Electric Utility | 9,071.96 |
| 615-49850-382 | Water Utility | 363.52 |
| 615-49850-383 | Gas Utility | 1,212.78 |
| 615-49850-385 | Sewer Utility | 27.08 |
| 615-49850-402 | Repairs & Maint - Struct | 2,867.00 |
| 615-49850-404 | Repairs & Maint - M&E | 6,618.46 |
| 615-49850-406 | Repairs & Maint - Groun | 1,749.58 |
| 615-49850-409 | Repairs & Maint - Utilitie | 106.39 |
| 615-49850-460 | Miscellaneous Taxes | 195.00 |
| 617-20202 | Sales Tax Payable | 101.07 |
| 617-49860-133 | Employer Paid Insurance | 48.00 |
| 617-49860-211 | Cleaning Supplies | 22.91 |
| 617-49860-217 | Other Operating Supplie | 14.58 |
| 617-49860-251 | Liquor | 335.26 |
| 617-49860-252 | Beer | 297.90 |
| 617-49860-254 | Soft Drinks & Mix | 69.06 |
| 617-49860-321 | Telephone | 129.44 |
| 617-49860-326 | Data Processing | 60.00 |
| 617-49860-340 | Advertising & Promotion | 389.00 |
| 617-49860-364 | Insurance - Worker's Co | 2,371.91 |
| 617-49860-381 | Electric Utility | 1,241.59 |
| 617-49860-382 | Water Utility | 62.23 |
| 617-49860-385 | Sewer Utility | 63.30 |
| 617-49860-404 | Repairs & Maint - M&E | 123.07 |
| 617-49860-406 | Repairs & Maint - Groun | 61.50 |
| 617-49860-409 | Repairs & Maint - Utilitie | 1,355.04 |
| 617-49860-460 | Miscellaneous Taxes | 144.93 |
| 700-21701 | Federal Withholding | 10,632.62 |
| 700-21702 | State Withholding | 4,284.08 |
| 700-21703 | FICA Tax Withholding | 11,062.32 |
| 700-21704 | PERA Contributions | 19,009.92 |
| 700-21705 | Retirement | 5,265.00 |
| 700-21706 | Medical Insurance | 40,785.50 |
| 700-21709 | Wage Levy | 532.06 |
| 700-21711 | Medicare Tax Withholdi | 3,205.12 |
| 700-21712 | Flex Account | 3,100.11 |
| 700-21714 | Individual Insurance-Col | 8.82 |
| 700-21718 | Individual Insurance-NC | 32.00 |
| 700-21720 | VEBA Contributions | 11,552.36 |
| | Grand Total: | 705,796.58 |

Project Account Summary

Project Account Key
None

Grand Total:

Payment Amount
705,796.58
705,796.58

2.12.2016
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