

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



Call to Order

Pledge of Allegiance

1. Approval of Minutes
  - Council Minutes–June 21, 2016
2. Consent Agenda
  - Minutes
    - Utility Commission – June 22, 2016
    - Telecom Commission – June 27, 2016
    - Economic Development Commission – July 11, 2016
    - Planning Commission – July 12, 2016
    - Library Board – July 12, 2016
    - Park & Recreation Commission – July 13, 2016
  - License
    - Exempt Gambling Permit – St Francis Xavier Church
3. Department Heads
4. Proclamation for Years of Service - Jim Kartes
5. 2015-2016 Windom Area Hospital Annual Audit Presentation
6. Night to Unite
  - Proclamation
  - Street Closure Request
7. Red Rock Rural Water – Water Agreement Addendum
8. Building Inspection Services – Temporary Services Agreement
9. Temporary Apprentice Lineman Recommendation
10. Ambulance Replacement Quotes
11. MIF Grant – Resolution Accepting Grant
12. Housing Initiative Tax Abatement Program Discussion
13. First Reading Ordinance
  - 155, 2<sup>nd</sup> Series –Opting-Out of Requirements Regulating Temporary Housing
  - 156, 2<sup>nd</sup> Series – Solar Systems Ordinance
14. Semi-Annual Update Report - Smart Goals
15. Mayor Appointment – Airport Commission
16. New Business
17. Old Business
  - Emergency Services Facility Bidding Update
18. Regular Bills
19. Council Concerns
20. Adjourn



**Regular Council Meeting  
Windom City Hall, Council Chamber  
June 21, 2016  
5:30 p.m. Work Session  
7:30 p.m. Regular Meeting**

1. Call to Order:

The meeting was called to order by Mayor Corey Maricle at 5:30 p.m.

2. Roll Call: Mayor: Corey Maricle

Council Present: Brian Cooley, Dominic Jones, Paul Johnson, Bryan Joyce and JoAnn Ray (departed 7:15 pm)

Council Absent: None

Student Representative: None

City Staff Present: Steve Nasby, City Administrator; Chelsie Carlson, Finance Director; Scott Peterson, Police Chief; Drew Hage, EDA Director; Dan Ortmann, Fire Chief

3. Pledge of Allegiance

4. Emergency Services Facility Discussion:

Maricle said that the Council called this work session to discuss the next steps for moving ahead on the Emergency Services Facility (ESF) project. He noted that the City did not get State bonding money for the project and there had been a number of suggestions for project changes, cost and location. Maricle said the City Administrator had a memorandum in the packet outlining a number of items to help guide the City Council's discussion. He asked if the Council wanted to start with the project budget or one of the other topics.

Joyce said the Building Committee recommendation is key as they worked on the planning and know the needs of the departments. He noted that other building shell types were looked at and some prices obtained and the savings are not significant as to justify the lower longevity and storm survivability. Joyce said he wants to look at the funding for the project now that we do not have State money and he is okay with the \$4.57 million price.

Jones said that he was on-board with the proposed project if there was State bonding money, but without these funds he thinks the project should be re-evaluated and look to cut the project budget. He thought there are items that can be eliminated in the new building as they are not currently items we have such as the kitchen and large meeting room. He thinks the offices and the fourth ambulance bay is needed. He questioned the need to have the additional things when cost is the key to the project. The pre-cast concrete design could also be re-done to be two

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rectangular boxes which is cheaper. He feels that the project needs to cut \$1 million in cost and he does not particularly like the proposed Plan B funding plan as \$4.57 million is too expensive. Total project cost has to be considered and this may cause re-design, other locations or remodeling and using the existing buildings. There is a \$150,000 savings if the tennis courts are not relocated. If existing facilities are used he is in favor of using part of Witt Park for parking. While he concurs that the cost of the proposed building could come in under the estimate we could also save money if other options are considered.

Dan Ortmann, Fire Chief, clarified that the department currently does have the upstairs meeting room and a small kitchen facility.

Jones said that he is not in favor of the sleeping quarters. Other options such as hotels, apartments or BARC could be used for accommodations and this does not need to be built into the proposed project which would save cost.

Ray said that sleeping quarters were requested to help the Ambulance Department attract EMT volunteers that live outside of the community and this has been done in other communities and has been successful in Lakefield.

Jones said another issue for him on cost is the architect fees for building construction oversight.

Joyce asked if Jones wanted re-design. Jones replied he would like re-design and re-location.

Maricle asked Jones if he had a budget number in mind. Jones replied that it would be \$1,150,000 less than the \$4.57 million estimate. This reduction is the loss of the State money and cost of tennis court relocation. Jones added that he would not count the architect fees toward the budget either as the City has already paid for them.

Cooley said that if some shared space or other internal accommodations could be made that would save money. For example, having the lounge for the sleeping rooms within the meeting room.

Maricle noted that removing or reducing the second floor areas will not save much as the exterior shell will still be the same.

Cooley said that he thinks some spaces can be shared and is in favor of the pre-cast building as this will be a long-term solution and functional.

Joyce inquired if cutting \$1 million out of the project was feasible and what options would have to be considered.

Cooley said that he wants to see the fourth ambulance bay in the project as it will be needed shortly due to the volume of calls.

Ray said that she had spoken to some construction professionals in the Twin Cities and their recommendation for this type of building was pre-cast. She understands that people are upset at

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losing a park, but she also understands the need for response times to all parts of the community. She supports the including of the sleeping quarters as this is needed to enhance recruitment. Last, she is okay with the \$4.57 million estimated cost.

Johnson said there are other possibilities in this immediate location. One option is to build a new facility that houses City Hall, Police, Fire and Ambulance. This could be done on the existing City Hall site through redevelopment and it would save the park. It will cost more, but it will have more shared and common spaces such as a meeting room used for both the emergency services trainings and City meetings. Johnson said that he also wanted to bring up a possible way to pay for the projects on the City's list such as the ESF, Arena, Pool, Library and City offices. His suggestion would be to have the Council consider selling an enterprise fund. One of the enterprise funds such as electric, telecom, hospital or liquor could bring in revenue to do the projects. Jackson and Worthington sold their hospitals and used that revenue to do community projects. The City needs to keep financially sound to continue to do its functions and keep infrastructure current.

Cooley said that he upcoming projects will be looking at the same sources of revenue as this project and it is hard to raise enough revenue or go into debt to pay for these items.

Jones said with the sale of enterprise funds the City loses local control and control of rates.

Maricle said he thinks the liquor fund could be contributing some cash to the project as there is nearly \$1 million in the account and if the store were to look at a new building in the future then it could be capitalized through a loan. He suggested using \$500,000 to \$750,000 from the Liquor Fund for the ESF.

Jones said that the existing fire hall can be used by the fire and/or ambulance department to house some of the smaller equipment and thus reduce the size of the new building to reduce cost.

Ortmann said that probably only the trailered items would be able to be stored in the existing fire hall.

Johnson asked if the old fire meeting room could be used for sleeping quarters and that would also reduce the need to have them in the new building.

Jones noted that the idea of a large multi-use building was built on the City Hall block that would take a complete redesign and would add expense.

Joyce asked what will be the future of the Police Department in 10 years. Do we have the option to discuss that now related to this project?

Johnson said the current Council Chamber, EDA office, Building/Zoning office is in a building that is nearly 100 years old. The building is inefficient, the roof is bad and it needs tuck-pointing. This will be something we will need to address in the near future too. Selling an enterprise fund could generate money to do projects.

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Jones said that he would not sell the electric utility and telecom would not bring a large enough return to generate the funds needed for these projects.

Joyce and Cooley said they are not supportive of selling any of the City enterprises at this time.

Maricle said with a cash contribution from the Liquor fund the debt service on the ESF building could be down to \$141,000 to \$205,000 annually depending on the loan term and interest rate.

Johnson said the townships can still back out so the financial commitment from them is not set.

Jones noted the Utility Commission is also not supportive of the increased transfer as proposed.

Joyce asked about the process for setting up the fee on the utility bills. Nasby replied that is a Council action which is similar to when the Council set up the Spring Clean-up fee.

Maricle said that a lower level of borrowing by using Liquor funds will lower debt service and then some of the concerns about the electric transfer or others can be re-examined in what was the Plan B financing.

Jones said that he wants to lower the project cost as a way to make this workable.

Joyce said the Building Committee worked on this for many months and cutting essential items out of the project is not really meeting the need and planning for the future.

Jones said there are non-essential items that can be cut. He does not want the sleeping quarters in the ESF as people can be housed in other locations.

Cooley said he feels the design is good and essential. The issue is how to fit this into a budget.

Johnson said that he would like to look at the savings by reducing the parking area and the two fire hall bays on the west side of the property.

Maricle said the Building Committee had worked on this for two years and spend money for an architect, which was supported by the City Council. They have done their work and made the recommendation of this as the need for the ESF. He feels the Council should bid the project to get firm costs.

Ray concurred that bidding the project is reasonable to get the cost and not just estimates.

Maricle said he would like to see the \$1 million from the Ambulance Fund be increased with \$750,000 from the Liquor fund and even an increased transfer from Liquor if needed,.

Jones asked what is the plan if the bid comes in higher than the estimates.

Maricle said if the bids come in high, then the cuts in the project scope, other building types or re-designs could be done.

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Jones said that if the project is bid and comes in higher or at the estimated cost he will be voting no. With the community input seeking project changes he cannot support the proposal. The cost to bid is about \$12,000 and other options should be looked at even if it pre-cast.

Nasby asked if the Council wanted to direct the Building Committee to come up with a list of alternates that could be considered. This could be a way the Council has more of a menu to select items and work to fit in costs.

Cooley said his goal is to do what is right for the community.

Johnson said that he had some comments from residents about the \$5 fee on utility bills as to fairness of charging residential, commercial and industrial users the same way.

Joyce said he wants to do what is reasonable and responsible for these emergency services.

Jones asked if the fire fees for calls can be raised. Ortmann said they had talked about this but fire insurance only reimburses \$500 to \$1,000. There are only so many calls in a year and the revenue raised would be low.

Maricle asked about the bond financing options. Nasby replied that the financial consultants had discussed the Capital Improvement Plan (CIP) bonds, which was what was proposed previously. The other two options were Appropriation bonds and a lease-purchase arrangement. He said USDA loans were also discussed. The CIP bonds are subject to a public referendum but not the Appropriation bonds or lease-purchase. The Council had previously ruled out lease-purchase arrangements and the Appropriation bonds do carry a higher interest rate as they do not have the full faith and credit of the City's taxing authority as backing only a City Council promise to pay.

Joyce said more public education is needed as he has hear comments that are not factual.

Cooley agreed and said we need input and conversations, but not personal attacks.

Jones asked about the costs of other building types. Nasby replied that the Building Committee had gotten quotes on steel and wood frame shells which were about \$540,000 to \$550,000 and the EPS building cost just came in today and that shell cost was about \$740,000. These compare to the pre-cast shell estimated to be about \$880,000.

Maricle closed the work session at 7:15 p.m.

Maricle convened the City Council's regular meeting at 7:30 p.m.

### 5. Approval of Minutes:

**Motion by Joyce second by Jones to approve the City Council minutes from June 7, 2016.  
Motion carried 4 – 0 (Ray absent).**

6. Consent Agenda:

Maricle noted the minutes from the following Boards and Commissions.

- Economic Development Authority – June 6, 2016
- Planning & Zoning Commission – June 14, 2016
- Library Board – June 14, 2016

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

7. Department Heads:

Mike Haugen, Water\Wastewater Superintendent, said that the water tower painting project is underway and the interior has been sand blasted and primed. The completion date for the east tower is the end of July depending upon the weather.

Drew Hage, EDA Executive Director, said that on July 11, 2016 from 7 – 8 p.m. there is an active living plan meeting at the Community Center. There is a survey on-line and information has been posted around town. He encouraged the public to participate.

Joyce said he saw the wiki maps and that people were adding items.

Jeff Dahna, Windomnet General Manager, said that one of the service vans has significant mechanical issues. The van is over 10 years old and the cost to replace is more than the van value. He is requesting to replace this vehicle with a pick-up that would be purchased from the State contract. The cost is estimated to be \$25,137 and there is money in the 2016 CIP fund for vehicle replacement.

**Motion by Joyce second by Jones to approve the expenditure of funds from the Telecom 2016 CIP budget to purchase a replacement vehicle. Motion carried 4 – 0 (Ray absent).**

Chelsie Carlson, Finance Director\Controllor, said that the new utility billing system has gone live and the new bills customers will see are next month. The new system will combine all city services into one bill. The new billing cycle will be set up

8. 2015 City Audit – Clifton Larson Allen:

Lindsey Heine, Clifton Larson Allen, said that the 2015 audit draft has been completed and they are awaiting some information on the fire relief association. She reviewed the required communications, new GASB rules, OPEB liability items, noted that the hospital and fire relief association is now included in the City audit to fix a qualified opinion issue and comply with CAFR. She also noted that in 2016 there will be other changes with tax abatements and in 2018 with more OPEB changes.

The general fund expenditures were higher due to the purchase of the fire truck and the cost of the architect for the ESF. Special assessment income was down due to projects being completed.

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The electric fund is stable and GASB 68 rule changes showed a lower net position in this fund. The water fund has a slight increase in revenue due to a rate hike which will be used to pay for future bond costs and debt service. The sewer fund revenue was down due to the loss of PM Beef, but this should rebound with Prime Pork coming into the facility. The telecom fund is not covering costs, but with the mid-year rate adjustments this should be more in balance. The liquor fund has higher expense but also higher revenue due to increased sales. The arena and community center have a reduced bottom line due to lower property tax contributions. The long-term debt from the City is also down as bond are being paid off. There was one finding which was a reporting form was not filed, but a plan is in place to correct the issue.

Maricle thanked the auditor for the information.

### 9. MN DOT 10-Year Plan Presentation:

Rhonda Allis, MN DOT, said that they update their 10-year plan annually and presented a list and map of projects on the plan. Projects such as the Highway 60 expansion, Highway 71 rehab and mill and overlay through Windom are projects that are on the schedule. MN DOT constantly looks at the plan and makes adjustments based on a number of factors. They are working on turn-backs on some roads and working towards ADA compliance by 2037.

Johnson and Maricle said the section of Highway 60 through Windom is in very poor condition. Allis acknowledged that the road is in bad condition and the 2019 mill and overlay will address the issue, but a long-term plan and vision is needed for that section if a reconstruction is to be done in 2025-2028.

She invited the Council or the public to call or email any questions or concerns to MN DOT regarding the 10-year plan or other items.

Cooley said that the mill and overlay for 2019 should address the lack of a curb as people drive over the curb now since it has been lost due to overlays being done.

Maricle thanked Allis for the information.

### 10. Street Closure Requests:

Maricle said that street closure requests were received for the Relay for Life event and the Farmer's Market.

The Relay for Life event is July 22 from 3 pm until midnight. The street closure would be on Cottonwood Lake Drive from 16<sup>th</sup> Street to the north entrance of Tegel's Park.

**Motion by Johnson second by Cooley to approve the Street Closure for the Relay for Life event on July 22, 2016 as presented. Motion carried 4 – 0 (Ray absent).**

The Farmer's Market request is to allow parking spaces to be reserved\closed on 4<sup>th</sup> Avenue between 9<sup>th</sup> and 10<sup>th</sup> Streets on Tuesdays from 2 – 6 pm and on Saturdays from 9 am until 2 pm.

**Motion by Joyce second by Jones to approve the Reservation\Closure of Parking Spaces for the Farmer's Market as presented. Motion carried 4 – 0 (Ray absent).**

11. Designation of 2016 Filing Period:

Maricle noted the City Council positions up for election are Mayor, Ward I and Ward II. The filing period is August 2 – 16, 2016.

**Council member Johnson introduced the Resolution No. 2016-42, entitled "A RESOLUTION DESIGNATING THE FILING PERIOD FOR CANDIDATES FOR THE CITY ELECTION" and moved its adoption. The resolution was seconded by Jones and on roll call vote: Yes: Johnson, Jones, Joyce and Cooley; No: None. Absent: Ray. Abstain: None. Resolution passed 4 – 0.**

12. Resolution Appointing Election Judges:

**Council member Joyce introduced the Resolution No. 2016-43, entitled "A RESOLUTION APPOINTING ELECTION JUDGES AND DESIGNATING POLLING PLACE FOR THE FORTHCOMING PRIMARY AND GENERAL ELECTION IN 2016" and moved its adoption. The resolution was seconded by Johnson and on roll call vote: Yes: Jones, Joyce, Cooley and Cooley; No: None. Absent: Ray. Abstain: None. Resolution passed 4 – 0.**

13. Personnel Items – Pool Seasonal Hiring:

Maricle noted seasonal hiring recommendations for the Windom Pool as Meadow Espenson and Eliana Tade.

**Motion by Joyce second by Johnson to approve hiring Meadow Espenson and Eliana Tade for seasonal positions at the Windom Pool. Motion carried 4 – 0 (Ray absent).**

Maricle said there is an additional item for Personnel, which is the letter of resignation (retirement) of Jim Kartes, Building Official. Mr. Kartes' letter is in the packet.

**Motion by Joyce second by Jones to accept the resignation\retirement letter. Motion carried 4 – 0 (Ray absent).**

Jones said that the Personnel Committee discussed how to proceed with that position. Several options included:

- Re-fill the position "as is" a Building Official as a Dept. Head
- Re-fill the position full-time, but place it under the EDA in a new "Development Dept."
- See if Windom can contract the position
- Seek another community to share an employee

Jones said that they wanted to have a full-time position to handle building permits and nuisance items. Contracting the position was not a favored option since the City could be not having the

coverage needed as there are many projects going on in the community. The recommendation from the Personnel Committee and City Administrator would be to place the Building Official in a new Development Department under the direction of the EDA Executive Director. The rationale is that the Building Official has to coordinate so much with the EDA on land use and construction projects it would make sense to have these two small departments combined as they also share one Administrative Assistant. This new position would be a Grade 20 position instead of the current Grade 21.

Johnson said he is glad the position is recommended for full time as there are items that need to be addressed in the community. He asked if the job description would change. Nasby replied that the duties are largely the same, but the supervision and pay grade would change. Nasby said he would send out the job description to the Council for their review prior to ads being placed.

**Motion by Cooley second by Joyce to approve the reorganization of the EDA and Building Department into a new Development Department as proposed. Motion carried 4 – 0 (Ray absent).**

**Motion by Jones second by Cooley to approve advertising to fill the Building Official position at Grade 20. Motion carried 4 – 0 (Ray absent).**

14. Emergency Services Facility Discussion:

Maricle said that the Council had a work session earlier this evening. Many opinions and ideas were discussed. Some discussion centered on the cost of the proposed facility and the reliance on estimated costs versus actual prices. Different building types and funding resources were also discussed as well as options on how to pay for the annual debt service.

Joyce noted that funding Plan B that was tentative in April 2016 is now the primary plan without State funds, but this plan is still a work in progress and can change.

**Motion by Cooley second by Joyce to approve the plans and specifications for the Emergency Services Facility and proceed to bidding the project as presented. Motion carried 3 – 1 - 1 (Jones voted nay and Ray absent).**

Johnson asked if a resolution was required. Nasby replied that he would check with the City Attorney and if a resolution was needed this would come back to the City Council for the next meeting.

Jones noted that he is not in agreement with this action, but there was good comments and discussion at the work session.

Cooley mentioned that Ray had to leave, but she wanted him to convey her support in moving ahead with bidding.

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15. New Business:

Maricle asked if there would be a quorum for the July 5 meeting. Consensus of the City Council to cancel the July 5 meeting, but if something urgent came up a Special meeting could be called.

16. Old Business:

Joyce said he would like the Council to review their SMART goals and this can be done that the August 2<sup>nd</sup> meeting.

17. Regular Bills:

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

18. Council Concerns:

Joyce said that in the hospital packet there is a good article about community hospitals and Windom is doing a number of these things. He encouraged citizens to slow down as many adults and children are out walking and biking. He wanted to give Kudos to the Windom Girls Golf Team for their 2<sup>nd</sup> Place finish at the State tournament. He thanked the Riverfest Committee for their work and success of the Riverfest event.

Cooley said that he visited businesses on the square last week and had a lot of good conversations with business owners and citizens.

Nasby said that there would be some locates being done and soil borings in preparation for the 2017 Street project with work in the right of ways. He wanted to give the public a notice.

19. Adjournment:

Mayor Maricle adjourned the meeting by unanimous consent at 8:45 pm.

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Corey Maricle, Mayor

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

**UTILITY COMMISSION MINUTES**  
**City Hall, Council Chamber**  
**June 22,2016**

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

**Members Present:** Utility Commission Chairperson: Mike Schwalbach  
Members Present: Tom Riordan and Glen Francis (arrives 10:35 am)  
Member Absent: None.  
City Council Liaison: Dominic Jones (arrives 10:45 am)  
Staff Present: Steve Nasby, City Administrator; Brent Brown, Electric Superintendent; and Mike Haugen, Water / Wastewater Superintendent

**APPROVE MINUTES**

**Motion by Riordan, seconded by Schwalbach, to approve the May 20, 2016 Utility Commission minutes. Motion carried 2 – 0 (Francis absent).**

**WATER/WASTEWATER ITEMS**

Wastewater Treatment Items - Kelly Yanke, Bolton and Menk Engineers, said that the City has now passed three toxicity WET tests. These were conducted since the time PM Windom was shut down so it is reasonable to relate the cause of the prior failures was due to the effluent coming from PM Windom, which is what their research had indicated. The City is not into quarterly testing and if we pass for a year then the testing becomes annual. When Prime Pork starts up operations he thinks the City will again fail the tests and that will mandate more testing. Yanke said that he and City staff have met with Prime Pork twice to discuss the wastewater needs, flows, loadings and the significant industrial user agreement that will be needed. Windom does not yet have its new permit from the State, but it is expected that the limits on nitrates and phosphorous will force the City into expensive plant upgrades and this will also impact Prime Pork. Yanke estimated \$10-12 million of cost in the plant upgrades, but there may be some State grants from \$3 million to \$7 million available. The City needs to get moving on a facilities plan so it can begin the process of applying for the State grants. State loans are also possible for up to 20 years at 1-1.25% rates. BDPI grants may also be available up to \$1 million. He said the rates for Prime Pork were preliminary discussed as \$3/1000 gallons based on what PM Windom was paying which do not include surcharges or loading costs.

Schwalbach asked about pre-treatment at Prime Pork. Yanke replied that was discussed, but Yanke said they were more interested in the City making the improvements as that is more cost effective. He reviewed the equipment and facilities that needed to be upgraded and that the cost allocation with Prime Pork would need to be worked out. Yanke added that Prime Pork is doing work to improve their ponds, a DAF and other things that will help the situation. However, there would need to be a minimum fee to Prime Pork to address the debt service the City would have on the facility improvements.

Haugen said the collection line replacement also was raised with Prime Pork. The question is who pays for this line as there may be other properties that connect such as Veenker's truck wash. The options are line replacement or re-lining the pipe. The cost is \$180,000 for a new line and \$155,000 to re-line it based on quotes he has obtained. Haugen asked if the Utility Commission wanted Wenck Associates, DGR or Bolton and Menk to do the work for the collection line.

Riordan and Schwalbach discussed the advantages and disadvantages of each option and the costs. Yanke noted that the longevity may be the deciding factor since the costs were close. The replacement line with PVC would give 50 years or more of life and the re-lining is about 30 years.

**Motion by Riordan second by Schwalbach to engage Bolton and Menk to complete plans and specifications for the collection line by Prime Pork with an option for a new line and re-lining. Motion carried 3 – 0.**

Schwalbach asked about sludge storage. Yankey said that they are recommending a denitrification filter and that will help, but more storage space will be needed.

Jones asked what cost allocation would be estimated for the facility improvement costs that were not covered by any State grants. Yanke said that a rough number would be 1/3 Prime Pork and 2/3 City.

Schwalbach asked about the cost to put together a facilities plan to start the process for wastewater plant improvements and to get on the State's project list. Yanke said the cost is about \$25,000.

**Motion by Riordan second by Francis to engage Bolton and Menk to complete a facilities plan for the Windom Wastewater Plant in an amount not to exceed \$25,000. Motion carried 3 – 0.**

Water Tower Update – Haugen said that the interior wet is 100% sand blasted and primed, the interior dry is sand blasted and primed, no work on exterior yet, color is to match with existing colors, containment is 80% complete on the East Tower and the total project is about 20% completed. Painting the East Tower should be completed in July dependent on the weather.

Red Rock Rural Water Addendum – Schwalbach said this item had been tabled from a prior meeting so that testing of water for emergency uses could be completed. The rate in the addendum is for \$2.61/1000 gallons with the interconnection agreement. This is a short-term situation as the agreement runs into 2018 and then the whole thing can be renegotiated or revised as needed.

Jones said that Red Rock Rural Water wants to continue its partnership with the City and would be there to work with the City on any emergency situation with or without the interconnection part of the addendum. If the Utility Commission felt the rate should be higher he understands that position.

**Motion by Riordan second by Francis to approve RESOLUTION UT #2016-02 – RESOLUTION ESTABLISHING RATES, CHARGES AND FEES FOR AN ENTERPRISE FUND. Aye: Riordan, Francis and Schwalbach. Nay: None. Motion carried 3 – 0.**

**Motion by Riordan second by Francis to approve the City of Windom and RRRWS Addendum to eliminate the inter-connection language proposed as paragraph 25. Motion carried 3 – 0.**

Other Water\Wastewater Items – Haugen said that at the last meeting he had raised the issue with an employee going above and beyond to help out the City, which saves the cost of hiring a contractor. He feels this should be looked at for additional compensation. The Utility Commission discussed the position, duties and how this could be looked at within the labor agreement and fairly. Haugen was charged with bringing back additional information as to the increased duties, percent of time spend on duties and a revised job description for review.

Haugen said that the issue of water and sewer connections comes up during the building permit review. This came up last meeting when another community had someone illegally connect to the water system.

Brown said that in Windom, there is a section of City Code that addresses this issue.

Schwalbach said his biggest concern is the opportunity for contamination in the system.

**ELECTRIC ITEMS**

**1000 Hour Apprentice** – Brown said that he is still working on this with the union, but the City did hire a person as a seasonal, temporary person for a period not to exceed 67 days. The apprentice position would be for up to 6 months up to 1000 hours. The pay would be 67% of the lineman pay (step 1) for someone with one year of school and 80% of lineman pay (Step 1) for someone with 2 years of school. He will keep working on this and bring an item forward when it is worked out with the union.

Golden West Telephone Answering Service – Brown said that calls now go to County dispatch for anything after hours or to an answering machine at the Power House. The cost for the County is \$187.50/month and the system is not ideal as they do not have the ability to screen calls, answer questions, etc. Golden West is used by the Telecom department and they have been satisfied with the service. Golden West costs \$50 for a one-time set up fee with a monthly minimum of \$25. The Telecom department averages about \$40\month cost. Golden West can help by answering simple questions for customers, identify issues and gauge the need for a call out, which will save time and money. The contract allows for a 30-day opt out anytime.

**Motion by Riordan second by Francis to approve the agreement between the Electric Department and Golden West as proposed. Motion carried 3 – 0.**

Wage and Comp Plan Update – Brown said that the consultants met with Dept. Heads on June 13. Information of comparable cities was drafted by the consultant and additional information given by the Dept. Heads.

Other Electric Items – Brown said that he was meeting with Prime Pork this week to discuss equipment, load, maintenance and other items. Brown also noted the 2017 budget process is underway and that he would be looking for guidance as to the amount of the transfer to the City.

Jones said that the Council is still discussing the financing for the Emergency Services Facility and the electric transfer is still part of the discussion but the amount could change.

**REGULAR BILLS**

Nasby said there were three other bills that were not included in the packet from Bolton and Menk and Wenck.

**Motion by Riordan second by Francis to approve all of the bills as presented in the packet and verbally. Motion carried 3 – 0.**

**OLD BUSINESS**

None.

**NEW BUSINESS**

Brown said the resolution is to establish the disconnection and reconnection fees for the Electric Utility.

**Motion by Riordan second by Francis to approve RESOLUTION UT #2016-03 – RESOLUTION ESTABLISHING RATES, CHARGES AND FEES FOR AN ENTERPRISE FUND. Aye: Francis, Schwalbach and Riordan. Nay: None. Motion carried 3 – 0.**

**ADJOURN**

Schwalbach adjourned the meeting at 12:45 p.m.

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

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

**TELECOMMUNICATIONS COMMISSION MEETING  
CITY OF WINDOM COMMUNITY CENTER  
June 27, 2016  
6:00 P.M.**

**I. Call Meeting to Order**

Joyce calls meeting to order at 6:03pm

**II. Roll Call**

**Members Present:** Bryan Joyce, Dominic Jones, Travis Eichstadt

**Members Absent:** Jeremy Lund and Jerry White

**Staff Present:** Jeff Dahna, Windomnet Operations Manager, Steve Nasby, City Administrator, Chelsie Carlson, City Financial Director/Controller

**Others Present:** Dirk Abraham

**III. Approval of Minutes**

**Motion by Jones, seconded by Eichstadt, to approve the minutes from the May 31<sup>st</sup>, 2016 meeting.**

**Motion carries 3-0.**

**IV. YTD Financial Overview with 2017 Pricing**

Carlson shares with the commission she is currently doing financial overview of the City departments. Carlson states the packet share with the Commission shows YTD totals and projections for 2017. Carlson shares that Windomnet is \$26,000 short in cash based on capital spending and cash flow will be \$100,000 short. A few items were unplanned, such as the Metaswitch rebuild and vehicle replacement. Carlson states the MDU (Multi-Dwelling Unit) rate for cable TV hasn't been adjusted since 2008. Carlson shares she's researched other providers and there's not a lot to compare to. Another cable TV provider does flat a rate of \$10 while another does 20% to 40% off current standard monthly rate. Carlson offers that the current MDU rate is 90% off current standard monthly rate. Carlson states Windomnet is not currently covering the expenses and suggests raising the MDU rate will help cover those costs. Current MDU rates bring in \$2480 a month. An increase to \$10 per month would bring revenue from MDUs to \$3100 a month. Discussion among the Commission about locations that take advantage of the MDU rate and how the price is determined. Further discussion about Windomnet covering its costs for providing service. Nasby states this is a department issue where all aspects of Windomnet need to be looked at to try and increase revenue. The Commission discusses providing a tiered solution, basic cable and expanded basic choices for the MDU customers. Carlson states SMBS is passing the MDU rate of \$10 onto its customers.

**Motion by Jones, seconded by Eichstadt, to increase the rate to \$10 per month on current the current package with the idea of reviewing the rates at the end of the year.**

Jones states the rate increase is insufficient. Joyce shares during the annual rate adjustment the Commission can look at this rate again. Jones asks if next rate increase will be looked at fairly for MDU with rates being increased by the same percentage. Jones states he would like to see additional revenue to cover these expenses.

Nasby shares on November 1, 2008 the rate for expanded basic was \$43.95 and currently the rate is around \$85.

Nasby shares the current MDU rate of \$8 was 18.2% of expanded basic rate of \$43.95 back on November 1, 2008. Taking that same percentage to today's current expanded basic rate would put the MDU rate at \$15.42.

**Motion fails 0-3.**

Nasby states a letter should be sent out to these customers stating there will be a significant increase next year. Joyce shares he would like to see a tiered billing solution with basic and expanded basic as an option to current MDU subscribers.

#### **V. Project Updates**

Dahna shares a number of Windomnet project updates.

Metaswitch – Dahna shares the Metaswitch power panel will be switched out going from 15amp to 20amp power.

New Billing System – Dahna states Windomnet is at a +90% rate for accuracy with new billing system and offers this will be a good asset for telecom.

Neutral Path – Dahna offers Neutral path is renting another half rack in the co-location with plans to move additional equipment over. Dahna states he has another rack currently available for rental.

#### **VI. Manager's Report**

Dahna shares there have been a couple more customers that would like service drops who initially did not take advantage of hooking up to Windomnet during the initially installation of the fiber system. Nasby states there are 7 homes that didn't have the fiber drop when fiber was being installed. Dahna offers the potential customers are inquiring about the service since fiber for CenturyLink and Verizon have been cut twice in the last 6 months.

Dahna shares the Fulda Area Credit Union is looking for adequate service in their location. Dahna states he is making plans on how to bring fiber to the new building. The current FACU building will stay.

ADARA server – Dahna offers the ADARA middleware server will be switching over tonight at 3am.

Blue Highways TV – Dahna states Blue Highways TV, digital channel 116, has been off air for a couple months because of broadcaster issues and has only been

reported by a single SMBS customer called in. After Windomnet staff did some research, the channel was taken offline by the broadcaster and is set to will become LaughTV which will be re-running sitcoms. Jones asks how much the channel costs. Dahna offers the channel is free but the new broadcast will require Windomnet to reposition another receiver for a cost of \$3000.

**Motion by Jones, seconded by Eichstadt, to provide a 60-day notice to discontinue Blue Highways TV Channel.**

**Motion carries 3-0.**

Dahna explains the Golden West handout in the Telecom packet shows there were 4 calls last month for after-hours service. Dahna offers the Electric Department is currently working with Golden West to take after hours calls for them.

#### **VII. New Business**

Dahna shares the eLation map conversion proposal with the Commission. The eLation map conversion would have a GPS component allowing the fiber optic infrastructure to be laid out onto map. This allows staff to use a phone, laptop, and tablet to view the current Windomnet fiber infrastructure with the ability to add onto the system the previous 10 years of fiber changes. Dahna states the cost to convert the file is \$4,850. The Commission discusses how the fiber is located and converted by eLation.

Joyce inquires about paying the company \$4850 to process the data and store it in the system and where in the budget the \$4850 is coming from. Nasby states the \$4850 would come from capital. Joyce asks if this is a component of the billing program. Dahna said it can be integrated into the new billing system. Nasby states there's only \$10,000 left in the budget for the year and Windomnet is already projected to be at a deficit.

Jones states he can see the value in doing this mapping conversion. Joyce inquires if this would have to go to the City Council. Nasby states this is under a \$5000 item so it could be paid for out of Windomnet's current budget.

**Motion by Jones, seconded by Eichstadt, to approve the eLation Proposal.**

**Motion carries 3-0.**

NOC Technician position – Dahna shares the newly hired tech is working out quite well and is busy trying to get caught up on everything. Dahna states he is very enthusiastic about the position and is excited for the opportunity.

Truck Purchase– Dahna offers the white truck is now in service and the old van will have some parts removed for the current van. Dahna shares he received an estimation of repair costs from Higley Ford after diagnostics of the van and it was determined to purchase a new vehicle. Dahna states the lead time on a new vehicle is 60-90 days.

**Motion by Jones, seconded by Eichstadt to ratify the decision made by the council to order the truck to replace the van.**

**Motion carries 3-0.**

Air Conditioner at Headend. – Dahna shares he received a quote from Elite Mechanical to replace the failing air conditioner at the headend. Joyce asks if the headend were to be shut down in the future would Windomnet still replace the air conditioner today. Dahna states he likes that option 1 on the quote included in the Commission's packet is for an air conditioner system that can be moved down to the NOC should the headend be shut down or moved. Jones asks if there's a backup generator at the headend. Dahna states there is no backup generator but there are UPS for some of the servers at the headend being used for backup power. The current NOC batteries were installed in 2004 and are sealed gel type battery. Quote in packet to the Commission have 2 different sizes of gel type and 2 types of "wet" acid type with a 20 year rating.

Dahna shares the Fire suppression panel at the NOC is at its end of life with a cost of \$2700 to replace. Dahna states this will be going on the 2017 budget.

Dahna shares the quote included in the Commission's packet for the Fiber drive migration to the E7 system. Dahna states the quote started at \$761,000 for all Gigacenters, which would be located inside homes, and then another quote similar to what system Windomnet uses now came in at \$541,000 for 727GE cards. Dahna offers he got another budgetary quote from Power & Tel which was also included in the Commission's packet. Dahna states the current fiber drive won't work with the new billing system and will need to be converted to an E7 system to take advantage of the new billing system's automated functions. Nasby states a conversion to an IPTV system will require an upgrade of the fiber drive as well. Joyce asks about grants. Dahna states options to cover the cost of the system might include expanding Windomnet services to Jeffers. Nasby shares the state grant criteria is very strict.

#### **VIII. Commissioner's questions and concerns.**

Jones states a question was brought up by another council person about selling an enterprise fund. Jones shares he mentioned this to the committee last August and would like Dahna to be aware it brought up. Jones states he keeps looking at the \$10 million debt and continuing to pay on that debt. The need to put money into the system is staggering without grant money to keep doing what we're doing. Jones states it's a good product and we need to make sure the focus is to pay for ourselves and what is in the best interest of the community.

Joyce states if we don't seek grant dollars and many people from the Council may feel that way with the coming costs to stay current. Joyce shares the emphasis needs to be on grant dollars on these upcoming upgrades.

Nasby states the current system is 10 years old and now needs to be replaced. Joyce shares the system was put into place to serve an underserved community. The commission discusses ideas on how to grow Windomnet through expansion, marketing and changing cable TV transmission providers.

Nasby states Dahna had his 6-month probationary evaluation and it was a good evaluation.

Next meeting July 25<sup>th</sup> at 6pm at Windom Community Center.

Motion to adjourn 7:46pm.

ECONOMIC DEVELOPMENT AUTHORITY OF WINDOM  
MINUTES  
JULY 11, 2016

1. Call to Order: The meeting was called to order by Vice President Herding at 12:07 p.m.
2. Roll Call & Guest Introductions:

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

Also Present: EDA Staff – Drew Hage, EDA Executive Director, and Mary Hensen, Admin. Asst.; City Administrator Steve Nasby, WADC Liaison Tara Christensen, and Rahn Larson.
3. Approval of Minutes:

**Motion by Commissioner Jones, seconded by Commissioner Johnson, to approve the Minutes of the EDA Meeting held on June 6, 2016. Motion carried 4-0.**
4. Public Hearing – 12:15 P.M.
  - A. Sale of Land – Lot 4, Block 2, Riverbluff Estates Subdivision: Vice President Herding opened the public hearing at 12:19 p.m. The EDA Commissioners had received copies of the Purchase Agreement from Wade and Kimberly Aukes who wish to purchase Lot 4, Block 2, Riverbluff Estates Subdivision and the public hearing notice. This lot is situated to the south of the lot where their home is located and their current plan is to use the lot to expand their yard space. The purchase price offered for the lot is \$10,000 which is the price previously set by the EDA Board for the River Bluff lots. The public hearing notice was published in the Citizen on June 29<sup>th</sup>. No comments had been received from the public since publication of the hearing notice. No comments were received from anyone in the audience. Vice President Herding closed the public hearing at 12:22 p.m.
  - B. Follow-up Action to Public Hearing
    - 1) Resolution No. 2016-07 (Re: Sale of Land – Lot 4, Block 2, Riverbluff Estates Subd.): After further discussion and clarification concerning the location of the lot, the following action was taken.

**Resolution introduced and motion by Commissioner Johnson, seconded by Commissioner Clerc, to adopt EDA Resolution No. 2016-07, entitled “Resolution Approving Sale of Property Described as Lot 4, Block 2 of Riverbluff Estates Subdivision to the City of Windom, Cottonwood County, Minnesota”.**

**Upon roll call vote being taken, the following voted in favor thereof: Commissioners Clerc, Johnson, Herding, and Jones; the following voted against the same: None; and the following were absent: Commissioner Espenson. (The Resolution was adopted.)**
5. Highway 60 – Approach/Frontage Road Proposals – Update: Discussions between Executive Director Hage, Scott Veenker, and MnDOT are continuing. Director Hage reviewed a DGR Engineering drawing with the Board. He advised that at an earlier meeting, the City Council indicated the possibility of some contribution to the road project if there’s a community use. No transportation bill was passed by the 2016 MN Legislature and there are no funds for a TED grant at this time. Director Hage has confirmed that engineering work and property acquisition would be reimbursable expenses even if prior to the awarding of a TED grant. However, there would be no

reimbursement of any road construction expenses prior to the award of a TED grant. Because it is a change of use, MnDOT will not allow Scott Veenker to keep his current driveway without identified improvements. MnDOT has indicated that they will grant an access permit to Scott Veenker on certain conditions including (a) the access must be square coming onto Highway 60, (b) the first 50 feet in the right-of-way must be paved, (c) an apron must be paved, and (d) a turn lane must be installed, etc. There was a brief overview concerning water and wastewater discussions.

6. Prairie Meadow Subdivision

A. Sign Update: Executive Director Hage reported that the subdivision sign has been constructed and installed along 17<sup>th</sup> Street on the School's property just south of the new subdivision. The Board received a copy of the sign in the packet.

B. Marketing: Executive Director Hage advised that he had met with the School's Building & Grounds Committee on July 5<sup>th</sup>. They requested that he conduct research as to prices of available lots in area cities. Director Hage provided information he had received concerning lot prices in St. James, Worthington and Jackson. Most of these cities have included the costs for installation of infrastructure as special assessments against the lots. These cities hadn't outlined the actual estimated costs for utility installation. However, they indicated that infrastructure costs were similar to Windom's. The B&G Committee had suggested options and asked whether there are any other initiatives, such as tax abatement. Director Hage advised that on July 19<sup>th</sup>, there is a County Commissioner's Meeting in the morning, a Joint Government Meeting at 5:30 p.m., followed by the 7:30 p.m. City Council Meeting. His plan is to talk with these various boards and committees regarding tax abatement, etc. If abatement is an option, the School would not be able to abate voter-approved levies. Pursuant to the Development Agreement, the EDA's share of the sales price for each lot is to be held to pay for installation of utility infrastructure in Phase II of the Subdivision. There was further discussion concerning marketing options.

7. TIF 1-20 – Update: On June 7<sup>th</sup>, the City Council held the required public hearing on the proposed business subsidy for New Vision which would be funded through tax increment from TIF District 1-20. Following the public hearing, the City Council adopted a Resolution approving the proposed business subsidy to New Vision and approving the Redevelopment Agreement and the Business Subsidy Agreement between the City and New Vision. Also at the June 7<sup>th</sup> Meeting, the demolition contractor was present and explained the proposed demolition process. The last communication indicated that the demolition contractor is making arrangements for the transfer of the large crane to Windom and hopes to have the demolition of the 8-silo annex completed before September 1<sup>st</sup>.

8. MIF Award – Prime Pork: The City received a notification letter dated June 15, 2016, that the Minnesota Investment Fund (MIF) Application had been approved. The grant documents for the \$1 Million award from DEED were reviewed by the City Attorney. On July 6<sup>th</sup>, City Administrator Nasby and Director Hage traveled to St. Paul to meet with DEED representatives concerning the grant documents which are now being reviewed by the owners of Prime Pork. The grant funds will be loaned by the City to Prime Pork for job creation. If Prime Pork creates and retains 250 jobs for a period of two years, the loan can be forgiven. On July 19<sup>th</sup>, the City Council will consider a resolution accepting the grant award, approving the grant contract, and authorizing signature on the grant contract by the Mayor and City Administrator.

9. SCDP – Commercial Rehab

A. Subordination Request: On April 11, 2016, the EDA Board approved an SCDP Commercial Rehab loan to be used to pay a portion of the cost of roofing for the property owned by Mari and

Andy Harries, known as the “River City Eatery”. The Harries have now purchased the building adjacent to them (formerly owned by Friesens) for purposes of expansion of their restaurant. United Prairie Bank is in the process of refinancing the Harries’ existing loan to include the purchase of this additional property. The EDA has received a request from United Prairie Bank (UPB) for a subordination of the SCDP Commercial Rehab mortgage to allow UPB the first mortgage position on the property. It is the EDA’s policy to subordinate these loans to allow the property owners to refinance the primary (“purchase money”) mortgage on their property.

**Motion by Commissioner Clerc, seconded by Commissioner Johnson, approving subordination of the SCDP Commercial rehab loan on the Harries’ commercial property at 344 Tenth Street (on behalf of UPB) and authorizing the Mayor and City Administrator to sign the Subordination Agreement.**

10. Spec Building

A. Marketing: Executive Director Hage reported that the building is being marketed on the LOIS site (Location One) which is a national website. The EDA has rented billboard space in the past, but did not see significant results from that advertising. The building is listed on the City’s website and also on the DEED database. One suggestion was to forward information concerning the building to site selectors, such as the site selector who visited Windom last year as part of a promotion by DEED. Director Hage has shown the building to four different prospects. One of those prospects remains interested in the property and there also may be other local and area interest. In response to a question, the EDA is waiting for estimates to repair the damage to the building caused by previous renters for which the renter will be responsible. There was further discussion concerning the appraised value of the property; the remaining loans on the property; the EDA’s expenses in constructing, improving, and maintaining the building; whether a business will be creating jobs in the space; and other potential uses for the building.

11. Active Living Plan – Report: Executive Director Hage reviewed Windom’s sidewalk map and highlighted the Pedestrian Classification System that will be used in the development of the Windom Active Living Plan. The maps highlight street connectivity and identify connector streets, neighborhood connector streets, and residential streets. The placement and number of sidewalks would be based on the type of street. There are approximately eight critical sidewalk gaps or areas where a wide paved shoulder is needed. MnDOT’s Enhancement Funds and DNR’s Legacy Funds are two funding sources that may be used for pedestrian infrastructure projects. A description and link to Windom’s wikimapping page was also shared. Wikimapping is a public input tool that allows the public to contribute input to the planning process. He has prepared flyers concerning “Walking and Biking in Windom” which have been posted in various public locations to advise the community of ways in which to provide input concerning any obstacles to walking and biking in Windom and any difficulties on the routes used for these activities. An active living plan can span 20 years. The first community meeting on the Active Living Plan is scheduled for Monday, July 11<sup>th</sup>, at 7:00 p.m. at Room 105 in the Windom Community Center.

12. Windom Livability Campaign – Summary: Executive Director Hage reported that the second meeting was held on Friday, June 24<sup>th</sup>. Robin Weiss from the Southwest Regional Development Commission facilitated the meeting which included review of survey results and discussion of next steps in the process. There is a summary of the input received from the public through the two community meetings and the survey. The Chamber and other organizations will be using this information and the “stories” to market the community in various ways including creating a flyer and assembling information for use at the Job Fair, etc.

13. Unfinished Business

- A. Hotel Project – Update: Executive Director Hage updated the Board concerning the status of the project and current level of investor participation.
- B. City Lot – South of Shopko – Status: At a prior EDA meeting, Executive Director Hage had initially presented the idea of the potential development of this City-owned lot. Additional information has been obtained including the possibility that fill generated by the 2017 Street Project could be used in redeveloping a portion of this lot. He is working with the City's engineering firm regarding the project and the estimated costs. Commissioner Jones requested that Director Hage contact the DNR to verify that this property is not classified as a wetland and doesn't have any other restrictions concerning development.

14. Miscellaneous Information

- A. EDA Monthly Financial Recap: The Board received a copy of the EDA's Account Activity through June 30, 2016.
- B. River Bluff Townhomes – Monthly Financial Report: The Board received copies of the financial reports for May 2016 provided by Van Binsbergen & Associates.

15. Adjourn: On consensus, Vice President Herding adjourned the meeting at 1:12 p.m.

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Rick Clerc, EDA Secretary-Treasurer

Attest: \_\_\_\_\_  
Drew Hage, EDA Executive Director

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

1. Call to Order: The meeting was called to order by Chairperson Wahl at 7:07 p.m.

2. Roll Call & Guest Introductions:

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

Also Present: Zoning Admin. Asst. Mary Hensen and Electrical Superintendent Brent Brown.

3. Approval of Minutes:

**Motion by Commissioner Cole, seconded by Commissioner Rose, and carried to approve the Planning Commission Minutes for the meeting held on June 14, 2016. Motion carried 5-0.**

4. Solar Systems Ordinance: Admin. Asst. Hensen reported that the modifications in the ordinance requested by the Planning Commission on June 14<sup>th</sup> had been made. Subsequently, the ordinance had been reviewed and approved by Windom Electrical Superintendent Brent Brown and City Attorney Ron Schramel.

A. Windom Electrical Superintendent – Comments: At the June 14<sup>th</sup> Meeting, the Planning Commission had questions concerning monitoring and abandonment of solar systems. Electrical Superintendent Brown was present to answer these questions. He reported that pursuant to the proposed Solar Systems Ordinance and the Electric Department’s “Electric Service Rules and Policies”, there will be procedures in place for the monitoring and annual inspections of solar equipment. He explained the metering system that will perform monthly reads on the system. There will also be a requirement that the transfer switch be tested annually by an electrician qualified to do these types of inspections. The Electric Department has prepared an Interconnection Agreement that has been reviewed by the City Attorney and the City’s insurance carrier.

B. Recommendation to City Council: After further discussion, the following action was taken.

**Motion by Commissioner Derickson, seconded by Commissioner Rose, approving the proposed “Solar Systems” Ordinance and recommending City Council approval of the ordinance as written. Motion carried 5-0.**

5. Temporary Family Health Care Dwellings

A. Review Overview & Options and B. Recommendation to City Council: This is an item that has just arisen due to the adoption of a law by the Minnesota Legislature. The law was signed into law by Governor Dayton on May 12, 2016. The law would require all Minnesota Cities to allow tiny, temporary portable houses (maximum 300 square feet) on residential properties. These “drop houses” could house one adult (mostly older adults) with health care needs who needs to be close to a caregiver. This law will take effect in each City unless that City adopts an ordinance to “opt out” of this new law. This “opt out” ordinance must be adopted and published prior to September 1, 2016, to stop automatic implementation of the new state law. Opting out also allows Cities more time to research and evaluate other options. The Commissioners received copies of a summary of the law prepared by the League of Minnesota Cities and a copy of a July 5<sup>th</sup> Star Tribune article regarding other communities’ response to the new law. City

Administrator Steve Nasby had provided results of a Minnesota City Manager's Association poll (as of July 7, 2016), which indicates that the Cities polled (26 shown on the survey thus far) have overwhelmingly chosen to "opt out" of this new legislation. The Cities range in size from Slayton to Pipestone to Austin to Metro communities.

The Planning Commission discussed this new law. Chairman Wahl advised that "drop houses" have been in use in North Carolina for quite awhile. Commissioner Cole advised that she had done some online research and the outcomes from many of the areas where these drop houses had been used were not favorable. Commissioner Derickson favored opting out because these drop houses do not meet building code and fire code. The Commissioners also discussed issues including whether there is a need for this type of health care dwellings in our area; issues of regulation of the use of these drop houses, monitoring, and their removal when not in use; and the need for more research into use of these drop houses in other areas of the country and issues that have arisen from that use.

**Motion by Commissioner Derickson, seconded by Commissioner Rose, recommending that the City Council adopt an ordinance "opting out" of Minnesota Statutes, Section 462.3593, concerning "Temporary Family Health Care Dwellings", because the dwellings do not meet building and fire codes and more research into this matter is required. Motion carried 5-0.**

6. Unfinished Business: Building Official/Zoning Administrator/Fire Marshal Position: Admin. Asst. Hensen updated the Commissioners on the status of the advertisement of the position, anticipated timeframe for processing of applications and interviews, and plans for continuation of department activities after Jim Kartes' retirement from the position on July 29<sup>th</sup>.

Prairie Meadow Subdivision: Admin. Asst. Hensen responded to questions concerning the status of lots in the subdivision.

7. New Business: Admin. Asst. Hensen advised that a conditional use permit application has been filed. If all required documents are provided by the Applicants in time for publication of a notice, the public hearing on the application can be scheduled for the next regular Planning Commission Meeting which would be August 9<sup>th</sup>.
8. Adjourn: On motion and by consensus, the meeting was adjourned at 7:38 p.m. by Chairperson Wahl.

\_\_\_\_\_  
Marilyn Wahl, Chairperson

Attest: \_\_\_\_\_  
Mary Hensen, EDA/B&Z Admin. Asst.

Windom Library Board Meeting

Windom Library

Tuesday, July 12, 2016

5:05 p.m.

1. Call to order: The meeting was called to order by Barb Henning at 5:05 p.m.

2. Roll Call: Members Present: Barb Henning, Kathy Hiley, Anita Winkel, Steve Fresk, Terri Jones, and Susan Ebeling

Members Absent: John Duscher

Library Staff Present: Dawn Aamot

City Council Member Present: Brian Cooley

3. Agenda and Minutes:

Motion by Steve Fresk and seconded by Terri Jones to approve the Agenda and the Minutes.

4. Financial Report:

Dawn reviewed the Financial Report. She reported that the payment to I-Citizen is for the installation of Webroot, computer security software, on all of the computers.

Motion by Anita Winkel and seconded by Susan Ebeling to accept the Financial Report.

5. Librarian's Report

Dawn reported that that there continues to be a good turnout for the Summer Reading program.

Proceeds from the June Book Sale at BARC were from \$600 – 700.

The library sponsored Judy Ostrowski, a henna tattoo artist, on June 29 at the Historical Society. About 10 women attended. The Friends of the Library served refreshments. This event received great publicity from the Citizen and was paid for through MN Legacy Funds.

On July 19, Climb Theater will present a mini play "The Tortoise and the Hare" at 4:30 at the Community Center. This program is also supported by funding by the MN Legacy Funds.

The library received a large donation of DVD's and they will be offered for sale on Crazy Days, July 15 & 16.

Madison Winker completed her Senior Eagle project, a Free Library located at Island Park. She was assisted in the construction of the library by Dave Vaupel and Howard Davis. She asked the community for donated books and had a wonderful response.

Nancy is considering continuing Story Time and Lunch Bunch through the first 2 weeks of August. Reading for prizes ends on July 31.

The interns are working out well and their Monday hours were changed to 5-7.

Motion by Terri Jones and seconded by Kathy Hiley to accept the librarian's report.

6. Old Business:

In conjunction with the Window Pool Staff and the library, an outdoor movie, "Horton Hears a Who" will be presented at Island Park on August 8 or 9. A Dr. Seuss theme with costumes and games are planned. The library will participate in this event with games and prizes.

New Business:

Dawn is meeting with Steve and Chelsea to go over the library's 2017 budget. The proposed budget for data processing is \$5,500 and Dawn will ask for \$6,000 as the charge for the Plum Creek System Delivery and processing is going up 8%. Dawn is questioning the proposed budget for Repair and Maintenance-Grounds @ \$600. She is hoping this is an error. The budget for this item was \$5,500 last year. In regards to Capital Outlay, she is going to push for the total quoted cost of \$120,000 to replace the windows. The windows are leaking and damage is occurring. Brian Cooley is going to see if dollars can be found to get this much needed window project funded.

8. New Book Suggestions:

Book suggestions were given to Dawn.

9. Adjourn:

Motion by Steve Fresk, seconded by Anita Winkel to adjourn.

Meeting adjourned at 5:37 p.m.

Respectfully submitted,

Kathy Hiley, recording secretary

**PARK AND RECREATION COMMISSION MEETING  
MINUTES JULY 13, 2016**

1. Call to Order: The meeting was called to order by Gross at 5:47 p.m. at City Hall
  
2. Roll Call:  
Commission Present: Kay Gross, Jess Smith, Jason Kloss & Shawn Licht  
Commission Absent: Darren Tietz & Josh Schunk  
City Staff Present: Recreation Director Al Baloun, Pool Manager Samantha Baloun & Parks Superintendent Bruce Caldwell  
Council Liaisons: Paul Johnson attending & Bryan Joyce absent  
Public: Dog Park Committee; Joann Kaiser along with two other residences
  
3. **Motion to Approve Agenda by Kloss, seconded by Licht**  
**Motion Carried Unanimous**
  
4. Motion to Approve Minutes from May 2016 Park & Recreation Commission Meeting; .  
**Motion Kloss, seconded by Smith**  
**Motion Carried Unanimous**
  
5. Dog Park Update; Joann Kaiser stated due to the letters and negative response to have a dog park at Schmultz Park, that location has been scrapped. So they will try to identify a different location. The commission stated they should keep doing fund raisers.
  
6. Pool Managers Report Samantha Baloun; she stated the concrete repairs done this past spring is already chipping off and needs to be fixed. The contractor that did the repairs will be contacted accordingly. Several other structure and mechanical items will need to be repaired or replace so the 2017 & CIP budgets will need to be adjusted.  
She asked the commission their thought for when the pool should close. They all agreed that we should try and keep the pool open into the week of August 15- 21 but only have the pool open for a few hours in the afternoon due to limited staff. She will try something new during the week of the fair by having the pool open from 12:00 (Noon)- 5:00 PM The majority of the staff will be leaving due to sports activities or going back to college in mid-August. Pool fun night will be held on August 8<sup>th</sup>, lots of special events and a outdoor movie at sundown. By August 22 the pool staff will be down to 6-7 staff with no head lifeguards available.
  
7. Parks Superintendent Report by Bruce Caldwell:
  1. Review 2017 Parks Budget Draft and 5 Year CIP
  2. BARC Decision Concerning Possible New Park on Their Property; Caldwell stated BARC has withdrawn their consent to have a new playground on their property if the Emergency Services Building is built at Witt Park.
  3. Windom Active Living Plan Links; the commission received information where they can read the proposal from the EDA director. Caldwell's major concern is who will pay for long term maintenance problems as grants only cover the initial costs.
  4. Park Book Library was installed by a resident at Island Park next to the playground. People can take out the books but they need to return them. Books will be rotated periodically.

5. Campground; a new message board was installed at the entrance of the campground stating rules and also posting community events. The commission also talked about future plans for the campground. Caldwell stated he would like to see the campground moved to Tegel's Park and add all hookups. It is a costly venture but due to the popularity for campgrounds he is confident it would pay for itself in ten to fifteen years.
  
8. Recreation Manager; Al Baloun
  1. Review 2017 Parks Budget Draft and 5 Year CIP; members said we need to get some of the items done and off the CIP list many of the items have been there for the past 10 years and need to be completed.
  2. Arena Items; staff will be painting the bleachers prior to the Cottonwood County Fair. A few horse shows are scheduled following the fair then staff will be getting things ready for ice.

Baloun said due to possible future staff retirement and the loss of one of his previous permanent part time staff members, he has talked to the City Administrator about hiring a full time staff person so that person can be trained on the workings of the facility.
  3. Recreation; the summer rec programs will be done later this week and he is also going to advertise for a fall soccer coordinator. He will hold a fall flag football program for youth in 1<sup>st</sup> & 2<sup>nd</sup> grades. Details will be coming out later.
  
9. Open Mike:

Smith; asked about getting more sandbox sand at Abby.

Kloss; stated to Baloun that the scoreboard remotes at the WRA need to be available for games. Baloun will give keys to the room where they are stored to his staff and a couple more coaches. Those people will then be responsible to make sure they are put back and placed on the chargers.

Johnson; he stated that there could be funding to construct hazard shelters in our parks. When the meetings are scheduled with the emergency officials it would be good to have a commission member present to state this would be a good addition to a few parks if we would happen to have a weather emergency. Possibly even a roof over the pool bathroom facility.
  
10. Due to the county fair the third week of August the next commission meeting will be held in September unless it is absolutely necessary for the group to meet. So the next commission meeting will be held September 21<sup>st</sup> at 5:30 p.m. in the council chambers.
  
11. Meeting adjourned at 6:55 p.m.

What is a Dog Park?

A dog park is a fenced enclosure with specific entry and exit points for dogs and humans to gain access. Equipment consists of benches for human to sit and watch dogs play. There will dog waste stations so human will pick up after their pets.

What are the benefits of a Dog Park?

Dog parks encourage responsible pet ownership along with the enforcement of dog control laws. They give dogs a safe place to exercise and play which reduces barking and other problem behaviors. Dog parks provide senior and the community members with mobility problems or disabilities for an accessible place to exercise their pets.

What city owned areas has the Park and Rec and Dog Park committee considered?

Lions Park, Lommen Park, too small.

Community Center, and Legion Field Park, are located in the cities water well protection zone which prevents a dog park to be near those areas

Dynamite Park & Jen Park are to far from the highway corridor and remote  
Schmalz Park, was considered but local residence didn't want it their

Desired Items Needed for a Dog Park

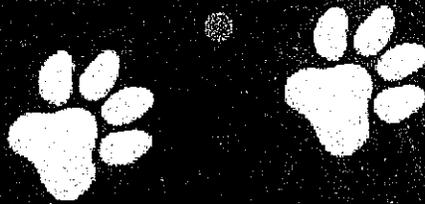
- Suitable size need approximately 3/4's to 1 acer of land
- Existing Parking
- Large and small trees for shade
- Easy to find and close to downtown that will benefit businesses
- Area outside of fence for benches for dog lovers who do not have dogs to observe

How will the Dog Park be paid for?

- Donations and fundraisers
- Grants available
- City funds

Other concerns:

- Park will be closed at night
- Dog waste will be removed in a timely manner



# DOG PARK RULES

- Use park at your own risk.
- Owners are legally responsible for the behavior of their dog(s) at all times.
- Dogs must be leashed while entering and exiting the park.
- Dog waste must be cleaned up by their owners IMMEDIATELY.
- Owners must be within the dog park and supervising their dog with leash readily available.
- Dog handlers must be at least 16 years of age.
- Children under 13 must be accompanied by an adult and supervised at all times.
- Aggressive dogs must be removed immediately.
- Dogs should be under voice control.

## PROHIBITED:

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- Human & Dog food/treats
- Glass Containers
- Dogs in heat
- Sick Dogs
- Aggressive Dogs
- Puppies (under 4 months)

MINNESOTA LAWFUL GAMBLING  
**LG220 Application for Exempt Permit**

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

**Application Fee (non-refundable)**

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

**ORGANIZATION INFORMATION**

Organization Name: St. Francis Xavier Church Previous Gambling Permit Number: X-17001-15-008

Minnesota Tax ID Number, if any: 8504415 Federal Employer ID Number (FEIN), if any: 41-0762922

Mailing Address: 532 17th Street P.O. Box 39

City: Windom, State: MN Zip: 56101 County: Cottonwood

Name of Chief Executive Officer (CEO): Father Patrick A. Arens

Daytime Phone: 507-831-1985 Email: stfxavier@windomnet.com

**NONPROFIT STATUS**

Type of Nonprofit Organization (check one):

Fraternal  Religious  Veterans  Other Nonprofit Organization

**Attach a copy of one of the following showing proof of nonprofit status:**

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

- A current calendar year Certificate of Good Standing**  
Don't have a copy? Obtain this certificate from:  
MN Secretary of State, Business Services Division      Secretary of State website, phone numbers:  
60 Empire Drive, Suite 100      [www.sos.state.mn.us](http://www.sos.state.mn.us)  
St. Paul, MN 55103      651-296-2803, or toll free 1-877-551-6767
- IRS income tax exemption (501(c)) letter in your organization's name**  
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.
- IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**  
If your organization falls under a parent organization, attach copies of both of the following:  
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and  
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

**GAMBLING PREMISES INFORMATION**

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): St. Francis Xavier Church

Address (do not use P.O. box): 532 17th Street

City or Township: Windom, MN Zip: 56101 County: Cottonwood

Date(s) of activity (for raffles, indicate the date of the drawing): September 18, 2016

Check each type of gambling activity that your organization will conduct:

Bingo\*  Paddlewheels\*  Pull-Tabs\*  Tipboards\*

Raffle (total value of raffle prizes awarded for the calendar year: \$ \_\_\_\_\_)

\* **Gambling equipment** for bingo paper, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to [www.mn.gov/gcb](http://www.mn.gov/gcb) and click on **Distributors** under **List of Licensees**, or call 651-539-1900.

**RESOLUTION #2016-**

**INTRODUCED:**

**SECONDED:**

**VOTED: Aye:**

**Nay:**

**Absent:**

**A RESOLUTION EXPRESSING SINCERE APPRECIATION TO  
JIM KARTES FOR HONORABLE AND DEVOTED PUBLIC SERVICE  
TO THE CITY OF WINDOM, MINNESOTA**

---

**WHEREAS**, the City of Windom wishes to express grateful recognition and appreciation to **JIM KARTES** for his untiring and valuable service faithfully rendered to the City of Windom commencing on October 1, 2001, through July 29, 2016.

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

1. The City Council, on behalf of its members, City officials, employees of the City of Windom, and the citizens of this community, extends to **JIM KARTES** its expressions of appreciation for serving the City well, and its best wishes for the years to come.

2. That a copy of this resolution be incorporated in the official records of the City Council of the City of Windom and a copy presented to Jim Kartes.

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

---

Corey J. Maricle, Mayor

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

## RESOLUTION #2016-

**INTRODUCED:**

**SECONDED:**

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

### WINDOM'S "NIGHT TO UNITE" PROCLAMATION

---

**WHEREAS**, the Minnesota Crime Prevention Association, AAA of Minnesota/Iowa and local law enforcement agencies are sponsoring a unique, nationwide crime, drug and violence awareness program on August 1, 2016, entitled "Night to Unite"; and

**WHEREAS**, the "Night to Unite" provides a unique opportunity for Windom, Minnesota, to join forces with thousands of other communities across the country in promoting cooperative police-community crime prevention efforts; and

**WHEREAS**, the Cottonwood County Youth Task Force, Southwest Crisis Center, and MN Department of Corrections play a vital role in assisting the Windom Police Department and Cottonwood County Sheriff's Department through joint crime, drug and violence prevention efforts in Windom and are supporting "Night to Unite 2016" locally; and

**WHEREAS**, it is essential that all citizens of Windom be aware of the importance of crime prevention programs and the impact that their participation can have on reducing crime, drugs and violence in Windom; and

**WHEREAS**, police-community partnerships, neighborhood safety, awareness and cooperation are important themes of the "Night to Unite" program.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WINDOM, MINNESOTA**, that Monday, August 1, 2016, is designated as "**Night to Unite**" in Windom, Minnesota, and citizens of Windom are encouraged to support and participate in Windom's 10<sup>th</sup> Annual "Night to Unite".

Adopted by the Council this 19th day of July, 2016.

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

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

# Memo

Date: 7/6/15

To: Windom City Council

From: Bruce Caldwell Street Department Superintendent

Re: Request for Street Closure Windom Chamber of Commerce

The Chamber is requesting closing 4<sup>th</sup> Avenue from 10<sup>th</sup> Street to 9<sup>th</sup> Street on Monday August 1, 2016 for their annual Night to Unite Event on the downtown square. The time of the street closure would be from 4:30-7:30 p.m.

Also a couple parking stalls on the south side of 10<sup>th</sup> Street just east of 4<sup>th</sup> Avenue will need to be blocked off for the cooking grill.

Police Chief Scott Peterson is fine with the request as they are participating in the event.

# MEMORANDUM



**CITY OF WINDOM**  
444 9th Street  
Windom, MN 56101  
Phone: 507-831-6129  
Fax: 507-831-6127  
[www.windom-mn.com](http://www.windom-mn.com)

**TO:** City Council  
**FROM:** City Administrator *Joe* and Water\Wastewater Superintendent  
**DATE:** July 11, 2016  
**RE:** Water Rate Increase – Agreement between the City of Windom and Red Rock Rural Water

On June 22, 2016 the Utility Commission passed a resolution to change the rates for water sold to Red Rock Rural Water System. This Addendum #2 to the agreement is included for your consideration.

The new rate is a flat rate of \$2.61/1,000 gallons effective January 1, 2016. The former rates were as follows:

**Water Rates** – Starting August 1, 2013, RRRWS shall pay the following water rates:

<u>Annual Gallons Purchased</u>	<u>Price</u>
0-10 million	\$1.80 per 1000 gallons
10-20 million	\$1.85 per 1000 gallons
20-30 million	\$1.90 per 1000 gallons
30-40 million	\$2.00 per 1000 gallons
40-50 million	\$2.15 per 1000 gallons
50-60 million	\$2.25 per 1000 gallons

If you have any questions please contact Mike Haugen, Water\Wastewater Superintendent at 831-6138.

Dated: July 19, 2016

**Addendum #2 – Water Rate Adjustment and New Interconnection Language**

The City of Windom (“City”) and Red Rock Rural Water System (“RRRWS”) hereby make the following two changes to the Water Purchase Agreement (“Agreement”) between the parties which was approved by both the City and RRRWS in 2013.

**Change Number 2:** The City and RRRWS hereby agree to delete paragraph 3 of the Agreement in its entirety and hereby replace paragraph 3 and insert new paragraph 25 as follows:

3. Water Rates – Starting January 1, 2016, RRRWS shall pay the following water rates:

<u>Annual Gallons Purchased</u>	<u>Price</u>
0-60 million	\$2.61 per 1,000 gallons

“Annual Gallons Purchased” shall be defined as the volume of water passing through the meters from December 1 through November 30. Notwithstanding any other terms or conditions of this Agreement to the contrary, RRRWS shall only be responsible to pay for water which has passed through the meter which will be located near the intersection of US Highway 71 and Cottonwood County Road 15 in the NW Quarter of 24-105N-36W Cottonwood County Minnesota; and the meter located near the intersection of 440th Street and 6th Avenue in the SE ¼ SE ¼ 35-105N-36W Cottonwood County Minnesota.

Except as herein modified all other terms and conditions of the Agreement shall remain in full force and effect.

**City of Windom**

Dated: \_\_\_\_\_

\_\_\_\_\_  
Corey Maricle, in his capacity as  
Mayor of the City of Windom

Dated: \_\_\_\_\_

\_\_\_\_\_  
Mike Schwalbach, in his capacity as  
Chairman of the Windom Public  
Utility Commission

Dated: \_\_\_\_\_

\_\_\_\_\_  
Steve Nasby, in his capacity as  
Windom City Administrator

---

**RRRWS**

Dated: \_\_\_\_\_

\_\_\_\_\_  
Jay Mickelson, in his capacity as  
Chairman of the Red Rock Rural  
Water System Board of  
Commissioners

Dated: \_\_\_\_\_

\_\_\_\_\_  
Glen Friedrich, in his capacity as  
Secretary of the Red Rock Rural  
Water System Board of  
Commissioners

# MEMORANDUM



CITY OF WINDOM  
444 9th Street  
Windom, MN 56101  
Phone: 507-831-6129  
Fax: 507-831-6127  
www.windom-mn.com

**TO:** City Council  
**FROM:** City Administrator *AS*  
**DATE:** July 14, 2016  
**RE:** Building Inspection Services – Temporary Coverage

As you know, Jim Kartes, Building Official, will be retiring on July 29, 2016. The process for filling this position is still underway with applications due July 18. Following the review of the applications and interviews it is likely that there would be a gap in coverage of Building Inspection services of approximately 15-30 days (August 1<sup>st</sup> to August 15<sup>th</sup> or 30<sup>th</sup>). To avoid this gap in coverage staff has contacted local inspectors and an inspection firm regarding the ability to provide services.

Attached is an agreement for service from Steve Carson. Mr. Carson currently provides Building Inspection services to the City of Mt. Lake and has a long history in this field. He is willing to contract with the City of Windom to provide temporary service for August 1 to August 30 as needed.

Should the process to rehire the Building Official position not be successful there may be an option to contract these services with a firm or possibility other individuals in the area that will need to be explored.

NOTE: The agreement was not available for distribution with the Council packet on Friday, July 15 it will be distributed prior to the City Council meeting on July 18, 2016.

# Memo

**To:** City Council  
**From:** Brent Brown  
**cc:** Utility Commission  
**Date:** June 22, 2016  
**Re:** Hiring Recommendation for Temporary Apprentice Lineman Positions

---

The Electric Department has been working to develop a Temporary Apprentice Lineman position to assist the crew during construction season and to aid in succession planning for the future of the department.

On June 22, 2016, the Utility Commission recommended hiring Lane Anderson at 66% of the Step 1 Lineman pay grade, and Levi Bunting at 80% of the Step 1 Lineman pay grade. The employment offer would be made to each individual as a temporary position and the duration for the position will not exceed six consecutive months.

The effective date for each position would be July 18, 2016.



**"Specializing in Emergency Vehicles"**

**July 14, 2016**

**Windom Ambulance Service  
444 9<sup>th</sup> Street  
Windom, MN 56101**

Arrow Manufacturing Inc. hereby proposes to furnish to you, subject to your acceptance of this proposal the following vehicle and equipment in accordance with the attachments hereto:

<b>\$116,592</b>	<b>Arrow Gen2 Ambulance per quote attached dated 7/14/2016 mounted on a pre-purchased 2016 G4500 diesel chassis. Remounted and Reconditioned with options as described and all applicable warranties.</b>
<b><u>(\$20,000)</u></b>	<b>Trade in Customer's 2010 Ambulance in good running condition</b>
<b>\$96,592</b>	<b>TOTAL</b>

**FOB: Rock Rapids, IA**

Approximate Completion: **150-180 days**. Completion is dependent on parts availability and any changes made by customer after receipt of order.

Terms: (40%) deposit with receipt of signed proposal. Balance due upon pick up. Payment required no more than 30 days after notice of final completion.

Arrow Manufacturing Inc. reserves the right to withdraw or amend this proposal if not accepted by **August 14, 2016**.

**Please sign and fax/email back as your acceptance of this proposal.**

Respectfully Submitted by:  
**ARROW MFG. INC.**

Agreed and Accepted by:  
**WINDOM AMBULANCE SERVICE**

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(proposal date)

\_\_\_\_\_  
(acceptance date)

801 South East Street ~ P.O. Box 349  
Rock Rapids, IA 51246  
1-800-743-3157  
FAX 712-472-3156  
[www.arrowmfginc.com](http://www.arrowmfginc.com) ~ [info@arrowmfginc.com](mailto:info@arrowmfginc.com)



**"Specializing in Emergency Vehicles"**

**July 14, 2016**

**Windom Ambulance Service  
444 9<sup>th</sup> Street  
Windom, MN 56101**

Arrow Manufacturing Inc. hereby proposes to furnish to you, subject to your acceptance of this proposal the following:

**\$43,364      New 2016 Chevy G4500 diesel chassis for Ambulance application**

**FOB:    Rock Rapids, IA**

Terms: (40%) deposit with receipt of signed proposal. Balance due upon pick up.

Arrow Manufacturing Inc. reserves the right to withdraw or amend this proposal if not accepted by **Aug 14, 2016**.

**Please sign and fax/email back as your acceptance of this proposal.**

Respectfully Submitted by:  
**ARROW MFG. INC.**

Agreed and Accepted by:  
**WINDOM AMBULANCE SERVICE**

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(proposal date)

\_\_\_\_\_  
(acceptance date)

801 South East Street ~ P.O. Box 349  
Rock Rapids, IA 51246  
1-800-743-3157  
FAX 712-472-3156  
[www.arrowmfginc.com](http://www.arrowmfginc.com) ~ [info@arrowmfginc.com](mailto:info@arrowmfginc.com)



Quote for:  
**Windom, MN**

2016 G4500 Diesel Gen2 Ambulance  
 good thru: 8/14/16 and pending chassis availability

**TOTAL PRICE**  
**\$116,592**

Qty	Option Code	Description
<b>1.000 CHASSIS</b>		
1	1.106	Pre-Purchased 2016 Chevy G4500 (159"wb DRW) cutaway chassis; 6.6L Duramax turbo diesel engine
1	1.205	Install Granning Air Ride rear suspension with kneeler air-dump (T3)
1	1.212	Air ride to be activated by left rear patient door with over-ride switch inside right rear patient door
1	1.257	Install Heavy Duty shock and spring package in front suspension (G4500)
1	1.301	Fabricate and install custom metal front console with drink holders and map/binder storage
1	1.308	- extend console for enlarged upper surface area with recessed pocket suitable for phone or other items
1	1.404	Install (2) new Federal siren speakers
1	1.411	Install new Buell dual air horn system
1	1.412	- air horns to be activated by TBD - ASK TIM! (no passenger side switch)
1	1.451	Install PIAA clear fog lights under front bumper
1	1.532	OEM high idle system pre-installed in chassis
1	1.581	Install Velvac heated/remote mirrors on chassis
1	1.604	Install new stainless steel running boards with punched holes and LED lighting (T3)
1	1.701	Install new 16" stainless steel wheel covers
1	1.985	Install black rubber floor mats
<b>2.000 BODY</b>		
1	2.001	Complete modular body structural integrity inspection
1	2.112	Mount Gen2 body (T3 CMC)
1	2.321	Install separate fill provision for DPF fluid (urea) and plumb appropriately
1	2.401	Install body side window on right side above squad bench
1	2.411	Whiteboard interior sliding covers for body side window
1	2.502	Retain cab-body door; provide lock from driver's side
1	2.801	Treat all exposed painted edges and any areas with dissimilar metal contact with ECK corrosion inhibitor
<b>3.000 PAINT/STRIPING/LETTERING</b>		
1	3.099	PPG Certified paint processes; DelFleet Polyurethane Premium Paint
1	3.102	Paint entire modular body WHITE to match chassis (D2)
1	3.699	Custom printed vinyl lettering and graphics package
<b>4.000 EXTERIOR ELECTRICAL</b>		
1	4.099	<b>ALL LED WARNING LIGHTS TO HAVE CLEAR LENSES (unless otherwise specified)</b>
1	4.104	Install (2) new Whelen M2 LED warning lights (1R/1B) in front grille (clear lens with chrome bezel)
1	4.105	Install (2) new clear Whelen M2 LED warning lights in front grille (clear lens with chrome bezel)
1	4.203	Install (2) new Whelen M2 LED intersection warning lights (1R/1B) on front fenders (clear lens with chrome bezel)
1	4.286	Install (6) LED rubrail warning lights
1	4.306	Install (7) new Whelen M-Series M9 LED warning lights on front of body (B/R/B/C/R/B/R)
1	4.402	Install (4) new Whelen 900 M-Series M9 LED warning lights on sides of body: (1R/1B) each side upper corners
1	4.523	Install (2) new Whelen M-Series M9 LED warning lights (1R/1B) on rear of body at upper corners
1	4.523	Install (2) new Whelen M-Series M9 LED warning lights (1R/1B) on rear of body at window level (one ea side)
1	4.583	Install (1) new amber Whelen M-Series M9 LED warning light at rear center of modular body upper
1	4.606	Install new Whelen M-Series M6 LED brake, LED turn lamp, and LED back-up light assemblies with trim rings
1	4.705	Install (4) new Whelen M-Series M9LZ clear LED scene lights: (2) each side upper corners
1	4.706	Install (2) new Whelen M-Series M9LZ clear LED scene lights at rear above doors
22	4.784	Install chrome bezel convert flanges on (qty) Whelen M-Series lights (REQUIRED for M-Series conversion)
1	4.854	Install new 20 amp Kussmal auto-eject shore line outlet (cord end to ship loose)
<b>5.000 INTERIOR ELECTRICAL</b>		

1	5.101	Install new solid state electrical system in modular body
1	5.152	Install new front and rear switch panels with Carling style LED rocker switches (front to have digital gauges)
1	5.182	Front Switch Panel to have "Module Disconnect" switch - Battery On to be controlled by Ignition thru Commander 357
1	5.204	Install new Whelen 295SLSA1 siren control head
4	5.421	Install (qty) 18" LED fixtures
6	5.456	Install (qty) Whelen LED interior dome lights (8" round- 6LED)
1	5.495	Module to have a check-out timer or fluorescent switch for re-stocking and check-out purposes
3	5.701	Install (qty) additional 110v A/C outlets (2 front AA and 1 rear AA)
1	5.802	Install new Vanner 20-1050 inverter/battery conditioner
1	5.903	Transfer Customer's radios
<b>6.000</b>		<b>HVAC/VENTILATION/OXYGEN/VACUUM</b>
1	6.101	New Heat & A/C unit with hoses, fittings, and thermostat (T3)
1	6.105	- Automatic Climate Control engages blower fan only when in Heat or Cool mode
1	6.107	- Install a supplemental 12v booster pump in the heat circulation system for optimum performance
1	6.501	Leak test oxygen system
1	6.503	Install a new Amico electric O2 system (gauge, regulator and solenoid)
1	6.801	Test suction pump for proper operation and inspect vacuum lines - replace as needed
1	6.811	Install customer's intermittent suction unit
1	6.901	Inspect patient compartment exhaust fan for proper operation and replace as needed
<b>7.000</b>		<b>OUTSIDE FINISH</b>
1	7.103	Install new stainless steel front corner rock guards and polished extruded aluminum rub rails
1	7.127	Install a new stainless steel rear kick panel below rear entry doors
1	7.201	Install new rear bumper with stainless steel endcaps and punched holes
1	7.301	Install polished fenderettes
1	7.321	Install new black rubber mud flaps behind rear wheels
1	7.421	Install all new CHROME door hardware including latches, strikers, handles and lock cylinders
1	7.429	Install non-skid on all grip surfaces of exterior door latches
1	7.451	Install all new door seals on all compartment and entry doors
1	7.457	Install new drip moldings above all compartments and entry doors
1	7.461	Zolatone upper interior entry door panels
1	7.463	Install new stainless steel lower door panels on all entry doors
1	7.621	Install a Zico Quic-Release gas cylinder lift system in O2 Compartment
1	7.701	Install new single electric side entry step with rubber mudflap protection
1	7.712	Side electric step to function with side entry door with a cancel switch located inside the door
1	7.899	Fabricate and Install floor 'tub' in L4 compt for Stryker stair chair to be stored vertically; install nylon strap with buckle
1	7.999	Install dividers in backboard compartment with straps
<b>8.000</b>		<b>INSIDE FINISH</b>
1	8.102	Install new non-skid, roll up floor Lonseal Lonplate II (dark gray) - Gunmetal (#424) (includes new sub floor if necessary)
1	8.161	Install stainless steel thresholds on all modular entry door openings
1	8.171	Install Stryker Power Load floor track (move Power Load over from Customer's other truck)
1	8.233	Overlay rear action area wall with brushed stainless steel
2	8.241	Install equipment pole
1	8.726	Install all new vacuum formed seat cushions and backs
1	8.741	Install a new Captain's Chair with Child Safety Seat
1	8.799	Install new swivel pedestal beneath Captain's Chair
1	8.891	Install a new dry-erase whiteboard with pens
1	8.898	Install a plexiglass door on the cabinet over the walkway
1	8.991	Install a drawer (12" wide x 6" tall) with writing surface under action area by captain's chair
<b>9.000</b>		<b>MISC</b>
1	9.101	Clean entire truck inside and outside ( <b>Grade A</b> )
1	9.109	Performance test entire vehicle and inspect with 100+ point checklist
1	9.305	Chassis manufacturer rebate (FIN/GPC Qualified Customers)
1	9.717	- Install XPS rail system on customer's cot
1	9.891	McCoy #602 Gen2 Modular Box provided by ARROW - Wide Aisle
1	9.998	Quote FOB Rock Rapids, IA
1	9.999	Discount

## RESOLUTION #2016-

**INTRODUCED:**

**SECONDED:**

**VOTED: Aye:**

**Nay:**

**Absent:**

### **RESOLUTION ACCEPTING MIF GRANT AWARD, APPROVING GRANT CONTRACT, AND AUTHORIZING EXECUTION OF GRANT CONTRACT**

---

**WHEREAS**, the City of Windom has received notification of the awarding of a Minnesota Investment Fund (MIF) Grant administered by the Minnesota Department of Employment and Economic Development (DEED) for job creation by Prime Pork LLC; and

**WHEREAS**, the grant is in the amount of One Million Dollars (\$1,000,000) and may be forgivable if 250 jobs are created and retained pursuant to provisions of the grant; and

**WHEREAS**, it is necessary that the City of Windom accept this grant and execute the Grant Contract with DEED concerning the terms of the grant.

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

1. The City of Windom hereby accepts the Minnesota Investment Fund Grant, administered by the Minnesota Department of Employment and Economic Development, in the amount of One Million Dollars (\$1,000,000) awarded to the City of Windom for job creation by Prime Pork, LLC, and further approves the terms of the Grant Contract (CDAP-16-0016-H-FY16).
2. The City of Windom certifies that it has the legal authority to enter into, execute, and deliver this Grant Contract and all documents referred to therein.
3. The City of Windom certifies that it has the legal authority to use the MIF Grant for the purposes as described in the grant agreement.
4. The City of Windom certifies that it will comply with applicable laws and regulations and requirements as contained in the grant contract and any amendments.
5. The Mayor and City Administrator are hereby authorized to execute the Grant Contract, any amendments, and any additional required documentation on behalf of the City of Windom.

Adopted by the Council this 19th day of July, 2016.

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

Attest: \_\_\_\_\_

Steven Nasby, City Administrator

\*\*\*\*\*

CERTIFICATION

STATE OF MINNESOTA :

SS

COUNTY OF COTTONWOOD:

I certify that the foregoing Resolution is a true and correct copy of the Resolution adopted by the Windom City Council at an authorized meeting held on the 19th day of July, 2016, as shown by the records and Minutes of the meeting on file and of record in my office.

\_\_\_\_\_  
Steven Nasby, City Administrator

Subscribed before me this \_\_\_\_\_ day of July, 2016.

\_\_\_\_\_  
Notary Public in and for the State of Minnesota

My Commission Expires: \_\_\_\_\_



## City of Windom Staff Report

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**To:** Mayor and Windom City Council  
**From:** Drew Hage, EDA Executive Director  
**Council Meeting Date:** July 19, 2016  
**Item Title/Subject:** **ACCEPT MIF GRANT, APPROVE GRANT AGREEMENT, AND AUTHORIZE SIGNATURES ON GRANT AGREEMENT**

On June 7, 2016, the City Council held a public hearing concerning the submission of a Minnesota Investment Fund (MIF) Application to the Minnesota Department of Employment and Economic Development (DEED) on behalf of Prime Pork. Following the public hearing, the City Council adopted a Resolution authorizing submission of this grant application.

Attached is a copy of the notification letter from DEED dated June 15, 2016, announcing the MIF award of \$1,000,000 to the City of Windom to be loaned to Prime Pork for the creation of 250 jobs.

Attached is a copy of the Grant Agreement between DEED and the City of Windom for your review.

Also attached is a proposed Resolution accepting the grant, approving the Grant Agreement, and authorizing the Mayor and the City Administrator to execute the Grant Agreement.

Should you have any questions, please do not hesitate to contact me. I also plan to be present at the City Council Meeting on July 19<sup>th</sup> to answer any questions you may have at that time.

Requested Action: Adopt a Resolution accepting the MIF grant, approving the Grant Agreement, and authorizing the Mayor and the City Administrator to execute the Grant Agreement.

Respectfully submitted,

Drew Hage, EDA Executive Director

DH:mh

Att.

# Minnesota

Department of Employment and Economic Development

June 15, 2016

The Honorable Corey Maricle  
Mayor, City of Windom  
444 9<sup>th</sup> Street  
Windom, MN 56101

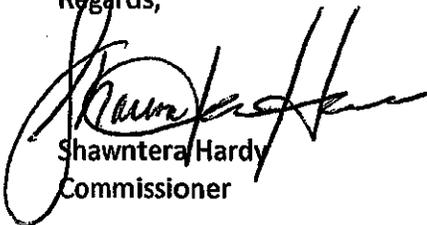
Dear Mayor Maricle:

I am pleased to inform you that the City of Windom's application for Minnesota Investment Fund assistance is approved. As outlined in the approved application, the City will make a loan, which may be forgiven, of \$1,000,000 to Prime Pork, LLC. This award will result in the creation of 250 jobs.

A grant contract, which will include your approved application, is being prepared by staff from DEED's Office of Business Finance. They will also provide you with additional information about your grant award to ensure that the project meets its goals. To facilitate the timely delivery of this assistance, all contracts and agreements associated with this financing must be completed within 120 days from the date of this letter or the award may be rescinded. For additional information, contact Bob Isaacson, Director of Business Finance, at 651-259-7458.

Finally, let me extend my congratulations to you and your staff for developing a successful project application to help fuel your community and economic development growth.

Regards,



Shawntera Hardy  
Commissioner

cc: Representative Rod Hamilton  
Senator Bill Weber  
Greg Strobel, Vice President  
Drew Hage, Executive Director, Windom EDA

## Economic Development Division

1st National Bank Building ■ 332 Minnesota Street, Suite E200 ■ Saint Paul, MN 55101-1351 USA ■ [www.mn.gov/deed](http://www.mn.gov/deed)

Toll Free: 800-657-3858 ■ Phone: 651-259-7114 ■ Fax: 651-296-5287 ■ TTY: 651-296-3900

AN EQUAL OPPORTUNITY EMPLOYER AND SERVICE PROVIDER

**STATE OF MINNESOTA  
GRANT CONTRACT**

**DEPARTMENT OF EMPLOYMENT AND ECONOMIC DEVELOPMENT  
ECONOMIC DEVELOPMENT DIVISION**

**Minnesota Investment Fund Grant Contract**

CDAP-16-0016-H-FY16

\$1,000,000.00

City of Windom

Borrower: Prime Pork, LLC

This Grant Contract is between the State of Minnesota, acting through the Department of Employment and Economic Development, Economic Development Division, 332 Minnesota St., Suite E200, St. Paul, MN 55101 ("STATE") and City of Windom, 444 9<sup>th</sup> Street, Windom, MN 56101 ("GRANTEE").

**Recitals**

1. Under Minn. Stat. §116J.993 and 116J.994 which established the guidelines for providing business subsidies, and 116J.8731, which established the Minnesota Investment Fund, the State is empowered to enter into this Grant Contract.
2. The State is in need of local government to administer financial assistance to eligible projects in accordance with Minn. Stat. § 116J.8731 Minnesota Investment Fund; Minnesota Rules Chapter 4300; and policies and procedures developed by the State.
3. The Grantee represents that it is duly qualified and agrees to perform all services described in this Grant Contract to the satisfaction of the State.
4. The Grantee and State are entering into this Grant Contract for public purposes that include the creation or retention of jobs that pay quality wages, the enhancement of economic growth in the State of Minnesota and the expansion of the tax base of the local community where the business will locate or expand.

**Defined Terms**

Defined terms. As used in this Grant Contract, the following terms shall have the meanings set out respectively after such term ( the meanings to be equally applicable to both the singular and plural forms of the terms defined), unless the context specifically indicates otherwise:

"Application" means the Grantee's application to the State for a Minnesota Investment Fund award for the purpose of providing a loan to Prime Pork, LLC ("BORROWER").

"Benefit Date" means the date equipment financed through a Minnesota Investment Fund loan is fully operational or the date a building certificate of occupancy is issued for real property financed through a Minnesota Investment Fund loan.

"Compliance Date" is the date two years from the Benefit Date at which job creation and wage goals by the Borrower must be completed.

“Full-Time Equivalent (FTE)” is one or more people working a sum of 2,080 hours in a calendar year.

“Loan Agreement” is a document between the Grantee and Borrower defining the terms and conditions of the Loan.

**1. Term of Agreement**

**1.1 Effective Date:** June 15, 2016

*Per Minn. Stat. § 16B.98 subd. 5 and Minn. Stat. § 16B.98 subd. 7, no payments will be made to the Grantee until this Grant Contract is fully executed.*

**1.2 Benefit Date:** The earliest date of (i) when the property is occupied and processing of hogs commenced; or (ii) December 31, 2016.

**1.3 Compliance Date:** Two years after the Benefit Date but no later than December 31, 2018.

**1.4 Expiration Date:** Three months after the Compliance Date but no later than March 31, 2019.

**1.5 Survival of Terms.** The following clauses survive the expiration or cancellation of this Grant Contract: 8. Liability; 9. State Audits; 10. Government Data Practices; 12. Publicity and Endorsement; 13. Governing Law, Jurisdiction and Venue; 15. Data Disclosure; and Exhibit A 4. Repayments.

**2. Grantee’s Duties**

The Grantee, who is not a State employee, will:

**2.1** Perform the duties specified in Exhibit A which is attached and incorporated into this Grant Contract.

**2.2** Include in any contract and sub-grant, including the Loan Agreement with the Borrower, in addition to provisions that define a sound and complete agreement, such provisions that require contractors, sub-grantees and the Borrower to comply with applicable state and federal laws.

**2.3** Ensure that all contractors and subcontractors performing work covered by this Grant are paid for their work that is satisfactorily completed.

**2.4** Grantee shall make all reasonable efforts to collect and shall bear all costs associated with monitoring, servicing, reporting, and enforcing the terms of the Loan Agreement.

**3. Time**

The Grantee must comply with all of the time requirements described in this Grant Contract. In the performance of this Grant, time is of the essence.

**4. Consideration of payment**

**4.1 Consideration.** The State will pay the Grantee under this Grant Contract as follows:

a) **Compensation.** The Grantee will be reimbursed according to the approved Budget contained in Exhibit B, which is attached and incorporated into this Grant Contract.

b) **Total Obligation.** The total obligation of the State for all compensation and reimbursement to the Grantee under this Grant Contract will not exceed \$1,000,000.00.

**4.2 Payment Request.** The State will disburse funds to the Grantee pursuant to this Grant Contract, based upon payment requests submitted by the Grantee and reviewed and approved by the State. Payment requests must be accompanied by supporting invoices that relate to the activities in the approved budget and the documentation detailed in Section 5.3 of this Grant Contract. The State will provide payment request forms.

If the Grantee has received invoices from the Borrower for expenditures made after effective date of this Grant Contract but before the Grant is closed or until all funds are disbursed, whichever is earlier, the Grantee shall submit those invoices to the State for review and approval no later than 25 days after the end date of the state fiscal year of June 30<sup>th</sup>. To ensure that all funds are drawn down by the expiration date of the Grant Contract, all Grantee payment requests must be received by the State at least 30 days prior to the Expiration Date.

**4.3 Documentation.** The following information must be submitted and approved by the State before funds will be released:

- a) **Loan Documents.** Minnesota Investment Fund Loan Agreement, promissory note, amortization schedule, personal guaranty, and evidence of security filings of purchase money security interest with UCC filing.
- b) **Lender Documents.** Documentation that participating lenders and or equity injections have closed on their financing:
  - 1) Evidence that funds were disbursed to the Borrower within 21 days of receipt by Grantee.
  - 2) Evidence of equity injection and/or financing in the amount of \$38,000,000.00
- c) **Invoices.** Invoices or other documentation as approved by DEED Loan Officer for \$1,240,000.00 MIF reimbursement costs and \$38,000,000.00 in leverage costs. Funds will be released on a cost-sharing ratio of 3.0% Grant funds to 97.0% other funds. All of project costs must be expended or committed prior to request for reimbursement of MIF funds unless other mitigating factors are present.
- d) **Eligible Costs.** Eligible costs include the costs identified in Exhibit B of this Grant Contract that are incurred during the contract period.

**5. Conditions of Payment.**

All services provided by the Grantee under this Grant Contract must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state and local laws, ordinances, rules, and regulations. The Grantee will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state or local law.

The State will not authorize disbursement of funds if there has been any adverse change in the Borrower's financial condition, organization, operations, or their ability to repay the project financing.

**6. Authorized Representative.**

The State's Authorized Representative is Bradley L. Simenson, Loan Officer, 1<sup>st</sup> National Bank Building, 332 Minnesota Street, Suite E200, St. Paul, MN 55101, 651-259-7428, [bradley.simenson@state.mn.us](mailto:bradley.simenson@state.mn.us), or his/her successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this Grant Contract. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each payment request form submitted for payment.

The Grantee's Authorized Representative (Staff Contact) is Drew Hage, Executive Director of Windom EDA, 444 9<sup>th</sup> Street, Windom, MN 56101, (507) 832-8661, dhage@windom-mn.com, or his/her successor. If the Grantee's Authorized Representative changes at any time during this Grant Contract, the Grantee must immediately notify the State.

**7. Assignment, Amendments, Waiver, and Grant Contract Complete**

**7.1 Assignment.** The Grantee shall neither assign nor transfer any rights or obligations under this Grant Contract without the prior written consent of the State, approved by the same parties who executed and approved this Grant Contract, or their successors in office.

**7.2 Amendments.** Any amendment to this Grant Contract must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original Grant Contract, or their successors in office.

**7.3 Waiver.** If the State fails to enforce any provision of this Grant Contract, that failure does not waive the provision or the State's right to enforce it.

**7.4 Grant Contract Complete.** This Grant Contract contains all negotiations and agreements between the State and the Grantee. No other understanding regarding this Grant Contract, whether written or oral, may be used to bind either party. Where provisions of the Application are inconsistent with the other provisions of this Grant Contract, the other provisions of this Grant Contract will take precedence over the provisions of the Application.

**8. Liability**

Subject to the provisions and limitations of Minn. Stat. § 466, the Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this Grant Contract by the Grantee or the Grantee's agents or employees. This Clause will not be construed to bar any legal remedies the Grantee may have for the State's failure to fulfill its obligations under this Grant Contract.

**9. State Audit**

Under Minn. Stat. § 16B.98, Subd.8, the Grantee's books, records, documents, and accounting procedures and practices of the Grantee or other party relevant to this grant agreement or transaction are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of seven (7) years from the end of this grant agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

**10. Government Data Practices**

**10.1 Government Data Practices.** The Grantee and State must comply with the Minnesota Government Data Practices Act, Minn. Stat. § Ch. 13, as it applies to all data provided by the State under this Grant Contract, as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this Grant Contract. The civil remedies of Minn. Stat. § 13.08 apply to the release of data referred to in this Clause by either the Grantee or the State.

If the Grantee receives a request to release the data referred to in this Clause, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release

of the data to the requesting party before the data is released. The Grantee's response to the request shall comply with all applicable law.

**11. Workers' Compensation**

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

**12. Publicity and Endorsement**

**12.1 Publicity.** Any publicity regarding the subject matter of this Grant Contract must identify the State as the sponsoring agency. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this Grant Contract.

**12.2 Endorsement.** The Grantee and the Borrower must not claim that the State endorses its products or services.

**13. Governing Law, Jurisdiction, and Venue**

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

**14. Termination**

**14.1 Termination by the State.** The State may immediately terminate this Grant Contract with or without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro-rata basis for approved costs incurred.

**14.2 Termination for Cause.** The State may immediately terminate this Grant Contract if the State finds that there has been a failure to comply with the provisions of the Grant Contract, legal documents required for disbursement have not been executed within 90 days of execution of this Grant Contract, that reasonable progress has not been made or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to distribute additional funds and requiring the return of all or part of the funds already disbursed.

**14.3 Termination for Insufficient Funding.** The State may immediately terminate this Grant Contract if:

- a) It does not obtain funding from the Minnesota Legislature;
- b) Or, if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or electronic notice to the Grantee. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment determined on a pro-rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the contract is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds.

The State must provide the Grantee notice of lack of funding within a reasonable time of the State's receiving that notice.

**15. Data Disclosure**

Under Minn. Stat. § 270C.65, subd. 3, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state agencies and state personnel involved with the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

**Other Provisions**

**16. Conflict of Interest**

The Grantee shall comply with the Conflict of Interest provisions of Minn. Stat. §§ 471.87 and 471.88.

**17. Successors and Assignees**

This Grant Contract shall be binding upon any successors or assignees of the parties.

**18. Minnesota Business Subsidy Law**

This Grant Contract must comply with the Minnesota Business Subsidy Law, Minn. Stat §§ 116J.993-116J.995 as applicable.

**19. Affirmative Action**

The Grantee is encouraged to prepare and implement an affirmative action plan for the employment of minority persons, women, and the qualified disabled and submit the plan to the Commissioner of Human Rights as required by Minn. State. § 363A.36, Subd. 1.

**1. STATE ENCUMBRANCE VERIFICATION**

*Individual certifies that funds have been encumbered as required by Minn. Stat. § 16A.15 and 16C.05.*

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
SWIFT Contract/PO No(s)

**3. STATE AGENCY**

By: \_\_\_\_\_  
(with delegated authority)

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**2. GRANTEE**

*The Grantee certifies that the appropriate person(s) have executed the grant contract on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.*

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Distribution:  
Agency  
Grantee  
State's Authorized Representative – Photo Copy

**EXHIBIT A  
GRANTEE DUTIES**

The Grantee, who is not a State employee, will,

1. Administer the project in accordance with the requirements of the Minnesota Investment Fund Program, Minn. Stat. § 116J.8731; Minn. Rules, Chapter 4300; and policies and procedures developed by the State.
2. Enter into a Loan Agreement with the Borrower for \$1,000,000.00, ("LOAN") and assure the following conditions are included in such Loan Agreement:

**2.1 Loan Conditions**

- a) Term of two years.
- b) Interest rate of 5.0%:
- c) Collateral: First purchase money security interest in boiler system.
- d) The personal guaranty of Glen Taylor is required.
- e) The personal guaranty of Greg Strobel is required.

**2.2 Job Creation and Wages**

- a) The Borrower identified zero (0) full time equivalent (FTE) base jobs as of the Effective Date.
- b) The Borrower will create 250 permanent non-contract FTE jobs, all paying at least \$12.00 per hour or more in wages, exclusive of Benefits, and \$15.00 per hour including Benefits on the Compliance Date. Benefits are defined as one or more of the following: health, dental, life and disability insurance, retirement program and profit sharing paid by the Borrower.
- c) If the Borrower fails to meet the job creation and wage goal level commitments on the Compliance Date, the Grantee may, after holding a public hearing, extend the grant period for one year from the Compliance Date, after approval by the State. If, after the extension, the Borrower fails to meet the job creation goal and wage level commitment, the Borrower will be required to repay the Grantee all or a proportional share of the Loan funds on an accelerated term. The Grantee will then also be required to return to the State all or a proportional share of the Loan funds.
- d) In the event that no jobs are created by the Borrower on the Compliance Date, the Grantee will be required to return all loan funds to the State.

**2.3 Payment of Prevailing Wages to Contractors**

Minn. Stat. § 116J.871 applies if a business receives \$500,000 or more in State loan funds and the State funds are used for construction, installation (including equipment), remodeling and repairs.

**2.4 Surety Deposits Required for Construction Contracts**

Minn. Stat. § 290.9705, pertains to foreign corporations that perform construction work in Minnesota and applies if state funds are used for construction.

## 2.5 Job Listing Agreement

Minn. Stat. § 1161L.66, subd. 1, applies when a business or private enterprise receives \$200,000 or more per year in funds from the State. When applicable, the business or private enterprise shall agree to enter into a Job Listing Agreement with the MN Department of Employment and Economic Development.

## 2.6 Loan Forgiveness

If the job creation goals and wage level commitments detailed in Sections 2.2 in Exhibit A of this Agreement are met by the Compliance Date, the Loan will be forgiven.

3. Require the Grantee's attorney to review the loan agreement, promissory note, security agreement, mortgage, guaranty and/or other documents, if any, considered necessary to secure the loan to ensure they are valid, binding and enforceable.
4. If applicable, retain 40% of each principal and interest payment made by the Borrower, up to \$100,000. Repay to the State 60% of each principal and interest payment made by the Borrower until the Grantee has received \$100,000 in repayments. Once the Grantee has received \$100,000 in repayments, the Grantee will repay the State 100% of every payment on the loan until paid in full. In the event the loan is not paid in full, principal and interest the Grantee retains will be reduced proportionally and returned to the State.
5. The Grantee will establish and maintain a revolving loan fund (RLF) consistent with the requirements 2. In the Recitals section of this Grant Contract and State RLF Guidelines published by DEED. The Grantee must retain financial control and decision making authority regarding the use of repayments from the loan. Upon approval by the State, the Grantee may loan or grant money from its RLF to a regional development commission, or other regional entity, or statewide community capital fund to capitalize or to provide the local match required for capitalization of a regional or statewide RLF.
6. Reporting
  - a) Minnesota Investment Fund Annual Progress Reports
    - 1) Submit to the State annual progress reports on forms provided by the State until the project goals have been met or until the Compliance Date, whichever is later. These reports must be submitted January 25<sup>th</sup> of each year for the period ending December 31, for as long as the project remains open.
    - 2) The final report must be submitted no later than 25 days after the Compliance Date.
    - 3) The State, at its discretion, may require the submittal of additional progress reports.
    - 4) Information required in these reports may include, but is not limited to the following:
      - Permanent jobs created
      - Hourly base wage
      - Date of hire
      - Job titles
      - Hourly value of benefits
      - Benefits provided
      - Project expenditures
      - Status of project
      - Status of payments
      - Payroll Report
  - b) Minnesota Business Assistance Form (MBAF) Reports
    - 1) Submit to the MN Department of Employment and Economic Development, Office of Economic Analysis, no later than April 1<sup>st</sup> of each year until the project goals have

been met.

7. Keep financial records, including properly executed contracts, invoices, receipts, vouchers, and other documents sufficient to evidence in proper detail the nature and propriety of the expenditures made pursuant to this Grant Contract. Accounting methods must be in accordance with generally accepted accounting principles.
8. Complete the project in accordance with the approved budget within the time frames specified in this Grant Contract.
9. Promptly notify the State of any proposed material change in the scope of the project, budget or completion date, which must be approved by the State, prior to implementation.
10. Have on file the necessary documentations to show that all project funds have been used for the items stated in the application.

**Exhibit B  
Approved Budget**

**Financial Summary:**

<b>Use of Funds</b>	<b>MIF</b>	<b>Bank</b>	<b>Equity</b>	<b>Other</b>	<b>Other</b>	<b>Total</b>
Property Acquisition			\$9,600,000			\$9,600,000
Site Improvement			\$500,000			\$500,000
Building Renovation			\$9,366,000			\$9,366,000
Construction			\$1,782,000			\$1,782,000
Machinery & Equip.	\$1,000,000		\$13,454,000			\$14,454,000
Roads						\$0
Water						\$0
Sewer (Sanitation)						\$0
Other			\$4,000,000			\$4,000,000
<b>Total</b>	<b>\$1,000,000</b>	<b>\$0</b>	<b>\$38,702,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$39,702,000</b>



## Demand for Housing – Windom



The City of Windom is working with the School District, County, HRA, and other organizations to increase housing options in and around Windom. Housing has been an issue in Windom and Southwest Minnesota for multiple years. There are cities like Windom and Worthington that have zero or near zero vacancy rates. Other smaller cities have available housing stock.

It is critical to create a plan for moving forward. The School District and City have worked together to develop Prairie Meadow Subdivision. There are currently 10 lots available in this new Subdivision. There are also a couple privately-owned lots for sale in Windom along with 1 lot in Riverbluff Estates Subdivision.

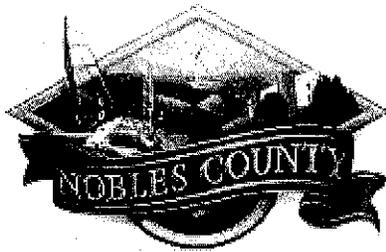
The City, School District, and County would like to encourage new housing builds within Windom and Cottonwood County. One option is a tax abatement program for new housing starts. Nobles County created the Nobles Home Initiative, which is intended to provide incentives to encourage the construction of new owner-occupied and rental residential housing units, and to encourage replacement of dilapidated housing structures within Nobles County.

### Housing Need

- ▶ Prime Pork
  - 296 workers
  - 350 to 500 workers (3–5 years)
- ▶ Fast Global
  - Recently added 50 to 65 workers
  - 50 to 60 workers (next year or so)
- ▶ Windom Area Schools
  - 12 to 25 workers
  - Was planning on 17% growth before the Fast Global expansion and the startup of Prime Pork

### Small Business

- ▶ Future growth of your business
  - 85 percent of small businesses feel Very Confident or Somewhat Confident regarding future growth
- ▶ Anticipated Hiring 2–5 years
  - 25 employees across 14 businesses



## **Nobles Home Initiative**

### *Nobles County Guidelines*

#### **Intent**

The purpose of Nobles Home Initiative (NHI) is to provide incentives to encourage the construction of new owner occupied and rental residential housing units, and to encourage replacement of dilapidated housing structures within Nobles County between April 1, 2014 and December 31, 2017.

#### **Tax Abatement Availability**

Minnesota Statute 469.1813 Subdivision 8 places limitations on tax abatement. In any given year, the total amount of taxes abated by a municipality shall not exceed 10% of the net tax capacity (NTC) of the political subdivision for the taxes payable year to which the abatement applies, or (2) \$200,000, whichever is greater.

#### **Eligible Participants**

Any person who constructs a new single family home, duplex, or multi-family complex and who files application material and seeks formal approval from appropriate local jurisdiction between April 1, 2014 and December 31, 2017 may be eligible to receive 100% tax abatement of the County's share of increased real estate taxes as a result of building newly constructed housing or a home, for a period of 5 years provided all of the following are met:

1. Property is located within Nobles County and zoned properly for the proposed development project.
2. The applicant shall not have received other local financial assistance (tax increment financing/TIF, Workforce Housing, SCDP).
3. Project is built to building codes adopted at the time building permit is obtained.
4. Property taxes are current and paid on time and in full.
5. Program approvals must be obtained prior to the start of construction of the new housing/home.

Multifamily projects of a minimum of 4 rental units may seek approval for longer tax abatement period not exceeding the maximum defined by State Statute. Each of these multi-unit requests will be considered on an individual basis.

The real estate taxes to be abated shall be for up to the full amount of the real estate taxes collected from added tax base of the newly constructed housing/home annually. Real estate taxes collected for the value of the land or any current additional structures value are not eligible for tax abatement, and will not be abated as part of this program.

This abatement will transfer with the sale of the property for the balance of the five years abatement period.

This abatement will not include voter approved school referendums.

This abatement does not apply to, or include, existing and/or new assessments to the property.

The County shall provide the awarded abatement payment following payment of due real estate taxes annually. One single payment shall be made to the owner of record at the time of the payment, by December 30<sup>th</sup> for that calendar year.

# Nobles Home Initiative Year One

Multi-Family	Condo-style	Single Family	\$ Value
40	3 to 6	4	\$5.5 Million



Noble County Housing Starts								
2014-2019	Est. Market Value	Total Pop. Inc.	Est. Tax 2016	2017	2018	2019	2020	Taxes Collected by 2020
60	\$9,000,000	162	\$18,600	\$37,200	\$55,800	\$74,400	\$93,000	\$279,000

based on average of 10 units/year

2014-2019	Est. Market Value	Total Pop. Inc.	Est. Tax 2015	2016	2017	2018	2019	Tax collected on 2020
162	\$24,300,000	437	0	0	0	0	0	\$301,320

based on average of 27/year

**ORDINANCE NO. 155, 2<sup>ND</sup> SERIES**

**CITY OF WINDOM**

**AN ORDINANCE OPTING-OUT OF THE REQUIREMENTS OF MINNESOTA  
STATUTES, SECTION 462.3593**

**WHEREAS**, on May 12, 2016, Governor Dayton signed into law the creation and regulation of temporary family health care dwellings, codified at Minn. Stat. § 462.3593, which permit and regulate temporary family health care dwellings; and

**WHEREAS**, subdivision 9 of Minn. Stat. §462.3593 allows cities to “opt out” of those regulations; and

**WHEREAS**, after further review of the existing legislation by the Planning Commission, it has been determined that opting-out of Minn. Stat. § 462.3593, as allowed under subdivision 9, is in the best interests of the City of Windom and its citizens.

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

**OPT-OUT OF MINNESOTA STATUTES, SECTION 462.3593:**

Pursuant to authority granted by Minnesota Statutes, Section 462.3593, subdivision 9, the City of Windom opts-out of the requirements of Minn. Stat. §462.3593, which defines and regulates Temporary Family Health Care Dwellings.

**THE CITY COUNCIL OF THE CITY OF WINDOM, MINNESOTA, FURTHER  
ORDAINS:**

This ordinance shall be published in the COTTONWOOD COUNTY CITIZEN and this ordinance shall be effective immediately upon publication.

Adopted by the City Council of the City of Windom, Minnesota, this 2<sup>nd</sup> day of August, 2016.

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Corey J. Maricle, Mayor

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

1<sup>st</sup> Reading: July 19, 2016  
2<sup>nd</sup> Reading: August 2, 2016  
Adoption: August 2, 2016  
Published: August 10, 2016

# Temporary Dwelling Legislation Becomes Law

**Cities may opt out of permitting temporary family dwellings, but they must pass an ordinance to do so.**

*(Published May 16, 2016)*

A bill creating a new process for local governments to permit certain types of recreational vehicles as temporary family dwellings was signed into law by Gov. Dayton on May 12. Chapter 111 ([Link to: https://www.revisor.mn.gov/laws/?year=2016&type=0&doctype=Chapter&id=111](https://www.revisor.mn.gov/laws/?year=2016&type=0&doctype=Chapter&id=111)) (SF 2555, Sen. John Hoffman ([Link to: http://www.senate.mn/members/member\\_bio.php?mem\\_id=1205](http://www.senate.mn/members/member_bio.php?mem_id=1205)), DFL-Champlain, and Rep. Roz Peterson ([Link to: http://www.house.leg.state.mn.us/members/members.asp?id=15442](http://www.house.leg.state.mn.us/members/members.asp?id=15442)), R-Burnsville) previously passed the House floor on a vote of 113-17.

## **Purpose of the law**

The main stated motivation behind the new law is to provide transitional housing for seniors. For example, if a family wanted to keep a close eye on grandma while she recuperates from surgery, they could have grandma stay in a temporary family health care dwelling in the yard or driveway.

The law has a broader effect than that, however, with anyone who needs assistance with two or more “instrumental activities of daily life” for mental or physical reasons eligible to be housed in this manner.

## **Summary of changes**

The League worked extensively with the authors and proponents and with other local government organizations throughout the legislative process to craft a law that is manageable for cities and counties.

Local governments may opt out of this program if they determine that this type of expedited land use permitting for temporary dwellings is not well-suited to their community. Many communities have communicated that property owners in their jurisdiction have adequate access to a permit for this type of use through existing local land use controls and permitting authority.

## **Cities must pass ordinance to opt out**

To be clear, unless a city chooses not to participate in this program by passing an ordinance specifically opting out, the law will require the city to issue permits to qualified applicants starting on Sept. 1, 2016. A permit can be denied for appropriate cause. The law lists the information required and the requirements that may be considered in that decision.

The final act has the following key components:

Creates a new type of permit referred to as a temporary dwelling permit that has a six-month duration, with an option to extend the permit for six months.

Requires that the permit be for a property where the caregiver or relative resides.

Allows modular and manufactured housing (instead of just recreational vehicles) to use this permit process as long as the unit meets all of the listed criteria.

Lists the criteria for the structure and the information required in the permit application.

Addresses sewer safety issues with required backflow valves and advance verification of septic service contracts.

Requires the inclusion of site maps showing where the unit will be placed and notification of adjacent neighbors prior to application.

Requires applications to specify the individual authorized to live in the unit.

Applies the permit approval process found in Minnesota Statutes, section 15.99 ([Link to: https://www.revisor.mn.gov/statutes/?id=15.99](https://www.revisor.mn.gov/statutes/?id=15.99)), but allows the local government unit only 15 days to make a decision on granting the permit (no extension). It waives the public hearing requirement and allows the clock to be restarted if an application is deemed incomplete, as long as the applicant is notified of how the application is incomplete within five days. A 30-day decision is allowed if the regular council meeting occurs only once a month.

Requires unit placement to meet existing stormwater, shoreland, setback, and easement requirements. A permit exempts the units only from accessory unit ordinances and recreational vehicle parking and storage ordinances.

Sets a default permit fee level that may be replaced by a local ordinance.

Allows cities to pass an ordinance opting out of using this new permitting system.

A complete review of the provisions of the new law will be included in the League's *2016 Law Summaries* in June.

Read the current issue of the Cities Bulletin (*Link to: <http://www.lmc.org/page/1/cities-bulletin-newsletter.jsp>*)

\* By posting you are agreeing to the LMC Comment Policy (*Link to: <http://www.lmc.org/page/1/comment-policy.jsp>*).

## Your LMC Resource

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### Contact Craig Johnson

IGR Representative

(651) 281-1259 or (800) 925-1122

[cjohnson@lmc.org](mailto:cjohnson@lmc.org) (*Link to: <mailto:cjohnson@lmc.org>*)

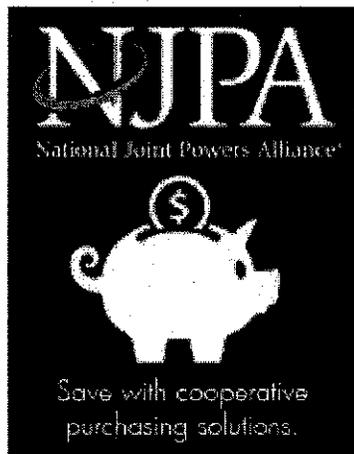
### Contact Irene Kao

IGR Counsel

(651) 281-1260 or (800) 925-1122

[ikao@lmc.org](mailto:ikao@lmc.org) (*Link to: <mailto:ikao@lmc.org>*)

## From our city vendor...



(*Link to: <http://www.lmc.org/ads/105056>*)

Temporary family health care housing local permit program created

Chapter 111 (HF 2497/SF 2555\*) establishes a new special land use permit system for a specific type of mobile health care-related temporary housing that will be required in all cities and counties unless they officially act to opt out of the program. The main stated motivation behind the new law is to provide transitional housing for seniors, but the statute does not include age as a criteria for use of the structure. Anyone who needs assistance with two or more "instrumental activities of daily life" for mental or physical reasons is eligible to be housed in this manner. The legislation is fairly complex and specific in its requirements. Section 1 clarifies that these "temporary family health care dwelling units" are not a "housing with services establishment" under Minn. Stat. ch. 144D, exempting these new temporary dwellings from the registration and regulation requirements on "housing with services establishment," or commonly referred to as "assisted living." Section 2 establishes the program and its requirements for counties in Minn. Stat. ch. 394. Section 3 establishes the program and its requirements for cities in Minn. Stat. ch. 462.

- **Definitions.** Subd. 1 includes the definitions of "caregiver," "instrumental activities of daily life," "mentally or physically impaired person," "relative," and "temporary family health care dwelling." These terms are essential to understanding some of the later provisions of this statute.

**Structural requirements.** Subd. 2 lists the requirements for a dwelling to qualify for this program. Among the 10 criteria are a lack of being attached to a permanent foundation; a 300 square foot maximum size; meeting state accessibility standards, access to water and electrical connection; exterior appearance requirements; R-15 insulation; an anti-backflow valve; and to be classified as a recreational vehicle, prefabricated building, or modular building.

**Permit process and provisions.** Subd. 3 details the requirements of the permit process for both applicants and the city. The permit process goes into effect in all cities on Sept. 1, 2016, unless the city has already made these dwellings a permitted use or the city has acted to opt out of the program (see subd. 9). There are a number of important requirements in this subdivision.

- **Exemption from certain ordinances.** Temporary family health care dwellings cannot be prohibited through accessory use ordinances, or recreational vehicle parking or storage ordinances.
- **Applicant requirements.** The caregiver or a relative must apply for the permit. It must be signed by the primary care giver, the owner of the property on which the unit will be placed, and the resident of the property if the owner does not reside there.
- **Permit application requirements.** A permit application must include:
  - **Applicant information.** Name, address, and phone number of (1) the property owner, (2) the property resident (if different from the owner), and (3) the primary caregiver for the qualified inhabitant of the unit, as well as the name of the person who will live in the unit;
  - **Health care provider information.** Proof of the provider network providing the primary care, respite care, or remote patient monitoring service;
  - **Verification of need.** Written certification of the need for assistance from a physician, physician's assistant, or advanced practice registered nurse licensed to practice in Minnesota;
  - **Septic service.** An executed contract for septic service or management;
  - **Neighbor notice.** An affidavit that all adjacent property owners and residents have been notified of the application; and
  - **Site map.** A general site map to show the location of existing structures and the proposed placement of the new unit.
- **Placement.** The unit must be located on the property where the caregiver or relative resides, must comply with all setback requirements that apply to the primary structure, and must be placed on the lot in a manner that provides emergency access to the unit in a safe and timely manner.

- Single, named occupant. The unit is limited to one occupant named on the application. Only one unit is allowed on a lot.
- Application of other requirements. The unit must also comply with any other applicable state law, local ordinances, or charter provisions, such as state and local shoreland regulations or stormwater ordinances.
- Permit duration. Subd. 4 specifies that the permit is valid for six months. It may be renewed once for an additional six months.
- Inspection and revocation. Subds. 5 and 6 allow inspection of the unit and allow revocation of the permit for noncompliance with this statute, with 60 days to remove the structure if the permit is revoked.
- Default fees. Subd. 7 sets a default fee rate of up to \$100 for a permit and up to \$50 for a renewal unless a city sets different rates by ordinance.
- Public process for permit. Because of the short timeline allowed for a decision and the personal medical information involved, subd. 8 states that these permits do not require a public hearing. Cities must otherwise meet the general issuance requirements of Minn. Stat. § 15.99, except that only 15 days is allotted to review and act on the permit and that time cannot be extended. Cities with councils that meet only once a month have 30 days to act. If the application is incomplete, the city can start that time period over if they notify the applicant of what information is missing within five days of receipt.
- Opt out. Subd. 9 allows cities to pass an ordinance opting out of this section of law. An opt-out ordinance is the correct step to take if a city either wants to use their existing land use controls or to develop a customized version that might allow this sort of use in some cases using different processes or criteria. The League has a model opt-out ordinance.

*Effective Sept. 1, 2016, and applicable to temporary dwelling permit applications made on or after that date. (CJ/ IK)*

## Suburbs opt to go their own way on state's 'drop home' law

Facing a new state requirement to allow tiny trailers on residential lots, many cities are saying no.

By **Erin Adler** and **Emma Nelson** Star Tribune staff writers  
July 5, 2016 — 8:41am



Elizabeth Flores, Star Tribune John Louiselle, left, and Jesse Lammi are a pair of young New Brighton entrepreneurs that have started NextDoor Housing, a company that produces tiny houses with a twist. The handicapped-accessible houses are really more like trailers and aimed at adults recovering from an illness or who are disabled. The two helped draft a bill changing zoning laws so the houses would be welcome more places, regardless of zoning laws. It passed last week.

Metro suburbs are bypassing a new state law that would require them to allow tiny, portable houses on residential properties, saying the state mandate doesn't work for them.

The statute is intended to provide access to temporary "drop homes" for people — mostly older adults — with health care needs that require them to be close to a caregiver.

But worries about resident complaints, conflicts with local zoning ordinances and timing concerns have spurred cities to opt out of the law. Some say they already have the resources they need to meet the needs of aging residents, while others want to pass their own laws allowing temporary structures tailored to their city.

The League of Minnesota Cities fought for an opt-out provision in the statute so local governments could still have control over their own zoning.

Bill sponsor Rep. Roz Peterson, R-Lakeville, struggled to find a place for her elderly father to live when he got sick two years ago. It's disappointing that cities are opting out, she said, but she acknowledged that the law isn't one-size-fits-all.

“It’s always difficult to accept change and innovation,” Peterson said. “This won’t solve everybody’s problem — this is one tool in the toolbox, so to speak.”

Drop homes, sometimes called granny pods, are trailers under 300 square feet that are billed as an affordable and temporary alternative to sending sick, injured or elderly family members to a nursing home.

The new law was based on similar, but less restrictive, laws in North Carolina and Virginia.

In Minnesota, the law allows homeowners to have a drop home on their property for six months by paying for a \$100 permit, unless their city has a specific ordinance against the homes.

The Burnsville City Council voted unanimously on June 21 to opt out. Drop homes don’t meet city codes, said Mayor Elizabeth Kautz, and the city already has temporary housing options.

Those options include spare bedrooms, apartments, assisted living facilities, short-term health care facilities, hotels and group homes, according to a meeting agenda report.

“It’s not that we don’t have it,” Kautz said. “We want control of what happens here in Burnsville.”

Some cities want to allow accessory dwelling units but are choosing to do so on their own terms.

The Crystal City Council will likely vote to opt out at its next meeting, said Council Member Jeff Kolb. The decision stems largely from the nature of residential properties in Crystal, many of which may be too small to qualify for drop homes under the statute, he said.

The City Council will try to pass an ordinance in the future that allows for accessory units that are better tailored to the city, Kolb said.

“There was a concern that it would be perceived that by opting out, we were saying we don’t want this kind of thing around here, that it was kind of a cold-hearted decision,” he said. “The reality is it’s not that at all.”

In Lakeville, the City Council agreed to opt out last week but also sent the issue to city staff for further review.

There were multiple concerns, said Mayor Matt Little, including aesthetics, property values and the difficulty city staff would face in having to make judgments about residents’ illnesses.

“Every single city in this country is going to need to figure out a way to start taking care of our seniors,” Little said. “There’s just a lot of issues we need to ... make fair and clear.”

Meanwhile, city staff in Woodbury are recommending that city officials vote to opt out in order to have more time to figure out what local needs are, said Jason Egerstrom, Woodbury’s spokesman.

Under the statute, cities have until Sept. 1 to opt out.

John Louiselle, co-owner of NextDoor Housing, a New Brighton-based drop home company that helped craft the law, said he doesn't mind if cities choose a different direction. "What's worrisome to us is when we see cities opting out and offering no alternative solution," he said.

Peterson said she would like to see cities try out the statute and see how it works. The biggest challenge, she said, is that people aren't familiar with the drop home idea.

"This is new — nobody's really done this before," she said. "Let's have a conversation with the community before we just choose to abandon the idea."

### Temporary Health care Dwellings - : Temporary health care Dwellings - What Are Your Cities Learning?

MICMA responses received  
Updated as of 7-8-16

Name of City	Likely to Opt Out Or Have done so?	Comments
Austin	Yes	We opted out in Austin - Craig Clark
Burnsville	Yes	Burnsville opted out. Heather J.
Chatfield	Yes	Chatfield is opting out, too, by the way. Joel Young
Clearwater	Yes	Hi Eric, We will be opting out for the following reasons: • lack of water/sewer facilities. • no meaningful ability to enforce removal at the end of the "temporary" period. • difficulty in controlling where they can go. • about them becoming just a spare "room" for people that don't actually have a health condition. All the best, Kevin Cross
Concan	Learning Opt Out - Staff Report	We're recommending opt out and are considering it next week. Our draft report is attached. Brad Martens
Crystal	Yes	Eric - We had a work session discussion with our Council last month and they'd like us to opt out and then come up with our own criteria. We'll opt out in July and come up with criteria in early fall. Anne
Detroit Lakes	Yes	We are working towards opting out before September 1 <sup>st</sup> . Kelsey Klemm
Dilworth	Yes	Yes, we are opting out of it and will be incorporating verbiage into our zoning ordinance in August. Look at it like this, if you don't opt out now, you are locked in for good. You can always "opt in" at a later time. With the short time frame to act, I would encourage communities to opt out. L. Peyton Mastera
Excelsior	Yes	We will be opting out, we have small lots and it appears to be a zoning nightmare. Kristi
Glencoe	Yes	Glencoe will be opting out also. Mark Larson
Hopkins	Yes	We are opting out at least at first to give us proper time to research and determine what we want to do. - Ari Lertz
Lake Elmo	Likely opting out - Upcoming public hearing	We'll be holding a public hearing in the next month or so but will likely be opting out. Kristina Hancet
Lakeville	Yes	Lakeville is opting out. Justin Miller
Lauderdale	Yes	My thoughts are too numerous to put to paper but mainly stem from enforcement if someone decides they would like to keep their new abode or maybe house a college student. Heather B.
Maple Grove	Planning Commission in July	Maple Grove will be opting out, going forward to Planning Commission later in July. Heidi Nelson
Mendota Heights	Likely opting Out	Eric, Mendota Heights will likely be opting out, assuming the Planning Commission recommends taking that action. Mark McNeill
Montevideo	Yes	The City of Montevideo has introduced an ordinance to opt out of the temporary dwelling requirements. This will likely be adopted at our next council meeting. We wanted to ensure we met the September 1 <sup>st</sup> deadline. I saw in the news that many metro suburbs are doing this as well. There seems to be a plethora of issues along with the zoning and regulation of these types of structures. Angie Steinbach
New Prague	Yes	The City of New Prague will be opting out. Mike
New Ulm	Yes	New Ulm is opting out - Brian Gramenz
Newport	Planning Comm - Discussing Soon	Will be recommending to Council to opt out. Deb Hill
North Oaks	Yes	North Oaks opted out - Mike Robertson
North St. Paul	Yes	We will be opting out too. Jason Ziemer
Oak Park Heights	Learning Opt Out - Staff is Investigating	Will be taken up in late July or Early August. Eric Johnson
Osseo	NOT TO OPT OUT	So we tackled this issue at our last Council meeting. Ultimately, the Council decided NOT to opt out. Because Osseo is so small, with small lots and whatnot, there would actually be very few properties that could place a temp unit and still be within the City's setbacks, etc. So instead of outright banning them, the Council decided to not opt out in order to reduce the numbers of unnecessary ordinances. I don't expect we'll see any of these anyways. The motion passed by a 3-2 vote. - Riley Grams
Savage	Yes	We are opting out. In a community with primarily 11,000 sq. ft. lots it doesn't make sense. We are also concerned about having to monitor when the occupant has passed on and the conversion of the unit into something more than a place to put mom and dad. Barry Stock.
Shakopee	Seeking to Opt Out	Will be seeking to opt out as well. Bill Reynolds
Springfield	Yes	Springfield will be opting out. Matt
St Cloud	Yes	St. Cloud is proposing to opt-out. It will go to our Council this month. Mike Williams
Stillwater	Yes	The Stillwater City Council has directed staff to prepare an ordinance to opt out of this capacity. Tom M.
Swift County	YES	Swift County is planning to opt out, Mike Pogge
Tonka Bay	Yes	Tonka Bay will be opting out of this. We are going to use the LMC template language and will adopt it before Sept. 1 <sup>st</sup> . Our main reason is that over half of our lots already don't conform with out setbacks and lot area, this will only make it worse. Lindy Crawford
Two Harbors	Yes	The City of Two Harbors is opting out. There was a decent article about this in the Star Tribune earlier this week. Dan Walker
Vadnais Heights	Staff Recommended To Opt Out	We will recommend opting out as well. Kevin Watson.
Willmar	Yes	Opt out



## City of Windom Staff Report

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**To:** Mayor and Windom City Council  
**From:** Building & Zoning Office  
**Council Meeting Date:** July 19, 2016  
**Item Title/Subject:** **ORDINANCE NO. 156, 2<sup>ND</sup> SERIES – “SOLAR SYSTEMS”**

Interest in the collection and use of solar energy has increased in the last few years. Developments in the equipment have also made it possible for residences and businesses to install solar collectors and associated equipment.

It is necessary that the City be proactive on adopting an ordinance to encourage and regulate the use of solar energy collectors and systems.

Brent Brown, Windom Electrical Superintendent, approached Jim Kartes and requested that he prepare a draft ordinance for review by the Planning Commission. Jim reviewed materials provided by Brent, the Minnesota State Building Code, and other sources, including the “Grow Solar – Local Government Solar Toolkit”, in preparing the draft ordinance.

On June 14<sup>th</sup>, the Planning Commission reviewed the proposed ordinance and suggested two modifications which have since been made. The ordinance was then reviewed and approved by both Brent Brown and City Attorney Ron Schramel.

At the Planning Commission Meeting on July 12<sup>th</sup>, Brent Brown was present and answered questions for the Commissioners concerning monitoring and abandonment of solar systems. Thereafter, the Planning Commission approved a motion recommending that the City Council adopt the proposed “Solar Systems” ordinance.

Attached is a copy of Ordinance No. 156, 2<sup>nd</sup> Series, entitled “Solar Systems”, for your review. The first reading would be held at the City Council Meeting on July 19<sup>th</sup>. The second reading and proposed adoption is scheduled for the City Council Meeting on August 2<sup>nd</sup>.

Brent Brown will be present at the City Council Meeting on July 19<sup>th</sup> to answer any further questions that the City Council may have at that time.

Thank you.

Respectfully Submitted,

Mary Hensen, EDA/B&Z Admin. Asst.

Att.

ORDINANCE NO. 156, 2<sup>ND</sup> SERIES

AN ORDINANCE OF THE CITY OF WINDOM, MINNESOTA,  
AMENDING CITY CODE CHAPTER 152  
BY ADDING NEW SECTIONS ON SOLAR SYSTEMS

THE CITY COUNCIL OF THE CITY OF WINDOM ORDAINS:

WHEREAS, the science and equipment for the collection and use of solar energy have been refined over the last few years to a level at which solar energy is accessible to businesses and residences; and

WHEREAS, it is necessary that the City adopt an ordinance governing “solar systems” within the city limits; and

WHEREAS, the Planning Commission has reviewed a proposed “solar systems” ordinance and recommended its adoption by the City Council; and

WHEREAS, it is in the best interests of the citizens of Windom that Chapter 152 be amended to add new sections on “solar systems” as set forth herein.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WINDOM, MINNESOTA, ORDAINS:

THE CITY CODE OF THE CITY OF WINDOM IS HEREBY AMENDED BY INSERTING THE FOLLOWING SECTIONS IN CHAPTER 152:

***SOLAR SYSTEMS***

The requirements of this Ordinance shall apply to all small-scale solar energy systems (residential, commercial, multi-family and condominium).

**§ 152.390 PURPOSE AND INTENT.**

Windom (“City”) believes it is in the public interest to encourage renewable energy systems that have a positive impact in energy conservation with limited adverse impact on the community. While Windom strongly encourages increased energy conservation and improved energy efficiency, the city also finds that increased use of appropriate renewable energy systems will be an important part of improving urban sustainability.

The renewable energy regulations are intended to supplement existing zoning ordinances and land use practices and ensure these systems are appropriately designed, sited, and installed. These regulations are in place to balance the need to improve energy sustainability through increased use of renewable energy systems with concerns for preservation of public health, welfare, and safety, as well as environmental quality, visual and aesthetic values, and existing neighborhood social and ecological stability.

**§ 152.391 DEFINITIONS.**

For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

**ACTIVE/SOLAR ENERGY EQUIPMENT/SYSTEM.** A solar energy system whose primary purpose is to harvest energy by transforming solar energy into another form of energy or transferring heat from a collector to another medium using mechanical, electrical, or chemical means.

**BUILDING-INTEGRATED PHOTOVOLTAIC (BIPV) SYSTEMS.** A solar energy system that consists of integrating photovoltaic modules into the building structure by replacing typical building material, such as the roof or the façade and which does not alter the relief of the roof.

**FLUSH-MOUNTED SOLAR PANEL.** Photovoltaic panels and tiles that are installed flush to the surface of a roof and which cannot be angled or raised.

**FREESTANDING OR GROUND-MOUNTED SOLAR ENERGY SYSTEM.** A solar energy system that is installed directly in the ground or by means of brackets or poles and is not attached or affixed to an existing structure.

**PHOTOVOLTAIC (PV) SYSTEMS.** A solar energy system that produces electricity by the use of semiconductor devices, called photovoltaic cells, that generate electricity whenever light strikes them.

**QUALIFIED SOLAR INSTALLER.** A person who has skills and knowledge related to the construction and operation of solar electrical equipment and installations and has received safety training on the hazards involved. Such training shall include the proper use of special precautionary techniques and personal protective equipment, as well as the skills and techniques necessary to distinguish exposed energized parts from other parts of electrical equipment and to determine the nominal voltage of exposed live parts.

**ROOF OR BUILDING-MOUNTED SOLAR SYSTEM.** A solar power system in which solar panels are mounted on top of the structure of a roof either as a flush-mounted system or as modules fixed to frames which can be tilted toward the south at an optimal angle.

**SOLAR COLLECTOR.** A solar photovoltaic cell, panel, or array, or solar hot air or water collector device, which relies upon solar radiation as an energy source for the generation of electricity or transfer of stored heat.

**SOLAR ENERGY SYSTEM.** A set of devices whose primary purpose is to provide for the collection, storage, and distribution of solar energy for space heating, cooling, electricity generation, or water heating.

**SOLAR FARM.** A commercial facility that converts sunlight into electricity, whether by photovoltaics (PV), concentrating solar thermal devices (CST), or other conversion technology, for the primary purpose of wholesale sales of generated electricity. A solar farm is the principal land use for the parcel on which it is located.

**SOLAR PANEL.** A device for the direct conversion of solar energy into electricity.

**SOLAR THERMAL SYSTEMS.** Solar thermal systems directly heat water or other liquid using sunlight. The heated liquid is used for such purposes as space heating and cooling, domestic hot water, and heating pool water.

**§ 152.392 PERMITS AND STANDARDS.**

(A) *Rooftop and Building-Mounted Solar Collectors.* Rooftop and building-mounted solar collectors are permitted in all zoning districts in the City subject to the following conditions:

(1) Building permits shall be required for installation of all rooftop and building-mounted solar collectors.

(2) Notwithstanding the height limitations of the zoning district, roof or building-mounted solar energy systems shall not extend higher than three (3) feet above the ridge level of a roof on a structure with a gable, hip or gambrel roof and shall not extend higher than ten (10) feet above the surface of the roof when installed on a flat or shed roof.

(3) An engineer licensed with the State of Minnesota shall be required to determine whether or not the roof system is structurally capable of supporting the solar collectors.

(B) *Ground-Mounted and Freestanding Solar Collectors.* Ground-mounted and freestanding solar collectors are accessory structures in all zoning districts. No permit may be issued for ground-mounted and freestanding solar collectors except by conditional use permit, except for lots in excess of 20,000 square feet which meet the following conditions. All ground-mounted and freestanding solar collectors shall comply with the following conditions:

(1) Building permits are required for the installation of all ground-mounted or freestanding solar collectors.

(2) The location of the solar collector shall meet all applicable setback requirements for accessory structures in the zoning district in which it is located.

(3) The height of the solar collector and any mounts shall not exceed 15 feet when oriented at maximum tilt.

(4) Solar energy equipment shall be located in a manner to reasonably minimize view blockage for surrounding properties and shading of property to the north, while still providing adequate solar access for collectors.

(5) Solar energy collectors shall be screened when possible and practicable through the use of architectural features, earth berms, landscaping, or other screening which will harmonize with the character of the property and surrounding area.

(6) Solar energy systems are to be located in the rear yard only.

(C) *Solar Thermal Systems.* Solar thermal systems are permitted in all zoning districts subject to the following condition: Building permits are required for the installation of all solar thermal systems.

(D) *Solar Farms.* No permits may be issued for any type of solar farm except by conditional use permit. All solar farms shall comply with the following conditions:

- (1) Building permits are required for solar farms.
- (2) No solar farm may be erected on less than ten (10) acres.
- (3) All solar farms will require a perimeter fence no less than 6 feet in height.

### **§ 152.393 PLANNING, DESIGN, AND COMPLIANCE.**

(A) *Plan Applications.* Plan applications for solar energy systems shall be accompanied by to-scale horizontal and vertical (elevation) drawings. The drawings must show the location of the system on the building or the property for a ground-mounted or freestanding system, including property lines.

(1) *Pitched Roof - Mounted Solar Energy Systems.* For all roof-mounted systems, except those on a flat roof, the elevation must show the highest finished slope of the solar collector and the slope of the finished roof surface on which it is mounted.

(2) *Flat Roof - Mounted Solar Energy Systems.* For flat roof applications, a drawing shall be submitted showing the distance to the roof edge and any parapets on the building, and shall identify the height of the building on the street frontage side, the shortest distance of the system from the street frontage edge of the building, and the highest finished height of the solar collector above the finished surface of the roof.

(B) *Plan Approvals.* Applications that meet the design requirements of this ordinance, and do not require a conditional use permit, shall be granted administrative approval by the zoning official and shall not require Planning Commission review. Plan approval does not indicate compliance with Building Code or Electric Code.

(C) *Compliance with Building Code.* All active solar energy systems require approval of the local building code official pursuant to provisions of the State of Minnesota Building Code, and solar thermal systems shall comply with the HVAC-related requirements of the Energy Code.

(D) *Compliance with State Electric Code.* All photovoltaic systems shall comply with the State of Minnesota Electric Code.

(E) *Compliance with State Plumbing Code.* Solar thermal systems shall comply with applicable Minnesota State Plumbing Code requirements.

(F) *Utility Notification.* The owner of a solar energy system that will physically connect to a house or other building's electrical system and/or the electric utility grid must

enter into a signed interconnection agreement with the local utility provider prior to the issuance of a building permit.

(G) *Feeder Lines.* All power exterior electrical or other service lines must be buried below the surface of the ground.

(H) *Exemptions* – Building-integrated solar energy systems are exempt from the requirements of this section and shall be regulated as any other building element.

#### **§ 152.394 SAFETY.**

(A) Solar energy systems and equipment shall be permitted only if they are determined by the City not to present any unreasonable safety risks including, but not limited to, the following:

- (1) Weight load
- (2) Wind resistance
- (3) Ingress (entrance) or egress (an exit) in the event of fire or other emergency.

(B) All solar collector installations must be performed by a qualified solar installer.

(C) Solar energy system components shall be certified by Underwriters Laboratories Inc. and the Solar Rating and Certification Corporation. The City reserves the right to deny a building permit for proposed solar energy systems deemed to have inadequate certification.

(D) Prior to operation, electrical connections must be inspected by an appropriate electrical inspection person or agency as determined by the City.

(E) Any connection to the public utility grid must be inspected by the appropriate public utility.

(F) Solar energy systems shall be maintained in good working order.

(G) Rooftop and building-mounted solar collectors shall meet Minnesota's Fire Safety Code and Building Code standards.

(H) If solar storage batteries are included as part of the solar collector system, they must be placed in a secure container or enclosure meeting the requirements of the Minnesota State Building Code when in use; and when no longer used, shall be disposed of in accordance with the laws and regulations of City and other applicable laws and regulations.

#### **§ 152.395 APPEALS.**

(A) If an individual is found to be in violation of the provisions of this Ordinance, appeals should be made in accordance with the established procedures of the City Code.

(B) If a building permit for a solar energy device is denied because of a conflict with other goals of the City, the applicant may seek relief by appealing to the City Council, which shall regard solar energy as a factor to be considered, weighed and balanced along with other factors.

**§ 152.396 ABANDONMENT.**

(A) If a solar collector ceases to perform its originally-intended function for more than 12 consecutive months, the property owner shall remove the collector, mount and associated equipment by no later than 90 days after the end of the twelve-month period.

\*\*\*\*\*

**THE CITY COUNCIL OF THE CITY OF WINDOM, MINNESOTA, FURTHER ORDAINS:**

**This ordinance, or an approved Title and Summary of this ordinance, shall be published in the COTTONWOOD COUNTY CITIZEN and this ordinance shall be effective immediately upon publication.**

ADOPTED AND PASSED by the City Council of the City of Windom, Minnesota, this 2nd day of August, 2016.

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

ATTEST:

\_\_\_\_\_  
Steven Nasby, City Administrator

1<sup>st</sup> Reading: July 19, 2016  
2<sup>nd</sup> Reading: August 2, 2016  
Adoption: August 2, 2016  
Published: August 10, 2016

# MEMORANDUM



**CITY OF WINDOM**  
444 9th Street  
Windom, MN 56101  
Phone: 507-831-6129  
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www.windom-mn.com

**TO:** City Council  
**FROM:** City Administrator   
**DATE:** July 11, 2016  
**RE:** Update on SMART Goals and Growing Windom to 5,000 population by 2020

Attached is a dashboard report showing the progress made towards the SMART goals that were adopted by the City Council.

In addition, the following is an outline on some of the major activities that are being done towards achieving the goal of “growing the community”. These are shown within a larger set of objectives.

## Public Utility Maintenance and Improvement

- Substation Improvement - Planning for 2017/18 Replacement of Equipment
- Wastewater Plant – Facilities Planning for Regulatory Compliance & Prime Pork Expansion
- Water Tower – Painting & Maintenance Currently Being Completed
- New Water and Electric Meters – Completed 2015
- New Utility Billing System with On-line Features – Completed July 2016

## Streets and City Facilities

- 2017 Street Project – Extension of Streets for Commercial & Residential Development
- Arena – Planning for Ice Equipment, Building Improvements and Lease Extension
- Pool- Feasibility Study Underway
- Emergency Services Facility – Currently Bidding for 18,336 Square Foot Facility
- Master Plan Meeting with FAA & MN DOT (Aug 2016) – Runway Expansion and Other Projects

## Housing

- Prairie Meadows Subdivision – Lots Platted and Available for Sale. Marketing Underway
- Met and Discussed Senior Housing with Private Developers
- Contacted Developers Regarding Multi-family Housing Construction
- Developer’s Meeting – Discussed Housing Needs Study and Worked on Spec Homes Project
- Fall 2016 & Spring 2017 State Grant Applications for Projects
- Possible Tax Abatement Program to Support New Housing Construction

## Economic Development

- Increasing the Commercial/Industrial Base
- Hotel Representatives Working with Local Investors on New Project
- Prime Pork – Renovations Underway and \$1 million MIF Grant Received (296 jobs)
- Truck Wash Facility – Under Construction
- Working with MN DOT on Highway Access and Other Projects (Highway 60/71 & Highway 62)
- Active Living Plan Underway – Community Amenities Enhancements

**SMART Goal**      **Completed**      **About 75%**      **About 50%**      **25% or less**      **Eliminated**      **Comments**

SMART Goal	Completed	About 75%	About 50%	25% or less	Eliminated	Comments
Administration - Update City Website						Software developer and contract complete. Site work to be underway August 2016.
Administration - Compensation & Classification Study						Consultant selected, project underway May 2016. September 2016 anticipated completion.
Airport - Master Planning (20 year plan)						Consultant selected, meeting with MN DOT & FAA Aug 2016.
Arena - Maintenance & Improvements						Painting bleachers is underway (July) and plans to continue with other parts of the Arena (as time permits).
Arena - R22 Ice-Making Equipment Replacement						Mighty Ducks Grant Availability Announced - July 2016. Carlson-Stewart Refrigeration Co. presented to Park & Rec (April)
Pool - Revising Feasibility Study						Consultant selected and site visit scheduled for July 18, 2016.
Building/Zoning - Rental Housing Ordinance Review						Ordinances of other communities provided to the Planning & Zoning Commission for discussion.
Building/Zoning - Demolition of Blighted Properties						Working on a possible new event with River-Bend Liquor.
Community Center - Attraction of Additional Events						Rental surveys showing 100% customer satisfaction.
Community Center - Customer Service Satisfaction Goals						May 2016 trees planted and June 2016 a row of hedges planted to screen property from industrial area is planted.
Community Center - Outdoor Garden/Reception Area						Daily on-going cleaning and maintaining equipment. LED lighting project for Gym completed.
Community Center - Facility Maintenance and Cleanliness						Discussions with developers regarding single and multi-family units. Possible tax incentives plan.
EDA - Housing Development						Option on additional 80 acres completed and outreach to site selection consultants.
EDA - Expansion of NWIP						Designated area in NWIP identified and outreach to site selection consultants.
EDA - Attraction of Small to Medium Sized Data Center						Prairie Meadow lots available (March/April 2016).
EDA - Prairie Meadows Subdivision						Design phase completed and project out to bid (July).
Electric - Improve Teamwork and Communications						Large Print Books to the assisted living, mentor to Senior Achievement project, being a part of "This is how we roll".
Electric - Continuing Education and Training						Bike rack/bike lock program; reconfiguring public access area for computers; legos & duplos days.
Electric - Long-range Planning for Distribution System						Lego and duplo days for children; adult coloring w/coffee; Facebook page, entertainers; storytimes; keep inventory updated.
Fire & Ambulance - Emergency Services Facility						Waiting to see what happens with the lot next to the liquor store.
Library - Community Involvement						We have conducted multiple tastings throughout the year, and response has been good.
Library - Accessible and Comfortable Public Space						Contactors is still working on finding time to get out he to complete the bathroom remodel.
Library - Increase Library Use						New firewall installed; will have quote for 2017 budget for hardware and IT consulting work.
Liquor - Update Landscaping						Continuous; looking at pricing adjustments for 2017.
Liquor - Conduct Tasting Events						Live on new system with online access. First bills in new system July 8th.
Liquor - Update Restrooms and ADA Compliance						Need to refine processes and document final process.
Office - City-wide Network						Not enough applicants to hold the academy.
Office - Telecom Profitability Improvement						This is a research goal. I am still looking for the best opportunity for WPD.
Office - Utility Billing Improvement & On-Line Access						We completed our new training program in January. All officers are certified.
Office - Back-up Coverage of Billing Processes						The academy will be held the last weekend in August. We expect to have enough participants.
Parks - Island Park Campground Improvements						I will be asking for funding at our yearly budget meeting. The City of Lakefield will partner on this project.
Police - 2016 Citizens Academy						Morning Baseball Island Park Grades 3-5 was added in Summer 2016 Recreation Program.
Police - K-9						Meeting held with Township officials and cost estimate completed.
Police - Taser Training						Engineering firm hired and preliminary cost estimates being completed. Soil borings complete.
Police - Emergency Services Leadership Academy						Acceptable Use Policy is on the website updated 4/13/16.
Police - Use of Force Training						Website update completed 4/13/16.
Recreation - Expansion of Youth Baseball						Telecom staff are working well with other depts and have improved communications.
Streets - 6th Avenue Improvements & Possible Annexation						Management has done some C.E. and training. New staff will need to be trained and additional training for current staff.
Streets - Continuing Education & Training						Identification of water\wastewater infrastructure underway.
Streets - 2017 Street Project						
Telecom - Internet Acceptable Use Policy						
Telecom - Renovate and Update Website						
Telecom - Improve Teamwork & Communications						
Telecom - Continuing Education & Training						
Water & Wastewater - GIS Mapping of Systems						

SMART Goal Planning Form – Administration  
City Website – Renovation and Update

Specific – The City Administrator and Finance & Information Analyst will work with an inter-departmental team to plan for the upgrade of a new City of Windom Website. Staff will identify a 3<sup>rd</sup> party consultant (web developer) to provide the needed services and coordinate the project.

Measurement/Assessment – Measurement will be new website up.

Attainable/Achieve – Time and effort on behalf of many departments is needed to update and revise information on the City website and to make improvements to be more user friendly. Part of the website upgrade will coordinate with the new utility billing system regarding customer portals for on-line bill viewing and payments.

Relevant – The expected result is an updated, more user friendly website that keeps the City's information fresh and incorporates the new items that have been added on (e.g. recreation program registration) and planned improvements such as on-line utility bill viewing\payments and possibly "push" notifications for community information and events.

Timed – Goal will be to have the new website operational by the end of 2016. Due to the coordination with the new utility billing and on-line component the timeframe for that system implementation is Summer\Fall 2016 so this will have an impact on completion of the City website and "go live" date.

SMART Goal Planning Form – Administration  
Compensation and Classification Study

Goal is to have internal and external equity along with compliance with State and Federal regulations.

Specific – The City Administrator and Personnel Committee will work with the Management team to complete a Compensation & Classification Study. Staff will identify a 3<sup>rd</sup> party consultant to provide the needed services and coordinate the project.

Measurement/Assessment – Measurement will be completion of the study and presentation to the City Council for action.

Attainable/Achieve – Time and effort on behalf of all department heads is needed to update and revise the Supervisory Pay Plan (grades) and propose adjustments for market conditions.

Relevant – The expected result is an updated Supervisory classification and compensation plan that takes into account the duties, responsibilities and market conditions of Supervisory employees.

Timed – Goal will be to have the compensation and classification study completed by July 2016 with City Council action following project completion.

AIRPORT – Maintain and Upgrade Public Infrastructure and City Facilities  
Pursuant to a Defined and Prioritized Plan – 20-Year Master Plan

Specific – The FAA requires a 20-year master plan to be completed for FAA approval. City will work with its Airport consultant (SEH, Inc.) to undertake the study.

Measurement/Assessment – Completion of a Master Plan for the Windom Airport.

Attainable/Achieve – Leverage Federal Aviation Administration (FAA) funds for 90% of eligible projects expenses and State (MN DOT) funding for 5% project expenses with 5% local match.

Relevant – Maintaining and improving Windom's airport is crucial to local businesses and for the provision of emergency medical services and the master plan is required to undertake any major maintenance or new construction.

Timed – Airport Manager is requesting a January 2016 start for the master plan project which requires the City to front approximately \$70,000 until federal/state funding is available for the project. Project is anticipated to cover approximately 18-24 months.

## 2016 Goals -Arena

**Community Pride: A Positive Image and Reputation Developed by a Progressive and Active Community and Public Facilities: Maintain and Upgrade public infrastructure and city facilities pursuant to a defined and prioritized plan.  
Continue to make maintenance improvements to the arena**

### Specific-

Work with the Windom Parks and Recreation Commission and Windom City Council to make maintenance improvements to the City of Windom Arena and remain within budgetary guidelines.

### Measurement-

Continued maintenance improvements will make the Windom Arena a better place for the users.

### Achieve-

The Recreation Director will work with the Windom Parks and Recreation Commission and Windom City Council to recommend improvements that need to be done. The Recreation Director will gather user input as to what improvements are needed at the City of Windom Arena. User input must be considered when making improvements. Prioritization and funding of improvements will be determined by both the Windom Parks and Recreation Commission and the Windom City Council. In 2016 the Parks and Recreation Commission would like to explore locker room improvements with a funding target of 2017.

Issue to Resolve- Each user group has a different opinion as to what improvements are done at the arena. The Arena was constructed in 1975; the building was fifty years old in 2015. If a new arena is not built in the future there must be continued maintenance and upkeep of the existing building.

### Realistic-

Prioritization of maintenance improvements will be set by the Windom Parks and Recreation Commission and the Windom City Council. Funding of improvements will be determined by the Windom City Council.

### Time-

User input on maintenance items for the Windom Arena will be gathered by the Recreation Director prior to the start of the budget process. Information on costs and options needs to be obtained by late Summer 2015 from so that information can be available to the Parks and Recreation Commission and City Council for the 2016 budget process. At that time prioritization will be determined by the Windom Parks and Recreation Commission and the Windom City Council. The Windom City Council has the final say on what maintenance items approved in the 2016 budget.

## 2016 Goals -Arena

**Public Facilities: Maintain and Upgrade public infrastructure and City facilities pursuant to a defined and prioritized plan.**

### Gathering Information on Current Refrigeration System and R22 Replacement

#### Specific-

Gathering information on the existing refrigeration system and finding out costs and options for replacement of the current R22 system for City of Windom Arena.

#### Measurement-

We do not have current costs for R22 replacement with our current compressor system. By the year 2020 decisions in regards to our current compressor system and R22 will have to be made. Getting current costs of the replacement of the R22 will assist both the Windom Parks and Recreation commission and Windom City Council in making a decision of what will be done in the future.

#### Achieve-

Arena management will work with Carlson Stewart Refrigeration out of Marshall to obtain information and cost of replacement of the current R22 refrigerant that is used in our compressor system.

Issue to Resolve- The cost of replacing our current R22 system will be expensive. Costs of over \$300,000 were given to the Arena Building committee when they met in 2013. Were the money comes from and the current cost of this project is yet to be determined.

#### Realistic-

Current costs and information needs to be obtained so that the Parks and Recreation commission and Windom City Council can make corrective actions and funding option decisions can be made by the year 2020.

#### Time-

Information on costs and options need to be obtained by Summer 2016 from Carlson Stewart so that information can be available to the Parks and Recreation Commission and City Council for the 2017 budget process. Current costs and information can be used to complete a Mighty Ducks grant to assist with the expenses related to the replacement of the current R22 system.

## 2016 Goals -Pool

**Community Pride: A Positive Image and Reputation Developed by a Progressive and Active Community and Public Facilities: Maintain and Upgrade public infrastructure and city facilities pursuit to a defined and prioritized plan.**

### Revisiting the Pool Feasibility Study Done in 2007

#### Specific-

Revisit the 2007 pool feasibility study with the Windom Parks and Recreation commission and Windom City Council to determine the direction of renovating the existing facility or constructing a new facility in the future.

#### Measurement-

We do not have current costs for renovation of the existing facility or constructing a new facility. Getting current costs of the replacement of the existing pool or construction of a new facility will assist both the Windom Parks and Recreation commission and Windom City Council in making a decision of what will be done in the future.

#### Achieve-

The Recreation Director will work with a Sr. student that is doing his Eagle project that will put together a survey that can be distributed to the public as to priorities of renovation or reconstruction of the existing pool.

Issues to Resolve- The Windom Pool was constructed in 1965 and will be fifty years old in 2015. Renovations were done on the pool in 1980 with gutter installation and resurfacing of the wading and big pool floors. In 1993 the filter system was changed from DE filters to sand filters. The high diving board was replaced with a slide in 2011. The slide was constructed to be reused if renovations did take place. The cost of renovation of the existing facility was estimated at \$900,000 to \$1,300,000 in 2007. The cost of a new outdoor family aquatic center was estimated at \$2,000,000 to \$3,500,000 in 2007. A new indoor aquatic center located at the community center was estimated between 3 to 4 million in 2007. With inflation these costs have surely gone up. An indoor facility would probably be smaller than the existing pool with a majority of the construction cost being for brick and mortar.

#### Realistic-

The survey was completed in 2015. The survey results will assist the recreation director, parks and recreation commission and Windom City council in the direction the community would like to go. The feasibility study can be revisited to find out cost of renovation or reconstruction.

#### Time-

The survey was completed in 2015. The results will be used by the Parks and Recreation commission and Windom City council when revisiting the feasibility study in 2016.

2016 S.M.A.R.T. Goal Planning Form

**BUILDING & ZONING - SHORT-TERM GOAL (1-2 Years) NO. 1**

CATEGORY: CITY COUNCIL GOAL – STRATEGY I: COMMUNITY

PRIDE: A positive image and reputation developed by a progressive and active community.

**Specific:**

The City Council has identified a goal for the Planning Commission to review rental housing ordinances from other cities and provide recommendations to the City Council concerning a proposed rental housing ordinance for the City of Windom.

**Methods/Plan/Steps:**

A proposed ordinance would be drafted pursuant to recommendations from the Planning Commission, reviewed by the City Attorney, resubmitted to the Planning Commission if necessary, and then submitted to the City Council for review and approval.

**Attainable/Resources Available:**

The Building & Zoning Department has obtained copies of rental housing ordinances from cities in our area and will review these ordinances with the Planning Commission to determine the feasibility of such an ordinance in Windom. The Commission will be holding monthly meetings to proceed with the review process. As questions arise, Planning and Zoning Staff will be in contact with the City Attorney's Office for clarification.

**Result(s) Expected/Measurement:**

Adoption of a rental housing ordinance for the City of Windom.

**Timeframe:**

It is estimated that the Planning Commission's and City Attorney's reviews should be completed by mid-June 2016 for submission to the City Council for review.

*Goal approved by Planning Commission on October 13, 2015.*

**BUILDING & ZONING – LONG-TERM (3-5 Years) – GOAL NO. 1**

**CATEGORY: CITY COUNCIL GOALS – STRATEGY I: COMMUNITY**

**PRIDE: A positive image and reputation developed by a progressive and active community.**

**Specific:**

The Building & Zoning Department has identified a long-term goal to establish a program, in conjunction with the Windom HRA, to provide funding for the demolition and site remediation of one to two blighted residential properties each year.

**Methods/Plan/Steps:**

Research the City Code and MN State Statutes and research funding options, criteria for participation, required procedures, etc.

**Attainable/Resources Available:**

This program is in the very beginning stages of discussion and will require research and participation by several City Departments, including (but not limited to) Building & Zoning and HRA.

**Result(s) Expected/Measurement:**

Establishment of a program and revolving loan fund for demolition and site remediation of one to two blighted residential properties each year.

**Timeframe:**

It is anticipated that such a program can be created and funded within the next five years.

*Goal approved by Planning Commission on October 13, 2015.*

SMART Goal Planning Form – Windom Community Center and Community Vitality

Specific – Make Windom Community Center a prime meeting site for business meetings, weddings, reunions and other group functions.

Measurement/Assessment – Provide great service, supply equipment that can be rented, work with bartenders on producing top quality drinks to increase liquor sales, and continue to work on new wedding rental items. Promote through new and wedding fair advertising. Visit other centers in the area collecting ideas for use at Windom Community Center.

Attainable/Achieve – By using promotional budget for use on radio and newspapers, Windom Community Center will expand out further into the business area. The use of equipment fund, rental items can be purchased and upgraded.

Relevant – Increase of larger corporate meetings and wedding events resulting in revenue from liquor sales and rental add on sales. Increasing usage in turn will bring more people to town from around SW Minnesota using center and downtown businesses such as motels, gas stations, groceries, and other Windom Stores.

Timed – Advertising for wedding fairs and promotions has began early this year. Continue to work with radio through out the year with ads for corporate meetings large and small. Visit area centers this spring as time allows.

SMART Goal Planning Form – Windom Community Center and Community Pride

Specific – The Windom Community Center continues to strive on a reputation of good service and cleanliness of the Windom Community Center. Continue to keep Windom Community Center and its grounds a clean and friendly place the users and citizens can be proud of. In 2016, the staff at Windom Community Center would like to up grade some interior wall coverings to bring Windom Community Center back to date.

Measurement/Assessment – Staff gives 100% of their time to groups using the building. Making sure they have all equipment and their needs are met. Continue the daily maintenance cleaning of Windom Community Center so all users come into and during their visit experience a clean atmosphere.

Attainable/Achieve – In achieving this it brings back the market that we have in this area to groups and organizations and also to bring more to town and using other business in our city. Windom Community Center staff change and upgrade wallpaper coverings around the office and entrance areas.

Relevant – The goal is to have 100% positive input from users and to achieve all positive rental surveys. With the upgrading of wall coverings this will give the Windom Community Center a cleaner and newer look to the entrance and office reception areas.

Timed – This is done by continuing a daily program of cleaning, maintenance and taking care of all users. Staff would like this goal accomplished in early 2016.

SMART Goal Planning Form – Windom Community Center and Natural Resources

Specific – Windom Community Center Staff and Commission to look into future planning of outdoor Community Center garden area. Look into the purchase of outdoor temporary fencing which could be installed as needed.

Measurement/Assessment – Get plans drawn up of layout of area on north side of building where patio is. Additional area for seating, fencing, tree and shrub placement. Check into costs of what such a project would entail.

Attainable/Achieve – With the beautiful donations received by Daisy Jacobs and Wally Rohlfson and fund raising, Windom Community Center would hope it could go a long way into achieving such a project. With the purchase of temporary fencing, groups could use alcoholic beverages outside on patio areas.

Relevant – With the addition of outdoor area, bookings of wedding groups, family reunions, and other groups wanting to use an outdoor venue would increase. The fencing off of outdoor garden area could increase bar area and additional outdoor activities. This in turn would bring in additional revenue to Windom Community Center.

Timed – Work with Windom Community Center Commission in 2016 to bring the outdoor garden area a reality in the next couple of years.

SMART Goal Planning Form – Windom Community Center and Organizational Culture

Specific – Have the Windom Community Center maintain fair and competitive pricing and continue to provide well trained staff. Strive to have 100% customer satisfaction.

Measurement/Assessment – Review other venues such as community centers and rental halls for pricing to see how Windom Community Center fairs in the market. Continue on training staff as to how to insure 100% positive input from users. Ask users to fill out rental surveys so we can get their input on how to make us a better establishment for their usage.

Attainable/Achieve – Information gathered can be used to attain and achieve that Windom Community Center stay within the fair market pricing.

Relevant – Explain to customer that they are not only getting usage but a service. Break down costs for them to ensure that they are getting more than they see in just an hourly rental of building usage.

Timed – After each usage of Windom Community Center, be sure to give every user a rental survey so the staff knows where and how we can improve in what needs to be done better ourselves as a business.

SMART Goal Planning Form – Windom Community Center and Public Facilities

Specific – Windom Community Center maintenance plan for buildings and grounds.

Measurement/Assessment – Windom Community Center staff works continually on maintaining equipment and ground maintenance on daily, weekly, and monthly equipment checks. Continue to work through out summer months on exterior building and lawn care.

Attainable/Achieve – By working with capitol outlay dollars put into an equipment fund for reasons of equipment breakdowns and wear, thus as not to make Windom Community Center an expensive burden on the tax payers. The Windom Community Center staff in 2016 will work on purchase of a grounds master lawn mower and the addition of a small storage shed to house its outdoor equipment and also work with the Windom Power Plant to change all gym lights to LED.

Relevant – With this maintenance plan and training of staff, this will help keep equipment lasting longer and there for easing the cost of hiring out firms to come fix smaller problems. With the addition of grounds master more area around Windom Community Center could be mowed be Community Center staff, thus taking some of mowing time Parks and Street Department mow around the Community Center. With the changing out of the lighting in gymnasium, this will reduce electrical cost and improvement of general brighter lighting for sporting events and shows.

Timed – This is an ongoing goal that needs daily attention. Staff will be looking into longer term items as the need arises. The grounds master and gym lighting is a goal that would likely start in early January with the usage of Capitol Dollars. Installation of new lighting would be with the help of Electrical Department.

EDA - SHORT-TERM GOAL NO. 2

CATEGORY: CITY COUNCIL GOAL – STRATEGY II: COMMUNITY VITALITY: Create a diversified jobs base and a thriving, revitalized commercial corridor and downtown square.

Specific:

The EDA has identified a goal to approve a plan for expansion of the North Windom Industrial Park.

Methods/Plan/Steps:

Proposed options will be presented to the EDA Board for approval, the EDA will continue ongoing discussions with adjacent landowners, calculations will be made concerning acquisition costs and infrastructure costs, and the EDA will explore federal, state, and regional funding options.

Attainable/Resources Available:

The EDA has accumulated information concerning available land, has been in contact with the City Attorney and he has prepared draft land option agreements, and negotiations are continuing with the landowners.

Result(s) Expected/Measurement:

Formal approval of an expansion plan for the North Windom Industrial Park by the EDA Board.

Timeframe:

Approval of an expansion plan by the end of 2016.

*Goal approved by EDA Board of Commissioners on October 12, 2015.*

EDA - SHORT-TERM GOAL NO. 3

CATEGORY: CITY COUNCIL GOAL – STRATEGY II: COMMUNITY VITALITY: Create a diversified jobs base and a thriving, revitalized commercial corridor and downtown square.

Specific:

The EDA has identified a goal to pursue a small to medium-sized data center to be situated in the designated location in the North Windom Industrial Park.

Methods/Plan/Steps:

The EDA obtained Preferred Site Designation for a data center in 2014 and will continue to use information gained in the data center site assessment process with Great River Energy (GRE) and Deloitte. The EDA will work with site selectors to pursue data center prospects and also contact data center companies in the Midwest that are considering expansion locations.

Attainable/Resources Available:

The EDA has the information collected during the site assessment process, a power point presentation of the consultant, the list of contacts provided by the site selector who visited Windom in September, a list of contacts provided by other entities, and also assistance from MN DEED and GRE in identifying potential prospects.

Result(s) Expected/Measurement:

To present to the EDA Board a proposal from a data center to locate in Windom.

Timeframe:

To bring a data center proposal to the EDA Board by the end of 2016.

*Goal approved by EDA Board of Commissioners on October 12, 2015.*

2016 S.M.A.R.T. Goal Planning Form

EDA - SHORT-TERM GOAL NO. 1

CATEGORY: CITY COUNCIL GOAL – STRATEGY II: COMMUNITY

VITALITY: Create a diversified jobs base and a thriving, revitalized commercial corridor and downtown square. Note: The availability of options for single-family and multi-family housing assists the workforce.

Specific:

The EDA has identified a goal to encourage developers to evaluate the feasibility of construction of additional housing units for all demographic groups in the community, including affordable housing, market rate housing, senior housing, etc.

Methods/Plan/Steps:

The EDA will continue the discussions with a potential multi-family housing developer which began in late 2014, will seek to establish a Redevelopment TIF District to assist with eligible expenses of the project (such as demolition of existing structures), and will provide technical assistance to developers to address the need for additional rental housing in Windom.

Attainable/Resources Available:

In 2014 a housing study was completed and the report has been and will continue to be supplied to potential developers. The EDA has the staff, information, and contacts necessary to work with potential developers and also to proceed through the steps to create a Redevelopment TIF District where appropriate.

Result(s) Expected/Measurement:

To present a potential housing development/redevelopment project to the EDA Board for consideration.

Timeframe:

To present a project to the EDA Board before the end of 2016.

*Goal approved by EDA Board of Commissioners on October 12, 2015.*

2016 S.M.A.R.T. Goal Planning Form

EDA – LONG-TERM (2-5 Years) - GOAL NO. 2

CATEGORY: CITY COUNCIL GOAL – STRATEGY II: COMMUNITY

VITALITY: Create a diversified jobs base and a thriving, revitalized commercial corridor and downtown square. Note: The availability of lots for construction of Single-Family Homes assists the workforce.

Specific:

The EDA has identified a long-term goal to continue to collaborate with the Windom Area Schools on the development of the single-family home subdivision called "Prairie Meadow Subdivision" located near the high school/middle school complex.

Method(s)/Plan/Steps:

In 2015, the EDA and School Boards met individually and jointly to approve the concept plan for a new single-family housing subdivision, prepare a development agreement, and draft protective covenants for the new subdivision. A preliminary plat is being prepared for submission to the Planning Commission for review in December and subsequent submission to the City Council for review at the December 15<sup>th</sup> Meeting. The final plat would then be submitted to both the Commission and Council in early 2016. After approval of the final plat, seven of the lots adjacent to 17<sup>th</sup> Street would need to be sold first for construction of single-family homes prior to the sale of lots in Phase II of the subdivision. The EDA's share of the funds received from sale of these lots would be used for installation of infrastructure in Phase II of the subdivision.

Attainable/Resources Available:

The EDA has been working with the School District, City Attorney Ron Schramel, Registered Land Surveyor Dennis Esplan, and the City's Department Heads concerning the preparation and review of the preliminary plat.

Result(s) Expected/Measurement:

Adoption of the Final Plat for Prairie Meadow Subdivision in early 2016 and the sale of lots in Phase I of the subdivision.

Timeframe:

It is anticipated that the platting should be completed in January 2016 with sale of lots thereafter and construction of new homes starting in the Spring of 2016.

*Goal approved by EDA Board of Commissioners on October 12, 2015.*

2016 S.M.A.R.T. Goal Planning Form

EDA – LONG-TERM (2-5 Years) - GOAL NO. 3

CATEGORY: CITY COUNCIL GOAL – STRATEGY II: COMMUNITY

VITALITY: Create a diversified jobs base and a thriving, revitalized commercial corridor and downtown square. Note: The availability of lots for construction of Single-Family Homes and Multi-Family Units assists the workforce.

Specific:

Following the development of "Prairie Meadow Subdivision" and sale of a majority of the lots in this subdivision, the EDA has identified a long-term goal to research other possible areas and options for development of new housing subdivisions in the community.

Method(s)/Plan/Steps:

As the Prairie Meadow Subdivision is significantly completed, the EDA will research other areas and available options to develop new housing subdivisions for single-family and multi-family units.

Attainable/Resources Available:

The EDA has access to information sources to determine available areas that are zoned correctly and also has access to various potential state programs to help facilitate the project.

Result(s) Expected/Measurement:

Creation of additional areas for development of single-family and multi-family housing units.

Timeframe:

It is anticipated that this process would begin in 2018 or thereafter.

*Goal approved by EDA Board of Commissioners on October 12, 2015.*

## Electric Department

### Enhance teamwork among the department and involve other departments

Specific – The utility crew will work on teamwork and communication within the department as well as involving other departments when available. The department will develop quarterly staff meetings where employees will be encouraged to ask questions and share ideas in an open environment.

Measurement/Assessment – Effectiveness of these efforts will be based off the williness of staff to bring new ideas and experiences to the group.

Attainable/Achieve – The meeting will have set agendas with specific topics geared towards generating discussion. There would be no impact to the overall operating budget associated with this goal.

Relevant – Our goal is to enhance open, honest and effective communication with staff, our peers and the public.

Timed – We will begin working towards this in the first quarter of 2015 and try to schedule a meeting once per quarter going forward.

**Electric Department**  
**Create a plan for continuing education for utility staff**

Specific –The utility staff will develop a schedule and identify trainings that would be beneficial for employees to attend. The trainings will help keep the department familiar with industry standards, safety practices and customer relations.

Measurement/Assessment – Employees will be given specific questions or goals to be met from the training and be asked to give a report to the group at the following staff meeting.

Attainable/Achieve – We have a number of trainings available through the MMUA which will serve as a good resource to help attain this goal. The electric department currently has funds in the budget for training. The budgeted amount would be reviewed and adjusted if needed.

Relevant – This goal if reached would produce a well-informed team willing to accept change when needed and work together effectively.

Timed –The goal would be to have each employee attend one class every other year.

**Electric Department**  
**Develop a long range maintenance plan for the distribution system**

Specific – The goal will be to work with staff and identify current needs as well as the future needs of the distribution system. We would like to develop a 1-2 year plan, 3-5 year plan and a 10-20 year plan. Several specific areas we will be focusing on will be the substation transformer, relays and replacement of the turbine.

Measurement/Assessment – We will review the plan annually and verify that projects identified in the past are accurate and update the plan as needed.

Attainable/Achieve – This goal will be completed utilizing the current staff as well as outside resources when needed. We currently have \$250,000 budgeted for line improvements.

Relevant – This goal once implemented will continue to provide the community with a safe and reliable electric distribution system.

Timed – We will track the progress of each project and include a detailed timeline in the plan.

**SMART Goal – Fire & Ambulance – Maintain and upgrade public infrastructure and City facilities pursuant to a defined and prioritized plan – New Emergency Services Building**

Specific – Construction of a new Emergency Services Building to house equipment and provide space for training, offices, storage and other uses as determined.

Measurement/Assessment – Completion of a new Emergency Services Facility. Currently designed as 19,097 square foot facility.

Attainable/Achieve – Funding is needed for the project estimated at \$4.4 million. Possible sources are State bonding funds or General Obligation bonding (to be repaid by the City and Townships), capital fund transfer from the Ambulance Fund, gifts and donations, fire service fees and local option sales tax.

Relevant – This will replace the current fire hall and ambulance garages as these facilities are undersized and inefficient (equipment at scattered sites).

Timed – Work has been completed to select Witt Park as a preferred site (2014). In March 2015 the building committee will choose an architectural firm and start pre-design. Construction drawings will begin in fall 2015, with bidding scheduled for January – February 2016. Construction scheduled for June 2016 with completion by early 2017.

## SMART Goal – Library 2016

### Goal I: Community Involvement

#### Specific-

The library is committed to the development of partnerships with community organizations and agencies.

#### Measurement/Assessment –

Partner with Friends group to support library services and programs to the community. Continue and expand relationships with all local school, preschool programs & daycares and other organizations in our service area. Use community group meetings as a vehicle for promoting library services, programs and resources.

#### Attainable/Achieve-

Demonstrate leadership through collaboration with other organizations to maximize community resources and improve the quality of life for our residents in our service area. Attend and participate in meetings and efforts of community organizations. Initiate contact with community organizations for potential collaborations and partnerships. Example: Partnering with BARC for the use of their space to host our library book sale.

#### Relevant –

The result will encourage more exposure to the library and the need for community cooperation.

#### Timed –

This goal is an ongoing process and important for community awareness and participation in community groups and a great way to promote the library.

## SMART Goal– Library 2016

**Goal II: Provide an attractive, welcoming & safe place for the community.**

Specific –

The library has identified the importance of making the library accessible and comfortable for everyone. The library should be a safe place and user friendly for all library patrons of all ages and compatibility. Example: ADA restroom facilities and access areas.

Measurement/Assessment –

Our commitment is to develop timelines for various phases of the library space renovation. We will continue to work in partnership with Library Consulting P.A. to implement a strategy for this project.

Attainable/Achieve –

Seek funding from various sources for each phase of the library space renovation. Partner with the Friends group for support of the project, apply for grants and actively seek town support for the space renovation project.

Relevant –

The result will be a library that is safe and comfortable environment for all library users and provide a welcoming place to meet and interact with others or sit quietly and read. The library will provide open and accessible spaces that support networking, shelving for library materials and spaces for reading.

Timed-

The timeline will be in phases and dependent on funding and resources.

## SMART Goal– Library 2016

### Goal III: Increase Library Usage

#### Specific-

The Library has identified a goal of increasing the use of the public library during 2016. The library is committed to make the residents aware of the many services the Public Library has to offer.

#### Measurement/Assessment-

The library will continue to promote services and events on the local cable channel, local radio station and newspaper and on social media. The library is committed to increasing the number of programs utilizing funds through the Minnesota Legacy funds. The library will also provide programs for youth and adults such as the Summer Reading Program, Winter Reading program for adults, activity days, book clubs and open houses held at the library. The library is ready to explore options of new collections and increase the awareness of existing collections. The library is committed to offering 3-6 new programs during 2016.

#### Attainable/Achieve-

To achieve the goals we will use community resources such as WindomNet and the local cable channel, Friends of the Library, Plum Creek Library System and staff. Grant money is provided by the Minnesota Library Legacy Funds for events and performers. Other programs can be supported with monies from SAMMIE. The library is a community supported space and the library needs to support the community with a variety of options for better usage. The library is exploring the option of creating a newsletter or a column to promote awareness of what the library has to offer. Public awareness is huge part of making this goal successful.

#### Relevant –

The result will be a community awareness of services and programs the library provides and increase circulation of library materials.

Timed – This is a yearly commitment and goal for the Public Library.

SMART Goal Planning Form – LIQUOR STORE

Specific – WHO? WHAT?

The liquor store has identified a goal to update its current landscaping.

Measurement/Assessment – HOW?

The liquor store will work with the selected contractor and the hotel that goes in next door to ensure cohesion of landscaping between the two buildings.

Attainable/Achieve – REASONABLE/RESOURCES AVAILABLE?

The funding has been brought up to the city council and is approved for the 2016 capital budget.

Relevant – EXPECTED RESULT?

The result will be a better overall perception of the liquor store.

Timed – WHEN?

This item will be completed by the end of 2016 pending the completion of the hotel.

SMART Goal Planning Form – LIQUOR STORE

Specific – WHO? WHAT?

The liquor store has identified a goal to conduct more on-site tastings for the public.

Measurement/Assessment – HOW?

The liquor store will work with selected vendors/distributors to ensure that tastings are done. The goal is to do at least one tasting per month.

Attainable/Achieve – REASONABLE/RESOURCES AVAILABLE?

No additional funding will be necessary as the vendors replace whatever product is used.

Relevant – EXPECTED RESULT?

The result will be more product knowledge for customers and employees and increased sales for the liquor store.

Timed – WHEN?

This will be an ongoing project for all of 2016 and will be revisited to see if more tastings would benefit the store.

SMART Goal Planning Form – LIQUOR STORE

Specific – WHO? WHAT?

The liquor store has identified a goal to update the bathroom(s) to current code and standards.

Measurement/Assessment – HOW?

The liquor store will work with the selected contractor to execute the changes of tiled flooring and handicap accessibility.

Attainable/Achieve – REASONABLE/RESOURCES AVAILABLE?

Funding has been approved and will be an item in the 2016 capitol budget.

Relevant – EXPECTED RESULT?

The result will be the liquor store bathroom being handicap accessible and up to code.

Timed – WHEN?

This item will be completed by October 1, 2016.

2016 Annual Goals

SMART Goal Planning Form – Office/Finance – City Wide Network

Specific – WHO? WHAT?

The City Hall Office staff will partner with Telecom Department staff to establish a City of Windom network linking all designated City of Windom locations.

Measurement/Assessment – HOW?

Success toward this goal will be measured by the ability to access the City of Windom network at all designated locations.

Attainable/Achieve – REASONABLE/RESOURCES AVAILABLE?

Capital funding for needed equipment was approved during the 2015 Budget process and equipment was purchased in 2015. Employee staff time during normal working hours will be needed to complete this goal. Additionally, consultants may be needed to install the equipment and setup network users. Ongoing maintenance of the network will also require consultant fees or staff time.

Relevant – EXPECTED RESULT?

Accomplishing this goal will accommodate the installation of security camera system approved for 2015 capital spending and also provide opportunities for efficiency improvements and sharing of resources across departments.

Timed – WHEN?

Planning for this project will start January 1, 2015. The network will be operational by March 31, 2016.

SMART Goal Planning Form – Office/Finance – Telecom Profitability

Specific – WHO? WHAT?

City Hall Office staff will partner with Telecom Department Staff to increase profitability and sustainability of the Telecom operation by auditing revenue streams, identifying cost saving opportunities, and marketing to new customers.

Measurement/Assessment – HOW?

Success will be measured by increasing customer counts and profitability of the Telecom Fund.

Attainable/Achieve – REASONABLE/RESOURCES AVAILABLE?

Telecom Department and Office staff time will be needed to achieve this goal. Advertising expense budget funds will be used for marketing activities.

Relevant – EXPECTED RESULT?

The expected result is for the Telecom fund to be cash positive and provide funds for needed capital expenditures.

Timed – WHEN?

Telecom rates and packages were analyzed and updated in 2015. Audits of services were also started in 2015. Staff will continue to review rates and audit revenues during 2015 and 2016 as well as identify cost saving opportunities. Marketing to new customers will be started in 2016.

SMART Goal Planning Form – Office/Finance – Customer Online Access to View/Pay Bills

Specific – WHO? WHAT?

Update Utility and Telecom billing system(s) to allow email distribution of bills and/or customer online access to view/pay Utility and Telecom bills.

Measurement/Assessment – HOW?

Success will be measured by customer's ability to access and pay monthly Utility and Telecom bills online.

Attainable/Achieve – REASONABLE/RESOURCES AVAILABLE?

City Office Staff time will be needed to research and implement online bill payment programs. Utility and Telecom Commission support will be needed to implement any new billing features. Fees for ongoing use of online bill payment system will be divided between Electric, Water, Sewer, and Telecom funds.

Relevant – EXPECTED RESULT?

The expected result is to provide end users additional convenience for bill payment, reduction in postage costs, gained efficiency in payment application, and reduction in cash handled at City Hall.

Timed – WHEN?

Research began in 2015 and goal will be completed by July 2016.

SMART Goal Planning Form – Office/Finance – Backup Coverage of Billing Processes

Specific – WHO? WHAT?

Finance Director will work with Billing Independent Contractor and Office Staff to have backup coverage for billing processes.

Measurement/Assessment – HOW?

The achievement of this goal will be determined by the availability of billing process documentation and the ability of Office Staff to independently complete monthly billing processes.

Attainable/Achieve – REASONABLE/RESOURCES AVAILABLE?

City Hall Office Staff time will be needed along with Independent Contractor time to complete this goal.

Relevant – EXPECTED RESULT?

City Hall will have the ability to provide backup coverage for monthly Utility and Telecom billing processes if needed.

Timed – WHEN?

Through implementation of a new billing system in 2016, processes will be reviewed for best practices and step by step documentation will be developed. Office staff will be trained on billing processed by December 2016.

2016 Park Department Goal  
By Park Superintendent Bruce Caldwell

Specific – Island Park Campground Improvements  
Island Park Campground Improvements – Water hookups/widen camp sites

Measurement/Assessment – Due to the modern campers now being used the camp sites are too close together therefore they need to be widened and more green space (grass) should be added with trees.

We also get a lot of requests for water hookups which we currently don't have. We don't have sewer hookups but most campers have storage tanks to hold the waste material and we have a waste/water dump station already in the park. In order to add sewer hookups we would have to build a lift station to move the material as the sewer main isn't low enough to accommodate flow. The area is also in the flood plain therefore we could have issues with the health department if we add sewer hookups

Attainable/Achieve – We would have to figure out how wide to make the sites with the addition of water hookups. The campground has plenty of room to expand to the east.

We would need to work with the other city departments for the change in utilities. If we would make changes they would need to be approved by Brown Nicollet Health who licenses our campground annually.

At this time we don't know if an engineering company needs to be on board. We believe this design can be done in house and contractors would need to hire to make the changes.

Relevant –By making the improvements the campground should receive much more usage with increased revenue.

Currently people who like to camp at a place that has more hookups would have to go to Mt. Lake or Talcot Lake Park which is more than 10 miles away from Windom.

Future Campground Tegels Park:

At this time and due to limited funding a new campground facility at Tegel's Park is on hold. Some preliminary design work has been done but nothing official. The park would be a great place to construct another campground but at this time the city has much more needed facilities to fund.

Timed – Design could be done in 2016 with improvements in 2017 depending on funding. Cost. Estimated cost for water hookups, \$14,000.00 & cost for widening sites and landscaping \$5,000.00. All totaling estimate \$19,000.00

### Windom Police Department Citizen's Academy Goal

Specific – In 2012, The Windom Police Department and the Cottonwood County Sheriff's Office held the first ever Cottonwood County Citizen's Academy. It was deemed a success and two subsequent classes were held in 2013 and 2014. We did not hold one in 2015, due to a shortage of staff. It is a goal of the Windom Police Department to offer this academy to citizens again this year.

Measurement/Assessment – It will be considered successful if we have enough participants to hold the academy.

Attainable/Achieve – This goal is very attainable. Luke Landgraf and Devin Kopperud, our two newest officers, will be coordinating the 2016 version. I am excited about their abilities and believe they bring forth an excellent course for the public. We also have the necessary funding available to achieve this goal.

Relevant – This course is very relevant to what is taking place in American Society. Law Enforcement is explained to the participant. They learn what it is like to be an officer and why law enforcement operates in certain ways. This course is a community-policing concept that builds a bridge between law enforcement and the community.

Timed – We have hosted this course in the spring each year. It seems to be the right time of year for it. It is also well timed in that law enforcement has been a topic in this country for the last several years.

### Windom Police Department K-9 Goal

Specific – The Windom Police Department is committed to making the City of Windom drug-free. Our staff does a fine job in working towards this goal. The addition of a drug dog would be helpful in locating drugs during traffic stops and during the execution of search warrants for drugs. We plan to begin researching this in 2016.

Measurement/Assessment – This goal can be achieved if it is both fiscally and operationally manageable.

Attainable/Achieve – Funding and Operation issues need to be researched. If grants are available and forfeiture funds are available, this project would be fiscally achievable with limited budgetary needs being required.

Relevant – Drugs are a problem in society. Having a dog at our disposable would be helpful to the residents of Cottonwood County in working towards a drug-free area.

Timed – We believe this project would be well timed to discuss in the year 2018.

### Windom Police Department Taser Training Goal

Specific – In 2016, we hope to change our Taser Training from using paper targets to using a Taser Training Suit that can be worn by an individual. This would give officers valuable training in life-like situations that require using verbalization skills along with the technical knowledge of a Taser. The Taser suit does not expose the occupant of it to the electric charge of a Taser. It is our goal to provide our officers with the best training we can possibly give them. This is yet another step in that direction.

Measurement/Assessment – This program will be successful if officers go through this type of training in 2016.

Attainable/Achieve – We have the funding in our budget to purchase the suit and Officer Cory Hillesheim is a Taser Instructor.

Relevant – Use of force issues are at the forefront of law enforcement. Any training that can be provided to our officers that gives them a better understanding of use of force situations and how to better use verbalization skills in them is beneficial to all.

Timed – We believe that this project is well timed for our department. Our officers will have better training in less-lethal force.

### Windom Emergency Services Leadership Academy

Specific – In 2015, the Windom Police Department, along the Windom Fire Department, hosted the first ever Windom Emergency Services Leadership Academy. This academy was designed to teach leadership and team building skills to the youth of Windom. In 2016, we plan to host this course again and hope to partner with the WFD and the Windom Ambulance Service.

Measurement/Assessment – If the academy is held, it will be deemed a success.

Attainable/Achieve – We have the financial resources available and we have a tremendous team of coordinators that put on an outstanding course.

Relevant – This course is relevant in that it is aimed at the youth of our community. Today, leadership skills are sometimes not taught as they used to be. This course focuses on that along with team building. These two concepts can be valuable to adolescents.

Timed – This goal is well timed. Our country and community need future leaders. This course is aimed at teaching those skills.

## Windom Police Department Use of Force Training System Goal

Specific – In today's society use of force encounters are sometimes more prevalent than they were in the past. Mental health issues are more apparent, as well. It is our intent to view presentations by vendors of video use of force systems that will provide us with information to make a recommendation for purchase to the Windom City Council. We want to recommend a system that is cost effective, yet provides our officers with quality video training.

In 2016, it is my intent to make this proposal to the City Council. In January of 2016, I plan to contact vendors and schedule demonstrations of their products. This will lead to a proposal being made to council in the fall of 2016.

Measurement/Assessment – We would request funding from the City Council and also hope to work out a cost-sharing agreement with other agencies in the area for joint ownership. The Lakefield Police Department is interested in partnering with us to acquire this device.

Attainable/Achieve – Funding will be requested. Any available grants aimed at this area, will be applied for.

Relevant – Our expected result in acquiring this system is to provide a realistic platform for use of force decision making training. This is critical to officer safety and to the individuals that receive police service. We would also use this system in our citizens and youth academies. It would also be made available for demonstrations to other community groups.

Timed – This goal has been researched thoroughly. In 2016, we plan to host vendor demonstrations which will allow us to provide the City Council with information that will lead to purchase of this system. I plan to present this information in 2016 to the council. It is our goal to have this system in place by December of 2017.

**2016 Goals -Recreation**  
**Community Pride: A Positive Image and Reputation Developed by a**  
**Progressive and Active Community**

**Expansion of the Youth Baseball Program**

**Specific-**

The Windom Baseball Association is discontinuing the Morning Baseball program. Recreation will continue to offer this program with the baseball coordinator overseeing the administration of Morning baseball.

**Measurement-**

By offering Morning Baseball we will offer the opportunity for individuals to still participate in baseball if they choose to not participate in the Windom 30/60 League program. Reduced rates could be offered to those participants that choose to participate in both Morning Baseball and the 30/60 League. This would increase participation in both programs.

**Achieve-**

The Recreation Director will work with the Baseball Coordinator to offer this program in addition to other baseball programs that are offered by the Recreation Department.

**Issue to Resolve-** The addition of this program will result in additional responsibility for the Baseball Coordinator. Additional expenses would be needed to cover wages for the increased responsibility of the Baseball Coordinator and increase in staff to run the program. These expenses should be covered by fees paid by participants.

**Realistic-**

By expanding our program we should increase our participation in the youth baseball program and continue to offer increased opportunities for our youth.

**Time-**

The morning baseball would be offered in the Summer, 2016. The responsibilities of the Baseball would also increase at this time.

Street Department – Maintain and Upgrade Public Infrastructure and City Facilities  
Pursuant to a Defined and Prioritized Plan – 2016 South 6<sup>th</sup> Avenue/Township  
Road Possible Annexation Due to Possible Reconstruction in 2017

Specific –

Greatbend Township Road that lines South 6<sup>th</sup> Avenue south to Highway 60  
Annexation due to street reconstruction.

Beginning at Dr. Mary Olson's on South 6<sup>th</sup> Avenue then south to the townhomes at Riverbluff Drive, the township and city limits boundary run basically down the center of the street. From the south property line behind the Riverbluff townhomes is the end of the city limits and the complete road is owned by the township. The issue is the road surface is poor and in need of reconstruction but due to joint ownership maintenance has been an issue due to limited participation from the township.

Measurement/Assessment –

The city and township would need to agree on road repairs. If the township is not willing to participate then in the Street Superintendent's opinion the city would need to acquire some private properties to the west and south of 6<sup>th</sup> Avenue in order annexation enough area to build a new street down the entire road up to highway 60 or at least to the south city limits. It would be best to acquire approximately enough land to construct a street within a 70 foot right-of-way.

Attainable/Achieve –

City, Township & County Records and working with the EDA Department for community growth.

Relevant –

Due to the growth and housing in south Windom and the increase of traffic and safety concerns on South 6<sup>th</sup> Avenue it is essential to have a new wider street with smooth drivability.

Timed –

Due to the possibility of reconstruction of South 6<sup>th</sup> Avenue from highway 62 (6<sup>th</sup> Street) south to the city limits in 2017 this annexation would need to be completed in 2016.

2016 Street Department – Provide High Quality Public Services  
Training & Education

Specific –

All street and park department staff continued participation in the educational classes in order to maintain our current and future infrastructure concerning each department.

Measurement/Assessment –

Staff will complete training when available throughout the year. In most situations where they attend a class in another location other than Windom following successfully completing the training they received a certificate of compliance.

Attainable/Achieve –

Currently the staff receives training from our MMUA representative monthly and we can participate in activities and classes from LTAP for proper maintenance and education on new techniques.

Relevant –

Better performance from staff to make proper maintenance decisions saving the cities budget.

Timed –

Throughout the year when classes and training are available

2016 Goal - Street Department – Maintain and Upgrade Public Infrastructure and City Facilities Pursuant to a Defined and Prioritized Plan – 2016/2017 Street Reconstruction Project

Specific –

Due to the Pavement Management Survey completed in August of 2015 we were able to prioritize what streets in the community needed road surface repairs or total reconstruction.

Measurement/Assessment –

During the inspections for the Pavement Management Survey staff graded each hard surface roads block by block. They graded each of these categories from 0-10 being 0 perfect or best conditions. Items they graded on as follows; Transverse Cracking, Longitudinal Cracking, Edge Cracking, Alligator Cracking, Alligator Area-Total Area Covered, Severity of Alligator Cracking, Rutting, Potholes, Deficient Drainage, Overall Ride Quality, Patches, we also logged if they had Sidewalks & or Curb and Gutters.

Attainable/Achieve –

We used the former Pavement Management Survey taken five years ago including the new Pavement Management Survey done in August of 2015 along with materials from the internet that educated the staff on what to look at in order to grade each items.

Relevant –

It is important to monitor the road surface conditions and design a plan for what streets have the highest priority for re-construction.

List of Streets for Possible Reconstruction; some could be either Mill/Overlay or total reconstruction;

6<sup>th</sup> Avenue South from 6<sup>th</sup> Street to the city limits

South Plum

7<sup>th</sup> Street from west dead end east to 3<sup>rd</sup> Avenue

7<sup>th</sup> Street from Highway 60/71 east to 1<sup>st</sup> Avenue

15<sup>th</sup> Avenue from River Road north to 17<sup>th</sup> Street

17<sup>th</sup> Street from 15<sup>th</sup> Avenue northwest to 18<sup>th</sup> Avenue

17<sup>th</sup> Avenue from River Road north to Dead End or Jamison Drive

Brian Avenue from River Road to Douglas

5<sup>th</sup> Avenue from 11<sup>th</sup> Street to 12<sup>th</sup> Street (Only Replace Bad Storm Sewer Main.

Timed –

Develop Plans & Specifications in late summer/fall of 2016 and reconstruction during the year of 2017.

SMART Goal Planning Form – Telecommunications Department – Internet  
Acceptable Use Policy

Specific – The Telecommunications Manager, staff and Telecommunications Committee will work to develop an Acceptable Use Policy (AUP) for internet. All professional ISPs should have an Acceptable Use Policy document.

Measurement/Assessment – Acceptable Use Policy can be cited when issues with problematic internet customers arise.

Attainable/Achieve – Time and effort on behalf of the Telecommunications Manager, staff and Telecommunications Committee is needed to research and develop an applicable acceptable use policy. Acceptable Use Policy will need to be vetted through City Attorney's office and may incur costs.

Relevant – To protect Windomnet from legal challenges from problem customers. Spammers specifically seek out hosts with badly-written or no Acceptable Use Policies because it means they can abuse our network and threaten us when we try to get rid of them.

Timed – The goal would be to start working on this in the first quarter 2016 and have it in place in the second quarter 2016 or prior.

SMART Goal Planning Form – Telecommunications Department – Website 2016

Specific – The Telecom Manager, Telecom staff and select city office personnel will work to develop a plan for the upgrade of a new WindomNet website. Staff will identify a 3<sup>rd</sup> party consultant to provide the necessary services and take charge of the project.

Measurement/Assessment – Effectiveness and user friendly access of the new website once it is online.

Attainable/Achieve – Time and effort on behalf of the Telecom staff is needed to update and revise information on the WindomNet website and to make improvements to be user friendly. Part of the website may coordinate with the new utility billing system regarding customer portals for on-line bill viewing and payments.

Relevant – The expected result is an updated user friendly website that keeps the Windomnet information current and incorporates access to the new bill viewing, subscriber's packages and payments.

Timed – The goal would be to have the website by mid 2016. Because of the addition of the new billing system timeframe and online access to it, may have an impact on the date of completion or delay certain parts of the website to end of 2016.

SMART Goal Planning Form – Telecommunications Department –  
Department/Interdepartmental Relations 2016

Specific – The Telecommunication Department staff will work on teamwork and communications within the Telecommunications Department as well as involving other departments when presented. The Telecommunications Department will develop quarterly staff meetings where the employees will be encouraged to ask questions and share ideas in an open setting.

Measurement/Assessment – The measurement of these efforts will be based off the inclination of staff to bring innovative thoughts and experiences to the group.

Attainable/Achieve – The meeting will have set agendas with definite topics geared towards creating discussion. There will be no effect to the overall operating budget that would be related with this goal.

Relevant – This goal is to improve open, honest and effective communications with staff, our peers and work together effectively.

Timed – The objective would be to begin working towards this in the first quarter of 2016 and try to schedule a meeting once per quarter going forward.

SMART Goal Planning Form – Telecommunications Department – Employee Training 2016

Specific – The Telecommunication Department staff will develop a schedule and identify trainings that would be beneficial for employees to attend. The trainings will help keep the department familiar with industry standards, safety practices and customer relations.

Measurement/Assessment – The Telecommunication Department employees will be given specific questions or goals to be met from the training and be asked to give a report to the group during a staff meeting.

Attainable/Achieve – We have a number of available training resources available from several of our equipment vendors (Calix and MetaSwitch), Minnesota Telecom Alliance and other sources.

Relevant – This goal if reached would produce a well-informed team willing to accept change when needed and work together effectively.

Timed – The goal would be to have each employee attend one training event or class every other year.

## SMART Goal

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The City of Windom Water and Wastewater Departments have identified a goal to implement a GIS mapping system which will be used to locate the City's water and wastewater infrastructure. A Trimble Geo7x handheld unit and the necessary software have been purchased from Frontier Precision Incorporated. The City has contracted with Bolton and Menk to download current maps and integrate the new GIS data into an online database which will be accessible online.

In order to implement this system, the points must be manually collected. Water and Wastewater staff started locating and collecting curb stop locations in September of 2015. We have decided to split the town into sections, and will be completing each individual section before moving on to the next one. This system will combine existing mapping and data locations for water mains, valves, fire hydrants, sewer mains and manholes. This data will include water and sewer main sizes and type of pipe, such as PVC, ductile iron, VCP, or RCP. It will also show sewer flow direction. This will give us a multi layered map that can be accessed from any computer, tablet or smartphone with online capabilities.

Once complete, this system will give staff quick and easy access to information that will make our jobs much more efficient. For example, in a winter water shut-off emergency, we will be able to pull up a map that will show the location of a curb box within inches instead of trudging through snowbanks trying to find it with a metal detector. Also, the turnover of employees in recent years has resulted in decades of on the job knowledge about the city's water and wastewater infrastructure being lost. This data will create a better understanding for the newer employees and also those whom will be hired in the future.

The Water and Wastewater staff has been collecting data as often as possible. Being understaffed, we are only able to do the locating and collecting as our workload allows. A timeframe for completion is hard to determine as we cannot neglect our day to day responsibilities for the sake of data collection. We are trying to schedule data collection into our workload to ensure this process keeps moving forward. After collection the raw data needs to be transferred to a computer and a process called differential correction is done. Once the correction is complete, the data can be forwarded to Bolton and Menk where they will combine our data with the information that they already have. This process can be done as we collect information to send them. All data can also be updated anytime in the future as infrastructure is upgraded to maintain the most current data possible.

# Water and Wastewater Departments

Strategy III: Provide high quality public service

Strategy IV: Maintain and upgrade public infrastructure

## Specific:

The Water and Wastewater departments will be implementing a GIS mapping system to locate and identify the City's water and wastewater infrastructure.

## Measurement/Assessment:

We will start by mapping out all curb boxes. Once complete, we will move on to any other areas of infrastructure that have not been mapped or need to be updated.

## Attainable:

We have already purchased the needed equipment. A Trimble Geo7X handheld unit and the necessary Pathfinder software have already been purchased from Frontier Precision. Also, the city has contracted with Bolton and Menk Engineering to download existing maps and integrate new GIS data into a database that will be accessible online.

## Relevant:

Once complete, this system will give our staff quick and easy access to information that will make our tasks more efficient. For example, in a winter water shut off emergency, we will be able to pull up a map showing the location of a curb box within inches instead of trudging through snowbanks trying to find it with a metal detector. Also, the turnover of employees in recent years has resulted in the loss of decades of on the job knowledge about the city's water and wastewater infrastructure. This data will create a better understanding for the new employees and also those whom will be hired in the future.

## Timeframe:

The Water and Wastewater staff has been collecting data as often as possible. Being understaffed, we are only able to do the locating and collecting as our workload allows. A timeframe for completion is hard to determine as we cannot neglect our day to day responsibilities for the sake of data collection. We are trying to schedule data collection into our workload to ensure this process keeps moving forward.

# MEMORANDUM



**CITY OF WINDOM**  
444 9th Street  
Windom, MN 56101  
Phone: 507-831-6129  
Fax: 507-831-6127  
[www.windom-mn.com](http://www.windom-mn.com)

**TO:** City Council  
**FROM:** City Administrator  
**DATE:** July 14, 2016  
**RE:** Emergency Services Facility Bid Process Update and Anticipated Timeline

On June 21, 2016 the City Council authorized moving ahead with soliciting bids for the Emergency Services Facility as previously presented. Brunton Architects, the architect for the Emergency Services Facility, begin the bid process with the publication of the project on July 7, 2016. Attached is the bid solicitation and list of plan holders prepared by Brunton Architects.

The timeline for the next steps regarding the bidding process is anticipated as follows:

- July 27, 2016 by 2:00 pm – Project Bids Due
- July 27, 2016 at 2:00 pm - Bids Opened at Windom City Council Chamber
- August 16, 2016 - Bidding Information and Resolution Presented at City Council Meeting
- September 6, 2016 – Back-up Date for City Council to Consider Resolution (if needed)

## ADVERTISEMENT FOR BIDS

**FROM: THE OWNER (HEREINAFTER REFERRED TO AS OWNER):**

City of Windom  
444 – 9th Street  
P.O. Box 38  
Windom, MN 56101-0038

**AND THE ARCHITECT (HEREINAFTER REFERRED TO AS ARCHITECT):**

Brunton Architects & Engineers, Ltd.  
225 Belgrade Avenue  
North Mankato, Minnesota, 56003

**DATE: July 7, 2016**

**TO: POTENTIAL BIDDERS**

Your firm is invited to submit an offer under seal to Owner for construction of a precast concrete EMS building located at the above address before 2 pm local standard time on the 27th day of July, 2016, for the following project:

Project Description: Construction of an 18,335.5 SF precast concrete EMS building in Windom, Minnesota. The project will include site work, concrete footings and floor, interior partitions and framing, doors and windows, roofing, plumbing, HVAC, electrical and other general construction required for the new fire station. Precast concrete walls and double tee roof panels for the new fire station are being procured by the Owner.

The bids will need to be delivered to the City of Windom located at the address listed above, on or before the expiration deadline and time listed above. The bids will be opened publically and promptly at 2:00 pm CST. The bid results will be posted on the Brunton Architects & Engineers website.

Bid Documents for a Stipulated Sum contract may be obtained from the office of the Architect, Brunton Architects & Engineers, Ltd upon receipt of a non-refundable deposit, by cash, in the amount of \$175 for one set.

Bid Documents may also be downloaded from the website of Brunton Architects & Engineers, Ltd. at no charge at [HTTP://www.bruntonarchitects.com/files](http://www.bruntonarchitects.com/files). Contact Brunton Architects & Engineers at 507-386-7996 upon downloading the documents to be included on the plan holders list.

Bidders will be required to provide Bid security in the form of a Bid Bond of a sum no less than 5 percent of the Bid Amount.

This is not a 'Prevailing Wage' project.

Refer to other bidding requirements described in Document 00 2113 - Instructions to Bidders.

Submit your offer on the Bid Form provided.

Your offer will be required to be submitted under a condition of irrevocability for a period of 45 days after submission.

The Owner reserves the right to accept or reject any or all offers.

**END OF BID SOLICITATION**

# Windom EMS Building

Windom, Minnesota



## Plan Holders List

### Owner:

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**City of Windom**  
Windom, MN 56101

### General Contractors:

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**United Builders**  
Attn: Aaron Frank  
36099 110<sup>th</sup> Street  
Blue Earth, MN 56013  
Phone: 507-526-2313  
Fax: 507-526-2899  
ubaaron@bevcomm.net

**Rocker Construction**  
Attn: M. Scott Rocker  
P.O. Box 92  
Windom, Mn 56101  
Phone: 507-831-4614  
Fax: 507-831-0152  
rocker.ms@swwnet.com

**Wilcon Construction Services**  
Attn: Todd Tetzloff  
1512 7<sup>th</sup> Avenue South  
P.O. Box 502  
Saint James, MN 56081  
Phone: 507-375-5464  
Fax: 507-375-4707  
toddt@wilcon-construction.com

**Buhler Construction**  
Attn: Phil Buhler  
125 Hubbard Avenue  
Butterfield, MN 56120  
Phone: 507-956-3981  
Fax: 507-956-3416  
phildb@frontiernet.net

**Tri-State General Contracting**  
Attn: Lewayne Pigman  
P.O. Box 367  
Windom, Minnesota 56101  
Phone: 507-832-8129  
Fax: 507-832-8130  
lewayne@tristategc.net

**Kue Contractors Inc.**  
Attn: Jay Kuechle  
130 Central Avenue South  
P.O. Box 408  
Watkins, MN 55389  
Phone: 320-764-2525  
Fax: 320-764-2524  
joe@kuecontractors.com

**Mohs Construction.**  
Attn: Scott Mohs  
969 39<sup>th</sup> Avenue NW, Suite A  
Owatonna, MN 55060  
Phone: 507-446-0023  
Fax: 507-451-1327  
smohs@mohsconstruction.com

**Tech Builders**  
Attn: Brian Ruschy  
410 Downtown Plaza  
Fairmont, MN 56031  
Phone: 1-800-795-1215  
Fax: 507-235-9152  
brianr@techbuildersinc.com

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**Web Construction**

**Attn: Josh Williams**

300 St. Andrews Drive

Mankato, MN 56001

Phone: 507-387-1667

Fax: 507-388-1600

josh@webconmankato.com

**Brennan Construction**

**Attn: Tom McCone**

5275 Edina Industrial Blvd.

Mankato, Mn 56001

Phone: 507-625-5417

tmccone@bcofmn.com

**METCON Construction**

**Attn: Jared Mueller**

100 Warren Street, Suite 200

Mankato, Minnesota 56001

Phone: 507-625-8100

Fax: 507-625-9298

jared.mueller@met-con.com

**AJ Lysne Contracting Corp.**

**Attn: A.J. Lysne**

3249 N. County Rd 45

Owatonna, MN 55060

Phone: 507-451-7121

Fax: 507-451-0957

ajlysne@ajlysne.com



Windom, MN

# Expense Approval Report By Fund

Payment Dates 6/16/2016 - 7/12/2016

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 100 - GENERAL</b>					
SADIE ARCH	20160629	06/29/2016	REFUND - STATEMENT CREDIT	100-20191	15.00
CAROL VARNAVAS	20160629	06/29/2016	REFUND - STATEMENT CREDIT	100-20191	10.53
US BANK	20160620	07/06/2016	CREDIT CARD- QUARTERLY PU	100-36200	-509.04
SECR REV FUND/CITY OF WD	20160706	07/06/2016	PETTY CASH - STREET	100-36200	-10.00
					<u>-493.51</u>
<b>Activity: 41110 - Mayor &amp; Council</b>					
LEAGUE OF MN CITIES	236819	06/28/2016	REGISTRATION-BRYAN JOYCE	100-41110-308	45.00
STEVE NASBY	20160706	07/06/2016	EXPENSE - NLC MTG	100-41110-331	436.32
ETHAN CLERC FILMS	20160621	06/22/2016	SERVICE - FILM COUNCIL MTG	100-41110-350	25.00
CITIZEN PUBLISHING CO	5576	06/21/2016	ADVERTISING -	100-41110-350	253.50
CONVENT. & VISITOR BUREAU	20160628	06/28/2016	LODGING TAX - GUARIDAN IN	100-41110-491	1,416.15
CONVENT. & VISITOR BUREAU	20160628A	06/28/2016	LODGING TAX - RED CARPET I	100-41110-491	726.79
			<b>Activity 41110 - Mayor &amp; Council Total:</b>		<u>2,902.76</u>
<b>Activity: 41310 - Administration</b>					
NCPERS MINNESOTA	20160623	07/06/2016	INSURANCE #844600 - JULY 2	100-41310-133	80.00
US BANK	20160620	07/06/2016	CREDIT CARD- ADAPTER	100-41310-200	15.98
INDOFF, INC	2807324	06/08/2016	SUPPLIES	100-41310-200	36.76
SELECTACCOUNT	1148597	06/30/2016	PARTICIPANT FEE	100-41310-217	130.50
US BANK	20160620	07/06/2016	CREDIT CARD-AMAZON BOOK	100-41310-217	122.42
CLIFTON-LARSON-ALLEN, LLP	1306589	07/06/2016	AUDIT SERVICE	100-41310-301	325.99
VERIZON WIRELESS	9767370575	07/06/2016	TELEPHONE	100-41310-321	50.75
CMRS - TMS #256704	20160705	07/06/2016	#256704 POSTAGE - CITY OFFI	100-41310-322	367.68
SECR REV FUND/CITY OF WD	20160706	07/06/2016	PETTY CASH - OFFICE	100-41310-322	6.84
SECR REV FUND/CITY OF WD	20160706	07/06/2016	PETTY CASH - OFFICE	100-41310-322	0.21
SECR REV FUND/CITY OF WD	20160706	07/06/2016	PETTY CASH - OFFICE	100-41310-322	1.15
SECR REV FUND/CITY OF WD	20160706	07/06/2016	PETTY CASH - OFFICE	100-41310-322	1.15
US BANK	20160620	07/06/2016	CREDIT CARD- CRASH PLAN	100-41310-326	19.99
BLUE CROSS/BLUE SHIELD	070516	07/06/2016	INSURANCE PREM- JUNE 201	100-41310-480	413.00
JON JURGENS	20160629	06/29/2016	PAYROLL - AMBULANCE	100-41310-480	8.82
			<b>Activity 41310 - Administration Total:</b>		<u>1,581.24</u>
<b>Activity: 41410 - Elections</b>					
CMRS - TMS #256704	20160705	07/06/2016	#256704 POSTAGE - ELECTION	100-41410-480	0.51
			<b>Activity 41410 - Elections Total:</b>		<u>0.51</u>
<b>Activity: 41910 - Building &amp; Zoning</b>					
NCPERS MINNESOTA	20160623	07/06/2016	INSURANCE #844600 - JULY 2	100-41910-133	24.00
CENTURY BUSINESS PRODUCT	328972	06/14/2016	SUPPLIES	100-41910-200	24.57
VERIZON WIRELESS	9767370575	07/06/2016	TELEPHONE	100-41910-321	16.85
CMRS - TMS #256704	20160705	07/06/2016	#256704 POSTAGE - P & Z	100-41910-322	4.61
			<b>Activity 41910 - Building &amp; Zoning Total:</b>		<u>70.03</u>
<b>Activity: 41940 - City Hall</b>					
MN ENERGY RESOURCES	20160610	06/21/2016	HEATING- 0505105084	100-41940-383	244.51
HOMETOWN SANITATION SER	0000187051	06/07/2016	GARBAGE SERVICE - CITY HAL	100-41940-384	85.04
MELISSA PENAS	20160703	07/06/2016	CLEANING	100-41940-406	390.00
SANDRA HERDER	20160703	07/06/2016	CLEANING	100-41940-406	390.00
			<b>Activity 41940 - City Hall Total:</b>		<u>1,109.55</u>
<b>Activity: 42120 - Crime Control</b>					
NCPERS MINNESOTA	20160623	07/06/2016	INSURANCE #844600 - JULY 2	100-42120-133	160.00
INDOFF, INC	2807340	06/08/2016	SUPPLIES	100-42120-200	3.99
INDOFF, INC	2810182	06/21/2016	SUPPLIES	100-42120-200	61.96
INDOFF, INC	2811548	06/14/2016	SUPPLIES	100-42120-200	56.23
MN BUREAU OF CRIMINAL AP	20160617	06/22/2016	TRAINING & AUDITING - DON	100-42120-308	250.00

## Expense Approval Report

Payment Dates: 6/16/2016 - 7/12/2016

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
BARBARA SCHNEIDER FOUND	456	06/29/2016	CRISIS INTERVENTION TEAM-	100-42120-308	560.00
VERIZON WIRELESS	9766677882	06/21/2016	SERVICE FOR LAP TOPS	100-42120-321	93.49
VERIZON WIRELESS	9767370575	07/06/2016	TELEPHONE	100-42120-321	206.38
SECR REV FUND/CITY OF WD	20160706	07/06/2016	PETTY CASH - POLICE	100-42120-322	2.83
SECR REV FUND/CITY OF WD	20160706	07/06/2016	PETTY CASH - OFFICE	100-42120-322	1.15
SECR REV FUND/CITY OF WD	20160706	07/06/2016	PETTY CASH - POLICE	100-42120-322	2.83
COTTONWOOD CO AUD/TREA	20160614	06/21/2016	DISPATCHING	100-42120-325	275.00
LEASE FINANCE PARTNERS	20160620	06/29/2016	SERVICE #3250	100-42120-326	433.00
US BANK	20160620	07/06/2016	CREDIT CARD- RED CARPET IN	100-42120-334	164.76
RAY O'HERRON CO., INC	1635296-IN	06/29/2016	MAINTENANCE	100-42120-404	533.41
US BANK	20160620	07/06/2016	CREDIT CARD- VERNON CO	100-42120-404	186.98
VOSS SIGNS, LLC	C-188120	06/29/2016	MAINTENANCE	100-42120-404	250.00
COTTONWOOD CO AUD/TREA	20160614	06/21/2016	RENT	100-42120-412	1,850.00
FLEET SERVICES DIVISION	2016101003	06/21/2016	SERVICE	100-42120-419	1,373.76
FLEET SERVICES DIVISION	2016110003	06/22/2016	SERVICE	100-42120-419	1,160.02
BLUE CROSS/BLUE SHIELD	070516	07/06/2016	INSURANCE PREM- JUNE 201	100-42120-480	413.00
				<b>Activity 42120 - Crime Control Total:</b>	<b>8,038.79</b>
<b>Activity: 42220 - Fire Fighting</b>					
JOHNSON HARDWARE	4731	07/03/2016	SUPPLIES	100-42220-215	5.21
MUNICIPAL EMERGENCY SER	IN1034663	06/14/2016	SUPPLIES	100-42220-217	380.21
MUNICIPAL EMERGENCY SER	IN1036078	06/14/2016	UNIFORMS	100-42220-218	750.89
VERIZON WIRELESS	9766677882	06/21/2016	SERVICE FOR LAP TOPS	100-42220-321	21.14
CMRS - TMS #256704	20160705	07/06/2016	#256704 POSTAGE - FIRE	100-42220-322	2.69
ALPHA WIRELESS - MANKATO	200891	06/28/2016	SERVICE	100-42220-323	489.00
COTTONWOOD CO AUD/TREA	20160614	06/21/2016	DISPATCHING	100-42220-325	212.50
VERIZON WIRELESS	9766677882	06/21/2016	SERVICE FOR LAP TOPS	100-42220-326	10.02
ALEX AIR APPARATUS, INC	30000	06/14/2016	MAINTENANCE	100-42220-405	256.50
CITIZEN PUBLISHING CO	5576	06/21/2016	ADVERTISING -	100-42220-439	88.35
US BANK	20160620	07/06/2016	CREDIT CARD-ENGRAVING A	100-42220-480	654.50
				<b>Activity 42220 - Fire Fighting Total:</b>	<b>2,871.01</b>
<b>Activity: 42500 - Civil Defense</b>					
COTTONWOOD CO AUD/TREA	20160614	06/21/2016	DISPATCHING	100-42500-325	12.50
				<b>Activity 42500 - Civil Defense Total:</b>	<b>12.50</b>
<b>Activity: 42700 - Animal Control</b>					
COTTONWOOD VET CLINIC	158988	07/06/2016	SERVICE	100-42700-300	22.00
COTTONWOOD VET CLINIC	160074	07/06/2016	SERVICE	100-42700-300	11.00
				<b>Activity 42700 - Animal Control Total:</b>	<b>33.00</b>
<b>Activity: 43100 - Streets</b>					
NCPERS MINNESOTA	20160623	07/06/2016	INSURANCE #844600 - JULY 2	100-43100-133	80.00
RUNNING'S SUPPLY	20160524	06/21/2016	MAINTENANCE -	100-43100-211	45.96
US BANK	20160620	07/06/2016	CREDIT CARD- CASEYS	100-43100-212	83.13
RUNNING'S SUPPLY	20160524	06/21/2016	MAINTENANCE -	100-43100-215	47.48
RUNNING'S SUPPLY	20160524	06/21/2016	MAINTENANCE -	100-43100-216	69.98
RUNNING'S SUPPLY	20160524	06/21/2016	MAINTENANCE -	100-43100-217	367.89
FULLER PAVING	0286	07/03/2016	SERVICE -	100-43100-224	5,800.00
DIAMOND VOGEL PAINT	295167387	07/06/2016	MAINTENANCE	100-43100-224	1,854.74
DIAMOND VOGEL PAINT	295168711	07/06/2016	SUPPLIES	100-43100-224	524.70
COTTONWOOD CO LANDFILL	161706	06/29/2016	SERVICE	100-43100-225	10.00
VERIZON WIRELESS	9767370575	07/06/2016	TELEPHONE	100-43100-321	72.78
CMRS - TMS #256704	20160705	07/06/2016	#256704 POSTAGE - STREET	100-43100-322	12.50
COTTONWOOD CO AUD/TREA	20160614	06/21/2016	DISPATCHING	100-43100-325	125.00
MN ENERGY RESOURCES	20160608	06/14/2016	SERVICE #0505064121-00001	100-43100-383	65.72
HOMETOWN SANITATION SER	0000187052	06/07/2016	GARBAGE SERVICE - STREET D	100-43100-384	84.73
HOMETOWN SANITATION SER	0000187053	06/07/2016	GARBAGE SERVICE -SQUARE	100-43100-384	46.12
US BANK	20160620	07/06/2016	CREDIT CARD- HANCOR	100-43100-402	1,427.33
JOHNSON HARDWARE	4442	06/29/2016	MAINTENANCE	100-43100-404	180.62
GDF ENTERPRISES, INC	A10374	06/29/2016	MAINTENANCE	100-43100-404	25.78
RDO EQUIPMENT CO	P59670	06/14/2016	MAINTENANCE	100-43100-404	5,706.30
BLUE CROSS/BLUE SHIELD	070516	07/06/2016	INSURANCE PREM- JUNE 201	100-43100-480	413.00

Expense Approval Report

Payment Dates: 6/16/2016 - 7/12/2016

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
JUSTIN CROWELL	20160629	06/29/2016	EXPENSE - SHOES	100-43100-480	100.00
<b>Activity 43100 - Streets Total:</b>					<b>17,143.76</b>
<b>Activity: 43210 - Sanitation</b>					
WAYNE ERICKSON	20160629	06/29/2016	COMPOST SITE MANAGER	100-43210-307	164.00
<b>Activity 43210 - Sanitation Total:</b>					<b>164.00</b>
<b>Activity: 45120 - Recreation</b>					
FAIRMONT BASEBALL ASSOCI	1001	07/03/2016	I-90 PONY LEAGUE TEAM	100-45120-215	100.00
US BANK	20160620	07/06/2016	CREDIT CARD- SPORT EQUIPM	100-45120-215	501.69
GRAPHIC EDGE	998961	07/03/2016	MATERIALS & EQUIP	100-45120-215	451.63
GRAPHIC EDGE	998966	07/03/2016	MATERIALS & EQUIP	100-45120-215	304.77
GRAPHIC EDGE	998970	07/03/2016	MATERIALS & EQUIP	100-45120-215	432.72
GRAPHIC EDGE	998973	07/03/2016	MATERIALS & EQUIP	100-45120-215	317.12
GRAPHIC EDGE	998977	07/03/2016	MATERIALS & EQUIP	100-45120-215	160.03
GRAPHIC EDGE	998982	07/03/2016	MATERIALS & EQUIP	100-45120-215	231.75
GODFATHER'S PIZZA	145366	07/03/2016	EXPENSE	100-45120-260	40.00
GODFATHER'S PIZZA	145367	07/03/2016	EXPENSE	100-45120-260	30.00
GODFATHER'S PIZZA	145369	07/03/2016	EXPENSE	100-45120-260	50.00
GODFATHER'S PIZZA	145370	07/03/2016	EXPENSE	100-45120-260	10.00
GODFATHER'S PIZZA	145371	07/03/2016	EXPENSE	100-45120-260	30.00
AH HERMEL COMPANY	584337	07/03/2016	MERCHANDISE	100-45120-260	302.27
<b>Activity 45120 - Recreation Total:</b>					<b>2,961.98</b>
<b>Activity: 45202 - Park Areas</b>					
NCPERS MINNESOTA	20160623	07/06/2016	INSURANCE #844600 - JULY 2	100-45202-133	16.00
COTTONWOOD CO AUD/TREA	20160614	06/21/2016	DISPATCHING	100-45202-325	37.50
HOMETOWN SANITATION SER	0000187061	06/07/2016	GARBAGE SERVICE - ISLAND P	100-45202-384	85.70
HOMETOWN SANITATION SER	0000187062	06/07/2016	GARBAGE SERVICE- TEGELS PA	100-45202-384	37.00
HOMETOWN SANITATION SER	0000187063	06/07/2016	GARBAGE SERVICE - WRA	100-45202-384	60.40
HOMETOWN SANITATION SER	0000187064	06/07/2016	GARBAGE SERVICE - KASTLE KI	100-45202-384	25.00
HOMETOWN SANITATION SER	0000187071	06/07/2016	GARBAGE SERVICE - MAYFLO	100-45202-384	35.10
RUNNING'S SUPPLY	20160524	06/21/2016	MAINTENANCE -	100-45202-402	6.49
RUNNING'S SUPPLY	20160524	06/21/2016	MAINTENANCE -	100-45202-404	47.34
WERNER ELECTRIC	S9255587.001	06/15/2016	ISLAND PARK BALLFIELD- MAI	100-45202-404	608.67
WERNER ELECTRIC	S9255587.002	06/29/2016	ISLAND PARK-SOFTBALL FIELD	100-45202-404	577.64
MTI DISTRIBUTING, INC	1069387-00	06/14/2016	MAINTENANCE	100-45202-405	68.04
TOWN'S EDGE AUTO, INC.	76224	07/06/2016	MAINTENANCE	100-45202-405	353.08
US BANK	20160620	07/06/2016	CREDIT CARD- BARCO PRODU	100-45202-406	707.35
<b>Activity 45202 - Park Areas Total:</b>					<b>2,665.31</b>
<b>Fund 100 - GENERAL Total:</b>					<b>39,060.93</b>
<b>Fund: 211 - LIBRARY</b>					
<b>Activity: 45501 - Library</b>					
NCPERS MINNESOTA	20160623	07/06/2016	INSURANCE #844600 - JULY 2	211-45501-133	16.00
US BANK	20160620	07/06/2016	CREDIT CARD- BOOKS	211-45501-200	158.53
FINDING WINDOM	20160620	06/22/2016	EVENT	211-45501-217	100.00
CITIZEN PUBLISHING CO	5576	06/21/2016	SUPPORT	211-45501-217	303.70
CITIZEN PUBLISHING CO	5576	06/21/2016	ADVERTISING -	211-45501-350	42.80
MN ENERGY RESOURCES	20160609A	06/21/2016	HEATING #0504542703	211-45501-383	101.42
J & K WINDOWS	0639-19	06/28/2016	SERVICE	211-45501-402	20.00
SANDRA HERDER	20160703	07/06/2016	CLEANING	211-45501-402	400.00
MELISSA PENAS	20160703	07/06/2016	CLEANING	211-45501-402	400.00
US BANK	20160620	07/06/2016	CREDIT CARD- THE NEW YORK	211-45501-433	99.99
US BANK	20160620	07/06/2016	CREDIT CARD- BOTTOM LINE	211-45501-433	39.00
US BANK	20160620	07/06/2016	CREDIT CARD- READER'S DIGE	211-45501-433	29.96
DISCOVER MAGAZINE	20160621	06/21/2016	SUBSCRIPTION	211-45501-433	24.95
US BANK	20160620	07/06/2016	CREDIT CARD- BOOKS	211-45501-435	219.81
MICROMARKETING	625426	07/06/2016	BOOKS	211-45501-435	29.95
MICROMARKETING	627099	07/06/2016	BOOKS	211-45501-435	225.99
<b>Activity 45501 - Library Total:</b>					<b>2,212.10</b>
<b>Fund 211 - LIBRARY Total:</b>					<b>2,212.10</b>

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 225 - AIRPORT</b>					
<b>Activity: 45127 - Airport</b>					
RED ROCK RURAL WATER	20160706	07/06/2016	SERVICE	225-45127-200	38.40
CMRS - TMS #256704	20160705	07/06/2016	#256704 POSTAGE - AIRPORT	225-45127-217	24.82
SOUTHWEST MN BROADBAN	20160614	06/21/2016	SERVICE #WIND-001-0018	225-45127-321	26.55
SOUTH CENTRAL ELECTRIC	20160531B	07/06/2016	SERVICE #26-12-116-04 #367	225-45127-381	270.60
SOUTH CENTRAL ELECTRIC	20160531C	07/06/2016	SERVICE #26-12-112-04 #367	225-45127-381	232.00
HOLT'S CLEANING SERVICE IN	20160615	07/06/2016	SERVICE - AIRPORT	225-45127-406	370.20
<b>Activity 45127 - Airport Total:</b>					<b>962.57</b>
<b>Activity: 49950 - Capital Outlay</b>					
KRAMER ASSOCIATES, INC	20376	06/14/2016	SERVICE	225-49950-500	2,250.00
<b>Activity 49950 - Capital Outlay Total:</b>					<b>2,250.00</b>
<b>Fund 225 - AIRPORT Total:</b>					<b>3,212.57</b>

<b>Fund: 230 - POOL</b>					
<b>Activity: 45124 - Pool</b>					
JCL SOLUTIONS - JANITORS CL	1071282	07/03/2016	SUPPLIES	230-45124-211	107.87
HAWKINS, INC	3896614	07/03/2016	CHEMICALS	230-45124-216	848.34
AH HERMEL COMPANY	580373	06/14/2016	MERCHANDISE	230-45124-260	876.20
AH HERMEL COMPANY	580394	06/14/2016	MERCHANDISE	230-45124-260	28.00
AH HERMEL COMPANY	582687	06/14/2016	MERCHANDISE	230-45124-260	421.05
AH HERMEL COMPANY	584238	07/03/2016	MERCHANDISE	230-45124-260	767.57
AH HERMEL COMPANY	C50858	07/03/2016	CRDIT - MERCHANDISE	230-45124-260	-11.86
CMRS - TMS #256704	20160705	07/06/2016	#256704 POSTAGE - POOL	230-45124-322	14.34
HOMETOWN SANITATION SER	0000187065	06/08/2016	GARBAGE SERVICE - SWIMMI	230-45124-384	34.35
LUCAN COMMUNITY TV INC	2498	07/03/2016	MAINTENANCE	230-45124-401	140.00
FEDER MECHANICAL INC	148	07/03/2016	MAINTENANCE	230-45124-402	145.00
HORIZON CHEMICAL CO. INC	160609052	07/03/2016	MAINTENANCE	230-45124-402	63.76
NEGEN CONSTRUCTION LLC	20160612	07/03/2016	SERVICE - MAINTENANCE	230-45124-402	906.92
HORIZON CHEMICAL CO. INC	160602023	07/03/2016	MAINTENANCE	230-45124-404	194.32
HAWKINS, INC	3901214	07/03/2016	MAINTENANCE	230-45124-404	148.00
ELECTRIC FUND	SO-000111	07/03/2016	SWIMMING POOL	230-45124-409	27.24
SECR REV FUND/CITY OF WD	20160706	07/06/2016	PETTY CASH - POOL	230-45124-480	75.00
<b>Activity 45124 - Pool Total:</b>					<b>4,786.10</b>
<b>Fund 230 - POOL Total:</b>					<b>4,786.10</b>

<b>Fund: 235 - AMBULANCE</b>					
<b>Activity: 42153 - Ambulance</b>					
INDOFF, INC	2807325	06/07/2016	SUPPLIES	235-42153-217	38.28
BOUND TREE MEDICAL, LLC	82162125	06/07/2016	SUPPLIES	235-42153-217	884.05
BOUND TREE MEDICAL, LLC	82170081	06/14/2016	SUPPLIES	235-42153-217	381.45
WINDOM AREA HOSPITAL	734-0024-05-2016-06	06/22/2016	NURSING STAFF	235-42153-312	2,044.08
VERIZON WIRELESS	9766677882	06/21/2016	SERVICE FOR LAP TOPS	235-42153-321	123.49
VERIZON WIRELESS	9767370575	07/06/2016	TELEPHONE	235-42153-321	65.98
CMRS - TMS #256704	20160705	07/06/2016	#256704 POSTAGE - AMBULA	235-42153-322	61.67
COTTONWOOD CO AUD/TREA	20160614	06/21/2016	DISPATCHING	235-42153-325	200.00
ROBIN SHAW	20160621	06/21/2016	EXPENSE	235-42153-334	10.12
HEATHER PAULSON	20160621	06/21/2016	EXPENSE	235-42153-334	14.72
BUCKWHEAT JOHNSON	20160621	06/21/2016	EXPENSE	235-42153-334	21.85
JUSTIN HARRINGTON	20160621	06/21/2016	EXPENSE	235-42153-334	10.75
JOLYNN NERHUS	20160622	06/22/2016	EXPENSE	235-42153-334	68.75
APRIL HARRINGTON	20160629	06/29/2016	EXPENSE	235-42153-334	14.68
WINDOM QUICK PRINT	20160517	06/21/2016	SUPPLIES	235-42153-350	60.90
ZOLL MEDICAL CORPORATION	2388528	06/21/2016	MAINTENANCE	235-42153-404	251.53
CARQUEST AUTO PARTS STOR	2789-303219	06/14/2016	MAINTENANCE -	235-42153-405	11.11
O'REILLY AUTOMOTIVE, INC	4425-168318	07/06/2016	MAINTENANCE	235-42153-405	26.97
MN REVENUE	20160705	07/06/2016	MINN CARE TAX 2ND Q ESTIM	235-42153-460	1,146.67
<b>Activity 42153 - Ambulance Total:</b>					<b>5,437.05</b>
<b>Fund 235 - AMBULANCE Total:</b>					<b>5,437.05</b>

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<b>Fund: 250 - EDA GENERAL</b>					
ELECTRIC FUND	20160703	07/03/2016	EDA LOAN TO ELECTRIC FUND	250-23900	922.26
					922.26
<b>Activity: 46520 - EDA</b>					
NCPERS MINNESOTA	20160623	07/06/2016	INSURANCE #844600 - JULY 2	250-46520-133	8.00
CENTURY BUSINESS PRODUCT	328972	06/14/2016	SUPPLIES	250-46520-200	49.15
CLIFTON-LARSON-ALLEN, LLP	1306589	07/06/2016	AUDIT SERVICE	250-46520-301	498.06
CLIFTON-LARSON-ALLEN, LLP	1306590	07/06/2016	PROFESSIONAL SERVICES -CO	250-46520-301	1,000.00
VERIZON WIRELESS	9767370575	07/06/2016	TELEPHONE	250-46520-321	26.85
CMRS - TMS #256704	20160705	07/06/2016	#256704 POSTAGE - EDA	250-46520-322	20.92
DREW HAGE	20160623	07/03/2016	EXPENSE-CEDS-SLAYTON	250-46520-331	38.88
DREW HAGE	20160628	07/03/2016	EXPENSE-INFRASTRUCTURE-	250-46520-331	33.48
US BANK	20160620	07/06/2016	CREDIT CARD- HARDEE'S MEA	250-46520-334	10.24
CITIZEN PUBLISHING CO	5576	06/21/2016	ADVERTISING -	250-46520-340	246.45
KDOM RADIO	KDOM0361160639693	07/06/2016	ADVERTISING - EDA	250-46520-340	210.00
CITIZEN PUBLISHING CO	5576	06/21/2016	ADVERTISING -	250-46520-350	79.50
FEDERATED RURAL ELECTRIC	20160628	07/03/2016	SERVICE #28-36-30 #00864	250-46520-381	15.00
GREATER MN PARTNERSHIP	20160627	07/06/2016	2017 MEMBERSHIP DUES	250-46520-433	500.00
US BANK	20160620	07/06/2016	CREDIT CARD- HY-VEE	250-46520-438	25.69
SECR REV FUND/CITY OF WD	20160706	07/06/2016	PETTY CASH - EDA	250-46520-438	3.00
SECR REV FUND/CITY OF WD	20160706	07/06/2016	PETTY CASH -EDA	250-46520-438	4.50
SECR REV FUND/CITY OF WD	20160706	07/06/2016	PETTY CASH - EDA	250-46520-438	2.50
LAMPERTS YARDS, INC.	39167228	07/03/2016	PRAIRIE MEADOW SIGN	250-46520-439	112.12
TROY SCHNEEKLOTH	514226	06/29/2016	PRAIRIE MEADOW SIGN	250-46520-439	600.00
TROY SCHNEEKLOTH	514226	06/29/2016	PRAIRIE MEADOW SIGN	250-46520-480	500.00
GLOBAL INVESTMENT PROPE	20160629	06/29/2016	TAX ABATEMENT JUNE 2016 -	250-46520-481	2,170.70
GLOBAL INVESTMENT PROPE	20160629	06/29/2016	TAX ABATEMENT JUNE 2016-	250-46520-481	5,656.97
NEW VISION COOP	20160629	06/29/2016	TAX ABATEMENT JUNE 2016-	250-46520-481	5,358.37
NEW VISION COOP	20160629	06/29/2016	TAX ABATEMENT JUNE 2016-	250-46520-481	2,056.12
<b>Activity 46520 - EDA Total:</b>					<b>19,226.50</b>
<b>Activity: 49980 - Debt Service</b>					
FULDA CREDIT UNION	20160703	07/03/2016	SPEC BLDG LOAN - PRINCIPAL	250-49980-602	2,060.01
FULDA CREDIT UNION	20160703	07/03/2016	SPEC BLDG LOAN - INTEREST	250-49980-612	1,299.99
ELECTRIC FUND	20160703	07/03/2016	EDA LOAN TO ELECTRIC FUND	250-49980-612	27.23
<b>Activity 49980 - Debt Service Total:</b>					<b>3,387.23</b>
<b>Fund 250 - EDA GENERAL Total:</b>					<b>23,535.99</b>
<b>Fund: 253 - EDA RIVERBLUFF ESTATES</b>					
<b>Activity: 46520 - EDA</b>					
DOUG'S LAWN & LANDSCAPI	54062	06/14/2016	SERVICE - EDA	253-46520-406	145.86
<b>Activity 46520 - EDA Total:</b>					<b>145.86</b>
<b>Fund 253 - EDA RIVERBLUFF ESTATES Total:</b>					<b>145.86</b>
<b>Fund: 254 - NORTH IND PARK</b>					
<b>Activity: 46520 - EDA</b>					
SOUTH CENTRAL ELECTRIC	20160531A	06/29/2016	SERVICE #367404	254-46520-381	98.00
<b>Activity 46520 - EDA Total:</b>					<b>98.00</b>
<b>Activity: 49950 - Capital Outlay</b>					
FEDERAL SIGNAL CORP	6321263	06/29/2016	INDUSTRIAL PARK-NEW WAR	254-49950-500	14,150.00
<b>Activity 49950 - Capital Outlay Total:</b>					<b>14,150.00</b>
<b>Fund 254 - NORTH IND PARK Total:</b>					<b>14,248.00</b>
<b>Fund: 260 - TIF 1-13 RIVER BLUFF</b>					
<b>Activity: 49980 - Debt Service</b>					
NORTHLAND TRUST SERVICE	20160617	07/06/2016	WIND06A - 2006A BOND -	260-49980-720	1,175.75
<b>Activity 49980 - Debt Service Total:</b>					<b>1,175.75</b>
<b>Fund 260 - TIF 1-13 RIVER BLUFF Total:</b>					<b>1,175.75</b>

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 265 - TIF 1-8 DOWNTOWN</b>					
EDA	20160628	06/28/2016	TIF DIST NO.1-8, CO #15	265-20702	3,080.13
					<u>3,080.13</u>
<b>Fund 265 - TIF 1-8 DOWNTOWN Total:</b>					<b>3,080.13</b>
<b>Fund: 266 - TIF 1-10 RUNNINGS</b>					
<b>Activity: 46530 - TIF Districts</b>					
J & R PARTNERSHIP	20160628	06/28/2016	TIF DIS NO. 1-10 CO #16 - RU	266-46530-482	15,233.58
					<u>15,233.58</u>
<b>Activity 46530 - TIF Districts Total:</b>					<b>15,233.58</b>
<b>Fund 266 - TIF 1-10 RUNNINGS Total:</b>					<b>15,233.58</b>
<b>Fund: 269 - TIF 1-14 SPEC BLDG II</b>					
EDA	20160628A	06/28/2016	TIF DIST NO. 1-14 CO #25 EDA	269-20702	5,683.67
					<u>5,683.67</u>
<b>Fund 269 - TIF 1-14 SPEC BLDG II Total:</b>					<b>5,683.67</b>
<b>Fund: 270 - TIF 1-16 GDF DISTRICT</b>					
<b>Activity: 46530 - TIF Districts</b>					
GDF PROPERTIES LLC	20160628	06/28/2016	TIF DIST NO. 1-16 CTY 30	270-46530-482	4,367.04
					<u>4,367.04</u>
<b>Activity 46530 - TIF Districts Total:</b>					<b>4,367.04</b>
<b>Fund 270 - TIF 1-16 GDF DISTRICT Total:</b>					<b>4,367.04</b>
<b>Fund: 304 - 2006A REFUNDING BOND</b>					
NORTHLAND TRUST SERVICE	20160617	07/06/2016	WIND06A - 2006A BOND -	304-39202	-1,175.75
					<u>-1,175.75</u>
<b>Activity: 49980 - Debt Service</b>					
NORTHLAND TRUST SERVICE	20160617	07/06/2016	WIND06A - 2006A BOND - INT	304-49980-611	246.00
NORTHLAND TRUST SERVICE	20160617	07/06/2016	WIND06A - 2006A BOND - INT	304-49980-611	433.25
NORTHLAND TRUST SERVICE	20160617	07/06/2016	WIND06A - 2006A BOND - INT	304-49980-611	1,175.75
					<u>1,855.00</u>
<b>Activity 49980 - Debt Service Total:</b>					<b>1,855.00</b>
<b>Fund 304 - 2006A REFUNDING BOND Total:</b>					<b>679.25</b>
<b>Fund: 401 - GENERAL CAPITAL PROJECTS</b>					
<b>Activity: 49950 - Capital Outlay</b>					
TOWMASTER	381533	06/15/2016	TRUCK SNOW PLOW HITCH, E	401-49950-503	9,452.00
					<u>9,452.00</u>
<b>Activity 49950 - Capital Outlay Total:</b>					<b>9,452.00</b>
<b>Fund 401 - GENERAL CAPITAL PROJECTS Total:</b>					<b>9,452.00</b>
<b>Fund: 601 - WATER</b>					
INNOVATIVE SYSTEMS	28312	06/21/2016	SOFTWARE SERVICE BILLING S	601-16420	7,666.67
					<u>7,666.67</u>
<b>Activity: 49400 - Water</b>					
NCPERS MINNESOTA	20160623	07/06/2016	INSURANCE #844600 - JULY 2	601-49400-133	40.00
HAWKINS, INC	3899417	06/21/2016	CHEMICALS	601-49400-216	2,765.55
HAWKINS, INC	3899499	06/21/2016	CHEMICALS	601-49400-216	1,917.89
US BANK	20160620	07/06/2016	CREDIT CARD- INNOVATIVE TR	601-49400-217	21.75
FULLER PAVING	0286	07/03/2016	SERVICE -	601-49400-227	1,937.80
CLIFTON-LARSON-ALLEN, LLP	1306589	07/06/2016	AUDIT SERVICE	601-49400-301	200.00
MN VALLEY TESTING	812094	06/08/2016	TESTING	601-49400-310	56.25
GOPHER STATE ONE CALL	6050805	06/14/2016	LOCATES	601-49400-321	21.60
VERIZON WIRELESS	9767370575	07/06/2016	TELEPHONE	601-49400-321	96.30
CMRS - TMS #256704	20160705	07/06/2016	#256704 POSTAGE - WATER	601-49400-322	1.02
CMRS - TMS #256704	20160705	07/06/2016	#256704 POSTAGE - WATER	601-49400-322	91.82
COTTONWOOD CO AUD/TREA	20160614	06/21/2016	DISPATCHING	601-49400-325	100.00
HP SUDS CLUB, LLC	2016070516	07/06/2016	BILLING CONTRACT SERVICE	601-49400-326	1,170.00
INNOVATIVE SYSTEMS	28312	06/21/2016	BILLING SYSTEM MAINT	601-49400-326	760.50
INNOVATIVE SYSTEMS	28312	06/21/2016	SOFTWARE SERVICE	601-49400-326	517.50
FEDERATED RURAL ELECTRIC	20160628A	07/06/2016	SERVICE #28-35-18 #00864	601-49400-381	20.00
MN ENERGY RESOURCES	20160613A	06/21/2016	HEATING #0505923431	601-49400-383	286.44
WENCK ASSOCIATES, INC.	11603321	06/29/2016	WINDOM LANDFILL	601-49400-386	4,372.50
BOLTON & MENK, INC.	0190722	06/28/2016	SERVICE - WATER TOWRE PAI	601-49400-402	1,035.00
LUCAN COMMUNITY TV INC	2503	07/06/2016	MAINTENANCE	601-49400-402	275.00

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FEDER MECHANICAL INC	146	06/29/2016	MAINTENANCE	601-49400-404	145.00
FEDER MECHANICAL INC	147	06/29/2016	MAINTENANCE	601-49400-404	300.00
AUTOMATIC SYSTEMS CO	30187	06/21/2016	MAINTENANCE	601-49400-404	1,261.35
COLBERT'S SERVICES	3432	06/28/2016	SERVICE	601-49400-404	2,171.21
RUNNING'S SUPPLY	20160524	06/21/2016	MAINTENANCE -	601-49400-406	50.12
AMUNDSON DIG	06091601	07/06/2016	MAINTENANCE	601-49400-408	380.00
MN DEPT OF HEALTH	20160706	07/06/2016	WATER SURCHARGE Q2	601-49400-443	3,293.00

Activity 49400 - Water Total: 23,287.60

Fund 601 - WATER Total: 30,954.27

## Fund: 602 - SEWER

INNOVATIVE SYSTEMS	28312	06/21/2016	SOFTWARE SERVICE BILLING S	602-16420	7,666.67
					<b>7,666.67</b>

## Activity: 49450 - Sewer

NCPERS MINNESOTA	20160623	07/06/2016	INSURANCE #844600 - JULY 2	602-49450-133	56.00
HAWKINS, INC	3896650	06/21/2016	CHEMICALS	602-49450-216	778.00
CLIFTON-LARSON-ALLEN, LLP	1306589	07/06/2016	AUDIT SERVICE	602-49450-301	200.00
BOLTON & MENK, INC.	0190703	06/28/2016	SERVICE-TRE PLAN	602-49450-303	3,520.00
MN VALLEY TESTING	810755	06/01/2016	TESTING	602-49450-310	158.00
MN VALLEY TESTING	811589	06/08/2016	TESTING	602-49450-310	238.00
MN VALLEY TESTING	811785	06/08/2016	TESTING	602-49450-310	120.00
MN VALLEY TESTING	812003	06/08/2016	TESTING	602-49450-310	158.00
MN VALLEY TESTING	812596	06/21/2016	TESTING	602-49450-310	238.00
MN VALLEY TESTING	813032	06/21/2016	TESTING	602-49450-310	158.00
MN VALLEY TESTING	813035	06/21/2016	TESTING	602-49450-310	120.00
GOPHER STATE ONE CALL	6050805	06/14/2016	LOCATES	602-49450-321	21.60
VERIZON WIRELESS	9767370575	07/06/2016	TELEPHONE	602-49450-321	47.22
CMRS - TMS #256704	20160705	07/06/2016	#256704 POSTAGE - SEWER	602-49450-322	91.82
SECR REV FUND/CITY OF WD	20160706	07/06/2016	PETTY CASH - SEWER	602-49450-322	6.45
FEDERAL EXPRESS CORP	5-457-34703	06/22/2016	SERVICE #1702-5771-5	602-49450-322	296.85
COTTONWOOD CO AUD/TREA	20160614	06/21/2016	DISPATCHING	602-49450-325	100.00
HP SUDS CLUB, LLC	2016070516	07/06/2016	BILLING CONTRACT SERVICE	602-49450-326	1,170.00
INNOVATIVE SYSTEMS	28312	06/21/2016	SOFTWARE SERVICE	602-49450-326	517.50
INNOVATIVE SYSTEMS	28312	06/21/2016	BILLING SYSTEM MAINT	602-49450-326	760.50
CITIZEN PUBLISHING CO	5576	06/21/2016	ADVERTISING -	602-49450-350	145.50
SOUTH CENTRAL ELECTRIC	20160531	06/29/2016	SERVICE #367405	602-49450-381	77.15
MN ENERGY RESOURCES	20160608A	06/21/2016	HEATING #0506646838	602-49450-383	400.67
MN ENERGY RESOURCES	20160610A	06/21/2016	HEATING #0506746718	602-49450-383	20.46
HOMETOWN SANITATION SER	0000187055	06/07/2016	GARBAGE SERVICE - WASTEW	602-49450-384	85.04
RUNNING'S SUPPLY	20160524	06/21/2016	MAINTENANCE -	602-49450-404	138.97
A & B BUSINESS	IN296937	06/21/2016	SERVICE	602-49450-404	110.22
RUNNING'S SUPPLY	20160524	06/21/2016	MAINTENANCE -	602-49450-406	50.12
BOLTON & MENK, INC.	0190719	06/28/2016	SERVICE - MPCA NITRATE PILO	602-49450-439	6,689.01
MN VALLEY TESTING	813358	06/21/2016	TESTING	602-49450-439	168.80
BLUE CROSS/BLUE SHIELD	070516	07/06/2016	INSURANCE PREM- JUNE 201	602-49450-480	413.00
COALITION OF GREATER MN C	20160621	06/21/2016	CITY PLEDGE	602-49450-480	1,000.00
SHERRI LYONS	20160629	06/29/2016	REFUND - COBRA INSURANCE	602-49450-480	413.00

Activity 49450 - Sewer Total: 18,467.88

Fund 602 - SEWER Total: 26,134.55

## Fund: 604 - ELECTRIC

J. H. LARSON	S101123151.001	06/22/2016	INVENTORY	604-14200	142.21
WERNER ELECTRIC	S9304238.001	07/03/2016	ELECTRIC INVENTORY	604-14200	61.43
INNOVATIVE SYSTEMS	28312	06/21/2016	BILLING SYSTEM INSTALL/TRAI	604-16420	30,666.66
BLU WHITLOCK	20160622	06/22/2016	REFUND - BAL OF UTILITY PRE	604-22000	121.87
CARLOS MUNOZ	20160629	06/29/2016	REFUND - BAL OF UTILITY PRE	604-22000	126.34
N.A. TABIT & KHADRO MUSSE	20160629	06/29/2016	REFUND - UTILITY PREPAYME	604-22000	300.00
LISA VEURINK	20160629	06/29/2016	REFUND - UTILITY PREPAYME	604-22000	300.00
DONNA KNOLL	20160629	06/29/2016	REFUND - UTILITY PREPAYME	604-22000	300.00
VICKIE HARDER	20160629	06/29/2016	REFUND - UTILITY PREPAYME	604-22000	300.00
ANEDISON & ROSEMARIE BIS	20160629	06/29/2016	REFUND - UTILITY PREPAYME	604-22000	300.00

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ANNA BIASTOCK	20160629	06/29/2016	REFUND - UTILITY PREPAYME	604-22000	300.00
JEREMY HOLDER	20160629	06/29/2016	REFUND - BAL OF UTILITY PRE	604-22000	95.39
ROBERT ESPARZA	20160629	06/29/2016	REFUND - UTILITY PREPAYME	604-22000	300.00
DILLON & HAYLEY ANDERSON	20160629	06/29/2016	REFUND - BAL OF UTILITY PRE	604-22000	75.29
MONICA MEDRANO	20160629	06/29/2016	REFUND - BAL OF UTILITY PRE	604-22000	11.65
RACHEL STEVENS	20160629	06/29/2016	REFUND - BAL OF UTILITY PRE	604-22000	234.16
RUEBEN BILL	20160629	06/29/2016	REFUND - UTILITY PREPAYME	604-22000	300.00
RACHEL KOCAK	20160629	06/29/2016	REFUND - UTILITY PREPAYME	604-22000	300.00
SUZANNE KOETZLE	20160629	06/29/2016	REFUND - UTILITY PREPAYME	604-22000	300.00
TANIKA HATCHER	20160629	06/29/2016	REFUND - BAL OF UTILITY PRE	604-22000	32.52
SHANNON DABERKOW	20160629	06/29/2016	REFUND - UTILITY PREPAYME	604-22000	300.00
LINDA SMITH	20160629	06/29/2016	REFUND - UTILITY PREPAYME	604-22000	300.00
BRANDY KIRBY	20160629	06/29/2016	REFUND - BAL OF UTILITY PRE	604-22000	150.27
BLAKE & WYATT VANDAL	20160629	06/29/2016	REFUND - UTILITY PREPAYME	604-22000	300.00
CAROL KAZEMBA	20160629	06/29/2016	REFUND - UTILITY PREPAYME	604-22000	300.00
STEVEN HUSABOE	20160706	07/06/2016	REFUND - BALANCE OF UTILIT	604-22000	186.27
JOSHUA ONSARE	20160706	07/06/2016	REFUND - BALANCE OF UTILIT	604-22000	253.23
					<b>36,357.29</b>
<b>Activity: 49550 - Electric</b>					
NCPERS MINNESOTA	20160623	07/06/2016	INSURANCE #844600 - JULY 2	604-49550-133	96.00
OFFICE DEPOT	846552177001	06/29/2016	SUPPLIES	604-49550-200	83.99
US BANK	20160620	07/06/2016	CREDIT CARD-INNOVATIVE TR	604-49550-217	21.74
JOANNE NELSON	632284	06/21/2016	SERVICE	604-49550-218	10.00
RUNNING'S SUPPLY	20160524	06/21/2016	MAINTENANCE -	604-49550-241	70.73
CMMPA - CENTRAL MINNESO	5556	06/14/2016	POWER COST - ENERGY	604-49550-263	66,581.44
CMMPA - CENTRAL MINNESO	5556	06/14/2016	POWER COST - TRANSMISSIO	604-49550-263	103,843.54
DEPARTMENT OF ENERGY	BFPB000800516	06/14/2016	POWER COST	604-49550-263	110,736.77
CLIFTON-LARSON-ALLEN, LLP	1306589	07/06/2016	AUDIT SERVICE	604-49550-301	200.00
UTILITIES PLUS ENERGY SERVI	10860	06/15/2016	SERVICE	604-49550-303	2,316.52
RUNNING'S SUPPLY	20160524	06/21/2016	MAINTENANCE -	604-49550-310	48.19
US BANK	20160620	07/06/2016	CREDIT CARD- AMERIC INN	604-49550-315	119.76
GOPHER STATE ONE CALL	6050805	06/14/2016	LOCATES	604-49550-321	21.60
VERIZON WIRELESS	9767370575	07/06/2016	TELEPHONE	604-49550-321	120.78
CMRS - TMS #256704	20160705	07/06/2016	#256704 POSTAGE - ELECTRIC	604-49550-322	0.51
CMRS - TMS #256704	20160705	07/06/2016	#256704 POSTAGE - ELECTRIC	604-49550-322	94.60
SECR REV FUND/CITY OF WD	20160706	07/06/2016	PETTY CASH - ELECTRIC	604-49550-322	1.14
SECR REV FUND/CITY OF WD	20160706	07/06/2016	PETTY CASH - ELECTRIC	604-49550-322	0.57
SECR REV FUND/CITY OF WD	20160706	07/06/2016	PETTY CASH - ELECTRIC	604-49550-322	1.14
COTTONWOOD CO AUD/TREA	20160614	06/21/2016	DISPATCHING	604-49550-325	187.50
HP SUDS CLUB, LLC	2016070516	07/06/2016	BILLING CONTRACT SERVICE	604-49550-326	1,170.00
INNOVATIVE SYSTEMS	28312	06/21/2016	SOFTWARE SERVICE	604-49550-326	223.90
INNOVATIVE SYSTEMS	28312	06/21/2016	BILLING SYSTEM MAINT	604-49550-326	1,521.00
J. H. LARSON	S101123151.001	06/22/2016	INVENTORY	604-49550-333	12.56
US BANK	20160620	07/06/2016	CREDIT CARD- CRAGUN'S RES	604-49550-334	125.00
HOMETOWN SANITATION SER	0000187056	06/14/2016	GARBAGE SERVICE - ELECTRIC	604-49550-384	84.75
RUNNING'S SUPPLY	20160524	06/21/2016	MAINTENANCE -	604-49550-404	583.85
US BANK	20160620	07/06/2016	CREDIT CARD- CARQUEST	604-49550-404	137.81
BANK OF THE WEST - DITCHW	P17414	06/14/2016	MAINTENANCE	604-49550-404	242.01
BANK OF THE WEST - DITCHW	P17426	06/14/2016	MAINTENANCE	604-49550-404	477.93
RUNNING'S SUPPLY	20160524	06/21/2016	MAINTENANCE -	604-49550-405	429.13
TEREX SERVICES	90358965	06/15/2016	MAINTENANCE	604-49550-405	1,219.44
TEREX SERVICES	90358966	06/15/2016	MAINTENANCE	604-49550-405	1,141.76
RAGE INC	04-012093	06/22/2016	SERVICE - POWER PLANT	604-49550-406	34.17
RAGE INC	05-010894	06/22/2016	SERVICE - POWER PLANT	604-49550-406	34.17
RAGE INC	05-011683	06/22/2016	SERVICE - POWER PLANT	604-49550-406	34.17
RAGE INC	06010891	06/22/2016	SERVICE - POWER PLANT	604-49550-406	34.17
RUNNING'S SUPPLY	20160524	06/21/2016	MAINTENANCE -	604-49550-406	493.63
BRAD BUSSA	20160628	07/03/2016	CLEANING	604-49550-406	184.60
ELECTRIC FUND	20160628	06/28/2016	TRUCK STOCK	604-49550-408	80.64
RDO EQUIPMENT CO	P59416	06/14/2016	MAINTENANCE	604-49550-408	101.80

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
RDO EQUIPMENT CO	P59551	06/14/2016	MAINTENANCE	604-49550-408	1,020.16
J. H. LARSON	5101229716.001	06/21/2016	MAINTENANCE	604-49550-408	38.73
WERNER ELECTRIC	59291132.001	06/29/2016	MAINTENANCE	604-49550-408	415.18
WERNER ELECTRIC	59291132.002	06/29/2016	MAINTENANCE	604-49550-408	427.28
BRAD SCHLOMANN	20160621	06/21/2016	ENERGY REBATE	604-49550-450	150.00
CMMPA - CENTRAL MINNESO	5544	06/14/2016	CONSERVATION	604-49550-450	1,419.00
WERNER ELECTRIC	59255446.001	07/03/2016	LED RENTAL LIGHT-DUFFY'S	604-49550-450	1,048.16
BLUE CROSS/BLUE SHIELD	070516	07/06/2016	INSURANCE PREM- JUNE 201	604-49550-480	413.00
BANK MIDWEST	20160621	06/21/2016	NSF - JOHN JORINSCAY - CITY	604-49550-480	450.00
BANK MIDWEST	20160621A	06/21/2016	NSF - AARON FLATGARD - CIT	604-49550-480	73.50
BANK MIDWEST	20160621B	06/21/2016	NSF - MELISSA BOLKEMA - CIT	604-49550-480	292.00
BANK MIDWEST	20160627	06/27/2016	NSF-SANDY DELAROSA (CASTI	604-49550-480	366.90
WINDOM AREA DEVELOPME	20160703	07/03/2016	INDUSTRIAL DEVELOPMENT	604-49550-491	1,200.00
<b>Activity 49550 - Electric Total:</b>					<b>300,236.92</b>
<b>Fund 604 - ELECTRIC Total:</b>					<b>336,594.21</b>

## Fund: 609 - LIQUOR STORE

## Activity: 49751 - Liquor Store

NCPERS MINNESOTA	20160623	07/06/2016	INSURANCE #844600 - JULY 2	609-49751-133	16.00
AH HERMEL COMPANY	575960	07/03/2016	MERCHANDISE	609-49751-217	63.76
VINOCOPIA, INC	0153749-IN	06/15/2016	MERCHANDISE	609-49751-251	1,487.50
BREAKTHRU BEVERAGE MN	1080480141	06/14/2016	MERCHANDISE	609-49751-251	2,439.38
BREAKTHRU BEVERAGE MN	1080486288	06/21/2016	MERCHANDISE	609-49751-251	96.48
SOUTHERN WINE & SPIRITS O	1417388	06/15/2016	MERCHANDISE	609-49751-251	555.96
PHILLIPS WINE & SPIRITS	236962	06/15/2016	CREDIT - MERCHANDISE	609-49751-251	-79.92
PHILLIPS WINE & SPIRITS	238671	06/15/2016	CREDIT - MERCHANDISE	609-49751-251	-112.32
PHILLIPS WINE & SPIRITS	2986163	06/15/2016	MERCHANDISE	609-49751-251	4,629.58
PHILLIPS WINE & SPIRITS	2986165	06/15/2016	MERCHANDISE	609-49751-251	779.54
BREAKTHRU BEVERAGE MN	41080486286	06/21/2016	MERCHANDISE	609-49751-251	2,524.95
JOHNSON BROS.	5455850	06/14/2016	MERCHANDISE	609-49751-251	1,100.59
JOHNSON BROS.	5455853	06/14/2016	MERCHANDISE	609-49751-251	645.00
JOHNSON BROS.	5460636	06/14/2016	MERCHANDISE	609-49751-251	2,944.85
JOHNSON BROS.	5466386	06/21/2016	MERCHANDISE	609-49751-251	2,975.66
BREAKTHRU BEVERAGE MN	1080480142	06/14/2016	MERCHANDISE	609-49751-252	129.20
BREAKTHRU BEVERAGE MN	1080486287	06/21/2016	MERCHANDISE	609-49751-252	46.10
PHILLIPS WINE & SPIRITS	2993323	06/21/2016	MERCHANDISE	609-49751-252	3,825.93
ARTISAN BEER COMPANY	3103818	06/14/2016	MERCHANDISE	609-49751-252	251.70
ARTISAN BEER COMPANY	3105173	06/14/2016	MERCHANDISE	609-49751-252	354.00
ARTISAN BEER COMPANY	3106666	06/21/2016	MERCHANDISE	609-49751-252	333.85
JOHNSON BROS.	5455852	06/14/2016	MERCHANDISE	609-49751-252	65.97
JOHNSON BROS.	5466388	06/21/2016	MERCHANDISE	609-49751-252	405.48
BEVERAGE WHOLESALERS	605238	06/21/2016	MERCHANDISE	609-49751-252	11,943.75
BEVERAGE WHOLESALERS	606291	06/29/2016	MERCHANDISE	609-49751-252	6,557.35
DOLL DISTRIBUTING, LLC	620286	06/21/2016	MERCHANDISE	609-49751-252	6,421.30
DOLL DISTRIBUTING, LLC	620288	06/21/2016	MERCHANDISE	609-49751-252	51.00
DOLL DISTRIBUTING, LLC	624502	06/28/2016	MERCHANDISE	609-49751-252	22,167.10
VINOCOPIA, INC	0153740-IN	06/15/2016	MERCHANDISE	609-49751-253	176.00
BREAKTHRU BEVERAGE MN	1080480141	06/14/2016	MERCHANDISE	609-49751-253	248.00
SOUTHERN WINE & SPIRITS O	1417389	06/15/2016	MERCHANDISE	609-49751-253	252.00
PHILLIPS WINE & SPIRITS	2986164	06/15/2016	MERCHANDISE	609-49751-253	523.70
PHILLIPS WINE & SPIRITS	2989386	06/15/2016	MERCHANDISE	609-49751-253	160.00
PHILLIPS WINE & SPIRITS	2993324	06/21/2016	MERCHANDISE	609-49751-253	754.83
BREAKTHRU BEVERAGE MN	41080486286	06/21/2016	MERCHANDISE	609-49751-253	128.00
JOHNSON BROS.	5455851	06/14/2016	MERCHANDISE	609-49751-253	1,619.40
JOHNSON BROS.	5455854	06/14/2016	MERCHANDISE	609-49751-253	261.65
JOHNSON BROS.	5460637	06/14/2016	MERCHANDISE	609-49751-253	919.80
JOHNSON BROS.	5466387	06/21/2016	MERCHANDISE	609-49751-253	1,138.19
COCA-COLA BOTTLING COMP	0488507817	06/21/2016	MERCHANDISE	609-49751-254	203.44
BREAKTHRU BEVERAGE MN	1080480141	06/14/2016	MERCHANDISE	609-49751-254	133.19
PBC - PEPSI BEVERAGES COM	25089912	06/21/2016	MERCHANDISE	609-49751-254	320.60
BREAKTHRU BEVERAGE MN	41080486286	06/21/2016	MERCHANDISE	609-49751-254	63.71

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
AH HERMEL COMPANY	575960	07/03/2016	MERCHANDISE	609-49751-254	53.51
AH HERMEL COMPANY	582809	06/14/2016	MERCHANDISE	609-49751-254	236.48
RED BULL DISTRIBUTION CO, I	K-17368161	06/29/2016	MERCHANDISE	609-49751-254	426.80
PHILLIPS WINE & SPIRITS	2986163	06/15/2016	MERCHANDISE	609-49751-256	110.65
AH HERMEL COMPANY	582809	06/14/2016	MERCHANDISE	609-49751-256	81.03
BEVERAGE WHOLESALERS	605238	06/21/2016	MERCHANDISE	609-49751-259	36.65
BEVERAGE WHOLESALERS	606291	06/29/2016	MERCHANDISE	609-49751-259	19.00
DOLL DISTRIBUTING, LLC	620286	06/21/2016	MERCHANDISE	609-49751-259	110.10
AH HERMEL COMPANY	575960	07/03/2016	MERCHANDISE	609-49751-261	28.64
AH HERMEL COMPANY	582809	06/14/2016	MERCHANDISE	609-49751-261	165.49
BREAKTHRU BEVERAGE MN	1080480142	06/14/2016	MERCHANDISE	609-49751-265	46.10
CLIFTON-LARSON-ALLEN, LLP	1306589	07/06/2016	AUDIT SERVICE	609-49751-301	1,200.00
VERIZON WIRELESS	9767370575	07/06/2016	TELEPHONE	609-49751-321	55.93
JOE AUDETTE	20160629	07/06/2016	EXPENSE - STORE TOURS	609-49751-331	191.21
VINOCOPIA, INC	0153740-IN	06/15/2016	MERCHANDISE	609-49751-333	7.00
VINOCOPIA, INC	0153749-IN	06/15/2016	MERCHANDISE	609-49751-333	30.00
BREAKTHRU BEVERAGE MN	1080480141	06/14/2016	MERCHANDISE	609-49751-333	56.79
BREAKTHRU BEVERAGE MN	1080486288	06/21/2016	MERCHANDISE	609-49751-333	1.08
SOUTHERN WINE & SPIRITS O	1417388	06/15/2016	MERCHANDISE	609-49751-333	17.76
SOUTHERN WINE & SPIRITS O	1417389	06/15/2016	MERCHANDISE	609-49751-333	6.15
PHILLIPS WINE & SPIRITS	2986163	06/15/2016	MERCHANDISE	609-49751-333	75.99
PHILLIPS WINE & SPIRITS	2986164	06/15/2016	MERCHANDISE	609-49751-333	12.53
PHILLIPS WINE & SPIRITS	2986165	06/15/2016	MERCHANDISE	609-49751-333	6.68
PHILLIPS WINE & SPIRITS	2989386	06/15/2016	MERCHANDISE	609-49751-333	3.34
PHILLIPS WINE & SPIRITS	2993323	06/21/2016	MERCHANDISE	609-49751-333	34.37
PHILLIPS WINE & SPIRITS	2993324	06/21/2016	MERCHANDISE	609-49751-333	17.54
BREAKTHRU BEVERAGE MN	41080486286	06/21/2016	MERCHANDISE	609-49751-333	65.58
JOHNSON BROS.	5455850	06/14/2016	MERCHANDISE	609-49751-333	18.94
JOHNSON BROS.	5455851	06/14/2016	MERCHANDISE	609-49751-333	53.45
JOHNSON BROS.	5455853	06/14/2016	MERCHANDISE	609-49751-333	16.70
JOHNSON BROS.	5455854	06/14/2016	MERCHANDISE	609-49751-333	8.35
JOHNSON BROS.	5460636	06/14/2016	MERCHANDISE	609-49751-333	55.52
JOHNSON BROS.	5460637	06/14/2016	MERCHANDISE	609-49751-333	35.07
JOHNSON BROS.	5466386	06/21/2016	MERCHANDISE	609-49751-333	42.04
JOHNSON BROS.	5466387	06/21/2016	MERCHANDISE	609-49751-333	35.07
AH HERMEL COMPANY	575960	07/03/2016	MERCHANDISE	609-49751-333	3.95
AH HERMEL COMPANY	582809	06/14/2016	MERCHANDISE	609-49751-333	3.95
CITIZEN PUBLISHING CO	5576	06/21/2016	ADVERTISING -	609-49751-340	1,442.20
MN ENERGY RESOURCES	20160613B	06/29/2016	HEATING #0507314125	609-49751-383	52.12
HOMETOWN SANITATION SER	0000187054	06/14/2016	GARBAGE SERVICE - RIVER BE	609-49751-384	96.13
RAGE INC	06-011411	06/28/2016	SERVICE - RIVER BEND LIQ	609-49751-404	38.40
ENVIROMASTER, INC	530720	06/28/2016	SERVICE	609-49751-404	40.88
RAGE INC	06-010312	06/14/2016	SERVICE - RIVER BEND LIQ	609-49751-406	38.40
<b>Activity 49751 - Liquor Store Total:</b>					<b>84,599.82</b>
<b>Fund 609 - LIQUOR STORE Total:</b>					<b>84,599.82</b>

## Fund: 614 - TELECOM

MN 9-1-1 PROGRAM	20160703	07/03/2016	JUNE 911 SERVICE	614-20206	1,142.40
					<b>1,142.40</b>
<b>Activity: 49870 - Telecom</b>					
NCPERS MINNESOTA	20160623	07/06/2016	INSURANCE #844600 - JULY 2	614-49870-133	64.00
PCM-G GLOBAL GOV/EDUCATI	S96705250105	06/29/2016	SUPPLIES	614-49870-200	56.10
US BANK	20160620	07/06/2016	CREDIT CARD- INNOVATIVE TR	614-49870-217	21.74
POWER & TEL	6017985-00	06/21/2016	MAINTENANCE	614-49870-227	386.34
PCM-G GLOBAL GOV/EDUCATI	S96705250101	06/21/2016	MAINTENANCE	614-49870-227	185.23
NATIONAL CABLE TV COOP	SI-493618	06/21/2016	MAINTENANCE	614-49870-227	5,393.40
CLIFTON-LARSON-ALLEN, LLP	1306589	07/06/2016	AUDIT SERVICE	614-49870-301	1,200.00
OLSEN THIELEN & CO.,LTD	28597	06/15/2016	SERVICE #94700	614-49870-304	840.00
INTERSTATE TRS FUND	82580706166	06/21/2016	ASSESSMENT FOR 499-A FILIN	614-49870-304	147.05
GOPHER STATE ONE CALL	6050805	06/14/2016	LOCATES	614-49870-321	21.60

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
VERIZON WIRELESS	9767370575	07/06/2016	TELEPHONE	614-49870-321	204.16
CMRS - TMS #256704	20160705	07/06/2016	#256704 POSTAGE - TELECOM	614-49870-322	193.72
HP SUDS CLUB, LLC	2016070516	07/06/2016	BILLING CONTRACT SERVICE	614-49870-326	1,170.00
INNOVATIVE SYSTEMS	28312	06/21/2016	SOFTWARE SERVICE	614-49870-326	1,846.10
INNOVATIVE SYSTEMS	28312	06/21/2016	BILLING SYSTEM MAINT	614-49870-326	1,521.00
NEUSTAR, INC.	L-0000017705	06/21/2016	NUMBER PORTS 5/31/16	614-49870-326	14.00
KDOM RADIO	KDOM0073160639696	07/06/2016	ADVERTISING - WINDOMNET	614-49870-340	99.00
CNA SURETY	20160527	06/08/2016	PREM #0601 #70902631	614-49870-365	250.00
MN ENERGY RESOURCES	20160609	06/21/2016	HEATING #0507509833	614-49870-383	16.37
HOMETOWN SANITATION SER	0000187057	06/08/2016	GARBAGE SERVICE - TELECOM	614-49870-384	73.92
US BANK	20160620	07/06/2016	CREDIT CARD- AMAZON WAT	614-49870-404	250.67
CHRIS ZIMMERMAN	20160630	07/06/2016	SERVICE - MOWING	614-49870-404	200.00
LUCAN COMMUNITY TV INC	2507	07/06/2016	MAINTENANCE	614-49870-404	750.00
HIGLEY FORD	74913	07/06/2016	SERVICE	614-49870-405	394.55
TRI-STATE BATTERY CO	1912999016600	06/29/2016	MAINTENANCE	614-49870-408	287.84
CENTURY LINK	432465	06/21/2016	DIRECTORY LISTING	614-49870-441	175.74
CENTURY LINK	L040021021-16169	07/06/2016	CABS #507-L04-0021-021	614-49870-441	56.48
MLB NETWORK	066014	06/21/2016	SUBSCRIBER	614-49870-442	1,012.20
TEGNA	1075-1202	06/15/2016	SUBSCRIBER	614-49870-442	5,288.00
CONSOLIDATED COMMUNICA	20160601	06/21/2016	CONNECTION	614-49870-442	2,950.00
RFD TV	2249-1597	06/21/2016	SUBSCRIBER	614-49870-442	402.47
TOWER DISTRIBUTION COMP	520281	06/08/2016	SUBSCRIBER	614-49870-442	520.83
SHOWTIME NETWORKS INC	9002731-0516	06/15/2016	SUBSCRIBER	614-49870-442	539.56
NATIONAL CABLE TV COOP	SI-496108	07/06/2016	SUBSCRIBER FEES	614-49870-442	1,444.30
UNIVERSAL SERVICE ADMIN C	UBDI0000849911	06/29/2016	499A CONTRIBUTION #82580	614-49870-443	1,648.93
WOODSTOCK COMMUNICATI	10056290	07/06/2016	SPECIAL ACCESS CIRCUITS #00	614-49870-445	205.10
E-911 - INDEPENDENT EMERG	20160701	07/06/2016	MONTHLY 911 SERVICE	614-49870-445	40.00
CONSOLIDATED COMMUNICA	20160601	06/21/2016	10 GB TRANSPORT	614-49870-447	5,987.50
US BANK	20160620	07/06/2016	CREDIT CARD- DREAM HOST	614-49870-447	139.00
COGENT COMMUNICATIONS,	20160701	07/06/2016	1 GB INTERNET CONNECTION	614-49870-447	1,750.00
SWWC - SOUTHWEST WEST C	50549	06/08/2016	ON CALL SUPPORT	614-49870-447	935.00
HURRICANE ELECTRIC LLC	98220741-IN	07/06/2016	10 GB INTERNET CONN AT 51	614-49870-447	4,000.00
ZAYO BANDWIDTH	20160601	06/14/2016	TRANSPORT 6/1 - 6/30	614-49870-451	381.36
CENTURY LINK	20160616	06/16/2016	SERVICE #507-831-1075	614-49870-451	77.00
SOUTHWEST MN BROADBAN	2016070616	07/06/2016	QVC COMMISSIONS- MAY 201	614-49870-480	141.96
SOUTHWEST MN BROADBAN	20160712	07/12/2016	REFUND - SKITTER MEMBERS	614-49870-480	6,000.00
NATIONAL CABLE TV COOP	SI-493194	06/29/2016	SUPPLIES ORDERED FOR SMB	614-49870-480	54.65
NATIONAL CABLE TV COOP	SI-496111	07/06/2016	SUPPLIES FOR SMBS	614-49870-480	42.54

Activity 49870 - Telecom Total: 49,379.41

Fund 614 - TELECOM Total: 50,521.81

## Fund: 615 - ARENA

BECKER ARENA PRODUCTS, IN	83-040	07/06/2016	CIP 2015 BOARDS & GLASS	615-16200	9,550.00
					<b>9,550.00</b>

## Activity: 49850 - Arena

NCPERS MINNESOTA	20160623	07/06/2016	INSURANCE #844600 - JULY 2	615-49850-133	32.00
US BANK	20160620	07/06/2016	CREDIT CARD- SHOPKO	615-49850-200	38.45
COTTONWOOD VET CLINIC	158643	06/08/2016	SERVICE - HORSE SHOWS	615-49850-217	120.00
RUNNING'S SUPPLY	20160524	06/21/2016	MAINTENANCE -	615-49850-217	23.98
RUNNING'S SUPPLY	20160524	06/21/2016	MAINTENANCE -	615-49850-241	24.99
US BANK	20160620	07/06/2016	CREDIT CARD- HY-VEE/SHOPK	615-49850-260	331.79
AH HERMEL COMPANY	584338	07/03/2016	MERCHANDISE	615-49850-260	118.16
VERIZON WIRELESS	9767370575	07/06/2016	TELEPHONE	615-49850-321	67.85
CMRS - TMS #256704	20160705	07/06/2016	#256704 POSTAGE - ARENA	615-49850-322	1.02
CITIZEN PUBLISHING CO	5576	06/21/2016	ADVERTISING -	615-49850-340	192.60
MN ENERGY RESOURCES	20160614	07/06/2016	HEATING #0504094426	615-49850-383	237.56
MN ENERGY RESOURCES	20160615	07/06/2016	SERVICE #0504917677	615-49850-383	1,193.54
HOMETOWN SANITATION SER	0000187058	06/08/2016	GARBAGE SERVICE - ARENA	615-49850-384	130.88
RUNNING'S SUPPLY	20160524	06/21/2016	MAINTENANCE -	615-49850-404	22.78
WERNER ELECTRIC	59290255.001	07/03/2016	MAINTENANCE	615-49850-406	22.67

Expense Approval Report

Payment Dates: 6/16/2016 - 7/12/2016

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ELECTRIC FUND	SO-000103	07/03/2016	ARENA	615-49850-409	337.70
ELECTRIC FUND	SO-000110	07/03/2016	ARENA	615-49850-409	34.67
				<b>Activity 49850 - Arena Total:</b>	<b>2,930.64</b>
				<b>Fund 615 - ARENA Total:</b>	<b>12,480.64</b>

Fund: 617 - M/P CENTER

Activity: 49860 - M/P Center

NCPERS MINNESOTA	20160623	07/06/2016	INSURANCE #844600 - JULY 2	617-49860-133	48.00
US BANK	20160620	07/06/2016	CREDIT CARD- HY VEE	617-49860-211	123.50
AH HERMEL COMPANY	582808	06/21/2016	MERCHANDISE	617-49860-217	108.32
US BANK	20160620	07/06/2016	CREDIT CARD- HY-VEE RUNNI	617-49860-254	57.60
VERIZON WIRELESS	9767370575	07/06/2016	TELEPHONE	617-49860-321	16.85
CMRS - TMS #256704	20160705	07/06/2016	#256704 POSTAGE - M/P	617-49860-322	15.75
WINDOM QUICK PRINT	20160601	06/21/2016	SUPPLIES	617-49860-340	209.00
LACANNE FAMILY FUNERAL SE	20160621	06/28/2016	MEMORIAL PLAQUE	617-49860-340	585.00
RITA HACKER	550	07/06/2016	CLOTHING	617-49860-340	336.00
KDOM RADIO	KDOM0563160639692	07/06/2016	ADVERTISING - COMM CENTE	617-49860-340	171.50
MN ENERGY RESOURCES	20160613	06/21/2016	HEATING #0503741572	617-49860-383	157.03
HOMETOWN SANITATION SER	0000187059	06/07/2016	GARBAGE SERVICE - COMM C	617-49860-384	51.52
FEDER MECHANICAL INC	146	06/29/2016	MAINTENANCE	617-49860-404	145.00
RAGE INC	06-010892	06/14/2016	SERVICE - COMM CENTER	617-49860-406	61.50
REDWOOD FALLS NURSERY, IN	20160617	07/06/2016	SERVICE	617-49860-406	896.25
US BANK	20160620	07/06/2016	CREDIT CARD- HY VEE - ACE H	617-49860-406	159.15
FEDER MECHANICAL INC	168	06/28/2016	SERVICE	617-49860-409	430.00
FEDER MECHANICAL INC	236	06/29/2016	MAINTENANCE	617-49860-409	1,324.85
				<b>Activity 49860 - M/P Center Total:</b>	<b>4,896.82</b>
				<b>Fund 617 - M/P CENTER Total:</b>	<b>4,896.82</b>

Fund: 700 - PAYROLL

Internal Revenue Service-Payr	INV0000852	06/24/2016	Federal Tax Withholding	700-21701	11,653.89
Internal Revenue Service-Payr	INV0000862	07/08/2016	Federal Tax Withholding	700-21701	13,035.74
MN Department of Revenue -	20160629	06/29/2016	WITHHOLDING TAX - JUNE 20	700-21702	0.42
MN Department of Revenue -	INV0000851	06/24/2016	State Withholding	700-21702	4,808.24
MN Department of Revenue -	INV0000861	07/08/2016	State Withholding	700-21702	5,236.74
Internal Revenue Service-Payr	INV0000853	06/24/2016	Social Security	700-21703	12,931.14
Internal Revenue Service-Payr	INV0000863	07/08/2016	Social Security	700-21703	13,168.82
MN Pera	INV0000844	06/24/2016	PERA	700-21704	12,674.15
MN Pera	INV0000845	06/24/2016	PERA	700-21704	5,808.86
MN Pera	INV0000846	06/24/2016	PERA	700-21704	564.14
MN Pera	INV0000854	07/08/2016	PERA	700-21704	13,048.41
MN Pera	INV0000855	07/08/2016	PERA	700-21704	5,453.15
MN Pera	INV0000856	07/08/2016	PERA	700-21704	398.40
MN State Deferred	INV0000847	06/24/2016	Deferred Compensation	700-21705	4,390.00
MN State Deferred	INV0000848	06/24/2016	Deferred Roth	700-21705	775.00
MN State Deferred	INV0000857	07/08/2016	Deferred Compensation	700-21705	4,390.00
MN State Deferred	INV0000858	07/08/2016	Deferred Roth	700-21705	775.00
BLUE CROSS/BLUE SHIELD	070516	07/06/2016	INSURANCE PREM- JUNE 201	700-21706	43,543.50
MN Department of Revenue -	20160624	06/29/2016	WAGE LEVY	700-21709	124.59
MN Child Support Payment C	INV0000849	06/24/2016	Child Support Payment	700-21709	286.10
Internal Revenue Service-Payr	INV0000850	06/24/2016	Medicare Withholding	700-21711	3,623.60
Internal Revenue Service-Payr	INV0000860	07/08/2016	Medicare Withholding	700-21711	3,778.54
SELECTACCOUNT	38221630	06/30/2016	FLEX SPENDING	700-21712	404.65
SELECTACCOUNT	38226030	06/29/2016	FLEX SPENDING	700-21712	339.63
SELECTACCOUNT	38231691	07/06/2016	FLEX SPENDING	700-21712	78.57
COLONIAL LIFE INSURANCE	8182644-0712125	07/06/2016	BCN E8182644 INSURANCE	700-21714	8.82
AFLAC	734606	06/21/2016	INSURANCE - JUNE 2016 - AFT	700-21715	204.00
AFLAC	734606	06/21/2016	INSURANCE - JUNE 2016 - PRE	700-21716	389.97
MN BENEFIT ASSOCIATION	20160617	06/21/2016	INSURANCE 7/1/16 - PRE TAX	700-21717	159.65
NCPERS MINNESOTA	20160623	07/06/2016	INSURANCE #844600 - JULY 2	700-21718	16.00
NCPERS MINNESOTA	20160623	07/06/2016	INSURANCE #844600 - JULY 2	700-21718	16.00

Expense Approval Report

Payment Dates: 6/16/2016 - 7/12/2016

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
MN BENEFIT ASSOCIATION	20160617	06/21/2016	INSURANCE 7/1/16 - AFTER T	700-21719	122.73
					<u>162,208.45</u>
				Fund 700 - PAYROLL Total:	<u>162,208.45</u>
				Grand Total:	<u><u>840,700.59</u></u>

## Report Summary

## Fund Summary

Fund	Payment Amount
100 - GENERAL	39,060.93
211 - LIBRARY	2,212.10
225 - AIRPORT	3,212.57
230 - POOL	4,786.10
235 - AMBULANCE	5,437.05
250 - EDA GENERAL	23,535.99
253 - EDA RIVERBLUFF ESTATES	145.86
254 - NORTH IND PARK	14,248.00
260 - TIF 1-13 RIVER BLUFF	1,175.75
265 - TIF 1-8 DOWNTOWN	3,080.13
266 - TIF 1-10 RUNNINGS	15,233.58
269 - TIF 1-14 SPEC BLDG II	5,683.67
270 - TIF 1-16 GDF DISTRICT	4,367.04
304 - 2006A REFUNDING BOND	679.25
401 - GENERAL CAPITAL PROJECTS	9,452.00
601 - WATER	30,954.27
602 - SEWER	26,134.55
604 - ELECTRIC	336,594.21
609 - LIQUOR STORE	84,599.82
614 - TELECOM	50,521.81
615 - ARENA	12,480.64
617 - M/P CENTER	4,896.82
700 - PAYROLL	162,208.45
<b>Grand Total:</b>	<b>840,700.59</b>

## Account Summary

Account Number	Account Name	Payment Amount
100-20191	Unapplied Cash	25.53
100-36200	Other Income	-519.04
100-41110-308	Training & Registrations	45.00
100-41110-331	Travel Expense	436.32
100-41110-350	Printing & Design	278.50
100-41110-491	Payments to Other Orga	2,142.94
100-41310-133	Employer Paid Insurance	80.00
100-41310-200	Office Supplies	52.74
100-41310-217	Other Operating Supplie	252.92
100-41310-301	Auditing & Consulting Se	325.99
100-41310-321	Telephone	50.75
100-41310-322	Postage	377.03
100-41310-326	Data Processing	19.99
100-41310-480	Other Miscellaneous	421.82
100-41410-480	Other Miscellaneous	0.51
100-41910-133	Employer Paid Insurance	24.00
100-41910-200	Office Supplies	24.57
100-41910-321	Telephone	16.85
100-41910-322	Postage	4.61
100-41940-383	Gas Utility	244.51
100-41940-384	Refuse Disposal	85.04
100-41940-406	Repairs & Maint - Groun	780.00
100-42120-133	Employer Paid Insurance	160.00
100-42120-200	Office Supplies	122.18
100-42120-308	Training & Registrations	810.00
100-42120-321	Telephone	299.87
100-42120-322	Postage	6.81
100-42120-325	Dispatching	275.00
100-42120-326	Data Processing	433.00
100-42120-334	Meals/Lodging	164.76

## Account Summary

Account Number	Account Name	Payment Amount
100-42120-404	Repairs & Maint - M&E	970.39
100-42120-412	Rentals - Building	1,850.00
100-42120-419	Vehicle Lease	2,533.78
100-42120-480	Other Miscellaneous	413.00
100-42220-215	Materials & Equipment	5.21
100-42220-217	Other Operating Supplie	380.21
100-42220-218	Uniforms	750.89
100-42220-321	Telephone	21.14
100-42220-322	Postage	2.69
100-42220-323	Radio Units	489.00
100-42220-325	Dispatching	212.50
100-42220-326	Data Processing	10.02
100-42220-405	Repairs & Maint - Vehicl	256.50
100-42220-439	Special Projects	88.35
100-42220-480	Other Miscellaneous	654.50
100-42500-325	Dispatching	12.50
100-42700-300	Charges for Services	33.00
100-43100-133	Employer Paid Insurance	80.00
100-43100-211	Cleaning Supplies	45.96
100-43100-212	Motor Fuels	83.13
100-43100-215	Materials & Equipment	47.48
100-43100-216	Chemicals and Chemical	69.98
100-43100-217	Other Operating Supplie	367.89
100-43100-224	Street Maint Materials	8,179.44
100-43100-225	Landscaping Materials	10.00
100-43100-321	Telephone	72.78
100-43100-322	Postage	12.50
100-43100-325	Dispatching	125.00
100-43100-383	Gas Utility	65.72
100-43100-384	Refuse Disposal	130.85
100-43100-402	Repairs & Maint - Struct	1,427.33
100-43100-404	Repairs & Maint - M&E	5,912.70
100-43100-480	Other Miscellaneous	513.00
100-43210-307	Management Fees	164.00
100-45120-215	Materials & Equipment	2,499.71
100-45120-260	Concessions	462.27
100-45202-133	Employer Paid Insurance	16.00
100-45202-325	Dispatching	37.50
100-45202-384	Refuse Disposal	243.20
100-45202-402	Repairs & Maint - Struct	6.49
100-45202-404	Repairs & Maint - M&E	1,233.65
100-45202-405	Repairs & Maint - Vehicl	421.12
100-45202-406	Repairs & Maint - Groun	707.35
211-45501-133	Employer Paid Insurance	16.00
211-45501-200	Office Supplies	158.53
211-45501-217	Other Operating Supplie	403.70
211-45501-350	Printing & Design	42.80
211-45501-383	Gas Utility	101.42
211-45501-402	Repairs & Maint - Struct	820.00
211-45501-433	Dues & Subscriptions	193.90
211-45501-435	Books and Pamphlets	475.75
225-45127-200	Office Supplies	38.40
225-45127-217	Other Operating Supplie	24.82
225-45127-321	Telephone	26.55
225-45127-381	Electric Utility	502.60
225-45127-406	Repairs & Maint - Groun	370.20
225-49950-500	Capital Outlay	2,250.00
230-45124-211	Cleaning Supplies	107.87

## Account Summary

Account Number	Account Name	Payment Amount
230-45124-216	Chemicals and Chemical	848.34
230-45124-260	Concessions	2,080.96
230-45124-322	Postage	14.34
230-45124-384	Refuse Disposal	34.35
230-45124-401	Repairs & Maint - Buildi	140.00
230-45124-402	Repairs & Maint - Struct	1,115.68
230-45124-404	Repairs & Maint - M&E	342.32
230-45124-409	Repairs & Maint - Utilitie	27.24
230-45124-480	Other Miscellaneous	75.00
235-42153-217	Other Operating Supplie	1,303.78
235-42153-312	Nursing	2,044.08
235-42153-321	Telephone	189.47
235-42153-322	Postage	61.67
235-42153-325	Dispatching	200.00
235-42153-334	Meals/Lodging	140.87
235-42153-350	Printing & Design	60.90
235-42153-404	Repairs & Maint - M&E	251.53
235-42153-405	Repairs & Maint - Vehicl	38.08
235-42153-460	Miscellaneous Taxes	1,146.67
250-23900	Notes Payable - Noncurr	922.26
250-46520-133	Employer Paid Insurance	8.00
250-46520-200	Office Supplies	49.15
250-46520-301	Auditing & Consulting Se	1,498.06
250-46520-321	Telephone	26.85
250-46520-322	Postage	20.92
250-46520-331	Travel Expense	72.36
250-46520-334	Meals/Lodging	10.24
250-46520-340	Advertising & Promotion	456.45
250-46520-350	Printing & Design	79.50
250-46520-381	Electric Utility	15.00
250-46520-433	Dues & Subscriptions	500.00
250-46520-438	Meeting Expense	35.69
250-46520-439	Special Projects	712.12
250-46520-480	Other Miscellaneous	500.00
250-46520-481	Tax Abatement	15,242.16
250-49980-602	Other Long-Term Obliga	2,060.01
250-49980-612	Other Interest	1,327.22
253-46520-406	Repairs & Maint - Groun	145.86
254-46520-381	Electric Utility	98.00
254-49950-500	Capital Outlay	14,150.00
260-49980-720	Transfers - Debt Service	1,175.75
265-20702	Due to EDA Fund	3,080.13
266-46530-482	TIF Payments	15,233.58
269-20702	Due to EDA Fund	5,683.67
270-46530-482	TIF Payments	4,367.04
304-39202	Contribution from Enter	-1,175.75
304-49980-611	Bond Interest	1,855.00
401-49950-503	Capital Outlay - Streets	9,452.00
601-16420	Office Equipment	7,666.67
601-49400-133	Employer Paid Insurance	40.00
601-49400-216	Chemicals and Chemical	4,683.44
601-49400-217	Other Operating Supplie	21.75
601-49400-227	Utility System Maint Sup	1,937.80
601-49400-301	Auditing & Consulting Se	200.00
601-49400-310	Lab Testing	56.25
601-49400-321	Telephone	117.90
601-49400-322	Postage	92.84
601-49400-325	Dispatching	100.00

## Account Summary

Account Number	Account Name	Payment Amount
601-49400-326	Data Processing	2,448.00
601-49400-381	Electric Utility	20.00
601-49400-383	Gas Utility	286.44
601-49400-386	Landfill	4,372.50
601-49400-402	Repairs & Maint - Struct	1,310.00
601-49400-404	Repairs & Maint - M&E	3,877.56
601-49400-406	Repairs & Maint - Groun	50.12
601-49400-408	Repairs & Maint - Distrib	380.00
601-49400-443	Intergovernmental Fees	3,293.00
602-16420	Office Equipment	7,666.67
602-49450-133	Employer Paid Insurance	56.00
602-49450-216	Chemicals and Chemical	778.00
602-49450-301	Auditing & Consulting Se	200.00
602-49450-303	Engineering and Surveyi	3,520.00
602-49450-310	Lab Testing	1,190.00
602-49450-321	Telephone	68.82
602-49450-322	Postage	395.12
602-49450-325	Dispatching	100.00
602-49450-326	Data Processing	2,448.00
602-49450-350	Printing & Design	145.50
602-49450-381	Electric Utility	77.15
602-49450-383	Gas Utility	421.13
602-49450-384	Refuse Disposal	85.04
602-49450-404	Repairs & Maint - M&E	249.19
602-49450-406	Repairs & Maint - Groun	50.12
602-49450-439	Special Projects	6,857.81
602-49450-480	Other Miscellaneous	1,826.00
604-14200	Inventory	203.64
604-16420	Office Equipment	30,666.66
604-22000	Prepayments	5,486.99
604-49550-133	Employer Paid Insurance	96.00
604-49550-200	Office Supplies	83.99
604-49550-217	Other Operating Supplie	21.74
604-49550-218	Uniforms	10.00
604-49550-241	Small Tools	70.73
604-49550-263	Merchandise for Resale -	281,161.75
604-49550-301	Auditing & Consulting Se	200.00
604-49550-303	Engineering and Surveyi	2,316.52
604-49550-310	Lab Testing	48.19
604-49550-315	Energy Development	119.76
604-49550-321	Telephone	142.38
604-49550-322	Postage	97.96
604-49550-325	Dispatching	187.50
604-49550-326	Data Processing	2,914.90
604-49550-333	Freight and Express	12.56
604-49550-334	Meals/Lodging	125.00
604-49550-384	Refuse Disposal	84.75
604-49550-404	Repairs & Maint - M&E	1,441.60
604-49550-405	Repairs & Maint - Vehicl	2,790.33
604-49550-406	Repairs & Maint - Groun	814.91
604-49550-408	Repairs & Maint - Distrib	2,083.79
604-49550-450	Conservation	2,617.16
604-49550-480	Other Miscellaneous	1,595.40
604-49550-491	Payments to Other Orga	1,200.00
609-49751-133	Employer Paid Insurance	16.00
609-49751-217	Other Operating Supplie	63.76
609-49751-251	Liquor	19,987.25
609-49751-252	Beer	52,552.73

## Account Summary

Account Number	Account Name	Payment Amount
609-49751-253	Wine	6,181.57
609-49751-254	Soft Drinks & Mix	1,437.73
609-49751-256	Tobacco Products	191.68
609-49751-259	Non- Alcoholic	165.75
609-49751-261	Other Merchandise	194.13
609-49751-265	Merchandise Returned f	46.10
609-49751-301	Auditing & Consulting Se	1,200.00
609-49751-321	Telephone	55.93
609-49751-331	Travel Expense	191.21
609-49751-333	Freight and Express	607.85
609-49751-340	Advertising & Promotion	1,442.20
609-49751-383	Gas Utility	52.12
609-49751-384	Refuse Disposal	96.13
609-49751-404	Repairs & Maint - M&E	79.28
609-49751-406	Repairs & Maint - Groun	38.40
614-20206	911 TAP & TACIP Fees Cl	1,142.40
614-49870-133	Employer Paid Insurance	64.00
614-49870-200	Office Supplies	56.10
614-49870-217	Other Operating Supplie	21.74
614-49870-227	Utility System Maint Sup	5,964.97
614-49870-301	Auditing & Consulting Se	1,200.00
614-49870-304	Legal Fees	987.05
614-49870-321	Telephone	225.76
614-49870-322	Postage	193.72
614-49870-326	Data Processing	4,551.10
614-49870-340	Advertising & Promotion	99.00
614-49870-365	Insurance - Misc	250.00
614-49870-383	Gas Utility	16.37
614-49870-384	Refuse Disposal	73.92
614-49870-404	Repairs & Maint - M&E	1,200.67
614-49870-405	Repairs & Maint - Vehicl	394.55
614-49870-408	Repairs & Maint - Distrib	287.84
614-49870-441	Transmission Fees	232.22
614-49870-442	Subscriber Fees	12,157.36
614-49870-443	Intergovernmental Fees	1,648.93
614-49870-445	Switch Fees	245.10
614-49870-447	Internet Expense	12,811.50
614-49870-451	Call Completion	458.36
614-49870-480	Other Miscellaneous	6,239.15
615-16200	Buildings	9,550.00
615-49850-133	Employer Paid Insurance	32.00
615-49850-200	Office Supplies	38.45
615-49850-217	Other Operating Supplie	143.98
615-49850-241	Small Tools	24.99
615-49850-260	Concessions	449.95
615-49850-321	Telephone	67.85
615-49850-322	Postage	1.02
615-49850-340	Advertising & Promotion	192.60
615-49850-383	Gas Utility	1,431.10
615-49850-384	Refuse Disposal	130.88
615-49850-404	Repairs & Maint - M&E	22.78
615-49850-406	Repairs & Maint - Groun	22.67
615-49850-409	Repairs & Maint - Utilitie	372.37
617-49860-133	Employer Paid Insurance	48.00
617-49860-211	Cleaning Supplies	123.50
617-49860-217	Other Operating Supplie	108.32
617-49860-254	Soft Drinks & Mix	57.60
617-49860-321	Telephone	16.85

**Account Summary**

<b>Account Number</b>	<b>Account Name</b>	<b>Payment Amount</b>
617-49860-322	Postage	15.75
617-49860-340	Advertising & Promotion	1,301.50
617-49860-383	Gas Utility	157.03
617-49860-384	Refuse Disposal	51.52
617-49860-404	Repairs & Maint - M&E	145.00
617-49860-406	Repairs & Maint - Groun	1,116.90
617-49860-409	Repairs & Maint - Utilitie	1,754.85
700-21701	Federal Withholding	24,689.63
700-21702	State Withholding	10,045.40
700-21703	FICA Tax Withholding	26,099.96
700-21704	PERA Contributions	37,947.11
700-21705	Retirement	10,330.00
700-21706	Medical Insurance	43,543.50
700-21709	Wage Levy	410.69
700-21711	Medicare Tax Withholdi	7,402.14
700-21712	Flex Account	822.85
700-21714	Individual Insurance-Col	8.82
700-21715	Individual Insurance-Afla	204.00
700-21716	Individual Insurance-Afla	389.97
700-21717	Individual Insurance-MB	159.65
700-21718	Individual Insurance-NC	32.00
700-21719	Individual Insurance-MB	122.73
	<b>Grand Total:</b>	<b>840,700.59</b>

**Project Account Summary**

<b>Project Account Key</b>	<b>Payment Amount</b>
**None**	838,845.59
2006AIntJunCt	246.00
2006AIntMatthew	433.25
2006AIntTIF	1,175.75
	<b>Grand Total:</b>
	<b>840,700.59</b>