

**Council Meeting
Tuesday, March 1, 2016
City Council Chambers**

**5:00 p.m.
AGENDA**



Call to Order

Pledge of Allegiance

1. Approval of Minutes
 - Council Minutes–February 16, 2016
2. Consent Agenda
 - Minutes
 - Park & Recreation Commission – February 17, 2016
 - Emergency Services Building Committee – February 22, 2016
 - Community Center – February 22, 2016
 - Planning Commission – February 23, 2016
 - Utility Commission – February 24, 2016
 - License
 - Cigarette License – Janu-6 Freedom Super Value Center
3. Public Comments – Don Kalash – Prairie Meadow Subdivision
4. Department Heads
5. Building and Zoning
 - Preliminary Plat -Prairie Meadow Subdivision
 - Final Plat - North Windom Industrial Park First Addition
6. Emergency Services Building – Approve Plans and Specifications for Bidding
7. Equipment Purchases
 - Motor Grader
 - Directional Drill
8. Remick Foundation Grant – Kastle Kingdom Playground Equipment
9. Resolution Supporting Submission of Grant Application to MLB Community – Baseball Tomorrow Grant Fund
10. Personnel
 - Arena Maintenance Position
 - Assistant Liquor Store Manager
11. Disposition of Surplus Equipment
12. Second Reading Ordinance No. 154 2nd Series
13. Spring Cleanup Event
14. Additional 2016 Mayor Appointments and Reappointments
15. 2016 Board of Appeal and Equalization Meeting Scheduled for Tuesday, May 10th at 4:30 p.m.
16. New Business
17. Old Business
18. Regular Bills
19. Contractor Bills – 2015 Sealcoat Project - Mclaughlin & Schulz -\$1,856.60
20. Council Concerns



21. Adjourn

**Regular Council Meeting
Windom City Hall, Council Chamber
February 16, 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 Pro Tem: Dominic Jones

Council Present: Brian Cooley, Paul Johnson (arrived 7:58 pm), Bryan Joyce and JoAnn Ray

Absent: Mayor Maricle

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 19, 2016. Motion carried 4 – 0 (Johnson absent).

5. Consent Agenda:

Jones noted the minutes from the following Boards and Commissions.

- Telecommunications Commission – January 25, 2016
- Emergency Services Facility Building Committee – January 25, 2016
- Community Center Commission – January 25, 2016
- Library Board – January 26, 2016 and February 9, 2016
- Parks and Recreation Commission – January 28, 2016
- Economic Development Authority – February 8, 2016

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

6. Recognition of Exceptional Service:

Jones said that the efforts of the Windom Police Department and Cottonwood County Sheriff's office should be recognized for their protection of the community and for the exceptional response to extremely difficult and dangerous situations. On February 8, 2016 there was an extremely unfortunate incident with an armed stand-off and shots fired. The law enforcement community acted to protect the public.

Jones presented plaques for service to Sheriff Purrington and Chief Deputy Jorgenson. The City also had certificates for the other county deputies and personnel involved which were handed out by Sheriff Purrington.

Preliminary

Jones presented plaques to Assistant Chief Patterson and to Chief Peterson for their roles in the incident and for their leadership of the Windom department. Certificates for the Windom Police Officers involved were handed out by Chief Peterson.

The Council thanked all of the City and County law enforcement personnel for their dedication and service to the citizens of Windom.

7. Department Heads:

Chief Peterson said that he is requesting \$8,500 for the purchase of ballistic shields. The recent shooting incident and prior stand-off last year showed the need for this equipment in officer safety. The department now has one shield, but they have to go back to the office to retrieve it when it is needed and this proposal would ensure that one shield is in each of the squad cars. One full-length shield is also being requested.

Jones asked if the expense would come from the reserve account. Nasby replied that the Council would have to make that determination if they approved the purchase.

Motion by Ray second by Joyce to approve the Police Department's capital purchase five ballistic shields at a cost of \$8,500 with the funds coming from the General Fund Reserve account. Motion carried 4 – 0 (Johnson absent).

8. Motor Grader Purchase:

Bruce Caldwell, Streets & Parks Superintendent, said that this item was previously discussed and there is a memorandum in the packet regarding the possible financing. He said that the existing unit had an approximate value of \$18,000 to \$25,000 determined by the dealer, but they had no interest in it as a trade. The 1987 Case grader has 16,400 hours on it.

Joyce asked if the Council can forward fund the grader. Nasby replied that the Council can certainly choose to do that, but noted the reserve policy. Joyce said that he was not keen on paying interest for a purchase.

Jones inquired if the City could do an internal loan from another fund and pay interest to ourselves instead of an outside party. May be the electric fund, but he knows they have a number of projects they want to do as well.

Joyce asked about the 16,400 hours and how many years of life expectancy we anticipate from the new grader. Caldwell replied that typical life of the unit is 25-30 years and we are about at 30 years with the 1987 grader.

Jones noted the Council could increase the annual payment too which would shorten the time financed, but that takes away from other future uses of money.

Joyce said that he would rather not tap other department resources to pay for the grader.

Jones noted that the Utility Commission meets next week and they could decide if they were interested in an inter-fund loan. This would still pay them interest like the investments.

Preliminary

Johnson arrived at 7:58 pm.

Cooley said the County recently purchased two graders and the down payment was the traded in units.

Caldwell said he wanted to make sure we keep within the timeframe of the State contract so the pricing does not expire. Cooley replied that RDO is good to work with and held pricing.

Nasby said the Council has the balance in the equipment fund, left over 2015 Street CIP money and the \$30,000 from 2016 annual budget so the seven year financing package as proposed is available without other funds, but there is the 4.25% interest payable to RDO.

Council consensus to table the item to March 1 so the Utility Commission could consider participation on an inter-fund loan.

9. Parks & Recreation Commission – Re-Appoint Pool Manager:

Jones said the memo from the Commission recommended the re-hiring of Samantha Harold-Baloun as the pool manager for 2016.

Motion by Cooley second by Johnson to hire Samantha Harold-Baloun as the Windom Pool Manager for 2016. Motion carried 5 – 0.

10. Windom HRA – Grant Application Authorization:

Margaret McDonald, Board Member and Connie Klassen, HRA Operations Manager, said they are present to request the City Council's approval of a grant application to the State for Small Cities Development Program funding. The money would be for the remodeling of the Riverview Apartment complex relating to energy efficiency, quality of life and safety repairs. The project scope increased from \$801,000 to \$1.479 million due to asbestos and other unforeseen items.

McDonald said that no City funds would be needed.

Klassen added that the HRA would be responsible for the project.

Joyce said that he is the HRA liaison and this "wall" project was discussed and recommended. The costs also increased due to the 2015 changes in the State energy efficiency code.

Jones noted the HRA would be responsible for the single audit expenses incurred.

Council member Joyce introduced the Resolution No. 2016-05, entitled "RESOLUTION SUPPORTING THE SUBMISSION OF AN APPLICATION TO THE SMALL CITIES DEVELOPMENT PROGRAM ON BEHALF OF THE WINDOM HOUSING AND REDEVELOPMENT AUTHORITY" as amended, and moved its adoption. The resolution was seconded by Ray and on roll call vote: Aye: Jones, Joyce, Ray, Cooley and Johnson. Nay: None. Absent: None. Abstain: None. Resolution passed 5 – 0.

Preliminary

11. CMMPA Non-Binding Subscription Agreement:

Brent Brown, Electric Utility Manager, said that CMMPA is soliciting offers for power purchases for its members and this is an expression of interest. He noted that the City is also working on diversifying its portfolio of energy. At present, about 60% is hydro power, 18% is coal and the balance is gas-fired and wind generated. The diversity helps keep costs lower and is a hedge against price increases in any specific industry or due to more regulation. The plan is to have firm numbers in June or July as to cost and amount of power being purchased.

Jones clarified that this is now only a solicitation of for potential suppliers.

Motion by Joyce second by Johnson to approve the non-binding subscription agreement between the City of Windom and CMMPA as proposed. Motion carried 5 – 0.

12. Call for Public Hearing – Modification of TIF District 1-19:

Mary Hensen, EDA Administrative Assistant, said that the EDA Board has recommended a modification to TIF District 1-19 to include additional lots in Block 2 and the 76 acres adjacent (south) of the NWIP. The TIF was set up for the Toro Warehouse and is being expanded to include the other properties so they are eligible for inter-district TIF funds. The thought is that the excess TIF would be used to purchase the 76 acre parcel. The proposed public hearing is April 5, 2016.

Jones noted that this action is calling for the public hearing only.

Ray said she is abstaining as this has to do with the NWIP.

Council member Johnson introduced the Resolution No. 2016-06, entitled “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” as amended, and moved its adoption. The resolution was seconded by Joyce and on roll call vote: Aye: Joyce, Cooley, Johnson and Jones. Nay: None. Absent: None. Abstain: Ray. Resolution passed 4 – 0 – 1.

13. Ratification of Fire Department Elections:

Dan Ortmann, Fire Chief, said that the Fire Department had put forward the following for officers: Dan Ortmann, Fire Chief; Mark Stevens, First Assistant Chief; Mark March, Second Assistant Chief and Roger Winker, Third Assistant Chief.

Motion by Joyce second by Ray to ratify the Windom Fire Department election of officers as presented. Motion carried 5 – 0.

14. Local Option Sales Tax – Legislative Direction:

Nasby said that in 2015 the Council had approved a resolution supporting the request for a local option sales tax and this legislation was drafted last year and then modified at the end of the session to fit into the tax bill. The tax bill was vetoed, but legislation is still active for the 2016 session and staff is requesting direction from the Council on whether to pursue the sales tax and if so in what scope. The modification late last year was to narrow the scope of use from public facilities to emergency service facilities. Should the Council want to continue pursuit of the sales tax option then there are two options shown in the attached resolutions which are both the public facilities option and the narrow scope option.

Cooley said that he would like to continue to pursue the opportunity to have the sales tax as the Council would ultimately have the voters decide.

Joyce asked about the election timing. Nasby said it would be for the November 2016 ballot. Joyce said that he too would suggest pursuing it as a tool or option. He noted that Windom's legislation was in the House tax bill but nothing came out of the Senate.

Johnson asked if the Senate Tax Chair was still the same legislator. Nasby replied, that Senator Skoe is still the Senate tax chair and he is not supportive of local option taxes.

Jones said that he would support the sales tax as an option and that if the Council were to go down that path having a narrow use of the proceeds would be better for the voters.

Joyce said that he would like to start out with a wide scope and then narrow it if needed, but preserve as much flexibility as we can. He added that the City Council has a list of nine priorities that it has already approved and those could be the public facilities.

Cooley said that the City probably would not get both bonding funds and the sales tax but to have options available is needed.

Council member Joyce introduced the Resolution No. 2016-07, entitled "RESOLUTION APPROVING OF A PROPOSAL TO IMPOSE A LOCAL SALES TAX IN THE CITY OF WINDOM" as amended with inclusion of the nine approved City Council priorities, and moved its adoption. The resolution was seconded by Cooley and on roll call vote: Aye: Ray, Cooley, Johnson, Jones and Joyce. Nay: None. Absent: None. Abstain: None. Resolution passed 5 – 0.

15. Capital Improvement Plan – Resolution Preliminary Approval Issuance of GO Bonds:

Nasby said that this resolution will set a public hearing for March 15, 2016 as part of the process for issuing Capital Improvement Plan (CIP) bonds related to the Emergency Services Facility. The City can fund items on its approved CIP by holding a public hearing and posting a notice. This process step is needed should the Council want to issue GO Bonds for the project, but this does not obligate the Council into selling bonds nor the amount of bonds. The maximum proposed amount would be \$3.65 million which includes \$3.5 million for the project and \$150,000 in bond issuance costs. Following the public hearing there is a 30-day waiting period and if there are no valid requests for a referendum then the Council can proceed with a bond sale if it chooses.

Council member Cooley introduced the Resolution No. 2016-08, entitled “CALLING A PUBLIC HEARING ON THE INTENT TO ISSUE GENERAL OBLIGATION CAPITAL IMPROVEMENT PLAN BONDS AND THE PROPOSAL TO ADOPT A CAPITAL IMPROVEMENT PLAN THEREFOR” and moved its adoption. The resolution was seconded by Johnson and on roll call vote: Aye: Cooley, Johnson, Jones, Joyce and Ray. Nay: None. Absent: None. Abstain: None. Resolution passed 5 – 0.

16. Airport Maintenance and Operation Grant Contract:

Nasby said that this is an annual agreement. The State reimburses the City for maintenance costs at the airport for snow removal, mowing, etc. The amount this year is higher than last year by about \$5,000 so that is welcome.

Council member Joyce introduced the Resolution No. 2016-09, entitled “RESOLUTION AUTHORIZING EXECUTION OF MINNESOTA DEPARTMENT OF TRANSPORTATION GRANT CONTRACT FOR AIRPORT MAINTENANCE AND OPERATION” and moved its adoption. The resolution was seconded by Jones and on roll call vote: Aye: Johnson, Jones, Joyce, Ray and Cooley. Nay: None. Absent: None. Abstain: None. Resolution passed 5 – 0.

17. Resolution Expressing an Intent to Reimburse Expenditures – Water Tower:

Nasby said that the Council previously approved letting a bid for the repair and painting of the water towers for \$909,000. This cost plus engineering would be approximately \$1 million and would be paid for internally and then be reimbursed through a future bond sale. Due to the cost of bond issuance it makes sense to group the sales together when possible and this resolution establishes the City’s intent to reimburse itself for expenses and this this must be done before project costs are expended.

Council member Cooley introduced the Resolution No. 2016-10, entitled “EXPRESSING AN INTENT TO REIMBURSE EXPENDITURES FROM TAX EXEMPT BOND PROCEEDS” and moved its adoption. The resolution was seconded by Joyce and on roll call vote: Aye: Johnson, Jones, Joyce, Ray and Cooley. Nay: None. Absent: None. Abstain: None. Resolution passed 5 – 0.

18. Resolution Approving Amendments to the Fees and Charges Schedule:

Jones asked if the fees and charges had been updated to reflect the electric and water/wastewater rate increases. Nasby said the Department Heads had reviewed the document and submitted any changes so as far as he knew the document is current.

Council member Joyce introduced the Resolution No. 2016-11, entitled “RESOLUTION APPROVING AMENDMENTS TO THE FEES AND CHARGES SCHEDULE” and moved its adoption. The resolution was seconded by Ray and on roll call vote: Aye: Jones, Joyce, Ray, Cooley and Johnson. Nay: None. Absent: None. Abstain: None. Resolution passed 5 – 0.

Preliminary

19. City Website Update:

Jones said that the comments he receives is to make the website more user friendly and have all Boards and Commission meetings listed in a calendar along with the Coffee with Council schedule.

Joyce asked if it is a revision or re-build of the site. Nasby replied that the software running the various parts of the site have improved greatly over the last five years and the base software will be a combination of new and updated versions of the current software. Joyce said that he would like to see the Board and Commission meeting notices on the City roll-up and have the website link into social media.

Nasby said there had not been a budgeted item for the website upgrade as staff was still working on the utility billing system at the time of the budget so dates were unknown. However, if the website work were split among the various departments based on the number of web pages they should be able to handle the cost within the 2016 budgeted line items. There was a cost estimate in the email from Beim Consulting who had done the City's work.

Motion by Cooley second by Joyce to approve the City Administrator and staff with moving ahead with Jill Beim Consulting on the upgrading of the City website. Motion carried 5 – 0.

20. Personnel Items:

Jones said the position description for the Network Operations Center (NOC) Tech had been re-done and staff is requesting approval to advertise the position. He said that Jeff Dahna has been doing both the GM job and the NOC Tech duties since August 2015 and the plan from Telecom and Personnel committees is to refill the position.

Motion by Joyce second by Johnson to approve the NOC Tech job description and to approve staff with advertising the position. Motion carried 5 – 0.

Nasby said there is a memorandum regarding the Compensation and Classification study the Council previously discussed. Four requests were sent out to firms specializing in this work and two proposals were received. The Department Heads selected three representatives to work with the City Administrator to recommend a firm. The recommendation is to engage Flaherty & Hood. The City is a member of the Coalition of Greater Minnesota Cities which is also operated by Flaherty & Hood so the City gets a discount on these services.

Jones wanted to make sure the study is independent analysis even if the City is a CGMC member.

Johnson said he thought the study is needed and is in favor with moving ahead.

Motion by Johnson second by Joyce to approve an agreement with Flaherty & Hood for the Supervisory Compensation and Classification Study. Motion carried 5 – 0.

Joyce asked if the consultants would use comparable cities for the analysis. Nasby replied that the consultants would use comparable cities and this is part of the input that is needed

Preliminary

from the Department Heads to identify those cities as the same set of cities will not be comparable for all jobs.

21. Disposition of Surplus Equipment:

Nasby said there is a list of items in the Council packet for items to be sold at the government auction on April 30 or through the on-line vendor.

Motion by Johnson second by Ray to approve the list of surplus equipment as presented. Motion carried 5 – 0.

22. First Reading Ordinance No. 154 2nd Series:

Nasby said that the City Council had approved some ordinance changes that impact the Windom Code such as the nuisance ordinance, animals and liquor. These changes have to be codified into the Windom Code and this ordinance is the process required.

Motion by Joyce second by Cooley to approve the First Reading of Ordinance 154 2nd Series as presented. Motion carried 5 – 0.

23. 2015 Annual Report:

Nasby said the annual report is a summary of activities and financial information for the City. It is very informative and he thanked the City staff for their work and for the writing of the report.

Motion by Ray second by Joyce to accept the 2015 Annual Report as presented. Motion carried 5 – 0.

24. New Business:

None.

25. Old Business:

Dan Ortmann, Fire Chief updated the City Council on the Emergency Services Facility and noted that final plans and specifications are being completed. The Council will be asked to approve these documents for bidding at the March 1 meeting.

Joyce said that he would like an opportunity for the public to comment and ask questions such as building type costs and why the site of Witt Park was selected.

Jones said that he most often gets citizen comments about the building size and the cost. He also has been asked about the alternative if State bond funds are not received.

Ortmann said it is important to look at similar facilities if the proposed project is compared to others as Windom will have both fire and ambulance services in the 19,800 square feet.

Joyce said that he has the cost question the most.

Preliminary

Cooley said that the biggest aspect the building committee looked at is what is needed, functionality and they did look at various building types and recommended moving ahead with the current track.

26. Regular Bills:

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

27. Council Concerns:

Jones said that there was a good discussion at Coffee with Council and the items brought up are as follows: Oversight of the Hospital and the new addition; the Emergency Services Facility size and cost; Cost of the new motor grader; Update of the Comprehensive Plan; water safety (health) issues; drainage for the new housing subdivision; the website and meeting notices.

Joyce said he too had good conversations at Coffee with Council. He appreciated the comments and questions and noted there is follow up as to the items raised. He noted the information in the miscellaneous packet about housing rental inspections. Last, he inquired if the local newspaper can do a story or promotion of local government aid as that this a hot topic at the legislature.

Johnson said the blizzard on February 8 stranded about 30 people at BARC. He thanked BARC and for the citizens who responded by bringing food and other items to BARC to help out the stranded travelers.

Cooley said there was a reference in the newspaper about people having personal agendas. He said that he does have an agenda and it is the betterment of Windom for all citizens.

Nasby noted that the March 1 meeting is also caucus night so the Council meeting is scheduled to start at 5:00 pm and must be over by 6:00 pm.

28. Adjournment:

Mayor Maricle adjourned the meeting by unanimous consent at 9:35 p.m.

Dominic Jones, Mayor Pro Tem

Attest: _____
Steve Nasby, City Administrator

**PARK AND RECREATION COMMISSION MEETING
MINUTES FEBRUARY 17, 2016**

1. **Call to Order:** The meeting was called to order by Gross at 6:25 p.m. at City Hall

2. **Roll Call:**
 - Commission Present: Jess Smith, Jason Kloss, Kay Gross, Shawn Licht, & Josh Schunk
 - Commission Absent: Darren Tietz
 - City Staff Present: Recreation Director Al Baloun, Parks Superintendent Bruce Caldwell & Samantha Baloun Swimming 2016 Pool Manager
 - Council Liaisons: Paul Johnson Attending, Bryan Joyce Absent
 - Public: None

3. **Election of Officers & Committee Members postponed until the March, 2016 Meeting**

4. **Motion to Approve Agenda by Kloss, seconded by Licht**
Motion Carried Unanimous

5. Motion to Approve Minutes from January 2016 Park & Recreation Commission Meeting;
Correction on end time to state 6:50 p.m.
Motion Kloss, seconded by Licht
Motion Carried Unanimous

6. Park Superintendent's Report; Bruce Caldwell
 - a. MLB Community.org Grant application for Ballfield Lighting in the WRA Ballfield Complex.
The commission unanimously agreed to apply for this matching fund grant for the amount of \$60,000 for lighting on Qwest Field Lighting. Currently we have the matching funds in a special account.
Qwest Field Lighting Estimate, not including the electric department costs \$77,500.00
Wacker Field Lighting Estimate, not including the electric department costs \$152,000.00
Motion by Kloss, seconded by Schunk to apply for this grant which is due by April 1, 2016
Motion Carried Unanimous

7. Recreation Manager; Al Baloun
 - a. Ice Season; Rink Refrigeration Replacement Mandate R22 Replacement; Carlson & Stewart Refrigeration Inc. will talk to the commission in March to discuss options to bring our system up to the new code.
The annual Figure Skating Show will be held on March 5th-6th and the ice will start to come out the week of March 7th.
 - b. Beverage Contract at the Arena & City Parks; the ten year contract will be done this spring so the commission will review Coke and the Pepsi company's proposals at the March meeting.
 - c. Swimming Pool Items; Samantha Baloun discussed swimming lesson, possible pool events, and staffing for the upcoming Summer season. Discussed possible pool policy handbook changes regarding staffing and cell phone usage.

8. Open Mike: Gross; asked about location for a dog park, Caldwell stated it must not be in the well head protection area which maps were sent out to the dog park committee and commission members
9. Meeting adjourned at 6:02 p.m.

Emergency Services Building Committee Minutes February 22, 2016

The Windom Emergency Services Building Committee met on February 22, 2016, at 5:30 p.m. in the Fire Hall meeting room. Members present were Dan Ortmann, Tim Hacker, Jim Axford, Kevin Heggeseeth and Brian Cooley. City Staff – Steve Nasby and Denise Nichols. Absent: Mayor Corey Maricle, Mark Stevens and Gary Olson. Also present were John Nightingale and Corey Brunton from Brunton Architects; public present were Preston Rossow, Jordan Bussa 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 Axford, to approve the Minutes of the January 25, 2016, meeting as written. Ayes – 4, Nays – 0.*
3. **Final Review Architect Design Plans and Specifications** – Corey Brunton and John Nightingale reviewed with the Committee the plans and specifications for the proposed project. Brunton noted that the project meets all code requirements including building, energy and ADA. Nightingale reviewed with the Committee the site, grading, floor, storm water, roof, electric and mechanical plans. Alternates for the project were discussed and confirmed.

The Committee discussed the next steps to move the project forward including the timeline for bidding the project, state bonding request determinations, and bid award. Brunton advised that the bidding process could be 30 days but not less than 21 days. He suggested 30 days would allow sufficient time for contractors to submit bids. Brunton asked how long after the bids are received did the City want to hold the bids. If the timeline is longer than 30 days, he would need to state this in the bid documents. He noted that most contractors will not hold bids longer than 60 days.

Cooley noted that the Council had discussed plans for holding a public comment session at the March 1st Council Meeting. However due to caucuses, the meeting time has been changed to 5:00 p.m. and the meeting must be completed by 6:00 p.m. which does not allow sufficient time to hold the public comment session. Cooley noted his concern with the Council waiting to move forward with the bid process until the public comment session is completed and the timeline required to obtain the best bids for the project.

4. **Other Business** – Chair Ortmann discussed the request from a Councilmember to develop a Q & A information sheet regarding the project including items such as location, cost savings, size needs and building efficiencies. Corey Brunton offered to assist with developing the information sheet. A meeting was scheduled for Thursday between Brunton and Ortmann to develop the information sheet.

Heggeseeth provided an update for the Committee regarding the recent meeting held by the Service District Townships. The representatives from all the Townships agreed to support the project and agreed to the requested contribution of 15% of the project cost with a maximum annual contribution of \$30,000. The group is also creating a committee of 5-6 members to represent the service district during negotiations of fire contract renewals.

5. **Next Meeting Date** – Item tabled.
6. **Adjourn** – *M/S/P: Motion by Hacker, seconded by Cooley, to adjourn the meeting at 7:10 p.m. Ayes 4, Nays – 0.*

Community Center Commission Minutes
Monday February 22, 2016

1. Call to Order: The meeting was called to order by President Wayne Maras at 5:30 p.m.

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

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

Election of Officers-Motion by Kelly Woizeschke, seconded by Mitch Voehl to re-elect Wayne Maras as President, Motion carried 4-0. Motion by Wayne Maras seconded by Kelly Woizeschke to re-elect Mitch Voehl as Vice President, Motion carried 4-0. Motion by Wayne Maras seconded by Lenny Thiner to re-elect Linda Stuckenbroker as Secretary, Motion carried 4-0.

President – Wayne Maras
Vice-President – Mitch Voehl
Secretary – Linda Stuckenbroker

4. Approval of Minutes:

Motion by Kelly Woizeschke, seconded by Mitch Voehl to approve the January 25, 2016 Community Center Commission Minutes. Motion carried 4-0

5. Additions to the agenda:

Nothing to Report

6. President's Report:

No Report Available

7. Director's Report:

a. WCC Director Bussa reported that he and the Riverbend Liquor Store Manager are working on an event as a fundraiser with more information available soon.

WCC Director Bussa stated event promotion would be done in coordination with Riverbend Liquor.

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 March 28, 2016 @ 5:30 pm

Adjourn:

Motion by Kelly Woizeschke, seconded by Lenny Thiner, to adjourn the meeting at 5:55 pm. Motion carried 4-0.

Wayne Maras, WCC President

Linda Stuckenbroker, WCC Secretary

Attest: _____
Brad Bussa, WCC Director

**CITY OF WINDOM
PLANNING COMMISSION
MINUTES
FEBRUARY 23, 2016**

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

2. Roll Call & Guest Introductions:

Planning Commission: Marilyn Wahl, Lorri Cole, Ben Derickson, Andy Harries, Brett Mattson, Ryan McNamara, and Kevin Rose.
Absent: Greg Pfeffer and Council Liaison Mayor Corey Maricle.

Also Present: Zoning Administrator Jim Kartes, Mary Hensen (Admin. Asst.), Wayne Wormstadt (School Superintendent), Rick Frederickson (School Board Member), Dennis Johnson and Mike Johnson (Wenck Associates), Margaret Horkey, Don Kalash, Judy Seyler, Andrew Seyler, Nestor Palm, Patti Palm, Marv Grunig, Daryl Tasler, and Howard Davis.

3. Approval of Minutes:

Motion by Commissioner Derickson, seconded by Commissioner Cole, and carried to approve the Planning Commission Minutes for the meeting held on January 12, 2016. Motion carried 7-0.

4. Public Hearing – 7:05 P.M.: Subdivision Application & Preliminary Plat – “Prairie Meadow Subdivision” - EDA of Windom & ISD 177: Chairperson Wahl opened the public hearing at 7:05 p.m. The Planning Commission was provided with the following background information: A housing study of Windom conducted in 2014 discussed the need for additional housing of all types. In the Spring of 2015, the EDA and the Independent School District 177 (Windom Area Schools) began discussions concerning the possible development of a portion of the undeveloped land owned by the School District. The School obtained a study concerning its needs and potential future expansions of its facilities. The study determined the undeveloped property which the School will retain is of sufficient size to meet these future needs. The parties submitted a Subdivision Application on January 20, 2016, together with a Preliminary Plat for the new residential subdivision (“Prairie Meadow Subdivision”) which was prepared by Dennis Esplan of Zieske Land Surveying. The Commissioners had received copies of the Application, Preliminary Plat, Technical Memo (1-20-2016) from Wenck Associates regarding storm sewer, letter from City Attorney Ron Schramel (1-19-2016) regarding drainage, and Notice of Rescheduled Public Hearing. Zoning Administrator Kartes clarified that the development of this new residential subdivision is a partnership between the EDA and the School District and not the City. He explained that pursuant to the engineering design and the letter from the City Attorney, the storm sewer for the new subdivision can connect to an existing culvert in the 18th Street area. He further explained that the City Department Heads had reviewed the preliminary plat and all of their additional easements had been added; and the preliminary plat, as presented, complies with all City Code requirements. Currently there are negotiations between the EDA and Margaret Horkey concerning a possible alternate route for the outletting of the storm water. He advised that either drainage plan will comply with the City Code requirements. Zoning Administrator Kartes advised that this potential agreement between the EDA and Margaret Horkey can be completed in the future and does not impact the preliminary plat which provides for sufficient storm water drainage for the new subdivision. Dennis Johnson from Wenck Associates advised that the current negotiations with Margaret Horkey include the possibility of outletting the storm sewer from the corner of 17th Avenue diagonally under River Road, at an angle agreeable to Margaret Horkey, and into the wetland area southeast of her homestead. He indicated that the area would be augmented as DNR allows, outlined the sizing of the piping in the area, and explained the purpose of the detention pond in the new subdivision and the effect it will have to slow the flow of storm water from the subdivision into the storm water system. Chairperson Wahl requested comments from the audience. Don Kalash provided a history of his property which adjoins the Horkey property to the northwest and his frustration with the drainage from adjoining subdivisions onto his property. Margaret Horkey advised that she pays taxes on natural watershed land adjacent to her homestead and she voiced her concerns regarding increased drainage of storm water onto her property. She expressed her desire to have the EDA and School District continue communications with her regarding the alternate plan for outletting of the storm water system to the southeast of her homestead

including the angle for the outlet coming under River Road, clearing a pathway for the outlet as much as DNR will allow, adding rip rap to prevent washouts in the area of the outlet (culvert), and planning for drainage from future developments. In response to questions from other property owners, Dennis Johnson outlined the proposed removal of valley gutters on 17th Street and installation of catch basins to help with ponding at the intersections of 16th and 17th Streets; there would be no special assessments to property owners of existing properties along the southwesterly side of 17th Street or adjacent to 17th Avenue in connection with the Prairie Meadow Subdivision project; there will be minimal environmental impact from this storm water drainage; 17th Avenue will not be extended at this time; and discussion of responsibility for maintenance of culverts. This project provides an opportunity to redirect the water that is coming onto Margaret Horkey's property; and the EDA, Wenck Associates, and the School District will continue working with Margaret Horkey concerning the alternate outlet for the storm water. Chairperson Wahl advised Margaret Horkey and Don Kalash to continue their discussions with the appropriate officials concerning their individual properties. There being no further comments from the audience, Chairperson Wahl closed the public hearing at 7:49 p.m. After further discussion by the Planning Commission, the following action was taken.

Motion by Commissioner Derickson, seconded by Commissioner McNamara, to recommend to the City Council the approval of the Subdivision Application and the Preliminary Plat of "Prairie Meadow Subdivision" as submitted by the EDA and ISD 177.

The motion indicates that the jurisdictional documents be made a part of the hearing record. Motion carried 7-0.

Zoning Administrator Kartes advised that the recommendation will come before the City Council at its meeting next Tuesday night, March 1, 2016.

5. Final Plat – "North Windom Industrial Park First Addition": The Planning Commission had received copies of the Final Plat of the North Windom Industrial Park First Addition and the protective covenants which remain in effect for this new subdivision. After review and discussion, the following action was taken.

Motion by Commissioner McNamara, seconded by Commissioner Derickson, to recommend to the City Council the approval of the Final Plat of the "North Windom Industrial Park First Addition". Motion carried 7-0.

6. Review of Sample Rental Housing Ordinances: Zoning Administrator Kartes related details from a session on advanced legal aspects of building maintenance he attended at the Minnesota Building Officials Seminar the second week in February. After a discussion of these comments, options for review of the sample ordinances, and types of facilities to be inspected, the consensus of the Planning Commission was for each Commissioner to review all of the rental housing materials provided by the various neighboring cities and begin discussions concerning Jackson's and Heron Lake's ordinances at the March meeting.
7. Adjourn: By consensus, the meeting was adjourned at 8:29 p.m.

Marilyn Wahl, Chairperson

Attest: _____
James Kartes, Zoning Administrator

UTILITY COMMISSION MINUTES
City Hall, Council Chamber
February 24, 2016

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

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

APPROVE MINUTES

Motion by Riordan, seconded by Schwalbach, to approve the January 13, 2013 Utility Commission minutes. Motion carried 2 – 0 (Francis absent).

WATER/WASTEWATER ITEMS

February 1, 2016 Sampling Results – Haugen reported completion of winter sampling event for the former municipal dump on February 1, 2016. At all sampling points, vinyl chloride and cis-1-2 were below actionable levels. The results show Vinyl Chloride (VC) has not been detected at any of the monitoring points since the April 2015 sampling event. Cis 1-2-dichloroethene was detected at MW-9B at 0.512 ug/l. This is less than the 0.56 ug/l detected one year ago. Based on results, the recommendation is to restart pumping in the recovery wells as soon as possible in the spring of 2016. The next data submittal due to MPCA is in April when the entire system is sampled.

Hwy 71 Residence Septic System – Haugen had discussions with a local contractor that plans to do the work on this property in the fall to bring the septic system into compliance. No further action needed by Utility Commission.

Water Permit Invoice (2015 Water Use) – The Water Utility pumped 37,635,910 gallons in 2015 from the former landfill. Additionally, the Water Permit for the main wells reported 276,212,139 pumped in 2015.

Haugen also informed the Commission he will be working on The Water Comprehension Plan that is due 2017.

Wellhead Protection Plan Update – Haugen shared with Commission a letter from Minnesota Department of Health confirming the amended Wellhead Protection Plan for the City of Windom has been received. Copies of the plan amendment have been submitted to the appropriate state agencies for their review and comment. MDH's approval or disapproval must be completed by April 4, 2016.

2017 Street Project – Caldwell, Street Superintendent, was present to discuss upcoming 2017 Street project. The Commission received a City of Windom map outlining the streets proposed to be included in the 2017 Street Project based on a completed pavement management survey. Caldwell reported that most of the work needed on these streets would be mill and overlay and not a full reconstruction. Caldwell also reported the possibility of annexing a portion of South 6th street to Highway 60.

Caldwell would like the Commission to review water/sewer infrastructure condition to determine priorities for 2017 and would also like to have the discussions to finalize the engineer that would be used for the 2017 Street Project.

Schwalbach requested infrastructure condition data be accumulated and documented to present to the Commission for review at a future meeting. Haugen will work on getting some lines televised to get the current condition.

Other Water/Wastewater Items

Red Rock Rural Water Rates - Haugen presented a summary of RRRW water pumped and the corresponding rates/gallon charged over the last several years. Also included in the summary was a calculation of the operating and maintenance costs for the Water Utility. Haugen and Staff are recommending the Commission revise the RRRW contract based on current annual operating costs per gallon sold. Haugen and Nasby have held discussions with RRRW and they would also like revisions to the contract. RRRW is requesting a guaranteed 60,000,000 gallons annually and also a flat fee per gallon instead of the current tiered rate.

The Commission would like to review more detail of items included in operating and maintenance cost figures before approving any contract modifications. The full detail of what was included in the analysis will be provided via email. Nasby and Haugen will work with RRRW to expedite contract modification recommendations.

Haugen informed the Commission the Waste Water Treatment plant received an Award. Haugen thanked Glenn and other staff for their work. Steve Willard and Colton Dunse will be present to accept the award.

Haugen reported working with Prime Pork on service needs. They plan 4,000-5,000 head per day and hope to be operational this fall.

ELECTRIC ITEMS

CMMPA Non-Binding Subscription Agreement – Brown presented for approval a CMMPA Non-Binding Subscription Agreement for Participation in Power Supply Coalition Purchases. CMMPA has narrowed RFP responses for power supply purchases to four different vendors. CMMPA is requesting the signing of this agreement to allow CMMPA to proceed with formal contract negotiations in order to provide a diversified and hedged portfolio for each participant. CMMPA will act as the lead negotiator but will confer with participants at key points during the

negotiation process. CMMPA anticipates contract negotiations will take 3-4 months and expects execution of contracts during the third quarter of 2016.

Motion by Riordan second by Schwalbach to approve CMMPA Non-Binding Subscription Agreement for Participation in Power Supply Coalition Purchases. Motion carried 2 – 0.

Retail Solar – Brown informed the Commission that a large industrial customer may be installing Solar Power. Brown indicated the impact to the City would be minimal. There is a mandate requiring the City to buy back the power and Brown reported working with CMMPA to request a waiver from FERC so the power can be purchased back at avoided cost and based on CMMPA avoided cost. Brown also reported working with CMMPA on an ordinance so that all infrastructure costs associated with solar power generation would be the responsibility of the customer.

Directional Drill Purchase – Brown said that they had looked into the possibility of purchasing a directional drill as the cost for contracting out that work has increased. The City of Glencoe had purchased one recently and he used their specifications to obtain quotes. The quotes were \$194,000 from Ditch Witch and \$152,000 from Vermeer. The Vermeer machine is on the State contract. Members of the Electrical Crew along with Glenn Francis visited Glencoe to view the drill and to discuss Glencoe's experience with the drill. Glencoe was pleased with their purchase and reported realized benefits of doing the work in-house.

Electrical staff was present to review boring work planned for future years with the Commission. Looking at the projects planned and current rate for the contractor, the payback on the machine would be 2-3 years. Schwalbach asked if additional staff would be needed and Brown reported that current staff could do the work as they are already doing most of the work when the contractor is used for boring. Brown and the Electrical staff are recommending purchasing the directional drill from Vermeer off the state contract. The funding used for the purchase is the amount that has been budgeted for the contractor to perform the work on the planned projects.

The Commission also discussed using the drill for Telecom projects and billing the Telecom fund at cost. The drill could also be used by surrounding communities for emergency purposes.

Motion by Riordan second by Schwalbach to recommend council approval on the purchase of the Vermeer directional drill. Motion carried 2 – 0.

Disposition of Surplus Equipment – Brown reported he would like to surplus the current digger truck and flat bed. The Commission was supportive.

Motor-Grader – Caldwell, Street Superintendent, was present to request an interfund loan from the Electrical Fund to finance the purchase of a Motor-Grader. The City can finance the purchase with the vendor but Council inquired about the possibility of paying the Electrical Fund interest instead of an outside vendor to benefit both the General Fund and Electrical Fund. The amount of financing needed is approximately \$160,000. The Commission discussed a three-year loan with a balloon payment in the third year and a 2% interest rate.

During this discussion Brown reminded the Commission that approximately \$80,000 of electrical work has been completed for the Emergency Service Building and it is unclear if this will be considered in-kind contribution or if it will be reimbursed by the project. Brown also indicated that the Council has discussed increasing the transfer from the Electrical Fund as a method of funding for the Emergency Services Building project. Brown also indicated there may be additional requests from other funds for financing needs. He indicated these factors should all be considered when the Commission decides to provide financing to the General Fund.

Motion by Riordan second by Schwalbach to approve a three-year loan, up to \$160,000 at an interest rate of 2%, to the General Fund designated for Street Department equipment purchases. The loan will consist of two annual payments of \$30,000 plus a balloon payment of the balance at the end of year three. The first annual payment will be due 1 year from date of the equipment purchase. Motion carried 2 – 0.

REGULAR BILLS

Motion by Riordan second by Schwalbach to pay the regular bills. Motion carried 2 – 0.

OLD BUSINESS

NEW BUSINESS

None.

ADJOURN

Schwalbach adjourned the meeting at 12:30 p.m. Next meeting March 23rd at 10:00 a.m.

Mike Schwalbach, Chairperson

Attest: _____
Steve Nasby, City Administrator



APPLICATION FOR MUNICIPAL LICENSES
CITY OF WINDOM
WINDOM, MN

STATE OF MINNESOTA
COUNTY OF COTTONWOOD
CITY OF WINDOM

TO: Janu-6
Freedom Super Value Center
712 2nd Avenue
Windom, MN 56101

This application is appropriate for item or items checked below, for the term of one year from February 17, 2016 to December 31, 2016.

- X Cigarette License \$20.00
- Game of Skill \$50.00 for first game and \$15.00 for each additional game
- Theatre \$25.00

Total \$20.00

MN Tax ID # 4382583
Federal Tax ID # 81-1132443

Dated this 5th Day of February, 2016.

K. M. Patel
Signature of Applicant



Date/Time received: 26 FEB '16 @ 8:00A

Agenda Request Form

(This form can be used only once a month by the same individual(s). It is not a venue to bypass policies and procedures of city commissions and committees.)

Name: DON KALASH Telephone No: 831-4931

Address: WILDOM

Date of Council Meeting: 01 MAR '16 (Agenda item must be turned into the city office by Friday noon preceding the Tuesday meeting.)

Subject: PRAIRIE MEADOW SUBDIV.

Have you brought this to the attention of the appropriate department head? YES
Committee? YES

Hand-outs, audio-visual materials (These must be simple and set up directly before you speak and taken down directly afterward):
/

This format gives citizens an opportunity to express concerns to the council without expectation of discussion or action. No more than two (2) people should speak on the same topic at one meeting. Remarks should not exceed five (5) minutes per person. They should be directed to the council as a whole and not to any individual member or department head.

[Signature]
Signature

FRIDAY
26 FEBRUARY 2016

WINDOM CITY COUNCIL
444-9TH STREET
WINDOM, MN 56101

BOARD MEMBERS,

SUBJECT: PRAIRIE MEADOW SUB-DIVISION

RECENTLY ATTENDED THE BUILDING AND ZONING MEETING ON TUESDAY, 23 FEBRUARY, 2016, CONCERNING THE PURPOSED PRAIRIE MEADOW SUB-DIVISION.

THE PLOT INDICATED DIVERTING SURFACE WATER TO THE RIVER ROAD AND 17TH AVENUE AREA WHICH MARGARET HORKEY AND MYSELF HAVE CONCERNS WITH.

WEST OF THIS AREA, AT THE INTERSECTION OF RIVER ROAD AND 18TH AVENUE, A CULVERT WAS INSTALLED TO DIVERT SURFACE RUN-OFF ONTO PROPERTY OWNED BY MYSELF AND BROTHER.

AT THE MEETING I WAS TOLD TO APPROACH THE CITY, SO **ONCE AGAIN**, I ASK THE CITY COUNCIL TO LOOK AT THREE (3) OPTIONS:

1. DO NOTHING AND CONTINUE TO DIVERT THE WATER;
2. REMOVE THE CULVERT;
3. PURCHASE THE PROPERTY AFFECTED;

PLEASE RESPOND.

SINCERELY,



DONALD KALASH
45426 COUNTY ROAD 13
WINDOM, MN 56101
PH: 507-831-4931

CC: EDA BOARD
CITY ENGINEER
SCHOOL BRD



MEMO

To: Mayor and City Council
From: James Kartes, Zoning Administrator
Council Meeting Date: **March 1, 2016**
Re: Planning Commission Meeting – **February 23, 2016**

At a rescheduled meeting (due to blizzard on original meeting date) which was held on February 23, 2016, the Planning Commission held a public hearing and made the following recommendations concerning the application which came before the meeting:

1. SUBDIVISION APPLICATION & PRELIMINARY PLAT – “PRAIRIE MEADOW SUBDIVISION”:

Applicants: **EDA of Windom and ISD 177 (Windom School District)**
Owner: **Independent School District 177**
Address of Property: **No addresses assigned at this time. Property situated adjacent to 17th Street (1600 Block to 1700 Block) and adjacent to 17th Avenue (1700 Block), Windom, MN**
Legal Description: **See Attached.**
Parcel ID#: **Portion of 25-450-0360**

Background: In 2014 the EDA and HRA retained Viewpoint Consulting Group to conduct a housing study in Windom. The study discussed the need for additional housing in Windom in all sectors, including single-family housing, multi-family rental housing, and senior housing.

In the Spring of 2015, the EDA and the Independent School District 177 (Windom Area Schools) began discussions concerning the possible development of a portion of the undeveloped land owned by the School District. This land lies to the northwest of the Middle School-High School and is bordered by 17th Street on the Southwest and 17th Avenue on the Northwest. The School obtained a study concerning its needs and potential future expansions of its facilities. The study determined the undeveloped property which the School will retain is of sufficient size to meet these future needs.

The parties have entered into a development agreement and submitted a Subdivision Application. The Preliminary Plat for the new residential subdivision (“Prairie Meadow Subdivision”) has also been prepared and submitted by Dennis Esplan of Zieske Land Surveying. Attached are copies of the Subdivision Application and a pdf for the Preliminary Plat.

At the meeting, you will be provided with actual-size copies of the Preliminary Plat for your review.

The Department Heads for the City’s Electrical, Water/Wastewater, and Telecom Departments have reviewed the Preliminary Plat and their recommendations and additional easements have been incorporated into this final version of the preliminary plat. Currently the plan is to outlet the storm water through an existing County culvert on the southwesterly side of River Road across from 18th Avenue. Also attached are copies of the Technical Memo prepared by

Engineers, Wenck Associates, concerning the storm sewer plan for this new subdivision, the letter from City Attorney Ron Schramel concerning the subdivision drainage, and contour maps showing the area where the storm water will outlet.

The platting process requires a public hearing on the Preliminary Plat before the Planning Commission which is to be held within 60 days of the filing (submission) of the preliminary plat to the Building & Zoning Office. A blizzard forced the cancellation of the public hearing on the preliminary plat originally scheduled for the February 2nd Planning Commission Meeting. Notice of the Rescheduled Public Hearing was published in the Citizen on February 10, 2016, and provided to the owners of property within a 350-foot radius of the property to be platted. Attached is a copy of the Notice of Rescheduled Public Hearing setting the public hearing for the February 23rd Planning Commission Meeting.

The Planning Commission held the public hearing on this Preliminary Plat on February 23, 2016. Following the public hearing, the Planning Commission approved a motion recommending City Council approval of the proposed preliminary plat. If the City Council approves the Preliminary Plat, the Final Plat will be prepared for review by the Planning Commission and thereafter final review and approval by the City Council.

THE PLANNING COMMISSION RECOMMENDS TO THE CITY COUNCIL:

Approval of the Subdivision Application and the Preliminary Plat for “Prairie Meadow Subdivision” submitted by the EDA of Windom and ISD 177.

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

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

I will be present at the City Council Meeting on March 1st to address any questions the Council may have at that time.

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

2. FINAL PLAT – “NORTH WINDOM INDUSTRIAL PARK FIRST ADDITION”:

Applicant & Owner: Ryan Companies US, Inc.
Address of Property: 4145 Commerce Boulevard, Windom, MN
Legal Description: See Attached.
Parcel ID#: 25-013-0100

Background: On January 12, 2016, the Planning Commission held the public hearing concerning the Preliminary Plat for this new addition. On January 19, 2016, the City Council approved this Preliminary Plat. The Final Plat was prepared and submitted to the Planning Commission for review on February 23, 2016. (No public hearing is required concerning the final plat.) The Planning Commission approved a motion recommending City Council approval of the proposed final plat.

Pursuant to the Judge's Order vacating Ryan Companies' lots from the original NWIP Plat, the Modified Protective Covenants adopted in March 2013 and filed with the Cottonwood County Recorder on March 15, 2013, remain in effect for property in the new "North Windom Industrial Park First Addition". For reference purposes, a copy is attached to the City Attorney's Title Opinion.

Attached are copies of the pdf for the Final Plat and the City Attorney's Title Opinion on this property pursuant to City Code requirements.

At the meeting, you will be provided with actual-size copies of the Final Plat for your review.

THE PLANNING COMMISSION RECOMMENDS TO THE CITY COUNCIL:

Approval of the Final Plat for "North Windom Industrial Park First Addition" submitted by Ryan Companies US, Inc.

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

I will be present at the City Council Meeting on March 1st to address any questions the Council may have at that time.

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

JK:mah

PRAIRIE MEADOW SUBDIVISION

LEGAL DESCRIPTION

Legally described as follows: Part of the Southwest Quarter of Section 23, Township 105 North, Range 36 West in the City of Windom, Cottonwood County, Minnesota, described as follows: Beginning at an existing iron monument at the most Southerly Corner of Lot 6, Block 1 of Valley Ridge Addition as recorded in the Cottonwood County Recorder's Office; thence South 59 Degrees 18 Minutes 30 Seconds East, bearing based on Cottonwood County Coordinate System, a distance of 70.00 feet, to the point of beginning; thence North 31 Degrees 06 Minutes 40 Seconds East, along the Southeasterly right-of-way line of Seventeenth Avenue, a distance of 449.71 feet; thence North 58 Degrees 55 Minutes 40 Seconds West a distance of 35.00 feet; thence North 31 Degrees 06 Minutes 40 Seconds East a distance of 147.05 feet; thence South 55 Degrees 45 Minutes 09 Seconds East a distance of 265.16 feet; thence South 38 Degrees 28 Minutes 13 Seconds West a distance of 124.38 feet; thence Southeasterly along a curve, concave to the Southwest, with an arc distance of 320.01 feet, a radius of 2,387.57 feet, a chord bearing of South 49 Degrees 47 Minutes 59 Seconds East and a chord distance of 319.77 feet; thence Southeasterly along a curve, concave to the Southwest, with an arc distance of 424.07 feet, a radius of 95.00 feet, a chord bearing of South 19 Degrees 34 Minutes 04 Seconds East and a chord distance of 345.31 feet; thence South 02 Degrees 12 Minutes 14 Seconds East a distance of 368.44 feet; thence South 43 Degrees 43 Minutes 57 Seconds West a distance of 93.43 feet, to the Northeasterly right-of-way line of Seventeenth Street; thence North 42 Degrees 18 Minutes 34 Seconds West, along said right-of-way line, a distance of 450.83 feet; thence Northwesterly along a curve, concave to the Southwest and along said right-of-way line, with an arc distance of 554.44 feet, a radius of 1,918.69 feet, a chord bearing of North 50 Degrees 28 Minutes 22 Seconds West and a chord distance of 552.52 feet, to the point of beginning.

The tract contains 10.36 acres and is subject to easements as shown and easements of record, if any.

NORTH WINDOM INDUSTRIAL PARK FIRST ADDITION

LEGAL DESCRIPTION

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

CITY OF WINDOM, MINNESOTA
444 9th Street
Windom, MN 56101
507-831-6125

APPLICATION FOR CONSIDERATION OF ZONING/SUBDIVISION REQUEST

Applicant(s): Name(s) Economic Development Authority of Windom
Address 444 Ninth Street, P. O. Box 38
City Windom State MN Zip 56101 (Phone: 507-832-8661 or)
507-832-8659

Owner(s): (If other than Applicant)
Name(s) Independent School District 177
Address 1400 17th Street, P. O. Box C177
City Windom State MN Zip 56101 (Phone: 507-831-6901)

Property Address: No Address has been assigned at this time. The proposed subdivision is situated adjacent to 17th Street between the 1500 block and the 1700 block and the 1700 block of 17th Avenue.
Legal Description of Property: Lot(s) _____ Block(s) _____ Addition _____

See attached metes and bounds description-located in the Southwest Quarter of Section 23, Township 105 North, Range 36 West in the City Parcel No. Portion of 25-450-0360
(If metes and bounds, attach description.)
of Windom, Cottonwood County, Minnesota.

Existing Use of Property: Undeveloped Land Present Zoning: R-1

Action Requested: Conditional Use Permit _____ Variance _____
Subdivision (Sketch Plat) X Preliminary Plat X Final Plat _____
Planned Unit Development (PUD) _____
Amendment (Text, Rezoning, Comprehensive Plan) – SPECIFY: _____
Other (Specify): Subdivision Application and Preliminary Plat for "Prairie Meadow Subdivision"

Description and Reason for Request (Attach Additional Information if necessary and/or required)
Platting for new residential subdivision.

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

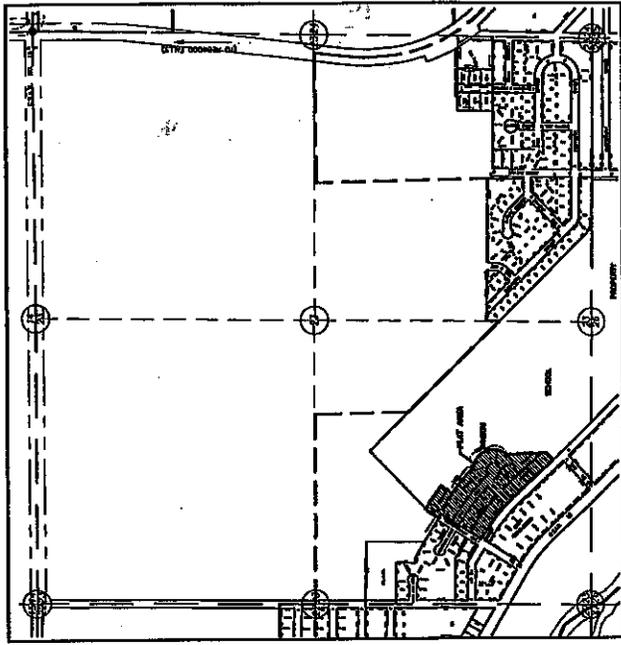
DEVELOPER: ECONOMIC DEVELOPMENT AUTHORITY OF WINDOM OWNER: INDEPENDENT SCHOOL DISTRICT 177
X Aaron A. Backman X Wayne Wormstadt
Aaron A. Backman, EDA (SIGNATURES OF APPLICANT(S)) Wayne Wormstadt, Superintendent
Date: 1/15/2016 DATE: January 15, 2016.

Fee: ~~\$150.00~~ ^{\$120.00} (for plats) Paid: Ck. 150665 Date: 1-20-16 (mk)

Upon receipt of the Application, all required supporting documents, and the filing fee, this APPLICATION IS ACCEPTED FOR FILING on this 20th day of January, 2016.

WINDOM BUILDING & ZONING OFFICIAL: [Signature]

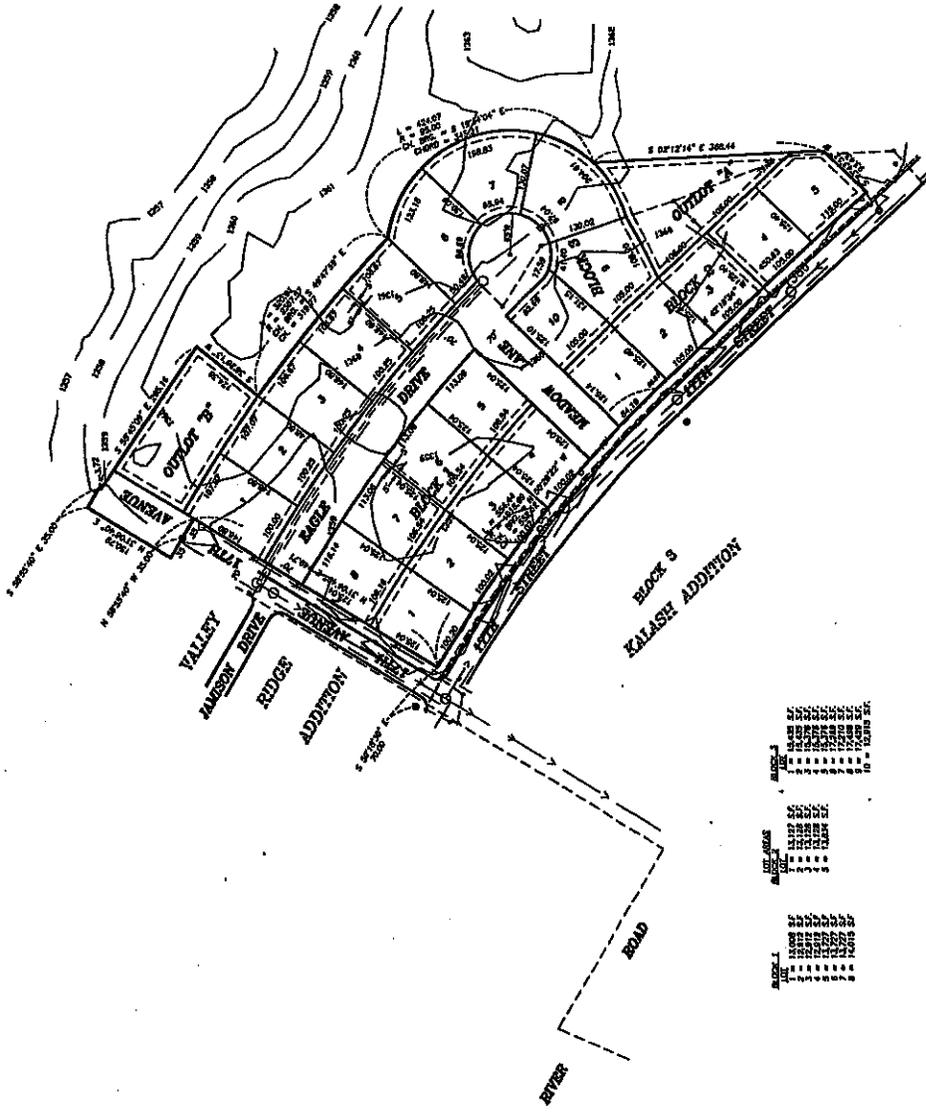
PRELIMINARY PLAT OF PRAIRIE MEADOW SUBDIVISION



VICINITY MAP
SEC. 23-T105N-R36W

Part of the Southeast Quarter of Section 23, Township 105 North, Range 36 West, T105N, R36W, in the City of Winnetka, Government County, Minnesota, described as follows: ...

- 1. 12,000 S.F.
- 2. 12,000 S.F.
- 3. 12,000 S.F.
- 4. 12,000 S.F.
- 5. 12,000 S.F.
- 6. 12,000 S.F.
- 7. 12,000 S.F.
- 8. 12,000 S.F.
- 9. 12,000 S.F.
- 10. 12,000 S.F.



LEGEND
 SHADY CENTER
 WETLANDS
 OPEN SPACE
 DRIVEWAY
 DRIVEWAY FROM PROPERTY LINE
 DRIVEWAY FROM ROAD



NOTE: THE ENTIRE PLAT IS SUBJECT TO RECORD # 1, SINGLE FAMILY SURVEY FOR THE PRAIRIE MEADOW SUBDIVISION, SEC. 23-T105N-R36W, MINN. REG. NO. 43803.

I hereby certify that this survey, plat, or report was prepared by me or under my direct supervision and that I am a duly Licensed Surveyor under the laws of the State of Minnesota.

Signature: Dennis Ray Epson
 Date: _____
 Certificate # 43803

KESSE LAND SURVEYING, INC.
 Dennis Ray Epson, P.L.L.C.
 20000 Highway 101
 Minneapolis, MN 55101
 Phone: (612) 831-0100

SURVEY FOR: KALASH ADDITION
 DATE: OCTOBER 15, 2015

Technical Memo



Responsive partner.
Exceptional outcomes.

To: Aaron Backman, City of Windom EDA Director
From: Dennis Johnson, Wenck Associates, Inc.
Date: January 20, 2016
Subject: Prairie Meadows Housing Subdivision Storm Sewer

This memo outlines the findings of a potential storm sewer option for the Prairie Meadows Housing Subdivision. The option was analyzed based on a 10 year storm event. The option is as followed:

- One storm water pond would be constructed for subdivision drainage and the watershed area east of the subdivision along 17th Street. Catch basins would be installed at the intersection of 17th Street and 17th Avenue to replace existing valley gutters and provide drainage for these streets.

The proposed subdivision will be built in 2 phases. The first phase will be 10 lots adjacent to 17th Street and east of 17th Avenue. These lots are hatched on attached drawings ST-2A through ST-2C. The second phase will be 13 additional lots that will abut a proposed street called Eagle Drive. Refer to attached drawings for the different phases of the proposed subdivision.

Cottonwood County was proposing to mill and overlay River Road in 2016 but has since revised their construction schedule and method. We had discussed moving a 48 inch equivalent pipe that goes across River Road 100 feet east of 18th Avenue to 17th Avenue intersection. This pipe is half filled with dirt presently. It was proposed they would replace this large pipe for a smaller diameter pipe in the same location. Cottonwood County is not willing to move this culvert; therefore, the existing culvert will be the outlet for the storm water system proposed for the subdivision.

We will discuss the above option below, design parameters, as well as the existing conditions and the effect on the existing conditions for phase 1.

Design Parameters:

The storm water collection system for the Prairie Meadows housing subdivision and 17th Avenue was designed based on a 10 year storm event with a time of concentration of 15 minutes. Each storm inlet (catch basins/storm manholes) was assigned a sub-basin/watershed. Each individual sub-basin/watershed was assigned an area of land based on existing and proposed storm water flow paths. The sub-basin/watershed area was then assigned a runoff coefficient based on land usage that is expected. The runoff coefficients utilized in the design are listed below:

Description	Runoff Coefficient
Residential Lot Size ¼ Acre, Less than 25 years	0.27
Residential Lot Size ½ Acre, Less than 25 years	0.22



Responsive partner.
Exceptional outcomes.

Pasture, Less than 25 years	0.24
Streets, Less than 25 years	1

Existing Site Conditions:

Before analyzing the storm water option, we reviewed the existing conditions of the proposed site to determine the runoff that was occurring from the site prior to storm water improvements and the 10 lots of phase 1.

The existing storm water collection system is a surface type using curb and gutter and valley gutters to convey water through street intersections. The valley gutters were used in place of storm sewer pipes and catch basins. The storm water flows primarily northeast to southwest in the subdivision. The storm water from the west 7 lots flows west along 17th Street to the intersection of 17th Avenue where the valley gutters convey the water south along 17th Avenue. The storm water north of 17th Street along 17th Avenue flows south to the valley gutters noted above. The combined storm water flows south along 17th Avenue to River Road to catch basins. The catch basins are connected to an 18" storm sewer along River Road which flows northwest to 18th Avenue and then across River Road to the river. This will be called the west watershed.

The storm water on the east 3 lots along 17th Street flows east to a valley gutter across 17th Street and then flows in the curb to 15th Avenue and another valley gutter across 17th Street. This water flows in the gutter to catch basins on River Road which outlet on the river side of River Road. This will be called the east watershed.

These conditions were used as a benchmark to determine the effect developing phase 1 lots would have on the existing storm water collection system if storm sewer improvements were not installed during phase 1. As noted above, 3 of the proposed 10 lots in phase 1 would contribute to storm water being in the east watershed while the remaining 7 lots would contribute to storm water being collected in the west watershed. The peak flow for the east watershed along 17th Street in a 10 year storm event before development is 42.54 cfs. After the three lots are developed, the peak flow remained at 42.54 cfs due to the large watershed compared to the three lots. The existing flow for the 10 year event in the west watershed is 25.85 cfs. After development of the seven lots in phase 1, the peak flow increased to 28.85 cfs which is an increase of 3 cfs. From this analysis, it was determined that developing phase 1 lots does increase the demand on the collection system for the west watershed. However, it is our opinion that the increase is not significant to warrant installing a storm sewer system in phase 1.

Storm Sewer Option: Engineers Estimate Cost- \$221,003

The storm sewer improvements option for the Prairie Meadow Subdivision collects storm water from the proposed subdivision, the area east of the subdivision that drains to 16th Avenue, along with storm water from Jamison Court and the area west of 17th avenue on 17th Street. This option involves the construction of one storm water detention pond. This detention pond would be located east of the proposed cul-de-sac and north of the three furthest east lots in phase 1. In this option catch basins would be installed at the existing valley gutter on 17th Street and 16th Avenue therefore eliminating the valley gutter in this location. The water collected would then inlet into the detention pond. Three catch basins



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Exceptional outcomes.

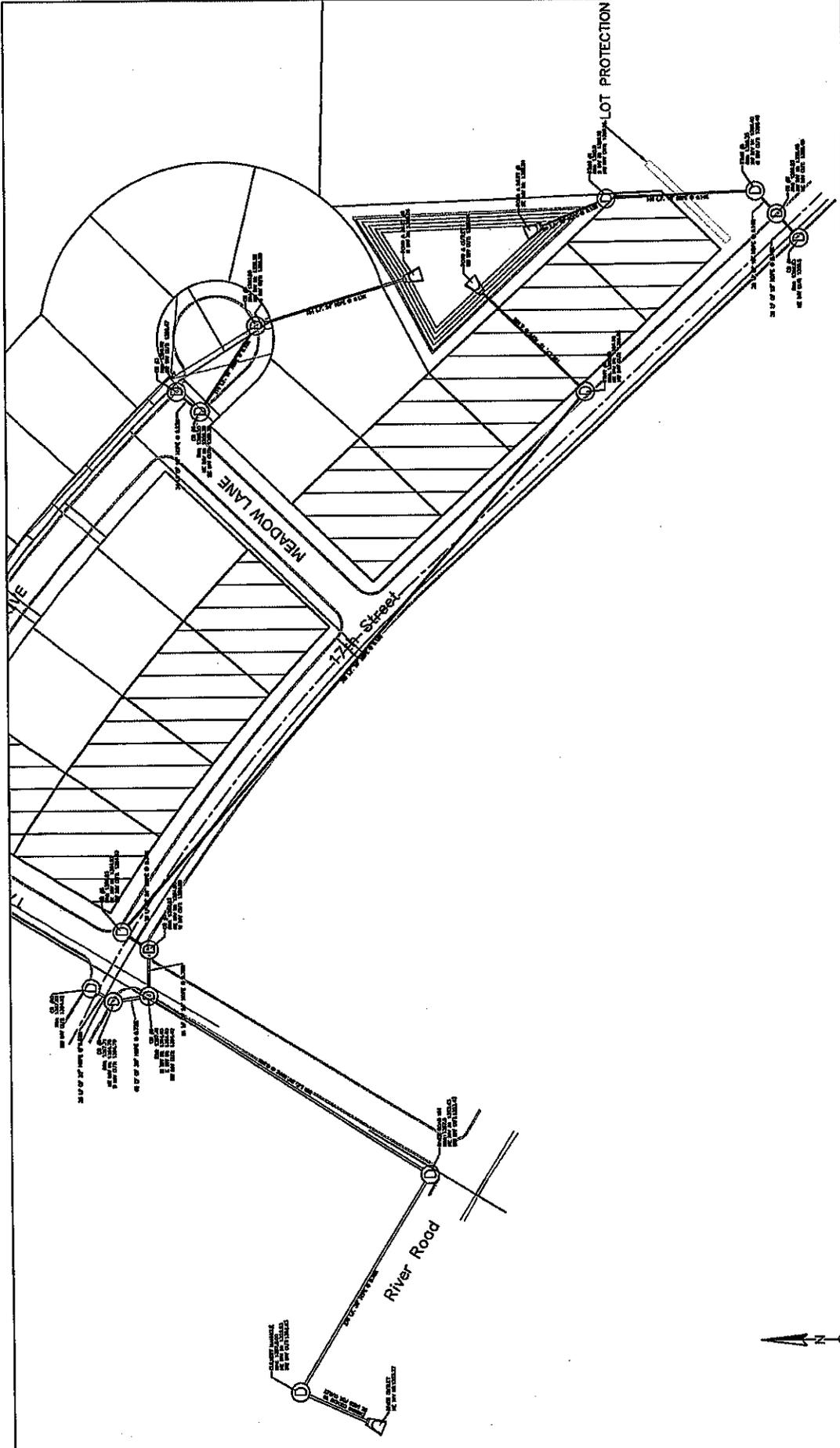
would be installed on Eagle Drive (proposed subdivision road) at the cul-de-sac and inlet into the detention pond also. The detention pond would outlet to storm pipe that would be installed along 17th Street to the intersection of 17th Avenue. At this intersection, catch basins would be installed and the valley gutters removed. The storm water pipe would then be installed south, on the west side of 17th Avenue, to the intersection of County Road 13/River Road where a storm manhole would be installed. From this storm manhole, the storm pipe would be installed west along County Road 13/River Road up the existing culvert that crosses County Road 13/River Road and outlets into the existing ditch that flows to the river. As part of the project the existing culvert would be cleaned of debris/silt/sand and the ditch where the culvert outlets into would be cleaned so the water flow is not inhibited. An additional storm sewer manhole would be installed to tie together the new storm sewer pipe from the subdivision and the existing culvert. For this storm sewer option the pipe sizes range from 15 to 30 inches and in addition the existing culvert size is adequate. Refer to attached drawings ST-2B for pipe sizes and alignments and ST-2C for storm water flow diagram.

If you should have any questions or clarifications on the design procedure, existing conditions, or storm sewer option listed above please do not hesitate to contact me at 507-831-2703.

Sincerely,

Wenck Associates, Inc.

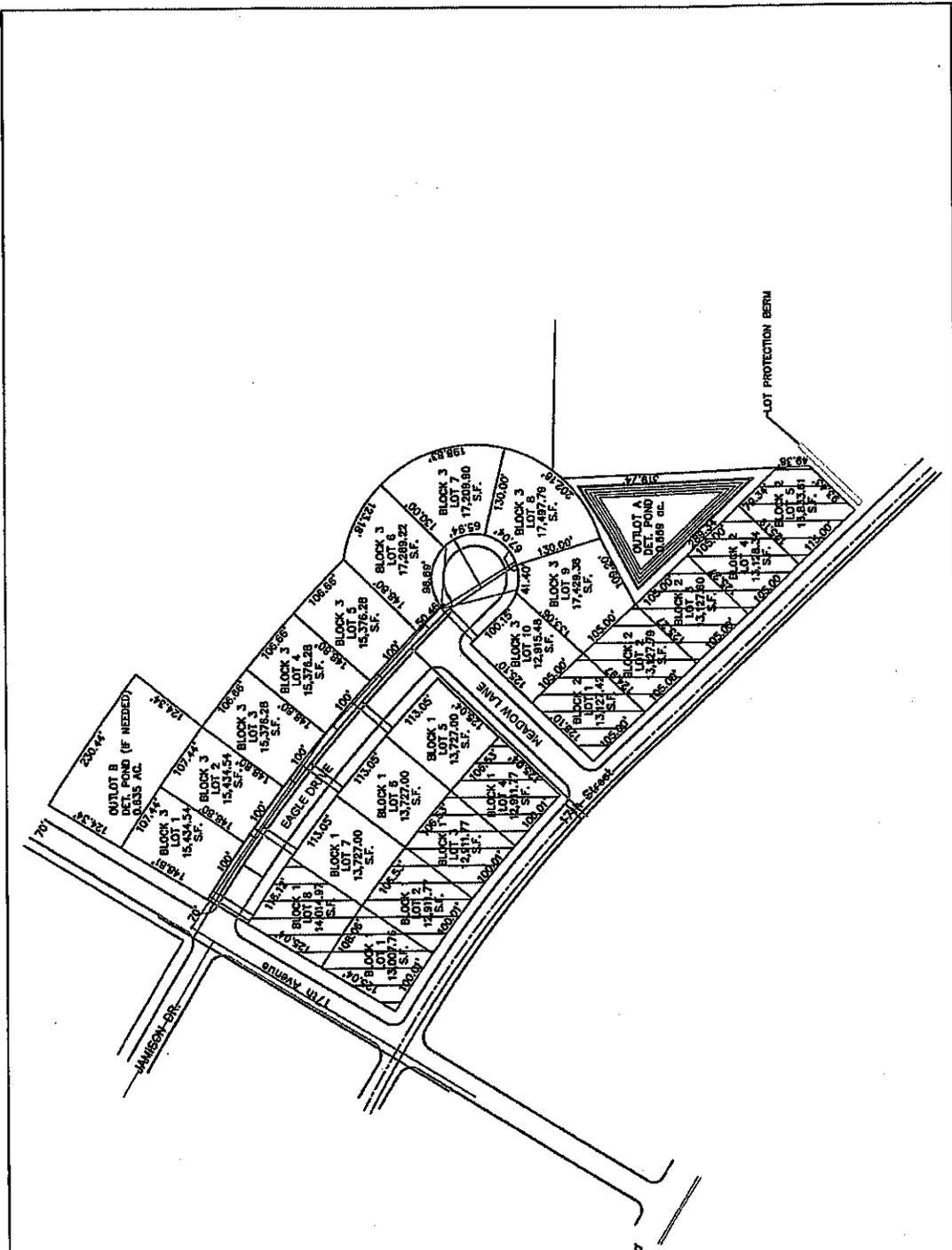
Dennis Johnson



R:\Drafter\3184 Windom EBA\07 WHSS Single Family Units\CAD\STORM EXPORT FILES\OPTION 2 FOR LETTER.dwg Plot Date & Time: 20 January 2016 1:33 PM

 Responsive partner. Exceptional outcomes.		DWN BY: CHKD / APP'D MPJ / MPJ DJJ ENG DATE: 1/20/2016 SCALE: 1" = 100'		PROJECT: Prairie Meadows Subdivision CLIENT: City of Windom 444 9th Street Windom, MN 56101		SHEET TITLE: Prairie Meadows Storm Sewer Layout PROJECT NO.: 3184-07 SHEET NO.: ST-2B REV. NO.:	
REV	REVISION DESCRIPTION	DWN	APP	REV DATE			

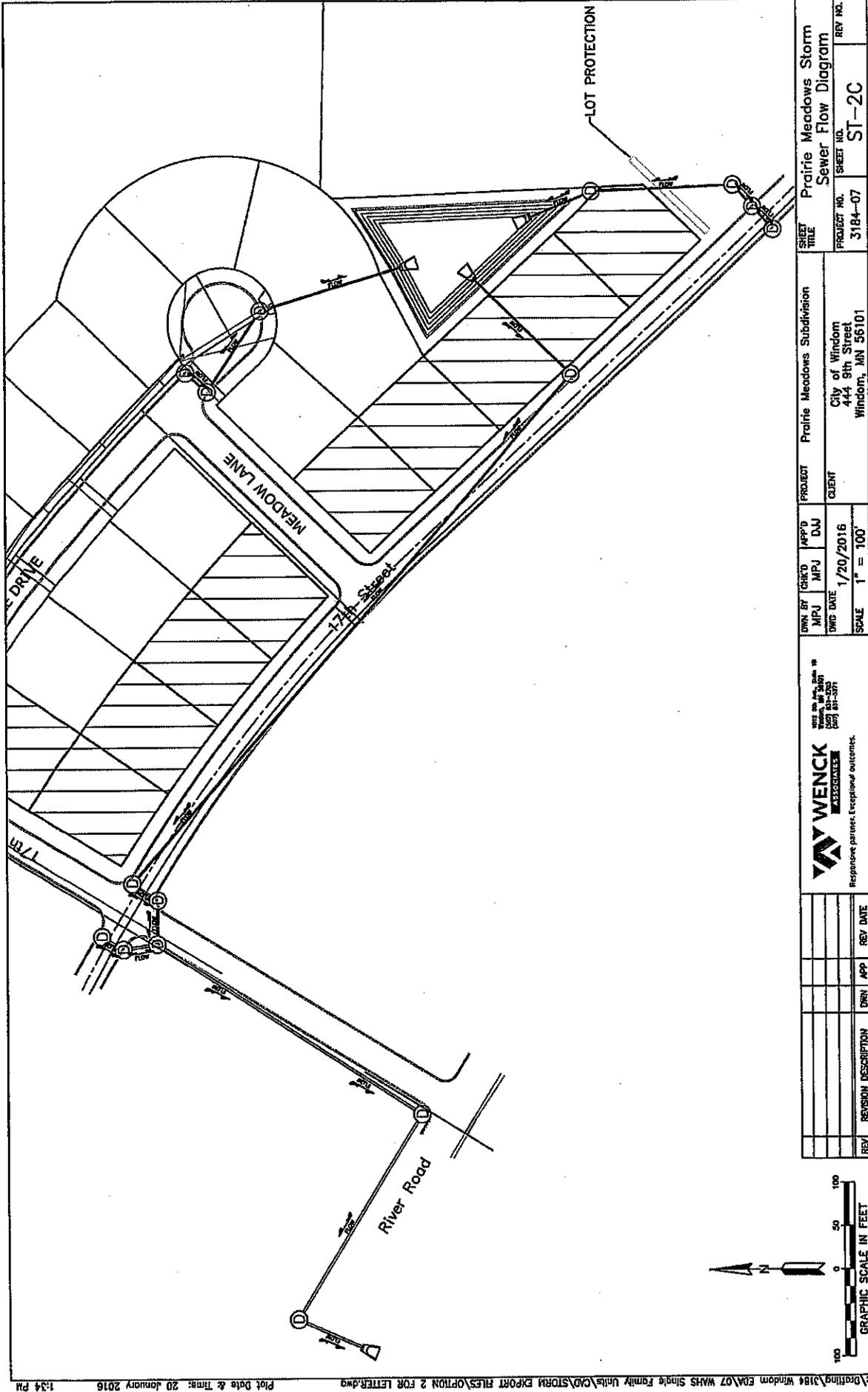
LOT NOTES:
 LOTS OUTLINED AND SHADED IN RED ARE PROPOSED PHASE 1 LOTS
 LOTS NOT OUTLINED AND SHADED ARE PROPOSED PHASE 2 LOTS
 DETENTION POND & STORM SENNER WOULD NOT BE INSTALLED UNTIL PHASE 2



REV	REVISION DESCRIPTION	DWN	APP	REV DATE

 Responsive partners. Exceptional outcomes.		DWN BY CRK'D MPJ ORG DATE 1/20/2016	APP'D DJJ SCALE 1" = 150'
PROJECT Prairie Meadows Subdivision		CLIENT City of Windom 444 9th Street Windom, MN 56101	
SHEET TITLE Prairie Meadows Lot Layout		PROJECT NO. 3184-07	SHEET NO. ST-2A
REV NO.		REV NO.	





REV	REVISION DESCRIPTION	DRN	APP	REV DATE

<p>WENCK ASSOCIATES Responsive partner. Exceptional outcomes.</p>		PROJECT Prairie Meadows Subdivision	SHEET NO. 3184-07	SHEET NO. ST-2C
WENCK ASSOCIATES 1000 W. WISCONSIN SUITE 200 WINDOM, MN 56101	CLIENT City of Windom 444 9th Street Windom, MN 56101	PROJECT Prairie Meadows Subdivision	SHEET NO. 3184-07	SHEET NO. ST-2C
WENCK ASSOCIATES 1000 W. WISCONSIN SUITE 200 WINDOM, MN 56101	DATE 1/20/2016	DRAWN BY MPJ	CHECKED BY MPJ	APP'D BY DJJ
WENCK ASSOCIATES 1000 W. WISCONSIN SUITE 200 WINDOM, MN 56101	SCALE 1" = 100'	DATE 1/20/2016	PROJECT Prairie Meadows Subdivision	SHEET NO. 3184-07

Schramel Law Office

906 Fourth Avenue - P.O. Box 505
Windom, Minnesota 56101
(507) 831-1301
Fax (507) 831-4200
email: schramellaw@windomnet.com

Ronald J. Schramel
Kristl L. Meyeraan

January 19, 2016

City of Windom
Aaron Backman
PO Box 38
Windom, MN 56101

RE: Prairie Meadows Subdivision Drainage Issue

Dear Aaron:

The State of Minnesota follows the "Rule of Reasonable Use" when it comes to diverting surface waters. The "Rule of Reasonable Use" states that a landowner, acting in good faith, may drain his/her land of surface waters and cast them as a burden upon the land of another, even if such drainage carries with it some waters which would otherwise have never gone that way if the following four criteria are met:

1. There is a reasonable necessity for such drainage;
2. Reasonable care can be taken to avoid unnecessary injury to the land receiving the water;
3. The benefit accruing to the land drained reasonably outweighs the gravity of the harm resulting to the land receiving the water; and
4. Where practical, it is accomplished by reasonably improving and aiding the normal and natural system of drainage according to its reasonable carrying capacity.

Based on our telephone conversation, it's my understanding that the natural flow of the water runs south from Prairie Meadows Subdivision through the existing ditches and culvert (which runs underneath River Road) and eventually outlets into the Des Moines River. It's also my understanding that, based on the elevation of the improvements on Margaret Horkey's property, the water which drains from Prairie Meadows Subdivision should not cause any damage to any improvements on her land. Based on this understanding, all four of the aforementioned criteria are met and therefore, the City of Windom can drain the surface waters of Prairie Meadows Subdivision through the existing drainage system.

2

January 19, 2016

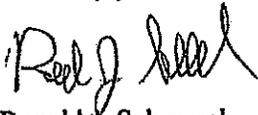
If the City uses the existing culvert and ditches to drain Prairie Meadows Subdivision, the City will not need to obtain any easements from Margaret Horkey, however the City will need to contact Cottonwood County to make sure it's aware of the increased water flow through the culvert.

If the City chooses to install a new culvert as depicted on the photograph you provided me, the City will need to obtain written permission from Cottonwood County to install a new culvert under River Road because Cottonwood County owns the highway easement.

Please note that Cottonwood County only owns a highway easement it does not own the real estate where River Road is located. Therefore if a new culvert is going to be installed the City of Windom will need to obtain a written easement from the people who own the land where the new culvert is going to be installed.

Let me know if you have further questions. Thanks.

Sincerely yours,



Ronald J. Schramel
Windom City Attorney

RJS/mm



WENCK ASSOCIATES Responsive Partner. Exceptional Outcomes.		105 1st Ave. Suite 10 Winona, MN 55991 (507) 261-2201	DWG BY: CMKD APP'D: DJJ MPJ DMC DATE: 1/14/2016 SCALE: 1" = 50'	PROJECT: Prairie Meadows Subdivision CLIENT: City of Winona 444 9th Street Winona, MN 56101	SHEET TITLE: Storm Sewer River Road Alternate Outlet PROJECT NO.: 3184-07 SHEET NO.: C-105 REV. NO.: ALT
REV	REVISION DESCRIPTION	DWN	APP	REV DATE	

**Building & Zoning Office
City Hall, 444 9th Street, P.O. Box 38
Windom, MN 56101
Phone: 507-831-6125**

**CITY OF WINDOM PLANNING COMMISSION
NOTICE OF RESCHEDULED PUBLIC HEARING
SUBDIVISION REQUEST AND
PRELIMINARY PLAT OF
“PRAIRIE MEADOW SUBDIVISION”**

Pursuant to City of Windom, City Code Section 151.26, notice is hereby given that the Planning Commission of the City of Windom will meet to review the subdivision application and the Preliminary Plat of “**Prairie Meadow Subdivision**” to the City of Windom, Cottonwood County, Minnesota. The City Code regulations for preliminary plats are as specified in City Code Sections 151.25 through 151.27.

Due to inclement weather, it was necessary to reschedule the public hearing on this application that was originally set for February 2, 2016. A rescheduled public hearing to consider this subdivision request and the preliminary plat will be held before the Planning Commission at the **Windom City Council Chambers, City Hall, 444 Ninth Street, Windom, Minnesota, on Tuesday, February 23, 2016, at 7:05 p.m.**

The preliminary plat and subdivision application, as submitted by the Applicants, Economic Development Authority of Windom and Independent School District 177, may be reviewed in the Building and Zoning Office in City Hall prior to the public hearing.

Those persons wishing to be heard on this application for subdivision and application for approval of the preliminary plat of “**Prairie Meadow Subdivision**” to the City of Windom are requested to be at this meeting.

Legally described as follows: Part of the Southwest Quarter of Section 23, Township 105 North, Range 36 West in the City of Windom, Cottonwood County, Minnesota, described as follows: Beginning at an existing iron monument at the most Southerly Corner of Lot 6, Block 1 of Valley Ridge Addition as recorded in the Cottonwood County Recorder’s Office; thence South 59 Degrees 18 Minutes 30 Seconds East, bearing based on Cottonwood County Coordinate System, a distance of 70.00 feet, to the point of beginning; thence North 31 Degrees 06 Minutes 40 Seconds East, along the Southeasterly right-of-way line of Seventeenth Avenue, a distance of 449.71 feet; thence North 58 Degrees 55 Minutes 40 Seconds West a distance of 35.00 feet; thence North 31 Degrees 06 Minutes 40 Seconds East a distance of 147.05 feet; thence South 55 Degrees 45 Minutes 09 Seconds East a distance of 265.16 feet; thence South 38 Degrees 28 Minutes 13 Seconds West a distance of 124.38 feet; thence Southeasterly along a curve, concave to the Southwest, with an arc distance of 320.01 feet, a radius of 2,387.57 feet, a chord bearing of South 49 Degrees 47 Minutes 59 Seconds East and a chord distance of 319.77 feet; thence Southeasterly along a curve, concave to the Southwest, with an arc distance of 424.07 feet, a radius of 95.00 feet, a chord bearing of South 19 Degrees 34 Minutes 04

RESOLUTION #2016-

INTRODUCED:

SECONDED:

VOTED: Aye:

Nay:

Absent:

Abstained:

CITY OF WINDOM

**A RESOLUTION APPROVING THE FINAL PLAT OF
“NORTH WINDOM INDUSTRIAL PARK FIRST ADDITION”**

WHEREAS, on January 12, 2016, during the Windom Planning Commission regularly scheduled meeting a public hearing was held concerning the Preliminary Plat of “North Windom Industrial Park First Addition”; and

WHEREAS, on January 19, 2016, the City Council of the City of Windom received and reviewed the Preliminary Plat and, pursuant to the Planning Commission’s recommendation, the City Council approved the Preliminary Plat; and

WHEREAS, on February 23, 2016, during the Windom Planning Commission meeting, the Commission reviewed the Final Plat and recommended to the City Council that the Final Plat be approved; and

WHEREAS, the City Council of the City of Windom has received and reviewed the Final Plat of “North Windom Industrial Park First Addition”.

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

The Final Plat of “**NORTH WINDOM INDUSTRIAL PARK FIRST ADDITION**” is hereby approved and the Mayor and City Administrator are authorized to sign said final plat.

Adopted this 1st day of March, 2016.

Corey J. Maricle, Mayor

ATTEST:

Steven Nasby, City Administrator

Schramel Law Office

906 Fourth Avenue - P.O. Box 505
Windom, Minnesota 56101
(507) 831-1301
Fax (507) 831-4200
email: schramellaw@windomnet.com

Ronald J. Schramel
Kristi L. Meyeraan

February 24, 2016

Economic Development Authority of Windom
Attn: Mary Hensen
PO Box 38
Windom, MN 56101

RE: Plat of North Windom Industrial Park First Addition

Dear Mary:

At your request we have examined the title to the Plat of North Windom Industrial Park First Addition, in the City of Windom, Cottonwood County, Minnesota.

This title opinion certifies the status of title to February 17, 2016 at 8:00 o'clock a.m.

From our examination of title, we are of the opinion that title to the Plat of North Windom Industrial Park First Addition is in,

Ryan Companies US, Inc., a corporation organized and existing under the laws of the State of Minnesota,

in fee simple, subject to the following:

1. This real estate is subject to all of the terms and conditions of the City of Windom's Municipal Airport Ordinance which is dated January 9, 1979, and which was recorded at the Cottonwood County, Minnesota Recorder's Office on March 6, 1979 as Document No. 172787. Among other things, this ordinance restricts the height of structures which can be constructed on this real estate.
2. This real estate is subject to permanent utility easements which encumber the North 20 feet, South 10 feet, East 20 feet, and West 10 feet of this real estate.

The North 20 feet of this real estate is also subject to a permanent ingress/egress easement.

February 24, 2016

3. This real estate is subject to Protective Covenants. I have attached a copy of these Protective Covenants to this title opinion for your reference. These Protective Covenants are dated March 11, 2013 and were recorded at the Cottonwood County, Minnesota Recorder's Office on March 15, 2013 as Document No. 269478.
4. The records located at the Cottonwood County, Minnesota Recorder's Office showed a mortgage from Ryan Companies US, Inc., a Minnesota Corporation to Associated Bank, National Association in the amount of \$7,300,000.00. This mortgage is dated November 19, 2015 and was recorded on November 23, 2015 as Document No. 276727. This mortgage covers the above-identified real estate and according to this mortgage is "*due and payable on November 19, 2016 or November 19, 2017.*"
5. No delinquent real estate taxes have been assessed against the above-identified real estate, which has a Tax Parcel ID No. of 25-013-0100.
6. The estimated amount of the real estate taxes and special assessments due and payable in the year 2016 is \$3,250.00. The entire amount of \$3,250.00 is paid in full.
7. There are levied special assessments against this real estate for infrastructure improvements. The remaining balance is \$13,557.45.

You will need to contact the Windom City Administrator's Office to ascertain if there are any pending special assessments, which may burden this real estate in the future.

Respectfully submitted,

Schramel Law Office



By Ronald J. Schramel,
For the Firm

RJS/mm

Parcel ID No: 25-013-0100

Property Address: NONE

✓



269478

KATHLEEN KRETSCH
COTTONWOOD COUNTY RECORDER
WINDOM MN
RECORDED ON
03/15/2013 10:16:37AM
REC FEE: 46.00
PAGES: 13

**MODIFICATION
OF
NORTH WINDOM INDUSTRIAL PARK
PROTECTIVE COVENANTS**

WHEREAS, on May 10, 2004, the North Windom Industrial Park Protective Covenants were executed by the Economic Development Authority of Windom as "Declarer". Said Protective Covenants were filed with the Cottonwood County Recorder as Document 243963 on June 4, 2004, in File 209 on Card 109; and

WHEREAS, said Protective Covenants impose restrictions upon the following described real estate:

LOTS ONE (1), TWO (2), THREE (3), FOUR (4), AND FIVE (5) IN BLOCK ONE (1) AND LOTS ONE (1), TWO (2), THREE (3), FOUR (4), FIVE (5), SIX (6), AND SEVEN (7) AND OUTLOTS "A" AND "B" IN BLOCK TWO OF THE NORTH WINDOM INDUSTRIAL PARK SUBDIVISION TO THE CITY OF WINDOM, COTTONWOOD COUNTY, MINNESOTA,

Commonly referred to as the "North Windom Industrial Park"; and

WHEREAS, pursuant to Article X of said Protective Covenants, the covenants may be amended by unanimous consent of all of the then owners and lienholders; and

WHEREAS, the Economic Development Authority of Windom is the sole owner of all of the lots in said Subdivision and and there are no liens against this property which would require the signature of any lienholders on a modification of these Protective Covenants; and

WHEREAS, on March 11, 2013, the Board of Commissioners of the Economic Development Authority of Windom consented to the modification of these Protective Covenants and approved the proposed modifications of the Protective Covenants for the North Windom Industrial Park as set forth below.

NOW, THEREFORE, the "North Windom Industrial Park Protective Covenants" are hereby modified as follows:

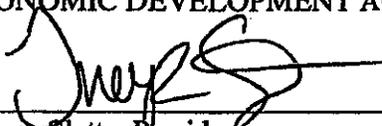
A. ALL OF THE EXISTING COVENANTS ARE HEREBY DELETED IN THEIR ENTIRETY.

B. The attached MODIFIED PROTECTIVE COVENANTS are inserted in lieu thereof and replace the covenants adopted on May 10, 2004, and shall constitute all of the Protective Covenants for the North Windom Industrial Park.

IN WITNESS WHEREOF, the undersigned property owner of the North Windom Industrial Park Subdivision to the City of Windom, Cottonwood County, Minnesota, has adopted the Modifications set forth herein on this 11th day of March, 2013.

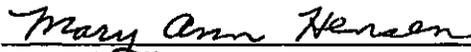
OWNER:

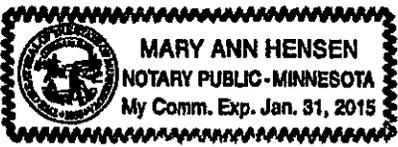
ECONOMIC DEVELOPMENT AUTHORITY OF WINDOM

By: 
Trevor Slette, President

STATE OF MINNESOTA)
) ss.
COUNTY OF COTTONWOOD)

The foregoing instrument was acknowledged before me this 11th day of March, 2013, by Trevor Slette, President of the Economic Development Authority of Windom, a municipal corporation under the laws of Minnesota, on behalf of the corporation.


Notary Public



Drafted By:
City of Windom
444 9th Street
P. O. Box 38
Windom, MN 56101
507-831-6125

NORTH WINDOM INDUSTRIAL PARK

MODIFIED PROTECTIVE COVENANTS

(March 11, 2013)

NORTH WINDOM INDUSTRIAL PARK
PROTECTIVE COVENANTS

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NORTH WINDOM INDUSTRIAL PARK

Declaration of Protective Covenants

The Economic Development Authority of Windom (EDA), hereinafter called the "DECLARER", makes this Declaration.

WHEREAS, the Declarer is the owner of the property located within the State of Minnesota, and described as follows, to-wit:

LOTS ONE (1), TWO (2), THREE (3), FOUR (4), AND FIVE (5) IN BLOCK ONE (1) AND LOTS ONE (1), TWO (2), THREE (3), FOUR (4), FIVE (5), SIX (6), AND SEVEN (7) AND OUTLOTS "A" AND "B" IN BLOCK TWO OF THE NORTH WINDOM INDUSTRIAL PARK SUBDIVISION TO THE CITY OF WINDOM, COTTONWOOD COUNTY, MINNESOTA,

commonly referred to as "North Windom Industrial Park"; and,

WHEREAS, the Declarer is desirous of proper use and appropriate development and improvement of the North Windom Industrial Park; and desires to encourage the appropriate placement and proper construction of improvements; to ensure adequate off-street parking spaces and loading facilities; and essentially to provide a development that will promote the general welfare of the properties in the subdivision and adjoining properties.

NOW THEREFORE, it is hereby declared that said property is subject to the following conditions, covenants, restrictions, reservations and easements which shall operate as equitable restrictions and covenants passing with the title to said premises, and with each and every part and parcel thereof, and shall apply to and bind each and every successor in interest thereto.

ARTICLE I – GENERAL

A. Each of the conditions, covenants, restrictions and reservations contained herein shall continue and be binding upon the Declarer and upon its successors and assigns, and upon all parties and all persons who may, from time to time, own any part or parcel of the above-described property.

B. As hereinafter stated, the covenants, restrictions, and prohibitions herein are solely for the benefit of the parties who may, from time to time, own any part or parcel of the premises. The power and privilege of enforcement thereof against any party or parties who shall violate, or attempt to violate the same, by appropriate proceedings at law or in equity is granted to the Declarer and any and all parties in interest in any part or parcel of the premises. The failure of the Declarer or any party in interest to enforce any part of this Declaration or address any violation of the terms of the Declaration, shall in no event be deemed to be a waiver of the right

to do so as to any subsequent violation. The violation of this declaration shall not defeat nor render invalid the lien of any mortgage (or deed of trust) made in good faith and fair value.

C. Invalidation of any one of these covenants, or any part thereof, by judgments or Court Order shall in no way affect any of the other provisions which shall remain in full force and effect.

D. The dimensions, size and area of a building site, as determined by the original conveyance from the Declarer, may be changed or divided only upon the written approval of the Declarer and only then if each new building site created thereby conforms to the restrictions contained herein. If said building site is acquired and the new owner desires to subdivide the parcel or parcels and the development site is not governed by a development agreement between the EDA and the purchaser, such subdividing would be governed by City Code requirements.

ARTICLE II – DEFINITION OF TERMS

The following terms, words and phrases are used in the context hereinafter and shall be defined as follows:

Building Site: Any lot or parcel of land, or portion thereof, or two or more contiguous lots or portions thereof, the size and dimensions of which are determined by the legal descriptions in the original conveyance from Declarer to first fee simple owner of each parcel.

Declarer: The Economic Development Authority of Windom (also referred to as the EDA), as owner of property currently being subdivided, who desires to establish protective (restrictive) covenants concerning the use of the land in such subdivision.

Improvement: Shall mean and include all construction necessary or appurtenant to conditioning a building site for occupancy by a permitted use and shall include, but shall not be limited to buildings, parking areas, loading areas, fences, lawns and landscaping.

Owner: Party or parties, their heirs, successors or assigns who hold title or claim title to any part or parcel of the premises.

Setback: The minimum horizontal distance between the line of a structure and the nearest specified property line.

Sign - Advertising (Billboard): A sign which is not related to the use of the property on which it is located.

Sign – Business: A sign which is related to the use of the property on which it is located.

Sign – Nameplate: A sign which states the name and/or address of the occupant.

Street: A public right-of-way that affords the primary means of access to abutting property.

Yard – Front: A yard extending across the front of the lot between the side property lines and lying between the front lot line and the nearest line of the building.

Yard – Rear: A yard extending across the rear of the lot between the side property lines and lying between the rear lot line and the nearest line of the building.

Yard – Side: A yard between the side lot line and the nearest line of the building and extending from the front yard line to the rear yard line.

ARTICLE III -PERMITTED USES.

A. The property above described shall be used for industrial purposes and other uses ordinarily incidental to an industrial plant or business, including but not limited to, those permitted uses set forth in Section 152.151 of the Windom City Code, "I-1 (Light Industrial District)". Other permitted uses include research and development, laboratories, data centers, assembly and fabrication, machine shops, printing, warehousing of materials, parts, or equipment, truck terminals, wholesale businesses, and freight and parcel shipping facilities. All uses shall comply with the zoning regulations as set forth by the City of Windom.

B. No improvement shall be erected, altered, placed or permitted to remain upon the property which shall be used for a residence or place of abode of any person, except that facilities may be furnished within an industrial building to provide sleeping for security reasons, i.e., night watchman.

C. "Industrial Performance Standards", as set forth in Section 152.300 of the Windom City Code, shall be followed.

ARTICLE IV – PLANS

A. Plans and specifications shall be prepared pursuant to the requirements established by the State of Minnesota and set forth in the statutes and rules entitled "Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience and Interior Design", commonly referred to as the "blue book".

B. No improvements shall be erected, placed or altered on any building site until improvement plans, specifications, including front elevations and/or architect's rendering, and a plat showing the location of such improvement on the particular building site, have been submitted to and approved in writing by the City's Building Official. In approving the plans, the City's Building Official/Zoning Administrator shall consider the effect of such proposed

improvement(s) on adjoining structures, uses and operations, and as to location of the improvement(s) with respect to topography, grade and finished ground elevation.

C. The Applicant (Owner/Contractor) shall also be responsible for the completion and filing of any permit applications, required by the Minnesota Pollution Control Agency, including any general storm-water permits for construction activity, together with the payment of permit fees and any required fees for inspections.

D. The Declarer may require a performance bond in an amount sufficient to assure construction of the project and completion of the landscaping within two years of completion of initial structure.

ARTICLE V - BUILDINGS

A. No building or other structures, or combination of buildings or structures shall be erected, altered, placed or maintained on the premises which shall occupy more than forty (40) percent of the land area of a building site. Lot coverage in excess of this percentage shall require approval by City's Zoning Administrator, Windom Planning Commission, and Windom City Council. Plans for future expansion of building area shall also require approval by the City's Building Official/Zoning Administrator.

B. All buildings or structures shall be constructed of building materials which are in compliance with requirements of the Minnesota State Building Code and approved by the City's Building Official.

C. The maximum height of the principal structure shall be forty (40) feet.

D. No structure of a temporary character, trailer, tent, or shack shall be constructed, placed on, or maintained upon the property except accessory to and during construction of permanent buildings.

E. All improvements of building sites shall be constructed in accordance with any existing applicable building codes.

F. After construction, all structures, enclosures and fences on the site shall be properly maintained.

ARTICLE VI – EASEMENTS, SETBACKS AND LOT REQUIREMENTS

A. Permanent utility easements have been established as set forth on the Plat of the North Windom Industrial Park Subdivision.

B. Setbacks and lot requirements shall be as set forth in Section 152.153 of the Windom City Code.

C. No fence or wall, other than a retaining wall, shall be permitted to extend beyond the minimum setback lines established herein except upon approval in writing by the City's Building Official/Zoning Administrator.

D. The original use of this property was as farmland. As such, there are features incorporated in the land contours that facilitate the drainage of surface water. There are also underground drainage tile lines that drain water from this property and adjacent property. These tile lines (or modifications thereto) shall be maintained through this property. As a part of the subdivision process, two detention ponds will be established in the subdivision to help facilitate collection of water and proper drainage from the property (Outlot A, the large detention pond, will be constructed in 2013. It is not known when Outlot B, the small detention pond, will be constructed). Each lot in the subdivision receives a percentage of the total benefits provided by these drainage systems and will be assessed its proportionate share of such improvement, repair and maintenance costs as set forth on Exhibit "A". In order to sustain and improve the surface water and underground tile drainage systems, the Declarer reserves the right to perpetually act as the administrative authority for the following purposes: (1) to coordinate necessary improvements, repairs and maintenance of the surface water drainage, underground tile systems, and the detention ponds; and (2) to collect proportionate assessments from property owners in the subdivision and arrange for payment for these drainage system expenses. Purchasers of any parcel in the subdivision shall execute any documentation necessary to effectuate the provisions of this paragraph.

ARTICLE VII -LANDSCAPING, OUTSIDE STORAGE AND MAINTENANCE

A. All open areas of any parcel shall be graded to provide proper drainage. Sites occupied by a building shall be landscaped in accordance with the plan submitted and approved by the City's Building Official/Zoning Administrator. Such landscaping shall include sod, planting of trees, shrubs and other customary landscape treatment for all front yards and all open areas not used for parking, loading docks, drives, or storage. The approved plan for landscaping the site may not be altered substantially without submitting the revised plan to the City's Building Official/Zoning Administrator for approval.

B. The landscape development, having once been installed, shall be maintained in a neat and adequate manner, which shall include lawns mowed, hedges trimmed, and watered when needed. This shall include maintenance all of adjacent vacant tracts if under the same ownership.

C. The premises shall be at all times free from excessive leaves, weeds or tall grass, branches, junk, debris, paper, and trash of all kinds. Byproducts, salvage, and inoperable vehicles or equipment or any other material or matter not used in the normal course of business shall not be allowed to accumulate in any measurable degree so as to become offensive in any manner.

D. Storage of all materials, products, either in process of construction or in completed form, equipment, or other necessary tools or articles outside of any building shall be in an area designed for such purpose and, preferably, enclosed by a fence. The City's Building Official/Zoning Administrator shall approve the storage arrangements.

ARTICLE VIII - PARKING AND LOADING SPACES

A. The Owner shall provide off-street parking for customers and employees. Design of parking spaces and parking lots shall take into consideration the space requirements to accommodate larger size passenger vehicles (i.e. pickups, suburbans), provide handicapped accessible parking spaces pursuant to the standards set forth in the Minnesota Accessibility Code (Chapter 1341 of the Minnesota State Building Code), and provide maneuvering areas.

The following allocation of parking spaces shall be minimums:

1. One (1) space for each 200 square feet of gross floor area of office use.
2. One (1) space for each 2,000 square feet of gross floor area of light industrial use, or one parking space for each two employees, whichever is greater.

B. No parking spaces shall be placed within twenty (20) feet of the front property line.

C. There shall be no parking on any street other than in the case of an emergency.

D. All parking areas, loading areas and access drives shall be properly graded to ensure adequate drainage and shall be surfaced with a durable material to control dust. Such control measures shall be completed upon occupancy of the buildings.

E. Access drives shall be limited to two (2) per parcel or building site. The Declarer, City Building Official/Zoning Administrator, and the City of Windom Street Department shall approve the location and width of access drives.

F. Off-street loading space shall be provided for every use. The loading space shall be designed so that it is not part of the area allocated as required off-street parking space and so that no trucks shall be required to park on any Street. The minimum loading berth requirements shall be as set forth in Section 152.496 of the Windom City Code. Plans for parking and loading docks must be approved by the City's Building Official/Zoning Administrator.

ARTICLE IX – SIGNS

A. Each building site may have one monument or freestanding nameplate sign (or combination nameplate/business sign) that shall be located not less than 25 feet back of the curb. The sign itself shall not exceed 100 square feet in area nor twenty-five (25) feet in height from the ground to the top of the sign.

B. Two wall-mounted signs identifying the premises shall be allowed. Wall signs shall be a maximum of 60 square feet per sign.

C. Any modification of these requirements would require the approval of a variance application.

D. Identifying signs shall be attached to and constructed as part of the face of the building, or ancillary walls or enclosures.

E. No signs shall be painted directly on buildings.

F. No advertising signs or billboards shall be permitted on any parcel.

G. Signs or devices that give off an intermittent or rotating beam or ray of light shall be prohibited.

H. Provisions of the City Code regulating signs shall govern all other requirements concerning signs.

I. All proposed signs shall be approved by the City's Zoning Administrator and a sign permit shall be obtained from the Windom Building & Zoning Office prior to the construction of such signs.

ARTICLE X – EFFECTS OF PROTECTIVE COVENANTS

All of the above-recited conditions, covenants, restrictions, reservations and easements shall be deemed to run with the land and be binding upon all of the owners, their successors and assigns of any of the lots or part of lots located in the North Windom Industrial Park Subdivision to the City of Windom, Cottonwood County, Minnesota, until such time as amended by unanimous consent of all of the then owners, and the Economic Development Authority of Windom.

IN WITNESS WHEREOF, the undersigned has executed the within document this 11th day of March, 2013.

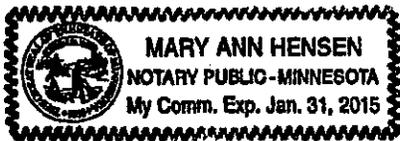
ECONOMIC DEVELOPMENT AUTHORITY OF WINDOM

By _____

Trevor Slette, President

STATE OF MINNESOTA :
SS
COUNTY OF COTTONWOOD:

The foregoing instrument was executed and acknowledged before me this 11th day of March, 2013, by Trevor Slette, President of the Economic Development Authority of Windom, a municipal corporation under the laws of Minnesota, by authority and on behalf of said corporation.



Mary Ann Hensen

Notary Public

THIS INSTRUMENT WAS DRAFTED BY:
Economic Development Authority of Windom
444 9th Street
P. O. Box 38
Windom, MN 56101
507-831-6125

EXHIBIT "A"
to the
PROTECTIVE COVENANTS
for
NORTH WINDOM INDUSTRIAL PARK

LOT COST/BENEFITS ANALYSIS-DRAINAGE SYSTEM

BLOCK 1

<u>LOT #</u>	<u>LOT SIZE</u>	<u>PERCENTAGE OF TOTAL LOT ACRES</u>
1	5.42 Acres	8.201
2	7.29 Acres	11.030
3	7.26 Acres	10.985
4	7.23 Acres	10.940
5	<u>7.52 Acres</u>	<u>11.378</u>
Total Lot Acres (Block 1)..... 34.72 Acres		Total %.....52.534

BLOCK 2

<u>LOT #</u>	<u>LOT SIZE</u>	<u>PERCENTAGE OF TOTAL LOT ACRES</u>
1	5.39 Acres	8.156
2	2.59 Acres	3.919
3	2.28 Acres	3.450
4	2.30 Acres	3.480
5	6.74 Acres	10.198
6	6.74 Acres	10.198
7	<u>5.33 Acres</u>	<u>8.065</u>
Total Lot Acres (Block 2)..... <u>31.37 Acres</u>		Total %..... <u>47.466</u>
TOTAL LOT ACRES.....66.09 Acres		Total %.....100.000

RESOLUTION #2016-

INTRODUCED:

SECONDED:

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

RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR BIDS FOR THE EMERGENCY SERVICES BUILDING PROJECT

WHEREAS, on November 17, 2015, the Windom City Council approved the preparation of plans and specifications for the proposed Emergency Services Building Project; and

WHEREAS, on February 22, 2016, consulting Architect Brunton Architects & Engineers presented plans and specifications to the Emergency Services Building Committee for the proposed project; and

WHEREAS, the Emergency Services Building Committee recommends to the Windom City Council approval of such plans and specifications and the advertisement of bids for the proposed project.

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

1. Such plans and specifications, which are made a part hereof by reference as if fully set forth herein, are hereby approved and shall be filed in the Office of the City Administrator.
2. The City Administrator shall prepare an advertisement for bids for the making of such improvements, pursuant to the approved plans and specifications, and cause such advertisement to be published in the official paper.
3. Bids will be received and accepted by the City Administrator until 2:00 p.m. on April 8, 2016. At said time, the bids will be publicly opened by the City Administrator and Consulting Architect in the City Hall Council Chambers. Bids will then be tabulated and will thereafter be considered by the City Council. Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to address the Council on the issue of responsibility. The bid for such improvements will be awarded on or before June 7, 2016, at the City Council Meeting scheduled for 7:30 p.m.

Adopted by the Council this 1st day of March, 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
DATE: February 25, 2016
RE: Motor Grader Purchase and Inter-fund Loan

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

The City Council has previously discussed the purchase of a new motor grader. 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.

Direction by the City Council was to ask the Utility Commission if they would consider an internal loan, so the City pays interest to itself instead of a third party. On February 24th the Utility Commission made a motion to support up to \$160,000 inter-fund loan to the City for the motor grader purchase at 2% interest for a three year term. Annual payments of \$30,000 would be made in 2017 and 2018 with a balloon payment in 2019.

Staff is recommending that the \$30,000 budgeted in the 2016 Capital Improvement Plan budget, along with the \$36,983 in unused 2015 CIP funds from the street repair project, and \$33,017 from the Streets & Parks Equipment Fund be used as a down payment for the motor grader totaling \$100,000. The balance of the cost to purchase the motor grader, equaling \$152,000, would be funded through the Utility Commission's intra-fund loan.

Memo

To: City Council
From: Brent Brown
cc: Purchasing Directional Drill
Date: February 24, 2016
Re: Utility Commission

The Utility Commission has approved the purchase of a Vermeer D20X22III Directional Drill. The Utility Crew has demonstrated the need for the equipment as well as having adequate man power and experience to make purchasing and operating this equipment feasible. The equipment will be used for the instillation of power cables as well as being used amongst other departments such as Telecom. Currently the Utility Crew contracts these services out. The estimated cost of contracting this service out for 2016 is \$110,000 dollars. After careful review of the cost of service as well as the convenience of not being required to work around a contractor's schedule the decision was made to purchase the unit. We would like to purchase this unit from the National Joint Purchasing Agency which will help assure that we are receiving the best possible price for the unit and eliminate the need for sealed bids. The price of the unit delivered and ready to be placed in service is \$152,381.60. The funds for the purchase would come from the capital projects expenditures from the Electric Department over the next two years.

RESOLUTION #2016-

INTRODUCED:

SECONDED:

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

RESOLUTION ACCEPTING A GRANT FROM THE ROBERT AND HELEN REMICK CHARITABLE FOUNDATION FOR THE WINDOM PARKS DEPARTMENT

WHEREAS, the City of Windom has received notification of the awarding of a grant from the Robert and Helen Remick Charitable Foundation Trust, pursuant to an application submitted on behalf of the Windom Parks Department, for improvements to the Kastle Kingdom playground; and

WHEREAS, the grant in the amount of \$20,000 does not require matching funds; and

WHEREAS, it is necessary that the City of Windom accept this grant and provide documentation to the Remick Foundation pursuant to the terms of the grant.

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

1. The City of Windom hereby accepts the grant of \$20,000 awarded to the Windom Parks Department by the Robert and Helen Remick Charitable Foundation Trust for improvements to Kastle Kingdom playground and approves the terms of the Grant.
2. The City of Windom certifies that it will comply with applicable laws and regulations and requirements as contained in the grant agreement and any amendments.
3. The City Administrator is hereby authorized to execute any required grant agreements and any amendments and requested documentation on behalf of the City of Windom.

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

Corey J. Maricle, Mayor

Attest: _____
Steve Nasby, City Administrator

RESOLUTION #2016-

INTRODUCED:

SECONDED:

VOTED: Aye:

Nay:

Abstained:

Absent:

**RESOLUTION SUPPORTING THE SUBMISSION
OF A GRANT APPLICATION TO THE
“MLB COMMUNITY – BASEBALL TOMORROW GRANT FUND”
ON BEHALF OF THE WINDOM PARKS DEPARTMENT**

WHEREAS, the City of Windom is committed to the health, safety and welfare of the citizens of Windom; and

WHEREAS, the purchase of lights for the ballfields at the Windom Recreation Area would improve the quality of the youth programs and allow additional use of the fields to enhance and promote the growth of youth participation in Windom Recreation’s Softball, Baseball and T-ball Programs; and

WHEREAS, funding to purchase new lighting may be available through the MLB Community – Baseball Tomorrow Grant Fund; and

WHEREAS, it is in the best interests of the City of Windom and its residents to submit an application to the MLB Community – Baseball Tomorrow Grant Fund, requesting funding for lights; and

WHEREAS, the Parks Department has reserves of \$60,000 designated for ballfield lighting to contribute towards the match for the grant; and

WHEREAS, the City of Windom agrees to commit a fifty percent (50%) match towards the grant and sources for this match are available.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The City Council of Windom, Minnesota, on behalf of the citizens of Windom, supports the Windom Parks Department’s efforts in pursuing funding through the MLB Community –Baseball Tomorrow Grant Fund for ballfield lights at the Windom Recreation Area.
2. If the City of Windom receives a grant award, the City agrees to match the grant funds with an amount of 50% of the total project cost.

3. The City of Windom has legal authority to apply for financial assistance, and the institutional, managerial, and financial capacity to ensure compliance with the grant requirements and completion of the proposed project.
4. The City of Windom shall act as legal sponsor for the grant application; and the Mayor and the City Administrator are hereby authorized, on behalf of the City of Windom, to submit a grant application to MLB Community –Baseball Tomorrow Grant Fund for the funding of this project.
5. Upon approval of the application, the City of Windom and the Windom Parks Department certify that they will comply with all applicable laws, policies and regulations as stated in the application and subsequent agreements.
6. The Mayor and City Administrator are hereby authorized, on behalf of the City of Windom, to execute such agreements and contracts as are necessary to implement the project.

ADOPTED this 1st day of March, 2016.

Corey J. Maricle, Mayor

ATTEST: _____
Steve 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 25, 2016
RE: Arena Maintenance Worker Position

Due to a resignation, effective March 1, 2016 the Arena will have a vacancy in a permanent, part-time position. Staff is requesting City Council approval to advertise to re-fill this position (IBEW Grade 1) Arena Maintenance Worker.

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: Liquor Committee
DATE: February 26, 2016
RE: Assistant Liquor Store Manager

The position for Assistant Liquor Store Manager was advertised and there were 44 applications received by the due date. The Liquor Store Committee and Liquor Store Manager conducted an internal candidate interview on February 22. Following that interview the balance of the applications were reviewed and sorted by the Liquor Store Manager and City Administrator. Possible candidates for interview were presented to the Liquor Committee for their input. Consequently, there were four external candidates interviewed on February 25, 2016 by the Liquor Committee and Liquor Store Manager.

The decision was made to offer the position dependent upon a background check and reference check. This work was still underway as of this packet. We anticipate that a formal recommendation for hiring will be handed out at the City Council meeting on March 1, 2016.

SURPLUS EQUIPMENT

Street/Park Dept.

Sprayer with plastic tank and folding booms

Electric Dept.

1999 Ford F350 Dump Truck

1997 Ford Digger Derrick

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



Memo

To: Mayor & City Council
From: Denise Nichols
CC: Steve Nasby
Date: February 25, 2016
Re: Spring Cleanup Event

Hometown Sanitation will conduct the event for the entire city on one day. Available dates for the event are Saturday, April 30th or May 14th.

A request to the Cottonwood County Commissioners for a reduction in tipping fees was made for the annual event. The Commissioners have approved the request and will be offering half-price tipping fees for all cities in Cottonwood County during their cleanup events. The City was also notified that again this year the County will charge a fee of \$11/per mattress or box spring.

The County would like to recycle the mattresses/box springs and will pick them up curbside prior to the Saturday event. The City will assist with the recycling by compiling a list of addresses for pickup. The list will be obtained by requesting residents who have mattresses or box springs to contact the city office.

During the cleanup last year, the City also offered curbside recycling for appliances and electronics. City staff is in the process of contacting possible recyclers who would conduct curbside recycling and will be obtaining price quotes. Once this information is received, it will be provided to the Council.

Requested Council Action: Select date of cleanup event.



Windom, MN

Expense Approval Report By Fund

Payment Dates 2/13/2016 - 2/24/2016

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL					
Activity: 41110 - Mayor & Council					
AMERICAN LEGAL PUBLISHIN	0108676	02/16/2016	LEGAL FEES	100-41110-304	2,363.00
SCHRAMMEL LAW OFFICE	20160217A	02/17/2016	LEGAL FEES - MAYOR & COUN	100-41110-304	180.00
CITIZEN PUBLISHING CO	20160203	02/03/2016	ADVERTISING	100-41110-350	505.80
ETHAN CLERC FILMS	20160223	02/23/2016	FIRLM COUNCIL MEETINGS	100-41110-350	25.00
Activity 41110 - Mayor & Council Total:					3,073.80
Activity: 41310 - Administration					
BLUE CROSS/BLUE SHIELD	20160216	02/16/2016	EMPLOYEE ASSISTANCE PROG	100-41310-131	22.89
INDOFF, INC	2753383	02/10/2016	SUPPLIES	100-41310-200	11.08
SELECTACCOUNT	20160223A	02/23/2016	PARTICIPANT FEE	100-41310-217	318.42
U S POSTAL SERVICE	20160203	02/03/2016	POST OFFICE BOX RENT	100-41310-322	12.93
U S POSTAL SERVICE	20160203	02/03/2016	POST OFFICE BOX RENT	100-41310-322	12.93
CITIZEN PUBLISHING CO	20160203	02/03/2016	ADVERTISING	100-41310-350	37.20
Activity 41310 - Administration Total:					415.45
Activity: 41910 - Building & Zoning					
BLUE CROSS/BLUE SHIELD	20160216	02/16/2016	EMPLOYEE ASSISTANCE PROG	100-41910-131	9.36
INDOFF, INC	2753380	02/10/2016	SUPPLIES	100-41910-200	6.94
Activity 41910 - Building & Zoning Total:					16.30
Activity: 41940 - City Hall					
MN ENERGY RESOURCES	20160217E	02/17/2016	HEATING #0505105084-0000	100-41940-383	1,149.64
HOMETOWN SANITATION SE	000016694A	02/02/2016	GARBAGE SERVICE - CITY HAL	100-41940-384	85.04
Activity 41940 - City Hall Total:					1,234.68
Activity: 42120 - Crime Control					
BLUE CROSS/BLUE SHIELD	20160216	02/16/2016	EMPLOYEE ASSISTANCE PROG	100-42120-131	124.85
INDOFF, INC	2748558	02/02/2016	SUPPLIES	100-42120-200	38.50
INDOFF, INC	2753385	02/11/2016	SUPPLIES	100-42120-200	25.99
VET'S WHOA N'GO	20160211	02/11/2016	MAINTENANCE -	100-42120-212	9.61
SCHRAMMEL LAW OFFICE	20160217A	02/17/2016	LEGAL FEES - POLICE	100-42120-304	2,283.75
WINDOM AREA HOSPITAL	269007783	02/17/2016	SERVICE #30005319	100-42120-305	80.00
MN BUREAU OF CRIMINAL AP	20160223	02/23/2016	LOUIS NORELL, WINDOM PD	100-42120-308	375.00
VERIZON WIRELESS	9760110268	02/17/2016	SERVICE FOR LAP TOPS #9867	100-42120-321	93.51
U S POSTAL SERVICE	20160203	02/03/2016	POST OFFICE BOX RENT	100-42120-322	12.93
APPLIED CONCEPTS, INC	283403	02/17/2016	SUPPLIES	100-42120-323	100.00
ALPHA WIRELESS - MANKATO	681584	02/17/2016	SERVICE	100-42120-323	89.60
COTTONWOOD CO AUD/TRE	20160129	01/29/2016	DISPATCHING	100-42120-325	275.00
WINDOM QUICK PRINT	20160223	02/23/2016	SUPPLIES	100-42120-350	232.51
NORTHERN SAFETY TECHNOL	40515	02/11/2016	MAINTENANCE	100-42120-404	2,886.93
LUND'S BODY SHOP	3609	02/23/2016	MAINTENANCE	100-42120-405	384.63
COTTONWOOD CO AUD/TRE	20160129	01/29/2016	RENT	100-42120-412	1,850.00
FLEET SERVICES DIVISION	2016070003	02/17/2016	SERVICE	100-42120-419	1,716.16
RAY O'HERRON CO., INC	1608117-IN	02/17/2016	USE OF FORFEITURE FUNDS	100-42120-480	2,523.48
Activity 42120 - Crime Control Total:					13,102.45
Activity: 42220 - Fire Fighting					
RUNNING'S SUPPLY	20160217	02/17/2016	MAINTENANCE -	100-42220-215	19.83
BRITTANY ESPENSON	20160205	02/05/2016	SERVICE	100-42220-218	38.00
WINDOM COMMUNITY CENT	20160219	02/19/2016	RENTAL - FIRE DEPT	100-42220-308	545.00
VERIZON WIRELESS	9760110268	02/17/2016	SERVICE FOR LAP TOPS #9867	100-42220-321	21.14
U S POSTAL SERVICE	20160203	02/03/2016	POST OFFICE BOX RENT	100-42220-322	12.93
COTTONWOOD CO AUD/TRE	20160129	01/29/2016	DISPATCHING	100-42220-325	212.50
VERIZON WIRELESS	9760110268	02/17/2016	SERVICE FOR LAP TOPS #9867	100-42220-326	10.02
MSFDA	20160223	02/23/2016	SUBSCRIPTION	100-42220-435	217.00
BRUNTON ARCHITECTS & EN	08-1663	02/16/2016	SERVICE	100-42220-439	56,590.80

Expense Approval Report

Payment Dates: 2/13/2016 - 2/24/2016

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ZIESKE LAND SURVEYING	20160217A	02/17/2016	PROJ C 1456 S - UPDATE SUR	100-42220-439	952.00
				Activity 42220 - Fire Fighting Total:	58,619.22
Activity: 42500 - Civil Defense					
COTTONWOOD CO AUD/TRE	20160129	01/29/2016	DISPATCHING	100-42500-325	12.50
				Activity 42500 - Civil Defense Total:	12.50
Activity: 42700 - Animal Control					
COTTONWOOD VET CLINIC	149311	02/24/2016	SERVICE #149311	100-42700-300	70.00
COTTONWOOD VET CLINIC	149818	02/24/2016	SERVICE #149818	100-42700-300	70.00
				Activity 42700 - Animal Control Total:	140.00
Activity: 43100 - Streets					
BLUE CROSS/BLUE SHIELD	20160216	02/16/2016	EMPLOYEE ASSISTANCE PROG	100-43100-131	83.25
RUNNING'S SUPPLY	20160217	02/17/2016	MAINTENANCE -	100-43100-217	9.07
SCOTT VEENKER	23825	02/17/2016	SERVICE	100-43100-224	990.00
JOHNSON HARDWARE	3736	02/19/2016	SUPPLIES	100-43100-225	45.12
RUNNING'S SUPPLY	20160217	02/17/2016	MAINTENANCE -	100-43100-241	348.08
COTTONWOOD CO AUD/TRE	20160129	01/29/2016	DISPATCHING	100-43100-325	125.00
CITIZEN PUBLISHING CO	20160203	02/03/2016	ADVERTISING	100-43100-350	291.00
MN ENERGY RESOURCES	20160217D	02/17/2016	HEATING #0505064121-0001	100-43100-383	1,050.16
HOMETOWN SANITATION SE	0000166945	02/02/2016	GARBAGE SERVICE - STREET D	100-43100-384	84.73
HOMETOWN SANITATION SE	0000166946	02/02/2016	GARBAGE SERVICE - SQUARE	100-43100-384	46.12
TOPPERS PLUS, INC.	SI-91876	02/17/2016	MAINTENANCE	100-43100-405	434.00
				Activity 43100 - Streets Total:	3,506.53
Activity: 45202 - Park Areas					
BLUE CROSS/BLUE SHIELD	20160216	02/16/2016	EMPLOYEE ASSISTANCE PROG	100-45202-131	6.24
U S POSTAL SERVICE	20160203	02/03/2016	POST OFFICE BOX RENT	100-45202-200	12.93
COTTONWOOD CO AUD/TRE	20160129	01/29/2016	DISPATCHING	100-45202-325	37.50
				Activity 45202 - Park Areas Total:	56.67
					Fund 100 - GENERAL Total:
					80,177.60
Fund: 211 - LIBRARY					
Activity: 45501 - Library					
BLUE CROSS/BLUE SHIELD	20160216	02/16/2016	EMPLOYEE ASSISTANCE PROG	211-45501-131	6.24
MN ENERGY RESOURCES	20160219B	02/19/2016	HEATING #0504542703-0000	211-45501-383	239.49
INGRAM	20160211	02/11/2016	BOOKS #2004243	211-45501-435	1,116.46
MICROMARKETING	606834	02/19/2016	BOOKS	211-45501-435	180.46
				Activity 45501 - Library Total:	1,542.65
					Fund 211 - LIBRARY Total:
					1,542.65
Fund: 225 - AIRPORT					
Activity: 45127 - Airport					
RED ROCK RURAL WATER	20160203	02/03/2016	SERVICE	225-45127-200	29.10
SOUTHWEST MN BROADBAN	20160223	02/23/2016	PHONE #WIND-001-0018	225-45127-321	26.58
				Activity 45127 - Airport Total:	55.68
Activity: 49950 - Capital Outlay					
LAND TITLE, INC.	20160210	02/10/2016	SERVICE -FILE #533381-53339	225-49950-500	3,200.00
				Activity 49950 - Capital Outlay Total:	3,200.00
					Fund 225 - AIRPORT Total:
					3,255.68
Fund: 230 - POOL					
Activity: 45124 - Pool					
U S POSTAL SERVICE	20160203	02/03/2016	POST OFFICE BOX RENT	230-45124-322	12.93
				Activity 45124 - Pool Total:	12.93
					Fund 230 - POOL Total:
					12.93
Fund: 235 - AMBULANCE					
Activity: 42153 - Ambulance					
VET'S WHOA N'GO	20160211	02/11/2016	FUEL	235-42153-212	45.01
WINDOM QUICK PRINT	20160219	02/19/2016	SERVICE	235-42153-217	24.12
BOUND TREE MEDICAL, LLC	82043169	02/11/2016	SUPPLIES	235-42153-217	464.43
BOUND TREE MEDICAL, LLC	82052884	02/16/2016	SUPPLIES	235-42153-217	179.34

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
WINDOM AREA HOSPITAL	20160217	02/17/2016	AMBULANCE - NURSING SERV	235-42153-312	1,001.29
VERIZON WIRELESS	9760110268	02/17/2016	SERVICE FOR LAP TOPS #9867	235-42153-321	123.49
U S POSTAL SERVICE	20160203	02/03/2016	POST OFFICE BOX RENT	235-42153-322	12.93
COTTONWOOD CO AUD/TRE	20160129	01/29/2016	DISPATCHING	235-42153-325	200.00
EXPERT T BILLING	2626	02/11/2016	SERVICE	235-42153-326	2,160.00
BUCKWHEAT JOHNSON	20160216	02/16/2016	EXPENSE	235-42153-334	41.00
MARY HOLMEN	20160217	02/17/2016	EXPENSE	235-42153-334	6.33
TIM HACKER	20160217	02/17/2016	EXPENSE	235-42153-334	94.28
KIM POWERS	20160217	02/17/2016	EXPENSE	235-42153-334	27.80
COUNTRY PRIDE SERVICE	000349	02/16/2016	TIRES #27	235-42153-405	432.94
MN REVENUE	20160223	02/23/2016	MINN CARE TAX	235-42153-460	4,899.07
Activity 42153 - Ambulance Total:					9,712.03
Fund 235 - AMBULANCE Total:					9,712.03

Fund: 250 - EDA GENERAL

Activity: 46520 - EDA

BLUE CROSS/BLUE SHIELD	20160216	02/16/2016	EMPLOYEE ASSISTANCE PROG	250-46520-131	9.36
INDOFF, INC	2753380	02/10/2016	SUPPLIES	250-46520-200	141.94
EHLERS & ASSOC., INC.	69830	02/16/2016	SERVICE	250-46520-301	1,075.00
ZIESKE LAND SURVEYING	20160217	02/17/2016	PROJ C 1531 S PAYMT #3-PRA	250-46520-303	4,230.00
SCHRAMEL LAW OFFICE	20160217	02/17/2016	WINDOM EDA	250-46520-304	300.00
SCHRAMEL LAW OFFICE	20160217A	02/17/2016	LEGAL FEES - EDA	250-46520-304	630.00
U S POSTAL SERVICE	20160203	02/03/2016	POST OFFICE BOX RENT	250-46520-322	12.93
CITIZEN PUBLISHING CO	20160203	02/03/2016	ADVERTISING	250-46520-340	314.40
CITIZEN PUBLISHING CO	20160203	02/03/2016	ADVERTISING	250-46520-350	79.50
MN DEED, MN MARKETING P	89808236	02/17/2016	MEMBERSHIP-EDA OF WINDO	250-46520-433	625.00
Activity 46520 - EDA Total:					7,418.13
Fund 250 - EDA GENERAL Total:					7,418.13

Fund: 252 - EDA SCDP

C.R. CONSTRUCTION	20160217	02/17/2016	HANSON REALTY-KATHY HAN	252-12900	6,296.00
Fund 252 - EDA SCDP Total:					6,296.00

Fund: 254 - NORTH IND PARK

Activity: 46520 - EDA

SCHRAMEL LAW OFFICE	20160217A	02/17/2016	LEGAL FEES - NWIP	254-46520-304	420.00
SCOTT VEENKER	23776	02/17/2016	SERVICE- SNOW REMOVAL -M	254-46520-406	100.00
Activity 46520 - EDA Total:					520.00
Fund 254 - NORTH IND PARK Total:					520.00

Fund: 601 - WATER

Activity: 49400 - Water

BLUE CROSS/BLUE SHIELD	20160216	02/16/2016	EMPLOYEE ASSISTANCE PROG	601-49400-131	51.51
HAWKINS, INC	3835248	02/17/2016	CHEMICALS	601-49400-216	2,637.00
GOPHER STATE ONE CALL	6000804	01/29/2016	LOCATES	601-49400-321	25.00
GOPHER STATE ONE CALL	6010806	02/09/2016	LOCATES	601-49400-321	10.58
U S POSTAL SERVICE	20160203	02/03/2016	POST OFFICE BOX RENT	601-49400-322	12.93
COTTONWOOD CO AUD/TRE	20160129	01/29/2016	DISPATCHING	601-49400-325	100.00
MN ENERGY RESOURCES	20160217B	02/17/2016	HEATING #0505923431-0000	601-49400-383	780.31
HOMETOWN SANITATION SE	0000166948	02/02/2016	GARBAGE SERVICE - WASTEWA	601-49400-384	85.04
RUNNING'S SUPPLY	20160217	02/17/2016	MAINTENANCE -	601-49400-402	24.77
CALIFORNIA CONTRACTORS S	17901	02/16/2016	MAINTENANCE	601-49400-404	194.40
FEDERAL COMMUNICATIONS	20160217	02/17/2016	NARROWBAND EMISSIONS C	601-49400-404	125.00
RUNNING'S SUPPLY	20160217	02/17/2016	MAINTENANCE -	601-49400-404	436.95
Activity 49400 - Water Total:					4,483.49

Activity: 49980 - Debt Service

MN PUBLIC FACILITIES AUTH	20160219	02/19/2016	BOND PAYMENTS -1999 WA	601-49980-611	1,624.75
MN PUBLIC FACILITIES AUTH	20160219	02/19/2016	BOND PAYMENTS 1999 WA T	601-49980-611	3,721.25
Activity 49980 - Debt Service Total:					5,346.00
Fund 601 - WATER Total:					9,829.49

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 602 - SEWER					
Activity: 49450 - Sewer					
BLUE CROSS/BLUE SHIELD	20160216	02/16/2016	EMPLOYEE ASSISTANCE PROG	602-49450-131	68.16
TERRY BOVEE	20160205	02/05/2016	WELLHEAD PLAN OF ACTION	602-49450-303	9,015.00
MIKE HAUGEN	20160219	02/19/2016	EXPENSE-SW SECTION MTG	602-49450-308	60.00
MN VALLEY TESTING	794055	02/05/2016	TESTING	602-49450-310	143.60
MN VALLEY TESTING	794120	02/10/2016	TESTING	602-49450-310	223.60
MN VALLEY TESTING	794406	02/10/2016	TESTING	602-49450-310	223.60
GOPHER STATE ONE CALL	6000804	01/29/2016	LOCATES	602-49450-321	25.00
GOPHER STATE ONE CALL	6010806	02/09/2016	LOCATES	602-49450-321	10.59
U S POSTAL SERVICE	20160203	02/03/2016	POST OFFICE BOX RENT	602-49450-322	12.93
COTTONWOOD CO AUD/TRE	20160129	01/29/2016	DISPATCHING	602-49450-325	100.00
MIKE HAUGEN	20160219	02/19/2016	EXPENSE-SW SECTION MTG	602-49450-331	34.56
MN ENERGY RESOURCES	20160217	02/17/2016	HEATING #0504488160-0000	602-49450-383	104.08
MN ENERGY RESOURCES	20160217C	02/17/2016	HEATING #0506746718-0000	602-49450-383	23.75
MN ENERGY RESOURCES	20160217F	02/17/2016	HEATING #0506646838-0000	602-49450-383	1,370.13
CALIFORNIA CONTRACTORS S	17901	02/16/2016	MAINTENANCE	602-49450-404	194.40
RUNNING'S SUPPLY	20160217	02/17/2016	MAINTENANCE -	602-49450-404	222.33
COLBERT'S SERVICES	3353	02/16/2016	MAINTENANCE	602-49450-404	1,859.40
WERNER ELECTRIC	S9044278.001	02/17/2016	NEW LED FIXTURES	602-49450-404	461.75
WERNER ELECTRIC	S9044278.002	02/17/2016	CREDIT - NEW LED LIGHTS	602-49450-404	-242.99
WERNER ELECTRIC	S9050086.001	02/17/2016	NEW LED SHOP LIGHTS-	602-49450-404	158.28
RON'S ELECTRIC INC	132228	02/17/2016	MAINTENANCE	602-49450-409	26.89
RUNNING'S SUPPLY	20160217	02/17/2016	MAINTENANCE -	602-49450-439	5.59
MN VALLEY TESTING	794121	02/10/2016	TESTING	602-49450-439	126.40
MN VALLEY TESTING	794136	02/10/2016	TESTING	602-49450-439	126.40
Activity 49450 - Sewer Total:					14,353.45
Fund 602 - SEWER Total:					14,353.45

Fund: 604 - ELECTRIC

WERNER ELECTRIC	S9051417.001	02/17/2016	ELECTRIC INVENTORY	604-14200	4.14
WDR - DEPUTY REGISTRAR #5	20160216	02/16/2016	SALES TAX-2016/M2-106 CHA	604-16440	34.75
BENITO AGUIRRE SANCHEZ	20160216	02/16/2016	REFUND - UTILITY PREPAYME	604-22000	300.00
JOSHUA STRUCK	20160217	02/17/2016	REFUND - UTILITY PREPAYME	604-22000	20.00
LAURA SANDMEYER	20160217	02/17/2016	REFUND - UTILITY PREPAYME	604-22000	300.00
WENDY POHLMAN	20160217	02/17/2016	REFUND - UTILITY PREPAYME	604-22000	300.00
STEPHEN SOVIA	20160217	02/17/2016	REFUND - UTILITY PREPAYME	604-22000	125.00
TERRY SCHMIT	20160217	02/17/2016	REFUND - UTILITY PREPAYME	604-22000	125.00
JINYEENE NEUMANN	20160217	02/17/2016	REFUND - UTILITY PREPAYME	604-22000	300.00
DAVIS NOVACK	20160217	02/17/2016	REFUND - UTILITY PREPAYME	604-22000	300.00
JOHN & COLLEEN SWENSON	20160217	02/17/2016	REFUND - UTILITY PREPAYME	604-22000	300.00
VAN NORMAN INVESTIGATIO	20160223	02/23/2016	REFUND - UTILITY PREPAYME	604-22000	300.00
JENNIFER ZAJIC	20160223	02/23/2016	REFUND - UTILITY PREPAYME	604-22000	125.00
ROBIN WESTMAN	20160223	02/23/2016	REFUND - UTILITY PREPAYME	604-22000	125.00
ELECTRIC FUND	20160224	02/24/2016	UTIL PREPAY-S.BECKMAN-TO	604-22000	207.58
SUSANNA BECKMAN	20160224	02/24/2016	REFUND - BALANCE OF UTILIT	604-22000	92.42
ELECTRIC FUND	20160224A	02/24/2016	UTIL PREPAY-A.BUNDY -TO BI	604-22000	300.00
UTILITIES PLUS ENERGY SERVI	10601	02/17/2016	SERVICE - OWNERS CREDIT	604-37473	-994.18
					2,264.71

Activity: 49550 - Electric

BLUE CROSS/BLUE SHIELD	20160216	02/16/2016	EMPLOYEE ASSISTANCE PROG	604-49550-131	88.96
OFFICEMAX - HSBC BUS SOLU	231359	02/11/2016	SUPPLIES	604-49550-200	219.76
OFFICEMAX - HSBC BUS SOLU	231417	02/11/2016	SUPPLIES	604-49550-200	6.78
OFFICEMAX - HSBC BUS SOLU	299065	02/17/2016	SUPPLIES	604-49550-200	196.58
BORDER STATES	910790281	02/17/2016	UNIFORMS	604-49550-218	60.00
IRBY ELECTRICAL DISTRIBUTO	S009369409.001	02/03/2016	SMALL TOOLS	604-49550-241	40.00
CMMPA - CENTRAL MINNESO	5432	02/16/2016	ENERGY	604-49550-263	94,595.73
CMMPA - CENTRAL MINNESO	5432	02/16/2016	TRANSMISSION	604-49550-263	104,689.32
DEPARTMENT OF ENERGY	BFPB000800116	02/09/2016	POWER COST	604-49550-263	93,291.63
UTILITIES PLUS ENERGY SERVI	10601	02/17/2016	SERVICE	604-49550-303	2,813.48

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
GOPHER STATE ONE CALL	6000804	01/29/2016	LOCATES	604-49550-321	25.00
GOPHER STATE ONE CALL	6010806	02/09/2016	LOCATES	604-49550-321	10.59
U S POSTAL SERVICE	20160203	02/03/2016	POST OFFICE BOX RENT	604-49550-322	12.93
COTTONWOOD CO AUD/TRE	20160129	01/29/2016	DISPATCHING	604-49550-325	187.50
RUNNING'S SUPPLY	20160217	02/17/2016	MAINTENANCE -	604-49550-333	15.99
CITIZEN PUBLISHING CO	20160203	02/03/2016	ADVERTISING	604-49550-340	120.90
BANK MIDWEST INSURANCE	259	02/16/2016	RENEWAL OF BOILER INSURA	604-49550-362	55,155.00
MN ENERGY RESOURCES	20160217A	02/17/2016	HEATING #0506419706-0000	604-49550-383	169.80
HOMETOWN SANITATION SE	0000166949	02/05/2016	GARBAGE SERVICE - ELECTRIC	604-49550-384	84.75
PAUL MARSH	2646	02/17/2016	MAINTENANCE	604-49550-405	93.00
ELECTRIC FUND	20160219	02/19/2016	TRUCK STOCK-	604-49550-408	102.33
ELECTRIC FUND	20160219A	02/19/2016	DISTRIBUTION MAINTENANC	604-49550-408	9.94
WERNER ELECTRIC	S9064315.001	02/19/2016	ELECTRIC SHOP SUPPLIES	604-49550-409	840.29
CMMPA - CENTRAL MINNESO	5416	02/16/2016	CONSERVATION IMPR FEES	604-49550-450	1,419.00
Activity 49550 - Electric Total:					354,249.26
Fund 604 - ELECTRIC Total:					356,513.97

Fund: 609 - LIQUOR STORE

Activity: 49751 - Liquor Store

BLUE CROSS/BLUE SHIELD	20160216	02/16/2016	EMPLOYEE ASSISTANCE PROG	609-49751-131	16.65
RAGE INC	01-011636	02/05/2016	SERVICE - RIVER BEND LIQ	609-49751-217	27.91
ENVIROMASTER, INC	527528	02/05/2016	SERVICE	609-49751-217	40.88
AH HERMEL COMPANY	556637	01/29/2016	MERCHANDISE	609-49751-217	31.88
AH HERMEL COMPANY	558077	02/09/2016	MERCHANDISE	609-49751-217	38.67
VINOCOPIA, INC	0143825-IN	02/02/2016	MERCHANDISE	609-49751-251	193.75
BREAKTHRU BEVERAGE MN	1080428616	02/02/2016	MERCHANDISE	609-49751-251	7,483.21
PHILLIPS WINE & SPIRITS	227574	02/10/2016	CREDIT - MERCHANDISE	609-49751-251	-147.50
PHILLIPS WINE & SPIRITS	2915167	01/27/2016	MERCHANDISE	609-49751-251	70.60
PHILLIPS WINE & SPIRITS	2920636	02/02/2016	MERCHANDISE	609-49751-251	3,059.16
PHILLIPS WINE & SPIRITS	2924031	02/05/2016	MERCHANDISE	609-49751-251	3,854.59
BELLBOY CORP	52122100	02/09/2016	MERCHANDISE	609-49751-251	2,090.80
JOHNSON BROS.	5359055	02/02/2016	MERCHANDISE	609-49751-251	6,404.35
JOHNSON BROS.	5364175	02/05/2016	MERCHANDISE	609-49751-251	212.25
ARTISAN BEER COMPANY	3079258	02/02/2016	MERCHANDISE	609-49751-252	310.00
ARTISAN BEER COMPANY	3080476	02/05/2016	MERCHANDISE	609-49751-252	259.95
DOLL DISTRIBUTING, LLC	543417	02/17/2016	MERCHANDISE	609-49751-252	4,031.80
DOLL DISTRIBUTING, LLC	547645	02/23/2016	MERCHANDISE	609-49751-252	3,621.85
BEVERAGE WHOLESALERS	587693	02/16/2016	MERCHANDISE	609-49751-252	2,451.90
BEVERAGE WHOLESALERS	588614	02/23/2016	MERCHANDISE	609-49751-252	5,477.90
VINOCOPIA, INC	0143825-IN	02/02/2016	MERCHANDISE	609-49751-253	324.00
BREAKTHRU BEVERAGE MN	1080428616	02/02/2016	MERCHANDISE	609-49751-253	152.00
CARLOS CREEK WINERY	12144	02/05/2016	MERCHANDISE	609-49751-253	576.00
PHILLIPS WINE & SPIRITS	2920637	02/02/2016	MERCHANDISE	609-49751-253	910.25
JOHNSON BROS.	5359056	02/02/2016	MERCHANDISE	609-49751-253	1,772.48
JOHNSON BROS.	5364176	02/05/2016	MERCHANDISE	609-49751-253	296.00
PAUSTIS WINE COMPANY	8533167-IN	01/29/2016	MERCHANDISE	609-49751-253	540.00
BREAKTHRU BEVERAGE MN	1080428616	02/02/2016	MERCHANDISE	609-49751-254	35.12
PBC - PEPSI BEVERAGES COM	34767456	02/10/2016	MERCHANDISE	609-49751-254	303.55
AH HERMEL COMPANY	556637	01/29/2016	MERCHANDISE	609-49751-254	88.87
AH HERMEL COMPANY	558077	02/09/2016	MERCHANDISE	609-49751-254	53.90
AMERICAN BOTTLING CO	7428005209	01/29/2016	MERCHANDISE	609-49751-254	180.06
DOLL DISTRIBUTING, LLC	543417	02/17/2016	MERCHANDISE	609-49751-259	30.80
DOLL DISTRIBUTING, LLC	547645	02/23/2016	MERCHANDISE	609-49751-259	39.00
BEVERAGE WHOLESALERS	587693	02/16/2016	MERCHANDISE	609-49751-259	24.60
BEVERAGE WHOLESALERS	588614	02/23/2016	MERCHANDISE	609-49751-259	42.25
AH HERMEL COMPANY	556637	01/29/2016	MERCHANDISE	609-49751-261	150.30
U S POSTAL SERVICE	20160203	02/03/2016	POST OFFICE BOX RENT	609-49751-322	12.93
VINOCOPIA, INC	0143825-IN	02/02/2016	MERCHANDISE	609-49751-333	17.50
BREAKTHRU BEVERAGE MN	1080428616	02/02/2016	MERCHANDISE	609-49751-333	169.12
PHILLIPS WINE & SPIRITS	227574	02/10/2016	CREDIT - MERCHANDISE	609-49751-333	-1.67
PHILLIPS WINE & SPIRITS	2920636	02/02/2016	MERCHANDISE	609-49751-333	40.21

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
PHILLIPS WINE & SPIRITS	2920637	02/02/2016	MERCHANDISE	609-49751-333	31.73
PHILLIPS WINE & SPIRITS	2924031	02/05/2016	MERCHANDISE	609-49751-333	50.10
BELLBOY CORP	52122100	02/09/2016	MERCHANDISE	609-49751-333	31.66
JOHNSON BROS.	5359055	02/02/2016	MERCHANDISE	609-49751-333	96.31
JOHNSON BROS.	5359056	02/02/2016	MERCHANDISE	609-49751-333	66.80
JOHNSON BROS.	5364175	02/05/2016	MERCHANDISE	609-49751-333	3.34
JOHNSON BROS.	5364176	02/05/2016	MERCHANDISE	609-49751-333	10.02
AH HERMEL COMPANY	556637	01/29/2016	MERCHANDISE	609-49751-333	3.95
AH HERMEL COMPANY	558077	02/09/2016	MERCHANDISE	609-49751-333	3.95
PAUSTIS WINE COMPANY	8533167-IN	01/29/2016	MERCHANDISE	609-49751-333	8.75
CITIZEN PUBLISHING CO	20160203	02/03/2016	ADVERTISING	609-49751-340	537.98
MN ENERGY RESOURCES	20160219A	02/19/2016	HEATING #0507314125-0000	609-49751-383	352.11
HOMETOWN SANITATION SE	0000166947	02/05/2016	GARBAGE SERVICE - RIVER BE	609-49751-384	96.13
BANK MIDWEST	20160216	02/16/2016	NSF-STACY ALLAN-ADAM OLS	609-49751-480	34.43

Activity 49751 - Liquor Store Total: 46,615.13

Fund 609 - LIQUOR STORE Total: 46,615.13

Fund: 614 - TELECOM

CALIX	1141688	02/03/2016	MACHINERY & EQUIPMENT	614-16400	3,273.41
CALIX	1143096	02/09/2016	GIGA CENTER	614-16400	3,035.64
					6,309.05

Activity: 49870 - Telecom

BLUE CROSS/BLUE SHIELD	20160216	02/16/2016	EMPLOYEE ASSISTANCE PROG	614-49870-131	55.65
RAGE INC	02-010184	02/09/2016	SERVICE - WINDOM NET	614-49870-211	21.33
RUNNING'S SUPPLY	20160217	02/17/2016	MAINTENANCE -	614-49870-211	19.98
CALIX	1143066	02/09/2016	ONT ENCLOSURE	614-49870-227	629.60
TRI-STATE BATTERY CO	191299015355	02/10/2016	MAINTENANCE	614-49870-227	431.76
RUNNING'S SUPPLY	20160217	02/17/2016	MAINTENANCE -	614-49870-227	32.90
ICEWARP, INC.	JK-09956	02/17/2016	EMAIL SERVER	614-49870-227	1,129.36
NATIONAL CABLE TV COOP	SI-477146	02/17/2016	MAINTENANCE	614-49870-227	64.78
FINLEY ENGINEERING	20160217	02/17/2016	PROJ 07-17410 -VIDEO FEED	614-49870-303	262.50
FINLEY ENGINEERING	20160217A	02/17/2016	PROJ 07-17443 -MAPPING FO	614-49870-303	353.25
SCHRAMMEL LAW OFFICE	20160217A	02/17/2016	LEGAL FEES - TELECOM	614-49870-304	555.00
INTERSTATE TRS FUND	82580702162	02/23/2016	ASSESSMENT FOR 499-A FILIN	614-49870-304	147.05
GOPHER STATE ONE CALL	6000804	01/29/2016	LOCATES	614-49870-321	25.00
GOPHER STATE ONE CALL	6010806	02/09/2016	LOCATES	614-49870-321	10.59
U S POSTAL SERVICE	20160203	02/03/2016	POST OFFICE BOX RENT	614-49870-322	12.98
WINDOM QUICK PRINT	20160223A	02/23/2016	SUPPLIES	614-49870-326	364.80
NEUSTAR, INC.	L-0000016721	02/24/2016	NUMBER PORTS	614-49870-326	7.75
WINDOM YOUTH HOCKEY	20160217	02/17/2016	ADVERTISING - WINDOM NET	614-49870-340	35.00
MN ENERGY RESOURCES	20160217G	02/17/2016	HEATING #0507509833-0000	614-49870-383	77.92
HOMETOWN SANITATION SE	0000166950	02/03/2016	GARBAGE SERVICE - TELECOM	614-49870-384	73.92
RUNNING'S SUPPLY	20160217	02/17/2016	MAINTENANCE -	614-49870-402	18.78
GOLDFIELD TELECOM LC	54928	02/09/2016	SUPPORT -SPARE INCA BOX	614-49870-408	305.76
BLUEHIGHWAYS	012-013116	02/16/2016	SUBSCRIBER	614-49870-442	231.71
BLUEHIGHWAYS	012-121015	02/16/2016	SUBSCRIBER	614-49870-442	239.32
TEGNA	1045-1373	02/10/2016	SUBSCRIBER	614-49870-442	5,404.00
UNITED COMMUNICATIONS C	20160205	02/05/2016	SUBSCRIBER	614-49870-442	810.60
HUBBARD BROADCASTING IN	20160205	02/05/2016	SUBSCRIBER	614-49870-442	7,025.20
CONSOLIDATED COMMUNICA	20160217	02/17/2016	FEB 2016 - CONNECTION	614-49870-442	2,950.00
DISH NETWORK	20160217	02/17/2016	2/11-3/10/16 MONTHLY LOC	614-49870-442	3,400.00
REGISTER OF COPYRIGHTS	20160224	02/24/2016	ROYALTY PAYMENT 2015 2ND	614-49870-442	6,622.41
TOWER DISTRIBUTION COMP	493198	02/05/2016	SUBSCRIBER	614-49870-442	532.71
SHOWTIME NETWORKS INC	9002731-0116	02/17/2016	SUBSCRIBER	614-49870-442	472.14
UNIVERSAL SERVICE ADMIN C	UBDI0000826034	02/23/2016	A99A CONTRIBUTION	614-49870-443	1,484.57
ONVOY VOICE SERVICES	160202008508	02/10/2016	SS7 SERVICES	614-49870-445	1,330.93
CONSOLIDATED COMMUNICA	20160217	02/17/2016	FEB 2016 - 10 GB TRANSPORT	614-49870-447	5,987.50
COGENT COMMUNICATIONS,	20160217	02/17/2016	2/1 - 2/30 - 1 GB INTERNET C	614-49870-447	1,750.00
SOUTHWEST/WEST CENTRAL	49129	02/10/2016	SUPPORT SERVICES	614-49870-447	935.00
GOLDEN WEST TECH & INT SO	160110362	02/09/2016	ON CALL SUPPORT	614-49870-448	51.96

Expense Approval Report

Payment Dates: 2/13/2016 - 2/24/2016

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ONVOY VOICE SERVICES	160202009022	02/10/2016	SWITCHING SERVICES	614-49870-451	4,249.11
				Activity 49870 - Telecom Total:	48,112.82
				Fund 614 - TELECOM Total:	54,421.87

Fund: 615 - ARENA

Activity: 49850 - Arena

BLUE CROSS/BLUE SHIELD	20160216	02/16/2016	EMPLOYEE ASSISTANCE PROG	615-49850-131	33.30
RIEDEL SHOES, INC	54707939	02/10/2016	SUPPLIES	615-49850-217	172.03
RUNNING'S SUPPLY	20160217	02/17/2016	MAINTENANCE -	615-49850-241	69.98
U S POSTAL SERVICE	20160203	02/03/2016	POST OFFICE BOX RENT	615-49850-322	12.93
RUNNING'S SUPPLY	20160217	02/17/2016	MAINTENANCE -	615-49850-402	184.97
BLUE LINE SHARPENING & SA	158268	02/09/2016	MAINTENANCE	615-49850-404	264.00
RON'S ELECTRIC INC	132211	02/17/2016	POWER OUTAGE ARCHERTY &	615-49850-409	344.32
				Activity 49850 - Arena Total:	1,081.53
				Fund 615 - ARENA Total:	1,081.53

Fund: 617 - M/P CENTER

Activity: 49860 - M/P Center

BLUE CROSS/BLUE SHIELD	20160216	02/16/2016	EMPLOYEE ASSISTANCE PROG	617-49860-131	39.54
COLE PAPERS INC.	9170692	01/29/2016	SUPPLIES	617-49860-211	232.89
AH HERMEL COMPANY	558076	02/05/2016	MERCHANDISE	617-49860-217	158.29
U S POSTAL SERVICE	20160203	02/03/2016	POST OFFICE BOX RENT	617-49860-322	12.93
CITIZEN PUBLISHING CO	20160203	02/03/2016	ADVERTISING	617-49860-340	950.94
MN ENERGY RESOURCES	20160219	02/19/2016	HEATING #0503741572-0000	617-49860-383	1,874.21
HOMETOWN SANITATION SE	0000166952	02/02/2016	GARBAGE SERVICE -COMM CE	617-49860-384	51.52
RAGE INC	02-010183	02/16/2016	SERVICE - COMM CENTER	617-49860-406	61.50
WERNER ELECTRIC	S8964947.007	02/19/2016	CREDIT - WIRE GUARD	617-49860-409	-552.00
				Activity 49860 - M/P Center Total:	2,829.82
				Fund 617 - M/P CENTER Total:	2,829.82

Fund: 700 - PAYROLL

Internal Revenue Service-Payr	INV0000757	02/19/2016	Federal Tax Withholding	700-21701	10,902.08
Minnesota Department of Re	INV0000756	02/19/2016	State Withholding	700-21702	4,381.50
Internal Revenue Service-Payr	INV0000758	02/19/2016	Social Security	700-21703	11,342.38
MN Pera	INV0000749	02/19/2016	PERA	700-21704	12,546.50
MN Pera	INV0000750	02/19/2016	PERA	700-21704	5,883.01
MN Pera	INV0000751	02/19/2016	PERA	700-21704	771.32
Minnesota State Deferred	INV0000752	02/19/2016	Deferred Compensation	700-21705	4,390.00
Minnesota State Deferred	INV0000753	02/19/2016	Deferred Roth	700-21705	875.00
LOCAL UNION #949	20160217	02/17/2016	UNION DUES - FEB 2016	700-21707	1,675.58
LAW ENFORCMENT LABOR SE	20160217	02/17/2016	POLICE UNION DUES- FEB 201	700-21708	343.00
MN Child Support Payment C	INV0000754	02/19/2016	Child Support Payment	700-21709	407.47
Internal Revenue Service-Payr	INV0000755	02/19/2016	Medicare Withholding	700-21711	3,249.28
SELECTACCOUNT	20160217	02/17/2016	FLEX SPENDING	700-21712	884.97
SELECTACCOUNT	20160223	02/23/2016	FLEX SPENDING	700-21712	1,966.66
AFLAC	20160223	02/23/2016	INSURANCE - AFTER TAX	700-21715	204.00
AFLAC	20160223	02/23/2016	INSURANCE - PRE TAX	700-21716	389.97
MN BENEFIT ASSOCIATION	20160217	02/17/2016	INSURANCE - PRE-TAX	700-21717	159.65
MN BENEFIT ASSOCIATION	20160217	02/17/2016	INSURANCE - AFTER -TAX	700-21719	118.37
					60,490.74
				Fund 700 - PAYROLL Total:	60,490.74

Grand Total: 655,071.02

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL	80,177.60
211 - LIBRARY	1,542.65
225 - AIRPORT	3,255.68
230 - POOL	12.93
235 - AMBULANCE	9,712.03
250 - EDA GENERAL	7,418.13
252 - EDA SCDP	6,296.00
254 - NORTH IND PARK	520.00
601 - WATER	9,829.49
602 - SEWER	14,353.45
604 - ELECTRIC	356,513.97
609 - LIQUOR STORE	46,615.13
614 - TELECOM	54,421.87
615 - ARENA	1,081.53
617 - M/P CENTER	2,829.82
700 - PAYROLL	60,490.74
Grand Total:	655,071.02

Account Summary

Account Number	Account Name	Payment Amount
100-41110-304	Legal Fees	2,543.00
100-41110-350	Printing & Design	530.80
100-41310-131	Employer Paid Insurance	22.89
100-41310-200	Office Supplies	11.08
100-41310-217	Other Operating Supplie	318.42
100-41310-322	Postage	25.86
100-41310-350	Printing & Design	37.20
100-41910-131	Employer Paid Insurance	9.36
100-41910-200	Office Supplies	6.94
100-41940-383	Gas Utility	1,149.64
100-41940-384	Refuse Disposal	85.04
100-42120-131	Employer Paid Insurance	124.85
100-42120-200	Office Supplies	64.49
100-42120-212	Motor Fuels	9.61
100-42120-304	Legal Fees	2,283.75
100-42120-305	Medical & Dental Fees	80.00
100-42120-308	Training & Registrations	375.00
100-42120-321	Telephone	93.51
100-42120-322	Postage	12.93
100-42120-323	Radio Units	189.60
100-42120-325	Dispatching	275.00
100-42120-350	Printing & Design	232.51
100-42120-404	Repairs & Maint - M&E	2,886.93
100-42120-405	Repairs & Maint - Vehicl	384.63
100-42120-412	Rentals - Building	1,850.00
100-42120-419	Vehicle Lease	1,716.16
100-42120-480	Other Miscellaneous	2,523.48
100-42220-215	Materials & Equipment	19.83
100-42220-218	Uniforms	38.00
100-42220-308	Training & Registrations	545.00
100-42220-321	Telephone	21.14
100-42220-322	Postage	12.93
100-42220-325	Dispatching	212.50
100-42220-326	Data Processing	10.02
100-42220-435	Books and Pamphlets	217.00
100-42220-439	Special Projects	57,542.80
100-42500-325	Dispatching	12.50

Account Summary

Account Number	Account Name	Payment Amount
100-42700-300	Charges for Services	140.00
100-43100-131	Employer Paid Insurance	83.25
100-43100-217	Other Operating Supplie	9.07
100-43100-224	Street Maint Materials	990.00
100-43100-225	Landscaping Materials	45.12
100-43100-241	Small Tools	348.08
100-43100-325	Dispatching	125.00
100-43100-350	Printing & Design	291.00
100-43100-383	Gas Utility	1,050.16
100-43100-384	Refuse Disposal	130.85
100-43100-405	Repairs & Maint - Vehicl	434.00
100-45202-131	Employer Paid Insurance	6.24
100-45202-200	Office Supplies	12.93
100-45202-325	Dispatching	37.50
211-45501-131	Employer Paid Insurance	6.24
211-45501-383	Gas Utility	239.49
211-45501-435	Books and Pamphlets	1,296.92
225-45127-200	Office Supplies	29.10
225-45127-321	Telephone	26.58
225-49950-500	Capital Outlay	3,200.00
230-45124-322	Postage	12.93
235-42153-212	Motor Fuels	45.01
235-42153-217	Other Operating Supplie	667.89
235-42153-312	Nursing	1,001.29
235-42153-321	Telephone	123.49
235-42153-322	Postage	12.93
235-42153-325	Dispatching	200.00
235-42153-326	Data Processing	2,160.00
235-42153-334	Meals/Lodging	169.41
235-42153-405	Repairs & Maint - Vehicl	432.94
235-42153-460	Miscellaneous Taxes	4,899.07
250-46520-131	Employer Paid Insurance	9.36
250-46520-200	Office Supplies	141.94
250-46520-301	Auditing & Consulting Se	1,075.00
250-46520-303	Engineering and Surveyi	4,230.00
250-46520-304	Legal Fees	930.00
250-46520-322	Postage	12.93
250-46520-340	Advertising & Promotion	314.40
250-46520-350	Printing & Design	79.50
250-46520-433	Dues & Subscriptions	625.00
252-12900	Loans Receivable	6,296.00
254-46520-304	Legal Fees	420.00
254-46520-406	Repairs & Maint - Groun	100.00
601-49400-131	Employer Paid Insurance	51.51
601-49400-216	Chemicals and Chemical	2,637.00
601-49400-321	Telephone	35.58
601-49400-322	Postage	12.93
601-49400-325	Dispatching	100.00
601-49400-383	Gas Utility	780.31
601-49400-384	Refuse Disposal	85.04
601-49400-402	Repairs & Maint - Struct	24.77
601-49400-404	Repairs & Maint - M&E	756.35
601-49980-611	Bond Interest	5,346.00
602-49450-131	Employer Paid Insurance	68.16
602-49450-303	Engineering and Surveyi	9,015.00
602-49450-308	Training & Registrations	60.00
602-49450-310	Lab Testing	590.80
602-49450-321	Telephone	35.59

Account Summary

Account Number	Account Name	Payment Amount
602-49450-322	Postage	12.93
602-49450-325	Dispatching	100.00
602-49450-331	Travel Expense	34.56
602-49450-383	Gas Utility	1,497.96
602-49450-404	Repairs & Maint - M&E	2,653.17
602-49450-409	Repairs & Maint - Utilitie	26.89
602-49450-439	Special Projects	258.39
604-14200	Inventory	4.14
604-16440	Motor Vehicles	34.75
604-22000	Prepayments	3,220.00
604-37473	Electric Utilities Plus	-994.18
604-49550-131	Employer Paid Insurance	88.96
604-49550-200	Office Supplies	423.12
604-49550-218	Uniforms	60.00
604-49550-241	Small Tools	40.00
604-49550-263	Merchandise for Resale	292,576.68
604-49550-303	Engineering and Surveyi	2,813.48
604-49550-321	Telephone	35.59
604-49550-322	Postage	12.93
604-49550-325	Dispatching	187.50
604-49550-333	Freight and Express	15.99
604-49550-340	Advertising & Promotion	120.90
604-49550-362	Insurance - Property	55,155.00
604-49550-383	Gas Utility	169.80
604-49550-384	Refuse Disposal	84.75
604-49550-405	Repairs & Maint - Vehicl	93.00
604-49550-408	Repairs & Maint - Distrib	112.27
604-49550-409	Repairs & Maint - Utilitie	840.29
604-49550-450	Conservation	1,419.00
609-49751-131	Employer Paid Insurance	16.65
609-49751-217	Other Operating Supplie	139.34
609-49751-251	Liquor	23,221.21
609-49751-252	Beer	16,153.40
609-49751-253	Wine	4,570.73
609-49751-254	Soft Drinks & Mix	661.50
609-49751-259	Non- Alcoholic	136.65
609-49751-261	Other Merchandise	150.30
609-49751-322	Postage	12.93
609-49751-333	Freight and Express	531.77
609-49751-340	Advertising & Promotion	537.98
609-49751-383	Gas Utility	352.11
609-49751-384	Refuse Disposal	96.13
609-49751-480	Other Miscellaneous	34.43
614-16400	Machinery & Equipment	6,309.05
614-49870-131	Employer Paid Insurance	55.65
614-49870-211	Cleaning Supplies	41.31
614-49870-227	Utility System Maint Sup	2,288.40
614-49870-303	Engineering and Surveyi	615.75
614-49870-304	Legal Fees	702.05
614-49870-321	Telephone	35.59
614-49870-322	Postage	12.98
614-49870-326	Data Processing	372.55
614-49870-340	Advertising & Promotion	35.00
614-49870-383	Gas Utility	77.92
614-49870-384	Refuse Disposal	73.92
614-49870-402	Repairs & Maint - Struct	18.78
614-49870-408	Repairs & Maint - Distrib	305.76
614-49870-442	Subscriber Fees	27,688.09

Account Summary

Account Number	Account Name	Payment Amount
614-49870-443	Intergovernmental Fees	1,484.57
614-49870-445	Switch Fees	1,330.93
614-49870-447	Internet Expense	8,672.50
614-49870-448	On-Call Support	51.96
614-49870-451	Call Completion	4,249.11
615-49850-131	Employer Paid Insurance	33.30
615-49850-217	Other Operating Supplie	172.03
615-49850-241	Small Tools	69.98
615-49850-322	Postage	12.93
615-49850-402	Repairs & Maint - Struct	184.97
615-49850-404	Repairs & Maint - M&E	264.00
615-49850-409	Repairs & Maint - Utilitie	344.32
617-49860-131	Employer Paid Insurance	39.54
617-49860-211	Cleaning Supplies	232.89
617-49860-217	Other Operating Supplie	158.29
617-49860-322	Postage	12.93
617-49860-340	Advertising & Promotion	950.94
617-49860-383	Gas Utility	1,874.21
617-49860-384	Refuse Disposal	51.52
617-49860-406	Repairs & Maint - Groun	61.50
617-49860-409	Repairs & Maint - Utilitie	-552.00
700-21701	Federal Withholding	10,902.08
700-21702	State Withholding	4,381.50
700-21703	FICA Tax Withholding	11,342.38
700-21704	PERA Contributions	19,200.83
700-21705	Retirement	5,265.00
700-21707	Union Dues	1,675.58
700-21708	PD Union Dues	343.00
700-21709	Wage Levy	407.47
700-21711	Medicare Tax Withholdi	3,249.28
700-21712	Flex Account	2,851.63
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:	655,071.02

Project Account Summary

Project Account Key	Payment Amount	
None	649,725.02	
1999WaFillnt	1,624.75	
1999WaTowlnt	3,721.25	
	Grand Total:	655,071.02

GA
2-24-16

USDA-FmHA Form FmHA 1924-18 <p style="text-align: center;">PARTIAL PAYMENT ESTIMATE</p>	CONTRACT NO. 0045-47 FINAL PAYMENT ESTIMATE <hr/> PAGE 1 OF 2
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OWNER: 2015 SEALCOAT WINDOM, MN	CONTRACTOR: MCLAUGHLIN & SCHULZ MARSHALL, MN 56258	PERIOD OF ESTIMATE FROM 11/1/2015 TO 11/30/2015
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CONTRACT CHANGE ORDER SUMMARY				ESTIMATE	
NO.	FmHA Approval	Amount			
	Date	Additions	Deductions		
1				1. Original Contract.....	\$47,177.00
2				2. Change Orders.....	\$0.00
3				3. Revised Contract (1+2).....	\$47,177.00
4				4. Work Completed*.....	\$37,131.90
5				5. Stored Materials*.....	\$0.00
6				6. Subtotal (4+5).....	\$37,131.90
7				7. Retainage*.....	\$0.00
8				8. Previous Payments.....	\$35,275.31
9				9. Amount Due (6-7-8).....	\$1,856.60
10					
TOTALS		\$0.00	\$0.00		
NET CHANGE		\$0.00		* Detailed breakdown attachment	

CONTRACT TIME			
Original (days) 75		On Schedule <input type="checkbox"/> Yes	Starting Date 9/14/2015
Revised		<input type="checkbox"/> No	Projected Completion
Remaining			

CONTRACTOR'S CERTIFICATION:

The undersigned Contractor certifies that to the best of their knowledge, information and belief the work covered by this payment estimate has been completed in accordance with the contract documents, that all amounts have been paid by the contractor for work which, previous payment estimates was issued and payments received from the owner, and that current payment shown herein is now due.

McLaughlin & Schulz
 Marshall, MN
 By: Michael Wendel
 Date: 1-16-16

ARCHITECT OR ENGINEER'S CERTIFICATION:

The undersigned certifies that the work has been carefully inspected and to the best of their knowledge and belief, the quantities shown in this estimate are correct and the work has been performed in accordance with the contract documents.

Architect or Engineer: WENCK ASSOCIATES
 By: [Signature]
 Date: 11/19/15

APPROVED BY OWNER

Owner: CITY OF WINDOM
 By: _____
 Date: _____

ACCEPTED BY FmHA:

The review and acceptance of this estimate by FmHA does not attest to the correctness of the quantities shown or that the work has been performed in accordance with the contract documents.

By: _____
 Date: _____

2015 SEAL COAT
 WINDOM, MINNESOTA 56101

PAY REQUEST #1

ITEM	CONTRACT		THIS PERIOD		TOTAL TO DATE		
	APPROX. QUANTITY	UNIT	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT
BITUMINOUS MATERIAL	8,900	GAL	\$ 28,925.00	0	\$ -	7710	\$ 25,057.50
RED ROCK	390	TON	\$ 18,252.00	0	\$ -	258	\$ 12,074.40
TOTAL			\$ 47,177.00		\$ -		\$ 37,131.90