

**Council Meeting
Tuesday, March 15, 2016
City Council Chambers**

**6:15 p.m.
AGENDA**



EDA Interviews (6:15 p.m. - 7:00 p.m.)

7:30 pm Regular Meeting
Call to Order
Pledge of Allegiance

1. Approval of Minutes
 - Council Minutes–March 1, 2016
2. Consent Agenda
 - Minutes
 - Tree Commission – March 2, 2016
 - Planning Commission – March 8, 2016
 - Library Board – March 8, 2016
3. Department Heads
4. Final Plat Prairie Meadow Subdivision - Resolution
5. League of Minnesota Cities Insurance Renewal – Ken Hoffman
6. Emergency Services Building – Approve Plans and Specifications for Bidding
7. Public Hearing –Capital improvement Plan GO Bonds
8. Telecom Items
9. Hiring Recommendation
 - Assistant Liquor Store Manager
 - Compost Site Manager
 - Park/Street Seasonal Positions
 - EDA Executive Director
10. Mari Harries - River City Eatery Donation to City Council
11. Windom Area School Partnership Agreement
12. Resolution Establishing Summer Recreation and Pool Rates
13. Substandard Building Resolution
14. New Business
15. Old Business
16. Regular Bills
17. Council Concerns



Adjourn

City of Windom

My name is Drew Hage. I am interested in the existing career opportunity with the City of Windom as the Economic Development Director. This position is an opportunity for me to continue marketing, promoting, and growing southwest Minnesota. The position will draw on my past work experience and will utilize my education and business skills more effectively.

Southwest Minnesota is my home. I have enjoyed growing up in the area, working here, and have enjoyed many recreational opportunities available in southwest Minnesota. With my background in the area along with my education, I believe I would be a valuable addition to your team.

My Master's Degree in Public Policy and my Bachelor of Science in Economics provided me with the basis to start my career in planning and economic development. The past three years at the Southwest Regional Development Commission (SRDC) has allowed me to learn more about the area, while gaining valuable work experience in planning and economic development. Prior to the SRDC I worked in business and finance at Hage Oil for my family. This experience has given me a unique perspective into economic development in southwest Minnesota.

I hope to hear back from you in the near future. I have attached my resume for you to review as you consider me for the Economic Development Director position.

Sincerely,

Drew Hage

Drëw Hage, MPP

Slayton, MN 56150

Objective: Position as Economic Development Director, utilizing my background in economics, planning, and economic development.

Education: Masters Degree in Public Policy May 2011
University of Northern Iowa, Cedar Falls, IA

Bachelors of Science in Economics May 2009
Minor: Business Administration
Minnesota State University, Mankato, MN

Professional Experience:

Southwest Regional Development Commission, Slayton, MN November 2012 – present
Development Planner

Provide technical assistance to local units of government (zoning, land use, active living, grant writing, GreenStep Cities, Guaranteed Energy Savings Program, Property Assessed Clean Energy, etc.)
Coordinate, develop, and write regional, county, and city plans (Comprehensive Plan, Land Use Plans, Transportation Plans, Active Living Plans, Hazard Mitigation Plans, etc.)
Build and maintain effective relationships
Facilitate regional meetings
Present publicly on programs, plans, and policies

Hage Oil Company & Bowlers Inn Inc., Lakefield MN April 1997 – present
Financial Advisor

Develop and implement procedures and policies along with management
Make operations more efficient by managing inventory and accounts receivable
Provide recommendations to management on strategies for more efficient operations
Maintain effective communications with management
Generate monthly profit and loss statements

Center for Social and Behavior Research, Cedar Falls, IA August 2009 – May 2011
Research Assistant

Analyze critically sensitive data and maintain confidentiality
Assist program managers with observational assessments
Perform fieldwork and site visits
Prepare outgoing research and systematize incoming data
File, copy, code, input, transcribe, and verify data

Professional Organizations:

Southwest Clean Energy Resource Teams November 2012 – present
Statewide Health Improvement Program Community Leadership Team August 2013 – present
Southwest Broadband Blandin Steering Committee March 2013 – present
60/90 Corridor Initiative Steering Committee June 2013 – present

Academic Honors:

Received a full tuition scholarship for graduate school from the University of Northern Iowa
Received E. Dale Peterson Memorial Scholarship at MNSU, Economic Department Scholarship

Skills City and Regional Planning, Grant Writing, Government Relations, SPSS for Windows - Statistical Analysis Software, Statistics, and Econometrics

**Regular Council Meeting
Windom City Hall, Council Chamber
March 1, 2016
5:00 p.m.**

1. Call to Order:

The meeting was called to order by Mayor Corey Maricle at 5:00 p.m.

2. Roll Call: Mayor:

Corey Maricle

Council Present:

Brian Cooley, Paul Johnson and Bryan Joyce

Absent:

Dominic Jones and JoAnn Ray

Student Representative:

Emily Hormig

City Staff Present:

Steve Nasby, City Administrator; Scott Peterson, Police Chief; Bruce Caldwell, Streets & Parks Superintendent; Al Baloun, Recreation Director; Chelsie Carlson, Finance Director/Controller; Jim Kartes, Building Official and Brent Brown, Electric Utility Manager

3. Pledge of Allegiance

4. Approval of Minutes:

Motion by Joyce second by Johnson to approve the City Council minutes from February 16, 2016. Motion carried 3 – 0 (Jones and Ray absent).

5. Consent Agenda:

Maricle noted the minutes from the following Boards and Commissions.

- Parks & Recreation Commission – February 17, 2016
- Emergency Services Facility – February 22, 2016
- Community Center Commission – February 22, 2016
- Planning & Zoning Commission – February 23, 2016
- Utility Commission – February 24, 2016

Motion by Johnson second by Cooley to approve the Consent agenda board and commission minutes. Motion carried 3 – 0 (Jones and Ray absent).

Maricle noted the cigarette license application from Freedom Super Value Center.

Motion by Cooley second by Joyce to approve the cigarette license for Freedom Super Value Center. Motion carried 3 – 0 (Jones and Ray absent).

Preliminary

6. Public Comments:

Maricle noted the letter in the Council from Don Kalash regarding the Prairie Meadows Subdivision and drainage. Mr. Kalash was not present to speak.

7. Department Heads:

Chelsie Carlson, Finance Director\Controller, said that staff is continuing to work on the conversion of the utility billing system to a new platform. History and data conversion is on-going currently. The new bills will start in July 2016. The new system will track use closer to actual billing dates so the bills will reflect the previous month use. Bills are currently received by customers around the 3rd or 4th day of the month and due on the 24th. The new system will have bills received by customers around the 8th of each month and the due date would typically be the 30th of the month. The new system has a notification feature so customers can get information from the system such as when bills are due and other notices. The system will also have enhanced on-line features for viewing information and payments. Customers that want to sign up for notices via email or text message can start signing up as there will be a form included in the March 2016 bills. The City will also be able to offer budget billing to customers as part of the new system.

Joyce asked if there is an option for all on-line billing and payments. Carlson said that is a feature of the new system that is going to be offered and there will be some incentive to the customers to use this method as the City would save on mailing costs.

8. Building and Zoning:

Jim Kartes, Building Official, said that there were two items for the Council to consider.

First, the preliminary plat for Prairie Meadows Subdivision. The Planning and Zoning Commission has recommended it for approval as it meets all of the criteria.

Joyce asked about the minimum lot width. Kartes said that the minimum would be 100 feet and a number of the lots are larger. Joyce asked if this lot width can accommodate the typical new home sizes. Kartes said that it would be sufficient and this is an R-1 zone so the lot sizes are larger.

Motion by Johnson second by Cooley to approve the Subdivision application and Preliminary Plat for Prairie Meadows Subdivision. Motion carried 3 – 0 (Jones and Ray absent).

Kartes said the second item is the final plat for the North Windom Industrial Park First Addition. This is the combination of several lots in the park into one parcel which is the Toro facility. The existing covenants for the park are also incorporated into this final plat. The Planning and Zoning Commission is recommending approval.

Council member Joyce introduced the Resolution No. 2016-12, entitled “A RESOLUTION APPROVING THE FINAL PLAT F NORTH WINDOM INDUSTRIAL PARK FIRST ADDITION” and moved its adoption. The resolution was

Preliminary

seconded by Johnson and on roll call vote: Aye: Joyce, Cooley and Johnson. Nay: None. Absent: Jones and Ray. Abstain: None. Resolution passed 3 – 0.

9. Emergency Services Facility – Approve Plans and Specifications:

Maricle tabled this item until March 15 so all Council members could be present.

10. Equipment Purchases:

Bruce Caldwell, Streets & Parks Superintendent, said that this item was previously discussed and there is a memorandum in the packet regarding the possible financing. The Utility Commission agreed to do an inter-fund loan for up to \$160,000 for 3 years at 2% interest. The cost is about \$252,000 so the down payment of \$100,000 would be combined with \$152,000 internal loan to purchase the grader. Caldwell said that the Utility Commission wanted to emphasize that they are not a lending institution and do not want to be.

Joyce thanked the Utility Commission and staff for working on the alternative financing.

Motion by Joyce second by Cooley to approve the purchase of the motor grader for approximately \$252,000 with the resources as presented. Motion carried 3 – 0 (Jones and Ray absent).

Caldwell said the plan is to sell the 1987 grader either through a live or on-line auction. He asked the City Council for permission to dispose of this unit valued at \$18,000 to \$25,000.

Motion by Cooley second by Joyce to approve the declaration of surplus equipment and disposition of the 1987 motor grader. Motion carried 3 – 0 (Jones and Ray absent).

Brent Brown, Electric Utility Manager, said the Utility Commission had reviewed the proposal by the Electric Department to purchase a directional drill. Currently this is being contracted out, but recent increases in pricing and availability of contractors has prompted this research into whether the department should have a unit in-house. They anticipate that the unit would pay for itself in 1-2 years and would allow for a much more flexible schedule for work for his department. The unit would also be used by other departments such as Telecom for projects.

Motion by Cooley second by Joyce to approve the purchase of a directional drill by the Electric Department as presented. Motion carried 3 – 0 (Jones and Ray absent).

11. Remick Foundation Grant – Kastle Kingdom Playground:

Caldwell said that the Remick Foundation had approved a \$20,000 grant to the City for work at Kastle Kingdom. This is a heavily used park and maintenance costs are high as it is a wooden structure. The repairs would be done this summer with in-house labor. He noted the park would be closed down for a week or so and notices will be provided as to the closure.

Maricle and Joyce thanked the Remick Foundation for their generosity.

Preliminary

Council member Johnson introduced the Resolution No. 2016-13, entitled “RESOLUTION ACCEPTING A GRANT FROM THE ROBERT AND HELEN REMICK CHARITABLE FOUNDATION FOR THE WINDOM PARKS DEPARTMENT” and moved its adoption. The resolution was seconded by Joyce and on roll call vote: Aye: Cooley, Johnson and Joyce. Nay: None. Absent: Jones and Ray. Abstain: None. Resolution passed 3 – 0.

12. Resolution Supporting Submission of Grant Application to MLB Community Grant Fund:

Al Baloun, Recreation Director, said that the grant request will be for \$60,000 for lighting at the Windom Recreation Area. The purpose is to increase the availability of field time for youth activities. This is a matching grant so the \$60,000 grant would be matched with City Capital Improvement Funds that have already been set-aside for this project. The City does have a cost estimate from the grant’s preferred vendor. The grant application is due April 1. Baloun noted that the City of Wabasso received this grant.

Joyce said the key criteria of youth use and matching funds are in Windom’s favor.

Council member Joyce introduced the Resolution No. 2016-14, entitled “RESOLUTION SUPPORTING THE SUBMISSION OF A GRANT APPLICATION TO THE MLB COMMUNITY BASEBALL TOMORROW GRANT FUND ON BEHALF OF THE WINDOM PARKS DEPARTMENT” and moved its adoption. The resolution was seconded by Johnson and on roll call vote: Aye: Cooley, Johnson and Joyce. Nay: None. Absent: Jones and Ray. Abstain: None. Resolution passed 3 – 0.

13. Personnel Items:

Baloun said that the Arena Maintenance Worker position is being vacated due to a resignation as of March 1. He is asking the City Council to approve the advertising for the intent of re-filling this position as a permanent, part-time position.

Joyce asked if there was discussion about the possibility of combining this with another position to create a full time position. Nasby replied that the City had done combination positions in the past, but at this time the Arena is looking to get someone in the job as soon as possible, but the combination with another position is something that could be discussed in the future.

Motion by Cooley second by Johnson to authorize the staff to advertise for an Arena Maintenance Worker as a permanent, part-time position. Motion carried 3 – 0 (Jones and Ray absent).

Maricle noted the item for the Assistant Liquor Store manager will be tabled at this time.

14. Disposition of Surplus Equipment:

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

Preliminary

Motion by Johnson second by Cooley to approve the list of surplus equipment as presented. Motion carried 3 – 0 (Jones and Ray absent).

15. Second 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 Johnson to approve the Second Reading of Ordinance 154 2nd Series as presented. Motion carried 5 – 0.

16. Spring Clean-up:

Nasby said the Council will need to select a date. The available dates for the trash hauler and recycler were handed out. The common dates the vendors are available are April 23rd or later in May. The problem with having trash collection in late May is graduation weekend, Memorial Day weekend and then Riverfest in early June.

Motion by Joyce second by Cooley to set the 2016 Spring Clean-up day for April 23, 2016. Motion carried 3 – 0 (Jones and Ray absent).

Joyce asked about what the reasonable window is for people setting out junk for collection. Nasby replied that there is not a policy, but a reasonable time would be for the week leading up to the pick-up date.

Johnson asked about mattresses. Nasby said that the City would continue to collect them at no extra charge during Spring Clean-up, but the County would be working on a plan to pick them up prior to the trash collection date so as many mattresses as possible can be recycled and kept out of the landfill trash stream. If the County misses picking any up they would be picked up through the trash collection being done on April 23. So either way the mattresses get picked up.

17. Additional 2016 Mayor Appointments and Reappointments:

Maricle requested that Susan Ebling be appointed to the Library Board.

Motion by Joyce second by Cooley to approve the appointment of Susan Ebling to the Library Board. Motion carried 3 – 0 (Jones and Ray absent).

18. 2016 Board of Adjustment Meeting:

Maricle noted the Board of Adjustment meeting is scheduled for May 10, 2016 at 4:30 pm.

19. New Business:

None.

Preliminary

20. Old Business:

None.

21. Regular Bills:

Motion by Joyce second by Cooley to approve the regular bills. Motion carried 3 – 0 (Jones and Ray absent).

22. Contractor Bills:

Maricle said there is a request from McLaughlin and Schultz for a final payment of \$1,856.60 for the 2015 seal coating project.

Motion by Cooley second by Joyce to pay the contractor bill as presented. Motion carried 3 – 0 (Jones and Ray absent).

23. Council Concerns:

Emily Hornig, Student Representative, thanked the City Council for the opportunity to be part of the Council meeting.

Joyce said that March 12 is the next Coffee with Council at Hardees. JoAnn Ray and Brian Cooley are the members for that event. Joyce noted the pending legislation to direct transportation money to smaller communities as positive and helpful to Windom. There is also a BDPI grant available for electric infrastructure. The caucuses are tonight and he encouraged the public to participate in the GOP or DFL processes starting at 7:00 pm.

Nasby said he would be at the National League of Cities conference March 4 to 10.

24. Adjournment:

Mayor Maricle adjourned the meeting by unanimous consent at 5:40 p.m.

Corey Maricle, Mayor

Attest: _____
Steve Nasby, City Administrator

CITY OF WINDOM TREE COMMISSION MEETING MINUTES

March 2, 2016

1. Call to Order: The meeting was called to order at 5:18 p.m. at the City of Windom council chamber by Joanne Kaiser, Acting chairperson
2. Roll Call:
Commission Present: Jim Knigge, Deborah Polzin, Joanne Kaiser
Commission Absent: Eldon Moon
City Staff Present: Bruce Caldwell, City of Windom Tree Inspector
Council Liaisons: JoAnn Ray (Absent)
Public Present: David Bucklin, Becky Alexander
3. Approve Minutes of January 5, 2016
Motion by Jim Knigge, seconded by Joanne Kaiser. Motion Carried.
4. Treasurer Report: \$2,000.00
5. Old Business:
 - a. Board members whose 3 year terms end December 31, 2016 are Joanne Kaiser and Deborah Polzin
 - b. Election of officers: Joanne Kaiser, Chairperson; Jim Knigge, Vice-Chair; Deborah Polzin, Secretary
Motion by Deborah Polzin, seconded by Jim Knigge. Motion Carried.
6. New Business:
 - a. As of now, 15 of the 29 ordered trees have been purchased. Excess trees, if any, will be planted in various parks to replace trees damaged last summer by high winds.
 - b. New trees will be planted some time during the week of May 16th by the Conservation Corp.
 - c. Protective sleeves will be pulled from older saplings. The bark has hardened enough that no further protective covering is necessary.
7. Open Mic: David Bucklin expects delivery of potted trees around May 9th. He discussed the possibility of Windom qualifying for funds from a Pollinator Grant from the US Fish and Wildlife Service. Basswood and flowering crab trees could be purchased and planted in local parks thus supplying a food source for beneficial insects such as honey bees. Discussion was held about planting trees in the area of Jen Park at Country Acres around the storm water retention pond. David Bucklin affirmed receipt of \$1,000 from the Cottonwood Water Plan.
8. Meeting adjourned at 5:38 pm.

Next Tree Commission Meeting June 1, 2016 at 5:15 p.m. at Council Chambers.

ATTEST:

Tree Commission Chair _____

Tree Commission Secretary _____

**CITY OF WINDOM
PLANNING COMMISSION
MINUTES
MARCH 8, 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,
Ryan McNamara, Greg Pfeffer, and Kevin Rose.
Absent: Brett Mattson and Council Liaison Mayor Corey Maricle.

Also Present: Zoning Administrator Jim Kartes and Mary Hensen (Admin. Asst.).

3. Approval of Minutes:

Motion by Commissioner McNamara, seconded by Commissioner Harries, and carried to approve the Planning Commission Minutes for the meeting held on February 23, 2016. Motion carried 7-0.

4. Final Plat – “Prairie Meadow Subdivision”: The Planning Commission had received copies of the Final Plat of the “Prairie Meadow Subdivision” and the proposed protective covenants for this new subdivision. After review and discussion, the following action was taken.

Motion by Commissioner McNamara, seconded by Commissioner Pfeffer, to recommend to the City Council the approval of the Final Plat of “Prairie Meadow Subdivision”. Motion carried 7-0.

5. Review of TIF Plans

A. Modified Program for Development District No. 1

B. Modified Tax Increment Financing Plan for TIF District No. 1-19

The Planning Commission received copies of the map showing the proposed land addition to TIF District 1-19, the proposed Modification to the Development Program for Development District No. 1, the proposed Modification to the Tax Increment Financing Plan for TIF District 1-19, and a proposed resolution. Development District No. 1 is the entire City of Windom and within the Development District, there are numerous smaller TIF districts. The map highlights the proposed expansion area for this TIF district. Zoning Administrator Kartes introduced the agenda item. EDA Admin. Asst. Mary Hensen provided an overview of the project. TIF District 1-19 (NWIP – 2) was established by the City Council in August 2015. Admin. Asst. Hensen advised that the EDA has now proposed modifying TIF District 1-19 to include additional property platted as Lots 1, 2, 3, 4, and Outlot A in Block 2 of the North Windom Industrial Park Subdivision and the 75.78 acres of land to the south of the industrial park on which the EDA has an option. To include more land in a TIF District, the program and TIF plan need to be modified. Admin. Asst. Hensen briefly reviewed the sections of the plan to be modified. The Planning Commission’s role is to review the proposed Modified Program for Development District No. 1 and the proposed modifications to the Tax Increment Financing Plan for TIF District No. 1-19 and verify that both conform with the City’s general plans for development and redevelopment as described in the City’s Comprehensive Plan. After review of the documents and information presented, the following actions were taken.

Resolution introduced and motion by Commissioner Cole, seconded by Commissioner Derickson, to adopt Planning Commission Resolution No. 2016-01, entitled “RESOLUTION

OF THE CITY OF WINDOM PLANNING COMMISSION FINDING THAT A MODIFICATION TO THE DEVELOPMENT PROGRAM FOR DEVELOPMENT DISTRICT NO. 1 AND A MODIFICATION TO THE TAX INCREMENT FINANCING PLAN FOR TAX INCREMENT FINANCING DISTRICT NO. 1-19 (NWIP – 2) CONFORM TO THE GENERAL PLANS FOR THE DEVELOPMENT AND REDEVELOPMENT OF THE CITY.”

Upon roll call vote being taken, the following voted in favor thereof: Commissioners Rose, Derickson, Pfeffer, Wahl, Cole, Harries, and McNamara; the following voted against the same: None; Commissioner Mattson was not present for the vote. The Resolution was adopted.

6. Review of Sample Rental Housing Ordinances: There was a discussion concerning specific provisions in the Jackson and Heron Lake ordinances that would be beneficial in Windom’s ordinance or on which the Commissioners had questions. The Commissioners briefly discussed upkeep of the exterior of rental properties, multiple satellite dishes which remain on the property after renters leave, frequency of inspections, inspection access, additional questions for other cities concerning their ordinances, etc. The Commissioners reviewed a draft of the Purpose, Intent, and beginning Definitions for the proposed Rental Housing Ordinance prepared by Zoning Administrator Kartes. There was a discussion concerning the format and process to use for drafting the ordinance. Zoning Administrator Kartes advised that the Commissioners’ proposed modifications to the draft will be made and copies provided to the Commissioners at the next meeting together with additional new sections for their review.
7. Adjourn: By consensus, the meeting was adjourned at 8:11 p.m.

Marilyn Wahl, Chairperson

Attest: _____
James Kartes, Zoning Administrator

Windom Library Board Meeting

Windom Library

Tuesday, March 9, 2016

5:05 p.m.

1. Call to order: The meeting was called to order by John Duscher at 5:05 p.m.
2. Roll Call: Members Present: John Duscher, Kathy Hiley, Barb Henning and Terri Jones

Members Absent: Steve Fresk, Anita Winkel and Susan Ebeling

Library Staff Present: Dawn Aamot

City Council Member Present:

3. Agenda and Minutes:

Dawn noted that the Adult Coloring days are Mondays, Wednesdays and Fridays not Mondays Tuesdays and Wednesdays. Motion by Terri Jones and seconded by Barb Henning to approve the Agenda and the amended Minutes.

4. Financial Report:

Dawn reviewed the Financial Report. Annual fees for automation, delivery and e-books were paid to the Plum Creek Library System.

Motion by Kathy Hiley and seconded by Terri Jones to accept the Financial Report.

5. Librarian's Report

Dawn reported that Adult Coloring days usually has 2 – 3 participants the library. The biggest day had 4. The Puzzle Exchange is catching on. February was a busy month for proctoring tests. February Fine Free month was advertised encouraging people to return overdue items. Dawn contacted a St. Cloud glass company that specializes in historic buildings. A representative from this company will be at the library on Thursday. Dawn will email library board members when she knows what time he will be there hoping any board member that is available will attend. The shelves holding audio books in the center aisle of the library were removed allowing more walk space. Sentenced to Serve moved many boxes of used books to BARC for the spring book sale. The remodeling plans for the library were discussed. The general consensus of the board was that the project should begin with the replacement of the windows before installing new carpet and other upgrades. Funding was discussed.

In February, Nancy hosted the Plum Creek children's librarians workshop to plan the launch meeting for the summer reading program. The library has purchased Duplo blocks (large Legos) for Duplo Build days which are in the planning stages. Nancy continues to host Bridges and Barb Henning's class each month for story time.

A motion by Barb Henning and seconded by Kathy Hiley to accept the librarian's report.

6. Old Business:

The Winter Reading program continues with 110 adults registered. Winter Reading continues until the end of March.

7. New Business:

None

8. New Book Suggestions:

Book suggestions were given to Dawn.

9. Adjourn:

Motion by Terri Jones, seconded by Barb Henning to adjourn.

Meeting adjourned at 5:48 p.m.

Respectfully submitted,

Kathy Hiley, recording secretary

RESOLUTION #2016-

INTRODUCED:

SECONDED:

VOTED: Aye:

Nay:

Absent:

Abstained:

CITY OF WINDOM

A RESOLUTION APPROVING THE FINAL PLAT OF "PRAIRIE MEADOW SUBDIVISION"

WHEREAS, on February 23, 2016, during the Windom Planning Commission Meeting, a public hearing was held concerning the Preliminary Plat of "Prairie Meadow Subdivision"; and

WHEREAS, on March 1, 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 March 8, 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 "Prairie Meadow Subdivision".

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

The Final Plat of "**Prairie Meadow Subdivision**" is hereby approved and the Mayor and City Administrator are authorized to sign said final plat.

Adopted this 15th day of March, 2016.

Corey J. Maricle, Mayor

ATTEST:

Steven Nasby, City Administrator



MEMO

To: Mayor and City Council
From: James Kartes, Zoning Administrator
Council Meeting Date: **March 15, 2016**
Re: Planning Commission Meeting – **March 8, 2016**

At the regular meeting held on March 8, 2016, the Planning Commission reviewed the materials and information presented and made the following recommendations concerning the final plat which came before the meeting:

1. **FINAL PLAT – “PRAIRIE MEADOW SUBDIVISION”:**

Applicants: **EDA of Windom and ISD 177 (Windom School District)**
Owner: **Independent School District 177**
(Note: The EDA owns a .12 acre tract in this subdivision that is adjacent to the northeasterly end of 17th Avenue.)
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: A tract (10.77 acres) situated in the SW¼ of Section 23, Township 105 North, Range 36 West in the City of Windom, Cottonwood County, Minnesota – Legally described on the attached Plat.
Parcel ID#: Portion of 25-450-0360

Background: On February 23, 2016, the Planning Commission held the public hearing concerning the Preliminary Plat for this new subdivision. On March 1, 2016, the City Council approved this Preliminary Plat. The Final Plat was prepared and submitted to the Planning Commission for review on March 8, 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.

The School Board approved the proposed Restrictive Covenants for this new subdivision and these are attached for reference purposes.

Also 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 “Prairie Meadow Subdivision”.

(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 15th 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

**DECLARATION OF RESTRICTIVE COVENANTS
FOR
"PRAIRIE MEADOW SUBDIVISION"**

THIS DECLARATION OF RESTRICTIVE COVENANTS ("Restrictive Covenants") is hereby adopted on this ____ day of _____, 2015, by **INDEPENDENT SCHOOL DISTRICT 177 of Windom, Minnesota**, (hereinafter referred to as "ISD 177"), as owner of all of the real estate platted as "Prairie Meadow Subdivision", for the purpose of governing the use of the real estate in said subdivision.

1. For purposes of these Restrictive Covenants, the following words and phrases shall have the definitions set forth below unless a different meaning appears from the context:

"Initial Purchaser" means the first purchaser to whom ISD 177 sells a specific lot.

"Original Purchase Price" means the purchase price for which ISD 177 sold the specific lot to the Initial Purchaser.

"Property" means the real property described in Exhibit "A" hereto together with all improvements and any fixtures thereon.

"Subsequent Purchaser" means any purchaser of a lot after the Initial Purchaser.

"Transfer" means any total sale, assignment, conveyance, or transfer in any other mode or form of or with respect to the Property, or any contract or agreement to do any of the same.

2. Each lot in this R-1 District shall be used only for a single-family dwelling. No lot in this subdivision, other than the lots owned by either Independent School District 177 or the Economic Development Authority of Windom, shall be left undeveloped (pursuant to the terms of these Restrictive Covenants). No lot shall be used for storage of items.

3. The Initial Purchaser or any Subsequent Purchaser of any lot shall obtain a building permit for the construction of a single family dwelling and commence construction within 365 calendar days from the date the Deed is delivered from ISD 177 to the Initial Purchaser. If a building permit has not been issued and construction has not commenced within 365 calendar days after the date the Deed is delivered from ISD 177 to the Initial Purchaser, then all right, title, and interest in the lot shall revert back to ISD 177 immediately after said 365 calendar days has expired. If title reverts back to ISD 177, the owner of the lot shall not receive any compensation for the lot. Furthermore, ISD 177 shall not have to reimburse the owner for any real estate taxes, special assessments, closing costs, mortgage payments, or any other costs of any kind or character the owner of the lot may have expended.

4. No structure, trailer, mobile home, tent or other similar quarters may be used for living purposes other than on a temporary basis of not more than two (2) weeks.

5. All construction of single-family dwellings and accessory structures and all modifications shall utilize new construction materials. All construction must be built at minimum to Minnesota State Building Code standards.

6. The exterior of all buildings or other structures, or additions thereto, must be completed within eighteen (18) months after issuance of a building permit, except when such completion would result in great hardship due to strikes, fires, natural disasters, or national emergency.

7. All completed residential structures must contain a paved or concrete driveway running from the garage door to the access street. All properties must contain a walkway running from the front door to the garage door or driveway.

8. Each residential structure must have at least three bedrooms. The attached garage must be at least a double-car garage and have a minimum dimension of 24 feet on the entrance side.

9. One accessory building will be allowed on each lot. Any accessory building or structure shall harmonize in appearance with the dwelling situated on the same lot and shall not be greater than 200 square feet.

10. Within six (6) months after final completion of the dwelling, the Owner must have minimal landscaping completed, weather permitting; said minimal landscaping to include seeding or sodding all open areas. The landscaping shall include at least one 1 1/2-inch caliper tree. Each lot in the subdivision facing 17th Street shall have a concrete public sidewalk on the front of the lot. If required by Minnesota Statutes, each lot facing an interior street in the subdivision shall also have a concrete public sidewalk on the front of the lot. The width of all public sidewalks in the subdivision shall be 48 inches. Sidewalks shall be constructed on or before the time of occupancy of any dwelling on a lot.

11. No person or business may purchase more than one lot in the Prairie Meadow Subdivision, except as set forth in Paragraph 12 hereof. No owner shall subdivide, re-plat, or otherwise partition any property in the subdivision.

12. Model homes or speculative homes may be constructed by licensed contractors and exhibited, but only with the written permission of ISD #177 and the Economic Development Authority of Windom. A residential contractor may purchase more than one lot for the purpose of construction of residential homes pursuant to the terms of this covenant. At such time as the contractor has secured a building permit and begun construction on a home in the subdivision, that contractor will be allowed to purchase an additional lot for the purpose of construction of another new home.

13. Maintenance of the undeveloped lots in the subdivision will be the responsibility of the owner(s).

14. For any breach of the provisions of this Agreement, and in addition to all other remedies provided by law or in equity, ISD 177 shall be entitled to enforce specific performance of these restrictive covenants in the District Court for Cottonwood County, Minnesota. ISD 177 shall also be entitled to reimbursement of any attorneys' fees and expenses incurred for the enforcement of these covenants.

15. These Covenants, Conditions and Restrictions shall run with the land and be binding upon all the owners of the property from the date hereof.

March 9, 2016

City of Windom
City Officials
444 9th St.
Windom, MN 56101

Re: 2016 Insurance Renewal Summary

Attached is the summary of the renewal premiums and coverages of the policies offered by the LMCIT and policies secured through other markets for coverages that are either more competitive than the LMCIT or not offered by the LMCIT. I also included an overall summary of the LMCIT rates for the current year.

I have listed the renewal premiums for the current and previous year for a comparison. There are three items needing council action.

The LMCIT has declared a dividend to participating cities for 2015. Windom's dividend is \$46,100 and was paid out in December 2015.

Presented by:



Ken Hoffmann, CIC
Agent of Record

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League of Minnesota Cities Insurance Trust 2015-16 Premium Rates

The League of Minnesota Cities Insurance Trust (LMCIT) Board of Trustees has approved premium rates for the upcoming underwriting year. Following is a summary of rate changes taking place for property/casualty coverages renewing on or after Nov. 15, 2015 and workers' compensation coverage renewing on or after Jan. 1, 2016. Click on each link to learn more about what is driving the rate changes. If you have questions, contact your underwriter at 651-281-1200 or 800-925-1122.

Property/Casualty Rates, Effective Nov. 15, 2015

- The per household and per sewer connection rates for the municipal liability coverage will both decrease 10%, while the per police officer, per employee, and annual expenditure rates will remain flat. For a member with a perfectly average mix of liability exposures, the average rate decrease will be 3%.
- Property rates will decrease 4% for buildings, contents, and unscheduled mobile equipment.
- Property rates will decrease 10% for scheduled mobile equipment.
- Auto physical damage rates will decrease 10%.
- Off-sale liquor liability rates will decrease 5%.
- Rates for all other lines of coverage will not change.

Workers' Compensation Rates, Effective Jan. 1, 2016

- Overall premium rates will increase 3%.
- The relative rate levels for various job classes will be adjusted.

Premium Rates

The rate changes for the coming year don't necessarily mean your premiums will increase or decrease by that amount. In fact, some members' property/casualty premiums could still increase despite the rate decreases and some members' workers' compensation premiums could either decrease or increase by more than the indicated overall rate increase. That's because actual premiums are also affected by changes in city expenditures, property values, payrolls, experience rating, and other exposure measures such as the fourth year of transition to the new liability rating system and adjustments that will be made to the relative rate levels in the workers' compensation program for various job classes.

2015-16 Premium Rates

When LMCIT sets premium rates, the average experience over the past several years is used to project how much loss to expect in the future. Once again this year LMCIT incorporated a solid contingency margin into the premium rates. A margin is needed to cover extra costs in case losses turn out to be more than what LMCIT projected. By doing so, LMCIT is able to keep premium rates much more stable from year to year. In other words, it helps keep premium rate changes in the range of a few percent up or down each year, rather than the much larger year-to-year premium rate changes that would be needed if LMCIT set lower rates with a much smaller contingency margin.

Property/Casualty Rate Changes

Premium rates will change as indicated at right for property/casualty coverages renewing on or after Nov. 15, 2015. With respect to municipal liability premiums, the average rate decrease is 3%, but that average rate decrease amount consists of 10% rate decreases for the per household and per sewer connection rates and no change for the per police officer, per employee, and annual expenditure rates.

The rate reductions this year are possible because losses in these coverage areas have been positive. This year's claim analysis showed that property losses continue to show volatility, but loss costs have been relatively low in the last few years compared to prior history. Land use liability has trended in a positive direction, with the frequency of claims declining since 2008. Sewer backup liability has also been positive, either with losses maintaining or decreasing somewhat since 2006. Loss experience for auto physical damage and off-sale liquor liability have also been positive.

Coverage	Rate Change
Average liability rates	-3%
Per household rate	-10%
Per sewer connection rate	-10%
Per police officer rate	0%
Per employee rate	0%
Annual expenditure rate	0%
Property rates (buildings, contents, unscheduled mobile equipment)	-4%
Property rates (scheduled mobile equipment)	-10%
Auto physical damage rates	-10%
Off-sale liquor liability rates	-5%
All other coverage rates	0%

With the exception of police liability, claim types have closely tracked LMCIT's loss projections. Police liability in 2013 and 2014 was much higher than normal due to a series of claims related to the Driver's Privacy Protection Act (DPPA). LMCIT considers this event unusual and not predictive of the police liability exposure. It has discounted the DPPA claims for purposes of rate setting, but appropriate reserves have been set aside to handle the uncertain cost of these claims. If the reserves aren't needed, the funds will be returned to members in the future.

Changes to the New Liability Premium Rating System

LMCIT switched to a new liability rating system on Nov. 15, 2012. The new system involves calculating premium costs in a new way. Because of this, some members have seen their liability premiums increase or decrease. During this transition period, LMCIT has applied a transition mechanism so that members don't experience a large swing in costs. This was done by capping how much premiums could increase or decrease. Most members are now fully transitioned to the new system, but there are some left. For the coming year, LMCIT will no longer cap premium changes.

There are a few limited exceptions for certain members, including police task forces and joint police departments. These members' premium increases will be capped at 50% and 30%, respectively, until fully transitioned.

Workers' Compensation Rate Changes

Members with renewals on or after Jan. 1, 2016 will see a 3% increase in overall rate levels on average. One of the main reasons for this year's rate increase is because of rising medical costs, which account for 60% of LMCIT's total workers' compensation loss costs. Rates for 2016 assume that medical costs will continue to increase at a rate of about 9% annually, which significantly outpaces the increase in wage levels. Wage levels are what LMCIT uses to calculate premiums, and these levels are only increasing about 2-3% each year.

Changes to the Relative Rate Levels for Various Job Classes

In addition to the overall rate increase, there will be adjustments to the relative rate levels for various job classes. Every three years, to help ensure fairness in cost allocations, LMCIT reviews and revises the relative levels of premium rates for municipal employees. To the extent possible, LMCIT uses its own loss experience for the preceding five-year period. If there isn't enough loss data for a certain job class, LMCIT's loss data is supplemented with data from the Minnesota Workers' Compensation Insurance Association.

How an individual city is affected by these adjustments for 2016 will depend on its own payrolls and job classifications, as well as associated rate changes. For a city with a typical mix of payrolls, class increases and decreases will offset each other to a large extent. To put it another way, for most members the overall change in premiums will be within a few percent above or below the average of a 3% rate increase.

However, a special purpose entity member with most of its payroll in one or two classes can see a bigger effect, such as a standalone police department, ambulance, or nursing home entity. Of particular note is that volunteer fire departments may see larger premium increases for volunteer firefighters. This is because unlike other classes of employees, worker's compensation coverage for volunteer firefighters is rated based on population served rather than payroll. For some years LMCIT premium rates for volunteer firefighters have been lagging the rates for other employee classes, relative to actual losses. That lag arose largely because of the different rating base. While payroll as a rating base has a natural inflation factor built in, population growth tends to grow at a lesser rate; and as a result actual premiums grew faster in the payroll-based classes, causing volunteer firefighter premiums to fall behind other classes relative to other losses. LMCIT covers most volunteer firefighters in Minnesota, which means the rate adjustments reflect actual loss history for this payroll class.

The table on the following page details 2016 class rate changes for the bulk of city payrolls. Most job class rates are shown per \$100 of payroll. The rates for volunteer fire are shown per 100 of population.

Class Code	Description	LMCIT 2015 Rate	LMCIT 2016 Rate	Rate Change
5506	Street Construction	\$ 9.40	\$ 9.20	-2%
7380	Ambulance	\$ 5.97	\$ 5.58	-7%
7381	Ambulance (Volunteer)	\$ 14.81	\$ 16.16	9%
7502	Gas Operations	\$ 4.11	\$ 4.87	18%
7520	Waterworks	\$ 4.79	\$ 4.21	-12%
7539	Electric & Steam Plant	\$ 4.19	\$ 4.06	-3%
7580	Sewage Plant	\$ 5.17	\$ 4.66	-10%
7706	Firefighters	\$ 7.68	\$ 8.24	7%
7708	Firefighters (Volunteer)	\$ 186.09	\$ 206.56	11%
7716	Firefighters - Non-Smoking	\$ 6.91	\$ 7.41	7%
7718	Firefighters (Volunteer) - Non Smoking	\$ 167.53	\$ 185.91	11%
7720	Police	\$ 4.12	\$ 4.67	13%
7721	Police - Non Smoking	\$ 3.72	\$ 4.20	13%
7722	Police Reserves	\$ 2.54	\$ 2.35	-8%
7723	Police Reserves - Non Smoking	\$ 2.29	\$ 2.11	-8%
8017	Off Sale Liquor Store	\$ 3.10	\$ 4.17	35%
8227	City Shop	\$ 4.75	\$ 3.69	-22%
8810	Clerical	\$ 0.77	\$ 0.69	-11%
8824	Retirement Living Ctr. - Health	\$ 5.53	\$ 7.36	33%
8825	Retirement Living Ctr. - Food Service	\$ 2.26	\$ 9.08	301%
8826	Retirement Living - All Other	\$ 2.78	\$ 5.20	87%
8829	Nursing Home - Professional	\$ 5.45	\$ 6.46	18%
8830	Nursing Home - All Other	\$ 7.52	\$ 7.97	6%
8833	Hospital - Professional	\$ 3.47	\$ 2.49	-28%
8835	Public Health Nursing - Traveling	\$ 4.03	\$ 3.26	-19%
9015	Building - Maintenance	\$ 5.71	\$ 4.98	-13%
9040	Hospital - All Other	\$ 6.94	\$ 5.86	-16%
9060	Golf Course	\$ 2.70	\$ 1.89	-30%
9063	Community Centers	\$ 1.65	\$ 2.66	61%
9084	On Sale Liquor Store	\$ 4.39	\$ 5.32	21%
9102	Parks	\$ 4.33	\$ 5.01	16%
9182	City Arena Operations	\$ 2.58	\$ 2.46	-4%
9403	Garbage	\$ 8.48	\$ 9.51	12%
9410	Municipal Employees	\$ 0.80	\$ 0.52	-35%
9411	Elected or Appointed Officials	\$ 0.37	\$ 0.40	8%

CITY OF WINDOM
RENEWAL PREMIUM SUMMARY

Coverage	2015 Prem. Basis	Premium	2016	Premium
Property	\$45,935,143	\$74,231	\$46,554,629	\$72,163
	Property Values			
Mobile Property	\$1,586,924	\$6,401	\$1,696,904	\$5,788
	Equipment Values			
Municipal Liability	Various	\$52,164	Various	\$49,577
	Expenditures, payroll, sq.ft., etc.			
Airport Liability	Various	included	Various	included
Automobile Liability	All Units	\$7,293	All Units	\$7,081
Automobile Physical Damage		\$6,706		\$7,121
	Physical damage is inc. on police, fire, & emerg. veh. No physical damage on other dept. veh. >10 yrs old			
Equipment Breakdown	\$32,796,535	\$4,829	\$32,313,091	\$4,898
	Total bldg value minus municipal power plant			
Open Meeting Law		included		included
	Percent of the municipal liability premium			
Liquor Liability	Receipts	\$3,435	Receipts	\$3,406
Bond Coverage	\$250,000	\$848	\$250,000	\$893
	Total	\$155,907	Total	\$150,927

* Refer to the LMCIT coverage changes, rates, and dividends memo for a summary of changes that are taking place for all cities renewing after 11-15-15. This is only a summary of the premium and values, refer to the policy for complete coverage explanations.

CITY OF WINDOM
RENEWAL OF
OTHER POLICIES

	2015	2016
	Premium	Premium
1. Boiler and Machinery – Municipal Power Plant and Substation	\$54,376	\$55,155
Limit of \$12,521,360		
Deductible: \$100,000 on Detroit Allison Gas Turbine		
\$100,000 on any other object covered by policy		
\$1.50 per maximum KVA – transformers subject to \$100,000 minimum		
2. Miscellaneous bonds as required	\$ 350	\$ 350
Package Premium from summary page	<u>\$155,907</u>	<u>\$150,927</u>
Total Premium	<u>\$210,633</u>	<u>\$206,432</u>

WORKERS COMPENSATION

<u>Year</u>	<u>Payroll</u>	<u>Exp. Mod. Factor</u>	<u>Premium</u>
2012	\$2,957,936	.80	\$69,116
2013	\$3,141,542	.70	\$62,654
2014	\$3,266,429	.67	\$75,038
2015	\$3,271,049	.64	\$74,260
2016	\$3,253,229	.69	\$84,280

The experience modification factor changed to .69 for 2016. Rates increased for the following classes: firefighters, police, liquor store, community center, and parks dept. The experience modification factor is determined by a formula taking into account the actual losses versus the expected losses in each classification and premiums paid. A three year period is used for this formula not including the most recent year. The experience modification factor for 2016 is determined by using data from years 2012, 2013 and 2014.

2012 claims total cost \$13,176.78
2013 claims total cost \$ 729.16
2014 claims total cost \$15,035.42
2015 claims total cost \$ 8,643.58

The city is taking advantage of the 10% non-smoker discount for fire department and police department class rates.

ITEMS NEEDING COUNCIL ACTION

Add or decline the Data Breach additional coverage limit of \$500,000

The current policy provides coverage at a limit of \$250,000 per occurrence. The city can increase the limit to \$500,000 for an additional \$500 annually.

See attached Data Breach coverage summary "B" attached.

Waiver of Statutory Tort Limit: The city has currently elected to not waive the statutory tort limit of \$500,000 per claimant. Choosing not to waive the statutory limit, the city's liability is limited by the statute to no more than \$500,000 per claimant and \$2 million per occurrence. See attached "a"

Leave this the same or waive the statutory tort limit.

Excess Liability: You can add \$1,000,000 excess liability coverage for an annual premium of \$13,405.

The city has made a motion not to accept this coverage in the past.

LMCIT provides a \$2,000,000 liability coverage limit per occurrence to match the statutory limit. However, there are a number of ways in which that coverage could turn out not to be enough: federal civil rights suits, liability assumed by contract, liability for actions in another state, inverse condemnation liability for land use claims, the possibility of the caps being found invalid, and exhaustion of annual aggregate limits on products liability, limited pollution and land use claims are some examples.

Accept or reject the Excess Liability coverage for 2016

B. Data security breach and computer-related risks

Computers at city hall and in city offices can be bombarded with viruses on a regular basis, and may even be subject to hacker attacks or cybercrime. This might impact city systems like email, and could also affect computerized billing or records management systems.

LMCIT's municipal liability coverage responds to claims for damages in the following scenarios:

- City is sued for invasion of privacy or a data practices violation resulting from the actual or potential unauthorized access of private or confidential data stored in the city's computer system.
- City employee uses city's email system for sexual, racial, or other harassment of another employee.
- City employee subscribes to a job-related listserv where she or he comments about a vendor and gets sued for defamation.
- City employee uses city's web access to view pornography; another employee sees it and sues the city on a hostile environment claim.
- Hacker attack or virus disables the city's 911 or fire beeper system; the citizen whose house burns down sues the city for damages based on the city's negligent failure to safeguard its system.
- City's website infringes on a copyright or trademark and the city is sued.
- Hacker hijacks the city's email system and uses it in a "denial of service" attack on a company that sells products over the web, resulting in a substantial loss of sales. The target company sues the city for negligently failing to take reasonable steps to safeguard the city's system, which may have allowed the attack to occur.

The LMCIT liability coverage also provides third-party coverage for liability claims for data security breaches, subject to a \$3 million aggregate.

First-party coverage for data breach claim mitigation and notification costs are provided through LMCIT's property coverage. That coverage provides costs to respond to a breach the member has or believes it has had, including legal and information technology consulting, providing notice to affected persons, credit monitoring and identity theft services, and similar things.

a. Statutory limits may not apply

The statutory tort caps either do not or may not apply to several types of claims. Some examples include:

- *Claims under federal civil rights laws.* These include Section 1983, the Americans with Disabilities Act, and so on.
- *Claims for tort liability that the city has assumed by contract.* This occurs when a city agrees in a contract to defend and indemnify a private party.
- *Claims for actions in another state.* This might occur in border cities that have mutual aid agreements with adjoining states or when a city official attends a national conference or goes to Washington to lobby.
- *Claims based on liquor sales.* This mostly affects cities with municipal liquor stores, but it could also arise in connection with beer sales at a fire relief association fundraiser, for example.
- *Claims based on a "taking" theory.* Suits challenging land use regulations frequently include an "inverse condemnation" claim, alleging that the regulation amounts to a "taking" of the property.

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 13, 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 15th day of March, 2016.

Corey J. Maricle, Mayor

Attest: _____
Steven Nasby, City Administrator

EXHIBIT A

NOTICE OF PUBLIC HEARING

CITY OF WINDOM, MINNESOTA
2016-2020 CAPITAL IMPROVEMENT PLAN
AND NOTICE OF INTENTION TO ISSUE
CAPITAL IMPROVEMENT BONDS

NOTICE IS HEREBY GIVEN that the City Council of the City of Windom, Minnesota (the “City”) will meet on Tuesday, March 15, 2016, at or after 7:30 p.m., at the Windom City Hall, 444 Ninth Street in Windom, Minnesota, in part to hold a public hearing concerning (1) the issuance of general obligation bonds (the “Bonds”). The Bonds will be in an amount not to exceed \$3,135,000 to construct a new fire station for the City; and (2) the proposal to adopt a capital improvement plan therefore pursuant to *Minnesota Statutes*, Section 475.521.

All persons interested may appear and be heard at the time and place set forth above.

If a petition requesting a vote on the issuance of the Bonds, signed by voters equal to five percent of the votes cast in the City in the last general election, is filed with the City Administrator within 30 days after the public hearing (i.e., by April 14, 2016), the City may issue the Bonds only after obtaining approval of a majority of voters voting on the question at an election.

A copy of the plan is available for inspection in the City Administrator’s Office, City Hall, 444 Ninth Street, Windom, Minnesota, 56101. Questions or comments may be directed to the City Administrator’s Office at 507-831-6129.

All interested persons may appear and be heard at the public hearing either orally or in writing, or may file written comments with the City Administrator before the hearing.

Dated: February 16, 2016

BY ORDER OF THE CITY COUNCIL OF
OF THE CITY OF WINDOM, MINNESOTA

/s/ Steve Nasby
City Administrator

RESOLUTION # 2016-

INTRODUCED:

SECONDED:

VOTED: Aye:

Nay:

Absent:

**RESOLUTION GIVING PRELIMINARY APPROVAL FOR THE ISSUANCE OF
GENERAL OBLIGATION CAPITAL IMPROVEMENT PLAN BONDS IN AN AMOUNT
NOT TO EXCEED \$3,650,000 AND ADOPTING THE CITY OF WINDOM, MINNESOTA,
CAPITAL IMPROVEMENT PLAN FOR 2016 THROUGH 2020
UNDER MINNESOTA STATUTES, SECTION 475.521**

A. **WHEREAS**, the City Council of the City of Windom, Minnesota (the "City") proposes to adopt the City of Windom, Minnesota, Capital Improvement Plan (the "Plan") and to issue its general obligation capital improvement plan bonds (the "Bonds") described in the Plan; and

B. **WHEREAS**, the City has caused notice of the public hearing on the intention to issue the Bonds and on the proposed adoption of the Plan to be published pursuant to and in accordance with Minnesota Statutes, Section 475.521; and

C. **WHEREAS**, a public hearing on the intention to issue the Bonds and on the proposed Plan has been held on this date, following published notice of the public hearing as required by law; and

D. **WHEREAS**, in approving the Plan, the City Council considered for each project and for the overall Plan:

1. The condition of the City's existing infrastructure, including the projected need for repair and replacement;
2. The likely demand for the improvement;
3. The estimated cost of the improvement;
4. The available public resources;
5. The level of overlapping debt in the City;
6. The relative benefits and costs of alternative uses of the funds;
7. Operating costs of the proposed improvements; and
8. Alternatives for providing services more efficiently through shared facilities with other local governmental units; and

E. **WHEREAS**, the City Council has determined that the issuance of the Bonds is the best way to finance the capital improvements described in the Plan as authorized under Minnesota Statutes, Section 475.521.

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

1. The amended Plan is hereby in all respects approved.

2. The staff and consultants of the City are hereby authorized to do all other things and take all other actions as may be necessary or appropriate to carry out the Plan in accordance with any applicable laws and regulations.

3. The City gives preliminary approval to issuance of the Bonds in the maximum principal amount of \$3,650,000, provided that if a petition requesting a vote on issuance of the Bonds, signed by voters equal to five percent of the votes cast in the last general election, is filed with City Administrator by April 14, 2016, the City may issue the Bonds only after obtaining approval of a majority of voters voting on the question at an election.

Adopted this 15th day of March, 2016.

Corey J. Maricle, Mayor

Attest: _____
Steven Nasby, City Administrator

STATE OF MINNESOTA
COUNTY OF COTTONWOOD
CITY OF WINDOM

I, the undersigned, being duly qualified and acting City Administrator of the City of Windom, Minnesota, DO HEREBY CERTIFY that I have carefully compared the attached and foregoing extract of minutes with the original thereof on file in my office, and that the same is a full, true and complete transcript of the minutes of a meeting of the City Council of said City, duly called and held on the date therein indicated, insofar as such minutes relate to the City Council calling a public hearing on the intension to issue the City's general obligation capital improvement plan bonds and proposal to adopt the City's capital improvement plan therefor.

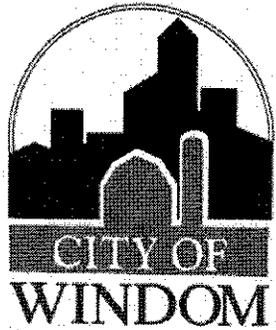
WITNESS my hand on this 15th day of March, 2016.

City Administrator



March 15, 2016

2016 through 2020
Five-Year Capital Improvement Plan
City of Windom, Minnesota



Prepared by:

City Staff

and

Ehlers

Todd Hagen, CIPMA
VP/Senior Municipal Advisor

Rebecca Kurtz, CIPMA
VP/Senior Municipal Advisor

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SECTION I: Introduction

In 2003, the Minnesota State Legislature adopted a statute (Section 475.521, referred to herein as the “CIP Act”) that allows cities to issue municipal bonds under a capital improvement plan without the usual referendum requirement (except for the so-called “reverse referendum” described in Section III). The CIP Act applies to capital improvements consisting of city halls, public works, and public safety facilities. The 2005 Legislature added towns to the meaning of a municipality and town halls and libraries to the meaning of a capital improvement under the CIP Act.

Throughout this plan, the term “capital improvement” refers only to those improvements identified in the CIP Act, as summarized above. Capital expenditures for other public improvements in the City will be financed through other means, and are not governed by this plan.

SECTION II: Purpose

A capital improvement is a major expenditure of municipal funds for the acquisition or betterment to public lands, buildings, or other improvements used as a city hall, town hall, library, public safety, or public works facility, which has a useful life of five years or more. For the purposes of the CIP Act, capital improvements do not include light rail transit or related activities, parks, road/bridges, administrative buildings other than city or town hall, or land for those facilities. A Capital Improvement Plan (“CIP”) is a document designed to anticipate capital improvement expenditures and schedule them over a five-year period so that they may be purchased in the most efficient and cost effective method possible. A CIP allows the matching of expenditures with anticipated income. As potential expenditures are reviewed, the municipality considers the benefits, costs, alternatives and impact on operating expenditures.

The City of Windom, Minnesota (the “City”) believes the capital improvement process is an important element of responsible fiscal management. Major capital expenditures can be anticipated and coordinated so as to minimize potentially adverse financial impacts caused by the timing and magnitude of capital outlays. This coordination of capital expenditures is important to the City in achieving its goals of adequate physical assets and sound fiscal management. In these financially difficult times good planning is essential for the wise use of limited financial resources.

The Capital Improvement Plan is designed to be updated on an annual basis. In this manner, it becomes an ongoing fiscal planning tool that continually anticipates future capital expenditures and funding sources.

SECTION III: The Capital Improvement Planning Process

The process begins with analysis of the City's five-year capital improvement needs and funding sources. The City may solicit input from citizens and other governmental units at an early stage, if desired.

The City Council then directs staff or consultants to prepare a plan that sets forth the estimated schedule, timing and details of specific capital improvements by year, together with the estimated cost, the need for the improvement, and the sources of revenue for the improvement. The City Council then holds a public hearing on the CIP, with notice published not more than 30 days and not less than seven days for the hearing (except as described below). The Council may either approve the CIP immediately after the hearing, or based on input may make revisions and approve the CIP at a later meeting.

If the CIP calls for general obligation bonds to finance certain improvements, the City Council must follow an additional set of procedures. The Council must hold a public hearing regarding issuance of the bonds. Notice of such hearing must be published in the official newspaper of the municipality at least 14, but not more than 28 days prior to the date of the public hearing. In addition, the notice may be posted on the City's official web site. (The public hearings on the CIP and the bonds may be combined into a single hearing, in which case the notice requirements for bonds must be followed.)

The Council must approve the sale of CIP bonds by a 3/5ths vote of its membership. However, the bonds are subject to a so-called "reverse referendum". If a petition signed by voters equal to at least five percent of the votes cast in the City in last general election is filed with the City Clerk within 30 days after the public hearing regarding the bonds, the bonds may not be issued unless approved by the voters (by a majority of those voting on the question). Further, the maximum debt service in any year on all outstanding CIP Bonds is .16% of the estimated market value of property in the City, using the estimated market value for the taxes-payable year in which the bonds are issued.

After the CIP has been approved and bonds have been authorized, the City works with its financial advisor to prepare a bond sale and repayment schedule. Assuming no petition for a referendum is filed, the bonds are sold, and when proceeds from the sale of the bonds (and any other identified revenue sources) become available, the expenditures for specified capital improvements can be made.

In subsequent years, the process is repeated as expenditures are completed and as new needs arise. Capital improvement planning looks five or more years into the future from the date of the CIP.

SECTION IV: Project Summary

The only capital improvements contemplated in the five-year period of this plan (2016 through 2020) is the construction of a new structure to house the fire department and ambulance service for the City (the “Emergency Services Facility”), through issuance of general obligation capital improvement plan bonds (referred to as the “CIP Bonds”).

The City proposes to finance the construction of the Emergency Services Facility through issuance of CIP Bonds under the CIP Act and this CIP. The proposed CIP Bonds would be issued in 2016, in a principal amount not to exceed \$3.65 million.

The CIP Act requires the City Council to consider eight factors in preparing the CIP:

1. Condition of the City’s existing infrastructure, including projected need for repair or replacement.
2. Likely demand for the improvement.
3. Estimated cost of the improvement.
4. Available public resources.
5. Level of overlapping debt in the City.
6. Relative benefits and costs of alternative uses of funds.
7. Operating costs of the proposed improvements.
8. Alternatives for providing services most efficiently through shared facilities with other cities or local governments.

The City has considered the eight points as they relate to construction of the Emergency Services Facility through issuance of the CIP Bonds. The findings are as follows:

Windom's existing fire hall is over 40 years old, contains just six bays and has only very limited support area. The total area in the existing facility is only 4,100 square feet. The existing fire hall space is so small numerous pieces of equipment are stored off-site; however, this space also houses a portion of the Windom Ambulance Services with two ambulance units (in separate garages) with a third ambulance located off-site. Equipment scattered among several different locations across the community leads to inefficiencies in the delivery of emergency services and creates slower response times.

The fire hall no longer accommodates the quantity or size of equipment required by today’s average fire department. The Fire Department is currently storing fire-fighting and rescue equipment in several locations throughout the city. Due to the storage inadequacies, when emergency calls are received, equipment is not always readily accessible by the department. The fire hall’s shortcomings include its inability to adequately accommodate the department’s equipment; its inability to provide sufficient space for rapid, unhindered movement of firefighters and EMTs within the facility; and its inability to provide sufficient space to prevent accidental interaction between firefighters, EMTs and equipment, thereby creating serious safety issues. Because of the size of the confined space and the close proximity of firefighters, EMTs and equipment there are also air quality issues.

The Fire Department, Ambulance Service and City Council have identified the need to replace the fire hall that was originally built in 1964. At the May 19, 2015 City Council meeting the City Council adopted the Emergency Services Facility project as its #1 priority.

The Windom Fire District provides fire services to the City of Windom, City of Wilder, City of Bingham Lake and ten townships located in Cottonwood and Jackson counties consisting of 190.5 square miles of rural township area. The Windom Ambulance service area is over 215 square miles in area and serves three municipalities.

The City's Fire Department is comprised of 31 volunteer firefighters and operates 14 pieces of equipment that need to be stored in a central location to facilitate optimum response times. The Ambulance service has 17 volunteer EMTs and operates 3 rigs, which made over 700 runs in 2015 so these are critical services for the protection of the public health, safety and welfare.

Other than such construction, the City does not anticipate any other projects to be financed under this CIP in the 2016 through 2020 period.

Conditions of City Infrastructure and Need for the Project

The current structure is in fair condition with continued space problems and access to adequate space for equipment, response, meetings and personnel. The amount of space is inadequate to meet the needs of even one department let alone serve as a basis of operations for two emergency services. The location of the proposed new facility keeps these critical emergency services in a central location. The projected completion date will be 18 months after the City has issued any debt.

Demand for Project

As the City continues to grow and more demands for emergency services are responded to by fire and ambulance, the current space limitations will only continue to become more of an issue with limited the size and amount of equipment needed to deliver quality services. Building improvements are beyond required, and serious consideration will need to be given if a new facility is not built in the next few years.

Estimated Cost of the Project

The Emergency Services Facility is estimated to cost \$4,500,000. Staff is anticipating that the City Council will apply \$1 million in Ambulance Funds that have been set aside to lower the borrowing amount before the issuance of bonds (bond issue in an amount not to exceed \$3,650,000). Grants and state bonding monies will be sought but are not guaranteed. The amount of bonds to be issued will be reduced to the extent the City receives financial assistance from the state of Minnesota. The City of Windom has also worked with other members of the Fire and Ambulance Service districts to contribute up to \$30,000 annually towards the debt service on this facility.

Availability of Public Resources

The CIP Bonds for construction of the Emergency Services Facility would be paid with ad valorem taxes, transfers from enterprise funds, contributions from other members of the service districts and possibility reserves. However, the CIP Bonds will be additionally secured by the City's full faith and credit, which is expected to produce lower interest rates on the CIP Bonds compared to the limited other options available to finance this type of project.

The bond proceeds are proposed to be paid for in part by shifting capital levy dollars toward a portion of the retiring debt.

Level of Overlapping Debt

The City has no outstanding CIP debt. Below is a chart with the debt of other taxing jurisdictions in the City.

Taxing District ¹	2015/16 Taxable Net Tax Capacity	% In City	Total G.O. Debt	City's Proportionate Share
Cottonwood County	\$32,167,439	6.0261%	\$450,000	\$21,117
I.S.D. No. 177 (Windom)	7,758,139	24.9859%	8,210,000	2,051,342
City's Share of Total Overlapping Debt				\$2,072,459

Relative Costs and Benefits of Alternative Uses of the Funds

The space limitations with the current facility and need for major renovation and maintenance make this project necessary for the City. There are no significant alternatives for funds designated for this project.

Operating Costs of the Proposed Improvement

A new larger facility will realistically require higher maintenance expenditures, but these additional maintenance costs will be mitigated to some extent by replacing an older facility with newer more efficient systems and the possible sale or reuse of the old facility. In other respects, no changes to operating costs are expected under this CIP.

Alternatives for Shared Facilities with Other Cities or Local Government

Sharing the Emergency Services Facility with another community is not an option as the City of Windom is already providing coverage for fire protection to three communities and 10 townships covering 190.5 square miles and ambulance coverage for over 215 square miles. Provision of public safety relies on immediate response times in emergencies and having a shared facility outside of the community would seriously jeopardize response times and public safety. In addition, all of the surrounding communities outside of the Windom Fire and Ambulance District have their own fire departments.

¹ Only those taxing jurisdictions with general obligation debt outstanding are included in this section. Does *not* include non-general obligation debt, self-supporting general obligation revenue debt, short-term general obligation debt, or general obligation tax/aid anticipation certificates of indebtedness.

SECTION V: Financing the Capital Improvement Plan

The total principal amount of requested expenditures under this Capital Improvement Plan is \$4,500,000 less any upfront cash contribution plus any costs of debt issuance and any capitalized interest. This amount represents the maximum principal amount of CIP Bonds that may be issued to \$3,650,000. Principal and interest on the CIP Bonds will be paid through a tax levy over the term of the CIP Bonds and/or other monies, further shown in Appendix A.

In the financing of the Capital Improvement Plan, two significant statutory limitations apply.

1. Under Chapter 475, with few exceptions, municipalities cannot incur debt in excess of 3% of the assessor's estimated market value for the municipality. In the City, the estimated market value is \$221,320,800. Therefore, the total amount of outstanding debt cannot exceed \$6,639,624 (These values are for 2015/16 tax year). As of March 15, 2016, the City has \$335,000 subject to the legal debt limit (this amount includes the Equipment Portion of the Series 2013B Bonds). As such, issuance of the CIP Bonds will be well within the overall statutory debt limit for the City.
2. A separate limitation under the CIP Act is that, without referendum, the total amount of principal and interest in any one year on all CIP Bonds issued by the City cannot exceed 0.16% of the total estimated market value in the municipality. In the City, that maximum annual debt service amount is \$354,113 for the 2015/16 tax year ($\$221,320,800 \times .0016$). The annual principal and interest payments on the CIP Bonds proposed to be issued under this CIP will average approximately \$243,124. As such, debt service on the CIP Bonds will be well within the annual limits under the CIP Act.

Details regarding the proposed terms of the CIP Bonds under this CIP are shown in Appendix A. The City is contemplating three bonding options (i.e., 20-year competitive sale, 3-year temporary bond sale, and a 40-year USDA loan to take-out the temporary bond after project completion). All three bond amounts will not exceed the maximum principal amount of CIP Bonds referred to above. A schedule of events for approval of the CIP and issuance of the CIP Bonds is shown in Appendix B; and the resolution calling the public hearing, form of the public hearing notice, and resolution approving the CIP are shown in Appendix C.

Continuation of the Capital Improvement Plan

This Capital Improvement Plan should be reviewed as needed by the City Council using the process outlined in this Plan. It should review proposed expenditures, make priority decisions, and seek funding for those expenditures it deems necessary for the City. If deemed appropriate, the Council should prepare an update to this Plan.

Appendix A

Proposed CIP Bond Issue

City of Windom, Minnesota

\$3,650,000 General Obligation CIP Bonds, Series 2016

Assumes Current Market BQ A+ Rates plus 25bps

Sources & Uses

Dated 06/15/2016 | Delivered 06/15/2016

Sources Of Funds

Par Amount of Bonds	\$3,650,000.00
Ambulance Funds	1,000,000.00
Total Sources	\$4,650,000.00

Uses Of Funds

Total Underwriter's Discount (1.200%)	43,800.00
Costs of Issuance	44,000.00
Deposit to Capitalized Interest (CIF) Fund	59,527.46
Deposit to Project Construction Fund	4,500,000.00
Rounding Amount	2,672.54
Total Uses	\$4,650,000.00

City of Windom, Minnesota

\$3,650,000 General Obligation CIP Bonds, Series 2016

Assumes Current Market BQ A+ Rates plus 25bps

Debt Service Schedule

Date	Principal	Coupon	Interest	CIF	Total P+I	Net New D/S	Fiscal Total
06/15/2016	-	-	-	-	-	-	-
02/01/2017	-	-	59,527.46	(59,527.46)	59,527.46	-	-
08/01/2017	-	-	47,411.25	-	47,411.25	47,411.25	-
02/01/2018	150,000.00	1.250%	47,411.25	-	197,411.25	197,411.25	244,822.50
08/01/2018	-	-	46,473.75	-	46,473.75	46,473.75	-
02/01/2019	150,000.00	1.400%	46,473.75	-	196,473.75	196,473.75	242,947.50
08/01/2019	-	-	45,423.75	-	45,423.75	45,423.75	-
02/01/2020	150,000.00	1.600%	45,423.75	-	195,423.75	195,423.75	240,847.50
08/01/2020	-	-	44,223.75	-	44,223.75	44,223.75	-
02/01/2021	155,000.00	1.750%	44,223.75	-	199,223.75	199,223.75	243,447.50
08/01/2021	-	-	42,867.50	-	42,867.50	42,867.50	-
02/01/2022	160,000.00	1.850%	42,867.50	-	202,867.50	202,867.50	245,735.00
08/01/2022	-	-	41,387.50	-	41,387.50	41,387.50	-
02/01/2023	160,000.00	2.050%	41,387.50	-	201,387.50	201,387.50	242,775.00
08/01/2023	-	-	39,747.50	-	39,747.50	39,747.50	-
02/01/2024	165,000.00	2.150%	39,747.50	-	204,747.50	204,747.50	244,495.00
08/01/2024	-	-	37,973.75	-	37,973.75	37,973.75	-
02/01/2025	165,000.00	2.300%	37,973.75	-	202,973.75	202,973.75	240,947.50
08/01/2025	-	-	36,076.25	-	36,076.25	36,076.25	-
02/01/2026	170,000.00	2.400%	36,076.25	-	206,076.25	206,076.25	242,152.50
08/01/2026	-	-	34,036.25	-	34,036.25	34,036.25	-
02/01/2027	175,000.00	2.500%	34,036.25	-	209,036.25	209,036.25	243,072.50
08/01/2027	-	-	31,848.75	-	31,848.75	31,848.75	-
02/01/2028	180,000.00	2.650%	31,848.75	-	211,848.75	211,848.75	243,697.50
08/01/2028	-	-	29,463.75	-	29,463.75	29,463.75	-
02/01/2029	185,000.00	2.750%	29,463.75	-	214,463.75	214,463.75	243,927.50
08/01/2029	-	-	26,920.00	-	26,920.00	26,920.00	-
02/01/2030	190,000.00	2.850%	26,920.00	-	216,920.00	216,920.00	243,840.00
08/01/2030	-	-	24,212.50	-	24,212.50	24,212.50	-
02/01/2031	195,000.00	2.950%	24,212.50	-	219,212.50	219,212.50	243,425.00
08/01/2031	-	-	21,336.25	-	21,336.25	21,336.25	-
02/01/2032	200,000.00	3.050%	21,336.25	-	221,336.25	221,336.25	242,672.50
08/01/2032	-	-	18,286.25	-	18,286.25	18,286.25	-
02/01/2033	205,000.00	3.150%	18,286.25	-	223,286.25	223,286.25	241,572.50
08/01/2033	-	-	15,057.50	-	15,057.50	15,057.50	-
02/01/2034	215,000.00	3.250%	15,057.50	-	230,057.50	230,057.50	245,115.00
08/01/2034	-	-	11,563.75	-	11,563.75	11,563.75	-
02/01/2035	220,000.00	3.350%	11,563.75	-	231,563.75	231,563.75	243,127.50
08/01/2035	-	-	7,878.75	-	7,878.75	7,878.75	-
02/01/2036	225,000.00	3.400%	7,878.75	-	232,878.75	232,878.75	240,757.50
08/01/2036	-	-	4,053.75	-	4,053.75	4,053.75	-
02/01/2037	235,000.00	3.450%	4,053.75	-	239,053.75	239,053.75	243,107.50
Total	\$3,650,000.00	-	\$1,272,012.46	(59,527.46)	\$4,922,012.46	\$4,862,485.00	-

Appendix B

Pre-Sale Schedule dated January 21, 2016 For the Sale of G.O. Capital Improvement Plan Bonds

The City Council must take the following actions before Bonds can be issued:

- City Council directs preparation of a 5-Year Capital Improvement Plan.
- City Council conducts a Public Hearing on issuance of Bonds and Capital Improvement Plan.
- City Council approves Bonds and Capital Improvement Plan by at least a 3/5ths vote of the governing body membership.

The table below lists the steps in the issuing process:

02/16/16	City Council adopts Resolution calling for Public Hearing on issuance of Bonds and on Capital Improvement Plan to be held on March 15, 2016.
02/19/16	Close date to get Notice of Public Hearing on issuance of Bonds and on Capital Improvement Plan to official newspaper (Cottonwood County Citizen) for publication.
02/24/16	Publish Notice of Public Hearing on issuance of Bonds and on Capital Improvement Plan (publication no more than 28 days and no less than 14 days prior to hearing date). Additionally, notice may be posted on the City's official web site, if any.
03/15/16	City Council holds Public Hearing at 7:30 p.m. on Bonds and on Capital Improvement Plan and adopts Resolution giving preliminary approval for their issuance and approving Capital Improvement Plan by at least a 3/5ths vote of the governing body membership.
04/14/16	Reverse referendum period ends (within 30 days of the public hearing).
TBD	Estimated date for Construction Bid opening.
TBD	City Council approves construction bids.
Early April or 05/23/16	State passes Bonding Bill.
TBD	City Council reviews Pre-Sale Report and sets a date for the Bond sale.
TBD	Rating Agency call is completed.
TBD	Council Meeting to Award Sale of Bonds.
TBD	Tentative closing/receipt of funds.

Net Debt Limit		Annual Levy Limit	
Assessor's Estimated Market Value	221,320,800	Assessor's Estimated Market Value	221,320,800
Multiply by 3%	0.03	Multiply by .16%	0.0016
Statutory Debt Limit	6,639,624	Statutory Levy Limit	354,113
Less: Debt Paid Solely from Taxes	(3,985,000)	Less: Annual Levy under CIP	(243,124)
Unused Debt Limit	2,654,624	Unused Levy Limit	110,989

*These values are for Pay 2015/16

Appendix C

EXTRACT OF MINUTES OF A MEETING OF THE CITY COUNCIL OF THE CITY OF WINDOM, MINNESOTA

HELD: February 16, 2016

Pursuant to due call and notice thereof, a regular meeting of the City Council of City of Windom, Minnesota, was duly called and held at the Windom City Hall, 444 Ninth Street in Windom, Minnesota on February 16, 2016 at 7:30 p.m. for the purpose, in part, of calling a public hearing on the intention to issue general obligation capital improvement plan bonds and the proposal to adopt a capital improvement plan therefor.

The following members were present:
and the following were absent:

Member _____ introduced the following resolution and moved its adoption:

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

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

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

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

The motion for the adoption of the foregoing resolution was duly seconded by member _____ and, after full discussion thereof and upon a vote being taken thereon, the following voted in favor thereof:
and the following voted the same:

Whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA
COUNTY OF COTTONWOOD
CITY OF WINDOM

I, the undersigned, being duly qualified and acting City Administrator of the City of Windom, Minnesota, DO HEREBY CERTIFY that I have carefully compared the attached and foregoing extract of minutes with the original thereof on file in my office, and that the same is a full, true and complete transcript of the minutes of a meeting of the City Council of said City, duly called and held on the date therein indicated, insofar as such minutes relate to the City Council calling a public hearing on the intension to issue the City's general obligation capital improvement plan bonds and proposal to adopt the City's capital improvement plan therefor.

WITNESS my hand on this 16th day of February, 2016.

City Administrator

EXHIBIT A

NOTICE OF PUBLIC HEARING

CITY OF WINDOM, MINNESOTA
2016-2020 CAPITAL IMPROVEMENT PLAN
AND NOTICE OF INTENTION TO ISSUE
CAPITAL IMPROVEMENT BONDS

NOTICE IS HEREBY GIVEN that the City Council of the City of Windom, Minnesota (the “City”) will meet on Tuesday, March 15, 2016, at or after 7:30 p.m., at the Windom City Hall, 444 Ninth Street in Windom, Minnesota, in part to hold a public hearing concerning (1) the issuance of general obligation bonds (the “Bonds”). The Bonds will be in an amount not to exceed \$3,650,000 to construct a new structure to house the fire department and ambulance service for the City; and (2) the proposal to adopt a capital improvement plan therefore pursuant to *Minnesota Statutes*, Section 475.521.

All persons interested may appear and be heard at the time and place set forth above.

If a petition requesting a vote on the issuance of the Bonds, signed by voters equal to five percent of the votes cast in the City in the last general election, is filed with the City Administrator within 30 days after the public hearing (i.e., by April 14, 2016), the City may issue the Bonds only after obtaining approval of a majority of voters voting on the question at an election.

A copy of the plan is available for inspection in the City Administrator’s Office, City Hall, 444 Ninth Street, Windom, Minnesota, 56101. Questions or comments may be directed to the City Administrator’s Office at 507-831-6129.

All interested persons may appear and be heard at the public hearing either orally or in writing, or may file written comments with the City Administrator before the hearing.

Dated: February 16, 2016

BY ORDER OF THE CITY COUNCIL OF
OF THE CITY OF WINDOM, MINNESOTA

/s/ Steve Nasby
City Administrator

EXTRACT OF MINUTES OF A MEETING OF THE
CITY COUNCIL OF THE CITY OF WINDOM, MINNESOTA

HELD: March 15, 2016

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Windom, Minnesota, was duly called and held at the Windom City Hall, 444 Ninth Street in Windom, Minnesota on March 15, 2016 at 7:30 p.m. for the purpose, in part, of giving preliminary approval to the issuance of general obligation capital improvement plan bonds and adopting the capital improvement plan.

The following members were present:

and the following were absent:

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION GIVING PRELIMINARY APPROVAL FOR THE ISSUANCE OF GENERAL
OBLIGATION CAPITAL IMPROVEMENT PLAN BONDS IN AN AMOUNT NOT TO EXCEED
\$3,650,000 AND ADOPTING THE CITY OF WINDOM, MINNESOTA,
CAPITAL IMPROVEMENT PLAN FOR 2016 THROUGH 2020
UNDER MINNESOTA STATUTES, SECTION 475.521

A. WHEREAS, the City Council of the City of Windom, Minnesota (the "City") proposes to adopt the City of Windom, Minnesota, Capital Improvement Plan (the "Plan") and to issue its general obligation capital improvement plan bonds (the "Bonds") described in the Plan; and

B. WHEREAS, the City has caused notice of the public hearing on the intention to issue the Bonds and on the proposed adoption of the Plan to be published pursuant to and in accordance with Minnesota Statutes, Section 475.521; and

C. WHEREAS, a public hearing on the intention to issue the Bonds and on the proposed Plan has been held on this date, following published notice of the public hearing as required by law; and

D. WHEREAS, in approving the Plan, the City Council considered for each project and for the overall Plan:

1. The condition of the City's existing infrastructure, including the projected need for repair and replacement;
2. The likely demand for the improvement;
3. The estimated cost of the improvement;
4. The available public resources;
5. The level of overlapping debt in the City;
6. The relative benefits and costs of alternative uses of the funds;
7. Operating costs of the proposed improvements; and
8. Alternatives for providing services more efficiently through shared facilities with other local governmental units; and

E. WHEREAS, the City Council has determined that the issuance of the Bonds is the best way to finance the capital improvements described in the Plan as authorized under Minnesota Statutes, Section 475.521.

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

1. The Plan is hereby in all respects approved.
2. The staff and consultants of the City are hereby authorized to do all other things and take all other actions as may be necessary or appropriate to carry out the Plan in accordance with any applicable laws and regulations.
3. The City gives preliminary approval to issuance of the Bonds in the maximum principal amount of \$3,650,000, provided that if a petition requesting a vote on issuance of the Bonds, signed by voters equal to five percent of the votes cast in the last general election, is filed with City Administrator by April 14, 2016, the City may issue the Bonds only after obtaining approval of a majority of voters voting on the question at an election.

The motion for the adoption of the foregoing resolution was duly seconded by Member _____ and, after full discussion thereof and upon a vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

STATE OF MINNESOTA
COUNTY OF COTTONWOOD
CITY OF WINDOM

I, the undersigned, being duly qualified and acting City Administrator of the City of Windom, Minnesota, DO HEREBY CERTIFY that I have carefully compared the attached and foregoing extract of minutes with the original minutes of a meeting of the City Council of said City on March 15, 2016, duly called and held on the date therein indicated, which are on file and of record in my office, and the same is a full, true and complete transcript therefrom insofar as the same relates to a resolution giving preliminary approval for the issuance of the City's general obligation capital improvement plan bonds and adopting the City's capital improvement plan therefor.

WITNESS my hand this 15th day of March, 2016.

City Administrator

[Bonds must be approved by at least three-fifths of the members.]

[Issuance of Bonds is subject to a 30-day reverse referendum after the public hearing.]

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: Jeff Dahna, General Manager Telecom
DATE: March 11, 2016
RE: Telecom Committee Special Meeting

Due to lack of a quorum for the regularly scheduled and the rescheduled Telecom Committee Meetings, the Telecom Committee will have a Special Meeting on March 14, 2016. The intent is to provide the council with recommendations on the following items:

CATV Headend – INS/Skitter TV
MetaSwitch – Telco Softswitch upgrade

I will follow up with a handout memo the day of the council meeting.

If you have any questions about the process or need additional information please contact me.

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: Joe Audette, Liquor Store Manager

DATE: March 10, 2016

RE: Assistant Liquor Store Manager

Following the conclusion of interviews by the Liquor Store Committee, a candidate for the Assistant Liquor Store Manager position has been selected. Reference and background checks have been completed.

The Liquor Committee and I are recommending the City Council approve the hiring of Kevin D. Spangler for the position of Assistant Liquor Store Manager at Grade 8 Step 1 (\$16.85/per hour).

Memo

To: City Council
Re: Independent Compost Site Manager Hire
Date: 3/2/16
From: Bruce Caldwell Street/Parks Dept. Superintendent

Independent Compost Site Manager Hire;

Wayne A. Erickson hourly rate \$10.25

(He held this position in 2014 & 2015 with a good performance review)

Days he would be managing the compost site;

Tuesday's 3:00-7:00 p.m.

Saturday's 10:00 a.m.-2:00 p.m.

Starting Date March 26, 2016 ending in October 2016

Memo

To: City Council
Re: Street & Park Department Seasonal Staffing Hire
Date: 3/10/16
From: Bruce Caldwell Street/Parks Dept. Superintendent

Following reviewing the applications for the Street/Parks Department seasonal staffing. Employment period 65 working days each seasonal staff person, my recommendations is to hire;

Parks Department

Travis Janssen; hourly rate \$11.00
(He was employed with us in 2014 & 2015)

Jack Mellstrom; hourly rate \$10.50
(He was employed with us in 2015)

Both Parks Season Workers can start in early May

Street Department

Keith Anderson; Hourly rate \$10.50
(He was employed with us in 2015)
His start date would be on or around April 4, 2016

Primary Duties;

- Janitorial
- Vehicle Maintenance
- Weed Control
- Mowing
- Assisting Parks Department if or when needed

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: March 11, 2016
RE: Economic Development Authority (EDA) Executive Director Position

On March 3, 2016 the EDA hiring committee (Mayor Maricle, Paul Johnson, Tara Christenson and Juhl Erickson) interviewed four of the 12 applicants for this position. They provided finalist candidate recommendations to the City Council.

The City Council will interview a finalist candidate on March 15th (6:15 pm to 7:00 pm) prior to the start of the regular business meeting. Please note this will be a public meeting. Information for the candidate is in the City Council packet.

Upon conclusion of the finalist interviews, the City Council may decide on making an employment offer. This offer will most likely be conditional depending on the settlement of employment terms.

If you have any questions about the process or need additional information please contact me.

RESOLUTION #2016-

INTRODUCED:

SECONDED:

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

**AUTHORIZATION TO ACCEPT A DONATION FROM
MARI HARRIES – RIVER CITY EATERY
FOR THE WINDOM CITY COUNCIL**

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

WHEREAS, Mari Harries - River City Eatery is a supporter of the City of Windom and the Windom City Council; and

WHEREAS, the City of Windom has recently received a donation of a business cards from Mari Harries - River City Eatery. The value of the cards is \$40.00; and

WHEREAS, the donor requests that the cards are used by the City Council Members to promote Council Members' email addresses and "Coffee with the Council" dates and locations.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WINDOM, MINNESOTA, that the City Council hereby accepts the donation of business cards valued at \$40.00 given by Mari Harries - River City Eatery.

Adopted by the Council this 15th day of March, 2016.

Corey J. Maricle, Mayor

Attest: _____
Steven Nasby, City Administrator



Windom Area School District #177
Be Responsible, Be Respectful, Be Proud
PARTNERSHIP AGREEMENT

This Agreement entered into this 1st day of October, 2015, by and between Windom Area School District #177, hereinafter referred to as "SCHOOL", and **Business**, hereinafter referred to as "PARTNER", hereby agree as follows:

1. **Terms and Conditions.** Under the terms and conditions herein set forth, School grants advertising rights to the partner as stipulated in Attachment A.
2. **Payment.** Payments shall be made to the order of Windom Area School District #177 as follows:

Ten thousand dollars (\$10,000) shall be paid within a five (5) year period beginning October 1, 2015, according to one of the following schedules:

- _____ One lump sum payment of \$10,000, OR
- _____ One annual payment of \$2,000 per year for each of five (5) years, OR
- _____ Twenty quarterly payments of \$500 per quarter for five (5) years, OR
- _____ Sixty (60) monthly payments of \$166.67 per month for five (5) years, OR
- _____ Other terms can be negotiated for payment not to exceed five (5) years.

The payments shall begin October 1, 2015 and be completed by September 30, 2020.

3. **Term of Agreement.** The period of this agreement shall be for an initial term of five (5) years, effective October 1, 2015 through September 30, 2020 with first right of refusal/renewal to extend additional years, as detailed in Item 4.
4. **First Right of Refusal/Renewal.** Partner shall have the right of first refusal and/or renewal to negotiate a new agreement, with respect to Advertising Rights and Conditions, and other terms and conditions, satisfactory to both parties, to extend this agreement for an additional period of years to be determined at a future date. Partner to notify School, in writing, no less than 180 days prior to expiration of Agreement to exercise first right of refusal and/or renewal.
5. **Assignment.** This agreement shall not be assigned by the Partner, nor shall Partner grant any other person any of its rights without prior written consent of School.

6. Hold Harmless and Indemnification. Partner agrees to hold harmless and indemnify the State of Minnesota, its officers, agents and employees, from and against any and all actions, suits, damages, liability or other proceedings which may arise as the result of performing services hereunder. This section does not require Partner to be responsible for or defend against any claims or damages arising solely from acts or omissions of the State, its officers, agents, or employees.
7. Applicable Law. This Agreement shall be governed by the laws of the State of Minnesota. If any provision of this Agreement is or becomes unenforceable, the other provisions shall remain valid and enforceable to the maximum extent possible.
8. Nondiscrimination. It is mutually agreed that there shall be no discrimination on the basis of a person's race, color, creed, religion, national origin, ancestry, citizenship, gender, sexual orientation, age, or disability.
9. Default. If Partner fails to pay when due any amount owing under this Agreement, and such failure continues for a period of thirty (30) days after Partner receives written notice of the default from School, or if either party to this Agreement fails to perform any of its covenants and obligations under this Agreement, and such failure continues for a period of thirty (30) days after the non-performing party receives written notice of the default from the other party, and such non-performance remains uncured after such thirty day period, then such aggrieved party may terminate this Agreement by giving notice of termination. All parties' rights under this Section are in addition to, and are not a limitation on or in substitution for, any other rights which either party has by reason of any non-performance, including, without limitation, any claim for damages under law or equity. All rights are cumulative. Upon termination, all rights and obligations of the parties under this Agreement shall cease. Time is of the essence in the performance of all duties and obligations imposed by this Agreement. Each party's course of dealing, or forbearance from, or delay in, the exercise of any of their rights, remedies, privileges or right to insist upon strict performance of any provisions contained in this Agreement, shall not be construed as a waiver by either party, unless any such waiver is in writing and is signed by the party. On this day and year first above written, the parties hereto have executed this Agreement.

SPONSOR NAME

Contact name:
Address:
City, State, Zip:
Phone:
Fax:
Email:

Authorized Signature and Title

Date

SCHOOL NAME

Contact name: Windom Area School District #177
Address: 1400 17th Street
City, State, Zip: Windom, MN 56101
Critical Contacts: Phone: 507-831-6910 (Superintendent) or 507-831-6910 (Finance Clerk)
507-831-6910 (Design Contact)
Fax: 507-831-6919
Email: Dane Nielsen, (Design Contact) dnielsen@isd177.com
Peggy Pfeffer, Finance Clerk ppfeffer@isd177.com
Wayne Wormstadt, Supt. wwormstadt@isd177.com

Dane Nielsen

10-1-15

Authorized Signature and Title

Date

ATTACHMENT A

TERMS AND CONDITIONS

Partnership Package

1. Partner shall have exclusive rights for five (5) years, to one "partner recognition" permanent ad panel that is 1'3" high and 3' wide. This "partner recognition" panel will appear on an endwall graphic panel board that is approximately 4' high and 44' wide. The "partner recognition" panel shall appear with 19-23 other "partner panels".
2. Partner shall provide the school an advertising logo that shall be used in the "partner recognition" panel identified in #1 above.
3. Partner commits to paying the School \$10,000 in a lump sum, OR in installments as identified in #2. Payment in the Partnership Agreement , OR other terms as negotiated with the School.
4. School will develop, with input from the Partner, digital advertisement(s) that shall be a minimum of fifteen (15) seconds in length that may be divided into shorter segments (ie, three five second spots) that shall be played at least one time (1) for every home event in which the video board is used. Such advertisement may be displayed **more than one time** for every home event in which the video board is used at the discretion of the school. The final advertisement, once developed shall be approved by the sponsor prior to any public showing.
5. School shall provide Partner with two (2) season activity event passes for each of the five (5) years this agreement is in force.

End

March 10, 2016

Memo: Pool Swim Lesson Rate Changes

To: Windom City Council

CC: Steve Nasby, City Administrator

From: Al Baloun, Recreation Director

The following are recommendations made at the March 10, 2016 Parks & Recreation Commission Meeting for the following Swim Lesson Rate increases:

1. Pool Lesson Rates - Recommended to raise following Swim Lesson Rates:
 - a. Semi-Group-(Lower Instructor to Student Ratio, Ratio of 1:5)- \$45
 - b. Group Lesson and Preschool Aquatics- Instructor Ratio of 1:10 for Group Lessons)- \$35
 - c. Private Lessons- 1-on -1 half hour lessons- \$55

Also included for your information is a sheet showing the history of the fees charged for the pool swimming lessons.

RESOLUTION #2016-

INTRODUCED:

SECONDED:

VOTED: Aye:

Nay:

Absent:

RESOLUTION ESTABLISHING RATES, CHARGES AND FEES FOR SWIMMING LESSONS

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

WHEREAS, the City Council periodically establishes rates and fees for municipal special revenue funds; and

WHEREAS, the Windom Park & Recreation Commission recommends to the Windom City Council to change the following swimming lesson rates; and

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

NOW, THEREFORE, BE IT RESOLVED by the City Council of Windom, Minnesota, that the swimming lesson rates be amended as follows:

2016 Swimming Lesson Rates

Group Lessons and Pre-School Aquatic Classes (reclassified to group lessons)	\$35.00
Semi-Group Lessons (lower instructor-to-student ratio than Group Lessons)	\$45.00
Private Lessons (1-on-1 half hour lessons)	\$55.00

Adopted this 15th day of March, 2016.

Corey J. Maricle, Mayor

ATTEST:

Steven Nasby, City Administrator



Expense Approval Report

By Fund

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL					
US BANK	20160222	03/09/2016	CREDIT CARD- OAK RIDGE HO	100-11500	37.80
US BANK	20160222	03/09/2016	CREDIT CARD- ICC TAX	100-11500	9.22
US BANK	20160222	03/09/2016	CREDIT CARD- TAX	100-11500	0.62
MN REVENUE	20160309	03/09/2016	SALES TAX - FEB 2016	100-11500	-23.40
MN REVENUE	20160309	03/09/2016	SALES TAX - FEB 2016	100-20202	15.53
					39.77
Activity: 41110 - Mayor & Council					
SECR REV FUND/CITY OF WD	20160226	02/26/2016	OFFICE SUPPLIES	100-41110-200	19.63
US BANK	20160222	03/09/2016	CREDIT CARD- WEBSITE RENE	100-41110-326	149.00
ETHAN CLERC FILMS	20160302	03/02/2016	FILM COUNCIL MEETINGS	100-41110-350	25.00
US BANK	20160222	03/09/2016	CREDIT CARD- MN TROPHIES	100-41110-480	238.98
CONVENT. & VISITOR BUREAU	20160226	02/26/2016	LODGING TAX	100-41110-491	1,118.59
CONVENT. & VISITOR BUREAU	20160226	02/26/2016	LODGING TAX	100-41110-491	230.77
					Activity 41110 - Mayor & Council Total: 1,781.97
Activity: 41310 - Administration					
NCPERS MINNESOTA	20161226	02/26/2016	INSURANCE 844600	100-41310-133	80.00
SECR REV FUND/CITY OF WD	20160226	02/26/2016	POP	100-41310-200	5.00
MAIL FINANCE	H5782609	02/23/2016	LEASE PAYMENT	100-41310-200	22.67
SELECTACCOUNT	1138141	03/09/2016	FELX-PARTICIPANT FEE	100-41310-217	130.50
TOSHIBA FINANCIAL SERVICES	299115709	03/08/2016	COPIER LEASE 2/20 - 3/20	100-41310-217	29.45
WINDOM AREA CHAMBER OF	1561	02/24/2016	REGISTRATION FEE	100-41310-308	10.00
US BANK	20160222	03/09/2016	CREDIT CARD- OVERNIGHT B	100-41310-321	22.95
VERIZON WIRELESS	9760800973	03/02/2016	TELEPHONE #486357723-	100-41310-321	154.25
CMRS - TMS #256704	030916	03/09/2016	POSTAGE #256704	100-41310-322	371.06
US BANK	20160222	03/09/2016	CREDIT CARD- CRASH PLAN B	100-41310-326	9.99
US BANK	20160222	03/09/2016	CREDIT CARD- SITE LOCK	100-41310-326	10.00
STEVE NASBY	20160302	03/02/2016	EXPENSE-CGMC LMC BROADB	100-41310-331	164.16
BLUE CROSS/BLUE SHIELD	20160307	03/07/2016	INSURANCE PREM- FEB	100-41310-480	413.00
					Activity 41310 - Administration Total: 1,423.03
Activity: 41910 - Building & Zoning					
NCPERS MINNESOTA	20161226	02/26/2016	INSURANCE 844600	100-41910-133	24.00
INDOFF, INC	2755462	02/17/2016	SUPPLIES	100-41910-200	17.64
CENTURY BUSINESS PRODUCT	312588	02/16/2016	SUPPLIES	100-41910-200	41.26
MAIL FINANCE	H5782609	02/23/2016	LEASE PAYMENT	100-41910-200	22.67
WEX BANK	022916	03/09/2016	CREDIT CARD-FUEL- P/Z	100-41910-212	32.24
VERIZON WIRELESS	9760800973	03/02/2016	TELEPHONE #486357723-	100-41910-321	16.89
CMRS - TMS #256704	030916	03/09/2016	POSTAGE #256704	100-41910-322	29.21
US BANK	20160222	03/09/2016	CREDIT CARD- OAK RIDGE HO	100-41910-334	550.00
US BANK	20160222	03/09/2016	CREDIT CARD- FAMOUS DAVE	100-41910-334	24.77
SOUTHWEST MN CHAPTER OF	20160302	03/02/2016	2016 MEMBERSHIP DUES	100-41910-433	75.00
US BANK	20160222	03/09/2016	CREDIT CARD- ICC	100-41910-435	134.00
					Activity 41910 - Building & Zoning Total: 967.68
Activity: 41940 - City Hall					
HEARTLAND PAPER COMPANY	233436-0	03/01/2016	SUPPLIES	100-41940-211	226.04
SANDRA HERDER	20160302	03/02/2016	CLEANING	100-41940-406	320.00
MELISSA PENAS	20160302	03/02/2016	CLEANING	100-41940-406	320.00
KULSETH LAWN LANDSCAPE	228	03/01/2016	CITY OFFICE/LIBRARY SNOW R	100-41940-406	388.97
					Activity 41940 - City Hall Total: 1,255.01
Activity: 42120 - Crime Control					
NCPERS MINNESOTA	20161226	02/26/2016	INSURANCE 844600	100-42120-133	160.00
INDOFF, INC	2755465	02/17/2016	SUPPLIES	100-42120-200	41.68
MAIL FINANCE	H5782609	02/23/2016	LEASE PAYMENT	100-42120-200	22.67

Expense Approval Report

Payment Dates: 2/25/2016 - 3/9/2016

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
WEX BANK	022916	03/09/2016	CREDIT CARD-FUEL- POLICE	100-42120-212	1,032.21
WEX BANK	022916	03/09/2016	CREDIT CARD-FUEL- POLICE -	100-42120-212	-17.67
US BANK	20160222	03/09/2016	CREDIT CARD- LA POLICE GEA	100-42120-218	537.53
SOUTH CENTRAL COLLEGE	00144369	02/17/2016	1ST RESP REF X 2	100-42120-308	358.60
VERIZON WIRELESS	9760800973	03/02/2016	TELEPHONE #486357723-	100-42120-321	207.79
CMRS - TMS #256704	030916	03/09/2016	POSTAGE #256704	100-42120-322	3.96
SECR REV FUND/CITY OF WD	20160226	02/26/2016	POSTAGE	100-42120-322	19.36
ALPHA WIRELESS - MANKATO	681990	03/08/2016	SERVICE	100-42120-323	108.00
COTTONWOOD CO AUD/TREA	20130223	02/23/2016	DISPATCHING	100-42120-325	275.00
LEASE FINANCE PARTNERS	20160226	02/26/2016	LEASE SERVICES	100-42120-326	433.00
US BANK	20160222	03/09/2016	CREDIT CARD- BROWNELLS	100-42120-404	200.01
TOSHIBA FINANCIAL SERVICES	299115709	03/08/2016	COPIER LEASE 2/20 - 3/20	100-42120-404	14.73
COTTONWOOD CO AUD/TREA	20130223	02/23/2016	RENT	100-42120-412	1,850.00
SECR REV FUND/CITY OF WD	20160226	02/26/2016	VEHICLE TABS	100-42120-444	12.00
BLUE CROSS/BLUE SHIELD	20160307	03/07/2016	INSURANCE PREM- FEB	100-42120-480	413.00
Activity 42120 - Crime Control Total:					5,671.87
Activity: 42220 - Fire Fighting					
WEX BANK	022916	03/09/2016	CREDIT CARD-FUEL- FIRE	100-42220-212	75.40
US BANK	20160222	03/09/2016	CREDIT CARD- JACK SLADES	100-42220-308	29.54
US BANK	20160222	03/09/2016	CREDIT CARD- HY VEE	100-42220-308	296.53
US BANK	20160222	03/09/2016	CREDIT CARD-HY-VEE CATERI	100-42220-308	-218.70
HARTBERG MEDICAL CLINIC	20160304	03/09/2016	SERVICE #105681 (BJ)	100-42220-310	337.00
CMRS - TMS #256704	030916	03/09/2016	POSTAGE #256704	100-42220-322	4.54
COTTONWOOD CO AUD/TREA	20130223	02/23/2016	DISPATCHING	100-42220-325	212.50
US BANK	20160222	03/09/2016	CREDIT CARD- ARROWWOOD	100-42220-334	489.60
TOSHIBA FINANCIAL SERVICES	299115709	03/08/2016	COPIER LEASE 2/20 - 3/20	100-42220-404	23.56
BRUNTON ARCHITECTS & ENG	08-1674	03/01/2016	SERVICE PROJ #15305-1	100-42220-439	28,215.00
Activity 42220 - Fire Fighting Total:					29,464.97
Activity: 42500 - Civil Defense					
COTTONWOOD CO AUD/TREA	20130223	02/23/2016	DISPATCHING	100-42500-325	12.50
Activity 42500 - Civil Defense Total:					12.50
Activity: 42700 - Animal Control					
COTTONWOOD VET CLINIC	153755	03/08/2016	SERVICE #153755	100-42700-300	210.00
COTTONWOOD VET CLINIC	153936	03/08/2016	SERVICE #153936	100-42700-300	22.00
COTTONWOOD VET CLINIC	153946	03/08/2016	SERVICE #153946	100-42700-300	33.00
Activity 42700 - Animal Control Total:					265.00
Activity: 43100 - Streets					
NCPERS MINNESOTA	20161226	02/26/2016	INSURANCE 844600	100-43100-133	80.00
MAIL FINANCE	H5782609	02/23/2016	LEASE PAYMENT	100-43100-200	22.67
SCHWALBACH HARDWARE	20160225	03/08/2016	MAINTENANCE - STREET	100-43100-211	25.47
WEX BANK	022916	03/09/2016	CREDIT CARD-FUEL- STREET C	100-43100-212	-17.67
WEX BANK	022916	03/09/2016	CREDIT CARD-FUEL- STREET	100-43100-212	2,347.80
AMUNDSON DIG	02031601	03/04/2016	MAINTENANCE MATERIALS	100-43100-224	382.50
VERIZON WIRELESS	9760800973	03/02/2016	TELEPHONE #486357723-	100-43100-321	72.82
CMRS - TMS #256704	030916	03/09/2016	POSTAGE #256704	100-43100-322	9.74
COTTONWOOD CO AUD/TREA	20130223	02/23/2016	DISPATCHING	100-43100-325	125.00
KDOM RADIO	KDOM0789160238736	03/08/2016	ADVERTISING - PARKS & STRE	100-43100-350	154.00
MN DEPT OF PUBLIC SAFETY	20160302	03/02/2016	DECALS	100-43100-404	28.00
RDO EQUIPMENT CO	P55981	03/08/2016	MAINTENANCE	100-43100-404	118.10
MCLAUGHLIN & SCHULZ, INC	20160302	03/02/2016	SERVICE	100-43100-407	1,856.60
BLUE CROSS/BLUE SHIELD	20160307	03/07/2016	INSURANCE PREM- FEB	100-43100-480	1,102.50
Activity 43100 - Streets Total:					6,307.53
Activity: 45120 - Recreation					
MAIL FINANCE	H5782609	02/23/2016	LEASE PAYMENT	100-45120-200	22.67
TOSHIBA FINANCIAL SERVICES	299115709	03/08/2016	COPIER LEASE 2/20 - 3/20	100-45120-217	14.73
Activity 45120 - Recreation Total:					37.40
Activity: 45202 - Park Areas					
NCPERS MINNESOTA	20161226	02/26/2016	INSURANCE 844600	100-45202-133	16.00

Expense Approval Report

Payment Dates: 2/25/2016 - 3/9/2016

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
MAIL FINANCE	H5782609	02/23/2016	LEASE PAYMENT	100-45202-200	22.67
COTTONWOOD CO AUD/TREA	20130223	02/23/2016	DISPATCHING	100-45202-325	37.50
MTI DISTRIBUTING, INC	1048305-00	02/17/2016	MAINTENANCE	100-45202-405	4,168.39
				Activity 45202 - Park Areas Total:	4,244.56
				Fund 100 - GENERAL Total:	51,471.29

Fund: 211 - LIBRARY

Activity: 45501 - Library

NCPERS MINNESOTA	20161226	02/26/2016	INSURANCE 844600	211-45501-133	16.00
STERLING COMPUTER PRODU	127145	03/02/2016	SUPPLIES	211-45501-200	264.80
US BANK	20160222	03/09/2016	CREDIT CARD- ORIENTAL TRA	211-45501-200	138.43
US BANK	20160222	03/09/2016	CREDIT CARD- AMAZON - SUP	211-45501-200	66.44
US BANK	20160222	03/09/2016	CREDIT CARD- AMAZON - SUP	211-45501-211	143.22
US BANK	20160222	03/09/2016	CREDIT CARD- AMAZON - SUP	211-45501-211	11.84
HEARTLAND PAPER COMPANY	233436-0	03/01/2016	SUPPLIES	211-45501-211	226.03
TOSHIBA FINANCIAL SERVICES	299115709	03/08/2016	COPIER LEASE 2/20 - 3/20	211-45501-217	7.36
KDOM RADIO	KDOM0788160238737	03/08/2016	ADVERTISING - LIBRARY	211-45501-350	85.00
MELISSA PENAS	20160302	03/02/2016	CLEANING	211-45501-402	320.00
SANDRA HERDER	20160302	03/02/2016	CLEANING	211-45501-402	320.00
J & K WINDOWS	2680-39	03/01/2016	SERVICE	211-45501-402	20.00
KULSETH LAWN LANDSCAPE	228	03/01/2016	CITY OFFICE/LIBRARY SNOW R	211-45501-406	388.97
US BANK	20160222	03/09/2016	CREDIT CARD- THE GOOD LIFE	211-45501-433	34.97
US BANK	20160222	03/09/2016	CREDIT CARD- SIMPLE DELICI	211-45501-433	24.98
US BANK	20160222	03/09/2016	CREDIT CARD- GOOD HOUSEK	211-45501-433	31.94
US BANK	20160222	03/09/2016	CREDIT CARD- WALL STREET J	211-45501-433	448.40
WORTHINGTON DAILY GLOBE	20160302	03/02/2016	SUBSCRIPTION #177925082	211-45501-433	176.15
FARM COLLECTOR MAGAZINE	20160302	03/08/2016	SUBSCRIPTION	211-45501-433	34.95
US BANK	20160222	03/09/2016	CREDIT CARD- AMAZON - BO	211-45501-435	176.54
US BANK	20160222	03/09/2016	CREDIT CARD- AMAZON - BO	211-45501-435	7.99
MICROMARKETING	610301	02/23/2016	BOOKS	211-45501-435	112.97
MICROMARKETING	610940	03/08/2016	BOOKS	211-45501-435	109.98
				Activity 45501 - Library Total:	3,166.96
				Fund 211 - LIBRARY Total:	3,166.96

Fund: 225 - AIRPORT

Activity: 45127 - Airport

RED ROCK RURAL WATER	20130302	03/02/2016	SERVICE #106026	225-45127-200	39.10
CMRS - TMS #256704	030916	03/09/2016	POSTAGE #256704	225-45127-217	20.02
SOUTH CENTRAL ELECTRIC	20160302A	03/02/2016	SERVICE #367400 #26-12-112	225-45127-381	768.00
SOUTH CENTRAL ELECTRIC	20160302C	03/02/2016	SERVICE #367403 #26-12-116	225-45127-381	506.79
SECR REV FUND/CITY OF WD	20160226	02/26/2016	POSTAGE	225-45127-480	8.13
				Activity 45127 - Airport Total:	1,342.04
				Fund 225 - AIRPORT Total:	1,342.04

Fund: 230 - POOL

Activity: 45124 - Pool

TOSHIBA FINANCIAL SERVICES	299115709	03/08/2016	COPIER LEASE 2/20 - 3/20	230-45124-217	7.36
				Activity 45124 - Pool Total:	7.36
				Fund 230 - POOL Total:	7.36

Fund: 235 - AMBULANCE

Activity: 42153 - Ambulance

MAIL FINANCE	H5782609	02/23/2016	LEASE PAYMENT	235-42153-200	22.66
WEX BANK	022916	03/09/2016	CREDIT CARD-FUEL- AMBULA	235-42153-212	862.34
WEX BANK	022916	03/09/2016	CREDIT CARD-FUEL- AMBULA	235-42153-212	-17.67
VERIZON WIRELESS	9760800973	03/02/2016	TELEPHONE #486357723-	235-42153-321	66.01
CMRS - TMS #256704	030916	03/09/2016	POSTAGE #256704	235-42153-322	33.11
COTTONWOOD CO AUD/TREA	20130223	02/23/2016	DISPATCHING	235-42153-325	200.00
EXPERT T BILLING	2423	03/01/2016	SERVICE - #2423	235-42153-326	1,224.00
EXPERT T BILLING	2561	03/01/2016	SERVICE #2561	235-42153-326	1,096.50
REAL TIME TRANSLATION, INC	108490	03/02/2016	SERVICE -WINDOM AMBULA	235-42153-327	34.00
US BANK	20160222	03/09/2016	CREDIT CARD- HARDEE'S -POL	235-42153-334	144.12

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US BANK	20160222	03/09/2016	CREDIT CARD- GODFATHERS	235-42153-334	95.09
BUCKWHEAT JOHNSON	20160301	03/01/2016	EXPENSE	235-42153-334	41.52
TIM HACKER	20160302	03/02/2016	EXPENSE	235-42153-334	11.51
KDOM RADIO	KDOM0281160238728	03/08/2016	ADVERTISING - AMBULANCE	235-42153-340	274.00
SCHWALBACH HARDWARE	20160225	03/08/2016	MAINTENANCE - AMBULANCE	235-42153-405	43.96
SOUTH CENTRAL COLLEGE	00144331	02/17/2016	EMT REFRESHERS X 4	235-42153-435	1,577.44
Activity 42153 - Ambulance Total:					5,708.59
Fund 235 - AMBULANCE Total:					5,708.59
Fund: 250 - EDA GENERAL					
ELECTRIC FUND	20160229	02/29/2016	EDA LOAN TO ELEC FUND - PR	250-23900	903.28
ELECTRIC FUND	20160308	03/08/2016	EDA LOAN TO ELEC FUND - M	250-23900	907.04
					1,810.32
Activity: 46520 - EDA					
NCPERS MINNESOTA	20161226	02/26/2016	INSURANCE 844600	250-46520-133	24.00
INDOFF, INC	2755462	02/17/2016	SUPPLIES	250-46520-200	17.65
CENTURY BUSINESS PRODUCT	312588	02/16/2016	SUPPLIES	250-46520-200	82.51
MAIL FINANCE	H5782609	02/23/2016	LEASE PAYMENT	250-46520-200	22.66
US BANK	20160222	03/09/2016	CREDIT CARD- 2016 WINTER C	250-46520-308	210.00
VERIZON WIRELESS	9760800973	03/02/2016	TELEPHONE #486357723-	250-46520-321	50.77
CMRS - TMS #256704	030916	03/09/2016	POSTAGE #256704	250-46520-322	8.35
FEDERATED RURAL ELECTRIC	20160229A	03/08/2016	SERVICE #28-36-30 #00864	250-46520-381	16.00
US BANK	20160222	03/09/2016	CREDIT CARD- MEETING MEA	250-46520-438	21.61
COTTONWOOD CO RECORDE	59833	03/08/2016	RECORDING FEE - #277175 &	250-46520-480	46.00
COTTONWOOD CO RECORDE	59833	03/08/2016	RECORDING FEE - #277175	250-46520-480	46.00
Activity 46520 - EDA Total:					545.55
Activity: 49960 - Interfund Transfers					
WW COMMUNICATIONS AND	202021162117	02/29/2016	CAPITAL CITY VIDEO SURVEILL	250-49960-720	2,575.00
Activity 49960 - Interfund Transfers Total:					2,575.00
Activity: 49980 - Debt Service					
FULDA CREDIT UNION	20160302	03/02/2016	SPEC BLDG LOAN - PRINCIPAL	250-49980-602	2,203.40
ELECTRIC FUND	20160229	02/29/2016	EDA LOAN TO ELEC FUND - IN	250-49980-612	46.21
FULDA CREDIT UNION	20160302	03/02/2016	SPEC BLDG LOAN - INTEREST	250-49980-612	1,156.60
ELECTRIC FUND	20160308	03/08/2016	EDA LOAN TO ELEC FUND - M	250-49980-612	42.45
Activity 49980 - Debt Service Total:					3,448.66
Fund 250 - EDA GENERAL Total:					8,379.53
Fund: 251 - EDA REVOLVING					
Activity: 46520 - EDA					
MN SECRETARY OF STATE	20160302	03/02/2016	UCC-1 FILING FEE	251-46520-491	20.00
Activity 46520 - EDA Total:					20.00
Fund 251 - EDA REVOLVING Total:					20.00
Fund: 254 - NORTH IND PARK					
Activity: 46520 - EDA					
SOUTH CENTRAL ELECTRIC	20160302	03/02/2016	SERVICE #367404 #26-24-123	254-46520-381	139.40
SCOTT VEENKER	23852	03/09/2016	MAINTENANCE	254-46520-406	60.00
Activity 46520 - EDA Total:					199.40
Fund 254 - NORTH IND PARK Total:					199.40
Fund: 401 - GENERAL CAPITAL PROJECTS					
WW COMMUNICATIONS AND	202021162117	02/29/2016	CAPITAL CITY VIDEO SURVEILL	401-39202	-19,796.00
					-19,796.00
Activity: 49950 - Capital Outlay					
WW COMMUNICATIONS AND	202021162117	02/29/2016	CAPITAL CITY VIDEO SURVEILL	401-49950-500	19,796.00
WW COMMUNICATIONS AND	202021162117	02/29/2016	CAPITAL CITY VIDEO SURVEILL	401-49950-500	20,938.50
FAST MANUFACTURING, INC	044174	02/23/2016	2016 CIP UTILITY VEHICLE ATT	401-49950-504	1,985.00
US BANK	20160222	03/09/2016	CREDIT CARD- DISC GOLF ASS	401-49950-504	3,756.37
Activity 49950 - Capital Outlay Total:					46,475.87
Fund 401 - GENERAL CAPITAL PROJECTS Total:					26,679.87

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Fund: 601 - WATER					
Activity: 49400 - Water					
NCPERS MINNESOTA	20161226	02/26/2016	INSURANCE 844600	601-49400-133	40.00
MAIL FINANCE	H5782609	02/23/2016	LEASE PAYMENT	601-49400-200	22.66
WEX BANK	022916	03/09/2016	CREDIT CARD-FUEL- WATER	601-49400-212	180.10
US BANK	20160222	03/09/2016	CREDIT CARD- PAY PAL	601-49400-217	7.50
SCHWALBACH HARDWARE	20160225	03/08/2016	MAINTENANCE - WATER	601-49400-241	36.99
MN VALLEY TESTING	794975	02/17/2016	TESTING	601-49400-310	56.25
VERIZON WIRELESS	9760800973	03/02/2016	TELEPHONE #486357723-	601-49400-321	47.25
CMRS - TMS #256704	030916	03/09/2016	POSTAGE #256704	601-49400-322	1.30
CMRS - TMS #256704	030916	03/09/2016	POSTAGE #256704	601-49400-322	79.06
SECR REV FUND/CITY OF WD	20160226	02/26/2016	POSTAGE	601-49400-322	8.95
COTTONWOOD CO AUD/TREA	20130223	02/23/2016	DISPATCHING	601-49400-325	100.00
HP SUDS CLUB, LLC	20160301	03/01/2016	BILLING CONTRACT SERVICE	601-49400-326	1,170.00
FEDERATED RURAL ELECTRIC	20160229	03/08/2016	SERVICE #28-35-18 #00864	601-49400-381	62.00
WENCK ASSOCIATES, INC.	11510579	02/26/2016	WINDOM LANDFILL	601-49400-386	2,549.00
BOLTON & MENK, INC.	0186074	02/26/2016	ENGINEERING	601-49400-402	2,085.00
US BANK	20160222	03/09/2016	CREDIT CARD- HACH	601-49400-404	302.95
US BANK	20160222	03/09/2016	CREDIT CARD- WATER PUMPS	601-49400-404	699.00
US BANK	20160222	03/09/2016	CREDIT CARD- MASTER PNEU	601-49400-404	155.28
SCHWALBACH HARDWARE	20160225	03/08/2016	MAINTENANCE - WATER	601-49400-404	65.80
TOSHIBA FINANCIAL SERVICES	299115709	03/08/2016	COPIER LEASE 2/20 - 3/20	601-49400-404	29.45
US BANK	20160222	03/09/2016	CREDIT CARD- MN DNR-WATE	601-49400-444	1,629.01
Activity 49400 - Water Total:					9,327.55
Activity: 49960 - Interfund Transfers					
WW COMMUNICATIONS AND	202021162117	02/29/2016	CAPITAL CITY VIDEO SURVEILL	601-49960-720	2,575.00
Activity 49960 - Interfund Transfers Total:					2,575.00
Fund 601 - WATER Total:					11,902.55

Fund: 602 - SEWER					
Activity: 49450 - Sewer					
NCPERS MINNESOTA	20161226	02/26/2016	INSURANCE 844600	602-49450-133	56.00
INDOFF, INC	2755475	02/17/2016	SUPPLIES	602-49450-200	37.90
MAIL FINANCE	H5782609	02/23/2016	LEASE PAYMENT	602-49450-200	22.66
WEX BANK	022916	03/09/2016	CREDIT CARD-FUEL- SEWER	602-49450-212	87.07
US BANK	20160222	03/09/2016	CREDIT CARD- PAY PAL	602-49450-217	7.50
GLENN LUND	20160226	02/26/2016	SAFETY BOOTS	602-49450-217	100.00
RYAN ANDERSON	20160226	02/26/2016	SAFETY BOOTS	602-49450-217	100.00
US BANK	20160222	03/09/2016	CREDIT CARD- MN POLLUTIO	602-49450-308	600.00
MN VALLEY TESTING	794645	02/10/2016	TESTING	602-49450-310	143.60
MN VALLEY TESTING	795127	02/17/2016	TESTING	602-49450-310	126.40
MN VALLEY TESTING	795375	02/17/2016	TESTING	602-49450-310	223.60
MN VALLEY TESTING	795404	02/17/2016	TESTING	602-49450-310	143.60
MN VALLEY TESTING	795762	02/19/2016	TESTING	602-49450-310	120.00
MN VALLEY TESTING	796293	02/23/2016	TESTING	602-49450-310	223.60
VERIZON WIRELESS	9760800973	03/02/2016	TELEPHONE #486357723-	602-49450-321	47.25
CMRS - TMS #256704	030916	03/09/2016	POSTAGE #256704	602-49450-322	79.06
COTTONWOOD CO AUD/TREA	20130223	02/23/2016	DISPATCHING	602-49450-325	100.00
HP SUDS CLUB, LLC	20160301	03/01/2016	BILLING CONTRACT SERVICE	602-49450-326	1,170.00
SOUTH CENTRAL ELECTRIC	20160302B	03/02/2016	SERVICE #367405 #26-24-125	602-49450-381	185.99
SCHWALBACH HARDWARE	20160225	03/08/2016	MAINTENANCE - SEWER	602-49450-404	37.25
TOSHIBA FINANCIAL SERVICES	299115709	03/08/2016	COPIER LEASE 2/20 - 3/20	602-49450-404	23.56
CUMMINS NPOWER	100-82959	03/08/2016	SERVICE #1371796	602-49450-408	1,682.84
BOLTON & MENK, INC.	0187084	02/26/2016	ENGINEERING	602-49450-439	4,305.96
MN VALLEY TESTING	795954	02/19/2016	TESTING	602-49450-439	126.40
BLUE CROSS/BLUE SHIELD	20160307	03/07/2016	INSURANCE PREM- FEB	602-49450-480	413.00
Activity 49450 - Sewer Total:					10,163.24

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Activity: 49960 - Interfund Transfers					
WW COMMUNICATIONS AND	202021162117	02/29/2016	CAPITALCITY VIDEO SURVEILL	602-49960-720	1,717.00
Activity 49960 - Interfund Transfers Total:					1,717.00
Fund 602 - SEWER Total:					11,880.24
Fund: 604 - ELECTRIC					
NIKOLAUS MYHRA	20160226	02/26/2016	REFUND UTILITY PREPAYMEN	604-11500	40.53
PRAIRIEVIEW AGENCY	20160309	03/09/2016	REFUND - STATEMENT CREDIT	604-11500	146.19
TELECOM FUND	20160309	03/09/2016	MONTHLY TRANSFERS-UTIL T	604-11500	29.56
RESCO	635217-00	02/24/2016	INVENTORY	604-14200	637.95
BORDER STATES	910094217A	03/08/2016	ELETRIC INVENTORY	604-14200	189.80
BORDER STATES	910840122	03/01/2016	INVENTORY	604-14200	2,268.60
MN REVENUE	20160309	03/09/2016	SALES TAX - FEB 2016	604-20202	18,537.00
NIKOLAUS MYHRA	20160226	02/26/2016	REFUND UTILITY PREPAYMEN	604-22000	300.00
MATTHEW TRAMMEL	20160226	02/26/2016	REFUND UTILITY PREPAYMEN	604-22000	300.00
OPTIMUS SOLUTIONS LLC	2016030216	03/08/2016	REFUND - UTILITY PREPAYME	604-22000	300.00
					22,749.63
Activity: 49550 - Electric					
NCPERS MINNESOTA	20161226	02/26/2016	INSURANCE 844600	604-49550-133	96.00
MAIL FINANCE	H5782609	02/23/2016	LEASE PAYMENT	604-49550-200	22.66
WEX BANK	022916	03/09/2016	CREDIT CARD-FUEL- ELECTRIC	604-49550-212	385.41
US BANK	20160222	03/09/2016	CREDIT CARD- PAY PAL	604-49550-217	7.50
SCHWALBACH HARDWARE	20160225	03/08/2016	MAINTENANCE - ELECTRIC	604-49550-217	21.99
LAKEFIELD PUBLIC UTILITIES	29-09282015	03/08/2016	SERVICE FROM 10-1-15	604-49550-217	150.00
SCHWALBACH HARDWARE	20160225	03/08/2016	MAINTENANCE - ELECTRIC	604-49550-218	14.99
SCHWALBACH HARDWARE	20160225	03/08/2016	MAINTENANCE - ELECTRIC	604-49550-241	27.97
DGR ENGINEERING	00218312	02/26/2016	ENGINEERING	604-49550-303	2,088.00
VERIZON WIRELESS	9760800973	03/02/2016	TELEPHONE #486357723-	604-49550-321	71.95
CMRS - TMS #256704	030916	03/09/2016	POSTAGE #256704	604-49550-322	3.55
CMRS - TMS #256704	030916	03/09/2016	POSTAGE #256704	604-49550-322	81.45
SECR REV FUND/CITY OF WD	20160226	02/26/2016	POSTAGE	604-49550-322	2.36
COTTONWOOD CO AUD/TREA	20130223	02/23/2016	DISPATCHING	604-49550-325	187.50
HP SUDS CLUB, LLC	20160301	03/01/2016	BILLING CONTRACT SERVICE	604-49550-326	1,170.00
US BANK	20160222	03/09/2016	CREDIT CARD- GREEN MILL-N	604-49550-334	64.90
US BANK	20160222	03/09/2016	CREDIT CARD- CENEX	604-49550-404	34.20
US BANK	20160222	03/09/2016	CREDIT CARD- CARQUEST	604-49550-404	17.76
SCHWALBACH HARDWARE	20160225	03/08/2016	MAINTENANCE - ELECTRIC	604-49550-404	21.98
TOSHIBA FINANCIAL SERVICES	299115709	03/08/2016	COPIER LEASE 2/20 - 3/20	604-49550-404	29.45
BANK OF THE WEST - DITCHW	P15594	03/07/2016	MAINTENANCE	604-49550-404	352.32
US BANK	20160222	03/09/2016	CREDIT CARD- CARQUEST	604-49550-405	5.60
US BANK	20160222	03/09/2016	CREDIT CARD- HIGLEY FORD -	604-49550-405	269.26
SCHWALBACH HARDWARE	20160225	03/08/2016	MAINTENANCE - ELECTRIC	604-49550-405	117.72
RESCO	636037-00	02/26/2016	REPAIR SUPPLIES	604-49550-405	137.23
US BANK	20160222	03/09/2016	CREDIT CARD- LAMPERTS	604-49550-406	60.20
BRAD BUSSA	20160226	02/29/2016	CLEANING SERVICE	604-49550-406	184.60
GCC READY MIX	8209251	02/26/2016	REPAIRS & MAINTENANCE	604-49550-408	204.00
SCHWALBACH HARDWARE	20160225	03/08/2016	MAINTENANCE - ELECTRIC	604-49550-409	10.09
GRAYBAR ELECTRIC CO	1601546235	03/08/2016	983172299 - 1-21-16 INVOICE	604-49550-410	35.72
US BANK	20160222	03/09/2016	CREDIT CARD- CITIZEN SUBSC	604-49550-435	76.00
PETERSON JEWELRY	20160302	03/08/2016	ENERGY CONSERVATION	604-49550-450	200.00
GARY P NELSON	2016030816	03/08/2016	ENERGY REBATE	604-49550-450	150.00
MN REVENUE	20160309	03/09/2016	SALES TAX - FEB 2016	604-49550-460	42.38
BANK MIDWEST	20160303	03/03/2016	NSF-MARGARITAS-MARIA HID	604-49550-480	1,595.44
BLUE CROSS/BLUE SHIELD	20160307	03/07/2016	INSURANCE PREM- FEB	604-49550-480	1,102.50
WINDOM AREA DEVELOPME	20160302	03/02/2016	INDUSTRIAL DEVELOPMENT -	604-49550-491	1,200.00
WINDOM AREA DEVELOPME	20160308	03/08/2016	INDUSTRIAL DEVELOPMENT-	604-49550-491	1,200.00
Activity 49550 - Electric Total:					11,442.68

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Activity: 49960 - Interfund Transfers					
WW COMMUNICATIONS AND	202021162117	02/29/2016	CAPITAL CITY VIDEO SURVEILL	604-49960-720	1,717.00
Activity 49960 - Interfund Transfers Total:					1,717.00
Fund 604 - ELECTRIC Total:					35,909.31
Fund: 609 - LIQUOR STORE					
WERNER ELECTRIC	S9064742.001	02/26/2016	CIP LIGHTING	609-16460	787.19
MN REVENUE	20160309	03/09/2016	SALES TAX - FEB 2016	609-20202	13,213.00
					14,000.19
Activity: 49751 - Liquor Store					
NCPERS MINNESOTA	20161226	02/26/2016	INSURANCE 844600	609-49751-133	16.00
MAIL FINANCE	H5782609	02/23/2016	LEASE PAYMENT	609-49751-200	22.66
RAGE INC	02-010588	02/16/2016	SERVICE - RIVER BEND LIQ	609-49751-217	38.40
AH HERMEL COMPANY	560782	02/23/2016	MERCHANDISE	609-49751-217	22.45
VINOCOPIA, INC	0144786-IN	02/17/2016	MERCHANDISE	609-49751-251	1,185.00
BREAKTHRU BEVERAGE MN	1080434017	02/16/2016	MERCHANDISE	609-49751-251	2,575.11
SOUTHERN WINE & SPIRITS O	1378899	02/23/2016	MERCHANDISE	609-49751-251	2,440.47
PHILLIPS WINE & SPIRITS	227140	03/02/2016	CREDIT - MERCHANDISE	609-49751-251	-226.67
PHILLIPS WINE & SPIRITS	231717	02/26/2016	MERCHANDISE	609-49751-251	-7.23
PHILLIPS WINE & SPIRITS	2927473	02/17/2016	MERCHANDISE	609-49751-251	3,535.05
PHILLIPS WINE & SPIRITS	2930975	02/19/2016	MERCHANDISE	609-49751-251	1,443.47
JOHNSON BROS.	5369354	02/17/2016	MERCHANDISE	609-49751-251	678.00
JOHNSON BROS.	5374503	02/19/2016	MERCHANDISE	609-49751-251	369.55
JOHNSON BROS.	564641	03/08/2016	CREDIT - MERCHANDISE	609-49751-251	-60.00
JOHNSON BROS.	565352	03/08/2016	CREDIT - MERCHANDISE	609-49751-251	-216.45
ARTISAN BEER COMPANY	3081842	02/16/2016	MERCHANDISE	609-49751-252	183.00
ARTISAN BEER COMPANY	3083110	02/19/2016	MERCHANDISE	609-49751-252	98.50
DOLL DISTRIBUTING, LLC	548575	02/29/2016	MERCHANDISE	609-49751-252	427.00
DOLL DISTRIBUTING, LLC	551799	02/29/2016	MERCHANDISE	609-49751-252	6,221.40
DOLL DISTRIBUTING, LLC	556112	03/08/2016	MERCHANDISE	609-49751-252	7,220.85
BEVERAGE WHOLESALERS	589519	02/29/2016	MERCHANDISE	609-49751-252	5,188.10
BEVERAGE WHOLESALERS	589646	03/07/2016	MERCHANDISE	609-49751-252	176.00
BEVERAGE WHOLESALERS	589654	03/07/2016	MERCHANDISE	609-49751-252	52.00
BEVERAGE WHOLESALERS	590428	03/07/2016	MERCHANDISE	609-49751-252	6,158.40
BREAKTHRU BEVERAGE MN	1080434017	02/16/2016	MERCHANDISE	609-49751-253	56.00
SOUTHERN WINE & SPIRITS O	1378900	02/23/2016	MERCHANDISE	609-49751-253	240.00
PHILLIPS WINE & SPIRITS	2927474	02/17/2016	MERCHANDISE	609-49751-253	921.98
MORGAN CREEK VINEYARDS	3805	02/17/2016	MERCHANDISE	609-49751-253	168.00
JOHNSON BROS.	5369355	02/17/2016	MERCHANDISE	609-49751-253	1,162.80
JOHNSON BROS.	5374504	02/19/2016	MERCHANDISE	609-49751-253	2,311.50
JOHNSON BROS.	565351	03/08/2016	CREDIT - MERCHANDISE	609-49751-253	-37.23
WINE MERCHANTS	7068211	02/17/2016	MERCHANDISE	609-49751-253	108.00
PAUSTIS WINE COMPANY	8535923-IN	02/19/2016	MERCHANDISE	609-49751-253	692.00
BREAKTHRU BEVERAGE MN	1080434017	02/16/2016	MERCHANDISE	609-49751-254	26.71
PHILLIPS WINE & SPIRITS	232521	03/08/2016	CREDIT - MERCHANDISE	609-49751-254	-32.00
AH HERMEL COMPANY	560782	02/23/2016	MERCHANDISE	609-49751-254	53.28
AH HERMEL COMPANY	560782	02/23/2016	MERCHANDISE	609-49751-256	240.92
PHILLIPS WINE & SPIRITS	231718	02/26/2016	MERCHANDISE	609-49751-259	-32.00
AH HERMEL COMPANY	560782	02/23/2016	MERCHANDISE	609-49751-261	45.30
VERIZON WIRELESS	9760800973	03/02/2016	TELEPHONE #486357723-	609-49751-321	55.95
CMRS - TMS #256704	030916	03/09/2016	POSTAGE #256704	609-49751-322	29.86
VINOCOPIA, INC	0144786-IN	02/17/2016	MERCHANDISE	609-49751-333	24.00
BREAKTHRU BEVERAGE MN	1080434017	02/16/2016	MERCHANDISE	609-49751-333	43.48
SOUTHERN WINE & SPIRITS O	1378899	02/23/2016	MERCHANDISE	609-49751-333	82.41
SOUTHERN WINE & SPIRITS O	1378900	02/23/2016	MERCHANDISE	609-49751-333	4.10
PHILLIPS WINE & SPIRITS	228321	03/02/2016	CREDIT - MERCHANDISE	609-49751-333	-5.01
PHILLIPS WINE & SPIRITS	231718	02/26/2016	MERCHANDISE	609-49751-333	-1.67
PHILLIPS WINE & SPIRITS	232521	03/08/2016	CREDIT - MERCHANDISE	609-49751-333	-1.67
PHILLIPS WINE & SPIRITS	2927473	02/17/2016	MERCHANDISE	609-49751-333	53.44
PHILLIPS WINE & SPIRITS	2927474	02/17/2016	MERCHANDISE	609-49751-333	29.64

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
PHILLIPS WINE & SPIRITS	2930975	02/19/2016	MERCHANDISE	609-49751-333	18.37
JOHNSON BROS.	5369354	02/17/2016	MERCHANDISE	609-49751-333	12.54
JOHNSON BROS.	5369355	02/17/2016	MERCHANDISE	609-49751-333	51.77
JOHNSON BROS.	5374503	02/19/2016	MERCHANDISE	609-49751-333	5.43
JOHNSON BROS.	5374504	02/19/2016	MERCHANDISE	609-49751-333	85.17
AH HERMEL COMPANY	560782	02/23/2016	MERCHANDISE	609-49751-333	3.95
JOHNSON BROS.	564641	03/08/2016	CREDIT - MERCHANDISE	609-49751-333	-1.67
JOHNSON BROS.	565352	03/08/2016	CREDIT - MERCHANDISE	609-49751-333	-1.67
WINE MERCHANTS	7068211	02/17/2016	MERCHANDISE	609-49751-333	1.67
PAUSTIS WINE COMPANY	8535923-IN	02/19/2016	MERCHANDISE	609-49751-333	10.00
MN MUNICIPAL BEVERAGE AS	20160226	02/26/2016	MMBA ANNUAL CONFERENCE	609-49751-334	585.00
US BANK	20160222	03/09/2016	CREDIT CARD- HY-VEE	609-49751-340	8.50
ABC HORSE PRIZE FUND	20160304	03/09/2016	ADVERTISING - RIVER BEND LI	609-49751-340	45.00
KDOM RADIO	KDOM0951160238531	03/08/2016	ADVERTISING -	609-49751-340	154.00
PEICHEL LAWN IRRIGATION	20160226	02/26/2016	IRRIGATION SERVICE	609-49751-404	210.00
TOSHIBA FINANCIAL SERVICES	299115709	03/08/2016	COPIER LEASE 2/20 - 3/20	609-49751-404	29.45
HOLT'S CLEANING SERVICE IN	2409	02/26/2016	SERVICE	609-49751-406	75.00
MN REVENUE	20160309	03/09/2016	SALES TAX - FEB 2016	609-49751-460	4.88

Activity 49751 - Liquor Store Total: 45,078.24

Activity: 49960 - Interfund Transfers

WW COMMUNICATIONS AND	202021162117	02/29/2016	CAPITAL CITY VIDEO SURVEILL	609-49960-720	11,212.00
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Activity 49960 - Interfund Transfers Total: 11,212.00

Fund 609 - LIQUOR STORE Total: 70,290.43

Fund: 614 - TELECOM

SOMCHIT XAYAVONG	20160309	03/09/2016	REFUND - STATEMENT CREDIT	614-11500	6.47
LORRAINE ADRIAN	20160309	03/09/2016	REFUND - STATEMENT CREDIT	614-11500	11.33
MERCEDES BORSETH	20160309	03/09/2016	REFUND - STATEMENT CREDIT	614-11500	4.82
YVONNE KNUZSON	20160309	03/09/2016	REFUND - STATEMENT CREDIT	614-11500	73.30
SCOTT & HOLLY OBERG	20160309	03/09/2016	REFUND - STATEMENT CREDIT	614-11500	5.96
ELECTRIC FUND	20160309	03/09/2016	MONTHLY TRANSFERS-TEL TO	614-11500	510.99
HANSON'S GUN REPAIR & BAI	20160309	03/09/2016	REFUND - STATEMENT CREDIT	614-11500	2.75
CALIX	1143851	02/17/2016	GIGA CENTER	614-16400	2,679.72
INTERNAL REVENUE SERVICE	270646391479107	03/02/2016	EXCISE TAX POST -FEB 2016	614-20201	910.61
MN REVENUE	20160309	03/09/2016	SALES TAX - FEB 2016	614-20202	9,194.00
MN 9-1-1 PROGRAM	20160302	03/02/2016	FEB 911 SERVICE	614-20206	1,182.88

14,582.83

Activity: 49870 - Telecom

NCPERS MINNESOTA	20161226	02/26/2016	INSURANCE 844600	614-49870-133	64.00
MAIL FINANCE	H5782609	02/23/2016	LEASE PAYMENT	614-49870-200	22.66
RAGE INC	02-011026	02/24/2016	SERVICE - WINDOM NET	614-49870-211	21.33
US BANK	20160222	03/09/2016	CREDIT CARD- HY-VEE	614-49870-211	17.92
WEX BANK	022916	03/09/2016	CREDIT CARD-FUEL- TELECOM	614-49870-212	103.31
US BANK	20160222	03/09/2016	CREDIT CARD- PAY PAL	614-49870-217	7.50
SCHWALBACH HARDWARE	20160225	03/08/2016	MAINTENANCE - TELECOM	614-49870-223	6.57
US BANK	20160222	03/09/2016	CREDIT CARD- PAY PAL AKD TE	614-49870-227	107.24
US BANK	20160222	03/09/2016	CREDIT CARD- SERVER RACK.C	614-49870-227	349.33
US BANK	20160222	03/09/2016	CREDIT CARD- AMAZON-CATV	614-49870-227	136.27
SCHWALBACH HARDWARE	20160225	03/08/2016	MAINTENANCE - TELECOM	614-49870-241	13.48
VERIZON WIRELESS	9760800973	03/02/2016	TELEPHONE #486357723-	614-49870-321	198.55
CMRS - TMS #256704	030916	03/09/2016	POSTAGE #256704	614-49870-322	212.13
SECR REV FUND/CITY OF WD	20160226	02/26/2016	POSTAGE	614-49870-322	21.10
HP SUDS CLUB, LLC	20160301	03/01/2016	BILLING CONTRACT SERVICE	614-49870-326	1,170.00
KDOM RADIO	KDOM0073160238735	03/08/2016	ADVERTISING - WINDOM NET	614-49870-340	99.00
PETE'S ELECTRIC MOTOR INC	7384	02/24/2016	MAINTENANCE	614-49870-402	1,330.74
TOSHIBA FINANCIAL SERVICES	299115709	03/08/2016	COPIER LEASE 2/20 - 3/20	614-49870-404	44.18
KULSETH LAWN LANDSCAPE	229	03/08/2016	SNOW REMOVAL - JANUARY 2	614-49870-406	362.03
CENTURY LINK	L040021021-16048	03/07/2016	CABS	614-49870-441	80.94
MLB NETWORK	061548	02/17/2016	SUBSCRIBER	614-49870-442	1,035.30
NATIONAL CABLE TV COOP	16021817	02/29/2016	SUBSCRIBER	614-49870-442	91,389.25

Expense Approval Report

Payment Dates: 2/25/2016 - 3/9/2016

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
DISH NETWORK	20160304	03/09/2016	SERVICE #8255-2900-1001-18	614-49870-442	3,400.00
RFD TV	2216-1668	02/17/2016	SUBSCRIBER	614-49870-442	411.66
DISPLAY SYSTEMS INTERNATI	25758	03/08/2016	SERVICE	614-49870-442	163.88
FOX TELEVISION STATIONS, IN	FEB-16	03/08/2016	SUBSCRIBER	614-49870-442	5,095.88
FOX SPORTS	K29894	03/08/2016	SUBSCRIBER	614-49870-442	19,349.20
BTN - BIG TEN NETWORK	K31606	03/08/2016	SUBSCRIBER	614-49870-442	4,245.60
E-911 - INDEPENDENT EMERG	030116	03/08/2016	911 SERVICE 3/1 TO 3/31 #10	614-49870-445	40.00
WOODSTOCK COMMUNICATI	10052221	03/01/2016	SPEC ACCESS CIRCUTIS #0001	614-49870-445	205.10
NEUSTAR, INC.	20160217	02/17/2016	SOW SERVICE	614-49870-445	30.28
NEUSTAR, INC.	20160217	02/17/2016	LNP SERVICE	614-49870-445	974.29
COGENT COMMUNICATIONS,	03012016	03/07/2016	1 GB INTERNET CONNECTION	614-49870-447	1,750.00
US BANK	20160222	03/09/2016	CREDIT CARD- DREAM HOST	614-49870-447	139.00
HURRICANE ELECTRIC LLC	9817100-IN	03/08/2016	10 GB INTERNET CONNECTIO	614-49870-447	4,000.00
JEREMY ROLFES	20160309	03/09/2016	INTERNET SUPPORT -JAN-MA	614-49870-448	52.94
CENTURY LINK	20160302	03/02/2016	SERVICE #507-831-1075-104	614-49870-451	75.12
MN REVENUE	20160309	03/09/2016	SALES TAX - FEB 2016	614-49870-460	30.61
SOUTHWEST MN BROADBAN	20160309	03/08/2016	QVC COMMISSIONS - JAN 201	614-49870-480	88.63

Activity 49870 - Telecom Total: 136,845.02Fund 614 - TELECOM Total: 151,427.85

Fund: 615 - ARENA

Activity: 49850 - Arena

NCPERS MINNESOTA	20161226	02/26/2016	INSURANCE 844600	615-49850-133	32.00
SCHWALBACH HARDWARE	20160225	03/08/2016	MAINTENANCE - ARENA	615-49850-200	11.98
MAIL FINANCE	H5782609	02/23/2016	LEASE PAYMENT	615-49850-200	22.66
HEARTLAND PAPER COMPANY	218120-0	12/31/2015	DREDIT - SUPPLIES	615-49850-211	-159.30
HEARTLAND PAPER COMPANY	222669-0	02/02/2016	SUPPLIES	615-49850-211	119.40
HEARTLAND PAPER COMPANY	233741-0	03/02/2016	SUPPLIES	615-49850-211	219.30
WEX BANK	022916	03/09/2016	CREDIT CARD-FUEL- ARENA	615-49850-212	33.61
US BANK	20160222	03/09/2016	CREDIT CARD- COUNTRY PRID	615-49850-212	352.00
TOSHIBA FINANCIAL SERVICES	299115709	03/08/2016	COPIER LEASE 2/20 - 3/20	615-49850-217	26.51
VERIZON WIRELESS	9760800973	03/02/2016	TELEPHONE #486357723-	615-49850-321	67.68
CMRS - TMS #256704	030916	03/09/2016	POSTAGE #256704	615-49850-322	10.73
KDOM RADIO	KDOM0113160238731	03/08/2016	ADVERTISING - ARENA	615-49850-340	82.00
WINDOM QUICK PRINT	20160302	03/02/2016	SUPPLIES	615-49850-350	35.00
R & R SPECIALTIES	0059223-IN	03/02/2016	MAINTENANCE	615-49850-404	332.85
R & R SPECIALTIES	0059260-IN	03/02/2016	MAINTENANCE	615-49850-404	251.00
US BANK	20160222	03/09/2016	CREDIT CARD- CRAFTY CORNE	615-49850-404	48.16
SCHWALBACH HARDWARE	20160225	03/08/2016	MAINTENANCE - ARENA	615-49850-404	10.78
HEARTLAND PAPER COMPANY	207690-0	03/08/2016	SUPPLIES	615-49850-404	4.95
MESSER MACHINE & MFG. CO	9149	03/08/2016	MAINTENANCE	615-49850-404	20.00
GDF ENTERPRISES, INC	A9652	03/08/2016	MAINTENANCE	615-49850-404	204.98
WINDOM FIRE & SAFETY	5934	03/08/2016	SERVICE	615-49850-406	207.95
RON'S ELECTRIC INC	132246	03/02/2016	MAINTENANCE	615-49850-409	10.14
SCHWALBACH HARDWARE	20160225	03/08/2016	MAINTENANCE - ARENA	615-49850-409	136.21
MN ENERGY RESOURCES	20160302	03/02/2016	HEATING #0504094426-00001	615-49850-409	1,898.55
MN REVENUE	20160309	03/09/2016	SALES TAX - FEB 2016	615-49850-460	4.00

Activity 49850 - Arena Total: 3,983.14Fund 615 - ARENA Total: 3,983.14

Fund: 617 - M/P CENTER

MN REVENUE	20160309	03/09/2016	SALES TAX - FEB 2016	617-20202	153.99
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153.99

Activity: 49860 - M/P Center

NCPERS MINNESOTA	20161226	02/26/2016	INSURANCE 844600	617-49860-133	48.00
MAIL FINANCE	H5782609	02/23/2016	LEASE PAYMENT	617-49860-200	22.66
HEARTLAND PAPER COMPANY	233436-0	03/01/2016	SUPPLIES	617-49860-211	53.86
COLE PAPERS INC.	9174724	02/16/2016	SUPPLIES	617-49860-211	165.95
WEX BANK	022916	03/09/2016	CREDIT CARD-FUEL- MP	617-49860-212	51.31
RIVER BEND LIQUOR	20160308	03/08/2016	COMM CENTER TO RIVER BEN	617-49860-251	718.52
RIVER BEND LIQUOR	20160308	03/08/2016	COMM CENTER TO RIVER BEN	617-49860-252	513.95

Expense Approval Report

Payment Dates: 2/25/2016 - 3/9/2016

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
US BANK	20160222	03/09/2016	CREDIT CARD- HY VEE	617-49860-254	109.23
RIVER BEND LIQUOR	20160308	03/08/2016	COMM CENTER TO RIVER BEN	617-49860-254	17.45
RIVER BEND LIQUOR	20160308	03/08/2016	COMM CENTER TO RIVER BEN	617-49860-259	4.88
US BANK	20160222	03/09/2016	CREDIT CARD-hy-vee	617-49860-261	30.45
RIVER BEND LIQUOR	20160308	03/08/2016	COMM CENTER TO RIVER BEN	617-49860-261	33.34
VERIZON WIRELESS	9760800973	03/02/2016	TELEPHONE #486357723-	617-49860-321	16.87
CMRS - TMS #256704	030916	03/09/2016	POSTAGE #256704	617-49860-322	22.87
KKOJ - KLEVEN BROADCASTIN	16020593	03/08/2016	ADVERTISING - COMM CENTE	617-49860-340	500.00
LIVEWIRE PRINTING	J0021619	03/08/2016	ADVERTISING - COMM CENTE	617-49860-340	131.95
KDOM RADIO	KDOM0563160238732	03/08/2016	ADVERTISING - COMM CENTE	617-49860-340	157.00
TOSHIBA FINANCIAL SERVICES	299115709	03/08/2016	COPIER LEASE 2/20 - 3/20	617-49860-404	14.73
TOSHIBA FINANCIAL SERVICES	299115709	03/08/2016	COPIER LEASE 2/20 - 3/20 - C	617-49860-404	60.00
RAGE INC	02-011025	02/23/2016	SERVICE - COMM CENTER	617-49860-406	61.50
US BANK	20160222	03/09/2016	CREDIT CARD- RUNNINGS	617-49860-406	8.99
MN REVENUE	20160309	03/09/2016	SALES TAX - FEB 2016	617-49860-460	350.01
Activity 49860 - M/P Center Total:					3,093.52
Fund 617 - M/P CENTER Total:					3,247.51

Fund: 700 - PAYROLL

Internal Revenue Service-Payr	INV0000767	03/04/2016	Federal Tax Withholding	700-21701	10,510.45
Minnesota Department of Re	INV0000766	03/04/2016	State Withholding	700-21702	4,209.11
Internal Revenue Service-Payr	INV0000768	03/04/2016	Social Security	700-21703	10,865.44
MN Pera	INV0000759	03/04/2016	PERA	700-21704	12,233.81
MN Pera	INV0000760	03/04/2016	PERA	700-21704	6,034.31
MN Pera	INV0000761	03/04/2016	PERA	700-21704	510.26
Minnesota State Deferred	INV0000762	03/04/2016	Deferred Compensation	700-21705	4,290.00
Minnesota State Deferred	INV0000763	03/04/2016	Deferred Roth	700-21705	775.00
BLUE CROSS/BLUE SHIELD	20160307	03/07/2016	INSURANCE PREM- FEB	700-21706	40,785.50
COLLECTION SERVICES CENTE	20160229	02/29/2016	#CDDM013726	700-21709	930.23
Minnesota Department of Re	20160304	03/08/2016	WAGE LEVY	700-21709	124.59
MN Child Support Payment C	INV0000764	03/04/2016	Child Support Payment	700-21709	407.47
Internal Revenue Service-Payr	INV0000765	03/04/2016	Medicare Withholding	700-21711	3,151.82
SELECTACCOUNT	38147526	03/02/2016	FLEX SPENDING	700-21712	1,900.04
SELECTACCOUNT	38152952	03/09/2016	FLEX SPENDING	700-21712	1,156.29
COLONIAL LIFE INSURANCE	8182644-0312954	03/07/2016	BCN E8182644 INS -	700-21714	8.82
COLONIAL LIFE INSURANCE	8282644-0212083	03/07/2016	BCN E8182644 INS	700-21714	8.82
NCPERS MINNESOTA	20161226	02/26/2016	INSURANCE 844600	700-21718	16.00
NCPERS MINNESOTA	20161226	02/26/2016	INSURANCE 844600	700-21718	16.00
MII LIFE	20160309	03/09/2016	VEBA - MARCH 2016	700-21720	11,404.38
					109,338.34
Fund 700 - PAYROLL Total:					109,338.34
Grand Total:					494,954.41

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL	51,471.29
211 - LIBRARY	3,166.96
225 - AIRPORT	1,342.04
230 - POOL	7.36
235 - AMBULANCE	5,708.59
250 - EDA GENERAL	8,379.53
251 - EDA REVOLVING	20.00
254 - NORTH IND PARK	199.40
401 - GENERAL CAPITAL PROJECTS	26,679.87
601 - WATER	11,902.55
602 - SEWER	11,880.24
604 - ELECTRIC	35,909.31
609 - LIQUOR STORE	70,290.43
614 - TELECOM	151,427.85
615 - ARENA	3,983.14
617 - M/P CENTER	3,247.51
700 - PAYROLL	109,338.34
Grand Total:	494,954.41

Account Summary

Account Number	Account Name	Payment Amount
100-11500	Accounts Receivable	24.24
100-20202	Sales Tax Payable	15.53
100-41110-200	Office Supplies	19.63
100-41110-326	Data Processing	149.00
100-41110-350	Printing & Design	25.00
100-41110-480	Other Miscellaneous	238.98
100-41110-491	Payments to Other Orga	1,349.36
100-41310-133	Employer Paid Insurance	80.00
100-41310-200	Office Supplies	27.67
100-41310-217	Other Operating Supplie	159.95
100-41310-308	Training & Registrations	10.00
100-41310-321	Telephone	177.20
100-41310-322	Postage	371.06
100-41310-326	Data Processing	19.99
100-41310-331	Travel Expense	164.16
100-41310-480	Other Miscellaneous	413.00
100-41910-133	Employer Paid Insurance	24.00
100-41910-200	Office Supplies	81.57
100-41910-212	Motor Fuels	32.24
100-41910-321	Telephone	16.89
100-41910-322	Postage	29.21
100-41910-334	Meals/Lodging	574.77
100-41910-433	Dues & Subscriptions	75.00
100-41910-435	Books and Pamphlets	134.00
100-41940-211	Cleaning Supplies	226.04
100-41940-406	Repairs & Maint - Groun	1,028.97
100-42120-133	Employer Paid Insurance	160.00
100-42120-200	Office Supplies	64.35
100-42120-212	Motor Fuels	1,014.54
100-42120-218	Uniforms	537.53
100-42120-308	Training & Registrations	358.60
100-42120-321	Telephone	207.79
100-42120-322	Postage	23.32
100-42120-323	Radio Units	108.00
100-42120-325	Dispatching	275.00
100-42120-326	Data Processing	433.00

Account Summary

Account Number	Account Name	Payment Amount
100-42120-404	Repairs & Maint - M&E	214.74
100-42120-412	Rentals - Building	1,850.00
100-42120-444	License Fees	12.00
100-42120-480	Other Miscellaneous	413.00
100-42220-212	Motor Fuels	75.40
100-42220-308	Training & Registrations	107.37
100-42220-310	Lab Testing	337.00
100-42220-322	Postage	4.54
100-42220-325	Dispatching	212.50
100-42220-334	Meals/Lodging	489.60
100-42220-404	Repairs & Maint - M&E	23.56
100-42220-439	Special Projects	28,215.00
100-42500-325	Dispatching	12.50
100-42700-300	Charges for Services	265.00
100-43100-133	Employer Paid Insurance	80.00
100-43100-200	Office Supplies	22.67
100-43100-211	Cleaning Supplies	25.47
100-43100-212	Motor Fuels	2,330.13
100-43100-224	Street Maint Materials	382.50
100-43100-321	Telephone	72.82
100-43100-322	Postage	9.74
100-43100-325	Dispatching	125.00
100-43100-350	Printing & Design	154.00
100-43100-404	Repairs & Maint - M&E	146.10
100-43100-407	Repairs & Maint - Seal C	1,856.60
100-43100-480	Other Miscellaneous	1,102.50
100-45120-200	Office Supplies	22.67
100-45120-217	Other Operating Supplie	14.73
100-45202-133	Employer Paid Insurance	16.00
100-45202-200	Office Supplies	22.67
100-45202-325	Dispatching	37.50
100-45202-405	Repairs & Maint - Vehicl	4,168.39
211-45501-133	Employer Paid Insurance	16.00
211-45501-200	Office Supplies	469.67
211-45501-211	Cleaning Supplies	381.09
211-45501-217	Other Operating Supplie	7.36
211-45501-350	Printing & Design	85.00
211-45501-402	Repairs & Maint - Struct	660.00
211-45501-406	Repairs & Maint - Groun	388.97
211-45501-433	Dues & Subscriptions	751.39
211-45501-435	Books and Pamphlets	407.48
225-45127-200	Office Supplies	39.10
225-45127-217	Other Operating Supplie	20.02
225-45127-381	Electric Utility	1,274.79
225-45127-480	Other Miscellaneous	8.13
230-45124-217	Other Operating Supplie	7.36
235-42153-200	Office Supplies	22.66
235-42153-212	Motor Fuels	844.67
235-42153-321	Telephone	66.01
235-42153-322	Postage	33.11
235-42153-325	Dispatching	200.00
235-42153-326	Data Processing	2,320.50
235-42153-327	Interpretation Fees	34.00
235-42153-334	Meals/Lodging	292.24
235-42153-340	Advertising & Promotion	274.00
235-42153-405	Repairs & Maint - Vehicl	43.96
235-42153-435	Books and Pamphlets	1,577.44
250-23900	Notes Payable - Noncurr	1,810.32

Account Summary

Account Number	Account Name	Payment Amount
250-46520-133	Employer Paid Insurance	24.00
250-46520-200	Office Supplies	122.82
250-46520-308	Training & Registrations	210.00
250-46520-321	Telephone	50.77
250-46520-322	Postage	8.35
250-46520-381	Electric Utility	16.00
250-46520-438	Meeting Expense	21.61
250-46520-480	Other Miscellaneous	92.00
250-49960-720	Transfers	2,575.00
250-49980-602	Other Long-Term Obliga	2,203.40
250-49980-612	Other Interest	1,245.26
251-46520-491	Payments to Other Orga	20.00
254-46520-381	Electric Utility	139.40
254-46520-406	Repairs & Maint - Groun	60.00
401-39202	Contribution from Enter	-19,796.00
401-49950-500	Capital Outlay - Office	40,734.50
401-49950-504	Capital Outlay - Parks	5,741.37
601-49400-133	Employer Paid Insurance	40.00
601-49400-200	Office Supplies	22.66
601-49400-212	Motor Fuels	180.10
601-49400-217	Other Operating Supplie	7.50
601-49400-241	Small Tools	36.99
601-49400-310	Lab Testing	56.25
601-49400-321	Telephone	47.25
601-49400-322	Postage	89.31
601-49400-325	Dispatching	100.00
601-49400-326	Data Processing	1,170.00
601-49400-381	Electric Utility	62.00
601-49400-386	Landfill	2,549.00
601-49400-402	Repairs & Maint - Struct	2,085.00
601-49400-404	Repairs & Maint - M&E	1,252.48
601-49400-444	License Fees	1,629.01
601-49960-720	Transfers	2,575.00
602-49450-133	Employer Paid Insurance	56.00
602-49450-200	Office Supplies	60.56
602-49450-212	Motor Fuels	87.07
602-49450-217	Other Operating Supplie	207.50
602-49450-308	Training & Registrations	600.00
602-49450-310	Lab Testing	980.80
602-49450-321	Telephone	47.25
602-49450-322	Postage	79.06
602-49450-325	Dispatching	100.00
602-49450-326	Data Processing	1,170.00
602-49450-381	Electric Utility	185.99
602-49450-404	Repairs & Maint - M&E	60.81
602-49450-408	Repairs & Maint - Distrib	1,682.84
602-49450-439	Special Projects	4,432.36
602-49450-480	Other Miscellaneous	413.00
602-49960-720	Transfers	1,717.00
604-11500	Accounts Receivable	216.28
604-14200	Inventory	3,096.35
604-20202	Sales Tax Payable	18,537.00
604-22000	Prepayments	900.00
604-49550-133	Employer Paid Insurance	96.00
604-49550-200	Office Supplies	22.66
604-49550-212	Motor Fuels	385.41
604-49550-217	Other Operating Supplie	179.49
604-49550-218	Uniforms	14.99

Account Summary

Account Number	Account Name	Payment Amount
604-49550-241	Small Tools	27.97
604-49550-303	Engineering and Surveyi	2,088.00
604-49550-321	Telephone	71.95
604-49550-322	Postage	87.36
604-49550-325	Dispatching	187.50
604-49550-326	Data Processing	1,170.00
604-49550-334	Meals/Lodging	64.90
604-49550-404	Repairs & Maint - M&E	455.71
604-49550-405	Repairs & Maint - Vehicl	529.81
604-49550-406	Repairs & Maint - Groun	244.80
604-49550-408	Repairs & Maint - Distrib	204.00
604-49550-409	Repairs & Maint - Utilitie	10.09
604-49550-410	Repairs & Maint - Gener	35.72
604-49550-435	Books and Pamphlets	76.00
604-49550-450	Conservation	350.00
604-49550-460	Miscellaneous Taxes	42.38
604-49550-480	Other Miscellaneous	2,697.94
604-49550-491	Payments to Other Orga	2,400.00
604-49960-720	Transfers	1,717.00
609-16460	Furniture & Fixtures	787.19
609-20202	Sales Tax Payable	13,213.00
609-49751-133	Employer Paid Insurance	16.00
609-49751-200	Office Supplies	22.66
609-49751-217	Other Operating Supplie	60.85
609-49751-251	Liquor	11,716.30
609-49751-252	Beer	25,725.25
609-49751-253	Wine	5,623.05
609-49751-254	Soft Drinks & Mix	47.99
609-49751-256	Tobacco Products	240.92
609-49751-259	Non- Alcoholic	-32.00
609-49751-261	Other Merchandise	45.30
609-49751-321	Telephone	55.95
609-49751-322	Postage	29.86
609-49751-333	Freight and Express	414.28
609-49751-334	Meals/Lodging	585.00
609-49751-340	Advertising & Promotion	207.50
609-49751-404	Repairs & Maint - M&E	239.45
609-49751-406	Repairs & Maint - Groun	75.00
609-49751-460	Miscellaneous Taxes	4.88
609-49960-720	Transfers	11,212.00
614-11500	Accounts Receivable	615.62
614-16400	Machinery & Equipment	2,679.72
614-20201	Excise Tax Payable	910.61
614-20202	Sales Tax Payable	9,194.00
614-20206	911 TAP & TACIP Fees CI	1,182.88
614-49870-133	Employer Paid Insurance	64.00
614-49870-200	Office Supplies	22.66
614-49870-211	Cleaning Supplies	39.25
614-49870-212	Motor Fuels	103.31
614-49870-217	Other Operating Supplie	7.50
614-49870-223	Buidling Repair Supplies	6.57
614-49870-227	Utility System Maint Sup	592.84
614-49870-241	Small Tools	13.48
614-49870-321	Telephone	198.55
614-49870-322	Postage	233.23
614-49870-326	Data Processing	1,170.00
614-49870-340	Advertising & Promotion	99.00
614-49870-402	Repairs & Maint - Struct	1,330.74

Account Summary

Account Number	Account Name	Payment Amount
614-49870-404	Repairs & Maint - M&E	44.18
614-49870-406	Repairs & Maint - Groun	362.03
614-49870-441	Transmission Fees	80.94
614-49870-442	Subscriber Fees	125,090.77
614-49870-445	Switch Fees	1,249.67
614-49870-447	Internet Expense	5,889.00
614-49870-448	On-Call Support	52.94
614-49870-451	Call Completion	75.12
614-49870-460	Miscellaneous Taxes	30.61
614-49870-480	Other Miscellaneous	88.63
615-49850-133	Employer Paid Insurance	32.00
615-49850-200	Office Supplies	34.64
615-49850-211	Cleaning Supplies	179.40
615-49850-212	Motor Fuels	385.61
615-49850-217	Other Operating Supplie	26.51
615-49850-321	Telephone	67.68
615-49850-322	Postage	10.73
615-49850-340	Advertising & Promotion	82.00
615-49850-350	Printing & Design	35.00
615-49850-404	Repairs & Maint - M&E	872.72
615-49850-406	Repairs & Maint - Groun	207.95
615-49850-409	Repairs & Maint - Utilitie	2,044.90
615-49850-460	Miscellaneous Taxes	4.00
617-20202	Sales Tax Payable	153.99
617-49860-133	Employer Paid Insurance	48.00
617-49860-200	Office Supplies	22.66
617-49860-211	Cleaning Supplies	219.81
617-49860-212	Motor Fuels	51.31
617-49860-251	Liquor	718.52
617-49860-252	Beer	513.95
617-49860-254	Soft Drinks & Mix	126.68
617-49860-259	Non- Alcoholic	4.88
617-49860-261	Other Merchandise	63.79
617-49860-321	Telephone	16.87
617-49860-322	Postage	22.87
617-49860-340	Advertising & Promotion	788.95
617-49860-404	Repairs & Maint - M&E	74.73
617-49860-406	Repairs & Maint - Groun	70.49
617-49860-460	Miscellaneous Taxes	350.01
700-21701	Federal Withholding	10,510.45
700-21702	State Withholding	4,209.11
700-21703	FICA Tax Withholding	10,865.44
700-21704	PERA Contributions	18,778.38
700-21705	Retirement	5,065.00
700-21706	Medical Insurance	40,785.50
700-21709	Wage Levy	1,462.29
700-21711	Medicare Tax Withholdi	3,151.82
700-21712	Flex Account	3,056.33
700-21714	Individual Insurance-Col	17.64
700-21718	Individual Insurance-NC	32.00
700-21720	VEBA Contributions	11,404.38
	Grand Total:	<u>494,954.41</u>

Project Account Summary

Project Account Key	Payment Amount
None	494,954.41
Grand Total:	<u>494,954.41</u>

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