

Council Meeting
Tuesday, December 20, 2016
City Council Chambers
7:30 p.m.
AGENDA



Call to Order
Pledge of Allegiance

1. Approval of Minutes
 - Council Minutes–December 6, 2016
2. Consent Agenda
 - Minutes
 - Housing and Redevelopment Authority – November 9, 2016
 - Telecom Commission – November 28, 2016
 - Community Center Commission – December 5, 2016
 - EDA Commission – December 12, 2016
 - Planning Commission –December 13, 2016
3. Department Heads
4. Public Hearing - 2017 Street Project
 - Resolution Ordering Improvement and Preparation of Plans
 - Master Agreement for Professional Services – DGR Engineering
5. Sale of City Property – 1685 North Redding Avenue (Lot 2, Block 1 of the Windom Industrial Park Subdivision)
 - Public Comment
 - 2nd Reading Ordinance 160, 2nd Series – Sale of City Property
6. 2017 City Budget
 - 2017 Levy Resolution
 - Approve 2017 City of Windom Budget
7. Donation – Windom Ambulance Department – Helmsley Foundation
8. Personnel Committee Recommendation – Colton Dunse Step Advance
9. 2017 Smart Goals & 2016 Dashboard Report
10. New Business
11. Old Business
12. Regular Bills
13. Contractor Payments
 - 2015 Commerce Blvd Extension - Holtmeier Construction – Final Payment \$34,004.94
 - EMS Building - Gosewisch Construction – Request #2 \$716,857.16
14. Council Concerns
15. Adjourn



**Regular Council Meeting
City Hall, Council Chamber
December 6, 2016
7:00 p.m.**

1. Call to Order:

The meeting was called to order by Mayor Pro Tem Dominic Jones at 7:00 p.m.

2. Roll Call:

Mayor:

Corey Maricle (arrived 7:20 pm)

Council Present:

Brian Cooley, Paul Johnson, Dominic Jones, Bryan Joyce and JoAnn Ray

Council Absent:

None

City Staff Present:

Steve Nasby, City Administrator; Al Baloun, Recreation Director; Mike Haugen, Water/Wastewater Superintendent; Drew Hage, EDA Director; Brent Brown, Electric Utility Manager; Andy Spielman, Building Official; Chelsie Carlson, Finance Director/Controller; Jeff Dahna, Windomnet Manager and Devin Kopperud, Police Dept.

3. Pledge of Allegiance

4. Approval of Minutes:

Motion by Joyce second by Johnson to approve the City Council minutes from November 8, 2016 and November 15, 2016. Motion carried 5 – 0.

5. Consent Calendar:

Jones noted the minutes from the following Boards and Commissions.

- Tree Committee – November 10, 2016
- Telecom Commission – November 14, 2016
- Economic Development Authority – November 14, 2016
- Planning & Zoning Commission – November 14, 2016
- Library Board – November 15, 2016
- Utility Commission – November 23, 2016

Motion by Joyce second by Grunig to approve the Consent agenda board and commission minutes. Motion carried 5 – 0.

Jones said there were two license applications.

Motion by Joyce second by Ray to approve an Exempt Gaming Permit for the Des Moines Chapter of MN Deer Hunters Association. Motion carried 5 – 0.

Motion by Joyce second by Ray to approve a Liquor license for El Flamingo Mexican Restaurant. Motion carried 5 – 0.

6. 2017 City Budget:

Nasby provided an overview of the proposed 2017 budget. General Fund, Special Revenue Fund, Enterprise Funds, Debt Service Funds, Miscellaneous Funds and Capital projects were outlined. The preliminary property tax levy in September was set at 7% increase to allow for flexibility in finalizing the capital expenditures and setting the new debt service needed for the Emergency Services Facility. Following the Council's November 15th workshop the proposed budget includes a 2.68% property tax increase. The lower amount is due to some savings in operations, lower capital expenditures and a good financing package for the Emergency Services Facility. Nasby noted the budget can be revised pending public comments or Council changes up until the planned adoption on December 20, 2016.

Maricle arrives.

Maricle asked if any members of the public wanted to address the City Council regarding the proposed 2017 City budget. No comments were received.

7. Department Heads:

Al Baloun, Recreation Director, said that he handed out a memorandum regarding a request to hire a permanent, part-time maintenance worker. The position has been advertised for about two months. Baloun said he interviewed several candidates and he is recommending that Chad Alm be hired for the part-time, Grade 1 maintenance position at a starting wage of \$15.28 per hour. Mr. Alm has the ability to work on evenings and weekends as needed.

Motion by Grunig second by Joyce to hire Chad Alm for the part-time, Grade 1 maintenance position at the Arena. Motion carried 5 – 0.

8. 336 16th Street – Hazardous Building:

Andy Spielman, Building Official, said that the property had a fire on or about July 1, 2016 and the Building office has been working with the property owners to get the debris cleaned up. Notices and inspections had occurred and formal notices sent in October and November giving specific deadlines. Their opinion is that a hazardous building violation exists pursuant to Minnesota Statutes 463.15 – 463.261. The next step is for the City Council to pass a hazardous building resolution which provided the property owner 20 days to be in compliance and if that is not met the City has the ability to take action in district court.

Carolyn Nichols said she is representing the property and they have contacted contractors to get bids for clean-up activities. They have had some work done by a contractor and they have been working on clearing debris for a long time. They are still looking for valuables on the site and the debris removal and landfill costs are high. If there are programs or grants to help they would be welcome to assist. They want to keep the foundation and re-build on the site. If the basement is kept they know it has to be secured so no one can fall in or be injured on the site.

Preliminary

Maricle asked how long they want to finish the clean-up. Nichols replied that they want the ground frozen so the site is not made worse.

Joyce noted the fire was in July and there has been about five months to look for valuables and how much longer is reasonable. Nichols replied that they have been looking during that time.

Grunig asked if they had been making progress and if there was flexibility in the State Statute as this is a unique situation. Nichols said they are separating wood and recyclable materials as those do not need to go to the landfill. Spielman said that the statute defines hazardous structures and this qualifies.

Maricle said that if the Council passes the resolution for a hazardous building there is a 20-day period for compliance and then if the City went to the Court there would be another 30-day time period so there is a total of 50 days before the City would be taking action to clean up the debris. He asked Nichols if 50 days gives them enough time. Nichols replied that 50 days is okay.

Jones asked if the foundation is reasonable to keep or reuse. Spielman said the letter and City action is requesting the foundation removal and back-filling the hole. If the foundation is inspected and found to meet the code requirements it could be re-used. Jones asked if the foundation is not salvable then it will be removed and filled in. Both Spielman and Nichols agreed that would be the resolution to that outcome.

Council member Jones introduced the Resolution No. 2016-84, entitled “RESOLUTION ORDERING THE REPAIR OR REMOVAL OF HAZARDOUS CONDITONS LOCATED AT 336 16TH STREET, WINDOM, MINNESOTA” and moved its adoption. The resolution was seconded by Joyce and on roll call vote: Yes: Jones, Joyce, Ray, Grunig and Johnson. No: None. Absent: None. Abstain: None. Resolution passed 5 - 0.

9. Miscellaneous Special Assessments:

Nasby said these special assessments were for mowing or snow removal that the City did on these properties. The property owners were invoiced for the costs, but the City was not paid so the costs are proposed to be assessed.

Maricle opened the public hearing. No comments were received. Maricle closed the hearing.

Council member Ray introduced the Resolution No. 2016-85, entitled “RESOLUTION ADOPTING AN ASSESSMENT ROLL FOR THE 2016 MISCELLANEOUS SPECIAL ASSESSMENTS” and moved its adoption. The resolution was seconded by Johnson and on roll call vote: Yes: Joyce, Ray, Grunig, Johnson and Jones. No: None. Absent: None. Abstain: None. Resolution passed 5 - 0.

10. Pool Feasibility Study Presentation:

Tom Schaffer, US Aquatics and Baloun introduced themselves. Schaffer said the Windom Pool study researched the conditions at the pool and presents five options for consideration.

Preliminary

Baloun said a soils study was also conducted on the current side, which the consultant will discuss as it relates to the study results.

Schaffer noted the current pool is in poor to very poor condition regarding the decking, bath house, filtration system, fencing and ADA compliance. He said much of the cracking and separation of joints on the concrete is due to the soil conditions. The soil report showed 8-20 feet of fill and then poor load bearing soil which would support less than 1,500 pounds per square foot. This is not considered adequate to build upon. He said the City of Hutchinson did a new pool and had a soil correction cost of \$500,000. This was an expense he does not think is necessary for Windom. Schaffer reviewed the five options which included rehabilitation of the existing pool on site, new pool located elsewhere, indoor pool and demolition of the existing site and not doing anything. The recommendation from US Aquatics is to build a new pool at another location. The cost estimate for this is about \$3.1 million.

Jones said he was discouraged by the study. If everything is in poor or very poor shape is the pool safe to use or open for next year. How have the inspections done by the State or others been passed each year if these conditions or violations exist? Baloun said the State last did an inspection when the new drains were put in a few years ago and the Brown-Nicollet Public Health does the annual inspections but they do not inspect for everything. Schaffer added that the ADA compliance is a federal issue and it is not inspected by anyone but them.

Jones asked if some of the items are considered "grandfathered" in so they pass inspection. Schaffer said that is likely correct. If the item is not life or safety related then it passes. Jones said that he does not want anyone getting hurt.

Joyce noted that the study is on our pool which is 50 years old and has not had significant on-going maintenance or replacement of major systems. He clarified that option 1 is reusing the shell of the existing pool. Schaffer said that is correct.

Jones said that the pool has been decently maintained for its age and the resources given to the pool.

Joyce noted the cracking concrete and caulking that was done this year and the wading pool was closed due to it not holding water. The bath house is in worse shape each year.

Johnson clarified that option 1 is not being recommended due to the soil conditions. Schaffer said that is correct.

Jones asked about the groundwater level. Schaffer said it was 6.5 feet per the soils report.

Grunig noted soil borings can be hit or miss on the soil conditions if done around the pool. Schaffer said one boring was done on the deck but none in the pool basin.

Baloun said patching is planned for 2017. Schaffer said the toe stubbers need to be addressed.

The Council thanked Schaffer for the presentation and information.

11. Donation – Windom Fire Department:

Maricle said there was a donation from Geoffrey and Leann Johnson to the Windom Fire Department. He thanked them for the consideration and donation.

Council member Jones introduced the Resolution No. 2016-86, entitled “AUTHORIZATION TO ACCEPT A DONATION FROM GEOFFERY AND LEANN JOHNSON FOR THE WINDOM FIRE DEPARTMENT” and moved its adoption. The resolution was seconded by Ray and on roll call vote: Yes: Ray, Grunig, Johnson, Jones and Joyce. No: None. Absent: None. Abstain: None. Resolution passed 5 - 0.

12. Utility Billing Services Agreement with HP DataOne, LLC:

Nasby said there are utility billing tasks that the City contracts for with an independent contractor. The City is ending the most recent three year agreement. The proposed agreement was updated to include the new tasks due to the new billing system and a higher rate. The rate was up about \$6,000 from the prior contract but he noted the amount is the same for all years of the agreement and as an independent contractor the City does not pay payroll taxes, insurance or provide benefits. The City also collects rent on office space rented to HP DataOne, LLC. Nasby said the City Attorney had reviewed the agreement.

Motion by Joyce second by Grunig to approve the agreement between the City of Windom and HP DataOne, LLC as presented. Motion carried 5 – 0.

13. Second Reading Ordinance 159 2nd Series – Special Elections:

Motion by Ray second by Johnson to approve the second reading of Ordinance No. 159, 2nd Series. Motion carried 5 – 0.

14. Resignation of Council Member Dominic Jones – Effective January 3, 2017:

Maricle said that Jones was elected to the Mayor position, which will commence in January so he is resigning the position of Council member At-large as of January 3, 2017.

Motion by Joyce second by Ray to accept the resignation of Dominic Jones, Council member At-large effective January 3, 2017. Motion carried 4 – 0 (Jones abstaining).

Council member Johnson introduced the Resolution No. 2016-87, entitled “A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WINDOM, MINNESOTA DECLARING A VACANCY IN THE ELECTIVE OFFICE OF COUNCIL MEMBER AT-LARGE HELD BY DOMINIC JONES” and moved its adoption. The resolution was seconded by Joyce and on roll call vote: Yes: Grunig, Johnson, Joyce and Ray. No: None. Absent: None. Abstain: Jones. Resolution passed 4 - 0.

Council member Grunig introduced the Resolution No. 2016-88, entitled “A RESOLUTION SELECTING FILING DATES AND CITY ELECTION DATE TO FILL THE UNEXPIRED TERM OF COUNCIL MEMBER AT-LARGE OFFICE” and moved its adoption. The resolution was seconded by Johnson and on roll call vote: Yes: Johnson, Joyce, Ray and Grunig. No: None. Absent: None. Abstain: Jones. Resolution passed 4 - 0.

Nasby said the City Council could choose to appoint someone to fill the seat being vacated between January 3, 2017 and the special election in March 2017, but after discussion with the City Attorney the process to fill the spot could take a month or so. Due to the short period of time (five meetings) it was not their opinion an appointment would be useful to the City.

15. 1st Reading Ordinance No. 160, 2nd Series – Sale of City Property:

Drew Hage, EDA Executive Director, said that the Charter requires that City property be sold by ordinance. There is not a requirement for an official public hearing, but staff is recommending that public input be solicited. The first reading of the ordinance, if it passes, is a step in the process. At the December 20th meeting the City Council would be asked to take public comment and consider the second reading. If the second reading were approved and upon publication the property at 1685 N. Redding Avenue could be sold. The proposed sale price is \$1 with the condition that a 46-unit apartment building be constructed. Hage said the proposed deal is coming forward as there has not been a development of multi-family housing since the EDA River Bluff project 15 years ago. He noted the sales agreement is also contingent on re-zoning.

Motion by Johnson second by Jones to approve the 1st Reading of Ordinance No. 160, 2nd Series. Motion carried 4 – 1 (Joyce).

Motion by Johnson second by Jones to have public input at the December 20, 2016 meeting and have the staff publish a public comment notice. Motion carried 5 – 0.

16. Streets & Parks Superintendent – Interview Committee Recommendation:

Jones said that the committee had seven applications and interviewed three good candidates. Their recommendation is to fill the position with Brent Brown, who is also the Electric Utility Manager. This combination of duties would provide the City with an opportunity to evaluate possible re-organization. Brown has the administrative ability to supervise and manage both departments. There is a six month probation period for the evaluation. In the Electric and Streets there may be some efficiencies that can be gained and better utilization of existing staff. Some of the duties may be taken on by foremen and this would also be documented so all aspects are looked at. There may likely be a need to re-fill a position in the Street Department with another maintenance worker. After discussions with Brown and Bruce Caldwell, Streets and Parks Superintendent, the committee felt the time for looking at this was right. None of the committee members nor staff want to jeopardize the operations of either department.

Maricle asked if the 2017 budget could be reduced to reflect savings. Nasby replied that adjusting the budget was not suggested as the wages saved would be used to compensate Brown, adjustments for foremen and/or hiring another maintenance worker.

Preliminary

Joyce asked about process. If the Personnel Committee had wanted to post for a different position or the Streets & Parks Superintendent.

Jones said that the Council made the decision to post for the Streets & Parks full-time position.

Jones said that if a full-time position had been hired the opportunity for looking at a combined position would be missed.

Nasby noted that the City Council has agreed to post the Streets & Parks Superintendent position as full-time but with the caveat that the position would be researched and possibly re-organized within 24 months.

Jones said that with efficiencies in both departments and Brown's communication skills that both departments will be successful.

Johnson said he is opposed to the combination of duties as Brown has enough work in the Electric Department and responsibility with power purchasing contracts.

Grunig said that he retired from the Electric Utility two years ago. He is opposed to the concept of combining the two jobs. He thinks if the job is going to be a combined position it should have been posted as such. The Electric Department is his concern. If Brown is doing the Electric duties for five hours and Streets for three hours less any vacation, sick leave, meetings, etc. then the Electric Department will be down to a half-time manager. Sure there are efficiencies but time management does not always work due to unforeseen events, storms and outages. The Electric Department is also doing a major substation project this year and that will need someone on-site that knows the tasks and safety needed. Financially there is no benefit to the City and it could even cost more to make this change so a full-time replacement is the better option.

Jones said he understands the concerns. The Utility Commission discussed this possibility and did not appear to have issues with the prospect of Brown taking on Streets. He sees this as a possible move to a Public Works Director and gain in efficiency. If the City is going to look at re-organization when is the best time to do that and why not when there is a vacancy? He feels the City needs to act at this time and it is not ready to re-advertise for a Public Works Director.

Joyce said the Electric Department staff do an excellent job. Joyce noted that there is a reversion clause in the employment terms that if this does not work Brown will return to his previous position and salary. He asked Nasby for his recommendation.

Nasby said that the discussions with both Brown and Caldwell focused on consolidating some duties, efficiency and utilizing staff to get the jobs done and operate smoothly. He agrees that the Department Heads are working with duties and tasks that can be done by others if staffing is available, but do things as they need to be completed. If freeing up time is as anticipated then the evaluation period will document that one way or the other. With the opportunity due to the vacancy he would support the committee's recommendation of appointing Brown as Streets & Parks Superintendent. If it does not work out at the discretion of the City, the position can be re-advertised in the future.

Preliminary

Grunig said that this is like the Emergency Services Facility in that once it is done there is no going back and it is hard to go back than make the decision not to combine the jobs now. Three cities had accidents in electric and with the substation project there are issues that people are not aware of with safety. He feels there needs to be a full-time Electric Utility Manager and if there is extra time Brown will find other electric projects to take on. The Council should consider the applicants for the Street Superintendent position or re-open the application process.

Joyce asked about the timeline for the substation project. Brent Brown, Electric Utility Manger, said it is planned for fall 2017.

Motion by Joyce second by Ray to appoint Brent Brown as Streets & Parks Superintendent with the terms as stated. Motion carried 3 – 2 (Grunig and Johnson).

17. 2016 Budget Amendments:

Nasby said that there were several budget amendments for 2016 which included the HRA project, Emergency Service Project, elimination of pagers and radios for Ambulance and the motor grader purchase.

Motion by Ray second by Johnson to approve the 2016 Budget amendments as presented. Motion carried 5 – 0.

18. New Business:

None.

19. Old Business:

None.

20. Regular Bills:

Motion by Ray second by Grunig to approve the regular bills. Motion carried 5 – 0.

21. Contractor Payments:

Motion by Johnson second by Ray to approve Pay Request #1 from Goeswich Construction for \$354,293.45. Motion carried 5 – 0.

Mike Haugen, Water\Wastewater Superintendent, said that the change order from GM Contracting was for the addition of Schedule B to the project. This is a change in the completion date no monetary changes. Haugen said they are about 95% done with Schedule A.

Motion by Jones second by Joyce to approve Change Order #1 for GM Contracting as presented. Motion carried 5 – 0.

Preliminary

Motion by Ray second by Jones to approve Pay Request #2 for GM Contracting for \$360,457.59. Motion carried 5 – 0.

22. Council Concerns:

Joyce noted the Christmas by Candlelight event in downtown Windom on December 13th from 4-7 pm.

Jones said Coffee with Council is December 10th at McDonalds with he and Joyce. He also requested anyone wanting to volunteer to serve on Boards and Commissions to contact him.

Grunig said that the filings for the Special Election will start later in the month and he encouraged citizens who wanted common sense and economical solutions to step up to lead the community as there are many significant issues facing the City. As an At-large seat it is open to anyone in the community.

23. Adjournment:

Mayor Maricle adjourned the meeting by unanimous consent at 9:08 pm.

Corey Maricle, Mayor

Attest: _____
Steve Nasby, City Administrator

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

November 9, 2016 ~ 4:00 pm

A regular meeting of the Board of Directors was held on Wednesday, November 9th 2016, at Riverview Apartments Community Room. Board Members present: Frank Dorpinghaus, Linda Jaakola, Pam Dobson and Pat Tepley. Also present were: Executive Director, DeeAnna Peterson, Operations Managers, Connie Clausen and Linda Loewen and Riverview Liaison, Ronda Renee Koch; City Liaison, Bryan Joyce. Absent: Margaret McDonald, excused.

The meeting was called to order at 4:09 p.m. with the consent agenda approved (Tepley/Jaakola) which included the agenda, minutes of the previous meeting, minutes from the special meeting and the utility report and bills report.

Old business consisted of:

1. POHP Grant update: The B3 status was discussed. Due to insulation issues, the project has temporarily been stopped again, but will resume next Monday, the 14th. There was communication with MHFA and everything is ready for closing.
2. Cable rate increase notices have been delivered to tenants and will go into effect 1/1/17.
3. New health insurance forms have been completed for changes to take effect 1/1/17.
4. October fire drills took place and went smoothly.

New Business consisted of:

1. A proposal was made to ask the city to update board terms, to scatter the dates with the 5 year terms so that one is due per year verses 2/2/1 as it currently is. A motion was made to agree to do this. (Jaakola/Tepley)
2. Newest board member, Pam Dobson was given her Oath of Office, to be read at the December meeting.
3. New FMR's will be effective 1/1/17. A motion was made to raise the flat rent rate to \$485 for a one bedroom apartment and \$590 for a two bedroom apartment. (Tepley/Jaakola)
4. New utility rates for 2017 for Hillside will change to \$20 from the current \$16 allowance. A motion was made to approve the change. (Jaakola/Tepley)
5. A proposed update to change the personnel policy again for health insurance was discussed, as it must take effect not more than 90 days from the first day of employment which is required by Obamacare. A motion was made to approve the change. (Dobson/Jaakola)
6. Bids are being collected for the new entry system at Hillside. Changes were discussed and will be brought back to the board when they are collected.
7. A proposal was made to accept Annual Contracts for 2017. These contractors would be contacted on an on-call basis and for business under \$2000/emergency situations. The contractors proposed were Riverside Remodelers, Ron's Electric, Thurmer's and Scott's Snow Removal. A motion was made to accept the listed contractors. (Jaakola/Tepley)
8. A new two year contract extension has been signed with our Accountant, C. Naber and Associates.
9. There are laundry machine issues at Riverview and it was discussed that Steve is looking at purchasing a new washer, which will come out of the laundry fund.
10. Holiday parties have been scheduled. Linda will be sending out an email to board members with details.
11. Advertising for the Deputy Director position is currently running in the Shopper until 11/17. Interviews will be held on 11/23 with DeeAnna, Frank and Margaret as the interview team.
12. A proposal was made to approve the Annual Audit. A motion was made to approve. (Dobson/Jaakola)
13. Upcoming board meetings will be December 14th at Hillside and January 18th at Riverview.

With no further business, the meeting was adjourned at 4:47 pm (Jaakola/Dobson).

**TELECOMMUNICATIONS COMMISSION MEETING
CITY OF WINDOM COUNCIL CHAMBERS
November 28th, 2016
6:00 P.M.**

I. Call Meeting to Order

Lund calls meeting to order at 6:08pm.

II. Roll Call

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

Members Absent: Jerry White

Staff Present: Jeff Dahna, Windomnet Operations Manager, Steve Nasby, City Administrator

Others Present: None

III. Approval of Minutes from November 14th, 2016 meeting

**Motion by Eichstadt to approve minutes from the November 14th, 2016 meeting.
Seconded by Jones.**

Motion approves 3-0.

IV. SMBS Liaison Report

Dahna states he talked with Travis Theis, SMBS Manager, and the meeting went well. Dahna offers SMBS is trying to sort out the different IPTV options available and how to afford set-top boxes. SMBS has looked at Skitter and HBC, and seems to be leaning towards HBC as SMBS believes it has a better return, but the project is still up in the air. Lund asks about the Master Service Agreement. Nasby states he and SMBS haven't looked into the MSA at this time. Lund asks if SMBS would be looking to switch TV and Internet agreements with Windomnet. Nasby states it would just be TV and that would require a modification to the MSA.

V. Project Updates

Dahna offers he has been in contact with HBC regarding the potential IPTV conversion. Dahna shares the current HBC TV channel lineup. Dahna states Windomnet techs have gone through the channel lineup and believe it is comparable to what Windomnet is currently offering. Dahna offers the headend would still need to be active to support HBO, Turner Broadcasting and Showtime channels with the HBC offering. Dahna states these channels would be brought in through satellite at the headend and would require 2-3 dishes active with additional hardware. Dahna offers they may be able to relocate the necessary equipment down at the NOC.

Dahna shares he has received additional information from SkitterTV regarding mostly about branding the TV product due to NCTC regulations. Dahna states the NCTC views SkitterTV as a service and wanted it branded as such.

Jones clarifies Windomnet would continue to do the contractual agreements with the NCTC if HBC is chosen for IPTV. Dahna states that is correct, NCTC contracts would continue to be negotiated if Windomnet moved to video through HBC, whereas SkitterTV does all the NCTC contracts.

Eichstadt asks about current NCTC contracts and potentially changing over to SkitterTV. Dahna states Skitter would essential take over the contracts and going forward Skitter would negotiate the agreements.

Bryan Joyce joins the meeting at 6:38pm.

Discussion among the commission regarding current Windomnet TV channel lineup and how it compares to those of SkitterTV and HBC lineups along with any potential correlation with the loss of customers and the future outlook of Windomnet.

Joyce asks what the total of the proposal is to upgrade the current Windomnet system. Nasby states system upgrade will be about \$1.7 million and currently Windomnet owes \$9.6 million on the current bond. Joyce offers Windomnet will be in debt for over \$11 million dollars after the potential upgrade.

Discussion among the commission about the future of cable TV and steaming video.

Joyce shares his concern with investing in the set top boxes and cable TV with changes coming in the near future. Nasby states he's concerned with investing \$700,000 in set top boxes if the cable TV trend numbers continue to decline. Jones states his concern is the \$9 million debt currently owed by Windomnet and the responsibility being on the City. Dahna states Windomnet employees do much work for the City, including the camera system as well as support other IT functions.

Discussion among the commission on the positives and negatives of the different options potentially available for the future of Windomnet. Joyce offers keeping the current system as is and seeing what comes in the near future related to streaming TV is a potential option. Lund states he'd be fine with going with what we have now for TV and seeing what happens in the near future.

Dominic Jones leaves the meeting at 8:42pm.

Discussion among the commission regarding the core system and tie in with a cable TV package. The commission agrees the core system is seen as a priority regardless of any IPTV upgrade at this time and would like Dahna to gather firm figures on the core system upgrade. Dahna reminds the commission that to continue with RFoGPON delivery of video, the cost will increase by \$40,000-\$90,000 over the IPTV delivery. Nasby reminds the commission of the rebate for the GigaCenter boxes. Dahna states the rebate is good until March 2017.

Lund asks about rate increases for January 2017. Nasby states NCTC contracts are coming up for renewal in January. Joyce offers the rates could be discussed at the December meeting as more numbers come in. Lund asks about the number of contracts coming due. Nasby states about a third of contracts are coming due in 2017.

Dahna states he believes SkitterTV is a good option if Windomnet is looking to continue to offer a cable TV service. Dahna offers Skitter TV is a good way to continue offering cable TV service without a larger upfront cost. Dahna states he will continue to look at any additional options and try and work with the numbers.

VI. Manager's Report

Nothing to report.

VII. New Business

Nothing to report

VIII. Old Business

Cable TV and core system upgrade discussed in Project Updates.

IX. Commissioner's concerns and questions

Next Telecom meeting December 27th, 2016 at 6pm at the Community Center.

X. Adjourn

Meeting adjourned by unanimous consent at 9:47pm.

Community Center Commission Minutes
Monday December 5, 2016

1. Call to Order: The meeting was called to order by President Wayne Maras at 5:40 p.m.

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

3. Approval of Minutes:

Motion by Kelly Woizeschke, seconded by Lenny Thiner to approve the October 24 and October 31, 2016 Community Center Commission Minutes. Motion carried 3-0

4. Additions to the agenda:

Nothing to Report

5. Correspondence Comments:

Nothing to Report

6. President's Report:

Nothing to Report

7. Director's Report:

a. 2017 Look Ahead-WCC Director Bussa showed Commission pictures of outdoor gazebos for weddings, WCC Commission thought it looked great and should pursue outdoor area in near future. WCC Director Bussa asked Commission for input on their ideas for future events to be held in the next year. WCC Commission stated that they agreed with Director Bussa to continue Ein Bier Bitte with Riverbend Liquor, but we would change date and venue, to be worked on as a group in future meetings. WCC Director Bussa also stated that he had some very good response from people he had talked with about putting a smaller but similar event on Friday, prior to Riverfest Fireworks. Planning will continue in next meetings with that also. WCC Commission asked if the apartment complex becomes a reality, would that affect future use of parking lot for concert or outdoor bigger events. WCC Director Bussa stated that would have

to be seen what effect that would have.

b. 2017 Capitol-WCC Director Bussa stated that he had asked City Council to put \$10,000.00 into mechanical/equipment fund for use as it was needed and not just replace before it was worn out. WCC Director Bussa also told Commission he had asked City Council for \$7,500.00 for a storage shed to replace the one that was bought in 1999 and has since started to fall apart and become too small to use.

8. Resource Management:

Schedule of Events: Reviewed Schedule of Events

Income & Expense: Reviewed Income and Expense

9. Miscellaneous:

WCC Commission stated they had concerns on parking if overflow area was to be used for housing project. WCC Director Bussa stated the area north and west of Community Center would have to be used to accommodate overflow parking. WCC Commission asked about would area be upgraded with gravel and where would those dollars come from. WCC Director Bussa informed them he would have to look into that. WCC Commission also asked with that parking area gone, where would snow be pushed to and not wanting it pushed on new parking area due to having to move in case of usage and snow melt.

10. Open Forum:

Nothing to Report

11. Next Meeting:

Due to Holidays tentative December 19, 2016 date, WCC Director Bussa to check with Commission availability.

Adjourn:

Motion by Lenny Thiner, seconded by Kelly Woizeschke, to adjourn the meeting at 6:45 pm. Motion carried 3-0.

Wayne Maras, WCC President

Linda Stuckenbroker, WCC Secretary

Attest: _____
Brad Bussa, WCC Director

ECONOMIC DEVELOPMENT AUTHORITY OF WINDOM
MINUTES
DECEMBER 12, 2016

1. Call to Order: The meeting was called to order by President Espenson at 12:03 p.m.
2. Roll Call & Guest Introductions:
EDAWN Commissioners: Justin Espenson, Betsy Herding, Rick Clerc, Dominic Jones, and Paul Johnson.

Also Present: EDA Staff – Drew Hage, EDA Executive Director, and Mary Hensen, Admin. Asst.; City Administrator Steve Nasby, WADC Liaison Kathy Hanson, and Rahn Larson.
3. Welcome New Liaison: President Espenson welcomed Kathy Hanson as the new WADC Liaison to the EDA Board.
4. Approval of Minutes:
Motion by Commissioner Clerc, seconded by Commissioner Herding, to approve the Minutes of the EDA Meeting held on November 14, 2016. Motion carried 5-0.
5. EDA Spec Building
 - A. Repairs & Lease Updates: EDA Executive Director Hage updated the Board concerning the repairs to the Spec Building being made by Hanefeld Custom Builders. The new tenant, Fast Global Solutions, originally requested the addition of a 16-foot overhead door. After discussions among the building manufacturer, Hanefeld Custom Builders, and the tenant, the size of the door has now been increased to 22 feet. Loading Dock Doors 2 and 3 are being removed and replaced by the new overhead door. Director Hage reviewed the term and renewal provisions of the lease with the Commission. The lease term began on December 1, 2016. An Amendment to the Lease was agreed upon between the parties to prorate the rent until the installation of the overhead door has been completed. The proration is a deduction of \$246 per day.
6. Cottonwood County Housing Tax Abatement – Status: EDA Executive Director Hage reported that on November 1, 2016, the Cottonwood County Board approved the Cottonwood County Home Initiative Guidelines. The Cottonwood County Board still has to adopt a Resolution to Participate in the Cottonwood County Home Initiative. This item is on the agenda for the December 20th County Board Meeting. The City of Windom, Windom Area School District, and the City of Bingham Lake have all approved participation in the program.
7. Veterans Clothing Donations
 - A. Proposed Location – Clothing Donation Box: EDA Executive Director Hage indicated that the Veterans Clothing Donation Box is currently located behind the Windom Monument Company at 335 1st Street. They would like a more visible location and have contacted the EDA concerning whether the River Bend Center lot south of the liquor store would be a possible location. Director Hage viewed the site and noticed that snow removal may be an issue at that location. The consensus of the Board was not to offer the River Bend Center site as an option, but to refer the matter to the Park and Recreation Commission for possible placement of the box on a site at Lion's Park or Loemen's Park.

8. Comprehensive Plan

A. Update and B. Timeline: EDA Executive Director Hage advised that he is in the process of updating Windom's Comprehensive Plan and has set a timeline for the process. The plan is to start by holding one meeting a month prior to one of the two monthly City Council Meetings. The meeting would be scheduled for 45 minutes from 6:30 p.m. to 7:15 p.m. with the first meeting to be held before the second City Council Meeting in January (17th). The goal is to complete the review of the Comprehensive Plan by July or August of 2017. Director Hage reviewed the chapters in the Comprehensive Plan which include: demographics, housing, economy, transportation (active living is already completed), parks and recreation, physical features and natural resources, community facilities, infrastructure, energy, present land use, and future land use. A Comprehensive Plan Committee reviewed the existing plan and compiled revised drafts in 2003-2004 and several interns have worked on updating the plan. He outlined the proposed composition of the Committee and will seek community involvement at each meeting. He indicated that comprehensive plans for Greater Minnesota Cities are typically updated every 5 to 15 years.

9. Reframing the Rural Narrative

A. McKnight Foundation – Still Thriving: The Changing Face of Southwest and South Central Minnesota

B. Regional Online Strategy

EDA Executive Director Hage provided the Commission with information from the Center for Small Towns based at the University of Minnesota Morris. He also provided the Commissioners with a list of websites highlighting marketing information for Greater Minnesota and preliminary planning concerning regional marketing. Director Hage updated the Commission concerning the potential role of the 60-90 Corridor Committee in this marketing.

10. MIF – Prime Pork

A. Update: Director Hage reported that the installation of Prime Pork's boiler is planned for the first or second week in December. Once the boiler is installed, the final paperwork can be completed and the funding request can be sent to DEED.

11. EDA SEB RLF

A. Request for Assignment – Hanson/Meredith Loan: Director Hage explained the history of this loan. The property, owned by Rex Potter, is located at 821 Fourth Avenue. In the early Summer of 2014, Maria and Gustavo Hidalgo obtained an EDA SEB RLF loan in the amount of \$10,000 and opened Margaritas' Ville Mexican Bar & Grille at this location. In the Fall of 2015, the Hidalgos transferred their interest in the business to Travis Hanson and Tamara Meredith and the EDA approved an assignment of the EDA SEB RLF loan to the new operators of the restaurant. In late November 2016, the EDA was notified that Travis Hanson and Tamara Meredith have closed Margaritas' Ville and the new operators of the restaurant (to be renamed "El Flamingo Mexican Restaurant") will be Maribel and Hector Trejo. The EDA has been contacted by both parties concerning the assignment of the balance of the loan and assumption by Mr. and Mrs. Trejo. Currently there is a balance of \$5,280.43 on this loan. There was a discussion concerning the collateral covering the EDA's security interest in this loan.

Motion by Commissioner Herding, seconded by Commissioner Clerc, approving the assignment of the EDA SEB RLF loan from Travis Hanson and Tamara Meredith and

assumption of the loan by Maribel Trejo and Hector Trejo and authorizing the EDA President to execute any documents requiring EDA approval to complete the assignment of this loan. Motion carried 5-0.

12. Apartment Project

- A. Lot 2, Block 1, Windom Industrial Park Subd. – Status of Project: Director Hage updated the Commission on the timeline for this project. On November 8th, the City Council held a joint special meeting with the EDA Commission and Community Center Commission. At that meeting, the City Council approved the submission of a workforce housing grant application in the amount of \$700,000. The EDA submitted the grant application by the November 10th deadline. Director Hage provided a brief overview of the requirements for the grant application. Notification from DEED as to whether the grant will be awarded should be coming in January. If the grant is received, the apartment building must be maintained as market-rate for 15 years. Director Hage advised that the City Charter provides that the sale of any City-owned property requires two readings of an ordinance by the City Council approving the sale. On December 6th, the City Council held the first reading of the ordinance approving the sale of the property to the apartment developer. The second reading of the ordinance is scheduled for the City Council Meeting on December 20th. The Commission received a copy of the City Council Memo for the December 6th Meeting, the purchase agreement and the proposed ordinance. The purchase agreement is contingent on rezoning of the lot from I-1 Light Industrial to R-3 Multi-Family. The rezoning application would come before the Planning Commission in January for a public hearing. The Purchase Agreement provides for the closing on the sale on or before February 28, 2017. There was a discussion concerning the questions raised by the public and the incentives being provided by the City on this project.
- B. Public Comment (Purchase Agreement) – Council Meeting (12-20-16): The City Council set a period for public comment before the second reading at the meeting on December 20th. Notice of the time for public input/public comment was published in the December 14th Citizen.

13. Co-Working Space

- A. Work-Up (Willmar) - <https://workup.cc/>
B. Envision Lab (Mankato) - <https://workup.cc/>

Director Hage reported that he has been researching Co-working Spaces over the past three years during his previous employment. He explained the difference between shared office space and co-working space. A co-working space has been discussed with BARC, but an elevator would be required to develop the second and third floors. EDA Staff would like to explore the possibility of developing a vacant property on the Square into a co-working space. Director Hage provided links for examples of Co-Working Spaces in Willmar and Mankato. The EDA is researching funding sources for such a project.

14. SCDP Residential Rehab

- A. Status of Outstanding Loan – 1133 Miller: The EDA approved an SCDP Residential Rehab project in December 2013 prior to the end of the last residential rehab program. The property owner is now afflicted with a terminal illness and has questions regarding the program requirements concerning transfer of property and repayment of the unforgiven balance on the loan. After further discussion, the Commission requested that EDA Staff obtain more information for consideration by the Commission at the January meeting.

15. Unfinished Business: The EDA has learned that pursuant to Minnesota Statutes, two voting members of the five-member EDA Commission must be City Councilmembers.
16. Miscellaneous Information:
 - A. EDA Monthly Financial Recap: The Board received a copy of the EDA's Account Activity through November 30, 2016.
 - B. River Bluff Townhomes – Monthly Financial Report: The Board received copies of the financial reports for October 2016 provided by Van Binsbergen & Associates.
17. Adjourn: On consensus, President Espenson adjourned the meeting at 1:10 p.m.

Rick Clerc, EDA Secretary-Treasurer

Attest: _____
Drew Hage, EDA Executive Director

**CITY OF WINDOM
PLANNING COMMISSION
MINUTES
DECEMBER 13, 2016**

1. Call to Order: The meeting was called to order by Chairperson Wahl at 7:02 p.m.

2. Roll Call & Guest Introductions:

Planning Commission: Marilyn Wahl, Lorri Cole, Ben Derickson , Brett Mattson, and Kevin Rose.

Absent: Greg Pfeffer, Andy Harries, Ryan McNamara, and Council Liaison Corey Maricle.

Also Present: Zoning Staff – Admin. Asst. Mary Hensen; EDA Executive Director Drew Hage, Joanne Kaiser, Duane Kaiser, Marlin Negen, Gary Grunewald, Monica Grunewald, Mike Haugen, and Denise Nichols.

3. Approval of Minutes:

Motion by Commissioner Derickson, seconded by Commissioner Rose, to approve the Planning Commission Minutes for the meeting held on November 14, 2016. Motion carried 5-0.

4. Zoning Application – 800 Block of 16th Street – CUP – Addition of Fill

A. Update on Status and B. Recommendation to Council: Chairperson Wahl advised that the discussion and decision on the CUP Zoning Application submitted by Joanne Kaiser and Helen West had been tabled at the November 14th Planning Commission Meeting to allow for more information to be obtained and presented to the Planning Commission in December.

Chairperson Wahl outlined the four options available to the Planning Commission as submitted by the Building & Zoning Official (after consultation with the City Attorney): (1) The Planning Commission could deny the CUP Application on one or more of the grounds stated in the City Code Section 153.060 or on the grounds that they need further information about the considerations set forth in Section 153.060 before making a final recommendation to the City Council.

(2) The Planning Commission (through the Building & Zoning Office) could provide written notice to the Applicants of an extension of time for a decision stating the reason for the extension and its anticipated length. (However that extension could not exceed 60 days unless approved by the Applicant.) (City Code Section 152.526)

(3) The Planning Commission could approve the CUP subject to conditions specifically outlining the LOMR, etc.

(4) The Applicants could withdraw their Application for the CUP at this time until further information can be obtained.

Zoning Administrator Andy Spielman was unable to attend the meeting due to another prescheduled appointment. Chairperson Wahl requested that EDA Executive Director Drew Hage present the additional information that he had received on this matter. Director Hage indicated that he had contacted Dennis Johnson from Wenck Associates to determine whether Wenck's office had any records of floodplain information for that area. Mr. Johnson referred the questions to Bryce Cruvey of Wenck's Maple Plain Office who works with floodplain matters. Director Hage spoke with Mr. Cruvey regarding the possibility of adding fill to the area and also removing the high point in the rear yard of the property and the impact on water storage on the property. Mr. Cruvey prepared a letter dated December 13, 2016, outlining the actions necessary to determine the current location of the floodway and, if necessary, revise the existing definition of the floodway on that property, obtain a Letter of Map Revision (LOMR) from FEMA, and Wenck's estimate of costs for these procedures. If the process requires going

beyond the initial steps (\$4,900+) and submitting a LOMR to FEMA, the estimated costs are \$13,500. Director Hage provided a Powerpoint presentation which included a copy of Mr. Cruey's letter, aerials of the property, a LIDAR of that area, a copy of the floodplain map for the area, costs estimates of engineering services, removal of trees and composting, addition of fill, etc. and anticipated final costs of buildable lots which could be created on the property; photos submitted by Kevin Patterson, etc. The property has a street frontage of approximately 376 feet and a depth over 230 feet. Director Hage felt that if the process is completed, there is a possibility of creating three buildable lots on the property. Director Hage indicated that the Planning Commission may want more information from the engineer prior to making a decision on the conditional use permit application to avoid a negative effect on other properties in that area.

Chairperson Wahl noted that there were several individuals in the audience who may want to speak on this matter. She asked whether the Commission wished to waive the rules and allow the public to speak even though this was not a public hearing.

Motion by Commissioner Derickson, seconded by Commissioner Cole, to waive the procedural rules and allow the public to speak during this discussion on the zoning application before the Commission. Motion carried 5-0.

Marlin Negen indicated that they had been out on the site and had done some measuring and used a site level on the lots. However, they had not gone on adjoining properties, so the measurements are approximate. He had prepared a rough sketch of the lots which he shared with the Commissioners. He explained information he received from his conversations with Dennis Johnson and Bryce Cruey of Wenck Associates. Mr. Negen indicated that they won't know for sure until there is a determination of the location of the floodway on the property. Mr. Negen expressed his thoughts about the fill and still allowing water to flow through the rear area of the lots. He estimated that a person would need to bring in 5 to 6 feet of fill to bring the lots up to curb height and the buildable portion of the lots may need to be higher than the curb. He thought that fill could possibly be brought in to the front 75 feet of the lots. Until the survey is completed, he is not certain of the exact footage. To work in the floodway, a person would need to obtain a LOMR from FEMA. After engineering work is completed, if a person is then able to add fill to the lots, you would still need to obtain a LOMR-F from FEMA after the fill was added. Pursuant to a question from the Chairperson, Director Hage explained his understanding of the difference between floodway and floodplain and pointed out those locations on the current floodplain map for that area. Director Hage indicated that Kevin Patterson (the neighbor just to the east of these lots) had contacted him and said he (Mr. Patterson) would not be able to be present at this meeting, but he wanted the Planning Commission to discuss net water storage. Chairperson Wahl confirmed that a developer would be responsible for the engineering costs regarding the lots. Director Hage explained the EDA's involvement to date.

Chairperson Wahl asked Applicant Joanne Kaiser about her thoughts on the matter. Mrs. Kaiser said that she would like to withdraw her zoning application for a conditional use permit at this time. Mrs. Kaiser requested the Planning Commission's permission to withdraw the application for a conditional use permit which she and Helen West had submitted with the ability to potentially reapply at another time when they have more information.

Motion by Commissioner Derickson, seconded by Commissioner Mattson, consenting to Joanne Kaiser's withdrawal of the Zoning Application for a Conditional Use Permit (CUP) she and Helen West had submitted with the provision that the CUP application can be resubmitted when more information is available. Motion carried 5-0.

Chairperson Wahl thanked Joanne Kaiser for coming to this follow-up meeting and stating her preference concerning the previously-submitted CUP application.

5. Other Business/Reports & New Business: EDA Executive Director Hage said that on December 20th the final reading of the Ordinance to approve the sale of the overflow parking lot south of the Community Center will come before the City Council. In January, he advised that the EDA will be bringing an application for the rezoning of the overflow parking lot to the Planning Commission. Admin. Asst. Hensen said that a public hearing on the zoning application may be scheduled for the January 10th Planning Commission Meeting and asked about the Commissioners' availability for that date. Director Hage advised that he had been compiling a Q&A (Question and Answer) list for the December 20th City Council Meeting that will also be provided to the Planning Commission.

In response to a question from Chairperson Wahl, those remaining in the audience indicated that they were present in case the overflow parking lot was discussed but indicated no comments at this time.

6. Adjourn: By consensus, Chairperson Wahl adjourned the meeting at 7:31 p.m.

Marilyn Wahl, Chairperson

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

RESOLUTION #2016-

INTRODUCED:

SECONDED:

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

**RESOLUTION ORDERING IMPROVEMENT AND PREPARATION OF PLANS
FOR THE "2017 STREET IMPROVEMENT PROJECT"
(Super majority of 4/5 is necessary to pass resolution)**

WHEREAS, a resolution of the City Council adopted the 15th day of November, 2016, fixed a date for a public hearing on the proposed street improvements to city streets within the corporate city limits; and

WHEREAS, ten days' mailed notice and two weeks' published notice of the hearing was given, and the hearing was held thereon on the 20th day of December, 2016, at which time all persons desiring to be heard were given an opportunity to be heard thereon.

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

1. Such improvements are necessary, cost-effective, and feasible as detailed in the feasibility report.
2. Such improvement is hereby ordered as proposed in the council resolution adopted the 15th day of November, 2016.
3. DGR Engineering is hereby designated as the engineer for this improvement. The engineer shall prepare plans and specifications for the making of such improvement.
4. The City Council declares its official intent to reimburse itself for the costs of the improvement from the proceeds of the tax-exempt bond.

Adopted by the Council this 20th day of December, 2016.

Corey J. Maricle, Mayor

Attest: _____
Steven Nasby, City Administrator

PRELIMINARY ASSESSMENT SCHEDULE
2017 Street Improvements
Windom, Minnesota

1	2	3	4	5	6	8
Assm't. No.	Name of Owner	Parcel	Block/ Addition	As'ble Street Cost	Utility Service Cost	Total Assessment
Summary Sheet						
	Brian Avenue			\$70,000.00	\$21,800.00	\$91,840.00
	15th Avenue			\$79,000.00	\$2,000.00	\$81,010.00
	5th Avenue			\$60,500.00	\$22,200.00	\$82,720.00
	7th Street			\$100,500.00	\$22,300.00	\$122,880.00
	Plum Avenue			\$88,500.00	\$14,500.00	\$103,040.00
	5th Street			\$48,353.73	\$10,700.00	\$59,110.00
	6th Avenue			\$163,646.27	\$0.00	\$163,710.00
	16th Street			\$113,000.00	\$18,000.00	\$131,050.00
	City Hall Alley			\$20,000.00	\$0.00	\$20,050.00
	3rd Avenue Alley			\$30,000.00	\$0.00	\$30,030.00
	7th Avenue (Alternate)			\$108,000.00	\$0.00	\$108,000.00
	Total			\$881,500.00	\$111,500.00	\$993,440.00

2017 Street Improvements - Windom, Minnesota

DGR Project No. 366090

Assessment Number	Front Footage (ft)	Side Footage (ft)	Total = 1/2 Side+Front (ft)	As'able Street Cost / Ln. Ft.	As'able Street Cost	As'able Utility Service Cost		Rnd'd Total Assessment
						Water Service	Sanitary Service	
62.	33	0	33	\$82.675	\$2,728.26	\$0.00	\$0.00	\$2,730.00
69.	0	99.8	49.9	\$82.675	\$4,125.47	\$0.00	\$0.00	\$4,130.00
80.	515	0	515	\$82.675	\$42,577.46	\$0.00	\$0.00	\$42,580.00
81.	50.6	0	50.6	\$82.675	\$4,183.34	\$0.00	\$0.00	\$4,190.00
82.	25.2	0	25.2	\$82.675	\$2,083.40	\$0.00	\$0.00	\$2,090.00
83.	25.2	0	25.2	\$82.675	\$2,083.40	\$0.00	\$0.00	\$2,090.00
84.	25.2	0	25.2	\$82.675	\$2,083.40	\$0.00	\$0.00	\$2,090.00
85.	25.2	0	25.2	\$82.675	\$2,083.40	\$0.00	\$0.00	\$2,090.00
86.	37	0	37	\$82.675	\$3,058.96	\$0.00	\$0.00	\$3,060.00
87.	28	0	28	\$82.675	\$2,314.89	\$0.00	\$0.00	\$2,320.00
88.	28	0	28	\$82.675	\$2,314.89	\$0.00	\$0.00	\$2,320.00
89.	28	0	28	\$82.675	\$2,314.89	\$0.00	\$0.00	\$2,320.00
90.	28	0	28	\$82.675	\$2,314.89	\$0.00	\$0.00	\$2,320.00
91.	40	0	40	\$82.675	\$3,306.99	\$0.00	\$0.00	\$3,310.00
92.	1124	0	1124	\$82.675	\$92,926.34	\$0.00	\$0.00	\$92,930.00
100.	663.5	0	663.5	\$104.244	\$69,165.59	\$4,200.00	\$0.00	\$73,370.00
101.	0	142	71	\$104.244	\$7,401.29	\$1,700.00	\$0.00	\$9,110.00
102.	71	0	71	\$104.244	\$7,401.29	\$1,700.00	\$1,800.00	\$10,910.00
103.	0	71	35.5	\$104.244	\$3,700.65	\$1,700.00	\$1,800.00	\$7,210.00
104.	0	82	41	\$104.244	\$4,273.99	\$1,700.00	\$0.00	\$5,980.00
105.	60	0	60	\$104.244	\$6,254.61	\$1,700.00	\$0.00	\$7,960.00
106.	142	0	142	\$104.244	\$14,802.58	\$1,700.00	\$0.00	\$16,510.00
110.	0	348	174	\$57.471	\$10,000.00	\$0.00	\$0.00	\$10,000.00
111.	0	45.4	22.7	\$57.471	\$1,304.60	\$0.00	\$0.00	\$1,310.00
112.	0	68.1	34.05	\$57.471	\$1,956.90	\$0.00	\$0.00	\$1,960.00
113.	0	35.5	17.75	\$57.471	\$1,020.11	\$0.00	\$0.00	\$1,030.00
114.	0	25	12.5	\$57.471	\$718.39	\$0.00	\$0.00	\$720.00
115.	0	30	15	\$57.471	\$862.07	\$0.00	\$0.00	\$870.00
116.	0	30	15	\$57.471	\$862.07	\$0.00	\$0.00	\$870.00
117.	0	30	15	\$57.471	\$862.07	\$0.00	\$0.00	\$870.00
118.	0	36	18	\$57.471	\$1,034.48	\$0.00	\$0.00	\$1,040.00
119.	0	48	24	\$57.471	\$1,379.31	\$0.00	\$0.00	\$1,380.00
130.	0	126	63	\$96.463	\$6,077.17	\$0.00	\$0.00	\$6,080.00
131.	0	196	98	\$96.463	\$9,453.38	\$0.00	\$0.00	\$9,460.00
132.	0	24	12	\$96.463	\$1,157.56	\$0.00	\$0.00	\$1,160.00
133.	0	63	31.5	\$96.463	\$3,038.59	\$0.00	\$0.00	\$3,040.00
134.	0	31.5	15.75	\$96.463	\$1,519.29	\$0.00	\$0.00	\$1,520.00
135.	0	31.5	15.75	\$96.463	\$1,519.29	\$0.00	\$0.00	\$1,520.00
136.	0	31.5	15.75	\$96.463	\$1,519.29	\$0.00	\$0.00	\$1,520.00
137.	0	31.5	15.75	\$96.463	\$1,519.29	\$0.00	\$0.00	\$1,520.00
138.	0	31	15.5	\$96.463	\$1,495.18	\$0.00	\$0.00	\$1,500.00
139.	0	56	28	\$96.463	\$2,700.96	\$0.00	\$0.00	\$2,710.00
150.	110	0	110	\$163.636	\$18,000.00	\$0.00	\$0.00	\$18,000.00
151.	110	0	110	\$163.636	\$18,000.00	\$0.00	\$0.00	\$18,000.00
152.	110	0	110	\$163.636	\$18,000.00	\$0.00	\$0.00	\$18,000.00
153.	110	0	110	\$163.636	\$18,000.00	\$0.00	\$0.00	\$18,000.00
154.	110	0	110	\$163.636	\$18,000.00	\$0.00	\$0.00	\$18,000.00
155.	110	0	110	\$163.636	\$18,000.00	\$0.00	\$0.00	\$18,000.00
Totals 1-155			8,568.70		\$881,500.00	\$73,600.00	\$37,900.00	\$993,440.00

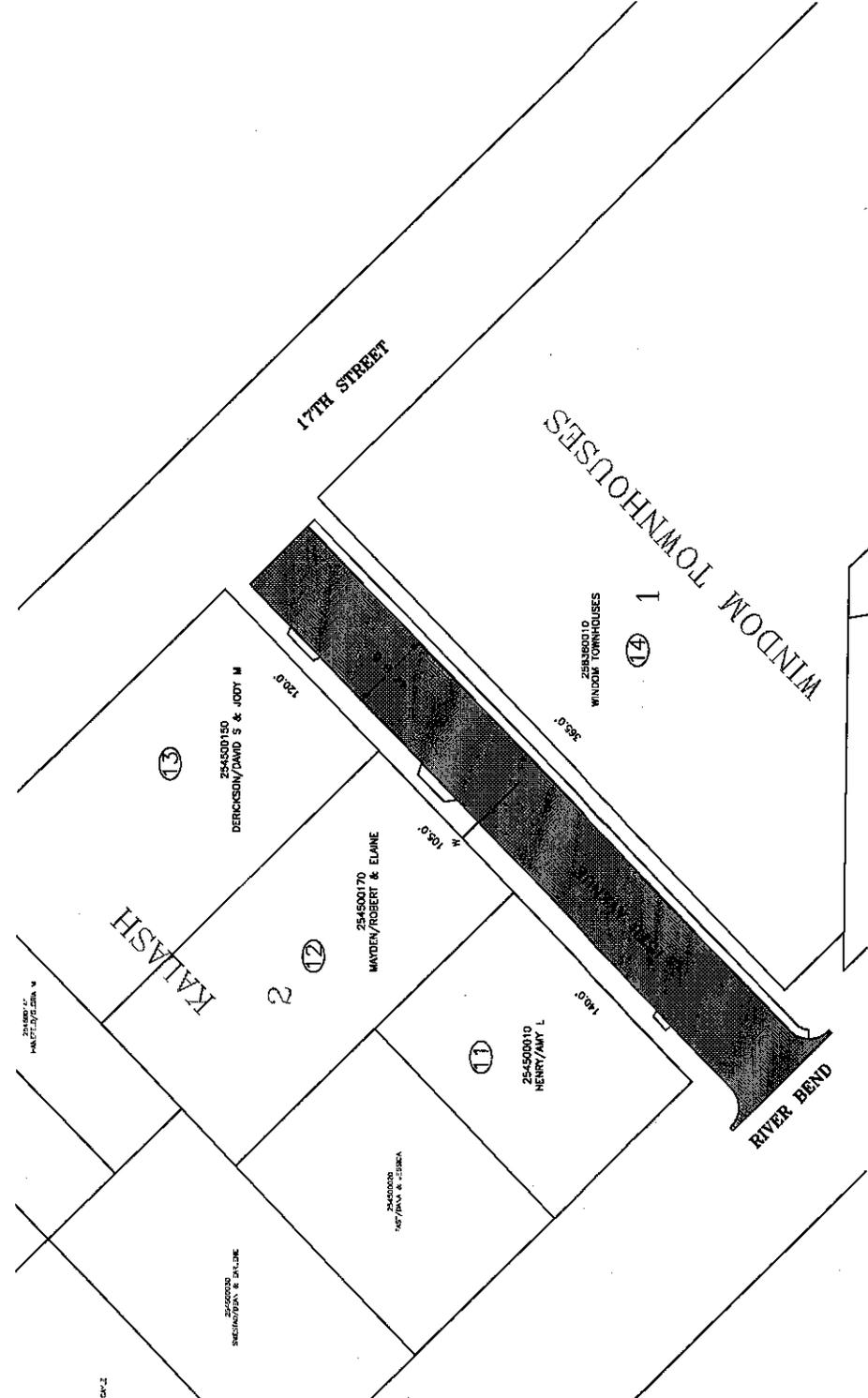
PRELIMINARY ASSESSMENT SCHEDULE
2017 Street Improvements
Windom, Minnesota

1	2	3	4	5	6	8
Asmt'l. No.	Name of Owner	Parcel	Block/ Addition	As'ble Street Cost	Utility Service Cost	Total Assessment
Brian Avenue						
1.	BURMEISTER / JORDAN 25-357-0270	L6	BLK 4 HORKEYS	\$5,854.15	\$2,725.00	\$8,580.00
2.	RODONI / DAVID & BARBARA 25-357-0260	L5	BLK 4 HORKEYS	\$7,485.50	\$2,725.00	\$10,220.00
3.	BENSON / STEVEN M & MARLENE A 25-357-0250	L4	BLK 4 HORKEYS	\$6,634.70	\$2,725.00	\$9,360.00
4.	HUSKA / JEFFREY T & JENNIFER L 25-357-0240	L3	BLK 4 HORKEYS	\$6,634.70	\$2,725.00	\$9,360.00
5.	HEMPSTEAD / MARK M & JULIE M 25-357-0230	L2	BLK 4 HORKEYS	\$6,634.70	\$2,725.00	\$9,360.00
6.	EICHSTADT / TRAVIS & ANITA 25-357-0220	L1	BLK 4 HORKEYS	\$6,634.70	\$2,725.00	\$9,360.00
7.	BURMEISTER / GARY & GERALDINE 25-357-0070	L7	BLK 1 HORKEYS	\$5,854.15	\$0.00	\$5,860.00
8.	BURMEISTER / GARY & GERALDINE 25-357-0130	L6	BLK 2 HORKEYS	\$10,607.72	\$2,725.00	\$13,340.00
9.	TIBODEAU / BRETT R & LANA R 25-357-0120	L5	BLK 2 HORKEYS	\$7,805.53	\$2,725.00	\$10,540.00
10.	GILBERTSON / RYAN L 25-357-0110	L4	BLK 2 HORKEYS	\$5,854.15	\$0.00	\$5,860.00
Block Total				\$70,000.00	\$21,800.00	\$91,840.00

PRELIMINARY ASSESSMENT SCHEDULE
2017 Street Improvements
Windom, Minnesota

1	2	3	4	5	6	8
Assm't. No.	Name of Owner	Parcel	Block/ Addition	As'ble Street Cost	Utility Service Cost	Total Assessment
15th Avenue						
11.	HENRY / AMY L 25-450-0010	L1	BLK 2 KALASH	\$8,378.79	\$0.00	\$8,380.00
12.	MAYDEN / ROBERT & ELAINE 25-450-0170	L17	BLK 2 KALASH	\$12,568.18	\$2,000.00	\$14,570.00
13.	DERICKSON / DAVID S & JODY M 25-450-0150	L15 & 16	BLK 2 KALASH	\$14,363.64	\$0.00	\$14,370.00
14.	WINDOM TOWNHOUSES 25-838-0010	L1, OUTLOT A	BLK 1 WINDOM TOWNHOUSES	\$43,689.39	\$0.00	\$43,690.00
Block Total				\$79,000.00	\$2,000.00	\$81,010.00

PRELIMINARY ASSESSMENT PLAT 2017 STREET IMPROVEMENTS WINDOM, MINNESOTA



LEGEND	EXISTING	PROPOSED
LOT LINE	---	---
EDGE OF PAVEMENT	---	---
BLOCK NO.	---	---
ASSESSMENT NO.	---	---
PROPOSED PAVING	---	(48)
WATER SERVICE	---	W
SANITARY SERVICE	---	S

- IMPROVEMENTS ASSESSED:**
- BRUING THE EXISTING STREET PAVEMENT AND CURB WHEN NECESSARY
 - EXCAVATION AND EMBANKMENT
 - 12" SUBGRADE PREPARATION
 - 12" GRANULAR BASE
 - PCC CURB AND CUTTER
 - 4" HMA DRIVEWAYS
 - SIDEWALK
 - MOBILIZATION
 - TRAFFIC CONTROL
 - SEEDING
- 1/2 OF THE COST OF THE ABOVE ITEMS WILL BE ASSESSED.

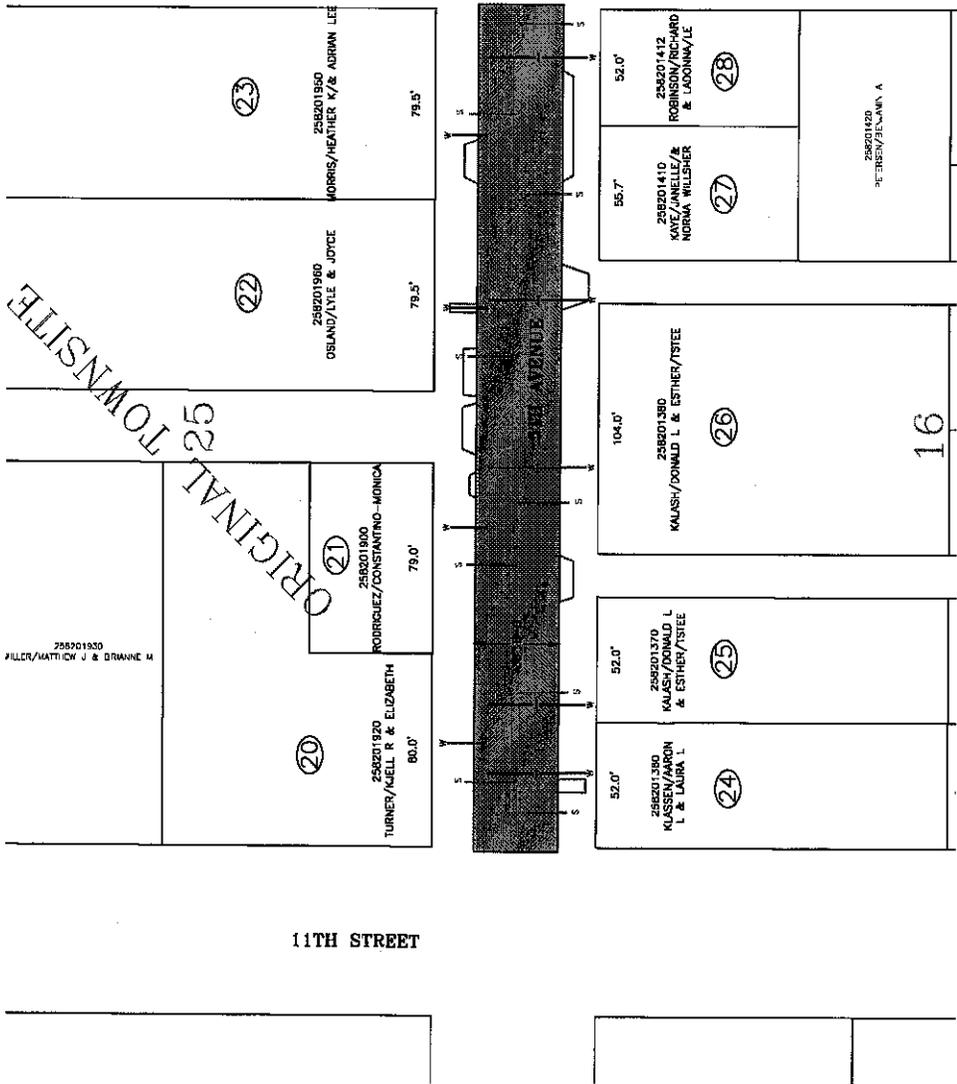
- WATER SERVICES
 - SANITARY SERVICES
- FULL COST OF SERVICE FROM MAIN TO BACK OF CURE

<p>I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY CLOSE PERSONAL SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.</p> <p>DNV WYN SCHOENK, P.E. DATE: _____ REC. NO. 45506</p>	<p>DGR ENGINEERING</p>	<p>Project Manager: DLV Designer: MDK Project Number: 366090 Phone: (712) 472-2331</p>	<p>2017 STREET IMPROVEMENTS WINDOM, MINNESOTA</p>	<p>15TH AVENUE PRELIMINARY ASSESSMENT PLAT</p>	<p>2</p>
		<p>15TH AVENUE PRELIMINARY ASSESSMENT PLAT</p>			

PRELIMINARY ASSESSMENT SCHEDULE
2017 Street Improvements
Windom, Minnesota

1	2	3	4	5	6	8
Assm't. No.	Name of Owner	Parcel	Block/ Addition	As'ble Street Cost	Utility Service Cost	Total Assessment
5th Avenue						
20.	TURNER / KJELL R & ELIZABETH 25-820-1920	L2 & 3	BLK 25 WINDOM ORIGINAL TOWNSITE	\$4,262.81	\$2,466.67	\$6,730.00
21.	RODRIGUEZ / CONSTANTINO-MONICA 25-820-1900	L1	BL 25 WINDOM ORIGINAL TOWNSITE	\$8,419.06	\$2,466.67	\$10,890.00
22.	OSLAND / LYLE & JOYCE 25-820-1960	L8,9, & 10	BLK 25 WINDOM ORIGINAL TOWNSITE	\$8,472.34	\$2,466.67	\$10,940.00
23.	MORRIS / HEATHER K / & ADRIAN LEE 25-820-1950	L9, 9 & 10	BLK 25 WINDOM ORIGINAL TOWNSITE	\$8,472.34	\$2,466.67	\$10,940.00
24.	KLASSEN / AARON L & LAURA L 25-820-1360	L7	BLK 16 WINDOM ORIGINAL TOWNSITE	\$2,770.83	\$2,466.67	\$5,240.00
25.	KALASH / DONALD L & ESTHER / TSTEE 25-820-1370	L8	BLK 16 WINDOM ORIGINAL TOWNSITE	\$5,541.66	\$2,466.67	\$8,010.00
26.	KALASH / DONALD L & ESTHER / TSTEE 25-820-1380	L9	BLK 16 WINDOM ORIGINAL TOWNSITE	\$11,083.32	\$2,466.67	\$13,550.00
27.	KAYE/JANELLE / & NORMA WILLISHER 25-820-1410	L11 & 12	BLK 16 WINDOM ORIGINAL TOWNSITE	\$5,935.97	\$2,466.67	\$8,410.00
28.	ROBINSON / RICHARD & LADONNA / LE 25-820-1412	L12	BLK 16 WINDOM ORIGINAL TOWNSITE	\$5,541.66	\$2,466.67	\$8,010.00
Block Total				\$60,500.00	\$22,200.00	\$82,720.00

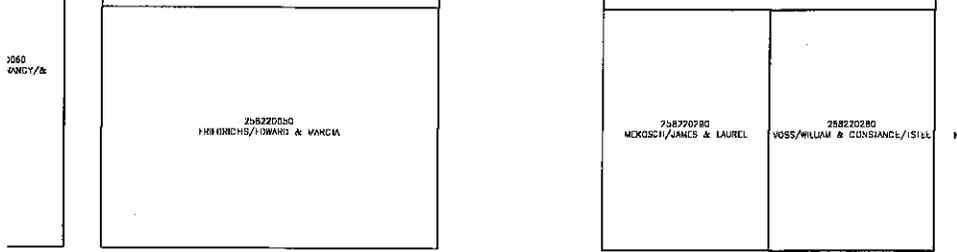
PRELIMINARY ASSESSMENT PLAT 2017 STREET IMPROVEMENTS WINDOM, MINNESOTA



EXISTING	PROPOSED
2	2
(15)	(15)
W	W
S	S

- IMPROVEMENTS ASSESSED:**
- REMOVING THE EXISTING STREET PAVEMENT AND CURB WHERE NECESSARY
 - EXCAVATION AND EMBANKMENT
 - 12" SUBGRADE PREPARATION
 - 18" GRANULAR BASE
 - FCC CURB AND GUTTER
 - 4" HMA DRIVEWAYS
 - SIDEWALK
 - MOBILIZATION
 - TRAFFIC CONTROL
 - SEEDING
- 1/2 OF THE COST OF THE ABOVE ITEMS WILL BE ASSESSED.

- WATER SERVICES
- SANITARY SERVICES
- FULL COST OF SERVICE FROM MAIN TO BACK OF CURB



<p style="font-size: small;">I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.</p> <p style="font-size: x-small;">DATE: _____ REC. NO. 4506</p>	<p>DGR ENGINEERING</p> <p style="font-size: x-small;">Project Manager: DLY Designer: MDK Project Number: 366090 Phone: (712) 472-2351</p>
<p>2017 STREET IMPROVEMENTS WINDOM, MINNESOTA</p>	
<p>5TH AVENUE PRELIMINARY ASSESSMENT PLAT</p>	
<p>3</p>	

PRELIMINARY ASSESSMENT SCHEDULE
2017 Street Improvements
 Windom, Minnesota

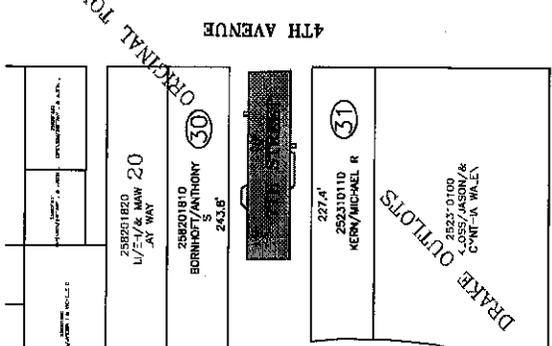
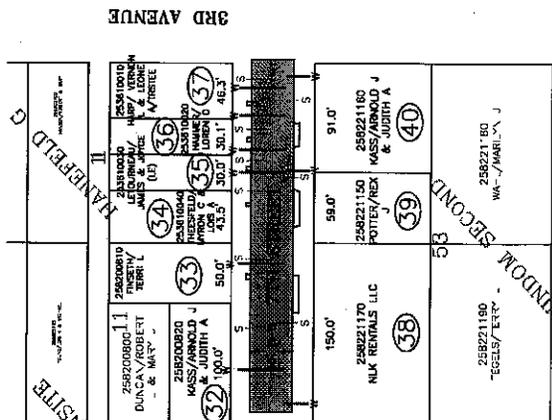
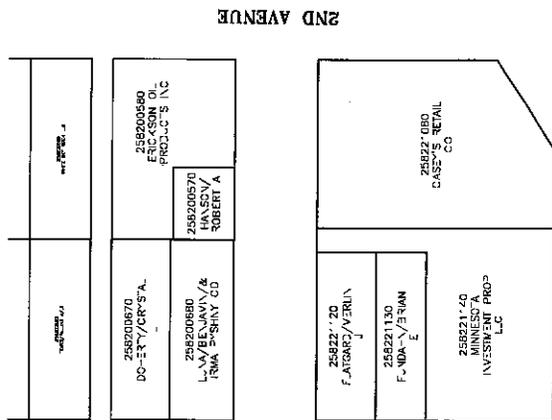
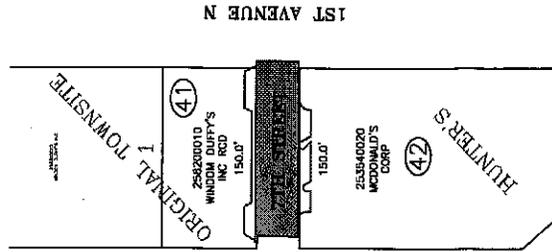
1	2	3	4	5	6	8
Assm't. No.	Name of Owner	Parcel	Block/ Addition	As'ble Street Cost	Utility Service Cost	Total Assessment
7th Street						
30.	BORNHOFT / ANTHONY S 25-820-1810	L1 & 12	BLK 20 WINDOM ORIGINAL TOWNSITE	\$10,607.04	\$0.00	\$10,610.00
31.	KERN / MICHAEL R 25-231-0110	OUTLOT 1	DRAKE OUTLOTS	\$10,607.04	\$0.00	\$10,610.00
32.	KASS / ARNOLD J & JUDITH A 25-820-0820	L12	BLK 11 WINDOM ORIGINAL TOWNSITE	\$6,843.25	\$2,477.78	\$9,330.00
33.	FINSETH / TERRI L 25-820-0810	L11 & 12	BLK 11 WINDOM ORIGINAL TOWNSITE	\$6,843.25	\$2,477.78	\$9,330.00
34.	THEESFELD / MYRON C & LOIS A 25-361-0040	L4	BLK 1 HANEFELD G	\$5,953.63	\$2,477.78	\$8,440.00
35.	LETOURNEAU / JAMES & JOYCE (LE) 25-361-0030	L3	BLK 1 HANEFELD G	\$4,105.95	\$2,477.78	\$6,590.00
36.	HAMMER / LOREN D 25-361-0020	L2	BLK 1 HANEFELD G	\$4,105.95	\$2,477.78	\$6,590.00
37.	HARP / VERNON L & LEONE A / TRSTEE 25-361-0010	L1	BLK 1 HANEFELD G	\$6,336.85	\$2,477.78	\$8,820.00
38.	NLK RENTALS LLC 25-822-1170	L3 & 4	BLK 53 WINDOM SECOND	\$10,264.88	\$2,477.78	\$12,750.00
39.	POTTER / REX J 25-822-1150	L1 & 2	BLK 53 WINDOM SECOND	\$8,075.04	\$2,477.78	\$10,560.00
40.	KASS / ARNOLD J & JUDITH A 25-822-1160	L2	BLK 53 WINDOM SECOND	\$6,227.36	\$2,477.78	\$8,710.00
41.	WINDOM DUFFY'S INC RCD 25-820-0010		BLK 1 WINDOM ORIGINAL TOWNSITE	\$10,264.88	\$0.00	\$10,270.00
42.	MCDONALD'S CORP 25-354-0020	L1, 2, 3 & 4	HUNTER'S	\$10,264.88	\$0.00	\$10,270.00
Block Total				\$100,500.00	\$22,300.00	\$122,880.00

PRELIMINARY ASSESSMENT PLAT 2017 STREET IMPROVEMENTS WINDOM, MINNESOTA



LARGEST EXISTING	PROPOSED
2	2
LOT LINE EDGE OF PAVEMENT BLOCK NO. ASSESSMENT NO. PROPOSED PAVING WATER SERVICE SANITARY SERVICE	

- IMPROVEMENTS ASSESSED:**
- REMOVING THE EXISTING STREET PAVEMENT AND CURB WHERE NECESSARY
 - EXCAVATION AND REPAVEMENT
 - 12" SUBGRADE PREPARATION
 - 12" GRANULAR BASE
 - PCC CURB AND GUTTER
 - 4" HMA DRIVEWAYS
 - SIDEWALKS
 - MOBILIZATION
 - TRAFFIC CONTROL
 - SEEDING
- 1/2 OF THE COST OF THE ABOVE ITEMS WILL BE ASSESSED.
- WATER SERVICES
 - SANITARY SERVICES
 - FULL COST OF SERVICE FROM MAIN TO BACK OF CURB



7TH STREET PRELIMINARY ASSESSMENT PLAT

2017 STREET IMPROVEMENTS
WINDOM, MINNESOTA

Project Manager: DCV
 Designer: MDK
 Project Number: 366080
 Phone: (712) 472-3331

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION, AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.
 DW VAN SCHAFFER, P.E.
 DATE: _____ REG. NO. 45096

PRELIMINARY ASSESSMENT SCHEDULE
2017 Street Improvements
Windom, Minnesota

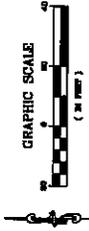
1	2	3	4	5	6	8
Assmt. No.	Name of Owner	Parcel	Block/ Addition	As'ble Street Cost	Utility Service Cost	Total Assessment
			Plum Avenue			
50.	WIPF / GILBERT M & ELIZABETH S 08-026-0400 / 25-449-0060	L6	KOEP'S DIVISION	\$18,384.86	\$2,593.33	\$20,980.00
51.	SYVERSON / ARTHUR E & CLEONE 25-449-0050	L5	KOEP'S DIVISION	\$11,807.87	\$2,593.33	\$14,410.00
52.	SCHLOMANN / BRADLEY W 25-449-0040	L4	KOEP'S DIVISION	\$11,807.87	\$2,593.33	\$14,410.00
53.	PRESTHUS / RONALD B & TERESA M 25-449-0010	L1	KOEP'S DIVISION	\$22,853.66	\$1,533.33	\$24,420.00
54.	DUSCHER / JOHN H & JANICE M / TSTE 25-449-0020	L2	KOEP'S DIVISION	\$11,807.87	\$2,593.33	\$14,410.00
55.	FESTER / CHASE & JACKIE 25-449-0030	L3	KOEP'S DIVISION	\$11,807.87	\$2,593.33	\$14,410.00
			Block Total	\$88,500.00	\$14,500.00	\$103,040.00

PRELIMINARY ASSESSMENT SCHEDULE
2017 Street Improvements
Windom, Minnesota

1	2	3	4	5	6	8
Assmt. No.	Name of Owner	Parcel	Block/ Addition	Ass'ble Street Cost	Utility Service Cost	Total Assessment
5th Street						
60.	MINNESOTA INVESTMENT PROP LLC 25-172-0130	L10	COUNTY AUDITORS SUBD	\$1,408.20	\$0.00	\$1,410.00
61.	MINNESOTA INVESTMENT PROP LLC 25-683-0100 / 25-683-0080 / 25-683-0070	L8, 9, & 11	BLK 1 KLOCKS SECOND	\$11,483.54	\$1,528.57	\$13,020.00
* 62	KREMMIN / KAREN J / ETAL 25-683-0060	L6 & 7	BLK 1 KLOCKS SECOND	\$6,961.25	\$0.00	\$6,970.00
63.	PHANTHAVONG / VONG / RCD 25-172-0140	L10	COUNTY AUDITORS SUBD	\$1,608.37	\$0.00	\$1,610.00
64.	MINNESOTA INVESTMENT PROP LLC 25-683-0130 / 25-683-0110	L2 & 4	BLK 2 KLOCKS SECOND	\$9,639.47	\$1,528.57	\$11,170.00
65.	LEE / WESTON E & SANDRA K 25-720-0010	L1 & 6	BLK 1 SCHMALZ SUBD	\$2,933.75	\$1,528.57	\$4,470.00
66.	MILLER / BONITA J 25-720-0020	L2 & 6	BLK 1 SCHMALZ SUBD	\$2,095.54	\$1,528.57	\$3,630.00
67.	PFEIFFER / LAUREL A / TRUSTEE 25-720-0030	L3 & 6	BLK 1 SCHMALZ SUBD	\$2,095.54	\$1,528.57	\$3,630.00
68.	KIELTY / JUDY K 25-720-0040	L4 & 6	BLK 1 SCHMALZ SUBD	\$2,095.54	\$1,528.57	\$3,630.00
* 69	JOHNSON / JAMES J 25-720-0050	L5 & 6	BLK 1 SCHMALZ SUBD	\$8,031.55	\$1,528.57	\$9,570.00
				\$48,353.73	\$10,700.00	\$59,110.00

* Includes 6th Avenue Assessment Costs

PRELIMINARY ASSESSMENT PLAT 2017 STREET IMPROVEMENTS WINDOW, MINNESOTA

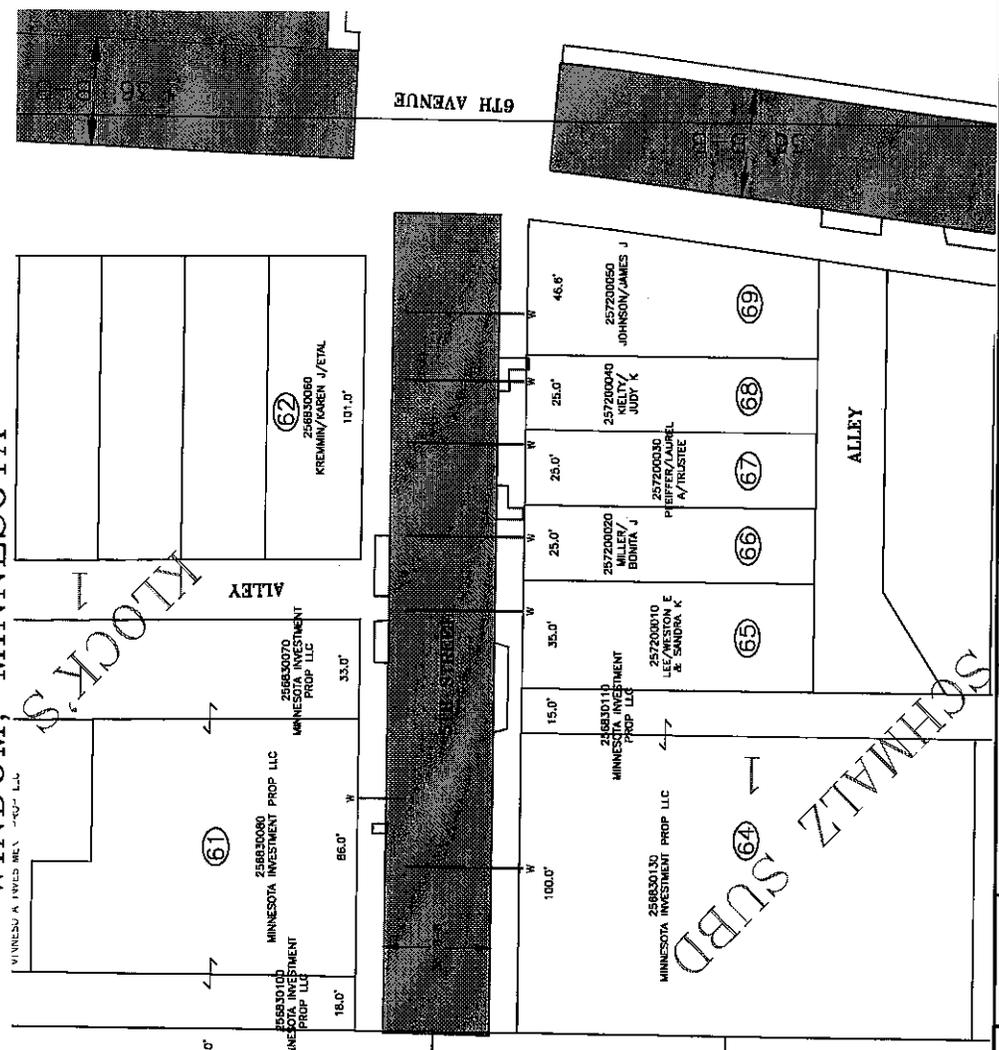


EXISTING	PROPOSED

- IMPROVEMENTS ASSESSED:**
- REMOVING THE EXISTING STREET PAVEMENT AND CURB WHERE NECESSARY
 - EXCAVATION AND EMBANKMENT
 - 12" SUBGRADE PREPARATION
 - 12" GRANULAR BASE
 - FCC CURB AND GUTTER
 - 4" HMA
 - DRIVEWAYS
 - SIDEWALKS
 - UTILIZATION
 - TRAFFIC CONTROL
 - SEEDING

1/2 OF THE COST OF THE ABOVE ITEMS WILL BE ASSESSED.

- WATER SERVICES
- SANITARY SERVICES
- FULL COST OF SERVICES FROM MAIN TO BACK OF CURB



<p>2017 STREET IMPROVEMENTS WINDOW, MINNESOTA</p>	<p>5TH STREET PRELIMINARY ASSESSMENT PLAT</p>
<p>Project Manager: DLY MDK Designer: 366090 Project Number: (712) 472-2531</p>	<p>6</p>
<p style="font-size: small;">I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT AND WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.</p> <p style="font-size: x-small;">DATE: _____ REG. NO. 45586</p>	

PRELIMINARY ASSESSMENT SCHEDULE
2017 Street Improvements
Windom, Minnesota

1	2	3	4	5	6	8
Assm't. No.	Name of Owner	Parcel	Block/ Addition	As'ble Street Cost	Utility Service Cost	Total Assessment
			6th Avenue			
80.	EVANGELICAL LUTHERAN GOOD 25-035-0402 / 25-035-0401	SEC 35 TWP 105 RANG 36		\$42,577.46	\$0.00	\$42,580.00
81.	LYONS / RANDALL C & SHERRI D 25-720-0110	L12	BLK 1 SCHMALZ SUBD	\$4,183.34	\$0.00	\$4,190.00
82.	RIEBE / LYLE E & ROBERTA 25-720-0100	L11	BLK1 SCHMALZ SUBD	\$2,083.40	\$0.00	\$2,090.00
83.	ANDERSON / KIM & TERRY 25-720-0090	L10	BLK1 SCHMALZ SUBD	\$2,083.40	\$0.00	\$2,090.00
84.	EBELING / SUSAN D 25-720-0080	L9	BLK1 SCHMALZ SUBD	\$2,083.40	\$0.00	\$2,090.00
85.	KENNEDY / KARRIE 25-720-0070	L8	BLK1 SCHMALZ SUBD	\$2,083.40	\$0.00	\$2,090.00
86.	SCHLEPP / SHARON A 25-720-0060	L7	BLK1 SCHMALZ SUBD	\$3,058.96	\$0.00	\$3,060.00
87.	POLZ / JANE 25-683-0050	L5	BLK 1 SCHMALZ SUBD	\$2,314.89	\$0.00	\$2,320.00
88.	DONAHUE / LAVONNE 25-683-0040	L4	BLK 1 KLOCKS SECOND	\$2,314.89	\$0.00	\$2,320.00
89.	YOUNGREN / GOODWIN A & AUDREY J 25-683-0030	L3	BLK 1 KLOCKS SECOND	\$2,314.89	\$0.00	\$2,320.00
90.	MEWS / HENRY G / LE 25-683-0020	L2	BLK 1 KLOCKS SECOND	\$2,314.89	\$0.00	\$2,320.00
91.	WHITE PROPERTIES LLP 25-683-0010	L1	BLK 1 KLOCKS SECOND	\$3,306.99	\$0.00	\$3,310.00
92.	CITY OF WINDOM 25-710-0170	L8, 10, 11, 12 & 13	STATE SUBD	\$92,926.34	\$0.00	\$92,930.00
			Block Total	\$163,646.27	\$0.00	\$163,710.00

PRELIMINARY ASSESSMENT SCHEDULE
2017 Street Improvements
Windom, Minnesota

1	2	3	4	5	6	8
Assmt. No.	Name of Owner	Parcel	Block/ Addition	As'ble Street Cost	Utility Service Cost	Total Assessment
16th Street						
100.	TORO COMPANY 25-552-0010	L1, 2, 3, 4, 5, 6, 7 & 8	NORTH 3RD AVE SUBD	\$69,165.59	\$4,200.00	\$73,370.00
	25-164-0120	L4	COUNTY AUDITOR SUBD 4			
	25-758-0010	L1	BLK 1 TORO SUBD 2			
101.	EBELING / WAYNE D & LINDA M / LE 25-351-0940	L10	BLK 9 HUTTON & COLLINS'	\$7,401.29	\$1,700.00	\$9,110.00
102.	BRODEN / JON I 25-351-0850	L1	BLK 9 HUTTON & COLLINS'	\$7,401.29	\$3,500.00	\$10,910.00
103.	JONES / DENNIS E & KIMBERLY K 25-351-0860	L1	BLK 9 HUTTON & COLLINS'	\$3,700.65	\$3,500.00	\$7,210.00
104.	SOTO / ABELINO 25-351-1010	L10	BLK 10 HUTTON & COLLINS'	\$4,273.99	\$1,700.00	\$5,980.00
105.	MEAD / JOANN M / LE 25-351-1000	L10	BLK 10 HUTTON & COLLINS'	\$6,254.61	\$1,700.00	\$7,960.00
106.	VETS OIL CO 25-351-0950	L1, 2, 3, 4 & 5	BLK 10 HUTTON & COLLINS'	\$14,802.58	\$1,700.00	\$16,510.00
Block Total				\$113,000.00	\$18,000.00	\$131,050.00

PRELIMINARY ASSESSMENT PLAT 2017 STREET IMPROVEMENTS WINDOM, MINNESOTA

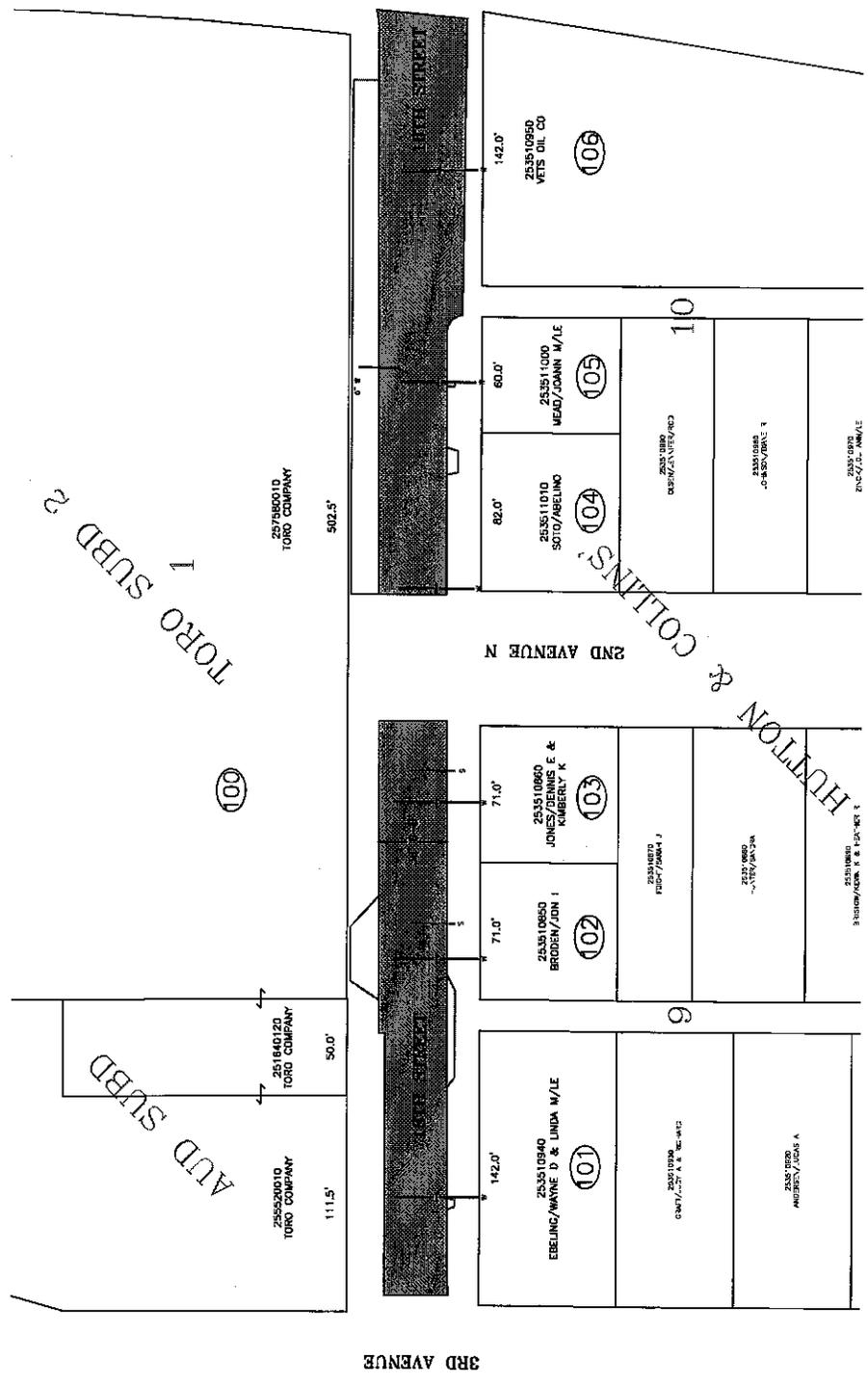


EXISTING	PROPOSED	DESCRIPTION
2	4B	LOT LINE
		EDGE OF PAVEMENT
		BLOCK NO.
		ASSESSMENT NO.
		PROPOSED PAVING
		WATER SERVICE
		SANITARY SERVICE
		JOINT LOTS

- IMPROVEMENTS ASSESSED:**
- REMOVING THE EXISTING STREET PAVEMENT AND CURB WHERE NECESSARY
 - RECONSTRUCTION AND REPAIRMENT
 - 12" SUBGRADE PREPARATION
 - 12" GRANULAR BASE
 - FCC CURB AND GUTTER
 - 4" HMA
 - DRIVEWAYS
 - SIDEWALK
 - MOBILIZATION
 - TRAFFIC CONTROL
 - SEEDING

1/2 OF THE COST OF THE ABOVE ITEMS WILL BE ASSESSED.

- WATER SERVICES
- SANITARY SERVICES
- FULL COST OF SERVICES FROM MAIN TO BACK OF CURB



<p style="text-align: center;">2017 STREET IMPROVEMENTS WINDOM, MINNESOTA</p>	<p>16TH STREET PRELIMINARY ASSESSMENT PLAT</p>
<p>Project Manager: DLY Designer: MDK Project Number: 366090 Phone: (712) 472-2933</p>	
<p><small>I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION, AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.</small></p> <p>DATE: _____ REG. NO. 45086</p>	<p>8</p>

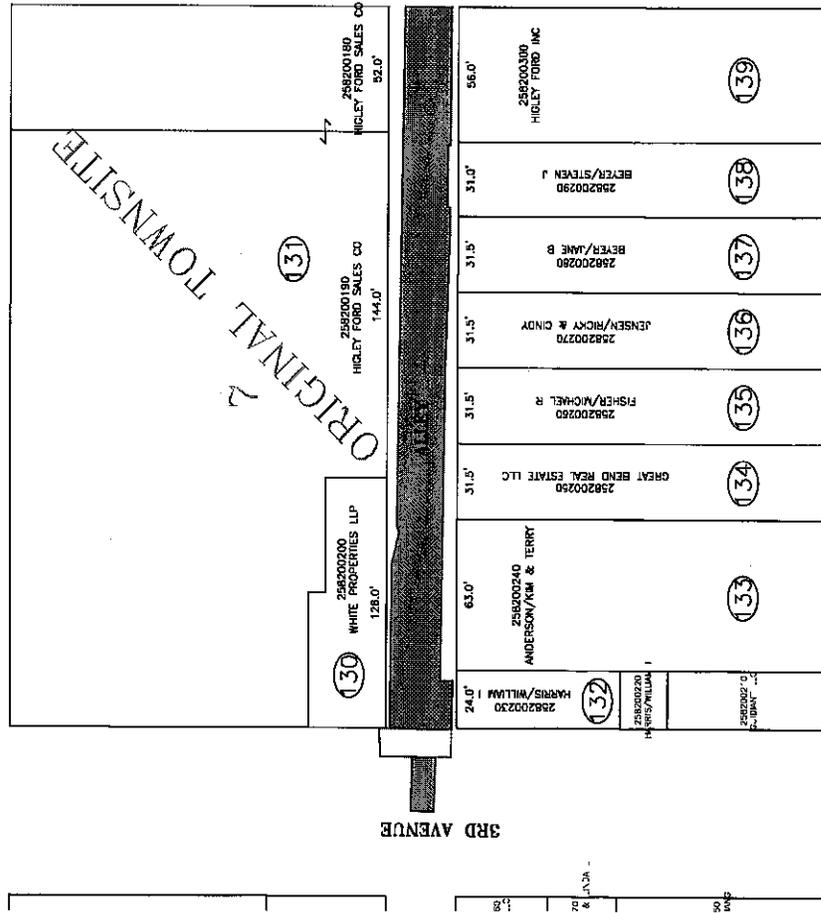
PRELIMINARY ASSESSMENT SCHEDULE
2017 Street Improvements
Windom, Minnesota

1	2	3	4	5	6	6
Assmt. No.	Name of Owner	Parcel	Block/ Addition	As'ble Street Cost	Utility Service Cost	Total Assessment
City Hall Alley						
110.	CITY OF WINDOM 25-820-1530 / 25-820-1520 / 25-820-1680	L1, 2, 3, 4, 5, 6, 7, 21, & 22	BLK 18 WINDOM ORIGINAL TOWNSITE	\$10,000.00	\$0.00	\$10,000.00
111.	CITY OF WINDOM 25-820-1540	L8 & 9	BLK 18 WINDOM ORIGINAL TOWNSITE	\$1,304.60	\$0.00	\$1,310.00
112.	SCHWALBACH / MICHAELA 25-820-1550	L10, 11 & 12	BLK 18 WINDOM ORIGINAL TOWNSITE	\$1,956.90	\$0.00	\$1,960.00
113.	WINDOM THEATER INC CONT 25-820-1570	L11, 12 & 13	BLK 18 WINDOM ORIGINAL TOWNSITE	\$1,020.11	\$0.00	\$1,030.00
114.	L T PROPERTIES LLC 25-820-1580	L13 & 14	BLK 18 WINDOM ORIGINAL TOWNSITE	\$718.39	\$0.00	\$720.00
115.	FRIESEN / DALE & KIM 25-820-1590	L13 & 14	BLK 18 WINDOM ORIGINAL TOWNSITE	\$862.07	\$0.00	\$870.00
116.	PRUDENCE LODGE #97 AF & AM 25-820-1600	L15 & 16	BLK 18 WINDOM ORIGINAL TOWNSITE	\$862.07	\$0.00	\$870.00
117.	BOTTIN / EUGENE & BETTY 25-820-1610	L16	BLK 18 WINDOM ORIGINAL TOWNSITE	\$862.07	\$0.00	\$870.00
118.	ANGELES / MARIA E / TRUSTEE 25-820-1620 / 25-820-1630	L17 & 18	BLK 18 WINDOM ORIGINAL TOWNSITE	\$1,034.48	\$0.00	\$1,040.00
119.	ECON DEV AUTHORITY - WINDOM 25-820-1660	L19	BLK 18 WINDOM ORIGINAL TOWNSITE	\$1,379.31	\$0.00	\$1,380.00
Block Total				\$20,000.00	\$0.00	\$20,050.00

PRELIMINARY ASSESSMENT SCHEDULE
2017 Street Improvements
Windom, Minnesota

1	2	3	4	5	6	8
Assm't. No.	Name of Owner	Parcel	Block/ Addition	As'ble Street Cost	Utility Service Cost	Total Assessment
3rd Avenue Alley						
130.	WHITE PROPERTIES LLP 25-820-0200	L4 & 5	BLK 7 WINDOM ORIGINAL TOWNSITE	\$6,077.17	\$0.00	\$6,080.00
131.	HIGLEY FORD SALES CO 25-820-0190 / 25-820-0180	L1, 2, 3, 4 & 5	BLK 7 WINDOM ORIGINAL TOWNSITE	\$9,453.38	\$0.00	\$9,460.00
132.	HARRIS / WILLIAM I 25-820-0230	L6	BLK 7 WINDOM ORIGINAL TOWNSITE	\$1,157.56	\$0.00	\$1,160.00
133.	ANDERSON / KIM & TERRY 25-820-0240	L7 & 8	BLK 7 WINDOM ORIGINAL TOWNSITE	\$3,038.59	\$0.00	\$3,040.00
134.	GREAT BEND REAL ESTATE LLC / MITCHEL VAN NORMAN 25-820-0250	L9 & 10	BLK 7 WINDOM ORIGINAL TOWNSITE	\$1,519.29	\$0.00	\$1,520.00
135.	FISHER / MICHAEL R 25-820-0260	L9 & 10	BLK 7 WINDOM ORIGINAL TOWNSITE	\$1,519.29	\$0.00	\$1,520.00
136.	JENSEN / RICKY & CINDY 25-820-0270	L11 & 12	BLK 7 WINDOM ORIGINAL TOWNSITE	\$1,519.29	\$0.00	\$1,520.00
137.	BEYER / JANE B 25-820-0280	L11 & 12	BLK 7 WINDOM ORIGINAL TOWNSITE	\$1,519.29	\$0.00	\$1,520.00
138.	BEYER / STEVEN J 25-820-0290	L13 & 14	BLK 7 WINDOM ORIGINAL TOWNSITE	\$1,495.18	\$0.00	\$1,500.00
139.	HIGLEY FORD INC 25-820-0300	L13, 14 & 15	BLK 7 WINDOM ORIGINAL TOWNSITE	\$2,700.96	\$0.00	\$2,710.00
Block Total				\$30,000.00	\$0.00	\$30,030.00

PRELIMINARY ASSESSMENT PLAT 2017 STREET IMPROVEMENTS WINDOM, MINNESOTA



LEGEND

EXISTING	PROPOSED
2	4B
W	W
S	S

LOT LINE
EDGE OF PAVEMENT
BLOCK NO.
ASSESSMENT NO.
PROPOSED PAVING
WATER SERVICE
SANITARY SERVICE
JOINT LOTS

- IMPROVEMENTS ASSESSED:
- REMOVING THE EXISTING STREET PAVEMENT AND CURB WHERE NECESSARY
 - EXCAVATION AND EMBANKMENT
 - 12" SUBGRADE PREPARATION
 - 12" GRANULAR BASE
 - PCC CURB AND CUTTER
 - 4" HMA DRIVEWAYS
 - SIDEWALK
 - MOBILIZATION
 - TRAFFIC CONTROL
 - SEEDING
- 1/2 OF THE COST OF THE ABOVE ITEMS WILL BE ASSESSED.

- WATER SERVICES
 - SANITARY SERVICES
- FULL COST OF SERVICE FROM MAIN TO BACK OF CURB

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION, AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

DAVID VAN SCHIEDEL, P.E.
DATE: _____ REC. NO. 45595



Project Manager: DLY
Designer: MDK
Project Number: 366990
Phone: (712) 472-2311

2017 STREET IMPROVEMENTS
WINDOM, MINNESOTA

3RD AVENUE ALLEY PRELIMINARY
ASSESSMENT PLAT

PRELIMINARY ASSESSMENT SCHEDULE
2017 Street Improvements
Windom, Minnesota

1	2	3	4	5	6	8
Assm't No.	Name of Owner	Parcel	Block/ Addition	As'ble Street Cost	Utility Service Cost	Total Assessment
7th Avenue (Alternate)						
150.	HOFFMANN / KENNETH E & DEBRA R 25-362-0050	L1	BLK 2 HOFFMAN LACANNE SUBDIVISION	\$18,000.00	\$0.00	\$18,000.00
151.	HOFFMANN / KENNETH E & DEBRA R 25-362-0060	L2	BLK 2 HOFFMAN LACANNE SUBDIVISION	\$18,000.00	\$0.00	\$18,000.00
152.	HOFFMANN / KENNETH E & DEBRA R 25-362-0070	L3	BLK 2 HOFFMAN LACANNE SUBDIVISION	\$18,000.00	\$0.00	\$18,000.00
153.	LACANNE FUNERAL HOMES LLC 25-362-0040	L4	BLK 1 HOFFMAN LACANNE SUBDIVISION	\$18,000.00	\$0.00	\$18,000.00
154.	LACANNE FUNERAL HOMES LLC 25-362-0030	L3	BLK 1 HOFFMAN LACANNE SUBDIVISION	\$18,000.00	\$0.00	\$18,000.00
155.	LACANNE FUNERAL HOMES LLC 25-362-0020	L2	BLK 1 HOFFMAN LACANNE SUBDIVISION	\$18,000.00	\$0.00	\$18,000.00
Block Total				\$108,000.00	\$0.00	\$108,000.00

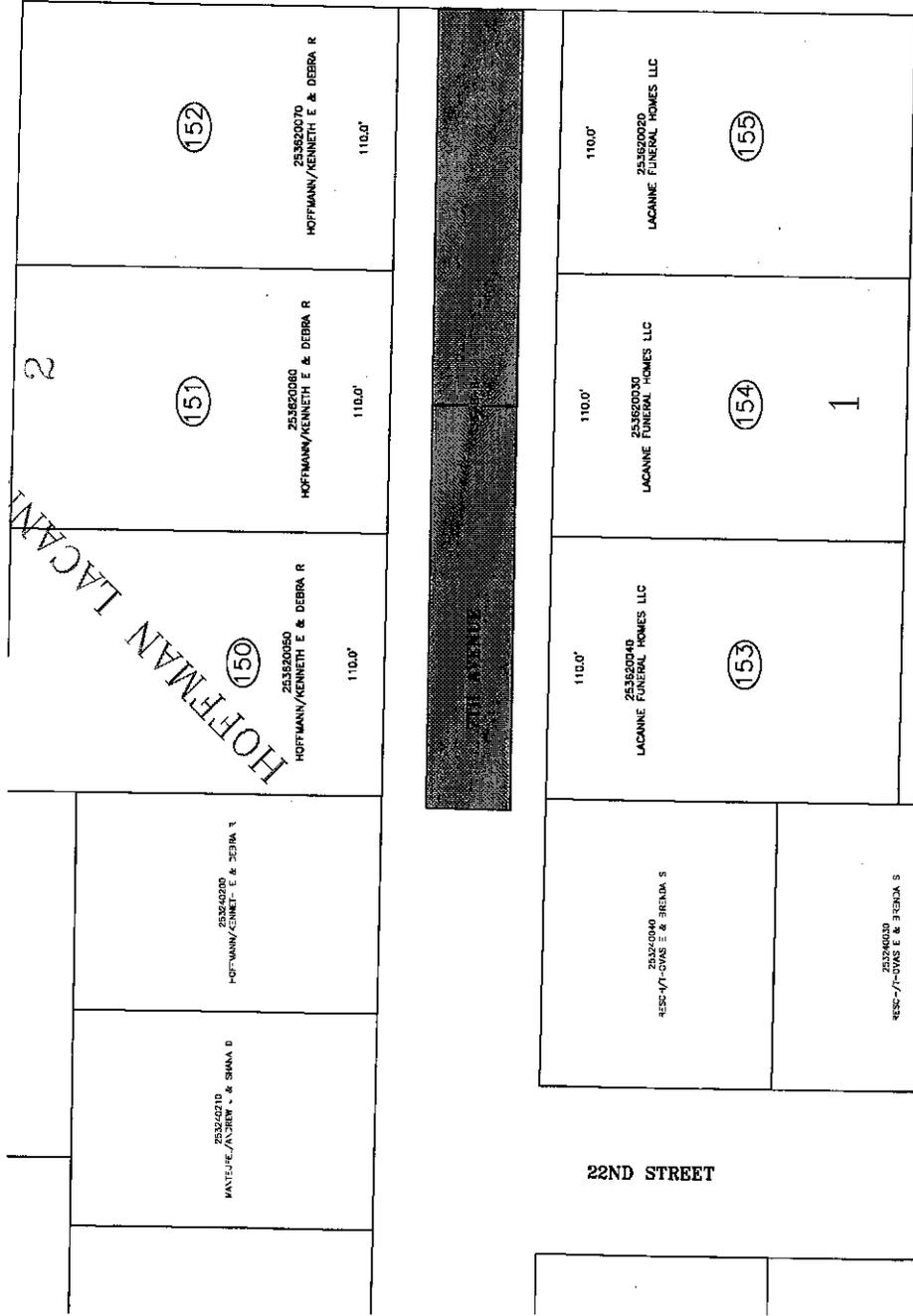
PRELIMINARY ASSESSMENT PLAT 2017 STREET IMPROVEMENTS WINDOM, MINNESOTA



LEGEND	EXISTING	PROPOSED
LOT LINE	---	---
EDGE OF PAVEMENT	---	---
BLOCK NO.	---	---
ASSESSMENT NO.	---	---
PROPOSED PAVING	---	---
WATER SERVICE	---	---
SANITARY SERVICE	---	---

- IMPROVEMENTS ASSESSED:**
- REMOVING THE EXISTING STREET AND CURB WHERE NECESSARY
 - EXCAVATION AND REPAIRMENT
 - 12" SUBGRADE PREPARATION
 - 12" GRANULAR BASE
 - PCC CURB AND GUTTER
 - 4" HMA
 - DRIVEWAYS
 - SIDEWALK
 - MOBILIZATION
 - TRAFFIC CONTROL
 - SEEDING
- FULL COST OF THE ABOVE ITEMS WILL BE ASSESSED.

- WATER SERVICES
 - SANITARY SERVICES
- FULL COST OF SERVICE FROM MAIN TO BACK OF CURE



<p>Project Manager: DCLV Designer: MDK Project Number: 366090 Phone: (712) 472-2331</p>	<p>2017 STREET IMPROVEMENTS WINDOM, MINNESOTA</p>	<p>7TH AVENUE PRELIMINARY ASSESSMENT PLAT</p>
<p>DGR ENGINEERING</p>		<p>REG. NO. 45585</p>
<p>I HEREBY CERTIFY THAT THIS PLAN SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA. DWY VAN SCHIEK, P.E. DATE: _____</p>		

DGR ENGINEERING
Master Agreement for Professional Services
Task Order Version

THIS AGREEMENT is entered into on the 1st day of November 20 16, and between the City of Windom, Mn, hereinafter referred to as "Client" and DeWild Grant Reckert and Associates Company, d/b/a DGR Engineering, hereinafter referred to as "Consultant".

WHEREAS, Client requires professional services on occasion; and,

WHEREAS, Consultant is willing to provide such services upon the terms and conditions hereinafter set forth,

NOW THEREFORE, in consideration of the mutual covenants and agreements herein contained, the parties agree to the following general terms and conditions:

1. BASIC AGREEMENT:

- 1.1. TASK ORDERS:** From time to time Client may request that Consultant provide services. Each request shall be documented in a Task Order consistent with the format of Exhibit A to this Agreement, and, upon acceptance as evidenced by signature of Consultant and Client, shall be considered an amendment to this Agreement.
- 1.2. GENERAL:** This Agreement sets forth the general terms and conditions which will apply to all services rendered. Consultant shall provide or cause to be provided the services set forth in this Agreement and any subsequent amendments including Task Orders; and Client shall pay Consultant for such services as set forth in Paragraph 3.3 and the Task Order.
- 1.3. TERM:** This Master Agreement shall be effective on the date shown above, until terminated as provided in paragraph 4.2 below.

2. CONSULTANT'S RESPONSIBILITIES:

- 2.1. SERVICES PROVIDED:** Each Task Order will describe services to be performed and deliverables, if any, to be provided. Consultant shall not be obligated to perform any prospective Task Order unless and until Client and Consultant agree as to the scope of Consultant's services, time for performance, Consultant's compensation, and Client's responsibilities. Each duly executed Task Order shall be subject to the terms and conditions of this Agreement.
- 2.2. STANDARD OF CARE:** The standard of care for all professional engineering and related services performed or furnished by Consultant under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality.

Consultant makes no warranties, express or implied, under this Agreement or otherwise, in connection with Consultant's services.

- 2.3. INDEPENDENT CONTRACTOR:** All labor, material and equipment necessary to complete the Services shall be provided by Consultant as an independent contractor. Consultant shall be solely responsible for the means and methods used to complete its Services. Consultant is not an employee of or in a joint venture with Client.
- 2.4. TIMELINESS OF PERFORMANCE:** The Consultant will perform its Services with reasonable diligence and expediency consistent with sound professional practices.

3. CLIENT'S RESPONSIBILITY:

- 3.1. DUTY TO PROVIDE INFORMATION:** Client agrees to provide Consultant with any and all documents, including but not limited to, structural documents, geotechnical reports and other technical information regarding the location where Services are to be performed (the "Site"), if any, which are available to Client and which relate to the Services. Client shall be responsible for, and Consultant may rely upon, the accuracy and completeness of all requirements, programs, instructions, reports, data, documents and other information furnished by Client to Consultant under the Agreement. Consultant may use such requirements, reports, data, documents and information in performing or furnishing Services under the Agreement. Client shall make decisions and carry out its other responsibilities in a timely manner under the Agreement so as not to delay Consultant's Services.
- 3.2. PERMITS AND LICENSES:** Client agrees to timely obtain and provide all licenses, permits, registrations, certificates and government or agency approvals that may be required to commence and/or complete Client's Project.
- 3.3. PAYMENT AND TERMS:** Consultant shall prepare invoices in accordance with its standard invoicing practices and the specific Task Order. Consultant shall submit its invoices to Client on a monthly basis. Invoices are due and payable within 30 days of receipt. If Client fails to make any payment due Consultant for services and expenses within 30 days after receipt of Consultant's invoice, then Client will be considered in breach of the payment terms of this Agreement, and the compounded amount due Consultant will be increased at the rate of 1.0% per month (or the maximum rate of interest permitted by law, if less) from said thirtieth day.

If Client disputes an invoice, Client may withhold until resolution of the disputed portion only that portion so disputed, and must pay the undisputed portion.

Whenever Consultant is entitled to compensation for the charges of Sub-consultants used by the Consultant as part of the services provided to the Client, those charges shall be billed to the Client at the amount billed to the Consultant by the Sub-consultant times a factor of 1.0.

Client shall pay all governmental taxes and fees applicable to Consultant's services. If after the Effective Date of a Task Order any governmental entity takes a legislative action that imposes sales or use taxes, fees, or charges on Consultant's services or compensation different than as described by the Task Order, then the Consultant may invoice such new taxes, fees, or charges as a Reimbursable Expense to which a factor of 1.0 shall be applied. Client shall reimburse Consultant for the cost of such invoiced new taxes, fees, and charges; such reimbursement shall be in addition to the compensation to which Consultant is entitled under the terms of the specific Task Order.

4. GENERAL CONSIDERATIONS:

4.1. OWNERSHIP OF DOCUMENTS: All data, reports, drawings, specifications, record drawings, work-product, and other deliverables (whether in printed or electronic format) provided by or furnished by Consultant pursuant to the Agreement (the "Documents") are instruments of service in respect to this Project, and Consultant shall retain an ownership and property interest therein (including the right of reuse at the discretion of Consultant) whether or not the Project is completed. Notwithstanding the foregoing, upon completion of the project or termination of the services and payment of all monies due the Consultant, Consultant hereby grants to Client a royalty-free, non-exclusive unlimited license to utilize Consultant's Documents provided to Client as part of the Services to the extent necessary for the construction, operation, maintenance or repair of the Project or any unit or component thereof. Client may also make and retain copies of Documents for information and reference in connection with use on the Project by Client and others. Such Documents are not intended or represented to be suitable for reuse by Client or others on extensions of the Project or on any other project. Any such reuse or modification without written verification or adaptation by Consultant, as appropriate for the specific purpose intended, will be at Client's sole risk and without liability or legal exposure to Consultant, its officers, directors, employees, agents, or Consultants. Client shall indemnify and hold harmless Consultant, its officers, directors, partners, employees, agents, and its Consultants from all claims, damages, losses, and expenses, including attorneys' fees, arising out of or resulting there from.

4.2. SUSPENSION AND TERMINATION: If the client is in breach of the payment terms or otherwise is in material breach of this Agreement, the Consultant may suspend performance of services upon seven (7) days' notice to the Client. The Consultant shall have no liability to the Client, and the Client agrees to make no claim for any delay or damage as a result of such suspension caused by any breach of this Agreement by the Client. Upon receipt of payment in full of all outstanding sums due from the Client, or curing of such other breach which caused the Consultant to suspend services, the Consultant shall resume services and there shall be an equitable adjustment to the remaining project schedule and fees as a result of the suspension.

Either party may terminate this Agreement or any individual Task Order by giving the other party a written seven (7) days notice of its intent to terminate. Client shall

pay for all services rendered and all reimbursable costs incurred by Consultant up to the date of termination. Payment to Consultant shall be made within 30 days of the date of termination.

- 4.3. INSURANCE:** Consultant will purchase and maintain such insurance as is reasonable and necessary for the Services being performed. The insurance required by this section shall include the coverage and be written for not less than the limits of liability and coverage as hereinafter provided, or as required by law, whichever is greater.

Workers Compensation: Statutory Limits in state where Project is located

Commercial Gen. Liability: \$1,000,000 per occurrence
\$1,000,000 general aggregate

Professional Errors and Omissions: \$1,000,000 per claim
\$1,000,000 general aggregate

Upon Client's request, Consultant shall deliver to Client certificates of insurance evidencing the coverage set forth above.

- 4.4. OPINIONS OF COST:** Consultant's opinions of probable Construction Cost are to be made on the basis of Consultant's experience and qualifications and represent Consultant's estimate as an experienced and qualified professional generally familiar with the construction industry. However, because Consultant has no control over the cost of labor, materials, equipment, or services furnished by others, or over contractors' methods of determining prices, or over competitive bidding or market conditions, Consultant cannot and does not guarantee that proposals, bids, or actual Construction Cost will not vary from opinions of probable Construction Cost prepared by Consultant. If Client requires greater assurance as to probable Construction Cost, Client must employ an independent cost estimator.

- 4.5. STATUS DURING CONSTRUCTION:** If Construction Observation is included in the scope of services, the Consultant shall visit the Project site at intervals appropriate to the stage of construction, or as otherwise agreed to in writing by the Client and the Consultant, in order to observe the progress and quality of the Work completed by the Contractor. Such visits and observation are not intended to be an exhaustive check or a detailed inspection of the Contractor's work but rather are to allow the Consultant, as an experienced professional, to become generally familiar with the Work in progress and to determine, in general, if the Work is proceeding in accordance with the Construction Contract Documents.

Based on this general observation, the Consultant shall keep the Client informed about the progress of the Work and shall endeavor to inform the Client of observed deficiencies in the Work. If the Client desires more extensive project observation or full-time project representation, the Client shall request that such services be provided by the Consultant as Additional Services on the Task Order.

The Consultant shall not supervise, direct or have control over the Contractor's work nor have any responsibility for the construction means, methods, techniques, sequences or procedures selected by the Contractor nor for the Contractor's safety precautions or programs in connection with the Work. These rights and responsibilities are solely those of the Contractor in accordance with the Construction Contract Documents.

The Consultant shall not be responsible for any acts or omissions of the Contractor, subcontractor, any entity performing any portions of the Work, or any agents or employees of any of them. The Consultant does not guarantee the performance of the Contractor and shall not be responsible for the Contractor's failure to perform its Work in accordance with the Construction Contract Documents or any applicable laws, codes, rules or regulations.

5. MISCELLANEOUS PROVISIONS:

- 5.1. MUTUAL WAIVERS:** To the fullest extent permitted by law, Client and Consultant (1) waive against each other, and the other's employees, officers, directors, agents, insurers, partners, and consultants, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to the Project, and (2) agree that Consultant's total liability to Client and to all construction contractors and subcontractors on construction related to any services provided, due to Consultant's negligent acts, errors, or omissions, shall be limited to \$50,000 or the total amount of compensation received by Consultant for the subject Task Order, whichever is greater.
- 5.2. CODE COMPLIANCE:** The Consultant shall exercise usual and customary professional care in its efforts to comply with applicable laws, codes and regulations in effect as of the date of each respective Task Order issued by Client to Consultant. Design changes made necessary by newly enacted laws, codes and regulations after the Task Order date shall entitle the Consultant to a reasonable adjustment in the schedule and additional compensation based upon Consultant's Standard Fee Schedule in effect when the work is completed. In the event of a conflict between laws, codes and regulations of various governmental entities having jurisdiction over a Project under this Agreement, the Consultant shall notify the Client of the nature and impact of such conflict. The Client agrees to cooperate and work with the Consultant in an effort to resolve this conflict.
- 5.3. DISPUTE RESOLUTION:** The Parties agree to submit all disputes between them to formal non-binding mediation prior to exercising their rights under the Agreement or under law.
- 5.4. SEVERABILITY:** Any term or provision of this Agreement found to be invalid or unenforceable under any applicable statute or rule of law shall be deemed omitted and the remainder of this Agreement shall remain in full force and effect.

5.5. ASSIGNMENT: Neither Client nor Consultant may assign, sublet, or transfer any rights under or interest (including, but without limitation, monies that are due or may become due) under the Agreement without the written consent of the other, except to the extent that any assignment, subletting, or transfer is mandated by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under the Agreement.

5.6. GOVERNING LAW and JURISDICTION: Client and Consultant agree that the Contract Documents and any legal actions concerning their validity, interpretation and performance shall be governed by the laws of the State in which the project is located.

IN WITNESS WHEREOF, the parties hereto have executed this Master Agreement for Professional Services as of the date first above written.

The City of Windom, Mn
(Client)

DeWild Grant Reckert and Associates Company
d/b/a DGR Engineering
(Consultant)

By: _____

By: _____

Title: _____
(Authorized signature and Title)

Title: _____
(Authorized signature and Title)

Address: _____

Address: 1302 South Union Street

City: _____

City: Rock Rapids, IA 51246

Phone: _____

Phone: 712-472-2531

**EXHIBIT A
TASK ORDER**

Task Order No. _____

Effective Date: _____

**Task Order Amendment to the
DGR ENGINEERING
Master Agreement for Professional Services**

DGR Engineering (Consultant) agrees to provide to: The City of Windom, Mn (Client), the professional services described below for the Project identified below. The professional services shall be performed in accordance with and shall be subject to the terms and conditions of the Master Agreement for Professional Services executed by and between Consultant and Client on the _____ day of _____, 20__.

TASK ORDER PROJECT NAME:

TASK ORDER PROJECT DESCRIPTION:

DGR CONTACT PERSON:

CLIENT CONTACT PERSON:

SCOPE OF WORK:

FEE ARRANGEMENT:

SPECIAL TERMS AND CONDITIONS:

The City of Windom, Mn
(Client)

DeWild Grant Reckert and Associates Company
d/b/a DGR Engineering
(Consultant)

By: _____

By: _____

Title: _____
(Authorized signature and Title)

Title: _____
(Authorized signature and Title)

Address: _____

Address: 1302 South Union Street

City: _____

City: Rock Rapids, IA 51246

Date: _____

Date: _____

EXHIBIT A TASK ORDER

Task Order No. 03-366090-001

Effective Date: November 1, 2016

Task Order Amendment to the DGR ENGINEERING Master Agreement for Professional Services

DGR Engineering (Consultant) agrees to provide to: The City of Windom, Mn (Client), the professional services described below for the Project identified below. The professional services shall be performed in accordance with and shall be subject to the terms and conditions of the Master Agreement for Professional Services executed by and between Consultant and Client on the 1st day of November, 2016.

TASK ORDER PROJECT NAME: 2017 Street Improvements, Windom, Mn

TASK ORDER PROJECT DESCRIPTION: Street and Utility Improvements for the streets included in the City 2017 infrastructure Improvement Plan

DGR CONTACT PERSON: Dan Van Schepen

CLIENT CONTACT PERSON: Steve Nasby, City Administrator

SCOPE OF WORK:

Topographic survey, street assessments, design, contract administration, staking and project observation as requested by the City for the project scope approved by Council, 10-18-2016 (see project scope documents).

Topographical Survey

Set horizontal and vertical control to be used for the staking of the improvements and to collect horizontal and vertical data of the existing features (paved surfaces, utility structures, surface of ground, etc.) to be used to design the proposed improvements. Contact utility companies that may have buried or overhead utilities within the construction limits for a utility locate.

Design, Plans & Special Provisions

Attend a project initiation/planning meetings with the City of Windom to review the proposed improvements. Prepare preliminary construction plans and special provisions for submittal to the City of Windom for review. Prepare final construction plans and special provisions to include:

- Evaluate existing slopes & widths and design the proposed improvements to blend into the existing streets to the greatest extent possible.
- Design storm sewer, determine the sizing of sewer pipe and structures.
- Design new street pavement for each of the street included in the scope according to the soil report prepared by Geotek for this project.
- Determine street grades to accommodate existing driveways.
- Prepare street assessments for the property owners adjacent the project improvements and present calculation methods and answer questions at Public Hearing for street assessments.
- Preparation of quantities for the proposed improvements for the Owner to obtain bids for construction.
- Prepare special provisions and construction details for the proposed improvements.

- Design sanitary sewer and water main improvements and incorporate them into the project plans.
- If requested, attend a public hearing to review the project and answer questions from the public and/or the City Council.
- The Engineer shall provide the Owner with three sets of plans and specifications for construction purposes. The Engineer will assist the Owner in preparing bid forms for receiving bids on the various units of construction, construction agreement and bonds. Assist with the Bid Letting and preparation of contract documents after Project Award.

Assist the Owner with making arrangements for a subsurface investigation of the soils on the project. The contract for the subsurface investigation would be directly with the Owner. DGR Engineering will assist with selecting locations for the soil exploration.

Schedule: Design in late November through January with final plans completed to facilitate a Bid Letting date tentatively planned for February-March 2016.

Construction Services

Construction Staking

Perform staking for construction of the proposed storm sewer and street paving improvements. The staking needs will vary depending on the Contractor's needs.

Construction Administration

The Engineer will assist the Owner in receiving bids on the various units of construction, construction agreement and bonds. The Engineer will assist the Owner in the award of construction contracts and the preparation of contract documents with the successful Contractor. Assist the Owner with project administration as required and includes review meetings or conferences with affected parties.

During construction, the Engineer will recommend the Owner retain the services of a Materials Testing Firm to perform the necessary tests for utility trench backfill materials, subgrade compaction and paving materials. The cost associated with the Materials Testing Firm is not included in this Agreement.

Construction Observation

The DGR Construction Observer will keep a record or log of the Contractor's construction activities including notes on the nature and cost of any extra work or change orders during construction. The Observer will obtain measurements required to determine the work completed by the Contractor for purposes of Progress Payments. Maintain daily quantity records and work reports including an electronic file containing project documentation. DGR Engineering will also address questions that arise as needed and/or requested.

Following completion of the project, DGR Engineering will revise the project plans to reflect changes during construction. These drawings would become record drawings for the project. The record drawing information is to be provided by the Contractor.

Construction Observation and Staking costs can and will vary due to several factors including the weather, contractor work performance and pace of construction.

FEE ARRANGEMENT: All services – Billed at Current Hourly Rates with an estimated fee of \$350,000.00

Estimated Service Fees

Topographic Survey- \$10,000
Preliminary Design- \$28,000
Street Assessments- \$16,000
Design- \$110,000
Construction Staking- \$15,000
Construction Administration- \$35,000
Construction Observation- \$136,000

SPECIAL TERMS AND CONDITIONS: None

<u>The City of Windom, Mn</u> (Client)	<u>DeWild Grant Reckert and Associates Company</u> <u>d/b/a DGR Engineering</u> (Consultant)
By: _____	By: _____
Title: _____ (Authorized signature and Title)	Title: _____ (Authorized signature and Title)
Address: _____	Address: <u>1302 South Union Street</u>
City: _____	City: <u>Rock Rapids, IA 51246</u>
Date: _____	Date: _____

**PUBLIC COMMENT
REGARDING
SALE OF CITY PROPERTY**

The City Council will be taking public comment regarding the sale of city property located between the water treatment plant and the Windom Community Center, 1685 North Redding Avenue (Lot 2, Block 1 of the Windom Industrial Park Subdivision). The sale of the property will allow for the construction of a 46-unit apartment building on the property.

Members of the public can express their comments, either orally or in writing, for consideration by the City Council on the proposed sale during the City Council meeting which will be held at 7:30 p.m. on December 20, 2016, in the City Council Chambers located at 444 9th Street.

A copy of the Ordinance "Approving the Sale of City-Owned Real Estate" and the Purchase Agreement concerning the proposed sale are available for review at the City Administrator's Office at 444 9th Street or at www.windom-mn.com.



City of Windom

444 9th Street
Windom

ORDINANCE NO. 160, 2ND SERIES

AN ORDINANCE OF THE CITY OF WINDOM, MINNESOTA,
APPROVING THE SALE OF CITY-OWNED REAL ESTATE

THE CITY COUNCIL OF THE CITY OF WINDOM ORDAINS:

WHEREAS, the City of Windom, Minnesota, owns Real Estate in the “Carl Schneider Business Park” which is locally known as: 1685 North Redding Avenue, Windom, Minnesota, and legally described as:

LOT TWO (2), BLOCK ONE (1) OF WINDOM INDUSTRIAL
PARK SUBDIVISION TO THE CITY OF WINDOM, COTTONWOOD
COUNTY, MINNESOTA, (“Real Estate”); and

WHEREAS, the City of Windom has received a bona fide written Offer (Purchase Agreement dated December 1, 2016) (“Purchase Agreement”) from Mick Construction, Inc. to purchase the Real Estate for the purpose of constructing a 46-unit market rate apartment building on the Real Estate; and

WHEREAS, the Purchase Agreement contains all of the terms and conditions covering the sale of this Real Estate including a provision that the sale of the Real Estate is contingent on City Council approval of the rezoning of this parcel from I-1 “Light Industrial” to R-3 “Multi-Family” which is to occur on or before February 27, 2017; and

WHEREAS, the closing on the sale of the Real Estate is scheduled to take place on or before February 28, 2017; and

WHEREAS, there is a reversionary provision in the Purchase Agreement that if the Buyer fails to obtain a Certificate of Occupancy for a 46-unit apartment building on the Real Estate by December 1, 2018, the Real Estate and all improvements will revert to the City of Windom; and

WHEREAS, Section 8.02, “Sale of Real Property” of the Charter for the City of Windom states: No real property of the City shall be disposed of except by ordinance; and

WHEREAS, the City Council of the City of Windom, after review of the Purchase Agreement and public input, has determined that the sale of the above Real Estate as proposed in the Purchase Agreement is in the best interests of the City of Windom and its citizens.

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

THE SALE OF LOT 2, BLOCK 1 OF WINDOM INDUSTRIAL PARK SUBDIVISION TO THE CITY OF WINDOM, COTTONWOOD COUNTY, MINNESOTA, LOCALLY KNOWN AS 1685 NORTH REDDING AVENUE, TO

MICK CONSTRUCTION, INC. FOR THE PURPOSE OF CONSTRUCTING A 46-UNIT MARKET RATE APARTMENT BUILDING, PURSUANT TO THE TERMS SET FORTH IN THE PURCHASE AGREEMENT DATED DECEMBER 1, 2016, IS HEREBY APPROVED; AND SAID PURCHASE AGREEMENT IS MADE A PART OF THIS ORDINANCE.

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

EFFECTIVE DATE: This ordinance, or an approved Title and Summary of this ordinance, shall be published in the COTTONWOOD COUNTY CITIZEN; and this ordinance shall be in full force and effect immediately upon publication.

ADOPTED AND PASSED by the City Council of the City of Windom, Minnesota, this 20th day of December, 2016.

Corey Maricle, Mayor

ATTEST:

Steven Nasby, City Administrator

1st Reading: December 6, 2016
2nd Reading: December 20, 2016
Adoption: December 20, 2016
Published: December 28, 2016



City of Windom Staff Report

To: Mayor and Windom City Council
From: Drew Hage, EDA Executive Director
Council Meeting Date: December 20, 2016
Item Title/Subject: **Proposed Lot Sale: 1685 North Redding Avenue**

Background:

A Comprehensive Housing Study was completed for the City of Windom in May 2014. The housing study identified the need for approximately 130 new housing units in Windom from 2014 to the end of the decade. Of the demand, roughly 95 to 100 units will be for rental and senior housing. The housing study was completed before Prime Pork and Fast Global Solution's expansion.

The last multi-family housing project in Windom was the River Bluff Townhomes. This project was undertaken by the Economic Development Authority of Windom in 2001. We have not had serious interest in a sizeable multi-family housing development since 2001.

The City Council and EDA Board have directed EDA staff to work on incentivizing new housing development. My office has been working with Mick Construction, Inc. (Developer) on a potential 46-unit "market rate" apartment project (not income qualifying). The Developer is interested in Lot 2, Block 1 of the Windom Industrial Park Subdivision (locally known as: 1685 North Redding Avenue) in Windom. Both the EDA Board and Community Center Commission have discussed the possibility of this project and provided input.

On November 8, 2016, the City Council adopted a Resolution authorizing submission of a Workforce Housing Development Grant Application to the Minnesota Department of Employment and Economic Development (DEED). The EDA submitted this application to DEED on November 10th. If awarded, this grant would assist with a new apartment building proposed for construction at 1685 North Redding Avenue.

A proposed Purchase Agreement for the above property has been prepared, reviewed by the City Attorney, and signed by the Developer. The Purchase Agreement sets forth all of the terms of the proposed sale of this property to the Developer. The purchase price for the Real Estate is One Dollar (\$1.00) which Buyer shall pay in cash on the date of closing. The closing date on the sale is set as on or before February 28, 2017. The sale is contingent on City Council approval of the rezoning of the real estate from I-1 "Light Industrial" to R-3 "Multi-Family" which must occur prior to the closing date. The Purchase Agreement also provides a reversionary clause stating that if the Buyer (Developer) fails to obtain a Certificate of Occupancy for a 46-unit apartment building by December 1, 2018, the property and all improvements on the property revert to the City. Attached is a copy of the Purchase Agreement for your review.

Minnesota Statutes do not require cities to hold public hearings on the proposed sale of city-owned real estate. Also pursuant to Minnesota Statutes, the sale of city-owned real estate is not subject to the State's competitive bidding laws.

Section 8.02 of the City's Charter states that "no real property of the City shall be disposed of except by ordinance". Attached is the proposed Ordinance No. 160, 2nd Series approving the sale of the above property to the Developer for the construction of a 46-unit apartment building. This Ordinance will require two readings by the City Council—the first reading on December 6th and the second reading on December 20th.

On November 8th, the City Council expressed its desire to receive public input concerning the proposed sale of this property for the construction of a new apartment building. Even though State law does not require a public hearing on this proposed sale, the City Council can set a time for public comment. This time for public comment was announced at the December 6th Council Meeting and set for the December 20th City Council Meeting prior to the second reading of Ordinance No. 160, 2nd Series. Notice of the time for public comment was published in the December 14th Citizen.

Requested Action for December 20th:

1. Consider the second reading of Ordinance No. 160, 2nd Series.
2. By motion, approve the second reading of Ordinance No. 160, 2nd Series for the sale of 1685 North Redding Avenue to Mick Construction Inc. for the purchase price of one dollar (\$1.00) contingent on rezoning of the Real Estate and a reversionary clause (set forth above).

Respectfully submitted,



Drew Hage, EDA Executive Director

Attachments: Purchase Agreement & Ordinance No. 160, 2nd Series

Apartment Project Q&A

The City and EDA have answered a number of questions regarding the apartment project over the development of the project. Below are a number of these questions and responses.

- ▶ When was the last multi-family project in Windom?
 - The last multi-family housing project in Windom was the River Bluff Townhomes. This project was undertaken by the Economic Development Authority of Windom in 2001. Windom has not had serious interest in a sizable multi-family housing development since 2001.
- ▶ What does the housing study say in regards to multi-family units?
 - A Comprehensive Housing Study was completed for the City of Windom in May 2014. The housing study identified the need for approximately 130 new housing units in Windom from 2014 to the end of the decade. Of the demand, roughly 95 to 100 units will be for rental and senior housing.
- ▶ Why has the market not filled this gap in multi-family housing?
 - The lack of available rental housing is the consequence of rents not keeping up with the cost of new housing. There is a gap between existing local rents and the minimum rent that is needed to cash flow a new apartment building. In Windom, the cost to build a home or rental unit is greater than the value of the unit when it is completed.
 - The projected limited, zero, or negative return on investment restricts the ability of a developer or builder to secure financing from traditional lenders. Developers and builders are investing in communities where they are receiving a higher return on investment. Developers and builders are risk adverse, so without economic incentives, developers and builders of large projects are not choosing Windom.
- ▶ Why are we not trying to rehabilitate existing rental units in town and especially around the Square?
 - There are a number of rentals that could be repaired and added to the rental market. However Windom also needs new builds. Rental housing units need to include a mixture of options including units for low to middle income individuals and families, young professionals, and senior citizens. The majority of Windom's existing rental stock is not attracting young professionals. There are multiple examples of professionals who work in Windom but do not rent or live in Windom. This new apartment building will be market-rate and will fill the existing deficiency in this type of available rental units.
- ▶ Why 46 units?

- The EDA is not the lead on this project. The EDA does not want to dictate the number of units that should be built. The developer has constructed a number of apartment buildings in Greater MN, and the developer was given Windom's housing study. From his experience, if the developer thinks a 46-unit apartment building will cash flow, why would we question him. The developer is the one putting his money at risk and investing in a project in Windom.
- ▶ How was the site selected?
 - The developer showed interest in Worthington and Windom. The developer was looking for a publicly-owned lot to help buy down the development costs. The EDA showed the developer 5 sites including several sites that were not city-owned.
- ▶ Where all possible sites discussed?
 - The EDA showed the developer 5 sites. The developer also visited Windom multiple times and was able to research other possible locations. Feasible sites are limited by existing infrastructure and available land.
 - The EDA is also limited by funding. Currently, the EDA does not have funds to buy a new property. Even if we could buy a property, infrastructure would have to be extended to the majority of these other options. This is very expensive and would take multiple years.
- ▶ Was the Riverbend lot south of the liquor store discussed?
 - No, it would be difficult to generate higher rents with an apartment building on that site. The developer was in Windom multiple times, so there were opportunities to discuss that site if the developer was interested.
- ▶ Why the property by the Community Center?
 - A new apartment build will only cash flow if the developer is able to generate higher rents. One of the ways in which to generate higher rents is by offering amenities. The site by the Community Center is adjacent to a number of amenities (Community Center, senior dining, Tegels Park, Windom Rec Area, etc.).
- ▶ Why are we selling the lot for \$1?
 - There is a value gap in Windom for new housing units. The construction costs associated with a new development result in rental rates that are not competitive. This gap between existing local rents and the minimum rent that is needed to cash flow a new apartment building results in a minimum number of new housing units being built. From 2005 to 2015, Windom averaged 1.6 new housing units per year. New housing units have not kept up with job growth in Windom. Fast Global Solutions is one

business that has seen substantial employment growth. Subsidies from DEED and local public entities are needed to incentive new multi-family housing development.

- ▶ Is the apartment low income?
 - No, the apartment is market rate. If we receive the grant, the apartment building must be maintained as a market-rate building for 15 years. The building will contain higher-end apartments and a community room. There is an incentive to maintain the apartment building, since it is being constructed as a higher-end building.

- ▶ Is there ample room for the water treatment plant to expand?
 - Yes, according to Kelly Yahnke, Bolton-Menk Engineering, the water treatment plant can be tripled on the existing site. It is recommended that a 20-foot construction easement for the City of Windom be maintained along the South property line. This provision was included in the purchase agreement.
 - It was also recommended that a setback for wastewater infrastructure be established along the south property line. For purposes of this separation, the Buyer agrees not to install any wastewater infrastructure on or under the South 30 feet of the lot. This provision was also included in the purchase agreement.

- ▶ Is traffic an issue?
 - A 46-unit apartment building will add people and vehicles to the neighborhood. The proposed site plan provides for vehicle access to the apartment building off of Redding Avenue. The EDA has discussed this increase in traffic volume with business owners along Redding Avenue and no major concerns were expressed.

- ▶ Who will manage the apartment?
 - The apartment developer has a management arm that manages the property. The apartment developer has constructed several apartment buildings in Greater Minnesota and continues to manage a number of these complexes.

PURCHASE AGREEMENT

Dated: December 1, 2016

1. **PARTIES:** This Purchase Agreement ("Purchase Agreement") is made by and between the CITY OF WINDOM, MINNESOTA, a Minnesota municipal corporation, (hereinafter "Seller") and MICK CONSTRUCTION, INC., a Minnesota business corporation, of 2357 Graniteview Road, Waite Park, Minnesota 56387, (hereinafter Buyer").
2. **OFFER/ACCEPTANCE:** Seller hereby accepts Buyer's offer to purchase the real estate described below ("Real Estate") based on the terms and conditions expressed in this Purchase Agreement.

Property Address: 1685 North Redding Avenue, Windom, MN 56101

Tax Parcel ID No.: 25-839-0015

Legal Description: Lot 2, Block 1 of the Windom Industrial Park Subdivision to the City of Windom, Cottonwood County, Minnesota.
3. **PRICE/PAYMENT TERMS:** The purchase price for the Real Estate is One Dollar (\$1.00), which Buyer shall pay in cash on the date of closing.

The sale of the Real Estate is contingent on City Council approval of rezoning of the Real Estate from I-1 "Light Industrial" to R-3 "Multi-Family" on or before February 27, 2017.
4. **CLOSING DATE/BUYER'S POSSESSION DATE:** The closing shall occur on or before February 28, 2017. Buyer shall receive possession of the Real Estate on the date of closing.
5. **LEASE OF PROPERTY:** The Seller shall have the right to use the Real Estate for parking purposes until the Buyer starts construction of the apartment complex. Said lease shall be at no cost to the Seller.
6. **"AS IS":** The Real Estate is being purchased "**AS IS AND WITH ALL FAULTS**". Seller is not making any written, oral, express, implied, or fitness for a particular purpose warranties. Any warranties which were made prior to signing this Purchase Agreement are void.
7. **EASEMENT:** The Seller has advised that the City's Water Treatment Plant located at 10 16th Street may be expanded or may need repairs in the future. As a further condition for the sale of this lot, the Buyer agrees to grant a 20-foot construction easement to the City of Windom along the South property line of Lot 2, Block 1. This easement is granted for the purpose of access for the City of Windom and its contractors to the property at 10 16th Street. Buyer shall sign the document which grants the City of

Windom this easement on the date of closing. Seller shall be responsible to draft and record the easement.

8. **SETBACK REQUIREMENT:** As a further condition for the sale of this lot, the Buyer agrees that a separation should be established between the apartment building's wastewater infrastructure and the water storage at the City's Water Treatment Plant located at 10 16th Street. For purposes of this separation, the Buyer agrees not to install any wastewater infrastructure on or under the South 30 feet of Lot 2, Block 1. Normal setback requirements also apply.
9. **DISCLOSURE:** Seller is not obligated to disclose any material facts of which is Seller is aware that could adversely and significantly affect the Buyer's use or enjoyment of the Real Estate or any intended use of the Real Estate, other than those disclosure requirements created by any other law. Seller is not obligated to update Buyer on any changes made to material facts of which Seller is aware that could adversely and significantly affect the Buyer's use or enjoyment of the Real Estate or any intended use of the Real Estate that occurred other than those disclosure requirements created by any other Law.
10. **DEED/MARKETABLE TITLE:** Upon performance by Buyer, Seller shall fully execute and deliver to Buyer a warranty deed, which conveys marketable title to the Real Estate, subject to the following:
 - a. Building and zoning laws, ordinances, federal and state regulations;
 - b. Restrictions relating to the use or improvements of the property without effective forfeiture provisions;
 - c. Reservation of any mineral rights by the State of Minnesota;
 - d. Utility easements, ingress easements, egress easements, and drainage easements, which do not interfere with existing improvements.

Buyer acknowledges that the Warranty Deed, which transfers title of the Real Estate, will contain the following reversionary language:

"If Buyer fails to obtain a Certificate of Occupancy for the 46-unit apartment building by December 1, 2018, per the plans and specifications which Buyer has provided to Seller, then all right, title, and interest in the Real Estate, as well as all buildings, structures, fixtures, and other improvements located on the Real Estate, shall revert to Seller and shall be deemed Seller's sole and exclusive property. If title of the Real Estate and all buildings, structures, fixtures, and improvements revert to Seller, Buyer shall not receive any compensation for the Real Estate, or any buildings, structures, fixtures and improvements located on the Real Estate.

11. **REAL ESTATE TAXES:** This has been a publicly owned lot, so no real estate taxes and special assessments are outstanding. After the property has been conveyed to the Buyer, it will be subject to real estate taxes. Buyer shall pay all of the real estate taxes and special assessments from the date of closing and thereafter.
12. **SPECIAL ASSESSMENTS:** Buyer shall assume and pay for all levied and pending special assessments.
13. **RISK OF LOSS:** If there is any loss or damage to the property between the date hereof, and the date of closing for any reason, including fire, vandalism, flood, earthquake or act of God, the risk of loss shall be on Seller.
14. **EXAMINATION OF TITLE:** Within a reasonable time after this Purchase Agreement has been signed by all parties, Seller shall furnish Buyer with an updated Abstract of Title. The updated Abstract of Title shall include all searches covering bankruptcies, state and federal judgments, and federal and state tax liens.

Buyer shall have fourteen (14) calendar days from the date Buyer receives the abstract to examine the abstract and make any title objections. If Buyer makes any title objections, they shall be stated in writing and shall be sent to Seller within fourteen (14) calendar days after the date Buyer receives the abstract. Buyer's title objections must be in writing or they will be waived. In addition, Buyer's title objections must be made within 14 calendar days from the date Buyer received the Abstract or they will be waived.

If Buyer makes any objections to title, Seller shall have fourteen (14) calendar days from the date Seller received Buyer's written title objections to notify Buyer whether or not Seller is going to correct Buyer's title objections. Seller shall have the sole and exclusive right to determine whether or not Seller is going to correct Buyer's title objections.

If Seller decides to correct Buyer's title objections, then Seller shall have 120 calendar days to correct all of Buyer's title objections. The 120 calendar days shall start to run on the date Seller gives Buyer notice that they intend to correct Buyer's title objections. Any payments required by Buyer under this Purchase Agreement shall be postponed pending correction of title. However, this transaction shall close within 14 calendar days after title has been corrected.

If Seller gives Buyer notice within said 14 calendar days that they are not going to correct Buyer's title objections, then this Purchase Agreement shall become null and void at the option of either party; neither party shall be liable for damages hereunder, and the earnest money shall be returned to Buyer.

If Seller does not give Buyer any notice within said 14 calendar days after receiving Buyer's written title objections, then this Purchase Agreement shall become null and void at the option of either party; neither party shall be liable for damages hereunder, and the earnest money shall be returned to Buyer.

If Seller gives timely notice that they are going to correct Buyer's title objections, but title is not corrected within said 120 calendar days, then this Purchase Agreement shall become null and void at the option of either party, neither party shall be liable for damages hereunder, and the earnest money shall be returned to Buyer.

- 15. WELL DISCLOSURE:** Seller hereby discloses that there are no wells located on the Real Estate.
- 16. SEPTIC SYSTEM DISCLOSURE:** Seller hereby discloses that there are no Sub-Surface Sewage Treatment Systems located on the Real Estate. The Real Estate is connected to a municipal wastewater treatment system.
- 17. TIME IS OF THE ESSENCE:** With regard to all dates and time periods set forth or referred to in this Purchase Agreement, time is of the essence.
- 18. NO ASSIGNMENT:** Buyer shall not assign this Purchase Agreement (or any interest in this Purchase Agreement) without the written consent of Seller. Any total or partial assignment without Seller's written permission shall be null and void.
- 19. AGREEMENT BINDING ON SUCCESSORS AND ASSIGNS:** All terms and conditions of this Purchase Agreement shall be binding upon and inure to benefit of the parties hereto, and their respective successors and/or assigns. However notwithstanding any other terms and conditions of this Purchase Agreement to the contrary, the provisions of this paragraph shall in no way alter the requirement that Buyer cannot assign all or any portion of this Purchase Agreement without the prior written consent of Seller.
- 20. MERGER LANGUAGE:** This Purchase Agreement, and all attachments hereto, constitute the entire agreement of the parties, with respect to the subject matter hereof, and all prior correspondence, memoranda, agreements, and understandings, (whether written or oral) with respect hereto, are merged into this document.
- 21. PARAGRAPH HEADINGS:** The paragraph headings are for convenience only. They are not part of this Purchase Agreement and shall not be used in the construction thereof.
- 22. AMENDMENT.** No amendment, modification, or alteration of the terms hereof, shall be binding, unless the same are in writing, dated subsequent to the date hereof, and duly executed by the parties hereto.
- 23. PURCHASE AGREEMENT TO SURVIVE DELIVERY OF WARRANTY DEED:** All terms and conditions of this entire Purchase Agreement (and all attachments and addendum) shall survive the delivery of the Warranty Deed to Buyer.
- 24. VIOLATIONS OF PURCHASE AGREEMENT:** Any breach of any term(s) or condition(s) of this Purchase Agreement shall be considered a material breach of this Purchase Agreement.

25. GOVERNING LAW, JURISDICTION, AND VENUE: This entire Purchase Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota.

Seller and Buyer agree that the Cottonwood County, Minnesota, District Court shall have exclusive personal jurisdiction over both Seller and Buyer for all legal actions and disputes which arise out of this Purchase Agreement. Seller and Buyer further agree that the sole venue for any legal actions or disputes which arise out of this Purchase Agreement shall be the Cottonwood County, Minnesota, District Court.

26. COUNTERPARTS: This Purchase Agreement may be executed in counterparts (including by means of telecopied, email, facsimile or PDF email signature pages), any one of which need not contain the signatures of more than one party, but all such counterparts taken together will constitute one and the same Purchase Agreement.

The sale of the Real Estate for the price, terms and conditions set forth above was approved by the Windom City Council on _____ (Resolution No. _____).

CITY OF WINDOM, MINNESOTA

Dated: _____

By _____
Corey Maricle, Mayor

Dated: _____

By _____
Steven Nasby, City Administrator

I agree to purchase the Real Estate for the price, terms and conditions set forth above.

MICK CONSTRUCTION, INC.

Dated: 12-1-2010

By 
Name: Terrence J. Mick
Title: President

RESOLUTION #2016-

INTRODUCED:

SECONDED:

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

A RESOLUTION APPROVING 2016 TAX LEVY, COLLECTABLE IN 2017

BE IT RESOLVED, by the Council of the City of Windom, County of Cottonwood, Minnesota, that the following sums of money be levied for the current year, collectable in 2017, upon the taxable property in the City of Windom for the following purposes:

Total Levy	\$1,827,488
------------	-------------

The City Administrator is hereby instructed to transmit a certified copy of this resolution to the County Auditor of Cottonwood County, Minnesota.

Adopted this 20th day of December, 2016.

Corey J. Maricle, Mayor

Attest: _____
Steve Nasby, City Administrator

2017 BUDGET



CITY OF WINDOM

2017 Budget

TABLE OF CONTENTS

	<u>Page Nos.</u>
Management Memo	1-4
Revenue Budget	5
Expense Budget	6
Operational Revenue and Expenses – General Fund	7
Operational Revenue and Expenses – General Fund (Graphs)	8
Capital Outlay - General Fund	9
Operational Revenue and Expenses – Special Revenue Funds	10
Operational Revenue and Expenses – Special Revenue Funds (Graphs)	11
Levy for Capital Outlay – Special Revenue Funds	12
Enterprise Funds	13
Special Projects	14
Capital Improvement Plan (Projects by Department)	15–18
2017 Tax Levy	19
Statement of Bonded Indebtedness	20

2017 Budget Message

The 2017 City of Windom budget is presented herein for the General Fund and Enterprise Funds which include public utilities (water, wastewater, electric, telecom and liquor). Also included are budgets for Special Revenue Funds (community center, arena, library, economic development authority, ambulance and airport) and Miscellaneous Funds. Capital expenditures for new facilities and equipment are also shown within the budgets and can easily be viewed in the Capital Improvement Plan.

Key Budget Decisions

In September 2017, the City Council set the 2017 preliminary budget levy at an increase of 7.0%, which was done to allow flexibility in the budgeting process and to accommodate a range of options for making debt service payments on the new Emergency Services Facility. The 2016 property tax levy had a 3.54% increase and there was a 3.9% increase in 2015.

Following the City Council's budget work sessions and discussion, the total 2017 proposed Property Tax Levy for the City of Windom is \$1,827,488. This budget is anticipating a 2.68% property tax increase overall taking into account tax abatement reimbursements and increased funding for operations and capital spending. The tax abatement reimbursement will not have a direct impact on the level of property taxes levied within the community as the recipients of the tax abatement are paying the full property taxes due, but then are rebated a portion of the property taxes. However, the mechanics of the property tax abatements must show that these taxes are levied and accounted for within the proposed budget.

Human Resources

In our service-oriented role as local government, labor is our primary resource and drives just about two-thirds of General Fund expenses. The proposed budget reflects approved salary adjustments and anticipated step adjustments due to longevity.

Staffing levels within the City are anticipated to hold at status quo for the coming year. Personnel costs, relating to the costs of health care benefits, are up significantly and payroll increases totaling approximately 2.5%, are shown within the proposed budget. Police & Fire as well as Public Employee (PERA) retirement systems operated by the State of Minnesota are mandating increases in contributions. Police & Fire pension employer contributions went up by 0.9% in 2015 and employer contributions for PERA employees are up by 0.25%. The City's total budgeted personnel costs are approximately \$4.4 million including benefits and payroll taxes.

Revenues

Revenue projections are a critical aspect of budgeting and are based on a realistic outlook to prevent shortages in funds. With collaboration from the department heads, finance and administration, the City has considered each fund's revenue history, current market conditions and worked to take into account future economic outlooks to project revenue.

The City relies heavily on property taxes of \$1.827 million, LGA of \$1.45 million and user fees of approximately \$1.35 million to fund the General Fund and Special Revenue Funds. Enterprise Funds (public utilities and liquor store) are funded entirely through customer fees totaling over \$13.854 million.

As noted above, the 2017 tax levy is an increase in property taxes of \$47,756 or 2.68% over the 2016 levy.

General Fund

Local Government Aid	\$1,449,139
Fees, Fines and Permits	\$ 457,070
Transfers from Enterprise	\$ 245,000
Tax Levy (Operations)	\$ 370,602
Tax Levy (Capital Outlay)	<u>\$ 148,200</u>
	\$2,670,011

Special Revenue/Levy Funds

User Fees	\$ 889,455
State\Federal Aids	\$ 159,500
Tax Levy (Operations)	\$ 784,435
Tax Levy (Capital Outlay)	\$ 65,400
	\$ 1,898,790

Enterprise Funds

User Fees	\$13,853,788
Special Assessments	\$ 20,850
	\$13,874,638

Debt Service

Special Assessments	\$ 116,155
Inter-fund Transfers for Debt Service	\$ 68,400
Tax Levy - Bonded Projects	\$ 389,301
Tax Levy - Intra-Fund Repayment	\$ 59,000
	\$ 632,856

Special Projects

TIF Revenues & Revolving Loan Funds	\$ 386,496
-------------------------------------	------------

Revenues Grand Total \$19,462,791

Expenses

The City maintains consistent assumptions for expenditures. Department budget requests typically account for inflationary increases to maintain current service levels. Service level adjustments and notable budget changes are reflected in the budget at their expected or estimated cost.

Capital spending of \$213,600 represents 11.7% of the property tax levy. Larger capital items in this budget include \$50,000 towards replacement of a fire truck, \$20,000 to replace Library windows, \$30,000 for upgrades in equipment used to film and produce public meetings and \$25,000 for lighting at the Windom Rec Area.

The Electric Utility is underway with a large capital project to replace the substation funded with reserves.

Debt service of \$448,301 represents 24.5% of the total property tax levy, which are repayments on bonds or loans that have been used to fund prior year projects. Debt service increased by only \$3,000 in 2017 as debt service repayments for some GO bonds for PM Beef and City Equipment (dump truck) were paid off. Also, paid off was the Street Shop Rehabilitation loan with the League of Minnesota Cities Insurance Trust and the GO Revenue Bonds for the Water Filter Plant and North Water Tower Rehabilitation.

The property tax levy for General Fund Operations is \$370,602 or 20.3% of the total tax levy, which was up by about \$120,000 due to significant increases in health insurance costs. The property tax levy is 14.69% of General Fund Revenues and LGA represents 57.46% of General Fund Revenues with the balance comprised of user fees and inter-fund transfers. The 2017 increase in General Fund expenses is shown to be 5.24%.

Public Safety (Police and Fire) represents 49.68% of General Fund expenses which is an increased share from 2016. Public Works (Street) is also a significant aspect of the budget with 23.42% of General Fund expenses.

In addition to the General Fund, the City also levies to fund expenditures for amenities within the Special Revenue Funds. As one can see below, the property tax levy comprises a majority of these funds revenues. The property tax levy for these services and amenities totals \$776,935 or 42.51% of the total property tax levy which is about \$5,000 less than 2016. The City's Ambulance and Airport operations are self-funding.

The assets of the City of Windom exceeded its liabilities by approximately \$50.20 million as of the 2015 audit which is down about \$300,000 over the prior year. The unrestricted portion of City assets, that is the portion used to meet the City's ongoing obligations to citizens and creditors, is approximately \$21.32 million.

The proposed 2017 expenses for all funds are as follows. Please note that while the projected expenses are higher than revenues, the expense budget below includes non-cash expenses such as depreciation and capital expenses that will be funded using Enterprise Fund\General Fund reserves or bonds. As such, the City is projecting that revenues will be sufficient to meet the proposed budget expenditures and debt obligations.

General Fund

Operational Expenses	\$ 2,521,811
Capital Outlay	\$ 148,200
Capital Outlay – Emergency Services Facility	<u>\$ 1,200,000</u>
	\$ 3,870,011

Special Revenue/Levy Funds

Operational Expenses	\$ 1,560,620
Capital Outlay	\$ 525,400
Debt Service	\$ 40,300
Depreciation	<u>\$ 75,000</u>
	\$ 2,201,320

Enterprise Funds

Operational Expenses	\$ 10,476,751
Capital Outlay	\$ 2,145,000
Debt Service	\$ 1,391,810
Transfers	\$ 245,000
Depreciation	<u>\$ 1,607,270</u>
	\$ 15,865,831

Debt Service

Bond/Loan Payments	\$ 711,861
Tax Levy - Intra-Fund Repayment	<u>\$ 59,000</u>
	\$ 770,861

Special Projects

TIF Revenues & Revolving Loan Funds	\$ 229,082
-------------------------------------	------------

Expenses Grand Total	<u><u>\$ 22,937,105</u></u>
----------------------	-----------------------------

Truth in Taxation\Public Input

The City of Windom has long been an advocate of public participation in the budgeting process. The City has provided budget information to citizen boards and commissions, held public meetings prior to adopting each budget and has notified the public regarding budget workshops. In addition, budget and audit information is available within the financial section of the City's website (www.windom-mn.com). As required by State law, the City also notifies residents through their property tax statements about the public budget meeting on December 6, 2016. The formal budget and corresponding property tax levy will be adopted by the City Council on December 20, 2016.

Future Budget Considerations

PM Beef Holdings closed in December 2015 with the loss of 262 jobs. In February 2016 the plant was sold to Prime Pork LLC headed by businessman Glen Taylor. The City worked with Prime Pork LLC and the State of Minnesota on a MIF grant of \$1 million and the City committed to carrying forward the existing TIF on the facility in exchange for the creation of at least 250 jobs. The closing of PM Beef negatively affected the City's wastewater and electric utilities. As such, rate increases for municipal utilities were implemented in 2016. When Prime Pork LLC begins operations in 2017 it will have a positive effect on these utilities.

Windom's wastewater permit with the State of Minnesota expired in 2015 and the City continues to operate under those same parameters until the State issues the requirements for the new permit. State regulations regarding wastewater discharge are becoming much stricter and subsequently will require costly renovations at the Windom facility expected to be \$10-12 million. State grants of up to \$7 million are intended to be available to help off-set these costs; however, there will still be significant cost to the Windom ratepayers.

In 2016 the City engaged in planning for the new Emergency Services Facility for Fire and Ambulance Services scheduled for 2016-17 construction. The cost of this facility is \$3.9 million. Funds to pay for the facility will come from a variety of resources. The financing for the facility consisted of \$1.9 million in cash from the Ambulance Fund, Liquor Fund and General Fund with \$2 million coming from a 20-year lease-purchase. Annual debt service repayments/allocations need to be made consisting of about \$36,000 in 2017 (included in the budget) and then annual payments of about \$135,000 thereafter starting in 2018.

Other upcoming projects will include Street\Water\Wastewater infrastructure improvements, new or upgraded facilities for the Windom Arena and new or upgraded facilities for the Windom Pool. Other City facilities such as the Community Center and Library are also due for upcoming maintenance and renovations. In addition, equipment items such as fire\rescue vehicles and street department trucks\tractors are on the capital equipment replacement list. All of these items add significant cost pressures to the City's budget. The City Council has committed funding to these items as it is able within the confines of the budget and keeping the property tax levels similar to our peer communities. If these "big ticket" capital facilities and equipment are to be realized, without the elimination of existing services and amenities, additional sources of revenue such as local option sales tax, grants, bonding, franchise fees and user fees need to be considered to fund the projects.

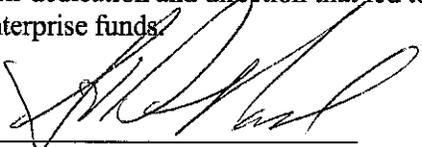
Due to the recent expansions within the industrial park and renovations of Prime Pork LLC, the City's tax base is growing very well. However, housing has emerged as an issue that was confirmed through a study that showed a housing deficit within the community. To address this issue, partnerships with builders, realtors, lenders, major employers and governmental leaders need to form to plan and promote new housing options within the community. In 2016 Prairie Meadows Subdivision came on line in with the first 10 single-family lots up for sale, but no homes were started yet. The City is currently working with a developer on a 46-unit apartment building that will also help to address the City's housing needs.

Windom does find itself in a good position to plan for the future and address these challenges. However, our reliance on LGA (60% of General Fund Revenues) could place us in a very difficult position should there be stagnation or cuts to this State program as have occurred in 2003, 2008 and 2010. Our Standard and Poor's Bond rating of A+ with a positive outlook is an example of our community's financial strength.

Conclusion

The City Council and staff are pleased to present a budget that enables the City to maintain essential services and provide the full range of amenities. The City Council and staff continue to be forward thinking and planning for growth. We are optimistic that Prime Pork LLC will add jobs and people to our community.

Special thanks are given to the community for their confidence and support of City staff and to the Department Heads for their emphasis on high quality service and cost containment. Thank you also to the City Council for their dedication and direction that led to the creation of the 2017 budgets for the General, Special Revenue and Enterprise funds.



City Administrator

**BUDGET
CITY OF WINDOM
2017 BUDGET YEAR**

REVENUE BUDGET

	<u>2017</u>	<u>2016</u>	<u>Change</u>
<u>General Fund</u>			
Local Government Aid	\$ 1,449,139	\$ 1,447,241	0.13%
Small Cities Assistance	\$ -	\$ 28,599	-100.00%
Fees, Fines and Permits	\$ 457,070	\$ 417,070	9.59%
Transfers from Enterprise	\$ 245,000	\$ 245,000	0.00%
Tax Levy (Operations)	\$ 370,602	\$ 258,255	43.50%
Tax Levy (Capital Outlay)	\$ 148,200	\$ 209,145	-29.14%
Bonds (Capital Outlay)	\$ -	\$ -	0.00%
	\$ 2,670,011	\$ 2,605,310	2.48%
<u>Special Revenue/Levy Funds</u>			
User Fees	\$ 889,455	\$ 876,080	1.53%
Federal/State Aids	\$ 159,500	\$ 159,500	0.00%
Tax Levy (Operations)	\$ 784,435	\$ 776,415	1.03%
Tax Levy (Capital Outlay)	\$ 65,400	\$ 79,600	-17.84%
Ambulance Reserve Funds (Capital Outlay)	\$ -	\$ -	0.00%
	\$ 1,898,790	\$ 1,891,595	0.38%
<u>Enterprise Funds</u>			
User Fees	\$ 13,853,788	\$ 11,885,949	16.56%
Special Assessments	\$ 20,850	\$ 26,000	-19.81%
	\$ 13,874,638	\$ 11,911,949	16.48%
<u>Debt Service</u>			
Special Assessments	\$ 116,155	\$ 141,800	-18.09%
Interfund Transfers for Debt Service	\$ 68,400	\$ 68,000	0.00%
Tax Levy - Bonded Projects	\$ 389,301	\$ 416,767	-6.59%
Tax Levy - Intra-Fund Repayment	\$ 59,000	\$ 29,000	103.45%
	\$ 632,856	\$ 655,567	-3.46%
<u>Special Projects</u>			
TIF Revenues & Revolving Loan Funds	\$ 386,496	\$ 329,251	17.39%
Grand Total	<u>\$ 19,462,791</u>	<u>\$ 17,393,672</u>	<u>11.90%</u>

Note: \$2,000,000 in lease proceeds were received in 2016 to finance the Emergency Services Facility. \$800,000 was expended in 2016 and \$1,200,000 is included in the 2017 Expense Budget.

**BUDGET
CITY OF WINDOM
2017 BUDGET YEAR**

EXPENSE BUDGET

	<u>2017</u>	<u>2016</u>	<u>Change</u>
<u>General Fund</u>			
Operational Expenses	\$ 2,521,811	\$ 2,396,165	5.24%
Capital Outlay	\$ 148,200	\$ 209,145	-29.14%
Capital Outlay - Emergency Services Facili	\$ 1,200,000	\$ -	<u>0.00%</u>
Transfers	\$ -	\$ -	<u>48.54%</u>
	<u>\$ 3,870,011</u>	<u>\$ 2,605,310</u>	
<u>Special Revenue/Levy Funds</u>			
Operational Expenses	\$ 1,560,620	\$ 1,527,125	2.19%
Capital Outlay	\$ 525,400	\$ 547,100	-3.97%
Debt Service	\$ 40,300	\$ 30,300	33.00%
Depreciation	\$ 75,000	\$ 67,500	<u>11.11%</u>
	<u>\$ 2,201,320</u>	<u>\$ 2,172,025</u>	<u>1.35%</u>
<u>Enterprise Funds</u>			
Operational Expenses	\$ 10,476,751	\$ 9,413,241	11.30%
Capital Outlay	\$ 2,145,000	\$ 1,350,165	58.87%
Debt Service	\$ 1,391,810	\$ 1,445,295	-3.70%
Transfers	\$ 245,000	\$ 245,000	0.00%
Depreciation	\$ 1,607,270	\$ 1,517,220	<u>5.94%</u>
	<u>\$ 15,865,831</u>	<u>\$13,970,921</u>	<u>13.56%</u>
<u>Debt Service</u>			
Bond/Loan Payments & Fees	\$ 711,861	\$ 787,424	-9.60%
Tax Levy - Intra-Fund Repayment	\$ 59,000	\$ 29,000	<u>0.00%</u>
	<u>\$ 770,861</u>	<u>\$ 816,424</u>	<u>-5.58%</u>
<u>Special Projects</u>			
TIF Revenues & Revolving Loan Funds	\$ 229,082	\$ 234,567	-2.34%
Grand Total	<u><u>\$ 22,937,105</u></u>	<u><u>\$19,799,247</u></u>	<u>15.85%</u>

**BUDGET
CITY OF WINDOM
2017 BUDGET YEAR**

GENERAL FUND

Operational Revenue and Expenses

<u>Revenue</u>	<u>2017</u>	<u>2016</u>	<u>Change</u>
Local Govt Aid (LGA)	\$ 1,449,139	\$ 1,447,241	0.13%
*Small Cities Assistance	\$ -	\$ 28,599	-100.00%
Operational Tax Levy	\$ 370,602	\$ 258,255	43.50%
Interfund Transfers	\$ 245,000	\$ 245,000	0.00%
Misc. Revenue	\$ 457,070	\$ 417,070	9.59%
Use of Reserves	\$ -	\$ -	0.00%
TOTAL	\$ 2,521,811	\$ 2,396,165	5.24%

<u>Expenses</u>	<u>2017</u>	<u>2016</u>	<u>Change</u>
Mayor & Council	\$ 105,070	\$ 98,570	6.59%
Elections	\$ -	\$ 6,800	-100.00%
City Office	\$ 126,115	\$ 121,290	3.98%
Planning & Zoning	\$ 139,720	\$ 139,165	0.40%
Legal**	\$ -	\$ -	0.00%
City Hall	\$ 35,470	\$ 31,830	11.44%
Police Department	\$ 1,095,640	\$ 997,250	9.87%
Fire Department	\$ 157,231	\$ 149,815	4.95%
Emergency Mgmt	\$ 6,425	\$ 6,425	0.00%
Animal Control	\$ 2,700	\$ 2,700	0.00%
Street Department	\$ 590,820	\$ 556,531	6.16%
*Small Cities Assistance Exp	\$ -	\$ 28,599	-100.00%
Health/Sanitation	\$ 22,000	\$ 19,000	15.79%
Recreation	\$ 40,120	\$ 37,980	5.63%
Parks	\$ 200,500	\$ 200,210	0.14%
Transfers	\$ -	\$ -	0.00%
TOTAL	\$ 2,521,811	\$ 2,396,165	5.24%

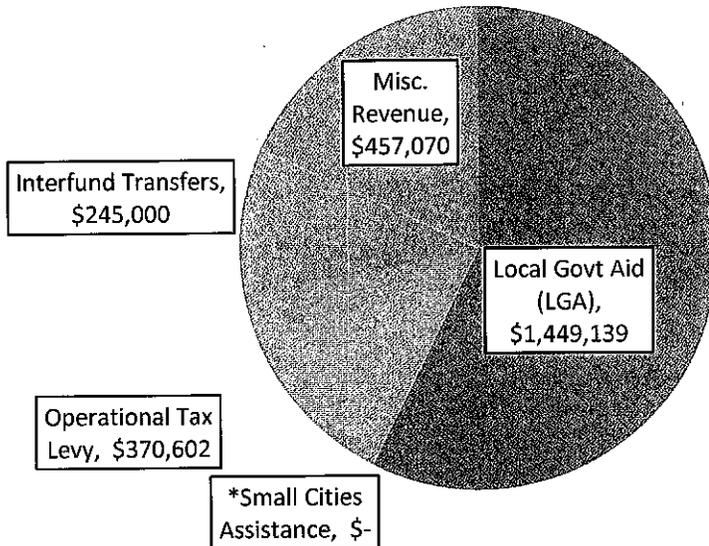
<u>General Fund Capital</u>	\$ 148,200	\$ 209,145	-29.14%
-----------------------------	------------	------------	---------

*New State Funding for Streets (one-time State Aid)

2017 General Fund

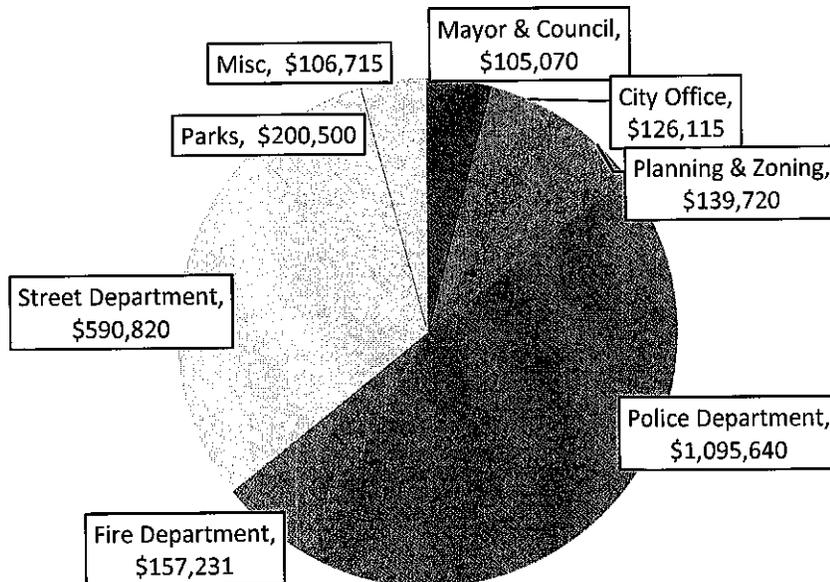
Operational Revenues

Budgeted Revenue \$2,521,811



Operational Expenses

Budgeted Expenses \$2,521,811



**BUDGET
CITY OF WINDOM
2017 CAPITAL OUTLAY
(General Fund)**

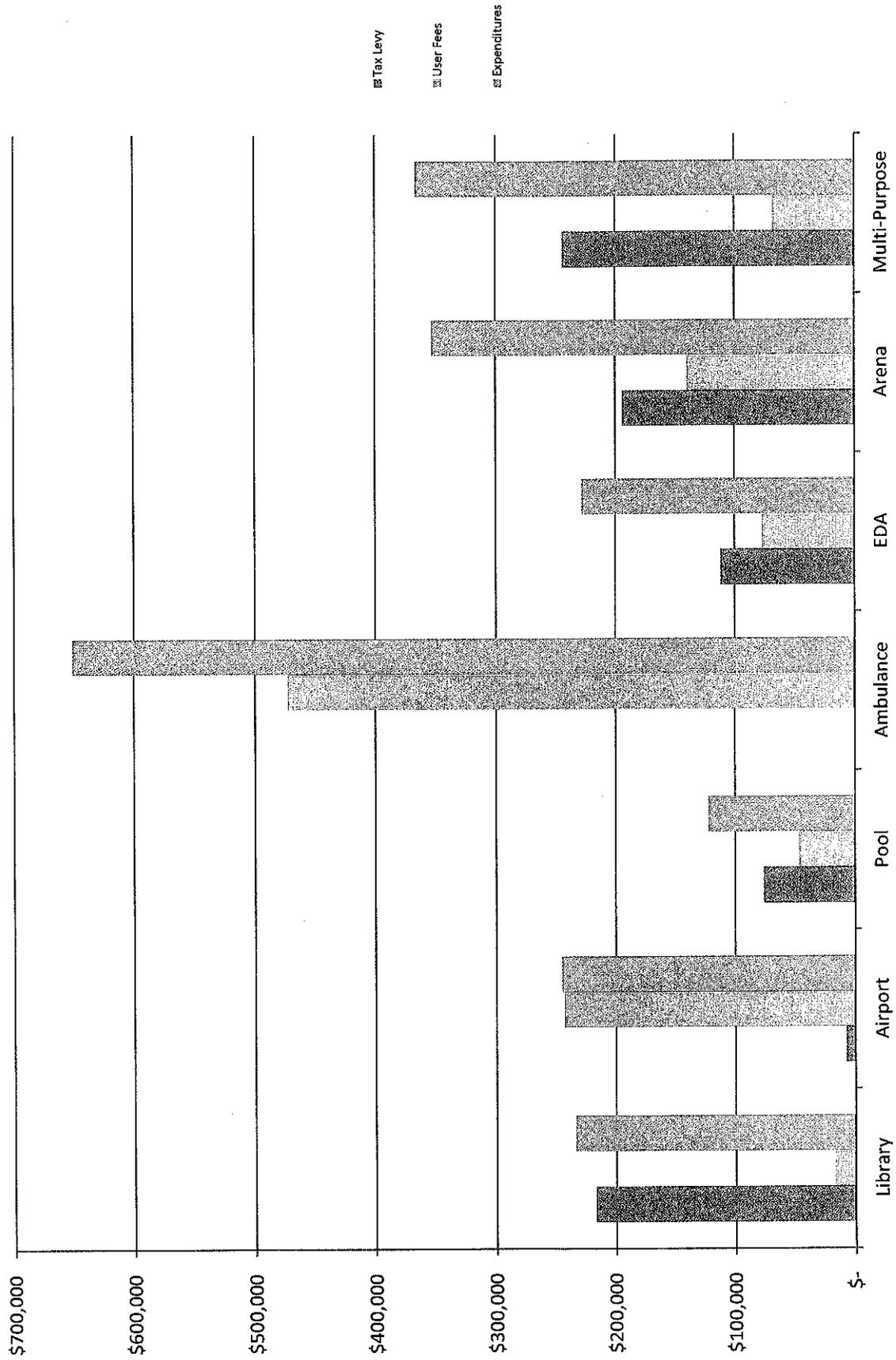
<u>CAPITAL\EQUIPMENT FUND</u>	<u>Amount</u>	<u>Tax Levy</u>
Administration:		
Computer Replacement	\$ 3,000	\$ 3,000
Sub-total	\$ 3,000	\$ 3,000
Parks:		
Windom Rec Area Lighting	\$ 25,000	
Playground Replacement Fund	\$ 10,000	
Sub-total	\$ 35,000	\$ 35,000
City Hall:		
Multiple Department Server	\$ 10,000	
Council Chamber - TV & Sound System (City Share)	\$ 30,000	
Sub-total	\$ 40,000	\$ 40,000
Police:		
Firearms Training Simulator	\$ 7,700	
Sub-total	\$ 7,700	\$ 7,700
Fire:		
Emergency Services Facility	\$1,200,000	
Engine Pumper Truck - Rural	\$ 50,000	
Sub-total	\$1,250,000	\$ 1,250,000
Streets:		
Equipment - Equipment Reserve	\$ 2,500	
Equipment - Large Volume Air Compressor	\$ 10,000	
Sub-total	\$ 12,500	\$ 12,500
TOTAL CAPITAL FUND		\$ 1,348,200
Less Lease Purchase Proceeds		<u>\$ 1,200,000</u>
General Fund Capital Subject to Levy		\$ 148,200

**BUDGET
CITY OF WINDOM
2017 BUDGET YEAR**

SPECIAL REVENUE/LEVY FUNDS

<u>Library</u>	<u>2017</u>	<u>2016</u>	<u>Change</u>
+ Tax Levy	\$ 216,880	\$ 198,750	9.12%
+ Other Revenue	\$ 17,350	\$ 15,400	12.66%
- Expenses	\$ (197,330)	\$ (194,150)	1.64%
- Capital Outlay	\$ (36,900)	\$ (20,000)	84.50%
- Debt Service	\$ -	\$ -	
	<u>\$ -</u>	<u>\$ -</u>	
 <u>Airport</u>			
+ Tax Levy	\$ 7,500	\$ 7,500	0.00%
+ Other Revenue	\$ 242,750	\$ 235,500	3.08%
- Expenses	\$ (95,160)	\$ (93,000)	2.32%
- Capital Outlay	\$ (150,000)	\$ (150,000)	0.00%
- Debt Service	\$ -	\$ -	
	<u>\$ 5,090</u>	<u>\$ -</u>	
 <u>Pool</u>			
+ Tax Levy	\$ 76,135	\$ 71,925	5.85%
+ Other Revenue	\$ 46,300	\$ 43,300	6.93%
+ Reserves	\$ -	\$ -	0.00%
- Expenses	\$ (122,435)	\$ (111,225)	10.08%
- Capital Outlay	\$ -	\$ (4,000)	0.00%
- Debt Service	\$ -	\$ -	
	<u>\$ -</u>	<u>\$ -</u>	
 <u>Ambulance</u>			
+ Tax Levy	\$ -	\$ -	0.00%
+ Other Revenue	\$ 473,250	\$ 473,250	0.00%
+ Reserves	\$ 178,220	\$ 198,530	-10.23%
- Expenses	\$ (341,470)	\$ (346,780)	-1.53%
- Capital Outlay	\$ (310,000)	\$ (325,000)	0.00%
- Debt Service	\$ -	\$ -	
	<u>\$ -</u>	<u>\$ -</u>	
 <u>EDA</u>			
+ Tax Levy	\$ 111,425	\$ 165,185	-32.55%
+ Other Revenue	\$ 62,485	\$ 52,460	19.11%
+ Reserves	\$ 40,000	\$ -	
+ Interfund Loan Receipt	\$ 14,400	\$ 14,400	0.00%
- Expenses	\$ (188,010)	\$ (201,745)	-6.81%
- Capital Outlay	\$ -	\$ -	0.00%
- Debt Service	\$ (40,300)	\$ (30,300)	33.00%
	<u>\$ -</u>	<u>\$ -</u>	
 <u>Arena</u>			
+ Tax Levy	\$ 193,975	\$ 175,285	10.66%
+ Other Revenue	\$ 139,225	\$ 149,475	-6.86%
+ Reserves	\$ -	\$ -	0.00%
- Expenses	\$ (342,200)	\$ (312,260)	9.59%
- Capital Outlay	\$ (11,000)	\$ (25,000)	-56.00%
- Debt Service	\$ -	\$ -	0.00%
+ Depreciation	\$ 20,000	\$ 12,500	
	<u>\$ -</u>	<u>\$ -</u>	
 <u>Multi-Purpose</u>			
+ Tax Levy	\$ 243,920	\$ 237,370	2.76%
+ Other Revenue	\$ 67,595	\$ 66,195	2.11%
+ Reserves	\$ -	\$ -	0.00%
- Expenses	\$ (349,015)	\$ (335,465)	4.04%
- Capital Outlay	\$ (17,500)	\$ (23,100)	-24.24%
- Debt Service	\$ -	\$ -	0.00%
+ Depreciation	\$ 55,000	\$ 55,000	
	<u>\$ -</u>	<u>\$ -</u>	
 Total Levy	 \$ 849,835	 \$ 856,015	 -0.72%

2017 Special Revenue Funds



**BUDGET
CITY OF WINDOM
2017 CAPITAL OUTLAY
Special Revenue - Funds**

<u>Fund</u>	<u>Description</u>	<u>Amount</u>		
Arena:	Water Heater	<u>\$11,000</u>	Sub-total	\$11,000
Library:	Window Replacement	\$20,000		
	Boiler Replacement	<u>\$16,900</u>	Sub-total	\$36,900
Multi-purpose:	Storage Shed	\$7,500		
	Equipment & Mechanical Systems Reserve	<u>\$10,000</u>	Sub-total	\$17,500
Pool:	Feasibility Study	<u>\$0</u>	Sub-total	\$0
Airport:	Master Plan Study (5% City Share)	<u>\$150,000</u>	Sub-total	\$7,500
Ambulance:	Unit 28 Ambulance Replacement	\$225,000		
	Unit 27 Ambulance (60%)	<u>\$85,000</u>	Sub-total	\$310,000
	Less: Ambulance Funds*	<u>\$ 310,000</u>		
Total Subject to Levy		<u><u>\$72,900</u></u>		

* Ambulance - capital expenditures will be funded through Ambulance revenue, reserve funds or grants.

**BUDGET
CITY OF WINDOM
2017 BUDGET YEAR**

ENTERPRISE FUNDS

Telecom

	<u>2017</u>	<u>2016</u>	<u>Change</u>
+ Revenue	\$ 2,986,100	\$ 2,901,000	2.93%
+ Special Assessments	\$ -	\$ -	0.00%
+ Reserves	\$ -	\$ -	0.00%
- Expenses	\$ (2,417,080)	\$ (2,375,200)	1.76%
- Capital Outlay	\$ (100,000)	\$ (67,400)	48.37%
- Debt Service	\$ (788,260)	\$ (787,300)	0.12%
- Transfer to General	\$ -	\$ -	0.00%
+ Depreciation	\$ 332,050	\$ 332,000	<u>0.02%</u>
Cash Flow	\$ 12,810	\$ 3,100	

Water

+ Revenue	\$ 1,177,500	\$ 1,140,000	3.29%
+ Special Assessments	\$ 11,000	\$ 13,000	-15.38%
+ Reserves	\$ -	\$ -	#DIV/0!
- Expenses	\$ (967,140)	\$ (920,110)	5.11%
- Capital Outlay	\$ (35,000)	\$ (35,000)	0.00%
- Debt Service	\$ (295,575)	\$ (429,648)	-31.21%
- Transfer to General	\$ -	\$ -	0.00%
+ Depreciation	\$ 386,000	\$ 365,000	<u>5.75%</u>
Cash Flow	\$ 276,785	\$ 133,242	

Sewer

+ Revenue	\$ 1,546,300	\$ 995,300	55.36%
+ Special Assessments	\$ 9,850	\$ 13,000	-24.23%
+ Reserves	\$ -	\$ 25,167	-100.00%
- Expenses	\$ (1,212,650)	\$ (1,124,340)	7.85%
- Capital Outlay	\$ (40,000)	\$ (40,000)	0.00%
- Debt Service	\$ (307,975)	\$ (228,347)	34.87%
- Transfer to General	\$ -	\$ -	0.00%
+ Depreciation	\$ 361,220	\$ 359,220	<u>0.56%</u>
Cash Flow	\$ 356,745	\$ -	

Electric

+ Revenue	\$ 6,371,688	\$ 5,142,449	23.90%
+ Special Assessments	\$ -	\$ -	0.00%
+ Reserves	\$ 1,093,193	\$ 644,632	69.58%
- Expenses	\$ (5,875,881)	\$ (4,967,081)	18.30%
- Capital Outlay	\$ (1,920,000)	\$ (1,090,000)	76.15%
- Debt Service	\$ -	\$ -	0.00%
- Transfer to General	\$ (175,000)	\$ (175,000)	0.00%
+ Depreciation	\$ 506,000	\$ 445,000	<u>0.00%</u>
Cash Flow	\$ -	\$ -	

Liquor

+ Revenue	\$ 1,772,200	\$ 1,707,200	3.81%
+ Special Assessments	\$ -	\$ -	0.00%
+ Reserves	\$ -	\$ 8,295	-100.00%
- Expenses	\$ (1,611,270)	\$ (1,543,730)	4.38%
- Capital Outlay	\$ (50,000)	\$ (117,765)	-57.54%
- Debt Service	\$ -	\$ -	0.00%
- Transfer to General	\$ (70,000)	\$ (70,000)	0.00%
+ Depreciation	\$ 22,000	\$ 16,000	<u>0.00%</u>
Cash Flow	\$ 62,930	\$ -	

**BUDGET
CITY OF WINDOM
2017 BUDGET YEAR
SPECIAL PROJECTS**

(Tax Increment Finance, Revolving Loan Funds and Other)

<u>Name</u>	<u>Revenue</u>	<u>Expense</u>
256 River Bluff Estates Revolving Loan	\$ -	\$ 250
252 Small Cities Development Program	\$ 100	\$ 400
254 North Industrial Park Project	\$ 49,425	\$ 37,760
253 RiverBluff Estates	\$ 8,000	\$ 1,850
251 RBEG\Remick Revolving Loan	\$ 2,500	\$ -
651 Riverbluff Townhomes	\$ -	\$ -
1-2 Pamida TIF	\$ -	\$ -
1-8 Downtown TIF	\$ 5,366	\$ 560
1-10 Runnings TIF	\$ 30,450	\$ 28,799
1-12 PM Windom TIF	\$ 86,700	\$ 82,008
1-13 River Bluff TIF	\$ 19,707	\$ 33,000
1-14 Spec Building II TIF	\$ 10,050	\$ 1,595
1-15 Fulda Area Credit Union	\$ 12,000	\$ 10,800
1-16 GDF District	\$ 10,000	\$ 10,000
1-17 NWIP TIF	\$ 152,198	\$ 22,060
1-18 AG Builders TIF	\$ -	\$ -
TOTAL	\$ 386,496	\$ 229,082
	-	-

City of Windom, Minnesota
City of Windom -- Capital Improvement Plan
 2017 thru 2021

PROJECTS BY DEPARTMENT

Department	Project#	Priority	2017	2018	2019	2020	2021	Total
Administration								
Computer Replacement	ADMIN 002	1	3,000	3,000	3,000	3,000		12,000
Administration Total			3,000	3,000	3,000	3,000		12,000
Airport								
Land Acquisition - Runway Extension	AIRPORT 003	2		200,000				200,000
Runway Extension - Construction	AIRPORT 004	2			1,000,000			1,000,000
Instrument Landing Equipment	AIRPORT 005	1				250,000		250,000
Runway Extension Design	AIRPORT 006	1			100,000			100,000
Crosswind Runway Design	AIRPORT 007	3					150,000	150,000
Crosswind Runway Land Acquisition	AIRPORT 008	2			600,000			600,000
Mower Replacement	AIRPORT 009	3		17,000				17,000
FAA Master Planning	AIRPORT 010	1	150,000					150,000
Runway Extension Environmental Reiew	AIRPORT 011	1		50,000				50,000
Airport Total			150,000	267,000	1,700,000	250,000	150,000	2,517,000
Ambulance								
Unit 29 - Ambulance Replacement	AMB 003	1			200,000			200,000
Radio & Pager Equipment	AMB 006	1		100,000				100,000
Unit 28 - Ambulance Replacement	AMB 007	1	225,000					225,000
Furniture, Fixtures & Equipment	AMB 008	2		20,000				20,000
Ambulance Total			225,000	120,000	200,000			545,000
Arena								
Locker Room Expansion	ARENA 006	2	350,000					350,000
Install Rink Floor	ARENA 008	3		350,000				350,000
Roof Repair/Rehabilitation	ARENA 009	1			160,000			160,000
Parking Lot Rehabilitation	ARENA 010	2		65,000				65,000
Livestock Building/Riding Rink	ARENA 011	3					200,000	200,000
Ice System Replacement	ARENA 013	1		500,000				500,000
Water Heater Replacement	ARENA 014	1	11,000					11,000
Arena Total			361,000	915,000	160,000		200,000	1,636,000
Building/Zoning								
Computer Replacement	BUILD 003	1		3,000				3,000
Color Copier Replacement	BUILD 004	1				7,000		7,000
Building/Zoning Total				3,000		7,000		10,000
City Hall								
Window Replacement	CH 001	2		20,000				20,000
Television & Sound System - Council Chambers	CH 007	2	60,000					60,000
Tuckpointing and Foundation Repair	CH 008	2		50,000				50,000

Department	Project#	Priority	2017	2018	2019	2020	2021	Total
City Hall Rear Parking Lot Rehabilitation	CH 009	2	165,000					165,000
EDA\Building Office Windows	CH 010	2		3,000				3,000
Foundation\Sidewalk Repair	CH 011	1		5,900				5,900
City Hall Total			225,000	78,900				303,900
Community Center								
Meeting Room Maintenance\Improvements	COMM 001	2		21,512	40,000	20,000		81,512
Dance Floor Replacement	COMM 002	3		14,800				14,800
Sound System	COMM 003	3	0		60,000			60,000
Stage	COMM 006	3		8,500				8,500
Equipment Replacement\Upgrades	COMM 007	1	0	15,000	15,000	15,000		45,000
Mechanical Systems	COMM 009	1	10,000	30,000	30,000	30,000		100,000
Roof Replacement	COMM 010	1				85,000		85,000
Garage Doors w\ Openers	COMM 011	2			9,800			9,800
Gym Renovation	COMM 012	2			85,000			85,000
Outdoor - Grounds and Equipment	COMM 014	2	0	4,000	4,000	4,000	4,000	16,000
Storage Shed	COMM 016	1	7,500					7,500
Community Center Total			17,500	93,812	243,800	154,000	4,000	513,112
EDA								
NWIP Expansion	EDA 003	1		1,860,000				1,860,000
Prairie Meadow Subdivision	EDA 004	1				420,000		420,000
NWIP Monument Sign	EDA 005	2	40,000					40,000
EDA Total			40,000	1,860,000		420,000		2,320,000
Electric								
Distribution System Upgrades	ELE 001	1	300,000	300,000	300,000	330,000		1,230,000
Skid Loader Replacement	ELE 002	2					50,000	50,000
Misc Equipment - Unidentified	ELE 004	3	40,000	40,000	40,000	40,000		160,000
69KV\13.8KV Substation Transformer	ELE 006	3	1,500,000	800,000				2,300,000
Vac Replacement	ELE 013	3	80,000					80,000
Unit 30 Replacement	ELE 014	1			40,000			40,000
Replace Unit 34	ELE 015	1				133,000		133,000
Generation	ELE 016	1				2,000,000		2,000,000
Trailer	ELE 017	2		15,000				15,000
Electric Total			1,920,000	1,155,000	380,000	2,503,000	50,000	6,008,000
Fire								
Emergency Services Building	FIRE 001	1	3,900,000					3,900,000
Engine Pumper Truck (rural) - Unit 21	FIRE 003	1	50,000	365,000				415,000
First Response Truck - Unit 24	FIRE 005	3		175,000				175,000
City Engine\Pumper - Unit 23	FIRE 006	1		450,000				450,000
Radio Replacement	FIRE 007	1			75,000			75,000
Turn Out Gear	FIRE 008	1	0	0	0			0
Fire Total			3,950,000	990,000	75,000			5,015,000
Library								
Heating System	LIB 001	2	16,900					16,900
Window Replacement	LIB 002	2	20,000	100,000				120,000
Computer Replacement	LIB 007	1		2,000				2,000
Library Remodel Project	LIB 008	2		30,000	30,000	30,000	7,000	97,000

Department	Project#	Priority	2017	2018	2019	2020	2021	Total
Library Total			36,900	132,000	30,000	30,000	7,000	235,900
Liquor								
Computer Replacement	LIQUOR 004	1	2,000					2,000
Liquor Total			2,000					2,000
Multiple Depts								
City-wide Network & Server Upgrades	MULTI 003	1	40,000	6,000	6,000	6,000	6,000	64,000
Multiple Depts Total			40,000	6,000	6,000	6,000	6,000	64,000
Parks								
Island Park Improvements	PARK 001	2				7,500		7,500
Island Park Campground	PARK 002	2				20,000		20,000
Cottonwood Lake - Tegel's Park Campground	PARK 003	5				371,218		371,218
Windom Rec Area - Lighting	PARK 005	4	25,000	160,300				185,300
Windom Rec Area - Parking Lot & Trail Improvements	PARK 006	4				250,000		250,000
Toro Groundsmaster Mower (328D)	PARK 010	1		25,000				25,000
Unit 70 Pick-up Truck	PARK 011	2			32,000			32,000
Playground Equipment Replacement Fund	PARK 014	3	10,000	10,000	10,000	10,000	10,000	50,000
Toro Groundsmaster Mower (3280D)	Park 015	2				26,000		26,000
Dog Park	PARK 017	5		1,000				1,000
Parks Total			35,000	196,300	42,000	684,718	10,000	968,018
Police								
SUV Replacement	POLICE 005	3			35,000			35,000
Computer Replacement - Mobile Units	POLICE 006	2				15,000		15,000
Firearms Training Simulator	POLICE 010	1	15,000					15,000
Police Total			15,000		35,000	15,000		65,000
Pool								
Renovated Pool	POOL 003	3		2,000,000				2,000,000
Heater Replacement	POOL 005	1	5,500					5,500
Pool Total			5,500	2,000,000				2,005,500
Recreation								
Software Upgrade	REC 003	2		10,000	4,000	4,000	4,000	22,000
Recreation Total				10,000	4,000	4,000	4,000	22,000
Streets								
2017 Street Project	STR 002	1	3,072,000					3,072,000
2020 Street Project	STR 003	1				1,800,000		1,800,000
Equipment Fund Reserve	STR 005	2	2,500	50,000	50,000	50,000	50,000	202,500
Pick-up Replacement 3/4 Ton (Unit 40-05)	STR 009	2		30,000				30,000
2.5 Ton Dump Trucks (Units 42-04; 43-04 and 44-04)	STR 010	1			360,000		190,000	550,000
Street Sweeper Replacement	STR 011	1		190,000				190,000
Sno-Go Snow Blower Replacement	STR 013	1					135,000	135,000
Loader Unit & Attachments	STR 015	1	29,000	29,000	29,000	29,000	29,000	145,000
Grader Replacement	STR 021	2	30,000	30,000	30,000	30,000	30,000	150,000
Skid Loader Replacement	STR 022	2		50,000				50,000
Large Volume Air Compressor	STR 023	2	20,000					20,000

Department	Project#	Priority	2017	2018	2019	2020	2021	Total
Traffic Signal Lights	STR 025	1		300,000	300,000	300,000		900,000
Crack Filling Machine	STR 026	2		50,000				50,000
Streets Total			3,153,500	729,000	769,000	2,209,000	434,000	7,294,500
Telecom								
DC Powerplant	TEL 005	1	57,000					57,000
Test Equipment Replacement	TEL 009	2	20,000					20,000
Headend Digital Conversion - IPTV	TEL 010	1	695,000					695,000
Telecom Office Phone System	TEL 011	2	7,500					7,500
Transport Project - CO Fiber Trunk	TEL 013	1	30,000					30,000
Office Space Upgrade	TEL 014	2		5,000				5,000
Vehicle Replacement	TEL 015	1	24,000					24,000
GIGA Center	TEL 016	2	3,000					3,000
City IT Infrastructure	TEL 017	1	5,400					5,400
Fire Supression Control	TEL 018	1	3,000					3,000
Core System Replacement FD-500 to E7 Platform	TEL 019	1	858,000					858,000
Servers, Licensing and Upgrades	TEL 020	n/a	52,000					52,000
System Expansion - Co Road 13	TEL 021	2	35,000					35,000
PC and Laptop Replacement - Telecom Office	TEL 022	1	6,000					6,000
Telecom Total			1,795,900	5,000				1,800,900
Wastewater								
General Plant Improvement/Maintenance	SEWER 001	2	5,000	5,000	5,000	5,000	5,000	25,000
Treatment Plant Upgrade	SEWER 002	1		10,000,000				10,000,000
Jetter Truck Replacement	SEWER 005	1				100,000		100,000
General Equipment	SEWER 006	3	20,000	20,000	20,000	20,000		80,000
Interceptor/Collection System Improvements	SEWER 007	1	10,000	10,000	10,000	10,000	10,000	50,000
Lift Station Improvements	SEWER 010	1	5,000	5,000	5,000	5,000	5,000	25,000
Bio-Solids Storage Facility	SEWER 011	2		1,500,000				1,500,000
Wastewater Total			40,000	11,540,000	40,000	140,000	20,000	11,780,000
Water								
Wells and Well Site	WATER 001	1	5,000	5,000	5,000	5,000	5,000	25,000
Pumping Equipment	WATER 002	1	5,000	5,000	5,000	5,000	5,000	25,000
Filter Plant Improvements	WATER 004	1	15,000	15,000	15,000	15,000		60,000
Water Main Improvements	WATER 005	1	5,000	5,000	5,000	5,000	5,000	25,000
Hydrants	WATER 008	2	5,000	5,000	5,000	5,000	5,000	25,000
Water Plant Improvements	WATER 009	1		145,000				145,000
Mower Replacement	WATER 011	3				15,000		15,000
Water Total			35,000	180,000	35,000	50,000	20,000	320,000
GRAND TOTAL			12,050,300	20,284,012	3,722,800	6,475,718	905,000	43,437,830

**BUDGET
CITY OF WINDOM
2017 BUDGET YEAR**

	<u>2017 Levy Uses</u>	<u>Percent Of Levy</u>
General Fund Operational	\$ 370,602	20.28%
General Fund Capital	\$ 148,200	8.11%
Less: Use of General Fund Reserves	\$ -	0.00%
Special Revenue Fund Operational	\$ 776,935	42.51%
Special Revenue Fund Capital	<u>\$ 72,900</u>	3.99%
 <i>Sub Total</i>	 <i>\$ 1,368,637</i>	
 Tax Abatement	 \$ 10,550	 0.58%
Plus Debt Service*	<u>\$ 448,301</u>	<u>24.53%</u>
 Levy Total	 \$ 1,827,488	 100.00%

<i>2016 Levy Total</i>	<i>\$ 1,779,732</i>	<i>97.39%</i>
<i>Adjustment for Tax Abatement Change</i>	<i>\$ -</i>	<i>0.00%</i>
<i>City Operation & Capital Levy Addition</i>	<u><i>\$ 47,756</i></u>	<u><i>2.68%</i></u>
<i>2017 Levy Total</i>	<i>\$ 1,827,488</i>	
<i>*Total Levy Increase</i>	<i>\$ 47,756</i>	<i>2.68%</i>

Debt Service Levy

401 Capital - ESF Loan	\$ 35,626
401 Street Shop - Loader & Grader Interfund Payment	\$ 59,000
301 2003 Street Project (2011B Refi)	\$ 82,326
302 2005 Street Project (2012A Refi)	\$ 33,801
303 2007 Street Project (2012A Refi)	\$ 57,555
305 2009 Street Project	\$ 58,195
306 2013 Street Project	\$ 95,859
406 2013 Equip Bond - Fire Truck & SCBA	<u>\$ 25,939</u>
Total	\$ 448,301

**CITY OF WINDOM
DEBT SCHEDULE/STATEMENT OF BOND INDEBTEDNESS
YEAR ENDING DECEMBER 31, 2016**

	Issue Date	Maturity Date	Interest Rate	Original Issue	New Issue	Outstanding December 31, 2015	2016 Principal Payment	2016 Interest Payment	Outstanding December 31, 2016
GENERAL OBLIGATION BONDS									
17	2006	2017	4.01%	103,000.00	0.00	24,000.00	12,000.00	735.00	12,000.00
18	2006	2016	4.01%	97,000.00	0.00	31,000.00	10,000.00	1,069.00	21,000.00
20	2006	2016	4.01%	175,000.00	0.00	28,000.00	28,000.00	567.00	0.00
26	2009	2025	2.0-4.25%	1,510,000.00	0.00	1,090,000.00	90,000.00	40,570.00	1,000,000.00
30	2011	2019	0.5-1.85%	795,000.00	0.00	470,000.00	115,000.00	6,385.00	355,000.00
31	2012	2023	.55-2.2	277,200.00	0.00	192,500.00	42,350.00	2,274.39	150,150.00
31	2012	2023	.55-2.2	82,800.00	0.00	620,000.00	12,650.00	679.36	44,850.00
31	2012	2023	.55-2.2	620,000.00	0.00	620,000.00	75,000.00	9,118.75	545,000.00
33	2013	2034	2.43%	2,590,000.00	0.00	2,465,000.00	130,000.00	57,112.52	2,335,000.00
					0.00	4,978,000.00	515,000.00	118,511.02	4,463,000.00
TOTAL GENERAL OBLIGATION BONDS									
GENERAL OBLIGATION EQUIPMENT CERTIFICATES									
19	2006	2016	4.01%	111,000.00	0.00	13,000.00	13,000.00	263.25	0.00
34	2013	2023	1.60%	425,000.00	0.00	380,000.00	45,000.00	4,862.50	335,000.00
					0.00	393,000.00	58,000.00	5,125.75	335,000.00
TOTAL GENERAL EQUIPMENT CERTIFICATES									
EDAHOUSING DEVELOPMENT TAX INCREMENT BONDS									
21	2006	2018	4.01%	227,000.00	0.00	84,000.00	27,000.00	2,898.25	57,000.00
34	2013	2023	1.60%	190,000.00	0.00	170,000.00	20,000.00	2,200.00	150,000.00
					0.00	254,000.00	47,000.00	5,098.25	207,000.00
TOTAL EDAHOUSING DEVELOPMENT BONDS									
GENERAL FUND NOTES									
	2011	2016	2.145%	250,000.00	0.00	53,008.69	53,008.69	1,589.96	0.00
GENERAL OBLIGATION REVENUE BONDS									
13	1999	2016	2.57%	3,151,838.00	0.00	126,439.94	126,439.94	3,249.50	0.00
14	1999	2019	2.29%	1,319,713.68	0.00	325,000.00	79,000.00	7,442.00	246,000.00
22	2006	2016	4.01%	227,000.00	0.00	35,000.00	35,000.00	708.75	0.00
29	2011	2029	2.65%	520,000.00	0.00	450,000.00	35,000.00	10,157.50	415,000.00
29	2011	2029	2.65%	2,570,000.00	0.00	2,570,000.00	45,000.00	67,990.00	2,525,000.00
31	2012	2023	.55-2.2	382,200.00	0.00	314,000.00	52,800.00	4,075.00	261,200.00
31	2012	2023	.55-2.2	277,800.00	0.00	236,000.00	37,200.00	3,137.50	198,800.00
33	2013	2034	2.43%	840,000.00	0.00	805,000.00	35,000.00	19,868.76	770,000.00
33	2013	2034	2.43%	970,000.00	0.00	930,000.00	40,000.00	22,925.00	890,000.00
32	2012	2032	3-3.625%	11,205,000.00	0.00	10,105,000.00	460,000.00	327,281.26	9,645,000.00
					0.00	15,896,439.94	945,439.94	466,835.27	14,951,000.00
TOTAL GENERAL OBLIGATION REVENUE BONDS									
NOTES PAYABLE EDA/ENTERPRISE FUNDS									
	2011	2016	4.40%	442,088.41	0.00	335,069.02	24,637.65	15,682.35	310,431.37
	2001	2001		353,305.00	0.00	353,305.00			353,305.00
	2001	2001		180,000.00	0.00	132,300.29		2,659.24	134,959.53
	2001	2001		488,847.00	0.00	344,736.22			326,106.00
	2013	2013		230,000.00	0.00	176,333.00			153,333.00
					0.00	1,341,743.53	66,267.87	25,431.25	1,278,134.90
TOTAL EDA/ENTERPRISE NOTES PAYABLE									
TOTAL OBLIGATIONS						22,916,192.16	1,684,716.50	622,591.50	21,234,134.90

RESOLUTION #2016-

INTRODUCED:

SECONDED:

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

AUTHORIZATION TO ACCEPT A DONATION FROM THE HELMSLEY FOUNDATION FOR THE WINDOM AMBULANCE DEPARTMENT

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

WHEREAS, Helmsley Foundation is a supporter of the City of Windom and the Windom Ambulance Department; and

WHEREAS, the City of Windom has received a donation of a LUCAS 2 device with a value of \$15,250.00 from Helmsley Foundation through a grant being administered through the Minnesota Department of Health (MDH); and

WHEREAS, the grant requires initial device training for all pertinent staff within 60 days from receipt of the device.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WINDOM, MINNESOTA, that the City Council accepts the donation of a LUCAS 2 device valued at \$15,250.00 offered by the Helmsley Foundation for use by the Windom Ambulance Department.

Adopted by the Council this 20th day of December, 2016.

Attest: _____
Steven Nasby, City Administrator

Corey J. Maricle, Mayor

Step Advance Recommendation

Colton Dunse
Water/Wastewater Operator

Hire Date: 8/8/2011
Current Grade/Step: 7/6

I am submitting to the Utility Commission and Personnel Committee a recommendation for additional step advancement for Colton. I believe that retaining experienced employees is a benefit to the City and my department. The retention of employees reduces the cost for the City to train inexperienced new hires. I recommend that in order to retain this experienced employee a step advance should be considered for Colton.

The Water/Wastewater Department requires operator certification for both water and wastewater. This training is expensive and operators must meet certain criteria in order to complete licensing requirements. Colton Dunse has completed the required and available licensing certification for his years of experience. He has obtained Class D Water and Class C Wastewater licenses.

He is dedicated to the City and completes his work assignments in a timely and efficient manner. I have received positive comments from the public, contractors, engineers and city staff regarding his work. His annual reviews have placed him in the above average range and his work performance continues to expand. He has taken on additional work obligations and is assisting with the coordination and collection of data for the GPS mapping system. When Colton was hired he was placed on Grade 7, Step 1. Due to his previous experience and his apprentice license I believe that at the time of hiring he should have been placed on a higher step.

Due to these findings and Colton's work performance I am requesting that Colton Dunse be placed on Grade 7 Step 9 effective on his anniversary date 8/8/16.



Michael Haugen
Water/Wastewater Superintendent

SMART Goal Planning Form – Administration
City Facilities Tour

Specific – The City Administrator and Department Heads provide a day-long opportunity for the City Council (plus possibility County Board of Supervisors and School Board members) to walk through City buildings and view public infrastructure. Local media would also be invited.

Measurement/Assessment – Completion of a tour.

Attainable/Achieve – Time commitment by City Council and staff.

Relevant – The expected result is a better understanding of the conditions of public buildings and infrastructure. This knowledge will be used by the Council to help set and establish goals, priorities and budgets.

Timed – Goal will be to have the tour completed by June 2017 so information can be used in 2018 budget discussions.

SMART Goal Planning Form – Administration
City Council Goal-setting

Specific – City Council hold a discussion or workshop to identify or maintain goals and priorities for the upcoming 1-5 years.

Measurement/Assessment – Adoption by the City Council of a project priority list.

Attainable/Achieve – Time commitment by City Council and staff.

Relevant – Staff is more able to work on the goals and priorities established by the City Council and the resources needed to accomplish them.

Timed – Goal will be to have the goals\priority list completed by July 2017 so information can be used in 2018 budget discussions.

**AIRPORT – Maintain and Upgrade Public Infrastructure and City Facilities
Pursuant to a Defined and Prioritized Plan – Hangers**

Specific – The Airport Commission has been asked to increase hanger space to accommodate additional aircraft and possibly a sprayer business.

Measurement/Assessment – Addition of hangers at the Airport.

Attainable/Achieve – Access Federal\State\Private funding to construct additional hanger spaces located in areas identified on the Airport Lay-out Plan.

Relevant – Expanding use of the airport infrastructure as well as supporting\growing local businesses that use the facility is important to maintaining and expanding businesses in the community.

Timed – The State and Federal grants\loans are possible, but unlikely due to timing and priority. Leases allowing private development of hangers are most likely to occur. Should the City get a request for a private hanger action should occur within 120 days to either allow or deny such a request.

**AIRPORT – Maintain and Upgrade Public Infrastructure and City Facilities
Pursuant to a Defined and Prioritized Plan – Complete 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. State and Federal grants have been secured for the project.

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 – The State and Federal grants were finalized in July 2016. A kick-off meeting was held with the Airport Commission, near-by property owners and an invitation to the general public in November 2016. The Airport GIS phase of the project started in December 2016. Subsequent phases are to be completed by the 3rd Quarter of 2017. Submission to the FAA and MNDOT by October 2017. Anticipated federal and state review time is 9-12 months.

2017 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 & 2017 the Windom Youth Hockey Association is exploring locker room improvements with a design and 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 forty one years old in 2016. 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 2017 from so that information can be available to the Parks and Recreation Commission and City Council for the 2018 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 2018 budget.

2017 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 pursuant to a defined and prioritized plan.

Decide which Direction the City of Windom wants to go with the Information from the 2016 Feasibility Study

Specific-

Use the information from the 2016 Pool Feasibility Study completed by USAquatics and evaluate the information 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-

Determining which of the five options in the feasibility study to be done will determine the cost of renovating or reconstruction of the city of Windom Pool. User groups, Windom Parks and Recreation Commission and Windom City Council will be assisting in making a decision of what will be done in the future.

Achieve-

The Recreation Director will work with the user groups, City Council and Parks and Recreation Commission of planning for renovation or reconstruction of the existing pool.

An issue to Resolve- The Windom Pool was constructed in 1965 and will be fifty two years old in 2017. 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 updated feasibility study includes reconstruction, renovation and repurposing the area and closing the pool. The cost of renovation of the existing facility was estimated at \$2,700,000 to \$2,800,000. Renovation and expansion of the existing facility was estimated at 3,100,000 to 3,300,000. New facility at existing site was estimated at \$4,100,000 to \$4,300,000. A new facility at a new site was estimated at \$3,100,000 to \$3,300,000. Repurposing the pool area and closing the pool was estimated at \$180,000 to \$200,000

Realistic-

The information from the 2015 survey was included in the feasibility study. 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.

Time-

The feasibility study will be used by the Parks and Recreation commission and Windom City council when reviewing the direction of pools future in 2017.

2017 Goals -Arena
Public Facilities: Maintain and Upgrade public infrastructure and City facilities
pursuit 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 \$500,000 were given to the Parks and Recreation Commission when they met with Carlson Stewart in March, 2016. Costs will be dependent on the type of refrigerant used for replacement of R22. Where 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 updated costs and options need to be obtained by Summer 2017 from Carlson Stewart so that information can be available to the Parks and Recreation Commission and City Council for the 2018 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. Apply for a Mighty Ducks grant in 2017.

2017 Goals –Recreation and Parks
Public Facilities: Maintain and Upgrade public infrastructure and City facilities
pursuit to a defined and prioritized plan.
Identifying the Location of Tennis Courts

Specific-

Gathering information on the relocation of tennis courts removed due to the construction of the Emergency Services Building.

Measurement-

Determination of tennis court location will allow construction of the new courts to be done.

Achieve-

The Parks Superintendent, Recreation Director, Parks and Recreation Commission, Windom City Council and user groups will review possible locations within city limits to relocate the tennis courts.

Issue to Resolve- Locating a large enough area to build the replacement tennis courts that will satisfy the tennis needs of the user groups. Money for replacement of tennis courts is to be funded by Emergency Services Fund.

Realistic- Location of the tennis courts in the City of Windom needs to be determined by the Parks and Recreation commission and Windom City Council so the tennis courts can be replaced. Construction of courts should also include for usage for pickle ball.

Time-

Options for location of the tennis courts need to be reviewed so that final location of tennis courts can be determined so construction can begin in 2018. Funding of courts was included in the construction of the Emergency Services Building.

SMART Goal Planning Form – Telecommunications Department –
NOC Building Security/Safety

Specific – The Telecommunication Department Operations Manager has identified a need to improve NOC building security/safety and improve efficiencies.

Measurement/Assessment – Current wall pack exterior lighting is prone to failure of metal halide bulbs and transformers, use 100w of power and have a 1 year warranty. Suitable replacement LED wall pack lighting use around 32w of power and have a 5 year warranty. Energy efficiency is improved. NOC room lighting is inadequate. Currently uses 3200K bulbs, replace with 4500K bulbs. Safety is improved.

Attainable/Achieve – Replace exterior building wall pack lighting with LED lights. Replace light bulbs in NOC room with brighter bulbs.

Relevant – NOC building exterior lighting will be more reliable and energy efficient. NOC room interior lighting will be brighter, reduce eye strain and improve safety of staff.

Timed – The end of August 2017.

SMART Goal Planning Form – Telecommunications Department –
Employee Continuing Education 2017

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 Planning Form – Telecommunications Department –
City Hall Communication - 2017

Specific – The Telecommunications Department will improve customer service by following set procedures with City Hall regarding trouble tickets and service orders.

Measurement/Assessment – Telecom manager will meet with Finance Director/Controller to discuss expectations for trouble tickets and service orders. Telecom Manager and Finance Director/Controller will define these with their staff.

Attainable/Achieve – When a Telecom customer call is received by City Hall, the Telecommunications Department would expect to have the trouble ticket processed and emailed to their department within an hour, with service orders processed and emailed within 2 hours. Trouble tickets received from City Hall will then have a turnaround time of 24 hours.

Relevant – Established procedures will define timeline expectations, therefore improving efficiency within the departments, as well as expediting customer issues.

Timed – Telecom Manager will meet with Finance Director/Controller by February 1st. Once procedure is agreed upon, monthly meetings will be held to discuss any concerns.

SMART Goal Planning Form – Telecommunications Department – Website 2017

Specific – The Telecom Department has identified a goal to inform the public of current service offerings, changes, and updates.

Measurement/Assessment – The Telecom Department will update the current website, Windomnet.com, to reflect current services, changes, and updates, as well as new and enhanced services.

Attainable/Achieve – Any changes to service offering or rate changes will be updated by Telecom staff as they occur. The website will be reviewed by the Telecom manager quarterly thereafter to ensure the information is accurate.

Relevant – An updated Windomnet.com website will allow the public to research information without having to contact City Hall. There would also be a link to the City's new website to allow for bill viewing, subscriber's packages and payments.

Timed – The website will be updated by July 1st 2017. Any changes to service offerings or rate changes will be updated at least quarterly.

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 continue 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

Complete the current year projects and continue developing 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 (2017, 2018 Will include River Road, East Hill and South Windom), 3-5 year plan (2019-2020 will include Generation expansion) and a 10-20 year plan (Long range plan would include a new circuit feeding to Prime Pork). 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 annually.

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.

Electric Department
Continue on the Upgrades to Electric Substation

Specific – The utility staff will continue to work on the substation upgrades started in 2016. The upgrades will include the Electrical Transformer, Switchgear and all related equipment

Measurement/Assessment – We will review the plan monthly and verify that the project is on schedule and update the plan as needed.

Attainable/Achieve – This goal will be completed utilizing the current staff as well as outside resources when needed. The project is being funded thru the Electric Department reserves. The project cost is \$2,400,000 and will be accomplished over several years (2016-2018). A bulk of the larger equipment needed was purchased in 2016.

Relevant – This goal once implemented will continue to provide the community with a safe and reliable electric distribution system. Updating the equipment will allow staff to monitor watts, vars, power factor and to communicate this information to data gathering equipment, SCADA systems and the ability to communicate to our power providers. This equipment is essential to the operation of an highly efficient electric utility system.

Timed – We will track the progress and aim towards staying on track with the timeline built by staff and the project engineers.

Windom Public Library 2017 Goals

Goal I

The Windom Library has identified the importance of marketing, outreach and the importance of establishing and maintaining a high visibility and recognition in the city of Windom.

Measurement/Assessment – Develop a survey to answer questions about the importance of the Windom Public Library in the Windom area, satisfaction of library services, frequency of use, satisfaction of services provided, collection development, the importance of a visiting a clean and attractive library and updating the facility to a comfortable and safe environment, etc. Increase awareness with street signage on the city street and on the highway 60 corridor. Provide a website that is easy to navigate, informative and interactive. The library will use other avenues of social media to increase the visibility of the Library. Begin a library card registration campaign in the community, for example.

Attainable/Achieve –Have the survey available on the website, in-house in paper form or can be filled out on public access computers. Partner with the billing department of the city to send a copy of the survey to the residents of Windom through the invoicing of the utility bill. Partner with the City of Windom to incorporate signage. Have the staff available to learn and maintain the new website. Promote the library through newsletters, programs and partnerships with community groups, schools, newspaper, radio and other social media.

Relevant – The survey will provide answers to the importance of the services provided and also what the library can do to reach the expectations of the public. Implement a Library marketing plan that will increase importance of the Windom Library in the community.

Timed – Implementing a marketing plan and a higher visibility in the community for the library can begin in 2017 and is a yearly commitment for the Library and its staff.

Windom Public Library 2017 Goals

Goal II

Specific - The Windom Library is committed to improve library technology infrastructure, resources, and training.

Measurement/Assessment – Libraries are redefining themselves as free technology hubs for their communities. Staff need to be trained in current, innovative technologies so that they can help support and provide access and training for the community.

Attainable/Achieve - Tech training for staff. Increase technology training for staff with webinars, and hands-on training. Offer staff a minimum of one training opportunity per year related to website(s) development and updating of the website(s). Attend training sessions on basic and advanced computer maintenance and technology. Reach out to area schools for a Teen Tech support club that would teach the staff with one on one training. Partner with other departments within the City of Windom and the Plum Creek Library System for assistance and training. Prioritize the training process.

Relevant – The result will be a more efficient staff when it comes to technology and computer basics. The library can then be a better source for assistance in the community for support in this service that is provided. Provide convenient library training, including Book-a-Librarian sessions for example to increase personalized services to meet individual needs for research, information, reading suggestions, and technology assistance.

Timed – This goal is attainable in the year 2017 with ongoing training implemented each year for staff.

Windom Public Library 2017 Goals

Goal III

Specific – The Windom Library is dedicated to promote lifelong learning from birth through adulthood. Establish the Windom Library as a community center where families read, play and learn together.

Measurement/ Assessment – Provide a welcoming environment for families to access what the library has to offer. Offer a Teen Space to encourage tweens and teens to feel a part of the library environment. Partner with local schools and local retailers to make sure "Get a Library Card" is on every school supply list. Conduct "bring a friend to the library" campaign using social media and the library website. Send program information to daycares, schools and retailers. Partner with community groups, schools, ECFE, Windom Community Education and BARC and book clubs to use the library and the resources to implement their activities.

Attainable/Achieve – To achieve this goal we will adapt and remodel the space that is provided with more welcoming updated furnishings supported by the Friends of the Library and grant money. Provide weekly programs for Toddlers with the new "Toddler Tuesdays" story time, and programs and activities for school age children and adults throughout the year. The library needs to be accessible for everyone. An ADA restroom has to be installed in the library and ADA requirements for shelving and space need to be implemented. Grant monies will be explored for this improvement project and also volunteers and community groups to assist in the space renovation project.

Relevant – The result will be a library that is welcoming, safe and updated for the 21st century. The library will provide learning and interaction for families and the public. It is our goal for the public to come to the library to access the free internet, Check out library materials, sit and read quietly and participate in the programs that are offered throughout the year.

Timed – The timeline will be dependent on funding and resources for the physical space needs. The programs will be implemented in 2017.

SMART Goal Planning Form – Liquor

Specific – WHO? WHAT?

After removing the pop machines from the front of the building we have identified a need for trash receptacle.

Measurement/Assessment – HOW?

The streets department gave us a catalog from their preferred vendor

Attainable/Achieve – REASONABLE/RESOURCES AVAILABLE?

We will work with the streets department, and select a receptacle from their selected vendor.

Relevant – EXPECTED RESULT?

We're hoping that the garbage that people throw on the ground will be placed in the designated receptacle. It'll also look nicer, or less empty in the front of the store.

Timed – WHEN?

I'm setting up a deadline for this task of April, 1st 2017

SMART Goal Planning Form – Liquor

Specific – WHO? WHAT?

Liquor store has identified that in store tastings are extremely beneficial to the customers, employees, gross sales, and vendor relations.

Measurement/Assessment – HOW?

We will continue to work with vendors, setting up a calendar for the entirety of 2017, to ensure we have at least one tasting each month

Attainable/Achieve – REASONABLE/RESOURCES AVAILABLE?

All of the different distributors will sign up and take an available month for tasting out their products, there no cost to the liquor store, as the reps replace their products used for their tastings

Relevant – EXPECTED RESULT?

Continue to grow knowledge for all parties, and increase our sales mix in wine, overall increase to gross sales and profitability

Timed – WHEN?

Continued through all of 2017

SMART Goal Planning Form – Liquor

Specific – WHO? WHAT?

Liquor store has identified a need for better inventory accounting

Measurement/Assessment – HOW?

We will work with our software provider and ensure the installment of new updates and continue to monitor the progress

Attainable/Achieve – REASONABLE/RESOURCES AVAILABLE?

There is no cost to the liquor store for this update

Relevant – EXPECTED RESULT?

This update should average out the cost of goods over time, instead of use last price received, overall impacting our budget, and how we go through the audit process.

Timed – WHEN?

Scheduled for first week of January 2017, requires continued monitoring

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 having City department's access a common network administered, secured, and backed up centrally.

Attainable/Achieve – REASONABLE/RESOURCES AVAILABLE?

Capital funding for hardware is requested for 2017 budget. Employee staff time during normal working hours will be needed to complete this goal. Management support is needed to enforce employee user accounts/access rights. SWWC Consultant Expense is built into 2017 budget request.

Relevant – EXPECTED RESULT?

Accomplishing this goal will replace end of life hardware that is no longer supported for City Hall and Windomnet. Additionally network setup will accommodate sharing of resources, provide additional security for City data and implement shared group policies across City departments.

Timed – WHEN?

Planning for this project started in 2016. The network will be operational by June 30, 2017.

SMART Goal Planning Form – Office/Finance – Common Inventory Supply Management System

Specific – WHO? WHAT?

Work with Utility/Office/Windownet staff to research and implement common inventory supply management system for Electric, Water/Sewer, Telecom, and Street Department Inventory

Measurement/Assessment – HOW?

Success will be measured by all departments utilizing common inventory management system for tracking supplies.

Attainable/Achieve – REASONABLE/RESOURCES AVAILABLE?

City Staff time will be needed to research and train for using a common inventory management system for supplies. A small investment will be needed to purchase program and ongoing maintenance and support fees will be incorporated into operating expenses. Most expense will be funded by enterprise funds.

Relevant – EXPECTED RESULT?

The expected result will be all City supply inventory being tracked using the same system. This promotes consistency and allows for cross training across multiple departments.

Timed – WHEN?

Select inventory system during Q1 and implement during Q2. The new system will be used by all departments for yearend inventory needed for 2017 audit.

SMART Goal Planning Form – Office/Finance – Reduce Printing/Mailing Costs for Utility/Windomnet Bills.

Specific – WHO? WHAT?

Work with Office/Utility/Windomnet Staff to promote customer signup for email notification of bills only.

Measurement/Assessment – HOW?

Success will be measured by the number of accounts setup to receive online only notification of bills as well as reduction in bill printing/ mailing costs.

Attainable/Achieve – REASONABLE/RESOURCES AVAILABLE?

City Staff time will be needed to develop a plan for promoting ebill to customers. Utility and Telecom Commission support will be needed to implement any promotional incentives. Minimal funds for advertising may also be needed to promote ebill to customers.

Relevant – EXPECTED RESULT?

The expected result is a reduction in printing and postage costs for providing utility and telecom bills.

Timed – WHEN?

Implement promotion after Q1 2017 and provide ongoing. Monitor progress monthly by reviewing customer accounts receiving online only bills and track printing and billing costs monthly.

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?

Documentation of the billing processes using the new billing system will continue through Q1 of 2017. City Staff will review and test adequacy of documentation during Q2 of 2017.

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 2017, the Windom Community Center would like to bring back and add to more outdoor activities.

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. By organizing outdoor events that people will enjoy with the hope that each year they continue to grow.

Relevant – The goal is to have 100% positive input from users and to achieve all positive rental surveys.

Timed – This is done by continuing a daily program of cleaning, maintenance and taking care of all users. Staff would like this goal accomplished at all times in the year. Planning of events have started and will continue into 2017.

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 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. 2016 Windom Community Center applied for but did not receive grant from Toro Company for outdoor sprinkler system, also at 2016 Budget asked for new outdoor storage building.

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 2017 will work at reapplying of grant for Toro lawn sprinkler system and the addition to purchase a small storage shed to house its outdoor equipment.

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 watering system more area around Windom Community Center could be utilized by Community. Storage shed can be purchased and storage of equipment can be completed.

Timed – This is an ongoing goal that needs daily attention. Staff will be looking into longer term items as the need arises. The Director will pursue Toro grants for sprinkler system and purchase of shed early spring 2017.

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 2017 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.

2017 S.M.A.R.T. Goal Planning Form

EDA - SHORT-TERM GOAL NO. 1
Multi-Family Housing

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:

Work with developers to facilitate development options for construction of multi-family housing units for seniors and units for potential job applicants.

Methods/Plan/Steps:

Work with multi-family housing developers in selection of locations for new housing units, reviewing financing options, and permitting requirements.

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.

Result(s) Expected/Measurement:

To present a potential housing development/redevelopment project to the EDA Board for consideration; anticipated construction of a 46-unit apartment building in 2017.

Timeframe:

Have a signed purchase agreement for the property by the end of 2016 or early 2017.

Goal approved by EDA Board of Commissioners on November 14, 2016.

EDA - SHORT-TERM GOAL NO. 2

Infill Development

CATEGORY: CITY COUNCIL GOAL – STRATEGY II: COMMUNITY

VITALITY: Create a diversified jobs base and a thriving, revitalized commercial corridor and downtown square.

Specific:

Encourage infill development within the City.

Methods/Plan/Steps:

Identify vacant lots and work with property owners to develop these lots.

Attainable/Resources Available:

Infrastructure is extremely expensive, so infill development should be encouraged before greenfield developments are pursued.

Result(s) Expected/Measurement:

Additional lots within city limits available for development.

Timeframe:

16th Street Project - 3 new lots available in 2017.
Continuous for other properties.

Goal approved by EDA Board of Commissioners on November 14, 2016.

EDA - SHORT-TERM GOAL NO. 3

Commercial Property Inventory

CATEGORY: CITY COUNCIL GOAL – STRATEGY II: COMMUNITY

VITALITY: Create a diversified jobs base and a thriving, revitalized commercial corridor and downtown square.

Specific:

Create an inventory of available commercial properties and maintain this inventory on the EDA's website.

Methods/Plan/Steps:

Work with property owners to improve the marketing of available lots in Windom.

Attainable/Resources Available:

The EDA already maintains an inventory of available properties. The process is posting this and keeping it up-to-date.

Result(s) Expected/Measurement:

Properties need to be searchable. The EDA can list properties on our website that the local realtors have and properties that are privately listed.

Timeframe:

Coincide with website update.

Goal approved by EDA Board of Commissioners on November 14, 2016.

EDA - SHORT-TERM GOAL NO. 4

Marketing Video

CATEGORY: CITY COUNCIL GOAL – STRATEGY II: COMMUNITY

VITALITY: Create a diversified jobs base and a thriving, revitalized commercial corridor and downtown square.

Specific:

Improve the marketing of Windom (attract and retain residents).

Methods/Plan/Steps:

Continue to implement strategies outlined in the Windom Active Living Plan.

Continue to improve livability by improving amenities and local events.

Develop a marketing video for Windom.

Attainable/Resources Available:

Work with local entities to partner on projects. The CVB is interested in partnering on the marketing video. Multiple service organizations are interested in strategies outlined in the Windom Active Living Plan.

Result(s) Expected/Measurement:

Implement two projects in the Windom Active Living Plan a year.

Have a marketing video developed in 2017.

Timeframe:

2017

Goal approved by EDA Board of Commissioners on November 14, 2016.

EDA - SHORT-TERM GOAL NO. 5

Highway 60 Commercial Lots

CATEGORY: CITY COUNCIL GOAL – STRATEGY II: COMMUNITY

VITALITY: Create a diversified jobs base and a thriving, revitalized commercial corridor and downtown square.

Specific:

Increase the availability of commercial lots along Highway 60 in Windom by developing the North Highway 60 corridor between Runnings and Prime Pork.

Methods/Plan/Steps:

Work with property owners to plat lots, construct a street between Runnings and the private street for the truck wash, and work with the City to acquire the private street.

Attainable/Resources Available:

Work with property owners to plat lots and market lots.

Apply for a TED grant to construct the street between Runnings and the private street for the truck wash.

Work with the City to acquire the private street.

Result(s) Expected/Measurement:

Plat lots: 2017

TED Grant: 2017

Acquire Private Street: 2017 – 2020

Timeframe:

2017 - 2020

Goal approved by EDA Board of Commissioners on November 14, 2016.

EDA – PREVIOUS GOAL NO. 1
NWIP Phase II

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 2018 (three-year purchase option).

Goal reapproved by EDA Board of Commissioners on November 14, 2016.

EDA – PREVIOUS GOAL NO. 2

Data Center

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, the power point presentation of the consultant, the list of contacts provided by the site selector who visited Windom in September 2015, 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 2017.

Goal reapproved by EDA Board of Commissioners on November 14, 2016.

EDA - PREVIOUS GOAL NO. 3
NEW HOTEL

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 help facilitate completion of a new hotel project in Windom.

Methods/Plan/Steps:

The EDA is working with Apollo Development on an AmericInn Hotel. Staff is working with potential investors to educate them about the project.

Attainable/Resources Available:

In 2014 a lodging study was completed which supports the need for another hotel in Windom. The EDA has the staff, information, and contacts necessary to work with the developer and to facilitate the development of this parcel.

Result(s) Expected/Measurement:

Construction of a new hotel on the old Dino Diners Truck Stop site.

Timeframe:

Construction of a new hotel in 2016 - 2017 with an opening in spring/early summer of 2017.

Goal reapproved by EDA Board of Commissioners on November 14, 2016.

EDA – PREVIOUS GOAL NO. 4

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 continue efforts toward reuse of commercial/industrial buildings that become vacant.

Method(s)/Plan/Steps:

Big Game Treestands has a building in the south industrial park that is vacant. The EDA has created a marketing handout for this project to discuss with potential businesses.

The EDA also plans to work with other properties that may become vacant in 2016-17.

Attainable/Resources Available:

The EDA is marketing the Big Game Treestands property with DEED through the LOIS system.

Result(s) Expected/Measurement:

Reuse of vacant facilities.

Timeframe:

Ongoing – when properties become vacant.

Goal reapproved by EDA Board of Commissioners on November 14, 2016.

EDA – LONG-TERM (2-5 Years) - 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.

Specific:

The EDA has identified a long-term goal to implement the expansion of the North Windom Industrial Park and specifically installation of infrastructure in the expansion area adjacent to the existing industrial park.

Method(s)/Plan/Steps:

After the EDA Board has approved an expansion plan for the industrial park, the EDA will pursue applications for funding assistance for acquisition of additional land and obtain engineering studies, and thereafter engineering estimates for installation of infrastructure in the additional land. The EDA will also pursue grant funding to implement construction of the proposed infrastructure.

Attainable/Resources Available:

The EDA has access to engineering services and State and Federal agencies to potentially assist with financing of the proposed infrastructure.

Result(s) Expected/Measurement:

Acquisition of additional land for expansion of the industrial park and construction of infrastructure improvements on that land to prepare it for development.

Timeframe:

It is anticipated that the acquisition of land, undertaking of engineering studies and submission of funding applications, and construction of infrastructure could be completed by the end of 2017 or mid-2018.

Goal reapproved by EDA Board of Commissioners on November 14, 2016.

2017 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 during the Winter and Spring of 2017 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 the Summer of 2017 for submission to the City Council for review.

Goal approved by Planning Commission on November 14, 2016.

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

CATEGORY: CITY COUNCIL GOALS – STRATEGY I: COMMUNITY

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

Specific:

The Planning Commission has identified a goal to review the provisions of the Windom City Code that relate to accessory space and accessory structures and provide recommendations to the City Council concerning a proposed ordinance modifying specific sections of the City Code.

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 will review the specific sections of the City Code that relate to accessory space and accessory structures with the Planning Commission to determine appropriate modifications to these sections. The Commission plans to conduct this review during the winter months of 2017. As questions arise, Planning and Zoning Staff will review appropriate Minnesota State Building Code provisions and Minnesota Statutes and will be in contact with the City Attorney's Office for clarification.

Result(s) Expected/Measurement:

Adoption of an ordinance modifying specific sections of the Windom City Code that relate to accessory space and accessory structures.

Timeframe:

It is estimated that the Planning Commission's and City Attorney's reviews should be completed by the Summer of 2017 for submission to the City Council for review.

Goal approved by Planning Commission on November 14, 2016.

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 Window 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 November 14, 2016.

SMART Goal Planning Form – Police Dept. - Crisis Intervention Training

Specific – **WHO? WHAT?**

It is the intent of the Windom Police Department to provide Crisis Intervention Training to all members of the staff in 2017. This purpose of this training is to provide officers with the necessary skills to communicate with people in a mental health crisis.

Measurement/Assessment – Officer Luke Landgraf will become a Crisis Intervention Instructor by attending training in the Twin Cities. He will then train the staff upon his return.

Attainable/Achieve – This goal is very attainable. We will fund it out of our 2017 budget.

Relevant – Crisis Intervention Training is the hot topic in public safety. Many of the people in crisis are suffering from mental illness. By providing our staff with the communication skills to communicate with someone in crisis, gives our officers the ability to potentially avoid use of force encounters.



Timed – We intend to have this training completed by the end of 2017.

SMART Goal Planning Form – Police Dept.-Firearms Simulator Training

Specific – The Windom Police Department, along with the Cottonwood County Sheriff's Office and Lakefield Police Department, will be purchasing a firearms simulator for use of force training. We intend to implement this training and offer it for continuing education credit.

Measurement/Assessment – We will measure this goal by whether we provide this training to staff in 2017.

Attainable/Achieve – We have received funding from the Windom City Council to purchase this system.

Relevant – This training will assist and officer's decision making in potential use of force encounters. This is very relevant topic in our country and we feel we are being proactive in providing officers with this type of yearly continuing education.

Timed – This goal will be met in 2017.

SMART Goal Planning Form – Police Dept. - Bicycle Patrol

Specific – The Windom Police Department intends to explore having officers patrol the City of Windom on bicycles, when manpower permits.

Measurement/Assessment – We will measure this goal by whether it is feasible and whether there is enough interest from the staff to complete this mission.

Attainable/Achieve – We have budgetary resources available for implementation.

Relevant – This is a community-policing concept. We hope to have more personal contact with residents of the community. There is also a strategic component in that officers may be able to detect crimes that ordinarily wouldn't be visible from a patrol car.

Timed – It is possible that this goal could be implemented in May of 2017.

SMART Goal Planning Form – Police Dept. - Policy Book Update

Specific – The Windom Police Department intends to update its Policy Manual in 2017. It was updated in 2013. It is important to maintain updates as the laws and state policies can change.

Measurement/Assessment – The Chief of Police and Assistant Chief will provide the updates. Completion of this project in 2017 will determine its attainability.

Attainable/Achieve – A completed policy manual is already in use. This process will provide updates to existing policies.

Relevant – The goal is relevant in that we have added some policies over the past years. They need to be incorporated into our manual.

Timed – We plan to have this completed in 2017.

SMART Goal Planning Form – Police Dept. - Youth Academy Goal

Specific – It is the intent of the Windom Police Department to coordinate a youth academy. We have partnered with Windom Fire and Ambulance Services to provide a 2 day academy in the past. This academy focuses on leadership and team-building.

Measurement/Assessment – We will measure the effectiveness of this goal by whether the academy is held.

Attainable/Achieve – We have budgetary resources available in 2017.

Relevant – We are working to develop good citizens and potential leaders. Both are relevant for the continued success of society.

Timed – This should take place in August 2017.

SMART Goal Planning Form –WasteWater

Specific – WHO? WHAT?

Wastewater Treatment Plant Upgrade/Expansion

Measurement/Assessment – HOW?

Facility Plan Plans and Specs Bid job and complete

Attainable/Achieve – REASONABLE/RESOURCES AVAILABLE?

3to 5 Years

Relevant – EXPECTED RESULT?

Increase Flow, Capacity and Efficiency

Timed – WHEN?

2018 – 2020P

SMART Goal Planning Form –Water & Wastewater

Specific – WHO? WHAT?

2017 Street Improvement Project.

Measurement/Assessment – HOW?

Plans and Specs Bid job and complete.

Attainable/Achieve – REASONABLE/RESOURCES AVAILABLE?

1 Year.

Relevant – EXPECTED RESULT?

Replace old Water and Sewer Mains Efficiency.

Timed – WHEN?

Fall 2017

SMART Goal Planning Form – Water

Specific – WHO? WHAT?

Water Treatment Plant Upgrade.

Valves and Media Replacement.

Measurement/Assessment – HOW?

Plans and Specs. Bid job and complete.

Attainable/Achieve – REASONABLE/RESOURCES AVAILABLE?

1 Year

Relevant – EXPECTED RESULT?

Improve Water Quality and Efficiency

Timed – WHEN?

Summer 2017

SMART Goal	Completed	About 75%	About 50%	25% or Less	Eliminated	Comments
Administration - Update City Website						Software update complete. Developer working on webpages. Dept Head review scheduled for Jan 2017
Administration - Compensation & Classification Study						Behind Schedule. Draft delivered Nov 2016. Personnel Committee review Dec 12, 2016
Airport - Master Planning (20 year plan)						Master Plan started. Kick-off meeting Nov 7, 2016. Airport GIS fieldwork done December 2016
Arena - Maintenance & Improvements						Painting bleachers completed July. Bathrooms painted. Other maintenance items done.
Arena - R22 Ice-Making Equipment Replacement						Carlson-Stewart Refrigeration Co. presented to Park & Rec (April). Mighty Ducks Grant application postponed to 2017.
Pool - Revising Feasibility Study						Feasibility study and soil study completed. Presentation to City Council Dec 6, 2016
Building/Zoning - Rental Housing Ordinance Review						Postponed due to Bldg Official retirement. Scheduled for Planning & Zoning Commission discussion 2017.
Building/Zoning - Demolition of Blighted Properties						Develop list of properties. Estimate of costs for demolition and identification of potential funding sources.
Community Center - Attraction of Additional Events						A new Beer tasting event held at Community Center Oct 2016
Community Center - Customer Service Satisfaction Goals						Rental surveys showing 100% customer satisfaction.
Community Center - Outdoor Garden/Reception Area						May 2016 trees planted and June 2016 a row of hedges planted to screen property from industrial area is planted.
Community Center - Facility Maintenance and Cleanliness						Daily on-going cleaning and maintaining equipment. LED lighting project for Gym completed.
EDA - Housing Development						Grant for 46-unit apartment building submitted. Preferred site identified and Cottonwood Co Tax Abatement Program in place.
EDA - Expansion of NWIP						Option on additional 80 acres completed and outreach to site selection consultants.
EDA - Attraction of Small to Medium Sized Data Center						Designated area in NWIP identified and outreach to site selection consultants.
EDA - Prairie Meadows Subdivision						Prairie Meadow lots available (March/April 2016).
Electric - Improve Teamwork and Communications						Quarterly staff meetings to discuss projects, concerns or changes that have been identified.
Electric - Continuing Education and Training						A majority of the dept staff has attended separate trainings related to relevant subjects to work being performed.
Electric - Long-range Planning for Distribution System						We have identified a project list for 2017 & 2018 and are working on 2019 & 2020.
Fire & Ambulance - Emergency Services Facility						ESF building of about 18,500 square under construction. June - August 2017 completion anticipated.
Library - Community Involvement						Large Print Books to the assisted living, mentor to Senior Achievement project, being a part of "This is how we roll".
Library - Accessible and Comfortable Public Space						Bike rack/bike lock program; reconfiguring public access area for computers; legos & duplos days.
Library - Increase Library Use						Lego and duplo days for children; adult coloring w/ coffee; Facebook page, entertainers; storytimes; keep inventory updated.
Liquor - Update Landscaping						Waiting to see what happens with the lot next to the liquor store.
Liquor - Conduct Tasting Events						We have conducted multiple tastings throughout the year, and response has been good.
Liquor - Update Restrooms and ADA Compliance						Contacting contractor for bathroom remodel Dec 2016
Office - City-wide Network						New firewall installed. Budgeted for 2017 hardware and IT consulting work.
Office - Telecom Profitability Improvement						Continuous; looking at pricing adjustments for 2017.
Office - Utility Billing Improvement & On-Line Access						Live on new system with online access. First bills in new system July 8th.
Office - Back-up Coverage of Billing Processes						Need to refine processes and document final process.
Parks - Island Park Campground Improvements						Some planning has been started but, project on hold until funding identified.
Police - 2016 Citizens Academy						Not enough applicants to hold the academy.
Police - K-9						This is a research goal. I am still looking for the best opportunity for WPD.
Police - Taser Training						We completed our new training program in January. All officers are certified.
Police - Emergency Services Leadership Academy						The academy will be held the last weekend in August. We expect to have enough participants.
Police - Use of Force Training						I will be asking for funding at our yearly budget meeting. The City of Lakefield will partner on this project.
Recreation - Expansion of Youth Baseball						Morning Baseball Island Park Grades 3-5 was added in Summer 2016 Recreation Program.
Streets - 6th Avenue Improvements & Possible Annexation						Meeting held with Township officials and cost estimate completed. Cost prohibitive for City w/o Township funding.
Streets - Continuing Education & Training						Some staff attended trainings. Staff discusses projects being undertaken daily.
Streets - 2017 Street Project						Preliminary plans completed. Assessment hearing Dec 20, 2016. Anticipate Feb 2017 project bidding.
Telecom - Internet Acceptable Use Policy						Acceptable Use Policy is on the website updated April 13, 2016
Telecom - Renovate and Update Website						Telecom website update completed April 13, 2016
Telecom - Improve Teamwork & Communications						Telecom staff are working well with other depts and have improved communications.
Telecom - Continuing Education & Training						Management and staff have done planned continuing education and trainings.
Water & Wastewater - GIS Mapping of Systems						Identification of water/wastewater infrastructure underway.



Windom, MN

Expense Approval Report

By Fund

Payment Dates 12/01/2016 - 12/14/2016

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL					
BENJAMIN SCHMALL	20161214	12/14/2016	REFUND - STATEMENT CREDIT	100-20191	34.00
THELMA DICK	20161214	12/14/2016	REFUND - STATEMENT CREDIT	100-20191	34.44
ALLISON DRESHFIELD	20161214	12/14/2016	REFUND - STATEMENT CREDIT	100-20191	32.00
MARILYN HOLT	20161214	12/14/2016	REFUND - STATEMENT CREDIT	100-20191	89.71
					190.15
Activity: 41110 - Mayor & Council					
SCHRAMMEL LAW OFFICE	20161207	12/07/2016	LEGAL FEES - MAYOR & COUN	100-41110-304	2,400.00
CITIZEN PUBLISHING CO	20161130	12/07/2016	ADVERTISING	100-41110-350	862.70
CONVENT. & VISITOR BUREAU	20161201	12/05/2016	LODGING TAX - GUARDIAN IN	100-41110-491	1,543.87
CONVENT. & VISITOR BUREAU	2016120116	12/05/2016	LODGING TAX - RED CARPET I	100-41110-491	639.33
					Activity 41110 - Mayor & Council Total:
					5,445.90
Activity: 41310 - Administration					
CULLIGAN	20161130	12/05/2016	SERVICE #1957	100-41310-200	33.75
INDOFF, INC	2884970	11/29/2016	SUPPLIES	100-41310-200	283.82
STOREY KENWORTHY	PINV443192	12/07/2016	FORMS - W-2, 1099 MISC	100-41310-200	257.81
TOSHIBA FINANCIAL SERVICES	318669553	12/06/2016	COPIER LEASE 2/20 - 3/20	100-41310-217	29.45
COTTONWOOD CO AUD/TREA	20161205	12/06/2016	E/C TAX SETTLEMENT. REC'D \$	100-41310-480	81,757.17
					Activity 41310 - Administration Total:
					82,362.00
Activity: 41910 - Building & Zoning					
WINDOM QUICK PRINT	20161026	12/06/2016	SUPPLIES	100-41910-200	67.79
INDOFF, INC	2881679	11/29/2016	SUPPLIES	100-41910-200	2.99
STEVEN J CARSON	20161	12/06/2016	NOV 2016 BLDG INSPECTION	100-41910-301	2,754.00
					Activity 41910 - Building & Zoning Total:
					2,824.78
Activity: 41940 - City Hall					
SANDRA HERDER	20161201	12/06/2016	CLEANING - CITY HALL	100-41940-406	330.00
MELISSA PENAS	20161201	12/06/2016	CLEANING - CITY HALL	100-41940-406	330.00
ELECTRIC FUND	SO-000203	12/07/2016	CITY HALL	100-41940-409	36.45
					Activity 41940 - City Hall Total:
					696.45
Activity: 42120 - Crime Control					
INDOFF, INC	2884958	11/29/2016	SUPPLIES	100-42120-200	88.00
WEX BANK	47783873	12/14/2016	CR CARD FUEL - POLICE CREDI	100-42120-212	-18.20
WEX BANK	47783873	12/14/2016	CR CARD FUEL - POLICE	100-42120-212	846.94
SCHRAMMEL LAW OFFICE	20161207	12/07/2016	LEGAL FEES - POLICE	100-42120-304	4,260.00
ALPHA WIRELESS - MANKATO	686815	12/06/2016	SERVICE	100-42120-323	108.00
TOSHIBA FINANCIAL SERVICES	318669553	12/06/2016	COPIER LEASE 2/20 - 3/20	100-42120-404	14.73
RUNNING'S SUPPLY	20161124	12/14/2016	MAINTENANCE -	100-42120-405	94.75
FLEET SERVICES DIVISION	2017040003	12/06/2016	SERVICE	100-42120-419	1,735.69
SCHWALBACH HARDWARE	20161125	12/14/2016	MAINTENANCE - POLICE	100-42120-480	20.98
					Activity 42120 - Crime Control Total:
					7,150.89
Activity: 42220 - Fire Fighting					
WINDOM QUICK PRINT	20161129	12/06/2016	SUPPLIES	100-42220-200	17.00
WEX BANK	47783873	12/14/2016	CR CARD FUEL - FIRE	100-42220-212	162.52
CREATIVE AD SOLUTIONS INC.	18-12735	12/06/2016	UNIFORMS	100-42220-218	20.00
BRITTANY ESPENSON	20161130	12/14/2016	SERVICE	100-42220-218	38.00
ALPHA WIRELESS - MANKATO	686776	12/13/2016	RADIO UNITS	100-42220-323	2,308.60
COUNTRY INN & SUITES	13116468	12/13/2016	WINDOM FIRE DEPT - MARK	100-42220-334	200.04
TOSHIBA FINANCIAL SERVICES	318669553	12/06/2016	COPIER LEASE 2/20 - 3/20	100-42220-404	23.56
STREICHER'S	1239081	12/14/2016	SUPPLIES	100-42220-480	109.99
					Activity 42220 - Fire Fighting Total:
					2,879.71
Activity: 42700 - Animal Control					
J. P. COOKE CO	424816	11/23/2016	SUPPLIES	100-42700-217	62.70

Expense Approval Report

Payment Dates: 12/01/2016 - 12/14/2016

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
COTTONWOOD VET CLINIC	165147	12/05/2016	SERVICE	100-42700-300	22.00
COTTONWOOD VET CLINIC	165207	12/05/2016	SERVICE	100-42700-300	70.00
COTTONWOOD VET CLINIC	165208	12/05/2016	SERVICE	100-42700-300	70.00
COTTONWOOD VET CLINIC	165210	12/05/2016	SERVICE	100-42700-300	70.00
COTTONWOOD VET CLINIC	165214	12/05/2016	SERVICE	100-42700-300	50.00
COTTONWOOD VET CLINIC	165450	12/05/2016	SERVICE	100-42700-300	130.00
COTTONWOOD VET CLINIC	165618	12/06/2016	SERVICE	100-42700-300	33.00
COTTONWOOD VET CLINIC	165646	12/05/2016	SERVICE	100-42700-300	30.00
COTTONWOOD VET CLINIC	165995	12/05/2016	SERVICE	100-42700-300	22.00

Activity 42700 - Animal Control Total: 559.70

Activity: 43100 - Streets

SCHWALBACH HARDWARE	20161125	12/14/2016	MAINTENANCE - STREET	100-43100-200	39.95
RUNNING'S SUPPLY	20161124	12/14/2016	MAINTENANCE -	100-43100-211	53.03
WEX BANK	47783873	12/14/2016	CR CARD FUEL - STREET CREDI	100-43100-212	-18.20
WEX BANK	47783873	12/14/2016	CR CARD FUEL - STREET	100-43100-212	1,065.95
KEITH BURESCH	6909	12/08/2016	OPERATING SUPPLIES	100-43100-217	125.00
RUNNING'S SUPPLY	20161124	12/14/2016	MAINTENANCE -	100-43100-224	17.91
SCOTT VEENKER	24230	12/08/2016	MAINTENANCE	100-43100-224	2,881.03
SCOTT VEENKER	24272	12/14/2016	SERVICE	100-43100-224	2,497.51
RUNNING'S SUPPLY	20161124	12/14/2016	MAINTENANCE -	100-43100-241	47.99
CITIZEN PUBLISHING CO	20161130	12/07/2016	ADVERTISING	100-43100-350	954.85
STAPLES OIL CO	103310	12/14/2016	MAINTENANCE	100-43100-404	234.70
WINDOM AUTO VALU	20161125	12/06/2016	MAINTENANCE #3400540	100-43100-404	618.42
ELECTRIC FUND	20161202A	12/05/2016	STREET SHOP - UNIT 44	100-43100-404	100.13
ELECTRIC FUND	20161202A	12/05/2016	STREET SHOP - UNIT 42	100-43100-404	100.13
ELECTRIC FUND	20161202A	12/05/2016	STREET SHOP - UNIT 46A	100-43100-404	66.75
O'REILLY AUTOMOTIVE, INC	20161205	12/06/2016	MAINTENANCE - STREET	100-43100-404	19.98
ELECTRIC FUND	20161207	12/07/2016	STREET MAINT UNIT 43	100-43100-404	100.13
ELECTRIC FUND	20161207	12/07/2016	STREET MAINT UNIT 47	100-43100-404	80.01
GRAHAM TIRE	8499649	12/06/2016	MAINTENANCE	100-43100-404	751.96
GDF ENTERPRISES, INC	A11182	12/13/2016	MAINTENANCE	100-43100-404	4.09
HOFFMAN FILTER SERVICE	75904	12/06/2016	SERVICE	100-43100-405	50.00
RUNNING'S SUPPLY	20161124	12/14/2016	MAINTENANCE -	100-43100-406	197.92

Activity 43100 - Streets Total: 9,989.24

Activity: 45120 - Recreation

TOSHIBA FINANCIAL SERVICES	318669553	12/06/2016	COPIER LEASE 2/20 - 3/20	100-45120-217	14.73
----------------------------	-----------	------------	--------------------------	---------------	-------

Activity 45120 - Recreation Total: 14.73

Activity: 45202 - Park Areas

SCHWALBACH HARDWARE	20161125	12/14/2016	MAINTENANCE - PARKS	100-45202-211	13.77
WEX BANK	47783873	12/14/2016	CR CARD FUEL - PARK	100-45202-212	88.40
COUNTRY PRIDE SERVICE	20161109	12/07/2016	CHEMICALS - STREET DEPT	100-45202-216	1,038.42
SCHWALBACH HARDWARE	20161125	12/14/2016	MAINTENANCE - PARKS	100-45202-402	4.59
LAMPERTS YARDS, INC.	39176051	12/13/2016	MAINTENANCE - PARK	100-45202-402	53.68
ELECTRIC FUND	SO-000204	12/07/2016	PARK DEPARTMENT	100-45202-402	343.80
JOHNSON HARDWARE	6700	12/06/2016	MAINTENANCE	100-45202-404	53.03
WINDOM AUTO VALU	20161125	12/06/2016	MAINTENANCE #3400540	100-45202-405	144.27
BROWN-NICOLLET COMMUNI	20161202	12/05/2016	LICENSE - BASE FEE #3061	100-45202-444	50.00

Activity 45202 - Park Areas Total: 1,789.96

Fund 100 - GENERAL Total: 113,903.51

Fund: 211 - LIBRARY

Activity: 45501 - Library

SCHWALBACH HARDWARE	20161125	12/14/2016	MAINTENANCE - LIBRARY	211-45501-200	6.99
TOSHIBA FINANCIAL SERVICES	318669553	12/06/2016	COPIER LEASE 2/20 - 3/20	211-45501-217	7.36
MELISSA PENAS	20161201	12/06/2016	CLEANING - LIBRARY	211-45501-402	350.00
SANDRA HERDER	20161201	12/06/2016	CLEANING - LIBRARY	211-45501-402	350.00
J & K WINDOWS	2091-29	12/06/2016	SERVICE	211-45501-402	20.00
RON'S ELECTRIC INC	133963	12/14/2016	MAINTENANCE	211-45501-409	77.72
INGRAM	20161201	12/06/2016	BOOKS #2004243	211-45501-435	813.69

Expense Approval Report

Payment Dates: 12/01/2016 - 12/14/2016

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
AMERICAN GIRL	20161205	12/05/2016	SUBSCRIPTION	211-45501-435	24.95
				Activity 45501 - Library Total:	1,650.71
				Fund 211 - LIBRARY Total:	1,650.71
Fund: 225 - AIRPORT					
Activity: 45127 - Airport					
RED ROCK RURAL WATER	20161202	12/06/2016	SERVICE	225-45127-200	27.00
CITIZEN PUBLISHING CO	20161130	12/07/2016	ADVERTISING	225-45127-217	160.50
SOUTH CENTRAL ELECTRIC	20161031B	12/06/2016	SERVICE #26-12-112-04	225-45127-381	215.00
SOUTH CENTRAL ELECTRIC	20161031C	12/06/2016	SERVICE #26-12-116-04	225-45127-381	146.11
				Activity 45127 - Airport Total:	548.61
				Fund 225 - AIRPORT Total:	548.61
Fund: 230 - POOL					
Activity: 45124 - Pool					
TOSHIBA FINANCIAL SERVICES	318669553	12/06/2016	COPIER LEASE 2/20 - 3/20	230-45124-217	7.36
				Activity 45124 - Pool Total:	7.36
				Fund 230 - POOL Total:	7.36
Fund: 235 - AMBULANCE					
Activity: 42153 - Ambulance					
WEX BANK	47783873	12/14/2016	CR CARD FUEL - AMBULANCE	235-42153-212	1,029.50
WEX BANK	47783873	12/14/2016	CR CARD FUEL - AMBULANCE	235-42153-212	-18.20
COUNTRY PRIDE SERVICE	5246	12/07/2016	FUEL - AMBULANCE	235-42153-212	22.00
LEWIS FAMILY DRUG, LLC	20161130	12/13/2016	SUPPLIES	235-42153-217	61.79
BOUND TREE MEDICAL, LLC	82334086	12/05/2016	SUPPLIES	235-42153-217	261.30
JOLYNN NERHUS	20161213	12/13/2016	EXPENSE	235-42153-218	50.36
SCHRAMMEL LAW OFFICE	20161207	12/07/2016	LEGAL FEES - AMBULANCE	235-42153-304	90.00
REAL TIME TRANSLATION, INC	110007	12/06/2016	SERVICE	235-42153-327	34.00
KRISTEN PORATH	20161205	12/06/2016	EXPENSE	235-42153-334	7.93
MARK MARCY	20161205	12/06/2016	EXPENSE	235-42153-334	11.24
ROBIN SHAW	2016120516	12/06/2016	EXPENSE	235-42153-334	18.68
SCHWALBACH HARDWARE	20161125	12/14/2016	MAINTENANCE - AMBULANCE	235-42153-405	83.92
ELECTRIC FUND	20161202	12/05/2016	AMBULANCE - UNIT 27	235-42153-405	40.05
O'REILLY AUTOMOTIVE, INC	20161205	12/06/2016	MAINTENANCE - AMBULANCE	235-42153-405	32.93
TOWN'S EDGE AUTO, INC.	77457	12/06/2016	AMBULANCE -UNIT #27	235-42153-405	1,431.23
				Activity 42153 - Ambulance Total:	3,156.73
				Fund 235 - AMBULANCE Total:	3,156.73
Fund: 250 - EDA GENERAL					
ELECTRIC FUND	20121202	12/05/2016	EDA LOAN TO ELECTRIC FUND	250-23900	941.63
					941.63
Activity: 46520 - EDA					
INDOFF, INC	2881679	11/29/2016	SUPPLIES	250-46520-200	3.00
SCHRAMMEL LAW OFFICE	20161207	12/07/2016	LEGAL FEES - EDA	250-46520-304	990.00
BRADLEY & DEIKE, P.A.	35600	12/13/2016	SERVICE - P.M. BEEF CORRESP	250-46520-304	80.00
DREW HAGE	20161201	12/05/2016	EXPENSE - DEED REDEV GRAN	250-46520-331	108.00
DREW HAGE	20161208	12/13/2016	EXPENSE-MN MARKETING PA	250-46520-331	153.90
CITIZEN PUBLISHING CO	20161130	12/07/2016	ADVERTISING	250-46520-350	79.50
FEDERATED RURAL ELECTRIC	20161129	12/06/2016	SERVICE #28-36-30	250-46520-381	15.00
CITY OF WINDOM	20161213	12/13/2016	BUILDING PERMIT APPLICATI	250-46520-401	349.25
SCHWALBACH HARDWARE	20161125	12/14/2016	MAINTENANCE - EDA	250-46520-402	132.13
NEW VISION COOP	20161205	12/06/2016	TAX ABATEMENT-DEC 2016 - C	250-46520-481	5,358.37
GLOBAL INVESTMENT PROPE	20161205	12/06/2016	TAX ABATEMENT-DEC 2016: C	250-46520-481	2,170.70
NEW VISION COOP	20161205	12/06/2016	TAX ABATEMENT-DEC 2016 - C	250-46520-481	2,056.12
GLOBAL INVESTMENT PROPE	20161205	12/06/2016	TAX ABATEMENT-DEC 2016: CI	250-46520-481	5,656.97
				Activity 46520 - EDA Total:	17,152.94
Activity: 49980 - Debt Service					
FULDA CREDIT UNION	20161202	12/06/2016	SPEC BLDG LOAN - PRINCIPAL	250-49980-602	2,101.31
ELECTRIC FUND	20121202	12/05/2016	EDA LOAN TO ELECTRIC FUND	250-49980-612	7.86

Expense Approval Report

Payment Dates: 12/01/2016 - 12/14/2016

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
FULDA CREDIT UNION	20161202	12/06/2016	SPEC BLDG LOAN - INTEREST	250-49980-612	1,258.69
			Activity 49980 - Debt Service Total:		3,367.86
			Fund 250 - EDA GENERAL Total:		21,462.43
Fund: 265 - TIF 1-8 DOWNTOWN					
EDA	20161201	12/07/2016	TIF DIST NO 1-8 COUNTY #15	265-20702	3,080.13
					3,080.13
			Fund 265 - TIF 1-8 DOWNTOWN Total:		3,080.13
Fund: 266 - TIF 1-10 RUNNINGS					
Activity: 46530 - TIF Districts					
J & R PARTNERSHIP	20161201	12/07/2016	TIF DIST NO 1-10 CO #16 RUN	266-46530-482	15,233.58
			Activity 46530 - TIF Districts Total:		15,233.58
			Fund 266 - TIF 1-10 RUNNINGS Total:		15,233.58
Fund: 269 - TIF 1-14 SPEC BLDG II					
EDA	20161201A	12/07/2016	TIF DIST NO 1-14 CO #25 EDA	269-20702	5,683.67
					5,683.67
			Fund 269 - TIF 1-14 SPEC BLDG II Total:		5,683.67
Fund: 275 - TIF 1-15 FULDA AREA CREDIT UNION					
Activity: 46530 - TIF Districts					
FULDA CREDIT UNION	20161207	12/07/2016	TIF DIST NO 1-15 FULDA AREA	275-46530-482	32.29
			Activity 46530 - TIF Districts Total:		32.29
			Fund 275 - TIF 1-15 FULDA AREA CREDIT UNION Total:		32.29
Fund: 401 - GENERAL CAPITAL PROJECTS					
Activity: 49950 - Capital Outlay					
SCHWALBACH HARDWARE	20161125	12/14/2016	MAINTENANCE - PARKS	401-49950-504	12.78
ELECTRIC FUND	SO-000187	12/05/2016	PARK DEPT-ISLAND PARK SOFT	401-49950-504	4,498.38
			Activity 49950 - Capital Outlay Total:		4,511.16
			Fund 401 - GENERAL CAPITAL PROJECTS Total:		4,511.16
Fund: 402 - CAPITAL PROJECT					
Activity: 49950 - Capital Outlay					
SCHRAMMEL LAW OFFICE	20161207	12/07/2016	LEGAL FEES - EMERGENCY SER	402-49950-500	495.00
GOSEWISCH CONSTRUCTION,	20161207	12/08/2016	WINDOM EMS REMOVABLES	402-49950-500	354,293.45
			Activity 49950 - Capital Outlay Total:		354,788.45
			Fund 402 - CAPITAL PROJECT Total:		354,788.45
Fund: 601 - WATER					
Activity: 49400 - Water					
A & B BUSINESS	IN349956	12/13/2016	SUPPLIES	601-49400-200	118.20
WEX BANK	47783873	12/14/2016	CR CARD FUEL - WATER	601-49400-212	199.58
MN VALLEY TESTING	837525	11/22/2016	TESTING	601-49400-310	56.25
GOPHER STATE ONE CALL	6110810	12/06/2016	LOCATES	601-49400-321	20.59
HP SUDS CLUB, LLC	20161207	12/07/2016	BILLING CONTRACT SERVICE	601-49400-326	1,170.00
SCHWALBACH HARDWARE	20161125	12/14/2016	MAINTENANCE - WATER	601-49400-386	104.93
RUNNING'S SUPPLY	20161124	12/14/2016	MAINTENANCE -	601-49400-402	34.74
WINDOM AUTO VALU	20161125	12/06/2016	MAINTENANCE #3400540	601-49400-404	6.99
CARQUEST AUTO PARTS STOR	20161201	12/13/2016	MAINTENANCE - WATER	601-49400-404	28.04
TOSHIBA FINANCIAL SERVICES	318669553	12/06/2016	COPIER LEASE 2/20 - 3/20	601-49400-404	29.45
GRAHAM TIRE	8498570	12/07/2016	MAINTENANCE	601-49400-405	627.56
AMUNDSON DIG	11171601	12/06/2016	MAINTENANCE	601-49400-408	332.50
RUNNING'S SUPPLY	20161124	12/14/2016	MAINTENANCE -	601-49400-408	34.98
			Activity 49400 - Water Total:		2,763.81
			Fund 601 - WATER Total:		2,763.81
Fund: 602 - SEWER					
GM CONTRACTING, INC.	20161207	12/08/2016	SANITARY SEWER REHAP	602-16300	360,457.59
					360,457.59
Activity: 49450 - Sewer					
WEX BANK	47783873	12/14/2016	CR CARD FUEL - SEWER	602-49450-212	351.53

Expense Approval Report

Payment Dates: 12/01/2016 - 12/14/2016

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
SCHRAMEL LAW OFFICE	20161207	12/07/2016	LEGAL FEES - SEWER	602-49450-304	315.00
MN VALLEY TESTING	837563	11/22/2016	TESTING	602-49450-310	120.00
MN VALLEY TESTING	837904	11/22/2016	TESTING	602-49450-310	223.60
MN VALLEY TESTING	837950	11/22/2016	TESTING	602-49450-310	143.60
MN VALLEY TESTING	838686	11/22/2016	TESTING	602-49450-310	223.60
MN VALLEY TESTING	839214	11/29/2016	TESTING	602-49450-310	143.60
GOPHER STATE ONE CALL	6110810	12/06/2016	LOCATES	602-49450-321	20.59
HP SUDS CLUB, LLC	20161207	12/07/2016	BILLING CONTRACT SERVICE	602-49450-326	1,170.00
JEFFY-JR. PRODUCTS	162578	11/22/2016	MAINTENANCE	602-49450-404	354.68
WINDOM FARM SERVICE	164062	12/06/2016	MAINTENANCE	602-49450-404	99.84
RUNNING'S SUPPLY	20161124	12/14/2016	MAINTENANCE -	602-49450-404	104.81
WINDOM AUTO VALU	20161125	12/06/2016	MAINTENANCE #3400540	602-49450-404	21.58
TOSHIBA FINANCIAL SERVICES	318669553	12/06/2016	COPIER LEASE 2/20 - 3/20	602-49450-404	23.56
RUNNING'S SUPPLY	20161124	12/14/2016	MAINTENANCE -	602-49450-408	28.50

Activity 49450 - Sewer Total: 3,344.49

Fund 602 - SEWER Total: 363,802.08

Fund: 604 - ELECTRIC

WESCO DISTRIBUTION, INC	530256	11/29/2016	INVENTORY	604-14200	12,393.00
ELECTRIC FUND	SO-000207	12/06/2016	NEW CONSTRUCTION - RIVER	604-16300	25,519.02
ELECTRIC FUND	SO-000209	12/13/2016	NEW RL SERVICE	604-16300	778.34
THELMA DICK	20161213	12/14/2016	REFUND - UTILITY PREPAYME	604-22000	300.00
MARK MEYER	20161214	12/14/2016	REFUND - UTILITY PREPAYME	604-22000	300.00
OCTAVIO BECERRA	20161214	12/14/2016	REFUND - UTILITY PREPAYME	604-22000	300.00
KELLI GUYSE	20161214	12/14/2016	REFUND - UTILITY PREPAYME	604-22000	300.00
DIANNA MCDANIEL	20161214	12/14/2016	REFUND - UTILITY PREPAYME	604-22000	300.00
ABS	A13902	12/05/2016	CRANE SERVICE - FOR PRIME	604-37471	400.00

40,590.36

Activity: 49550 - Electric

ADVANCED SYSTEMS, INC.	510946	11/29/2016	SUPPLIES	604-49550-200	299.25
OFFICE DEPOT	881401973001	11/29/2016	SUPPLIES	604-49550-200	209.84
WEX BANK	47783873	12/14/2016	CR CARD FUEL - ELECTRIC	604-49550-212	516.14
RUNNING'S SUPPLY	20161124	12/14/2016	MAINTENANCE -	604-49550-218	39.49
BRENT BROWN	20161205	12/06/2016	EXPENSE - SAFETY SHOES	604-49550-218	100.00
RUNNING'S SUPPLY	20161124	12/14/2016	MAINTENANCE -	604-49550-241	31.76
IRBY ELECTRICAL DISTRIBUTO	S009320737.001	12/06/2016	PAYING INVOICE FROM 12-17-	604-49550-241	40.00
DEPARTMENT OF ENERGY	BFPB000801116	12/06/2016	POWER COST	604-49550-263	87,032.01
SCHRAMEL LAW OFFICE	20161207	12/07/2016	LEGAL FEES - ELECTRIC	604-49550-304	240.00
GOPHER STATE ONE CALL	6110810	12/06/2016	LOCATES	604-49550-321	20.59
GOLDEN WEST TECH & INT SO	161100444	12/06/2016	SERVICE	604-49550-325	48.75
HP SUDS CLUB, LLC	20161207	12/07/2016	BILLING CONTRACT SERVICE	604-49550-326	1,170.00
MIKE BREGEL	2016120916	12/13/2016	EXPENSE - CONFERENCE	604-49550-331	170.64
HIGH VOLTAGE EQUIP DIAG. I	16112202	11/29/2016	SERVICE - MAINTENANCE	604-49550-402	2,587.86
TOSHIBA FINANCIAL SERVICES	318669553	12/06/2016	COPIER LEASE 2/20 - 3/20	604-49550-404	29.45
ELECTRIC FUND	20161202B	12/06/2016	ELECTRIC DEPT -UNIT 30	604-49550-405	18.00
RAGE INC	11-011747	11/29/2016	SERVICE - POWER PLANT	604-49550-406	34.17
POWER SOLVE	1208	12/06/2016	MAINTENANCE	604-49550-408	900.00
TRI-STATE BATTERY CO	1912999017673	12/06/2016	MAINTENANCE	604-49550-408	64.00
TRI-STATE BATTERY CO	1912999017747	12/06/2016	MAINTENANCE	604-49550-408	46.81
RUNNING'S SUPPLY	20161124	12/14/2016	MAINTENANCE -	604-49550-408	221.43
SCHWALBACH HARDWARE	20161125	12/14/2016	MAINTENANCE - ELECTRIC	604-49550-408	36.69
WERNER ELECTRIC	S8482651.004	12/07/2016	CREDIT - #S8482651.004 OF 6	604-49550-408	-77.92
WERNER ELECTRIC	S9282785.002	12/06/2016	MATERIALS FOR BARC	604-49550-408	252.45
ELECTRIC FUND	SO-000202	12/06/2016	TRUCK STOCK	604-49550-408	195.56
ELECTRIC FUND	SO-000205	12/06/2016	DISTRIBUTION MAINTENANCE	604-49550-408	69.80
ELECTRIC FUND	so-000210	12/13/2016	TRUCK STOCK	604-49550-408	184.75
RUNNING'S SUPPLY	20161124	12/14/2016	MAINTENANCE -	604-49550-409	59.99
RETROFIT RECYCLING, INC	0089945-IN	12/06/2016	CONSERVATION	604-49550-450	464.18
DIANE KRUGER	20161213	12/13/2016	ENERGY REBATE	604-49550-450	300.00
ALVIN MITTELSTADT	20161214	12/14/2016	ENERGY REBATE	604-49550-450	150.00

Expense Approval Report

Payment Dates: 12/01/2016 - 12/14/2016

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
WINDOM AREA DEVELOPME	20161201	12/06/2016	INDUSTRIAL DEVELOPMENT	604-49550-491	1,200.00
Activity 49550 - Electric Total:					96,655.69
Fund 604 - ELECTRIC Total:					137,246.05

Fund: 609 - LIQUOR STORE

Activity: 49751 - Liquor Store

AH HERMEL COMPANY	616713	11/29/2016	MERCHANDISE	609-49751-217	46.59
VINOCOPIA, INC	0166100-IN	11/22/2016	MERCHANDISE	609-49751-251	120.00
BREAKTHRU BEVERAGE MN	1080556574	11/29/2016	MERCHANDISE	609-49751-251	3,093.04
JOHNSON BROS.	5562459	12/06/2016	MERCHANDISE	609-49751-251	216.45
JOHNSON BROS.	5594153	11/29/2016	MERCHANDISE	609-49751-251	1,685.70
BEVERAGE WHOLESALERS	629670	12/06/2016	MERCHANDISE	609-49751-251	666.60
DOLL DISTRIBUTING, LLC	120825	12/06/2016	MERCHANDISE	609-49751-252	5,114.05
DOLL DISTRIBUTING, LLC	125023	12/13/2016	MERCHANDISE	609-49751-252	6,493.75
ARTISAN BEER COMPANY	3141517	11/29/2016	MERCHANDISE	609-49751-252	363.50
JOHNSON BROS.	5594155	11/29/2016	MERCHANDISE	609-49751-252	21.99
BEVERAGE WHOLESALERS	629087	12/06/2016	MERCHANDISE	609-49751-252	3,549.22
BEVERAGE WHOLESALERS	630027	12/13/2016	MERCHANDISE	609-49751-252	3,905.95
DOLL DISTRIBUTING, LLC	921332	12/05/2016	921332	609-49751-252	-29.15
VINOCOPIA, INC	0166100-IN	11/22/2016	MERCHANDISE	609-49751-253	80.00
BREAKTHRU BEVERAGE MN	1080556574	11/29/2016	MERCHANDISE	609-49751-253	180.00
PHILLIPS WINE & SPIRITS	2075248	11/29/2016	MERCHANDISE	609-49751-253	1,140.95
JOHNSON BROS.	5549705 - 596440	12/06/2016	MERCHANDISE - REFUND CRE	609-49751-253	109.67
JOHNSON BROS.	5549705 - 596440	12/06/2016	MERCHANDISE - REMAINING	609-49751-253	1,266.33
JOHNSON BROS.	5588552	11/29/2016	MERCHANDISE	609-49751-253	1,577.49
JOHNSON BROS.	5594154	11/29/2016	MERCHANDISE	609-49751-253	1,899.42
BREAKTHRU BEVERAGE MN	1080556574	11/29/2016	MERCHANDISE	609-49751-254	96.95
PBC - PEPSI BEVERAGES COM	30006756	11/29/2016	MERCHANDISE	609-49751-254	240.50
AH HERMEL COMPANY	616713	11/29/2016	MERCHANDISE	609-49751-254	122.09
ATLANTIC COCA-COLA	79347	12/06/2016	MERCHANDISE #8373693	609-49751-254	263.80
AH HERMEL COMPANY	616713	11/29/2016	MERCHANDISE	609-49751-261	56.38
SCHRAMMEL LAW OFFICE	20161207	12/07/2016	LEGAL FEES - LIQUOR	609-49751-304	90.00
VINOCOPIA, INC	0166100-IN	11/22/2016	MERCHANDISE	609-49751-333	7.00
BREAKTHRU BEVERAGE MN	1080556574	11/29/2016	MERCHANDISE	609-49751-333	55.21
PHILLIPS WINE & SPIRITS	2075248	11/29/2016	MERCHANDISE	609-49751-333	35.35
JOHNSON BROS.	5562459	12/06/2016	MERCHANDISE	609-49751-333	16.00
JOHNSON BROS.	5588552	11/29/2016	MERCHANDISE	609-49751-333	55.10
JOHNSON BROS.	5594153	11/29/2016	MERCHANDISE	609-49751-333	23.38
JOHNSON BROS.	5594154	11/29/2016	MERCHANDISE	609-49751-333	61.79
AH HERMEL COMPANY	616713	11/29/2016	MERCHANDISE	609-49751-333	3.95
CITIZEN PUBLISHING CO	20161130	12/07/2016	ADVERTISING	609-49751-340	1,383.20
TOSHIBA FINANCIAL SERVICES	318669553	12/06/2016	COPIER LEASE 2/20 - 3/20	609-49751-404	29.45
LUCAN COMMUNITY TV INC	2569	12/06/2016	MAINTENANCE	609-49751-406	175.00
ENVIROMASTER, INC	533938	12/05/2016	SERVICE	609-49751-406	40.88
Activity 49751 - Liquor Store Total:					34,257.58
Fund 609 - LIQUOR STORE Total:					34,257.58

Fund: 614 - TELECOM

CALIX	1199766	12/07/2016	MACHINERY AND EQUIPMEN	614-16400	2,067.43
CALIX	1199851	12/07/2016	MACHINERY AND EQUIPMEN	614-16400	2,356.21
INTERNAL REVENUE SERVICE	20121207	12/07/2016	EXCISE TAX POSTING - NOV 20	614-20201	445.03
MN 9-1-1 PROGRAM	20161207	12/07/2016	NOV 2016 - 911 SERVICE	614-20206	1,247.26
					6,115.93

Activity: 49870 - Telecom

CULLIGAN	20161130A	12/07/2016	SERVICE #5647	614-49870-200	6.75
ADVANCED SYSTEMS, INC.	510867	11/29/2016	SUPPLIES	614-49870-200	37.41
PCM-G GLOBAL GOV/EDUCATI	599596020101	12/08/2016	SUPPLIES	614-49870-200	440.39
RAGE INC	11-011749	11/29/2016	SERVICE - WINDOM NET	614-49870-211	21.33
WEX BANK	47783873	12/14/2016	CR CARD FUEL - TELECOM	614-49870-212	137.99
CALIX	1185721	12/07/2016	CREDIT - #1185721 REF 01292	614-49870-227	-1,250.00
TRI-STATE BATTERY CO	1912999017716	12/08/2016	MAINTENANCE	614-49870-227	282.00

Expense Approval Report

Payment Dates: 12/01/2016 - 12/14/2016

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
RUNNING'S SUPPLY	20161124	12/14/2016	MAINTENANCE -	614-49870-227	6.78
RUNNING'S SUPPLY	20161124	12/14/2016	MAINTENANCE -	614-49870-241	18.99
MANKATO NETWORKS, LLC	387603	12/08/2016	SERVICE	614-49870-301	1,000.00
GOPHER STATE ONE CALL	6110810	12/06/2016	LOCATES	614-49870-321	20.58
HP SUDS CLUB, LLC	20161207	12/07/2016	BILLING CONTRACT SERVICE	614-49870-326	1,170.00
KDOM RADIO	KDOM0073161141238	12/08/2016	ADVERTISING - WINDOM NET	614-49870-340	99.00
TOSHIBA FINANCIAL SERVICES	318669553	12/06/2016	COPIER LEASE 2/20 - 3/20	614-49870-404	44.18
SCHWALBACH HARDWARE	20161125	12/14/2016	MAINTENANCE - TELECOM	614-49870-405	142.54
CENTURY LINK	438652	12/05/2016	DIRECTORY LISTINGS #	614-49870-441	160.55
CENTURY LINK	1040021021-16322	11/29/2016	CABS	614-49870-441	61.10
AZAR COMPUTER SOFTWARE	140979	12/05/2016	CATV SUPPORT 1/1/2017 - 3/	614-49870-442	2,145.00
DISPLAY SYSTEMS INTERNATI	27407	12/05/2016	SUBSCRIBER	614-49870-442	163.88
MANKATO NETWORKS, LLC	387603	12/08/2016	SERVICE	614-49870-442	1,437.50
SHOWTIME NETWORKS INC	9002731-1016	11/22/2016	SUBSCRIBER	614-49870-442	447.72
ADARA TECHNOLOGIES INC	AP100223CW-28	12/05/2016	SET TOP BOX HOSTING 12/1/1	614-49870-442	10,500.00
MN DEPT OF COMMERCE	1000035913	12/13/2016	3RD Q FY 2016 ASSESSMENT	614-49870-443	787.28
WOODSTOCK COMMUNICATI	10061537	12/06/2016	SPECIAL ACCESS CIRCUITS 12/	614-49870-445	205.10
E-911 - INDEPENDENT EMERG	20161201	12/07/2016	MONTHLY 911 SERVICE 12/1 -	614-49870-445	40.00
MANKATO NETWORKS, LLC	387603	12/08/2016	SERVICE	614-49870-445	1,437.50
COGENT COMMUNICATIONS,	20161201	12/07/2016	1 GB INTERNET CONN AT 511	614-49870-447	1,750.00
MANKATO NETWORKS, LLC	387603	12/08/2016	SERVICE	614-49870-447	1,640.45
HURRICANE ELECTRIC LLC	98232409-IN	12/06/2016	10 GB INTERNET CONN AT 51	614-49870-447	4,000.00
GOLDEN WEST TECH & INT SO	161100359	12/08/2016	SERVICE #990802522 #A3790	614-49870-448	116.41
SWWC - SOUTHWEST WEST C	52037	11/04/2016	SERVICE - #1849	614-49870-448	950.00
SOUTHWEST MN BROADBAN	20161213	12/13/2016	QVC COMMISSIONS - OCT 201	614-49870-480	139.48
Activity 49870 - Telecom Total:					28,159.91
Fund 614 - TELECOM Total:					34,275.84

Fund: 615 - ARENA

Activity: 49850 - Arena

SCHWALBACH HARDWARE	20161125	12/14/2016	MAINTENANCE - ARENA	615-49850-211	19.98
CARQUEST AUTO PARTS STOR	20161201	12/13/2016	MAINTENANCE - ARENA	615-49850-211	14.95
HEARTLAND PAPER COMPANY	319334-0	12/13/2016	SUPPLIES	615-49850-211	165.15
HEARTLAND PAPER COMPANY	320041-0	12/13/2016	CREDIT - SUPPLIES	615-49850-211	-21.05
CONTINENTAL RESEACH CORP	442694-CRC-1	12/13/2016	CLEANING SUPPLIES	615-49850-211	427.86
WEX BANK	47783873	12/14/2016	CR CARD FUEL - ARENA	615-49850-212	78.18
RUNNING'S SUPPLY	20161124	12/14/2016	MAINTENANCE -	615-49850-217	18.99
TOSHIBA FINANCIAL SERVICES	318669553	12/06/2016	COPIER LEASE 2/20 - 3/20	615-49850-217	26.51
SCHWALBACH HARDWARE	20161125	12/14/2016	MAINTENANCE - ARENA	615-49850-241	8.37
CITIZEN PUBLISHING CO	20161130	12/07/2016	ADVERTISING	615-49850-340	932.38
MN ENERGY RESOURCES	20161111E	12/13/2016	HEATING #0504094426	615-49850-383	334.71
SCHWALBACH HARDWARE	20161125	12/14/2016	MAINTENANCE - ARENA	615-49850-402	4.75
CARQUEST AUTO PARTS STOR	20161201	12/13/2016	MAINTENANCE - ARENA	615-49850-402	28.00
RON'S ELECTRIC INC	134026	12/14/2016	MAINTENANCE	615-49850-404	1,271.50
ULTIMATE SAFETY CONCEPTS I	169057	12/14/2016	MAINTENANCE	615-49850-404	164.25
SCHWALBACH HARDWARE	20161125	12/14/2016	MAINTENANCE - ARENA	615-49850-404	33.11
RON'S ELECTRIC INC	133815	12/14/2016	MAINTENANCE	615-49850-406	79.63
RUNNING'S SUPPLY	20161124	12/14/2016	MAINTENANCE -	615-49850-406	12.99
SCHWALBACH HARDWARE	20161125	12/14/2016	MAINTENANCE - ARENA	615-49850-406	7.97
CARQUEST AUTO PARTS STOR	20161201	12/13/2016	MAINTENANCE - ARENA	615-49850-406	16.94
SCHWALBACH HARDWARE	20161125	12/14/2016	MAINTENANCE - ARENA	615-49850-409	2,442.21
Activity 49850 - Arena Total:					6,067.38
Fund 615 - ARENA Total:					6,067.38

Fund: 617 - M/P CENTER

Activity: 49860 - M/P Center

INDOFF, INC	2881631	11/22/2016	SUPPLIES	617-49860-200	37.90
BEVERAGE WHOLESALERS	621894A	12/14/2016	MERCHANDISE	617-49860-217	300.00
BEVERAGE WHOLESALERS	621894A	12/14/2016	MERCHANDISE	617-49860-252	1,048.00
CITIZEN PUBLISHING CO	20161130	12/07/2016	ADVERTISING	617-49860-340	373.84
KDOM RADIO	KDOM0563161141235	12/06/2016	ADVERTISING - COMM CENTE	617-49860-340	157.00

Expense Approval Report

Payment Dates: 12/01/2016 - 12/14/2016

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
TOSHIBA FINANCIAL SERVICES	318669553	12/06/2016	COPIER LEASE 10/20 - 11/20 -	617-49860-404	60.00
TOSHIBA FINANCIAL SERVICES	318669553	12/06/2016	COPIER LEASE 2/20 - 3/20	617-49860-404	14.73
RAGE INC	10-011894	12/05/2016	SERVICE - COMM CENTER	617-49860-406	61.50
RAGE INC	11011748	12/07/2016	SERVICE - COMM CENTER	617-49860-406	61.50
RON'S ELECTRIC INC	133838	12/07/2016	MAINTENANCE	617-49860-409	434.11
				Activity 49860 - M/P Center Total:	2,548.58
				Fund 617 - M/P CENTER Total:	2,548.58
Fund: 700 - PAYROLL					
Internal Revenue Service-Payr	INV0000980	12/09/2016	Federal Tax Withholding	700-21701	12,743.58
MN Department of Revenue -	INV0000979	12/09/2016	State Withholding	700-21702	5,128.84
Internal Revenue Service-Payr	INV0000981	12/09/2016	Social Security	700-21703	13,303.40
MN Pera	INV0000971	12/09/2016	PERA	700-21704	12,493.86
MN Pera	INV0000972	12/09/2016	PERA	700-21704	5,917.83
MN Pera	INV0000973	12/09/2016	PERA	700-21704	955.44
MN Pera	INV0000974	12/09/2016	PERA	700-21704	465.00
MN State Deferred	INV0000975	12/09/2016	Deferred Compensation	700-21705	3,590.00
MN State Deferred	INV0000976	12/09/2016	Deferred Roth	700-21705	775.00
LOCAL UNION #949	20161207	12/08/2016	UNION DUES	700-21707	1,744.60
LAW ENFORCMENT LABOR SE	20161207	12/08/2016	POLICE UNION DUES	700-21708	343.00
MN Child Support Payment C	INV0000977	12/09/2016	Child Support Payment	700-21709	606.17
Internal Revenue Service-Payr	INV0000978	12/09/2016	Medicare Withholding	700-21711	3,862.98
SELECTACCOUNT	38314108	12/06/2016	FLEX SPENDING	700-21712	880.00
SELECTACCOUNT	38318723	12/14/2016	FLEX SPENDING	700-21712	766.13
COLONIAL LIFE INSURANCE	20161205	12/05/2016	BCN 38182644 INSURANCE	700-21714	8.82
MHI LIFE	20161212	12/13/2016	VEBA DEC 2016	700-21720	11,848.64
					75,433.29
				Fund 700 - PAYROLL Total:	75,433.29
				Grand Total:	1,180,453.24

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL	113,903.51
211 - LIBRARY	1,650.71
225 - AIRPORT	548.61
230 - POOL	7.36
235 - AMBULANCE	3,156.73
250 - EDA GENERAL	21,462.43
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
275 - TIF 1-15 FULDA AREA CREDIT UNION	32.29
401 - GENERAL CAPITAL PROJECTS	4,511.16
402 - CAPITAL PROJECT	354,788.45
601 - WATER	2,763.81
602 - SEWER	363,802.08
604 - ELECTRIC	137,246.05
609 - LIQUOR STORE	34,257.58
614 - TELECOM	34,275.84
615 - ARENA	6,067.38
617 - M/P CENTER	2,548.58
700 - PAYROLL	75,433.29
Grand Total:	1,180,453.24

Account Summary

Account Number	Account Name	Payment Amount
100-20191	Unapplied Cash	190.15
100-41110-304	Legal Fees	2,400.00
100-41110-350	Printing & Design	862.70
100-41110-491	Payments to Other Orga	2,183.20
100-41310-200	Office Supplies	575.38
100-41310-217	Other Operating Supplie	29.45
100-41310-480	Other Miscellaneous	81,757.17
100-41910-200	Office Supplies	70.78
100-41910-301	Auditing & Consulting Se	2,754.00
100-41940-406	Repairs & Maint - Groun	660.00
100-41940-409	Repairs & Maint - Utilitie	36.45
100-42120-200	Office Supplies	88.00
100-42120-212	Motor Fuels	828.74
100-42120-304	Legal Fees	4,260.00
100-42120-323	Radio Units	108.00
100-42120-404	Repairs & Maint - M&E	14.73
100-42120-405	Repairs & Maint - Vehicl	94.75
100-42120-419	Vehicle Lease	1,735.69
100-42120-480	Other Miscellaneous	20.98
100-42220-200	Office Supplies	17.00
100-42220-212	Motor Fuels	162.52
100-42220-218	Uniforms	58.00
100-42220-323	Radio Units	2,308.60
100-42220-334	Meals/Lodging	200.04
100-42220-404	Repairs & Maint - M&E	23.56
100-42220-480	Other Miscellaneous	109.99
100-42700-217	Other Operating Supplie	62.70
100-42700-300	Charges for Services	497.00
100-43100-200	Office Supplies	39.95
100-43100-211	Cleaning Supplies	53.03
100-43100-212	Motor Fuels	1,047.75
100-43100-217	Other Operating Supplie	125.00
100-43100-224	Street Maint Materials	5,396.45

Account Summary

Account Number	Account Name	Payment Amount
100-43100-241	Small Tools	47.99
100-43100-350	Printing & Design	954.85
100-43100-404	Repairs & Maint - M&E	2,076.30
100-43100-405	Repairs & Maint - Vehicl	50.00
100-43100-406	Repairs & Maint - Groun	197.92
100-45120-217	Other Operating Supplie	14.73
100-45202-211	Cleaning Supplies	13.77
100-45202-212	Motor Fuels	88.40
100-45202-216	Chemicals and Chemical	1,038.42
100-45202-402	Repairs & Maint - Struct	402.07
100-45202-404	Repairs & Maint - M&E	53.03
100-45202-405	Repairs & Maint - Vehicl	144.27
100-45202-444	License Fees	50.00
211-45501-200	Office Supplies	6.99
211-45501-217	Other Operating Supplie	7.36
211-45501-402	Repairs & Maint - Struct	720.00
211-45501-409	Repairs & Maint - Utilitie	77.72
211-45501-435	Books and Pamphlets	838.64
225-45127-200	Office Supplies	27.00
225-45127-217	Other Operating Supplie	160.50
225-45127-381	Electric Utility	361.11
230-45124-217	Other Operating Supplie	7.36
235-42153-212	Motor Fuels	1,033.30
235-42153-217	Other Operating Supplie	323.09
235-42153-218	Uniforms	50.36
235-42153-304	Legal Fees	90.00
235-42153-327	Interpretation Fees	34.00
235-42153-334	Meals/Lodging	37.85
235-42153-405	Repairs & Maint - Vehicl	1,588.13
250-23900	Notes Payable - Noncurr	941.63
250-46520-200	Office Supplies	3.00
250-46520-304	Legal Fees	1,070.00
250-46520-331	Travel Expense	261.90
250-46520-350	Printing & Design	79.50
250-46520-381	Electric Utility	15.00
250-46520-401	Repairs & Maint - Buildi	349.25
250-46520-402	Repairs & Maint - Struct	132.13
250-46520-481	Tax Abatement	15,242.16
250-49980-602	Other Long-Term Obliga	2,101.31
250-49980-612	Other Interest	1,266.55
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
275-46530-482	TIF Payments	32.29
401-49950-504	Capital Outlay - Parks	4,511.16
402-49950-500	Capital Outlay	354,788.45
601-49400-200	Office Supplies	118.20
601-49400-212	Motor Fuels	199.58
601-49400-310	Lab Testing	56.25
601-49400-321	Telephone	20.59
601-49400-326	Data Processing	1,170.00
601-49400-386	Landfill	104.93
601-49400-402	Repairs & Maint - Struct	34.74
601-49400-404	Repairs & Maint - M&E	64.48
601-49400-405	Repairs & Maint - Vehicl	627.56
601-49400-408	Repairs & Maint - Distrib	367.48
602-16300	Improvements Other Th	360,457.59
602-49450-212	Motor Fuels	351.53

Account Summary

Account Number	Account Name	Payment Amount
602-49450-304	Legal Fees	315.00
602-49450-310	Lab Testing	854.40
602-49450-321	Telephone	20.59
602-49450-326	Data Processing	1,170.00
602-49450-404	Repairs & Maint - M&E	604.47
602-49450-408	Repairs & Maint - Distrib	28.50
604-14200	Inventory	12,393.00
604-16300	Improvements Other Th	26,297.36
604-22000	Prepayments	1,500.00
604-37471	Electric Labor Sold	400.00
604-49550-200	Office Supplies	509.09
604-49550-212	Motor Fuels	516.14
604-49550-218	Uniforms	139.49
604-49550-241	Small Tools	71.76
604-49550-263	Merchandise for Resale -	87,032.01
604-49550-304	Legal Fees	240.00
604-49550-321	Telephone	20.59
604-49550-325	Dispatching	48.75
604-49550-326	Data Processing	1,170.00
604-49550-331	Travel Expense	170.64
604-49550-402	Repairs & Maint - Struct	2,587.86
604-49550-404	Repairs & Maint - M&E	29.45
604-49550-405	Repairs & Maint - Vehicl	18.00
604-49550-406	Repairs & Maint - Groun	34.17
604-49550-408	Repairs & Maint - Distrib	1,893.57
604-49550-409	Repairs & Maint - Utilitie	59.99
604-49550-450	Conservation	914.18
604-49550-491	Payments to Other Orga	1,200.00
609-49751-217	Other Operating Supplie	46.59
609-49751-251	Liquor	5,781.79
609-49751-252	Beer	19,419.31
609-49751-253	Wine	6,253.86
609-49751-254	Soft Drinks & Mix	723.34
609-49751-261	Other Merchandise	56.38
609-49751-304	Legal Fees	90.00
609-49751-333	Freight and Express	257.78
609-49751-340	Advertising & Promotion	1,383.20
609-49751-404	Repairs & Maint - M&E	29.45
609-49751-406	Repairs & Maint - Groun	215.88
614-16400	Machinery & Equipment	4,423.64
614-20201	Excise Tax Payable	445.03
614-20206	911 TAP & TACIP Fees CI	1,247.26
614-49870-200	Office Supplies	484.55
614-49870-211	Cleaning Supplies	21.33
614-49870-212	Motor Fuels	137.99
614-49870-227	Utility System Maint Sup	-961.22
614-49870-241	Small Tools	18.99
614-49870-301	Auditing & Consulting Se	1,000.00
614-49870-321	Telephone	20.58
614-49870-326	Data Processing	1,170.00
614-49870-340	Advertising & Promotion	99.00
614-49870-404	Repairs & Maint - M&E	44.18
614-49870-405	Repairs & Maint - Vehicl	142.54
614-49870-441	Transmission Fees	221.65
614-49870-442	Subscriber Fees	14,694.10
614-49870-443	Intergovernmental Fees	787.28
614-49870-445	Switch Fees	1,682.60
614-49870-447	Internet Expense	7,390.45

Account Summary

Account Number	Account Name	Payment Amount
614-49870-448	On-Call Support	1,066.41
614-49870-480	Other Miscellaneous	139.48
615-49850-211	Cleaning Supplies	606.89
615-49850-212	Motor Fuels	78.18
615-49850-217	Other Operating Supplie	45.50
615-49850-241	Small Tools	8.37
615-49850-340	Advertising & Promotion	932.38
615-49850-383	Gas Utility	334.71
615-49850-402	Repairs & Maint - Struct	32.75
615-49850-404	Repairs & Maint - M&E	1,468.86
615-49850-406	Repairs & Maint - Groun	117.53
615-49850-409	Repairs & Maint - Utilitie	2,442.21
617-49860-200	Office Supplies	37.90
617-49860-217	Other Operating Supplie	300.00
617-49860-252	Beer	1,048.00
617-49860-340	Advertising & Promotion	530.84
617-49860-404	Repairs & Maint - M&E	74.73
617-49860-406	Repairs & Maint - Groun	123.00
617-49860-409	Repairs & Maint - Utilitie	434.11
700-21701	Federal Withholding	12,743.58
700-21702	State Withholding	5,128.84
700-21703	FICA Tax Withholding	13,303.40
700-21704	PERA Contributions	19,832.13
700-21705	Retirement	4,365.00
700-21707	Union Dues	1,744.60
700-21708	PD Union Dues	343.00
700-21709	Wage Levy	606.17
700-21711	Medicare Tax Withholdi	3,862.98
700-21712	Flex Account	1,646.13
700-21714	Individual Insurance-Col	8.82
700-21720	VEBA Contributions	11,848.64
	Grand Total:	1,180,453.24

Project Account Summary

Project Account Key	Payment Amount
None	1,180,453.24
Grand Total:	1,180,453.24

12/14/16


USDA-FmHA
Form FmHA 1924-18

FINAL PAY ESTIMATE

CONTRACT NO. 0045-49 & 3184-08
FINAL PAY ESTIMATE

PAGE 1 OF 4

OWNER: CITY OF WINDOM
River Bend Utility Improvements & North Windom
Industrial Park Commerce Boulevard Extension

CONTRACTOR:
HOLTMEIER CONSTRUCTION, INC
MANKATO, MN 56001

PERIOD OF ESTIMATE
FROM 11/13/2016 TO 11/28/2016

CONTRACT CHANGE ORDER SUMMARY

NO	FmHA Approval Date	Amount	
		Additions	Deductions
1	10/20/15	\$57,590.50	
2			
3			
4			
5			
6			
7			
8			
9			
10			
TOTALS		\$57,590.50	\$0.00
NET CHANGE		\$57,590.50	

ESTIMATE	
1. Original Contract.....	\$525,815.34
2. Change Orders.....	\$57,590.50
3. Revised Contract (1+2).....	\$583,405.84
4. Work Completed*.....	\$539,247.08
5. Stored Materials*.....	\$0.00
6. Subtotal (4+5).....	\$539,247.08
7. Retainage*.....	\$0.00
8. Previous Payments.....	\$505,242.14
9. Amount Due (6-7-8).....	\$34,004.94

* Detailed breakdown attachment

CONTRACT TIME

Original (days) November 1, 2016
Revised
Remaining

On Schedule Yes
 No

Starting Date 10/6/2015
Projected Completion 11/28/2016

CONTRACTOR'S CERTIFICATION:

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

HOLTMEIER CONSTRUCTION, INC.
MANKATO MN

By: [Signature]
Date: 12/9/16

ARCHITECT OR ENGINEER'S CERTIFICATION:

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

Architect or Engineer: Wenck Associates, Inc.

By: [Signature]
Date: 12/14/16

APPROVED BY OWNER

Owner: CITY OF WINDOM

By: _____
Date: _____

ACCEPTED BY FmHA:

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

By: _____
Date: _____

2015 RIVER BEND UTILITY IMPROVEMENTS & NORTH WINDOM INDUSTRIAL PARK COMMERCE BOULEVARD EXTENSION
 WINDOM, MINNESOTA 56101
 PAY REQUEST #1

ITEM	CONTRACT				THIS PERIOD			PREVIOUS TOTAL			TOTAL TO DATE		
	APPROX. QUANTITY	UNIT	UNIT COST	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT	
River Bend Utility Improvements													
Watermain													
12" VALVE AND BOX	3	EACH	\$ 2,622.80	\$ 7,867.80	0	\$ -	3	\$ 7,867.80	3	\$ 7,867.80			
6" VALVE AND BOX	4	EACH	\$ 1,158.40	\$ 4,633.60	0	\$ -	4	\$ 4,633.60	4	\$ 4,633.60			
12" X 6" TEE	4	EACH	\$ 954.60	\$ 3,818.40	0	\$ -	4	\$ 3,818.40	4	\$ 3,818.40			
12" TEE	1	EACH	\$ 1,173.00	\$ 1,173.00	0	\$ -	1	\$ 1,173.00	1	\$ 1,173.00			
12" 45 DEGREE BEND	2	EACH	\$ 754.90	\$ 1,509.80	0	\$ -	2	\$ 1,509.80	2	\$ 1,509.80			
6" SLEEVE	1	EACH	\$ 294.60	\$ 294.60	0	\$ -	1	\$ 294.60	1	\$ 294.60			
12" SLEEVE	3	EACH	\$ 589.70	\$ 1,769.10	0	\$ -	2	\$ 1,179.40	2	\$ 1,179.40			
1" CORP STOP	1	EACH	\$ 216.90	\$ 216.90	0	\$ -	1	\$ 216.90	1	\$ 216.90			
1" CURB STOP	1	EACH	\$ 239.80	\$ 239.80	0	\$ -	1	\$ 239.80	1	\$ 239.80			
HYDRANT	2	EACH	\$ 2,982.40	\$ 5,964.80	0	\$ -	2	\$ 5,964.80	2	\$ 5,964.80			
12" WATERMAIN	719	L.F.	\$ 53.50	\$ 38,466.50	0	\$ -	711	\$ 38,038.50	711	\$ 38,038.50			
6" WATERMAIN	51	L.F.	\$ 31.20	\$ 1,591.20	0	\$ -	35	\$ 1,092.00	35	\$ 1,092.00			
1" COPPER SERVICE	10	L.F.	\$ 63.40	\$ 634.00	0	\$ -	19	\$ 1,204.60	19	\$ 1,204.60			
ROCK SUBFOUNDATION (CV)	77	C.Y.	\$ 0.01	\$ 0.77	0	\$ -	77	\$ 0.77	77	\$ 0.77			
REMOVE WATERMAIN	140	L.F.	\$ 15.00	\$ 2,100.00	0	\$ -	140	\$ 2,100.00	140	\$ 2,100.00			
REMOVE HYDRANT	1	EACH	\$ 250.00	\$ 250.00	0	\$ -	1	\$ 250.00	1	\$ 250.00			
REMOVE VALVE	1	EACH	\$ 150.00	\$ 150.00	0	\$ -	1	\$ 150.00	1	\$ 150.00			
WATERMAIN SUBTOTAL				\$ 70,680.27		\$ -		\$ 69,733.97		\$ 69,733.97			
Sanitary Sewer													
8" x 4" WYE	1	EACH	\$ 194.50	\$ 194.50	0	\$ -	1	\$ 194.50	1	\$ 194.50			
8" x 6" WYE	1	EACH	\$ 223.40	\$ 223.40	0	\$ -	0	\$ -	0	\$ -			
8" INSIDE DROP	1	EACH	\$ 644.00	\$ 644.00	0	\$ -	1	\$ 644.00	1	\$ 644.00			
CONNECT TO 4" OR 6" SERVICE	2	EACH	\$ 257.75	\$ 515.50	0	\$ -	1	\$ 257.75	1	\$ 257.75			
ROCK SUBFOUNDATION	62	C.Y.	\$ 0.01	\$ 0.62	0	\$ -	62	\$ 0.62	62	\$ 0.62			
REMOVE TREE	2	EACH	\$ 500.00	\$ 1,000.00	0	\$ -	2	\$ 1,000.00	2	\$ 1,000.00			
8" SDR 35 SEWER 8-10' DEEP	423	L.F.	\$ 46.30	\$ 19,584.90	0	\$ -	422	\$ 19,538.60	422	\$ 19,538.60			
8" SDR 35 SEWER 10-12' DEEP	192	L.F.	\$ 46.40	\$ 8,908.80	0	\$ -	190	\$ 8,816.00	190	\$ 8,816.00			
4" SEWER SERVICE	40	L.F.	\$ 28.30	\$ 1,132.00	0	\$ -	17	\$ 481.10	17	\$ 481.10			
6" SEWER SERVICE	20	L.F.	\$ 28.70	\$ 594.00	0	\$ -	0	\$ -	0	\$ -			
MANHOLE	16	L.F.	\$ 352.50	\$ 5,640.00	0	\$ -	16	\$ 5,640.00	16	\$ 5,640.00			
CONNECT TO MANHOLE	1	EACH	\$ 750.00	\$ 750.00	0	\$ -	1	\$ 750.00	1	\$ 750.00			
MANHOLE CASTING	2	EACH	\$ 620.20	\$ 1,240.40	0	\$ -	2	\$ 1,240.40	2	\$ 1,240.40			
SANITARY SEWER SUBTOTAL				\$ 40,428.12		\$ -		\$ 38,562.97		\$ 38,562.97			
Streets													

COMMON EXCAVATION (CV)	40	C.Y.	\$ 25.00	\$ 1,000.00	0	\$ -	40	\$ 1,000.00	40	\$ 1,000.00
AGGREGATE BASE, CLASS 5	180	TON	\$ 14.30	\$ 2,574.00	0	\$ -	180	\$ 2,574.00	180	\$ 2,574.00
AGGREGATE BASE, CLASS 3	180	TON	\$ 11.60	\$ 2,088.00	0	\$ -	180	\$ 2,088.00	180	\$ 2,088.00
TYPE MV B NON WEARING COURSE MIXTURE	45	TON	\$ 88.00	\$ 3,960.00	0	\$ -	8	\$ 704.00	8	\$ 704.00
TYPE MV B NON WEARING COURSE MIXTURE	34	TON	\$ 88.00	\$ 2,992.00	0	\$ -	8	\$ 704.00	8	\$ 704.00
TYPE MV A WEARING COURSE MIXTURE @	34	TON	\$ 96.00	\$ 3,264.00	0	\$ -	35	\$ 3,360.00	35	\$ 3,360.00
BITUMINOUS MATERIAL FOR TACK COAT	82	GAL.	\$ 2.40	\$ 196.80	0	\$ -	82	\$ 196.80	82	\$ 196.80
SILT FENCE	200	L.F.	\$ 1.90	\$ 380.00	0	\$ -	715	\$ 1,358.50	715	\$ 1,358.50
STORM DRAIN INLET PROTECTION	1	EACH	\$ 150.00	\$ 150.00	0	\$ -	1	\$ 150.00	1	\$ 150.00
DITCH RESTORATION	1,800	L.F.	\$ 1.00	\$ 1,800.00	2,177	\$ 2,177.00	1,800	\$ 1,800.00	3977	\$ 3,977.00
EROSION CONTROL MONITORING	1	EACH	\$ 3,500.00	\$ 3,500.00	0	\$ -	1	\$ 3,500.00	1	\$ 3,500.00
STREET SUBTOTAL				\$ 21,904.80		\$ 2,177.00		\$ 17,435.30		\$ 19,612.30
River Bend Utility Improvements Subtotal				\$ 133,013.19		\$ 2,177.00		\$ 125,732.24		\$ 127,909.24
NWIP Commerce Boulevard Extension										
Watermain										
8" VALVE AND BOX	1	EACH	\$ 1,607.70	\$ 1,607.70	0	\$ -	2	\$ 3,215.40	2	\$ 3,215.40
6" VALVE AND BOX	2	EACH	\$ 1,208.40	\$ 2,416.80	0	\$ -	2	\$ 2,416.80	2	\$ 2,416.80
10" X 8" TEE	1	EACH	\$ 951.30	\$ 951.30	0	\$ -	1	\$ 951.30	1	\$ 951.30
10" X 6" TEE	2	EACH	\$ 838.80	\$ 1,677.60	0	\$ -	2	\$ 1,677.60	2	\$ 1,677.60
10" PLUG	1	EACH	\$ 205.40	\$ 205.40	0	\$ -	1	\$ 205.40	1	\$ 205.40
HYDRANT	2	EACH	\$ 2,972.40	\$ 5,944.80	0	\$ -	2	\$ 5,944.80	2	\$ 5,944.80
10" WATERMAIN	650	L.F.	\$ 23.10	\$ 15,015.00	0	\$ -	650	\$ 15,015.00	650	\$ 15,015.00
8" WATERMAIN	65	L.F.	\$ 29.30	\$ 1,904.50	0	\$ -	65	\$ 1,904.50	65	\$ 1,904.50
6" WATERMAIN	20	L.F.	\$ 26.20	\$ 524.00	0	\$ -	12	\$ 314.40	12	\$ 314.40
ROCK SUBFOUNDATION (CV)	77	C.Y.	\$ 0.01	\$ 0.77	0	\$ -	77	\$ 0.77	77	\$ 0.77
WATERMAIN SUBTOTAL				\$ 30,247.87		\$ -		\$ 31,645.97		\$ 31,645.97
Sanitary Sewer										
8" x 8" WYE	2	EACH	\$ 341.70	\$ 683.40	0	\$ -	2	\$ 683.40	2	\$ 683.40
8" CAP	1	EACH	\$ 75.90	\$ 75.90	0	\$ -	1	\$ 75.90	1	\$ 75.90
REMOVE 8" CAP	1	EACH	\$ 25.00	\$ 25.00	0	\$ -	1	\$ 25.00	1	\$ 25.00
ROCK SUBFOUNDATION	80	C.Y.	\$ 0.01	\$ 0.80	0	\$ -	80	\$ 0.80	80	\$ 0.80
8" SDR 35 SEWER 10-12' DEEP	800	L.F.	\$ 20.20	\$ 16,160.00	0	\$ -	616	\$ 12,443.20	616	\$ 12,443.20
8" SEWER SERVICE	70	L.F.	\$ 26.60	\$ 1,862.00	0	\$ -	70	\$ 1,862.00	70	\$ 1,862.00
MANHOLE	21	L.F.	\$ 252.50	\$ 5,302.50	0	\$ -	21	\$ 5,302.50	21	\$ 5,302.50
MANHOLE CASTING	2	EACH	\$ 620.20	\$ 1,240.40	0	\$ -	2	\$ 1,240.40	2	\$ 1,240.40
SANITARY SEWER SUBTOTAL				\$ 25,350.00		\$ -		\$ 21,633.20		\$ 21,633.20
Storm Sewer										
ROCK SUBFOUNDATION (CV)										
6" TILE DRAIN	85	C.Y.	\$ 0.01	\$ 0.85	0	\$ -	85	\$ 0.85	85	\$ 0.85
8" TILE DRAIN	100	L.F.	\$ 10.50	\$ 1,050.00	0	\$ -	0	\$ -	0	\$ -
10" TILE DRAIN	100	L.F.	\$ 11.80	\$ 1,180.00	0	\$ -	0	\$ -	0	\$ -
12" PIPE SEWER, DESIGN HDPE DUAL WALL	35	L.F.	\$ 17.00	\$ 1,700.00	0	\$ -	0	\$ -	0	\$ -
12" PIPE SEWER, DESIGN HDPE DUAL WALL	35	L.F.	\$ 22.30	\$ 780.50	0	\$ -	47	\$ 1,048.10	47	\$ 1,048.10

REQUEST FOR PAYMENT

From: GOSEWISCH Construction, Inc.
 901 Summit Avenue
 Mankato, MN 56001

To: City of Windom
 444 9th Street
 PO Box 38
 Windom, MN 56101

Billing: 5001
Draw: 2
Invoice date: 11/30/2016
Period ending date: 11/30/2016

Contract For: Windom EMS Building

Request for payment:

Original contract amount \$3,191,500.00
 Approved changes \$46,181.30
 Revised contract amount \$3,237,681.30
 Contract completed to date \$1,127,526.98
 Add-ons to date \$0.00
 Taxes to date \$0.00
 Less retainage \$56,376.37
 Total completed less retainage \$1,071,150.61
 Less previous requests \$354,293.45
 Current request for payment \$716,857.16
 Current billing \$754,586.50
 Current additional charges \$0.00
 Current tax \$0.00
 Less current retainage \$37,729.34
 Current amount due \$716,857.16
 Remaining contract to bill \$2,166,530.69

Project: 16-0675
 Windom EMS Building
Contract date: 9/9/2016
Architect: *David O. Bata*
Scope: *12/9/2016*

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Changes approved in previous months by Owner		
Total approved this Month	46,181.30	
TOTALS	46,181.30	
NET CHANGES by Change Order	46,181.30	

I hereby certify that the work performed and the materials supplied to date, as shown on the above represent the actual value of the accomplishment under the terms of the Contract (and all authorized changes thereof) between the undersigned and the City of Windom relating to the above referenced project. I also certify that the contractor has paid all amounts previously billed and paid by the owner.

CONTRACTOR: GOSEWISCH Construction, Inc.

State Of Minnesota County Of Blue Earth

By: *[Signature]* Subscribed and sworn to before me this 30 day of November 2016

Date: 11-30-16
 Notary Public My commission expires: Jan 31, 2022



REQUEST FOR PAYMENT DETAIL

Project: 16-0675 / Windom EMS Building Billing: 5001 Draw: 2 Period Ending Date: 11/30/2016 Detail Page 2 of 2 Pages

Item ID	Description	Total Contract Amount	Previously Completed Work	Work Completed This Period	Presently Stored Materials	Completed And Stored To Date	% Comp	Balance To Finish	Retainage Balance
1000	General Conditions	304,629.00	74,938.73	48,993.78		123,932.51	40.68	180,696.49	6,196.63
2200	Earthwork	231,467.00	78,186.10	84,749.55		162,935.65	70.39	68,551.35	8,146.79
2500	Asphalt Paving	216,849.00		18,257.52		18,257.52	8.42	198,591.48	912.88
2900	Landscaping	11,700.00						11,700.00	
3310	Concrete	169,110.00		79,345.00		79,345.00	46.92	89,765.00	3,967.25
3420	Precast Concrete	983,400.00	219,815.65		468,564.35	688,380.00	70.00	295,020.00	34,419.00
5122	Steel Erection	17,995.00				17,995.00			
5500	Metal Fabrication	57,270.00						57,270.00	
6000	Rough Carpentry & Blocking	49,530.00						49,530.00	
6400	Architectural Wood Work	48,050.00						48,050.00	
6401	Shelving Allowance	3,000.00						3,000.00	
7210	Insulation	5,465.00						5,465.00	
7460	Cladding	5,551.00						5,551.00	
7500	EPDM Roof & Trims	130,700.00						130,700.00	
7920	Caulking	6,370.00						6,370.00	
8110	HM Doors/Frames/Hardware	51,401.00						51,401.00	
8360	Overhead Doors	64,280.00						64,280.00	
8400	Aluminum Entrances	38,860.00						38,860.00	
9250	Drywall	83,777.00						83,777.00	
9310	Ceramic Tile	18,000.00						18,000.00	
9510	Acoustical Ceiling	19,320.00						19,320.00	
9650	VCT, Carpet & Base	21,212.00						21,212.00	
9900	Painting & Wallcovering	53,400.00						53,400.00	
10000	Specialties	34,674.00						34,674.00	
10400	Signage Allowance	7,500.00						7,500.00	
11170	Bridge Crane & Hoist	8,220.00						8,220.00	
11400	Kitchen Allowance	8,000.00						8,000.00	
15100	Plumbing & HVAC	300,945.00						300,945.00	
15300	Fire Sprinkler System	32,000.00						32,000.00	
16100	Electrical	208,805.00		8,495.00		8,495.00	4.07	200,310.00	424.75
C0101	Sitework CO per soil rec.	46,181.30		46,181.30		46,181.30	100.00		2,309.07
Totals		3,237,681.30	372,940.48	286,022.15	468,564.35	1,127,526.98	34.83	2,110,154.32	56,376.37