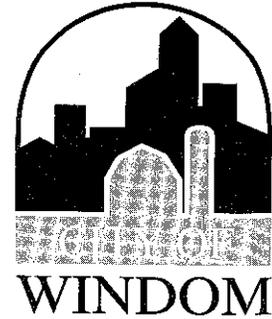


Council Meeting
Tuesday, December 6, 2016
City Council Chambers
7:00 p.m.
AGENDA



Call to Order
Pledge of Allegiance

1. Approval of Minutes
 - Council Minutes–November 8 & 15, 2016
2. Consent Agenda
 - Minutes
 - Tree Commission – November 10, 2016
 - Telecom Commission – November 14, 2016
 - EDA Commission – November 14, 2016
 - Planning Commission –November 14, 2016
 - Library Board – November 15, 2016
 - Utility Commission – November 23, 2016
 -
 - Licenses
 - Exempt Gambling Permit - Des Moines Chapter of MN Deer Hunters Association
 - Liquor License – El Flamingo Mexican Restaurant
3. 2017 City Budget
 - 2017 Budget Presentation
 - Public Comment
4. Department Heads
5. 336 16th Street
 - Hazardous Building Recommendation
 - Agenda Request – Carolyn Nichols
6. Public Hearing Miscellaneous Special Assessments
7. Pool Feasibility Study Presentation
8. Donation – Windom Fire Department – Geoffrey & Leann Johnson
9. Utility Billing Services Agreement – HP DataOne, LLC
10. Second Reading Ordinance No. 159 2nd Series – Special Elections
11. Resignation of Council Member-Dominic Jones – Effective January 3, 2017
 - Resolution Declaring City Council Vacancy
 - Resolution Selecting Filing Dates & City Election to Fill the Unexpired Term
12. 1st Reading Ordinance 160, 2nd Series – Sale of City Property
13. Streets/Parks Superintendent – Interview Committee Recommendation
14. 2016 Budget Amendments



15. New Business

16. Old Business

17. Regular Bills

18. Contractor Payment –

- EMS Building – Gosewisch Construction Inc. – Request #1 \$354,293.45
- 2016 Sanitary Sewer Rehab Project – GM Contracting
 - Change Order #1
 - Request #2 - \$360,457.59

19. Council Concerns

20. Adjourn

**Special Council Meeting
City Hall, Council Chamber
November 8, 2016
8:05 p.m.**

1. Call to Order:

The meeting was called to order by Mayor Corey Maricle at 8:05 p.m.

2. Roll Call:
- | | |
|------------------|---|
| Mayor: | Corey Maricle |
| Council Present: | Brian Cooley, Paul Johnson, Dominic Jones and Bryan Joyce |
| Council Absent: | JoAnn Ray |

City Staff Present: Steve Nasby, City Administrator; Mike Haugen, Water\Wastewater Superintendent; Drew Hage, EDA Director; Mary Hensen, Administrative Assistant; and Corey Hillsheim, Police Department

3. Pledge of Allegiance

4. Approval of Minutes:

Motion by Joyce second by Johnson to approve the City Council minutes from October 18, 2016. Motion carried 5 – 0.

5. Apartment Project/Workforce Housing Grant Discussion:

Hage said a developer had come to Windom to gage need and possible sites for a market-rate apartment project. The City's housing study has shown a need for all types of housing and this project would bring 44-46 rental units. He showed several sites to the developer and to keep costs down preferred sites were City-owned properties and places where the infrastructure were already in place. Two possible sites were identified by the Community Center. One is north of the center and the other is the overflow parking lot by the Water Treatment Plant. The developer likes the overflow lot as it has lake views and green space close by. If the overflow lot is used the access is shown to be off N. Redding Avenue. He showed the drawing of the building, site plan and floor plans.

Maricle clarified that the discussion tonight is on the submission of a workforce housing grant and is not the decision on the sale of the property. Hage replied that is correct and this is a market rate project with a 15-year compliance term. The last multi-family project built was in 2001 and that was led by the EDA. The housing study shows a need for 130 units of all types and that was before the expansions at Fast Global and Prime Pork. He has six letters of support from businesses and they note a lack of rental units in Windom as an issue.

Maricle noted there is still processes to follow before the final decisions are made. Hage said that there would be a process for both the sale and re-zoning of the property.

Joyce asked if the location is in the grant and that the grant does not bind the City to the project. Hage said that the grant could be declined, but he would not want to risk too much with DEED.

Joyce asked about other sites reviewed. Hage said that five sites were looked at and the cost of the land and installation of infrastructure was a concern, where this site is ready for development. The developer has 14 other projects mostly in Greater Minnesota and to get the rents to cash flow there is a need to have lower building costs and the amenities to attract residents.

Joyce noted the median income in Windom is \$34,614 so are the rents needed for the project able to be achieved? Hage replied that the rents are shown to be \$695 for a 1 bedroom unit, \$795 for a 2 bedroom unit and \$935 for a 3 bedroom unit, which includes heat. The developer is also the owner and manager of the building. They anticipate that getting rents \$100-200 higher than the going rate is possible for a new building as well.

Joyce said he understands the expansion of jobs at Fast Global, Prime Pork and others, but the housing study showed needs for less than the proposed 46 units so he does not see that much need. Hage said the housing study showed 130 units needed of various types, not all were the multi-family but there were 90 units of senior housing identified and seniors can live in this building. The developer has the housing study information and is willing to put their money into the project and take the risk so he is trusting the developer knows what they are doing.

Hage said the question from the Utility Commission was regarding the location next to the Water treatment plant and if that is an issue. The City's water engineers indicated that the Windom system can be doubled or tripled in capacity on the existing site so that is not an issue. Hage also noted the 1.86 acres on the overflow lot are not part of the 7.2 acres of the Community Center site so the Community Center would have room to expand on their property if needed. He also spoke to the businesses located in that area and they did not have any concerns about traffic or the proposed apartment project.

Johnson said that 46 units sounded like a lot to him too. He was glad the businesses in the area of the building were consulted as that was a concern of his. The Arena is entering a new 30-year lease at the current site so he does not see that as a potential expansion at the Community Center site. There have been changes in that area such as the Windom Rec Area and Community Center being built. Seniors may want to live in the units as well as families. He is okay with going ahead with the grant application.

Cooley said he is okay with applying for the grant as there are processes in place that will still need to be completed before any final decision is made.

Hage said the grant is due November 10 and the next step would be consideration of the land sale possibly by January 1 contingent upon the agreement to build the 46 apartments.

Joyce said January 1 is fast coming up. He has wanted a rental housing ordinance for inspections for about a year and a half, but understands some delay with the change in Building Officials. What is the timeline on that rental housing inspection ordinance. Hage replied it is on the Planning & Zoning Commission's work list. The actions on the City property for the proposed apartments could be November – December on rezoning and December 20th for the consideration of the sale. Nasby pointed out that a public hearing is needed prior to the sale of City property.

Jones said that the Council can get this done by January 1 and he supports the project. A developer is willing to put in \$3.5 to \$4.5 million into the project which is great. The City knows housing is needed and more is needed to attract residents. The City Council goal is to grow the City population and tax base. The property is a prime piece for this use and proposed project is reasonable. He spoke with community leaders and they are supportive of the project. Work is done to expand the tax base of commercial and industrial and this is supported by housing. If the apartments are on another site without infrastructure already in place, there will cost.

Johnson said the City contributions to the project are the discounted land and the housing tax abatement. Hage said that is correct. The housing tax abatement is open to anyone building in the community, there is no TIF or other subsidy outside the State grant. The taxes generated by the project are estimated to be \$75,000/year after the five-year tax abatement. The State grant requested is \$700,000.

Wayne Maras, Community Center Commission Chair, noted the discounted land value of approximately \$250,000 and \$300,000 of tax abatement are City contributions plus the State grant if that is received.

Jones noted if there is no project there are no property taxes generated, so that is not really a contribution by the City but rather deferred receipts. With the project there are taxes generated after the first five years.

Maras said the grant is due November 10. The Community Center did not know about this until October and apparently the EDA Board knew in July. Hage said the EDA supported promoting housing development and knew a developer was visiting town, but no particular project or site had been specified.

Maras did not see the need to move ahead or skip steps just to meet goals. The Community Center Commission is not in favor and wondered if there are environmental concerns due to the water treatment plant next door.

Jones said that many are in neighborhoods in close proximity to houses.

Maricle noted that the City's well head area and aquifer are under the recreation area and the chemicals used to treat that are not a problem.

Maras said that the businesses in the area are apparently okay with the project but they do not live there and the Community Center listed to the residents in opposition.

Jones said that the larger picture the City Council has to consider is what is best for the community as a whole. If the City can get to 5,000 population it gets \$300,000 in transportation funds which is huge. It is not the Community Center Commission's job to take public input on resident concerns but to look out for the best interests of the Community Center. He respects their work and dedication to the Community Center.

Joyce asked Maras what the future needs of the Community Center are. Maras replied that they are unknown. Someday may be a pool, arena or hotel. He acknowledged that overflow parking could be remedied by parking on other parts of the Community Center property.

Preliminary

Linda Stuckenbroker, said that she heard the hotel project fell thru due to environmental issues. A hotel by the Community Center would support its activities and the amenities in the area.

Hage said the environmental issue is addressed in the grant and DEED does not require any study since this is a green field.

Joyce asked if a hotel by the Community Center would not still generate the traffic the residents are opposed to. Maras replied that it could.

Johnson said that to alleviate some of the traffic concern the project on the overflow lot will have access off of N. Redding.

Cooley noted that apartment buildings in Windom are in residential areas and there was probably opposition to those too. Change is difficult and there is still a process to follow. He visited the overflow lot and can see the attraction for the apartments with the lake, park, recreation area and Community Center. The decision on this is quick, but there is good information coming out that defines some of the details.

Stuckenbroker asked if the lot is tied to the grant. Hage said the grant could show both the Community Center parcel and overflow lot as they are both City owned and in close proximity.

Stuckenbroker said there are hotels in places other than along highways. Nasby replied that the hotel developers that had expressed interest in Windom were shown many sites and the preferred locations were by the highways.

Brad Bussa, Community Center Director, said that he has been with the Community Center since it opened in 1999. The north side of the building area has been considered for an outdoor reception or wedding area. He said the Commission had indicated at the first meeting that the overflow lot was their preference if the proposed apartment had to be by the Community Center. They have 147 parking spots now and asked if a row along the proposed apartment building site could be saved. There are options to expand the parking on the Community Center property. The proposed apartment building design did look nice.

Jones asked if the Council was going to take public comment.

Maricle said the Council could suspend the rules to allow it as this is not a public hearing.

Mike Haugen, Water\Wastewater Superintendent, said that with the proximity to the water plant what happens if there is a chlorine leak. Hage replied that the Water plant engineers had said the risk is low and there are leak detection systems or auto shut off available if that is needed.

Council member Jones introduced the Resolution No. 2016-78, entitled "RESOLUTION AUTHORIZING SUBMISSION OF WORKFORCE HOUSING DEVELOPMENT PROGRAM APPLICATION" and moved its adoption. The resolution was seconded by Johnson and on roll call vote: Yes: Jones, Cooley and Johnson. No: Joyce. Absent: Ray. Abstain: None. Resolution passed 3 - 1.

6. New Business:

Nasby said the Street Department would like permission to advertise for sale some excess red rock that the City swept up from the seal-coating project for \$5/yard. This would be similar to what was done last year by putting a notice on Facebook.

Motion by Joyce second by Jones to authorize the Street Department to sell salvaged red rock for \$5/yard. Motion carried 4 – 0 (Ray absent).

Nasby said that the contractor working on the Emergency Services Facility found some soft soils. The testing company noted these areas did not meet compaction. The contractor is requesting a change order for additional excavation and fill materials amounting to about \$57,907. He noted that the civil engineer working with the architect is still evaluating options, but the contractor is wanting to keep moving on the project so this item is being brought to the Council for consideration now instead of waiting until November 15.

Joyce and Jones asked about the soil borings. Nasby said the borings were done on the site, but not underneath the tennis courts or hockey rink. The soft spots are where the parking lot is to go and the access points, but the soil correction under the building was in the bid specifications.

Johnson said that the City does not have a choice and the project needs to move forward.

Jones asked about the contingency budget. Nasby replied that amount is \$159,575 and this change request can come from those funds.

Motion by Johnson second by Jones to approve the authorization for up to \$57,907 for a change order to correct soil conditions. Motion carried 4 – 0 (Ray absent).

7. Old Business:

None.

8. Adjournment:

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

Corey Maricle, Mayor

Attest: _____
Steve Nasby, City Administrator

**Work Session & Regular Council Meeting
City Hall, Council Chamber
November 15, 2016
5:30 p.m.**

2017 Budget Workshop:

Nasby said the Council had previously considered the operational and capital improvement items presented in the 2017 budget. The purpose of the workshop is to set the General Fund and Special Revenue Fund capital items which is related to the final tax levy. Typically, the City has budgeted about \$285,000 for these capital items. The proposed 2017 budget includes the 2017 interest payment on the Emergency Services Facility, but not on-going debt service or the transfers that are planned for the 2018 debt payments on that facility.

Maricle asked if anyone wanted to review the Enterprise Fund capital items.

Jeff Dahna, Windomnet General Manager, reviewed the core system upgrade and television conversion that the Telecom Commission has been discussing and the costs of these are anticipated to be \$1.5 million. Proposals and specifics will be coming in December.

Dawn Aamot, Library Director, discussed the need for window replacement and showed photographs and the estimate for \$120,000.

Bruce Caldwell, Streets and Parks Superintendent, said that the lighting at the Windom Recreation Area is still needed and about \$60,000 has been set-aside for the project and they plan on applying for grants. He noted that Island Park lighting is not included and they will need north field lighting in 2018. He discussed the needs and benefits of a crack-filling machine. Caldwell also noted a need for Park CIP funds as there is only \$16,000 in the fund and the Council may be considering a new park.

Dan Ortmann, Fire Chief, noted the need to replace a 24 year old truck estimated to be \$415,000 and said the City pumper is scheduled for replacement in 2018/19. FEMA grants are just not available for trucks anymore.

Scott Peterson, Police Chief, said they are looking to fund a firearms simulator. This can be shared with other departments and he has partnerships set up so the cost to Windom is about \$7,700 or less.

Al Baloun, Recreation Director, said a new water heater is needed at the Arena. The old one is from 1999. The replacement cost is \$11,000. He also asked for \$10,000 for upgrading the recreation program software.

Brad Bussa, Community Center Director, said they need an outdoor storage shed as storage is a problem and they are also looking at a sprinkler system.

Preliminary

Chelsie Carlson, Finance Director\Controller, said that the City server is obsolete and a project has been worked on with Telecom to address some needs they have along with the City network. She is requesting \$10,000 for the City share of the project.

Capital Items and Property Tax Levy

Maricle said that he would like to see something around 3% as some of the debt service is worked into the budget.

The City Council allocated funds to various projects as follows:

| | |
|---|----------|
| Administration - Computer Replacement | \$3,000 |
| City Hall - TV & Sound System Council Chambers | \$30,000 |
| Street - Equipment Fund Reserve | \$25,000 |
| Street - Large Volume Air Compressor | \$10,000 |
| Parks - Windom Recreation Area Lighting | \$25,000 |
| Parks - Playground Equipment Replacement | \$10,000 |
| Fire - Engine Pumper Truck (Rural) | \$50,000 |
| Police - Firearms Training Simulator | \$7,700 |
| Arena - Water Heater Replacement | \$11,000 |
| Community Center - Equipment & Mechanical Systems | \$10,000 |
| Community Center - Storage Shed | \$7,500 |
| Library - Boiler Replacement | \$16,900 |
| Library - Window Replacement | \$20,000 |
| Airport - Master Plan (City 5% Share) | \$7,500 |
| Multiple Departments - Server and Network Upgrade | \$10,000 |

Nasby said the proposed property tax levy would be up 2.68% based on the preliminary budget and this level of capital expenditures.

Motion by Johnson second by Ray to include the 2.68% property tax levy and proposed capital expenditures in the 2017 budget. Motion carried 4 – 0 (Cooley absent).

Maricle recessed the work session until the start of the regular Council meeting at 7:30 pm.

1. Call to Order:

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

2. Roll Call:
- | | |
|------------------|--|
| Mayor: | Corey Maricle |
| Council Present: | Paul Johnson, Dominic Jones, Bryan Joyce (6:13 pm) and JoAnn Ray |
| Council Absent: | Brian Cooley |
| Student Rep. | Ethan Johnson |

Preliminary

City Staff Present: Steve Nasby, City Administrator; Bruce Caldwell, Streets & Parks Superintendent; Mike Haugen, Water\Wastewater Superintendent; Mary Hensen, Administrative Assistant; Dan Ortmann, Fire Chief and Scott Peterson, Police Dept.

3. Pledge of Allegiance

4. Approval of Minutes:

Motion by Joyce second by Johnson to approve the City Council minutes from November 1, 2016. Motion carried 4 – 0 (Cooley absent).

5. Consent Agenda:

Maricle noted the minutes from the following Boards and Commissions.

- Housing & Redevelopment Authority – October 5, 2016 and October 17, 2016
- Airport Commission – November 7, 2016

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

6. Licenses

Maricle noted the annual license renewals.

Exempt Gaming Permit – Windom Fire Department Relief Association

Motion by Ray second by Jones to approve the Exempt Gaming Permit for the Windom Fire Relief Association. Motion carried 4 – 0 (Cooley absent).

Exempt Gaming Permit – Des Moines River Ducks Unlimited

Motion by Johnson second by Jones to approve the Exempt Gaming Permit for Des Moines River Ducks Unlimited. Motion carried 4 – 0 (Cooley absent).

Annual Cigarette License Renewals

Motion by Ray second by Jones to approve the Cigarette License Renewals. Motion carried 4 – 0 (Cooley absent).

Annual Game of Skill License Renewals

Motion by Joyce second by Ray to approve the Games of Skill License Renewals. Motion carried 4 – 0 (Cooley absent).

Annual Theatre License Renewal

Motion by Johnson second by Joyce to approve the Theatre License Renewal. Motion carried 4 – 0 (Cooley absent).

Preliminary

- Liquor License Renewals
 - Phat Pheasant
 - Sunbowl
 - Duffy's Bar & Grill
 - River City Eatery
 - Wine On-sale
 - Beer On-sale
 - Strong Beer Authorization
 - China Restaurant
 - Wine On-sale
 - Beer On-sale
 - Strong Beer Authorization

Motion by Jones second by Ray to approve the Liquor License Renewals. Motion carried 4 – 0 (Cooley absent).

7. Canvass Election Returns and Declare the Results of the Election:

Nasby said one of the duties of the City Council is to canvass the election returns for City elections. This year there were the positions of the Mayor, Ward I and Ward II on the ballot. The election results showed the following:

Mayor: Dominic Jones 1,241 votes and Brian Cooley 782 votes
Ward I: Marv Grunig 1,122 votes and Misc. Write-in 6 votes
Ward II: Rod Byam 752 votes and Misc. Write-in 14 votes

Council member Johnson introduced the Resolution No. 2016-79, entitled “A RESOLUTION CANVASSING THE ELECTION RETURNS FOR THE CITY ELECTION AND DECLARING THE RESULTS OF THE ELECTION” and moved its adoption. The resolution was seconded by Joyce and on roll call vote: Yes: Joyce, Ray, Johnson and Jones. No: None. Absent: Cooley. Abstain: None. Resolution passed 4 - 0.

8. First Reading Ordinance No. 159 2nd Series – Special Elections:

Nasby said that with Jones moving into the Mayor position in January there would be a vacancy created on the City Council that needs to be filled by special election according to the City Charter. There are many rules and regulations that need to be followed and one is that the City is required to have an ordinance regulating Special Elections. The ordinance proposed sets out the needed parameters and would be applicable to this upcoming Special Election and ones in the future. The ordinance is modeled after the LMC sample and reviewed by the City Attorney. This ordinance would be effective upon publication on December 7, 2016.

Motion by Joyce second by Johnson to approve the 1st Reading of Ordinance No. 159 2nd Series as presented. Motion carried 4 – 0 (Cooley absent).

9. Resignation of Council Member Cooley and Appointment of Marv Grunig:

Maricle noted the letter of resignation from Brian Cooley effective immediately.

Motion by Johnson second by Ray to accept the resignation from Brian Cooley. Motion carried 4 – 0.

Council member Jones introduced the Resolution No. 2016-80, entitled “A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WINDOM DECLARING A VACANCY IN THE ELECTIVE OFFICE OF COUNCIL MEMBER WARD I HELD BY BRIAN COOLEY” and moved its adoption. The resolution was seconded by Ray and on roll call vote: Yes: Ray, Johnson, Jones and Joyce. No: None. Absent: None. Abstain: None. Resolution passed 4 - 0.

Maricle noted that the Ward I seat held by Cooley was recently up for election. Since the vacancy created by the resignation is for less than one year the City Council can appoint someone to fill the seat according to the City Charter. As Marv Grunig won the election for the Ward I seat he is requesting that Mr. Grunig be appointed to the position.

Council member Ray introduced the Resolution No. 2016-81, entitled “A RESOLUTION APPOINTING A CITY COUNCIL MEMBER TO FILL THE UNEXPIRED TERM OF COUNCIL MEMBER WARD I” and moved its adoption. The resolution was seconded by Jones and on roll call vote: Yes: Johnson, Jones, Joyce and Ray. No: None. Absent: None. Abstain: None. Resolution passed 4 - 0.

Mayor Maricle administered the Oath of Office to Marv Grunig. Mr. Grunig joined the City Council and was welcomed by the members.

10. Department Heads:

None.

11. 2017 Street Project Feasibility Report and Call for Public Hearing:

Bruce Caldwell, Streets & Parks Superintendent and Dan Van Schepen, DGR Engineers, introduced themselves. Van Schepen provided a project overview and tentative schedule. He noted that the asphalt option was recommended due to a lower cost and faster installation time.

The preliminary schedule calls for a public hearing on December 20, 2016 and the City Council accepting bids on March 7, 2017. The completion date would be November 2017.

Jones asked about the project near the school sites and if this was planned to be done by the start of school. Van Schepen said it was called out to be done by August 15.

Grunig asked about the life for mill and overlay and costs. Van Schepen replied that mill and overlay is going to last about 20 years with regular seal-coating. The cost is about 50% of a replacement.

Grunig asked why asphalt was preferred as the last couple projects have been concrete to eliminate seal-coating environmental concerns. Caldwell said that they now use a water based product instead which is better for the environment.

Council member Jones introduced the Resolution No. 2016-82, entitled “RESOLUTION RECEIVING FEASIBILITY REPORT AND CALLING FOR A PUBLIC HEARING FOR THE 2017 STREET IMPROVEMENT PROJECT” and moved its adoption. The resolution was seconded by Johnson and on roll call vote: Yes: Johnson, Jones, Joyce, Ray and Grunig. No: None. Absent: None. Abstain: None. Resolution passed 5 - 0.

12. Emergency Services Facility Resolution for Lease and Lease Purchase Agreement:

Todd Hagen, Ehlers Associates, said that the City Council had selected financing the project through a lease-purchase arrangement. He handed out the information with the bid results. He noted the RFP was placed to four local banks and ten other clients. The financing called for a 20-year term, fixed rate and callable anytime. Two bidders responded to the offering as presented. The best bid was from Bremer Bank for 2.789% for 20-years and the closing costs were about \$5,000 less than estimated so the overall amount of the issuance was lowered by \$5,000. Hagen said both were very good bids and were under the estimated 3.1% in the preliminary information. The closing will be December 15, 2016. The market on bonds has been going up and is up by 50 basis points.

Joyce said he likes the level, predictable payment amounts and thanked Hagen for his work.

Grunig said the financing of the lease is not finalized and asked if it is better to wait on this action to accept the offering.

Maricle noted that the bid has been accepted, the project is underway and the financing is very good terms for the City.

Johnson said the financing numbers are better than expected and he is good with moving ahead.

Hagen said the rates came in very good, but the future is unknown so it is up to the Council.

Jones asked if the GO Bonds would have had a lower rate. Hagen said the rate may have been a little lower, but there would have been added costs for issuance and debt reserve so probably not any difference. Jones noted the project can be refinanced. Hagen said that is correct.

Johnson noted this is an annual appropriation bond so each Council will have a chance to decide.

Council member Ray introduced the Resolution No. 2016-83, entitled “RESOLUTION PROVIDING FOR THE EXECUTION OF A PRIMARY LEASE AND A LEASE-PURCHASE AGREEMENT” and moved its adoption. The resolution was seconded by Grunig and on roll call vote: Yes: Jones, Joyce, Ray, Grunig and Johnson. No: None. Absent: None. Abstain: None. Resolution passed 5 - 0.

13. Cottonwood County Dispatch Agreement:

Nasby said the City has been paying dispatch fees to the County for a number of years, since the early 1970s. The cost is spread among the departments using the services. Recently the Telecom and Electric Departments went to an after-hours answering service. Also, water and wastewater alarms no longer are at the dispatch desk but handled through the SCADA system

and available to City staff via cell phone. These departments no longer get benefit from the dispatch system and want to eliminate this cost. Dispatch is needed for Ambulance, Fire and Police. After discussion with the County the cost and number of calls was reviewed. To formalize the dispatch agreement the County drafted the proposed agreement and set the cost at \$2.25/call which should be a savings to Windom. The City Attorney and Police Chief have reviewed the proposed agreement and have no concerns.

Johnson said that the new dispatch system can track the calls which could not be done before.

Grunig asked if the County dispatch would refer callers to the City phone number. Nasby said they indicated that is what would happen.

Johnson said he would abstain from the vote as he is a County employee and works with the Emergency Services including dispatch.

Motion by Jones second by Joyce to approve the Agreement between the City of Windom and Cottonwood County for Dispatch Services. Motion carried 4 – 0 (Johnson abstain).

14. Lutheran Social Services – 2017 Site Agreement:

Nasby said this is a continuation of the senior dining program at the Community Center. The lease addendum had some clarification on cleaning, but the agreement is the same as in the past.

Motion by Joyce second by Jones to approve the 2017 Site Agreement between the City of Windom and Lutheran Social Services as presented. Motion carried 5 – 0.

15. Second Reading Ordinance No. 158 2nd Series – City Organizations:

Nasby said the ordinance addresses the setting of meeting times and dates for the Community Center Commission and Parks & Recreation along with a change in the membership on the Telecommunications Commission. The meeting times\dates is a housekeeping item to allow the Boards\Commissions to set their own schedule. The City Attorney felt there is potential for conflict of interest by having these dual roles. What may be best for a Board\Commission may or may not be in the best interest of the City as a whole. He would advise not to have Council members as voting members on Boards\Commissions.

Joyce noted that Telecom has two voting Council members that count as a quorum and if there was only one other member that person could be the deciding member if the Council members abstained from votes after the ordinance is in effect. He is okay with the change if the Council liaisons keep in good contact with the Council to let them know what is happening.

Johnson said the Commissions are advising the City Council with the final decision by Council so he did not see an issue.

Jones said that Telecom is going to be making some decisions in November.

Joyce said that he did not want three new members on Telecom to have to be making these decisions as the current Commission has discussed the items for many months.

Jones agreed the items at Telecom are complex and take time to learn.

Motion by Johnson second by Ray to approve the 2nd Reading of Ordinance No. 158, 2nd Series as presented. Motion carried 5 – 0.

16. Resolution Ordering Preparation of Feasibility Report on 2017 Street Improvement Project:

Nasby said the City Council approved moving ahead with the feasibility report at the last meeting and this is generally done by resolution so he is requesting the Council affirm.

Council member Ray introduced the Resolution No. 2016-75, entitled “RESOLUTION ORDERING PREPARATION OF REPORT ON 2017 STREET IMPROVEMENT PROJECT” and moved its adoption. The resolution was seconded by Cooley and on roll call vote: Yes: Jones, Johnson, Joyce, Cooley and Ray. No: None. Absent: None. Abstain: None. Resolution passed 5 - 0.

17. New Business:

Maricle noted the need for an interview committee regarding the Street Superintendent’s position due to an upcoming retirement. He suggested the interview committee to be JoAnn Ray, Tom Riordan and Dominic Jones with Nasby and Caldwell to staff.

Joyce said that Al Purrington volunteered to be on the interview committee

Ray suggested Brad Powers for the interview committee.

Motion by Johnson second by Joyce to have Ray, Jones and Riordan on the interview committee with Nasby and Caldwell as staff. Motion carried 5 – 0.

Maricle thanked Caldwell for his years of service.

Caldwell said he had about 38 years of service with 15 as Superintendent. He thanked the community and Council for the opportunity.

18. Old Business:

Maricle noted that the City Council wanted to make formal the dedication of General Fund monies to the Emergency Services Facility. The total amount from the reserve was to be \$400,000.

Motion by Joyce second by Ray to approve \$400,000 from the General Fund Reserve to be placed into the Emergency Services Facility project account. Motion carried 5 – 0.

Jones asked if \$400,000 was the total amount. Nasby replied that the \$400,000 included the previously paid fees and costs for the project so the total should be the \$400,000.

19. Regular Bills:

Motion by Ray second by Johnson to approve the regular bills as presented. Motion carried 5 – 0.

20. Contractor Payment:

Maricle said there is a pay request from GM Contracting for \$228,279.89.

Mike Haugen, Water\Wastewater Superintendent, noted the project is about 95% complete.

Motion by Ray second by Grunig to approve the payment for \$228,279.89 to GM Contracting as presented. Motion carried 5 – 0.

21. Council Concerns:

Joyce asked about yield signs at uncontrolled intersections. Peterson said they evaluate requests based on data and use that to make determinations. Joyce would like this researched more. Joyce thanked Veterans and for the Veteran's Day program. He noted the local election turnout was very good and congratulated newly elected persons. Coffee with Council had some commission volunteers, questions on the apartment building, the vision of Windom population of 5,000 and what action steps are needed and being done.

Johnson noted the traffic speed radar is up and running. He noted Winter Awareness Week.

Grunig thanked the voters for their support.

Nasby noted Employee Recognition is on December 9th.

22. Adjournment:

Mayor Maricle adjourned the meeting by unanimous consent at 8:50 pm.

Corey Maricle, Mayor

Attest: _____
Steve Nasby, City Administrator

CITY OF WINDOM TREE COMMISSION MEETING MINUTES

November 10, 2016

1. Call to Order: The meeting was called to order at 5:15 p.m. at the City of Windom council chamber. No quorum was available

2. Roll Call:
Commission Present: Jim Knigge, Deborah Polzin
Commission Absent: Joanne Kaiser, Eldon Moon
City Staff Present: Bruce Caldwell, City of Windom Tree Inspector
Council Liaisons: JoAnn Ray (Absent)
Public Present: David Bucklin

3. Approve Minutes of June 2, 2016
No quorum present.

4. Treasurer Report: -\$174.41 Original 2016 budget was \$2,000 plus \$1,000 grant from the Cottonwood Water Plan. Cost of the trees plus shipping and tax amounted to \$3,174.41 leaving a negative balance of (\$174.41). Loss to be paid out of tree maintenance account from the street department. 2017 budget was voted on and increased to \$2,500 plus \$1,000 grant from the Cottonwood Water Plan.

5. Old Business:
 - a. Still looking for a 5th board member to be appointed or to volunteer.
 - b. Protective sleeves need be approximately 8 inches tall to protect the bottom of the tree trunk from mower or trimmer injuries.

6. New Business:
 - a. Residents have expressed a desire for shorter, flowering species of trees. To that end, a few crab trees will be available in 2017.
 - b. Tree pruning was discussed. Later this fall, David Bucklin, with a few volunteers, will trim some boulevard trees.
 - c. Specifications for planting new boulevard trees can be found in the City of Windom Street Department website, Standards for Planting Trees.

7. Open Mic: The Tree Commission provides a valuable service to the City of Windom by offering young trees to home owners to replace old, diseased trees or those trees subject to destruction by emerald ash borer infestation. Diversification of tree species prevents wholesale loss from disease or insect deprivation, protects the canopy over city streets and beautifies the city.

8. Meeting adjourned at 6:00 pm.

**Next Tree Commission Meeting March 1, 2017 at 5:30 p.m. at Council Chambers.
Note the time change to 5:30 and not 5:15.**

ATTEST:

Tree Commission Chair _____

Tree Commission Secretary _____

**TELECOMMUNICATIONS COMMISSION MEETING
CITY OF WINDOM COUNCIL CHAMBERS
November 14th, 2016
5:00 P.M.**

I. Call Meeting to Order

Lund calls the meeting to order at 5:06 pm

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: Travis Theis, SMBS; Dirk Abraham; Ern, SMBS Board

Nasby briefs the Telecom commission that after discussions with the City attorney, having City council members as voting members on the various City boards could be seen as a potential conflict of interest. The commissions that are currently established will be moving towards 5 members from the City and a council liaison as a non-voting member. More information will be provided as it becomes available. This process will be taking place in the coming future. Mayor-elect Jones asks for the Commission's assistance in recommending potential Telecom Commission members.

III. Approval of Minutes from September 26, 2016 meeting

Motion by Jones, seconded by Eichstadt to approve minutes. Motion approves 3-0.

IV. SMBS Liaison Report

Jones shares his report from the SMBS meeting and the HBC contracts.

V. Project Updates

Dahna shares that the IP schemes are more complex. Network changes have been made for video feeds from Monticello for testing purposes. Dahna states he's looking to do away with DirecTV carrying the Minneapolis stations.

Dahna offers Windomnet staff are training on staking and mapping for the new billing system, similar to a GIS/CAD software program with the training going well. Updates to the map will happen over the winter with techs entering new data.

Fiber Drive migration – Dahna shares handout of ONT cost and other equipment. Dahna states he met with Nasby and Joyce on possible funding for the project this morning.

Dahna offers that some equipment is eligible for a rebate of around \$100,000 total.

Dahna states the timelines of rebate as the end of March 2017 and old equipment would be traded in.

Nasby states bonding could be a GO equipment bond, a 3 year bond with the potential of rolling over. Nasby offers that the revenue raised with the new equipment and offerings

would help pay off the bond. Nasby shares the additional revenue would be based off the Gigacenter rental with a life expectancy of 6 years.

Bryan Joyce joins the meeting at 5:20pm.

Jones asks if the equipment bonds are subject to reverse referendum. Nasby states these bonds are not subject to a reverse referendum.

Dahna shares the E7 equipment can be used into the future for additional upgrades or changes down the road.

Dahna explains the Gigacenter and how it feeds all services into the home.

Joyce asks about the potential of raising rates on current subscribers. Discussion among the Commission on cable TV and the rate of losing subscribers. Joyce shares cable subscribers are going down at the rate of 100 per year. Joyce offers the majority of concern that he sees customers having are cost and quality of the service.

Dahna shares that choosing the HBC offering would mean Windomnet manages its own NCTC contracts. Dahna offers that channels not allowed to transport through HBC contract would be Showtime, Turner, and HBO networks. Dahna states those channels would need a couple dishes and receivers to be housed and managed by Windomnet. Dahna shares the setup fees and monthly fees in the HBC handout. Dahna states there would need to be separate contracts for some TV offerings with SMBS. This states SMBS and Windomnet would have duplicate setups.

Dahna explains the equipment list for HBC with the Commission.

Joyce asks This where SMBS stands with the various options available for cable TV. This states they are looking at SkitterTV and HBC. This offers his concern that SMBS still has contract in place with Windomnet, but SMBS is looking to move forward with a new TV provider. This offers SMBS is looking to make a decision before the first of the year to take advantage of the reduced price with SkitterTV, if they are looking to go that route. Dahna states there is the possibility of another provider looking to go with SkitterTV which may reduce transport, but nothing substantiated to this point. Dahna offers the goal would be a year to get all Windomnet customers converted. Discussion among the Commission about how long it would take to convert current customers to the new offerings.

This shares his concerns with SkitterTV and their offerings and goals. This states HBC is a more local offering with a good reputation while SkitterTV has a lot of ideas with little substantiated to this point.

Eichstadt asks about location of receivers and satellite dishes and if the Windomnet headend would still need to be in operation. Dahna states Windomnet does not have an adequate location for the dishes but would have room for the other equipment. Joyce states other City buildings around the area may potentially accommodate the equipment.

Joyce states he would like to see HBC present their offerings to the Commission. Dahna states he will reach out to HBC to see if they can do a presentation.

Dahna shares that NCTC is still looking into SkitterTVs profit sharing model and determining how both sides can get paid. Joyce states he would like the paper updated with HBC info as far as costs of maintaining the current headend. Dahna asks the Commission if they are open to rescheduling the next meeting to accommodate. The Commission agrees to reschedule the next meeting. Theis states SMBS would like to attend as well.

Theis shares he would like to work with Nasby on the master service agreement to find how SMBS can move forward. Nasby states he can look into the agreement and work with Theis to find a time to discuss.

VI. Manager's Report

Dahna shares his manager's report. Currently one on vacation, watching fire hall project to make sure crews don't cut fiber. Two houses being built and will have new fiber connections. Dahna states he met with EDA Director Drew Hage and Nasby about a potential apartment complex currently in the preplanning phase. Dahna shares he would like to do a fully fiber complex with GigaCenter units available. Joyce states anything that can increase the market rate of the apartment would be good and there's a lot to happen before anything is started.

VII. New Business

Dahna states Cottonwood County IT Director Glen Johnson would be happy to have fiber to the County Landfill site which would help get fiber up towards Jeffers, MN.

VIII. Old Business Discussed at the beginning of the meeting.

IX. Commissioner's concerns and questions

Jones asks if there are programming contracts coming up for renewal in the near future. Dahna states Fox is coming up along with some of the others.

Joyce clarifies that we have a meeting on November 28th and asks the Commission if Windomnet is looking to make a decision before the end of the year. Joyce and Jones will not be voting members on the Commission towards the end of the year and Lund's term is up. Consensus among the Commission is a yearend deadline would be appropriate. The core system looks good, with video still being a big question at this point. Potential to make a decision on Nov 28th if possible before new members have to be brought up to speed.

X. Adjourn

Adjournment by unanimous consent at 6:44p.

ECONOMIC DEVELOPMENT AUTHORITY OF WINDOM
MINUTES
NOVEMBER 14, 2016

1. Call to Order: The meeting was called to order by Vice President Herding at 12:01 p.m.

2. Roll Call & Guest Introductions:

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

Also Present: EDA Staff – Drew Hage, EDA Executive Director, and Mary Hensen,
Admin. Asst.; and City Administrator Steve Nasby.

3. Approval of Minutes:

Motion by Commissioner Johnson, seconded by Commissioner Clerc, to approve the Minutes of the EDA Meeting held on October 10, 2016. Motion carried 3-0.

City Administrator Nasby advised that it was the consensus of the City Council that City Councilmembers who are voting members on City Commissions and Boards can't vote on items before those Commissions and Boards after November 23, 2016. (That is the effective date of a new ordinance concerning Telecom Commissioners and the scheduling of monthly meetings for the Park & Recreation Commission and Community Center Commission beginning in 2017.) There was a brief discussion on the effect of this action.

4. EDA Spec Building

A. Proposed Lease: Director Hage advised that the EDA was contacted by a representative of Fast Global Solutions concerning rental of the EDA Spec Building. The EDA Board discussed a range of rental rates at the October Meeting. The proposed Lease has been prepared and reviewed by representatives of Fast Global Solutions and the Windom City Attorney. The Board received a copy of the Lease in the packet. Director Hage reviewed the lease with the Commissioners. The lease provides for a one-year term and additional annual renewals. The property to be leased is the East 6.6 acres of Lot 6. The EDA has reserved the remaining 3.7 acres to the west. The dividing line is the centerline of North Redding Avenue extended through Lot 6. The Tenant would like to begin leasing the property as of December 1st. The Tenant has requested that a new overhead door be installed. The plan is to replace the existing Loading Docks 2 and 3 with the new overhead door. The costs for the new door are to be divided between the EDA and the Tenant. The EDA is working with Hanefeld Custom Builders concerning the repairs to the Spec Building and the installation of the new door. Building Sprinkler will be making the repairs to the sprinkler system in the building. Director Hage provided information concerning the estimated costs for the repairs and also for installation of the new door. Director Hage also reviewed the terms of the Agreement and Acknowledgment of Security Interest (requested by Wells Fargo Bank who is a Lender for Fast Global Solutions) with the Commissioners.

Motion by Commissioner Clerc, seconded by Commissioner Johnson, approving the proposed Lease for the Spec Building at 1925 North Redding Avenue between the EDA and Fast Global Solutions and the Agreement and Acknowledgment of Security Interest requested by Wells Fargo, and authorizing the EDA President to sign the Lease and other required documents to effectuate the lease of this property. Motion carried 3-0.

5. Cottonwood County Housing Tax Abatement – Status: Director Hage reported that

Cottonwood County passed a resolution adopting program parameters for the Cottonwood County Home Initiative on November 1, 2016. The parameters include a 5-year abatement with a 3-year program sign-up, with limits subject to MN Statute 469.1813, subd. 8. The Commissioners authorized Director Hage to draft a resolution for the Housing Tax Abatement Program which will come before the County Commissioners on November 15th.

6. Reporting - Annual

- A. TIF
- B. Small Cities Post-Closeout
- B. MIF
- C. USDA RBEG

EDA Director Hage and Admin. Asst. Hensen updated the Commissioners with a brief description of the programs, the annual reporting requirements for each program, the agencies requiring the reports, and the deadlines for submissions of the required reports.

7. Multi-Family Housing

A. Workforce Housing Grant Application – Update: EDA Director Hage reported that on November 1st, the City Council considered the new apartment building project (now 46 units), the proposed location for the project by the Community Center which is the overflow parking lot south of the Community Center, and approval of an authorization to submit the grant application. The City Council decided that they wanted more time to consider the project and scheduled a Special Joint City Council/EDA/Community Center Commission Meeting for November 8th at 8:05 p.m. EDA Commissioner Rick Clerc was in attendance with Director Hage at that meeting. After Director Hage’s presentation and extensive discussion between the Councilmembers, Director Hage, and Community Center Commissioners, the City Council adopted the Resolution authorizing submission of the Workforce Housing Development Program Application. The grant submission deadline for this Application was November 10th and the Application requesting \$700,000 in grant funds was mailed on November 9th to the Minnesota Department of Employment & Economic Development. The public hearing on an application to rezone the property from I-1 “Light Industrial” to R-3 “Multi-Family” will come before the Planning Commission. The public hearing on the proposed sale of the property will come before the City Council. It is anticipated that these public hearings will be held in December or the first part of January. Director Hage reviewed the updated vacancy rate for Windom with the Commissioners. He received six letters from businesses in support of the grant application. The current proposed apartment designations for the proposed new building are 5 singles, 12 doubles with 1 bathroom, 23 doubles with 2 bathrooms, and 6 triples. Both entrances for the building will come from North Redding Avenue. The Developer is proposing 2 buildings of 11 garages each and 50 surface stalls on the property. The EDA should receive word concerning the grant the first of the year. If the sale and rezoning are approved, the Developer hopes to construct the building beginning in the Spring of 2017.

8. Small Cities Development Program (SCDP)

A. Residential Program Pre-Application: The grant pre-application was due on November 10th. The Southwest Minnesota Housing Partnership (“the Partnership”) submitted the grant and requested \$376,740 in grant funds with a local share and other funds of \$140,400 for total estimated project costs of approximately \$517,140. DEED will now review the submission and notify the City and the Partnership if the full Application can be submitted. It is

anticipated that notice should be received in December with the full Application due in February 2017.

9. Business Subsidy – Prime Pork

A. Update on City Council Action

B. Business Subsidy Agreement & Assignment of TIF 1-12 Development Agreement:

Executive Director Hage reported that on November 1st, the City Council held the required public hearing on the proposed Business Subsidy from the City to Prime Pork. The business subsidy consists of tax increment from TIF 1-12 and a MIF forgivable loan of \$1,000,000 to Prime Pork for purchase of eligible equipment. TIF 1-12 covers the property previously owned by PM Beef Holdings which was sold to Prime Pork. PM Beef intends to assign its rights and obligations under the Contract for Private Redevelopment for TIF 1-12 to Prime Pork. Depending on the valuation of the property and the annual tax rates, Prime Pork could receive tax increment from District 1-12 until the end of 2027. The Board received a copy of the proposed Business Subsidy Agreement between the City, EDA and Prime Pork and the proposed Assignment and Assumption Agreement between PM Beef Holdings, Prime Pork, and the EDA. After further discussion, the following action was taken.

Motion by Commissioner Johnson, seconded by Commissioner Clerc, to approve the proposed business subsidy to Prime Pork, to approve the proposed Business Subsidy Agreement between the City, EDA and Prime Pork, and to approve the proposed Assignment and Assumption Agreement between PM Beef Holdings, Prime Pork, and the EDA, and authorize the EDA President and Secretary to sign all of the required documents. Motion carried 3-0.

10. Economic Development Finance Professional (EDFP) Certificate: Executive Director Hage advised that EDAM is offering a 15% discount for the Economic Development Finance Professional (EDFP) certification. The class is June and this year it is being held in Minneapolis. City Administrator Nasby provided an overview of the program and recommended that Director Hage secure this certification. The discounted registration cost is \$1,168.75 plus mileage and meals. There would be no lodging costs as Director Hage would stay with relatives in the area. The funding would come from the EDA's Special Projects budget.

Motion by Commissioner Clerc, seconded by Commissioner Johnson, authorizing EDA Executive Director Drew Hage to participate in the 2017 Economic Development Finance Professional Certification Program to be held in the Twin Cities in June 2017. Motion carried 3-0.

11. 2017 S.M.A.R.T. Goals: Executive Director Hage advised that each year the City Departments are asked to submit S.M.A.R.T. Goals for the following year to the City Council. The Commissioners reviewed the proposed EDA S.M.A.R.T. Goals for 2017. After further discussion the following action was taken.

Motion by Commissioner Johnson, seconded by Commissioner Clerc, to approve the proposed EDA 2017 S.M.A.R.T. Goals and authorize the EDA to submit these to the City Council. Motion carried 3-0. (A copy of the 2017 S.M.A.R.T. Goals are attached to these Minutes.)

12. Unfinished Business

- A. NWIP – Lot 2, Block 2 – Update: Executive Director Hage updated the Commissioners regarding the current status of this project.
- B. Career/Job Fair – Recap: Executive Director Hage reported that the SW MN Career/Job Fair was held at the Windom Community Center on October 26th. The event was divided into two segments—one for students from various school districts followed by a two-hour segment that was open to the public. There were over 500 students in attendance. Director Hage is talking with Windom, Jackson, and Worthington about a possible rotation of the career/job fair between the three Chambers.

13. Miscellaneous Information:

- A. EDA Monthly Financial Recap: The Board received a copy of the EDA's Account Activity through October 31, 2016.
- B. River Bluff Townhomes – Monthly Financial Report: The Board received copies of the financial reports for September 2016 provided by Van Binsbergen & Associates.

14. Adjourn: On consensus, Vice President Herding adjourned the meeting at 1:02 p.m.

Rick Clerc, EDA Secretary-Treasurer

Attest: _____
Drew Hage, EDA Executive Director

**CITY OF WINDOM
PLANNING COMMISSION
MINUTES
NOVEMBER 14, 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, Greg Pfeffer, Andy Harries, Brett Mattson, Ryan McNamara, and Kevin Rose.

Absent: Lorri Cole, Ben Derickson, and Council Liaison Corey Maricle.

Also Present: Zoning Staff – Andy Spielman, Building Official/Zoning Administrator and Admin. Asst. Mary Hensen; Duane Kaiser, Marlin Negen, Kevin Patterson, Todd Thompson, and Gary Korthouse.

3. Approval of Minutes:

Motion by Commissioner McNamara, seconded by Commissioner Pfeffer, to approve the Planning Commission Minutes for the meeting held on October 17, 2016. Motion carried 6-0.

4. Public Hearing – 7:05 P.M.: Zoning Application – Joanne Kaiser & Helen West (Conditional Use Permit – Addition of Fill to Lots – 800 Block of 16th Street): Chairperson Wahl opened the public hearing at 7:05 p.m. The Commissioners had received copies of the Application submitted by Joanne Kaiser and Helen West, notice of hearing, aerial photo of the property, and copies of code sections from the new Floodplain Management Ordinance. (The property is located in an R-1 Zoning District.) Zoning Administrator Spielman advised that a zoning application had been filed by Joanne Kaiser and Helen West requesting a conditional use permit to allow the addition of fill to property in the 800 Block of 16th Street. Duane Kaiser, husband of Joanne Kaiser, was present and said that Joanne was in Colorado due to her sister's medical emergency. Mr. Kaiser advised that they would like to add fill to the lots to make them buildable for a dwelling. Chairperson Wahl asked for comments from others present in the audience. Kevin Patterson read a letter from Warren Winkel of 718 16th Street. He had concerns regarding the project and believes that water starts to pond where these lots are located. He felt that the application should not be approved without further study. Kevin Patterson lives at 732 16th Street directly east of these lots. Mr. Patterson circulated pictures of his property and also pictures from previous high water events in that area. He advised that he had a conversation with Brian Nyborg, DNR Area Hydrologist, who had sent an e-mail to the EDA Director stating his objection to development of this property. Mr. Patterson shared this e-mail. Mr. Patterson said that water flows through the backyards into these woods; he said there is a 5-foot drop behind his garage that fills up with water and flows through the back yard; the front of his house is approximately 48 feet from the street; he showed a diagram he prepared and said that he is concerned about the flow of water. Gary Korthouse of 909 17th Street said that he gets water in his backyard. He felt if there was more fill, there would be less room for the water to soak into the ground. Marlin Negen said that in talking with other contractors, they indicated that basically all of the houses in that area on 16th Street were infill. You are displacing the water. You need to bring the property up and obtain a waiver from FEMA before you can build on the property. The owners are proposing to bring in fill on the front 75 feet of the lots and put the house foundation higher than the height of the road. Mr. Negen said that you fill the front and leave the back along the creek and slope it so it takes water backwards towards the creek. He said that any house built there would be slab on grade with one level and would be accessible. Duane Kaiser replied that those lots along 16th Street have all been built up. Pooling comes off those lots. In the past, the creek was straightened (by DNR) and all those lots have been filled except these last 3 lots. These lots are lower than surrounding lots and water is coming on to them and pooling there. Mr. Korthouse indicated those actions were taken in the past. Mr. Patterson suggested that maybe something could be done to improve the pooling in those areas. In response to a question, Mr. Patterson said that it is approximately 126' from Perkins Creek to the back of his house. One Commissioner commented that most of those houses are level with the street and then slope back. Mr. Patterson said that he had never had water in his house. It had been up to 4" from the top of his retaining wall. Commissioner Pfeffer noted that there was some mounding in the back in these three lots. The depths of these three lots range from approximately 230 feet to 234 feet. There is a potential for three lots on this property with a 120' frontage along 16th Street for each lot. The existing floodplain map section is from the 1989 map and is the most current map we have available. A copy of the

LIDAR for these lots was provided on a power point slide. There was a discussion concerning the various elevation levels in these lots. Mr. Negen talked about tentatively where the fill could be placed and the proposed sloping away from the structure. There was a discussion of the current storm sewer on 16th Street and the locations of drains in that area. Chairperson Wahl closed the public hearing at 8:47 p.m. She read the proposed conditions if this conditional use permit was recommended for approval. In response to a question, Zoning Administrator Spielman advised that a surveyor could pinpoint elevations on those lots. Possibly the hill (mound) in the back could be removed and would allow better water flow behind the other properties. There was a discussion concerning the date of filing of this application and the 60-day rule. The consensus of the Commissioners was that they needed additional information concerning whether the back hill can be leveled off and does that change anything regarding the DNR Hydrologist's August 23rd e-mail, whether any water study was completed in the past by Wenck & Associates, and the impact of the addition of fill in these lots on the other properties in that area.

Motion by Commissioner Harries, seconded by Commissioner Rose, tabling the discussion and decision on this conditional use permit application to allow time for more information to be obtained and presented to the Planning Commission in December. Motion carried 6-0.

5. S.M.A.R.T. Goals – 2017: The Commissioners reviewed the three proposed 2017 S.M.A.R.T. Goals. The two short-term goals specified proposed actions concerning a possible rental housing ordinance and review of provisions of the Windom City Code that relate to accessory space and accessory structures. The long-term goal (3-5 years) identified research into a possible program concerning demolition and site remediation of blighted residential properties. After further discussion, the following action was taken.

Motion by Commissioner McNamara, seconded by Commissioner Pfeffer, to accept the 2017 S.M.A.R.T. Goals as presented. Motion carried 6-0.

(A copy of the 2017 S.M.A.R.T. Goals is attached to these Minutes.)

6. New Business: There was a discussion concerning the scheduling of the December Meeting. There was also a brief discussion concerning upcoming matters that may come before the Planning Commission.
7. Adjourn: By consensus, Chairperson Wahl adjourned the meeting at 8:20 p.m.

Marilyn Wahl, Chairperson

Attest: _____
Andy Spielman, Zoning Administrator

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 ____, 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 ____, 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 Windom HRA, to provide funding for the demolition and site remediation of one to two blighted residential properties each year.

Methods/Plan/Steps:

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

Attainable/Resources Available:

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

Result(s) Expected/Measurement:

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

Timeframe:

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

Goal approved by Planning Commission on November ____, 2016.

Windom Library Board Meeting

Windom Library

Tuesday, Nov. 15, 2016

5:05 p.m.

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

2. Roll Call: Members Present: Barb Henning, Kathy Hiley, Anita Winkel, John Duscher and Terri Jones

Members Absent: Steve Fresk and Susan Ebeling

Library Staff Present: Dawn Aamot

City Council Member Present: None

3. Agenda and Minutes:

Motion by Anita Winkel and seconded by Terri Jones to approve the Agenda and the Minutes.

4. Financial Report:

Dawn reviewed the Financial Report.

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

5. Librarian's Report

Dawn reported that October was a good busy month. The trunk show at Winfair on Oct. 13 featuring MN author Derek Anderson was very successful. This type of event will be repeated. The Saturday board game day on October 15 had no response. This may be because it was Homecoming weekend. Fifty people attended author Rena Olsen's presentation on Oct. 16 at the Historical Society. Sixty people attended the program on Oct. 21 at the Historical Society featuring Melanie Stringer portraying Laura Ingalls Wilder. Of the 60 people, 15 were kids and 3 were in period costumes. Eleven pumpkins were submitted for the "Create your Favorite Storybook Character" pumpkin contest.

This month Nancy started story times for Bridges, Head Start and Barb Henning's school class. This week, Nancy hosted the older Busy Bees classes and visited the younger classes.

Winter Adult Reading incentives have been ordered.

The library is conducting a missing items inventory in an effort to ascertain whether items are actually missing or not in their correct location. At the board's suggestion, Dawn will look into obtaining a hand scanner to help with this.

Dawn has been asked by the Citizen to write an article for a December issue. She asked the board for suggestions as to what might be included in this article.

Motion by Kathy Hiley and seconded by Anita Winkel to accept the librarian's report.

6. Old Business:

Dawn with the Plum Creek librarians attended a presentation on an audio book service from One Click Audio. The service subscription would add 12 new audio titles/month. After a positive response, the next step is for the Plum Creek librarians to vote on adopting this service.

7. New Business:

The Board reviewed the Plum Creek Library Joint Powers Agreement. Dawn and Anita noted that a lot of time and effort was put into this document. Barb Henning moved to accept this agreement as printed. Motion was seconded by Terri Jones. Motion passed.

Dawn shared her idea to have overdue items returned on a more regular basis. Anita Winkel moved that the last Friday of every month be "Fine Free Friday". Kathy Hiley seconded the motion. Motion passed.

8. New Book Suggestions:

Book suggestions were given to Dawn.

9. Adjourn:

Motion by Terri Jones seconded by Barb Henning to adjourn.

Meeting adjourned at 5:29 p.m.

Respectfully submitted,

Kathy Hiley, recording secretary

UTILITY COMMISSION MINUTES

City Hall, Council Chamber

November 23, 2016

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

Members Present: Utility Commission Chairperson: Mike Schwalbach
Members Present: Glen Francis, Tom Riordan (arrived @ 11:00)
Member Absent:
City Council Liaison: Dominic Jones
Staff Present: Mike Haugen, Water/Wastewater Superintendent; Brent Brown, Electric Utility Manager, Glenn Lund, Wastewater Foreman, Chelsie Carlson, Finance Director; Steve Nasby, City Administrator

APPROVE MINUTES

Motion by Francis, seconded by Schwalbach, to approve the October 26, 2016 Utility Commission minutes. Motion carried 2 – 0.

WATER/WASTEWATER ITEMS

County Rd 26 Assessment

Brady Powers and Kurt Langstrat were present to request approval to assess costs associated with completing Water, Sewer, and Telecom boring work on a property they purchased. Oddson Underground performed the work and the cost was \$15,250. Nasby explained that typically the City would pay the contractor for the work and then add the costs to the property owner as an assessment. The Commission was supportive of allowing this assessment. Nasby explained the terms are set by Council but are typically 10-15 years and 4-4.5% interest.

Motion by Francis, seconded by Schwalbach, to approve payment of the contractor bill for \$15,250 for work done on County Road 26 property and assess the costs to the property owners. Motion carried 2 – 0.

The Commission had lengthy discussion regarding the connection fee for new Water, Sewer, and Electric services. They questioned how to determine a fair amount for new construction if infrastructure is already in place at the property but connection charges have not previously been paid. They would like to develop a policy that can be consistently and fairly applied to new utility service connections.

Motion by Riordan, seconded by Francis, to suspend existing Water, Sewer, and Electric connection fees until the Commission adopts a formal policy covering fees associated with new service connections. Motion carried 3 – 0.

Kelly Yahnke presented current draft SIU for Windom Wash. The draft was reviewed by the City Attorney and MPCA and a few minor changes were noted. Yahnke added a note to the Monitoring section detailing the interest rate of 4.5% per year for the portion that is financed. The Commission also discussed adding an estimated base charge related to improvements to the City of Windom's Wastewater Treatment Facility. Payment of this estimated base charge by Windom Wash will be credited to Windom Wash's share of the cost of the facility improvements. Yahnke also noted that the term of the agreement is five years and will auto renew in 5 year terms. The agreement includes annual review of the user fees with a 30 day notice required for rate changes. Yahnke will make the changes noted and review the agreement with Scott Veenker.

Lund and Haugen requested Commission approval to charge Windom Wash the Commercial sewer charge of \$4.57 until the SIU agreement is finalized. The Commission was supportive.

Other Water/Waste Water Items

Yahnke informed the Commission that the Sanitary Sewer project work should be completed by the end of the year. Jones requested a change order be done for the Schedule B time extension.

Haugen asked the Commission to provide input regarding City apartment complex project that is considering a location across from the Water Treatment Plan. Yahnke indicated there should not be concerns with Chlorine at that location but suggested future expansion of the Water Treatment Plant be considered. The Commission discussed easements that would be needed for possible future expansion of the Plant.

ELECTRIC ITEMS

Brown reported he has started work to review past electric transfers and loans.

Brown plans to have a representative of WADC present at the next meeting to review the monthly contribution the Utility makes to WADC.

Brown will have the Commission review the 2017 rate increase at the next meeting.

REGULAR BILLS

Motion by Francis, seconded by Riordan, to approve regular bills. Motion carried 3-0.

OLD BUSINESS

The Commission discussed the Street Superintendent position.

NEW BUSINESS

The next Utility Commission meeting will be December 21st at 10:00 a.m.

ADJOURN

Schwalbach adjourned the meeting at 12:15 p.m.

Mike Schwalbach, Chairperson

Attest:

Steve Nasby, City Administrator

MINNESOTA LAWFUL GAMBLING
LG220 Application for Exempt Permit

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

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

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

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.
 Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Des Moines Valley Chapter of MN Deer Hunters Associatio Previous Gambling Permit Number: _____

Minnesota Tax ID Number, if any: 4326991 Federal Employer ID Number (FEIN), if any: 41-1390958

Mailing Address: 1627 17th St

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

Name of Chief Executive Officer (CEO): Bruce Gross

Daytime Phone: 507-822-4520 Email: bfg hunt@gmail.com

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

Fraternal Religious Veterans Other Nonprofit Organization

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

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

A current calendar year Certificate of Good Standing
 Don't have a copy? Obtain this certificate from:
 MN Secretary of State, Business Services Division Secretary of State website, phone numbers:
 60 Empire Drive, Suite 100 www.sos.state.mn.us
 St. Paul, MN 55103 651-296-2803, or toll free 1-877-551-6767

IRS income tax exemption (501(c)) letter in your organization's name
 Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)
 If your organization falls under a parent organization, attach copies of both of the following:
 1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and
 2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Business Arts and Recreation Center

Address (do not use P.O. box): 1012 5th Ave

City or Township: Windom Zip: 56101 County: Cottonwood

Date(s) of activity (for raffles, indicate the date of the drawing): March 4, 2017

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

Bingo Paddlewheels Pull-Tabs Tipboards

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

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



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division (AGED)
 444 Cedar Street, Suite 222, St. Paul, MN 55101
 Telephone 651-201-7507 Fax 651-297-5259 TTY 651-282-6555

Certification of an On Sale Liquor License, 3.2% Liquor license, or Sunday Liquor License

Cities and Counties: You are required by law to complete and sign this form to certify the issuance of the following liquor license types:
 1) City issued on sale intoxicating and Sunday liquor licenses
 2) City and County issued 3.2% on and off sale malt liquor licenses

Name of City or County Issuing Liquor License Windom License Period From: 11/1/17 To: 12/31/17

Circle One: New License License Transfer _____ Suspension Revocation Cancel _____
(former licensee name) (Give dates)

License type: (circle all that apply) On Sale Intoxicating Sunday Liquor 3.2% On sale 3.2% Off Sale

Fee(s): On Sale License fee: \$ 2,000 Sunday License fee: \$ _____ 3.2% On Sale fee: \$ _____ 3.2% Off Sale fee: \$ _____

Licensee Name: Maribel Trujillo (corporation, partnership, LLC, or Individual) DOB _____ Social Security _____
mexican Restaurant

Business Trade Name El Flamigo Business Address 821 4th Ave City Windom

Zip Code 56101 County Cottonwood Business Phone 507-832-8404 Home Phone 512-757-3435

Home Address 810 5th Ave City Windom Licensee's MN Tax ID # 479235T

Licensee's Federal Tax ID # 81-4441028 (To Apply call 651-296-6181)
(To apply call IRS 800-829-4933)

If above named licensee is a corporation, partnership, or LLC, complete the following for each partner/officer:

| Partner/Officer Name (First Middle Last) | DOB | Social Security # | Home Address |
|--|-----|-------------------|--------------|
| | | | |
| | | | |
| | | | |

Intoxicating liquor licensees must attach a certificate of Liquor Liability Insurance to this form. The insurance certificate must contain all of the following:

- 1) Show the exact licensee name (corporation, partnership, LLC, etc) and business address as shown on the license.
- 2) Cover completely the license period set by the local city or county licensing authority as shown on the license.

Circle One: (Yes No) During the past year has a summons been issued to the licensee under the Civil Liquor Liability Law?

Workers Compensation Insurance is also required by all licensees: Please complete the following:

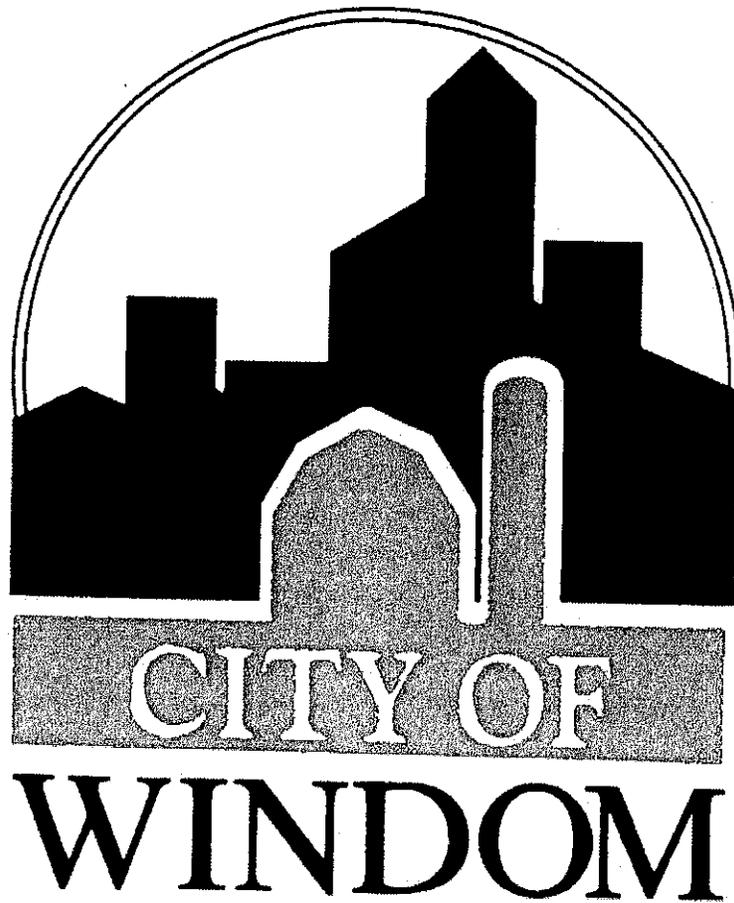
Workers Compensation Insurance Company Name: _____ Policy # _____

I Certify that this license(s) has been approved in an official meeting by the governing body of the city or county.

City Clerk or County Auditor Signature _____ Date _____
(title)

On Sale Intoxicating liquor licensees must also purchase a \$20 Retailer Buyers Card. To obtain the application for the Buyers Card, please call 651-215-6209, or visit our website at www.dps.state.mn.us.

2017 BUDGET



CITY OF WINDOM
2017 Budget

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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) | <u>\$ 65,400</u> |
| | \$ 1,898,790 |

Enterprise Funds

| | |
|---------------------|------------------|
| User Fees | \$13,853,788 |
| Special Assessments | <u>\$ 20,850</u> |
| | \$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 | <u>\$ 59,000</u> |
| | \$ 632,856 |

Special Projects

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

| | |
|----------------------|----------------------------|
| Revenues Grand Total | <u><u>\$19,462,791</u></u> |
|----------------------|----------------------------|

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.

| | |
|--|-----------------------------|
| <u>General Fund</u> | |
| Operational Expenses | \$ 2,521,811 |
| Capital Outlay | \$ 148,200 |
| Capital Outlay – Emergency Services Facility | \$ <u>1,200,000</u> |
| | \$ 3,870,011 |
| <u>Special Revenue/Levy Funds</u> | |
| Operational Expenses | \$ 1,560,620 |
| Capital Outlay | \$ 525,400 |
| Debt Service | \$ 40,300 |
| Depreciation | \$ <u>75,000</u> |
| | \$ 2,201,320 |
| <u>Enterprise Funds</u> | |
| 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 |
| <u>Debt Service</u> | |
| Bond/Loan Payments | \$ 711,861 |
| Tax Levy - Intra-Fund Repayment | \$ <u>59,000</u> |
| | \$ 770,861 |
| <u>Special Projects</u> | |
| 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.

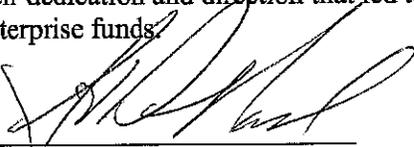
Due to the recent expansions within the industrial park and renovations of Prime Pork LLC, the City's tax base is growing very well. However, housing has emerged as an issue that was confirmed through a study that showed a housing deficit within the community. To address this issue, partnerships with 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 | \$ - | |
| Transfers | \$ - | \$ - | 0.00% |
| | <u>\$ 3,870,011</u> | <u>\$ 2,605,310</u> | 48.54% |
| <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 | 11.11% |
| | <u>\$ 2,201,320</u> | <u>\$ 2,172,025</u> | 1.35% |
| <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 | 5.94% |
| | <u>\$ 15,865,831</u> | <u>\$13,970,921</u> | 13.56% |
| <u>Debt Service</u> | | | |
| Bond/Loan Payments & Fees | \$ 711,861 | \$ 787,424 | -9.60% |
| Tax Levy - Intra-Fund Repayment | \$ 59,000 | \$ 29,000 | 0.00% |
| | <u>\$ 770,861</u> | <u>\$ 816,424</u> | -5.58% |
| <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> | 15.85% |

**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% |

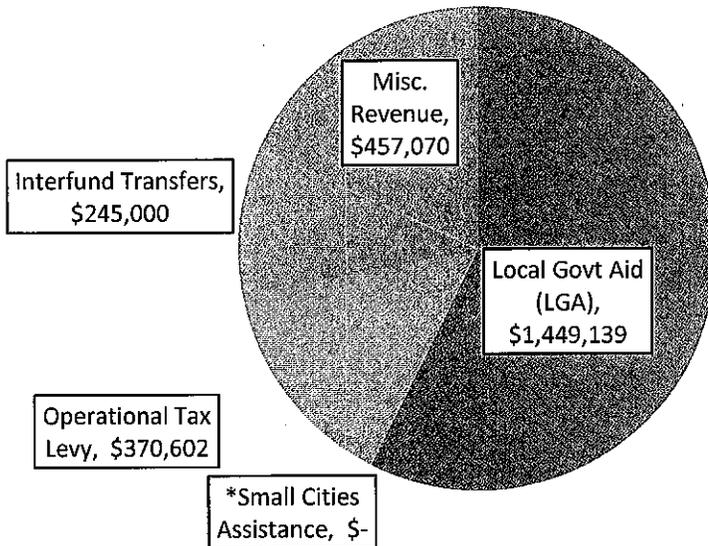
| | | | |
|-----------------------------|------------|------------|---------|
| <u>General Fund Capital</u> | \$ 148,200 | \$ 209,145 | -29.14% |
|-----------------------------|------------|------------|---------|

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

2017 General Fund

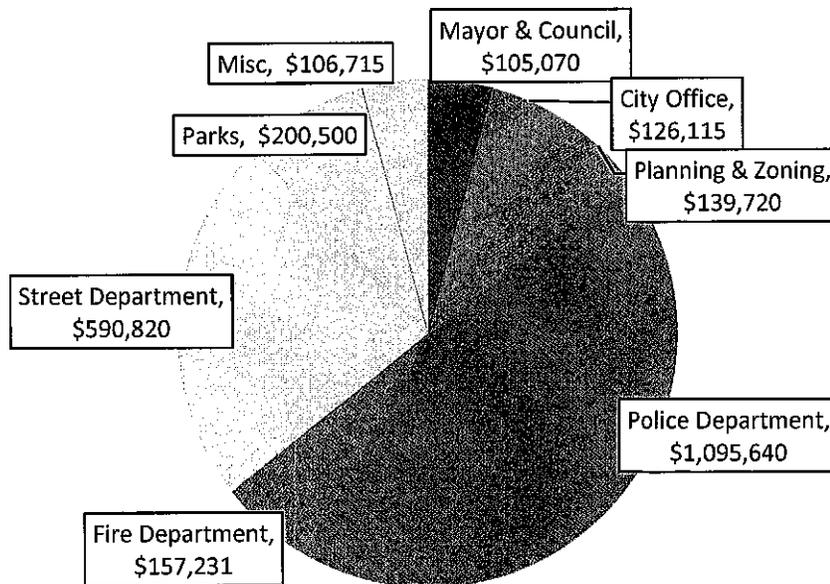
Operational Revenues

Budgeted Revenue \$2,521,811



Operational Expenses

Budgeted Expenses \$2,521,811



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

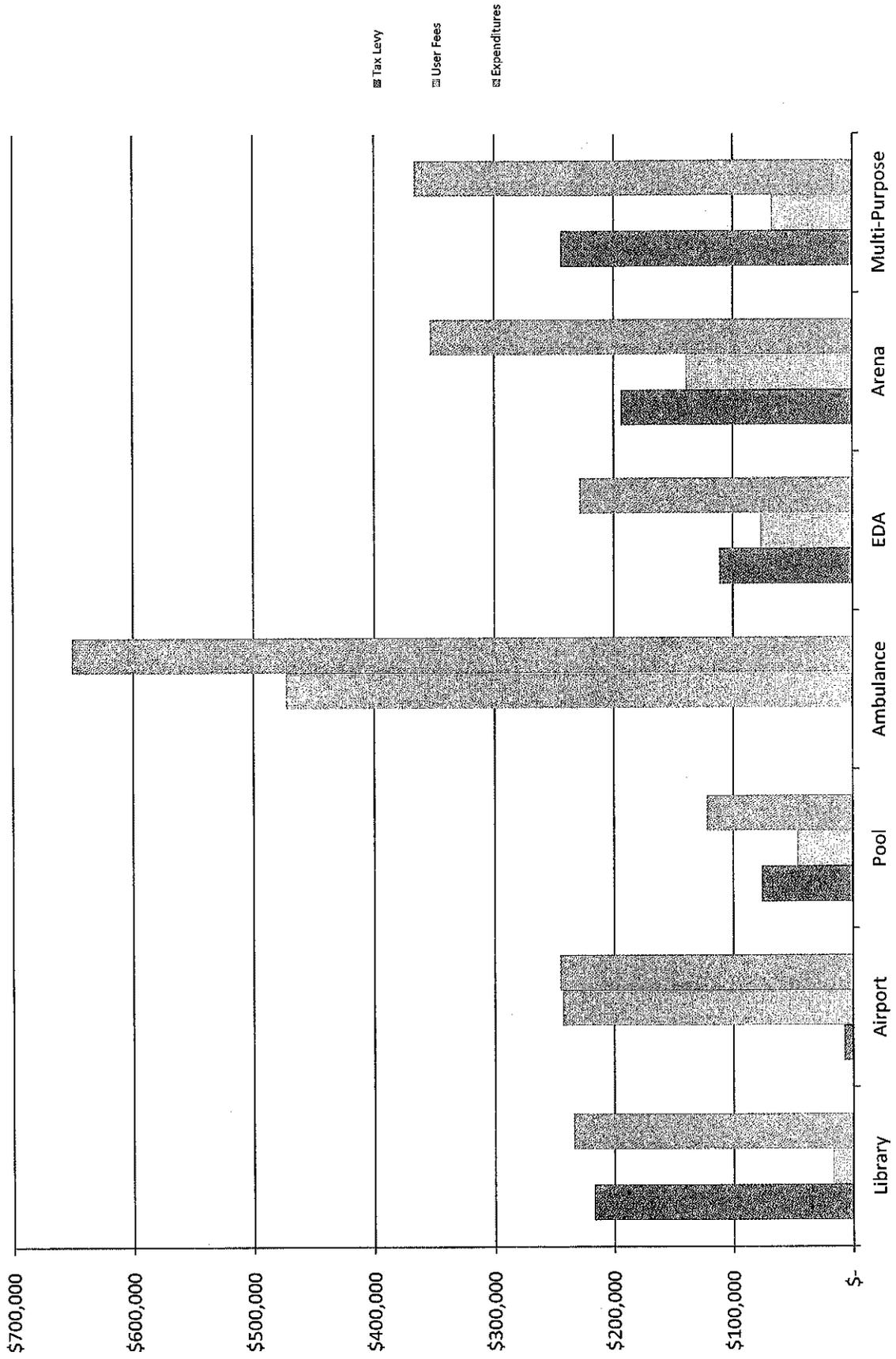
| <u>CAPITAL\EQUIPMENT FUND</u> | <u>Amount</u> | <u>Tax Levy</u> |
|--|--------------------|---------------------|
| Administration: | | |
| Computer Replacement | \$ 3,000 | \$ 3,000 |
| Sub-total | \$ 3,000 | \$ 3,000 |
| Parks: | | |
| Windom Rec Area Lighting | \$ 25,000 | |
| Playground Replacement 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>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 | \$ - | \$ - | |
| | \$ 5,090 | \$ - | |
| <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>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>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>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>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 | |
| | \$ - | \$ - | |
| 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 | <u>\$ -</u> | <u>\$ -</u> |
| 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 Reivew | 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> | 24.53% |
| 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> | <i>2.68%</i> |
| <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 | Principal Payment | 2016 Interest Payment | Outstanding December 31, 2016 |
|--|---------------|---------------|----------------|-------------|-------------------------------|---------------------|-----------------------|-------------------------------|
| GENERAL OBLIGATION BONDS | | | | | | | | |
| 2006 | 2017 | 4.01% | 103,000.00 | 0.00 | 24,000.00 | 12,000.00 | 735.00 | 12,000.00 |
| 2006 | 2018 | 4.01% | 97,000.00 | 0.00 | 31,000.00 | 10,000.00 | 1,069.00 | 21,000.00 |
| 2006 | 2016 | 4.01% | 175,000.00 | 0.00 | 28,000.00 | 28,000.00 | 567.00 | - |
| 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 |
| 2011 | 2019 | 0.5-1.86% | 796,000.00 | 0.00 | 470,000.00 | 115,000.00 | 6,385.00 | 355,000.00 |
| 2012 | 2023 | .55-2.2 | 277,200.00 | 0.00 | 192,500.00 | 42,350.00 | 2,274.39 | 150,150.00 |
| 2012 | 2023 | .55-2.2 | 82,800.00 | 0.00 | 57,500.00 | 12,650.00 | 679.36 | 44,850.00 |
| 2012 | 2023 | .55-2.2 | 620,000.00 | 0.00 | 620,000.00 | 75,000.00 | 9,118.75 | 545,000.00 |
| 2013 | 2034 | 2.43% | 2,590,000.00 | 0.00 | 2,465,000.00 | 130,000.00 | 57,112.52 | 2,335,000.00 |
| TOTAL GENERAL OBLIGATION BONDS | | | | 0.00 | 4,978,000.00 | 515,000.00 | 116,511.02 | 4,463,000.00 |
| GENERAL OBLIGATION EQUIPMENT CERTIFICATES | | | | | | | | |
| 2006 | 2016 | 4.01% | 111,000.00 | 0.00 | 13,000.00 | 13,000.00 | 263.25 | - |
| 2013 | 2023 | 1.60% | 425,000.00 | 0.00 | 380,000.00 | 45,000.00 | 4,862.50 | 335,000.00 |
| TOTAL GENERAL EQUIPMENT CERTIFICATES | | | | 0.00 | 393,000.00 | 58,000.00 | 5,125.75 | 335,000.00 |
| EDA/HOUSING DEVELOPMENT TAX INCREMENT BONDS | | | | | | | | |
| 2006 | 2018 | 4.01% | 227,000.00 | 0.00 | 84,000.00 | 27,000.00 | 2,898.25 | 57,000.00 |
| 2013 | 2023 | 1.60% | 190,000.00 | 0.00 | 170,000.00 | 20,000.00 | 2,200.00 | 150,000.00 |
| TOTAL EDA/HOUSING DEVELOPMENT BONDS | | | | 0.00 | 254,000.00 | 47,000.00 | 5,098.25 | 207,000.00 |
| GENERAL FUND NOTES | | | | | | | | |
| 2011 | 2016 | 2.145% | 250,000.00 | 0.00 | 53,008.69 | 53,008.69 | 1,589.96 | 0.00 |
| Street Shop Loan | | | | | | | | |
| GENERAL OBLIGATION REVENUE BONDS | | | | | | | | |
| 1999 | 2016 | 2.57% | 3,151,838.00 | 0.00 | 126,439.94 | 126,439.94 | 3,249.50 | 246,000.00 |
| 1999 | 2019 | 2.29% | 1,319,713.68 | 0.00 | 325,000.00 | 79,000.00 | 7,442.00 | - |
| 2006 | 2016 | 4.01% | 227,000.00 | 0.00 | 35,000.00 | 35,000.00 | 708.75 | - |
| 2011 | 2029 | 2.65% | 520,000.00 | 0.00 | 450,000.00 | 35,000.00 | 10,157.50 | 415,000.00 |
| 2011 | 2029 | 2.65% | 2,570,000.00 | 0.00 | 2,570,000.00 | 45,000.00 | 67,990.00 | 2,525,000.00 |
| 2012 | 2023 | .55-2.2 | 382,200.00 | 0.00 | 314,000.00 | 52,800.00 | 4,075.00 | 261,200.00 |
| 2012 | 2023 | .55-2.2 | 277,800.00 | 0.00 | 236,000.00 | 37,200.00 | 3,137.50 | 198,800.00 |
| 2013 | 2034 | 2.43% | 840,000.00 | 0.00 | 805,000.00 | 35,000.00 | 19,868.76 | 770,000.00 |
| 2013 | 2034 | 2.43% | 970,000.00 | 0.00 | 930,000.00 | 40,000.00 | 22,925.00 | 890,000.00 |
| 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 |
| TOTAL GENERAL OBLIGATION REVENUE BONDS | | | | 0.00 | 15,896,439.94 | 945,439.94 | 466,835.27 | 14,951,000.00 |
| NOTES PAYABLE EDA/ENTERPRISE FUNDS | | | | | | | | |
| 2011 | 2016 | 4.40% | 442,098.41 | 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 | 15,630.22 | 7,089.66 | 326,106.00 |
| 2013 | 2013 | | 230,000.00 | 0.00 | 176,333.00 | 23,000.00 | - | 153,333.00 |
| TOTAL EDA/ENTERPRISE NOTES PAYABLE | | | | 0.00 | 1,341,743.53 | 66,267.87 | 25,431.25 | 1,278,134.90 |
| TOTAL OBLIGATIONS | | | | 0.00 | 22,916,192.16 | 1,684,716.50 | 622,591.50 | 21,234,134.90 |

RESOLUTION #2016-

INTRODUCED:

SECONDED:

VOTED: Aye:

Nay:

Absent:

Abstained:

CITY OF WINDOM

**RESOLUTION ORDERING THE REPAIR OR REMOVAL OF HAZARDOUS
CONDITIONS LOCATED AT 336 16th STREET, WINDOM, MINNESOTA**

WHEREAS, pursuant to Minn. Stat. §§ 463.15 and 463.261, the City Council of Windom finds the building located at 336 16th Street, Windom, Minnesota to be a hazardous building for the following reasons:

1. The house and garage on the property were substantially destroyed by fire on July 1, 2016. The house has been uninhabitable since the fire occurred.
2. Debris from the fire covers a significant portion of the property and creates a hazard to public safety and health.
3. Steven Carson, Interim Certified Building Official for the City of Windom, and Andrew Spielman, Windom Building and Zoning Official, have inspected the property and found the house and the garage to be fire-damaged to the extent that these structures cannot be repaired.
4. As a result of dilapidation, physical damage, and unsanitary conditions, the house and garage on the property constitute a hazard to public safety and health.

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

1. That pursuant to the foregoing findings, the Council orders you as the owner of the above hazardous building to make the following corrections on the property at 336 16th Street, Windom, Minnesota:
 - a. The house and the garage on the above-described property need to be razed and removed. Appropriate permits for the demolition need to be obtained.
 - b. All garbage and debris needs to be removed from the property.
2. That the corrections listed above must all be made within 20 calendar days after this order is served you. The corrections must be completed in compliance with all applicable

codes and regulations and done pursuant to proper permits from the city.

3. That the City of Windom will make a motion for summary enforcement of this Order to the District Court of Cottonwood County unless you complete the corrective actions specified at Paragraph 1 of this Order or unless you file an answer to this Order within 20 calendar days from the date this Order was served upon you.
4. If the Court grants the City of Windom the authority to raze and remove the house and garage and/or grants the City the right to remove all garbage and debris from the premises, you must remove all personal property and/or fixtures that will reasonably interfere with the work within 30 calendar days from the court's decision. If the property and/or fixtures are not removed and the city enforces this order, the city may sell personal property, fixtures, and/or salvage materials at a public auction after three days posted notice.
5. That if the city must take actions to enforce this order, all enforcement costs will be specially assessed against the property and collected in accordance with Minn. Stat. §§ 463.22, 463.21, and 463.161.
6. That the city attorney is authorized to serve this order upon you and all lien-holders of record.
7. That the city attorney is authorized to proceed with the enforcement of this order as provided in Minn. Stat. §§ 463.15 and 463.261.

Adopted by the City Council of the City of Windom on December 6, 2016.

CITY OF WINDOM

Corey Maricle, Mayor

ATTEST: _____
Steven Nasby, City Administrator



MEMO

TO: MAYOR AND CITY COUNCIL
FROM: ANDY SPIELMAN, ZONING ADMINISTRATOR
COUNCIL MTG: DECEMBER 6, 2016
RE: HAZARDOUS PROPERTY (336 16TH STREET) – STEVEN & CAROLYN NICHOLS

On July 1, 2016, the house and garage on the property at 336 16th Street were substantially destroyed by fire.

Numerous progress inspections were made at the site during the summer and fall. The Building Officials have communicated with Steven Nichols and Carolyn Nichols by phone and in-person several times concerning the plans for removal of the debris from the property. Some progress has been made. However, the majority of the debris from the fire remains on the property.

On September 29, 2016, Interim Certified Building Official Steve Carson sent a letter to Steve Nichols advising of the requirement to clean up the property.

Minnesota Statute Section 463.15 defines hazardous buildings and hazardous property, which because of inadequate maintenance, dilapidation, physical damage, unsanitary condition, or abandonment, constitute a fire hazard or a hazard to public safety or health. The Certified Building Official and the Building & Zoning Official/City Fire Marshal have inspected the property and found the house and garage to be physically damaged to the extent these structures cannot be repaired, and further found that the structures and property are in an unsanitary condition all of which constitute hazards to public safety and health.

Minnesota Statutes Section 463.16 provides for the repair, razing or removal of hazardous buildings and the removal of hazardous conditions on property. The buildings at 336 16th Street have been damaged to the extent that they cannot be repaired and must be razed and removed. The remaining debris from the fire must also be removed to correct the hazardous conditions existing on the property.

On October 13, 2016, and again on November 15, 2016, letters were sent to Steven and Carolyn Nichols advising that the house and garage were fire-damaged to the extent that they could not be repaired and the remnants of the house, garage and personal property needed to be removed from 336 16th Street.

As of December 2, 2016, the property at 336 16th Street is still classified as a hazardous property. To date, no demolition permit has been issued to the owners of the property or any demolition contractor.

For your reference, attached are copies of the following items:

1. Pictures of the property taken on October 12, 2016, and November 15, 2016.
2. A copy of the letter dated October 13, 2016.

MEMO TO MAYOR & CITY COUNCIL

Page Two

3. A copy of the letter dated November 15, 2016.
4. A proposed Resolution for the City Council's review.

This matter now requires City Council action prior to referral to the City Attorney for further proceedings, before the Court, as may be necessary.

REQUESTED ACTION: 1. Review of the materials provided to the City Council.

2. If the Council finds that the information provided is correct, then the City Council needs to approve a motion determining that the house and the garage at 336 16th Street are hazardous buildings and the property at 336 16th Street is a hazardous property.

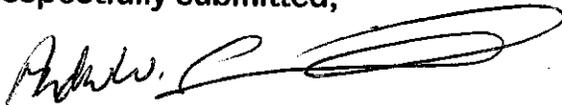
3. Adopt the "Resolution Ordering the Repair or Removal of Hazardous Conditions Located at 336 16th Street, Windom, Minnesota".

4. Thereafter the City Attorney's Office will follow up with service of the Resolution/Order on the record owner of the property and also any other required Court action.

Steve Carson and I plan to be present at the City Council Meeting on Tuesday, December 6, 2016, to answer any further questions the Council may have at that time.

Prior to that time, should you have any questions, please contact me at 832-8660 or stop by my office.

Respectfully submitted,



Andrew W. Spielman, Building & Zoning Official & City Fire Marshal

AWS:mah

Attachments



Taken 11-15-16



Taken 10-12-16

October 13, 2016



Steven & Carolyn Nichols
336 16th Street
Windom, MN 56101

Re: 336 16th Street, Windom, Minnesota

Dear Mr. Nichols and Ms. Nichols:

Upon inspection of the property located at 336 16th Street in Windom, Minnesota, I found the house and garage on this property to be fire-damaged; and such damage is to the extent that these structures cannot be repaired. Due to the fire damage, I also find this property to be a hazard to safety, health and public welfare.

Minnesota State Statutes, Sections 463.15 through 463.261, set forth procedures and requirements for hazardous buildings. Said buildings are considered to be a public nuisance and must be abated.

In our discussions, you indicated that your plan is to hire a demolition contractor and have the remnants of the house, garage, and personal property removed from the property at 336 16th Street. All of these items need to be removed from the property. The footings and foundation of the house and garage must be excavated and the resulting hole filled in and leveled. **YOU ARE HEREBY NOTIFIED THAT YOU HAVE UNTIL NOVEMBER 14, 2016, in which to retain a demolition contractor and provide the City with proof of this agreement between you and the contractor, and begin the removal these structures and the personal property from 336 16th Street.**

Failure to comply with this notice will prompt the City to pursue court action for the removal of the house, garage, and debris from the property at 336 16th Street. All costs incurred by the City including, but not limited to, court costs and costs for the demolition contractor, landfill, and other associated costs may be certified as special assessments against the property at 336 16th Street.

If you have not retained a demolition contractor and began removal of the structures and debris by November 14th, this matter will come before the Windom City Council for recommendation at its next regularly-scheduled meeting thereafter.

This is a safety issue that needs to be remedied as soon as possible. Should you have any questions, please contact Andy Spielman at 507-832-8660 or stop in the Building and Zoning Office at City Hall, 444 9th Street, Windom, Minnesota.

Sincerely,

CITY OF WINDOM

Andrew W. Spielman
Building & Zoning Official, City Fire Marshal

CITY OF WINDOM

Steve Carson, Certified Building Official

AWS:mh



ECONOMIC DEVELOPMENT AUTHORITY OF WINDOM ♦ BUILDING AND ZONING OFFICE

444 Ninth Street • PO Box 38 • Windom, MN 56101

Phone: 507-831-6125

Fax: 507-831-6142

November 15, 2016

Steven & Carolyn Nichols
336 16th Street
Windom, MN 56101



Re: 336 16th Street, Windom, Minnesota

Dear Mr. Nichols and Ms. Nichols:

On October 13, 2016, a letter was sent to you advising that our office had conducted an inspection of the property located at 336 16th Street in Windom, Minnesota, and found the house and garage on this property to be fire-damaged; and that such damage was to the extent that these structures cannot be repaired. Due to the fire damage, I also found this property to be a hazard to safety, health and public welfare.

Minnesota State Statutes, Sections 463.15 through 463.261, set forth procedures and requirements for hazardous buildings. Said buildings are considered to be a public nuisance and must be abated.

You had been contacted on various occasions through the summer and early fall concerning the removal of the hazardous buildings and debris from the property at 336 16th Street. In our discussions, you indicated that your plan was to hire a demolition contractor and have the remnants of the house, garage, and personal property removed from the property at 336 16th Street. All of these items need to be removed from the property. In the October 13th letter, you were given the period of time until November 14, 2016, in which to retain a demolition contractor and provide the City with proof of this agreement between you and the contractor, and begin the removal of these structures and the personal property from 336 16th Street.

The October 13th letter also advised that failure to comply with that notice will prompt the City to pursue court action for the removal of the house, garage, and debris from the property at 336 16th Street. All costs incurred by the City including, but not limited to, court costs and costs for the demolition contractor, landfill, and other associated costs may be certified as special assessments against the property at 336 16th Street.

You were further advised that if you had not retained a demolition contractor and began removal of the structures and debris by November 14th, this matter would come before the Windom City Council for recommendation at its next regularly-scheduled meeting thereafter.

To date, very little progress has been made. You have not provided the City with any proof of an agreement between you and a contractor to remove the structures and personal property from 336 16th Street. This is a safety issue that needs to be remedied as soon as possible. Winter is coming soon and this cleanup must be resolved immediately.

YOU ARE HEREBY NOTIFIED that if the house, garage, personal property, and debris have not been removed from the property at 336 16th Street by noon on December 2, 2016, this issue will be brought before the Windom City Council on December 6th with a request for issuance of an Order. That Order will be served upon you and filed with the Cottonwood County District Court



ECONOMIC DEVELOPMENT AUTHORITY OF WINDOM ♦ BUILDING AND ZONING OFFICE

444 Ninth Street • PO Box 38 • Windom, MN 56101

Phone: 507-831-6125

Fax: 507-831-6142

Steven & Carolyn Nichols

November 15, 2016

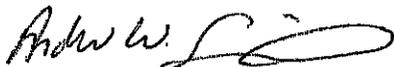
Page Two

for further action as required. Any costs associated with this process will become a lien on the real estate.

Should you have any questions, please contact me at 507-832-8660 or stop in the Building and Zoning Office at City Hall, 444 9th Street, Windom, Minnesota.

Sincerely,

CITY OF WINDOM

A handwritten signature in black ink, appearing to read "Andrew W. Spielman". The signature is fluid and cursive, with a large, sweeping flourish at the end.

Andrew W. Spielman

Building & Zoning Official, City Fire Marshal

AWS:mh

Date/Time received: 11-30-16 (4:30 p.m.)

Agenda Request Form

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

Name: Carolyn Nichols Telephone No: 507-822-6913

Address: 504 16th ST Windom Mn

Date of Council Meeting: Dec 6th 2016 (Agenda item must be turned into the city office by Friday noon preceding the Tuesday meeting.)

Subject: Property - 336 16th ST - Windom Mn

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

Hand-outs, audio-visual materials (These must be simple and set up directly before you speak and taken down directly afterward): NO

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

Carolyn Nichols
Signature

RESOLUTION #2016-

INTRODUCED:

SECONDED:

VOTED: Aye:

Nay:

Absent:

RESOLUTION ADOPTING AN ASSESSMENT ROLL FOR THE "2016 MISCELLANEOUS SPECIAL ASSESSMENTS"

WHEREAS, pursuant to proper notice duly given as required by law, the Council has met and heard and passed upon all objections to the proposed assessments for the "2016 Miscellaneous Special Assessments"; and

WHEREAS, the City Council finds that services, as set forth in Minnesota Statutes §429.101, were performed by the City and these special charges were billed to the affected property owners and remain unpaid; and

WHEREAS, the City Council finds the evidence supports findings that assessment calculations are correct and the assessments are valid; and

WHEREAS, the City Council finds that the services have benefited the properties.

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

1. Such proposed assessments, a copy of which is filed in the Office of the City Administrator and made a part hereof as if fully set forth herein, are hereby accepted and shall constitute the special assessments against the lands named therein; and each tract of land therein included is hereby found to have benefited by the services performed and special charges levied against it.

2. Such assessments shall be payable in equal annual installments extending over a period of one (1) year at five percent (5%) interest.

3. The owners of property so assessed may, at any time prior to December 31, 2016, pay the City Clerk's Office the entire amount of the assessment on their property without interest. Any amounts not paid by December 31, 2016, will be certified to the County Auditor for collection in the same manner as other municipal taxes. After said date, a property owner may at any time pay the remaining balance of the assessment to the City Clerk's Office, with interest accrued to December 31 of the year in which such payment is made.

4. The Clerk shall forthwith transmit a certified duplicate of these assessments to the County Auditor to be extended on the property tax lists of the county, and such assessments shall be collected and paid over in the same manner as other municipal taxes.

Adopted this 6th day of December, 2016.

Corey J. Maricle, Mayor

ATTEST: _____
Steven Nasby, City Clerk/City Administrator



NOTICE OF PUBLIC HEARING

2016 Miscellaneous Special Assessments

Notice is hereby given that the City Council of Windom, Minnesota, will meet in the Council Chambers of the City Hall at 7:30 p.m. on December 6, 2016, to consider, and possibly adopt, the proposed assessments for 2016 Miscellaneous Special Assessments. The assessments are for city services, such as mowing, snow removal, or rubbish removal completed by the City to correct nuisance violations and emergency response by the Windom Fire Department, and these services have not been paid by the property owners. The property is located within the corporate city limits legally described as follows:

- | | | |
|-------------|--------------------------|---------------------|
| 25-022-3604 | Sec 22 Twp 105 Range 36 | |
| 25-670-0080 | Redding's First Addition | Lots 4 & 5, Block 2 |
| 25-521-0170 | McGregor's Addition | Lot 3, Block 4 |
| 25-352-0050 | Hutton & Collin Subd | Lot 6 & 7, Block 2 |

The proposed assessment roll is on file for public inspection at the City Clerk's Office. The total amount of the proposed Miscellaneous Special Assessments is \$750.00. Written or oral objections will be considered at the meeting. No appeal may be taken as to the amount of an assessment unless a written objection, signed by the affected property owners, is filed with the Clerk prior to the assessment hearing or presented to the presiding officer at the hearing. Such persons as desire to be heard with reference to the proposed miscellaneous special assessments will be heard at this meeting.

An owner may appeal an assessment to District Court, pursuant to Minnesota Statute § 429.081, by serving notice of the appeal upon the Mayor or Clerk of the City within 30 days after the adoption of the assessment, and filing such notice with the District Court within ten (10) days after service upon the Mayor or Clerk.

Steve Nasby
City Administrator

Published November 16 & 23, 2016



2016 Misc. Assessment List

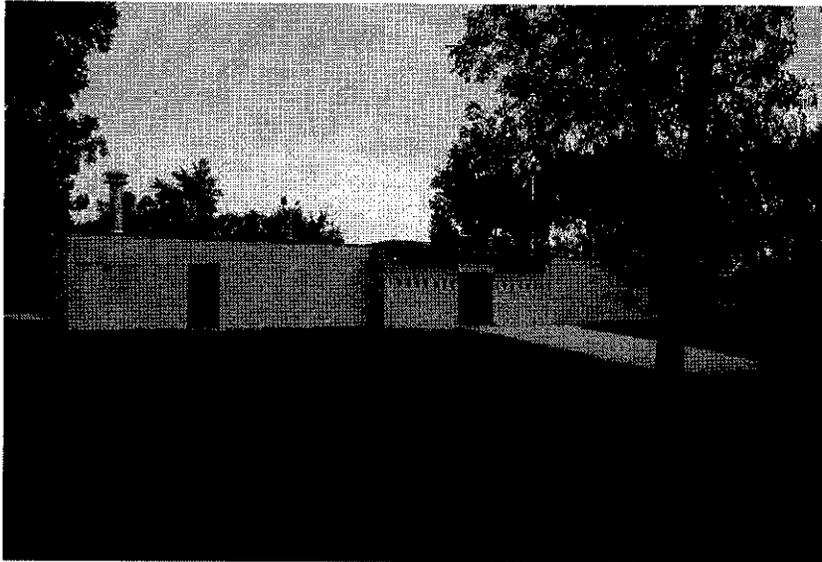
1 year 5% Interest

| Property ID | Description | Owner | Address | Amount | Service |
|-------------|--|--------------------------|--|------------------|---------|
| 25-022-3604 | Sec 22 Twp 105 Range 36 | Steve J & Jane B Beyer | 2223 River Road 8103 East Southern Ave, Lot 164 Mesa, AZ 85209 | \$ 150.00 | Mowing |
| 25-670-0080 | Redding's Frist Addition Lots 4 & 5 Blk 2 | Leonardo Ornelas | 63 6th Street PO Box 48 Mt. Lake, MN 56159 | \$200.00 | Mowing |
| 25-521-0170 | McGregor's Addition Lot 3 Block 4 | Leslie A Lake | 1332 8th Ave 38228 Via La colina Murreita , CA 92563 | \$ 200.00 | Mowing |
| 25-352-0050 | Hutton & Collin Subd Lot 6 & 7 Blk 2 | John E Weber C/O Dvhhs | 70 11th Street 11 Fourth St PO Box 9 Windom, MN 56101 | \$ 200.00 | Mowing |
| | | Total | | \$ 750.00 | |
| | | Total Assesements | | \$ 750.00 | |

Assessment and Project Study

- For -

Windom Municipal Pool **Windom, MN**



August 22, 2016
Revised November 7, 2016

- By -



AQUATIC CONSULTING & DESIGN

124 BRIDGE AVENUE, P.O. BOX 86
DELANO, MN 55328
763-972-5897

Executive Summary

Statement of Understanding

The City of Windom owns and operates an existing outdoor swimming pool that is aging and has a number of code, accessibility and operational concerns. The majority of the equipment being utilized is likely original to the facility and a study is clearly warranted to determine the condition of the existing equipment, as well as to provide some information and recommendations for renovation, replacement and/or improvement options.

Assessment Process

Tom Schaffer and Ryan Johnson of USAquatics, along with City staff, completed an on-site evaluation of the existing outdoor swimming pool facility on April 6, 2016 to determine its condition and feasibility of repair and/or renovation. Additionally, on July 18, 2016 – Tom Schaffer from USAquatics had a follow-up facility assessment while the pool was in operation with City Staff.

Scope of Study

The scope of this study covers the following areas of the facility:

- Swimming pool structure, recirculation, filtration, pool deck area and sanitation equipment
- Compliance with new Federal and State Main Drain Laws
- Compliance with new Americans with Disabilities Act Laws
- Review of MN Department of Health swimming pool code
- Provide recommendations for repairs, renovations and upgrades
- Provide associated budget estimates

Study Criteria

The criteria used in our assessment include:

- Facility condition and other observable conditions
- Facility code requirements and compliance
- Existing Pool Facility plans provided by City
- Community Survey results
- Soils boring report from Existing Facility
- An understanding of cause and effect associated with various aquatic designs and operating procedures as presented to us through the assessment, review, and design of several thousand aquatic facilities

Intent of Report

The intent is to present a summary of necessary repairs and improvements, as well as expenses associated with those repairs and improvements. The goal of this study is to aid in the making of important decisions concerning the future of the swimming pool and related equipment by providing options for repairs, renovations and/or upgrades.

In order to determine the best course of action, additional evaluations and inspections should take place. A soils testing is warranted and should be conducted to confirm the viability of using the existing pool structure as a form for construction. Based on USAquatics recommendation to perform soils testing, the Park and Recreation board agreed and proposed a request to City Council to authorize soils testing. This request was approved and the City commissioned Geo-tek Engineering and Testing to perform soils testing and evaluate

the results of the testing. Soils samples, through borings, were taken on October 3, 2016 and a soils report was submitted on October 28, 2016. The report is attached for review and consideration.

Summary

Based on discussions with staff, a physical assessment of the existing facility which was constructed in 1965 and renovated in 1980 and analysis of the existing condition at the Windom municipal outdoor pool, USAquatics has determined that the facility warrants major renovations with upgrades or replacement. Replacement could be on the existing site, with demolition and soils corrections, or a new site. Several recommendations are offered in this study for review, discussion and consideration by the Windom community. Hopefully, this process will build a consensus within the community of Windom on a directive moving forward a the future of outdoor aquatics in Windom. The options given provide a range of major facility improvements and upgrades that would address operational, safety, code issues and added amenities.

As a whole, the pool structure is in poor to failing condition, given its age. This is also true and even more evident for the bathhouse and mechanical areas. The open air bathhouse is exposed to the harsh winter atmosphere in Minnesota. Moisture from rain snow and condensation penetrate the blocks and freeze thaw cycles have led to the destruction of the CMU walls. The pool equipment is in fair to poor condition. It is our opinion that the main reason this facility has been able to serve the needs of the Community for the past 50+ years is largely due to the quality maintenance and daily operation the pool has received. In review of the soils report, the deterioration condition of the facility is mostly likely related to poor soils and improper soils support of the facility.

The condition of the swimming pool, equipment and bathhouse will continue to deteriorate, at an accelerated rate, and require additional upkeep and more maintenance and eventual failure. The existing pool equipment is out of date and very inefficient in terms of operation and maintenance. Currently the Swimming Pool and Wading Pool do not meet Federal requirements for ADA accessibility. A pool with a perimeter of over 300 linear feet requires two means of ingress/egress, one of which must be a ramp or zero-depth entry. A "fixed" ADA lift located near the shallow end of the pool or walk-out stairs with a safety rail would account for a second means. In order to meet the requirements for accessibility, the Swimming Pool would require two means of ingress/egress to be added while the Wading Pool would require one. Incorporating the wading pool into the main pool, via a zero depth entry, would meet the ADA requirement for a ramped entry.

Information provided by the City noted that the Wading Pool was completely dry (void of any water) at opening one day during the regular season. The origin of the leak is unknown. The Wading Pool was re-filled and water levels maintained or decreased slightly. The bathhouse is in very poor condition. Settling and shifting has resulted in cracks, broken block and voids to the foundation walls. There is no roof over the change areas which is very harsh on the facility and fixtures.

According to City Staff, the existing pool facility costs approximately \$80,000-\$85,000 annually to operate while only generating approximately \$40,000 annually. The result is an operational subsidy of around \$40,000 – which is currently covered by a tax amount applied toward the budget of around \$70,000. As the facility continues to deteriorate, the operating costs will rise proportionally.

In our opinion, there are essentially four options for the City of Windom to consider in regard to the existing municipal outdoor swimming pool. **Option-1** would be to simply repair the existing facility while making no upgrades or major changes. However, this option is short sighted and given the condition of the facility, this option will not add to deference of eventual failure. We've provided **Option-2** for making all required repairs while also expanding the facility and amenities offered. Given the results of the soils testing, this option may not be viable. **Option-3** is demolition of the existing facility and construction of a new appropriately sized facility at the same location. This will require substantial soils corrections. **Option-4** is to close the existing pool due to the soils corrections required for new construction and repurpose the area. **Option-5** is to design and build a new outdoor family aquatic facility at a new location. The new location would depend on soils conditions and acceptance to the service area of Windom. Based on the information gathered in this study

and evaluation of such, it is our opinion that the most beneficial and cost effective option for the Windom community is either **Option-3 and Option-5**.

Option-3 would require complete demolition and major soils corrections to support reconstruction in the same location. **Option-5** would be a new design, based on community aquatic needs, at a new location. A new facility is a valid option; however, due to project costs - it would require the City to have a partnership in order to make the project affordable and feasible. Another possibility would be a bond referendum or fundraising with City matching funds. This would be more of a private/public partnership. Any decision made regarding the future of the pool should be made with input from City Staff, as well as the Pool Committee and/or Public input.

- **Option – 1:** Repair Existing Facility. Make only the repairs necessary to bring the Swimming Pool, Wading Pools and entire facility up to code, while also addressing health and safety concerns and operational issues. This option would include the addition of a ramp in the Swimming Pool for ADA accessibility, as well as a fixed ADA lift. No other amenities or play features would be added. Programming would be limited to current levels. The women's and men's change area would be renovated to provide an adequate ADA stall that includes a shower/bench. There would be no additional revenue created by this Option and no family change rooms would be added. Based on information regarding the Wading Pool, the severe leaking, at an unknown location, the pool has been shut down and is no longer usable and requires replacement. Poor soils and improper soils support cause differential settlement, which is likely the cause of the wading pool failure. At a minimum, the estimated cost for this option would be higher with the unknown conditions. Based on evaluation of the information, it is our opinion, that this option is costly, with little to no added value, and is not recommended.

Estimated cost range: \$2,700,000 - \$2,900,000

- **Option – 2:** Renovate and Expansion of the Existing Facility. This Option would address all of the items listed in Option-1, while also adding play features and amenities for expanded programming. In place of a ramp, the shallow end of the Swimming Pool would be expanded and a zero-depth entry would be added. The Wading Pool, which is problematic with a leak at an unknown location, would be demolished and would essentially be incorporated into the main Swimming Pool. The bathhouse would be completely replaced with a new structure that would provide ADA accessible and Family Changes rooms. The Men's and Women's change areas would be reconfigured within a new layout, which would include a roof. The condition of the pool merits making renovations and upgrades to keep the pool back into good operation. There is definitely a community need for existing and expanded aquatic programs for Windom and the surrounding area. Needed soils corrections can be done for the new bathhouse, however, if using the existing pool as a form to support the new pool, no soils corrections can be completed, without demolition of the existing pool structure. This would result in a new pool, with improper sub straight support, and would likely be susceptible be the same differential settlement as the existing pool and decks. Based on evaluation of the available information, it is our opinion, that this option is costly, with added value, but no guaranty of life span of the new pool, and is not recommended.

Estimated cost range: \$3,100,000 – \$3,300,000

- **Option – 3:** New Facility on existing site. This Option is presented to allow stakeholders and decision makers with all of the necessary information to determine which Option is in the best interest of Windom. This Option would require the existing pool to be closed and demolished. This option also requires major soils corrections. All soils down to the glacial till, approximately 20 feet and 80,000 yards, would have to be replaced with engineered fill. Soils corrections alone could likely cost in excess \$1,000,000. A new adequately sized facility including bathhouse would be designed to meet the needs of the community – with input from the community and stakeholders. To determine an estimated cost range, we’ve compared the needs of the City of Windom with other Municipal Projects we have completed for Cities with populations close to 5,000 people. Final cost could be decreased or increased based on final design and amenities chosen by the City and Pool Committee.

Estimated cost range: \$4,100,000 - \$4,300,000

- **Option – 4:** Close the existing pool and re-purpose the area. The pool and decks would be demolished and removed and returned to useable green space. The bathhouse and public restrooms could potentially be renovated to allow for additional change areas to help service the needs of the park and campground. As with any project regarding the assessment of an existing facility – closing the facility is always an option.

Estimated cost range: \$180,000 - \$200,000

- **Option – 5:** New Facility on a new site. This could be constructed on current City owned land if available, or possibly through donation of private land to the City. While this Option would close the existing facility, it would be possible to utilize the existing facility during construction on a new facility to avoid the loss of a swim season. Depending on the land selected for construction, we are anticipating soils corrections of approximately \$100,000. As with Option 3, a new adequately sized facility including bathhouse would be designed to meet the needs of the community – with input from the community and stakeholders. To determine an estimated cost range, we’ve compared the needs of the City of Windom with other Municipal Projects we have completed for Cities with populations close to 5,000 people. Final cost could be decreased or increased based on final design and amenities chosen by the City and Pool Committee.

Estimated cost range: \$3,100,000 - \$3,300,000

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SECTION ONE: ASSESSMENT

Swimming Pool

The main Swimming Pool consists of a lap swim area with a diving ell. The swimming pool has an epoxy painted finish and varies in depth from 3'-0" at the shallow end to 12'-0" at the deep end. The structure consists of a cast-in place shell, as well as a stainless steel perimeter recirculation system that was added in 1980. The painted finish is in poor condition with several areas of spalling resulting in bare concrete. Currently, the only means of ingress/egress to the Swimming Pool are via ladders. The swimming pool lacks a "fixed" ADA lift near the shallow end and the required second means of accessibility required for a pool of this size.

The painted finish is in very poor condition. The swimming pool has anchors for a safety rope with floats to separate the shallow water area from the deep water area; however, the floats were not in place at the time of our visit. The Swimming Pool offers minimal features. A spiral drop slide and 1M diving board are located at the deep end of the diving ell. The Swimming Pool does lack additional play features that would appeal to younger patrons that are too big for the Wading Pool, yet not old enough to handle the play features in deep water. The pool has several underwater lights which were not operating at the time of our visit.

According to Staff there were issues with the repair work done on the construction joint between the shallow and deep water that resulted in caulking being removed by patrons. The pool structure shows evidence of shifting at construction joints and cold joints, with some concrete spalling. Additionally, Staff reported pipe repairs were completed on the Swimming Pool suction line under the deck where it enters into the equipment room. The pool has six sets of ladders for ingress/egress. Shifting and settling of decks has resulted in ladder anchors that move slightly and make installation/removal of ladders difficult. The movement of the decks creates toe stubbers for pool patrons and any miss alignment over 3/8 of an inch is a safety concern, per health code.

The Swimming Pool also lacks appropriate depth marking. Code requires depth to be accurately marked in feet and inches – as well as to be accompanied by "No Diving" markers where diving is not permitted. Several locations around the pool list depths that are off by several inches from what actual depth is. There are also a few locations where depth marker spacing exceeds the 25' maximum allowed by code.

One solution for the swimming pool would be to construct a new pool shell within the existing pool structure using the existing pool walls as a form for new walls. This would ensure a leak-free structure from which to start. The pool wall in the shallow end of the Swimming Pool would be demolished to allow for expansion and the addition of a connected zero-depth entry. This would include the addition of a stainless steel perimeter gutter with integral inlets and drop-outs, and a new quartz aggregate plaster with ceramic tile accents for a pool finish. These solution would include demolition of decks and pool walls as needed for installation of the new recirculation gutter, as well as addition of the zero-depth expansion. Lastly, if desired the underwater lighting should be updated with energy efficient LED lighting for which retro-fits are available and offer payback scenarios. Age appropriate play features such as basketball hoops, interactive water features and embedded ground sprays would be added. Do to soils testing revealing improper soils to support the pool structure, this option is not recommended.

Wading Pool

The Wading Pool original to the facility is shaped like a horseshoe and varies in depth from 1'-0" to 2'-0". The Wading Pool does not offer any features for patron use and lacks water shallower than 12". Additionally, the facility lacks water depths from 2'-0" to 3'-0" which are important to younger patrons. Without a shallow water pool that provides age appropriate activities, the facility lacks areas for younger swimmers who are not ready for the depth of water in the existing pool.

Similar to the main Swimming Pool, the Wading Pool also lacks required ADA access. Depth markers surrounding the Wading Pool should be listed in feet and inches and also require "No Diving" markers.

Our solution is to add a zero-depth entry onto the existing pool. While a shallow water pool with zero-depth entry could be constructed as a separate body of water, there are several benefits to having the pools connect to create a single body of water such as only having one set of operating equipment. Connecting the bodies of water would allow the zero-depth entry to work as a means of ADA access for the existing pool and the pool could operate with a single operating system. As noted earlier, the Wading Pool has a leak at an unknown location. This option would include complete demolition of the Wading Pool, decks and all related equipment and replacement with new. Again, due to pool soils conditions, this option is not recommended.

Accessibility

According to Federal accessibility regulations, large pools (those with more than 300 linear feet of pool wall) must provide at least two accessible means of entry/exit, one of which must be a ramp or zero depth sloped entry. There are several ingress/egress ladders surrounding the Swimming Pool. Neither pool offers any means of ADA access.

At a minimum, we recommend the addition of a ramped entry into the Swimming Pool and Wading Pool. The Swimming Pool should also have and ingress/egress stairs with ADA safety rail or a fixed ADA lift added to the shallow end.

Deck Area

The concrete deck finish is in very poor condition. The pool has area deck drains and there do not appear to be areas of ponding water. There are several areas where extensive cracking is present. Additionally, there are areas of broken concrete and raised edges from deck area settling. The deck was replaced in 1980 at the time the work on the gutters was completed. The concrete band immediately surrounding the gutter is in very poor condition. There are several areas of sharp, broken concrete and raised toe-stubbers. There are also areas with shale rock within the grout.

One amenity lacking at the facility is ample shade. Adequate shade allows patrons to stay at the facility for longer spans, which in turn results in greater revenues. The fence surrounding the deck/facility has a barbed-wire top. Due to the potential for injury out-weighting security needs, the fencing needs to be replaced. The deck area around the drop-slide should be stanchioned and roped off to prevent patrons from entering areas with head clearances under 7'.

Our recommendation is to remove rail goods and related deck anchors. New anchors and rail goods should be installed. New depth markers should be added to ensure proper spacing. We recommend the addition of new ceramic tile depth markers and "no diving" tiles when the concrete decks are replaced. The fencing should be replaced with black vinyl fencing with a maximum 2" mesh spacing. New linear trench drains would also be added when decks are replaced. Stanchion posts and rope should be added around the drop-slide. We also recommend the addition of several shade umbrellas around the deck area. Often times local community organizations can be found to donate these shade umbrellas.

Swimming Pool Recirculation System

The swimming pool has a semi-recessed open stainless steel gutter with built in surge-weirs. The gutters were installed at the same time much of the concrete deck was replaced in 1980. The pool was in operation during the time of the visit, which limited our ability to inspect the main drains. The pool has dual main drains that appeared to be grated main drains, assumed to be connected in parallel.

According to Federal Law, the "Virginia Graeme Baker Pool and Spa Safety Act" requires that all public pools and spas have ASME/ANSI compliant stamped Drain Covers. This has been indicated in a guidance

document prepared by the U.S. Consumer Product Safety Commission and was recently confirmed by our office in a Q&A phone conference with officials regarding interpretation of the new law.

The recommendations listed above in the Swimming Pool section lays out work which includes a new stainless steel recirculation gutter with grating. As part of constructing a new pool structure within the existing pool, the main drains and covers/grating would be replaced. The main drain covers would be ASME/ANSI compliant, per the Federal Law requirements. Demolition in this area would be limited to what is necessary to replace main drains and all related piping.

Pool Equipment - General

The pool equipment is largely original to the facility. The equipment has met the needs of the facility for several years; however, for the most part it is outdated and very inefficient in terms of operation. Valves and gauges are in fair condition. Many of the pipes are cast iron, rusting and are in poor condition. As noted earlier, suction piping to the Swimming Pool recirculation pump was replaced this season. This resulted in a section of deck just outside of the equipment room to be torn up, piping fixed, and new decks to be poured.

We recommend select replacement of valves, gauges and re-routing of tubing and piping located in walkways that do not provide 7' of clearance above finished floor. Cast iron piping and any non-functioning valves and or gauges should be replaced. All replacement items would be non-metallic.

Pumps

The Swimming Pool has a single horizontal Baldor 20hp, 1760rpm recirculation pump with an integral strainer that is in extremely poor condition and has well exceeded its useful lifespan. The pump is located just below water level, which can cause issues when priming and this style of pump is inherently more difficult to service. The pump has an integral strainer that lacks a clear cover that would allow the operator to see potential blockages without opening the strainer. The pump also lacks a flow meter and vacuum limit switch.

The Wading Pool recirculation pump is a Pac-Fab 3hp pump of residential quality. This pump will likely need to be replaced within the next 5 years.

We recommend replacing the existing pump with a new pump with premium efficient motor with appropriate gauges, as well as adding a variable frequency drive to the motor. This provides significant energy cost savings and efficiency while extending the life of the pump and reducing required maintenance. This equipment also frequently has rebates available through the City's power provider. If Option-2 is selected, the Wading Pool would be demolished and the Swimming Pool would incorporate a zero-depth entry. The new Swimming Pool pump would be sized appropriately to handle the increased volume.

Heaters

Heating for the Swimming Pool is completed using dual Energy-Rite2 Lochinvar heaters, which put out 399k btus. These heaters were new to the facility within the past 10 years and appeared to be in good working order. The Wading Pool heater is no longer working, despite being replaced at the same time as the other heaters. Thermometers are lacking on the influent and effluent lines from the heater. Staff reported no current operational issues or concerns with the heating system for the main Swimming Pool.

We recommend the addition of thermometers located appropriately on the pre-heat and post-heat pipe runs. Again, if Option-2 was a viable option, there would be no need to replace the Wading Pool heater. Calculations would be run to verify if the existing heaters could handle the load/demand of the renovated Swimming Pool.

Filter

Swimming Pool filtration is handled by two commercial quality hi-rate pressure sand filters from 1993. The operator reported he backwashes the current filter system once a week. The filters are in average condition and likely have a very short remaining lifespan before replacement is required. The Wading Pool filter is a small, residential quality pressure sand filter. It is unknown when the sand media was last changed in either filter.

We recommend replacing the existing sand media filters with a new, more efficient Regenerative media filter. Regenerative media filters would take approximately 1/3 of the current footprint. They are also green friendly using 1/50th of the water used by traditional sand media filters. With either Option-1 or Option-2, the filters would need to be replaced. With Option-2, if viable, they would be sized to handle the additional volume of the added zero depth entry.

Chemicals/ Controls

Both pools operate using gas chlorine and caustic soda. The gas chlorine storage is secured located off the side of the building, while the caustic soda is stored in a large bulk tank located within the equipment room. The chemical control system has an outdated controller that handles the chemical injection. This controller is also very inefficient in terms of operation. Staff reported ongoing problems with controls for the gas chlorine. Vacuum solenoids are problematic and tend to wear out too quickly.

We recommend replacing the existing chemical controller with a user friendly web-based chemical controller that is up to date technology that can adequately meet the needs of the facility. Web-based chemical controllers require minimal attention and adjustments that can be completed remotely on a smart-phone or from a computer.

Bathroom

The structural integrity of the bathhouse, including the mechanical areas, is a concern, and the bathhouse is lacking in many other areas. Shifting and settling has resulted in numerous cracks, breaks and heaving of blocks within the walls. Additionally, there are several areas where the blocks do not cover the edge of the foundation, resulting in voids where water can easily enter the foundation walls and cause major issues with the freeze/thaw cycle of different seasons.

There is no roof over either change room or bathrooms. This allows rain, snow and ice to build up in the concrete block walls and further contributes to the deterioration of the structure. A family change room is a must have for facilities. This feature allows parents to bring children of the opposite sex with them rather than take them into the locker room or send them alone into the other locker room.

The Men's locker room has three urinals and three toilets, one of which was modified to be ADA accessible. The Women's locker room has three toilet stalls, none of which are ADA accessible. None of the stalls have privacy doors or screens. The showers in Men's locker room is the older style "community showers" rather than individual showers. The facility lacks the proper ADA requirements within the Women's locker room. Furthermore, there are no ADA accessible showers that provide a bench and grab rails accommodate all patrons.

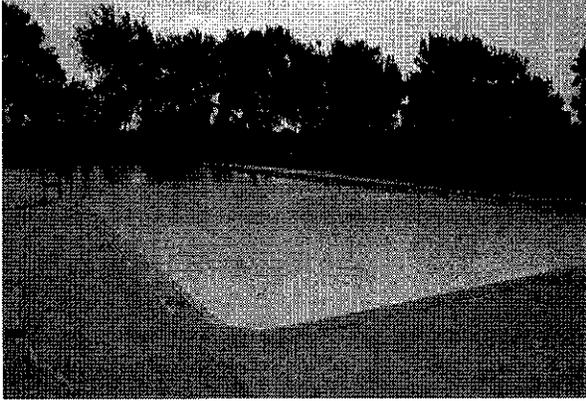
The bathhouse has a concession area that doubles as the admissions and lifeguard areas. The concessions area is centrally located within the middle of the bathhouse. Ideally, the concessions would be located on one end of the bathhouse and provide a dedicated seating/eating area adjacent to it that helps keep patrons and food/drink off of the pool deck. Currently, patrons must walk around the pool deck to get to the assigned eating area. The majority of the facilities we've worked with report that between 30-40% of their revenue is derived from concession sales.

Both of the changing/locker rooms are in need of major renovations and updates.

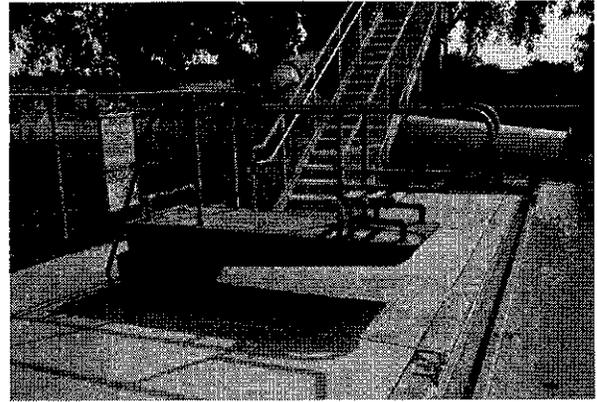
We recommend complete replacement of the bathhouse. This would include a new design layout complete with proper fixture counts, ADA accessible restrooms and showers, family change rooms and a dedicated admission, storage, staff and concession area. Do to the poor soils supporting the bathhouse, replacement of the bathhouse would necessary include replacement of the foundation and footings.

SECTION TWO: EXISTING FACILITY PHOTOGRAPHS

Swimming Pool



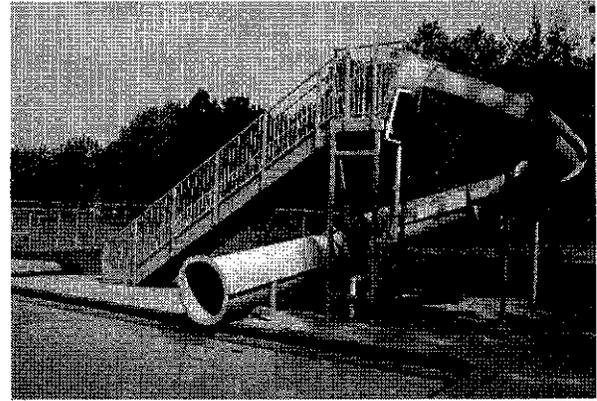
Swimming Pool lacking amenities/features



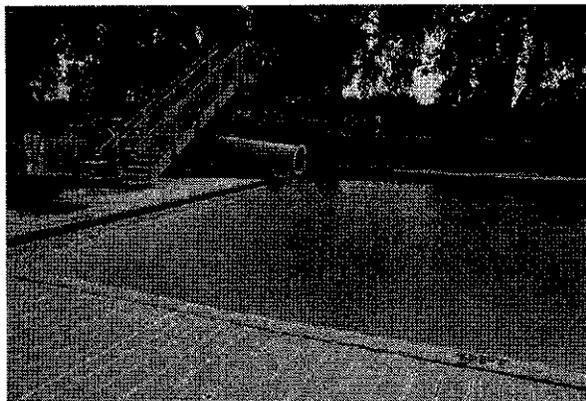
1M diving board lacks 5' walk behind



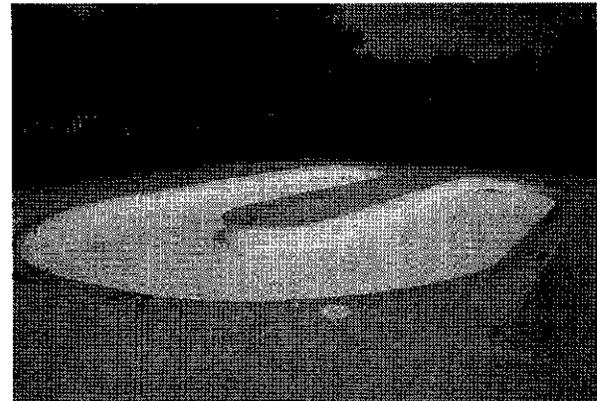
Swimming Pool lacks accessibility



Pool slide could be re-used



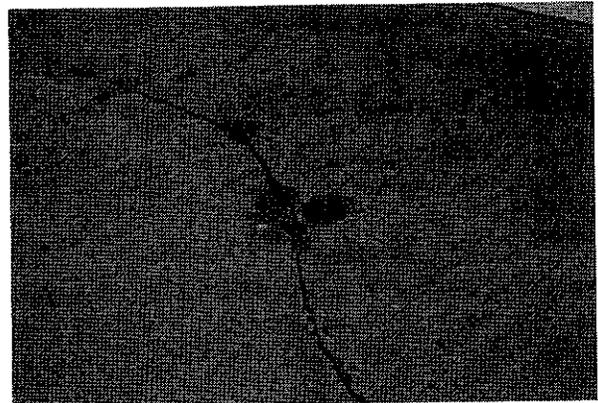
Diving Ell in poor condition



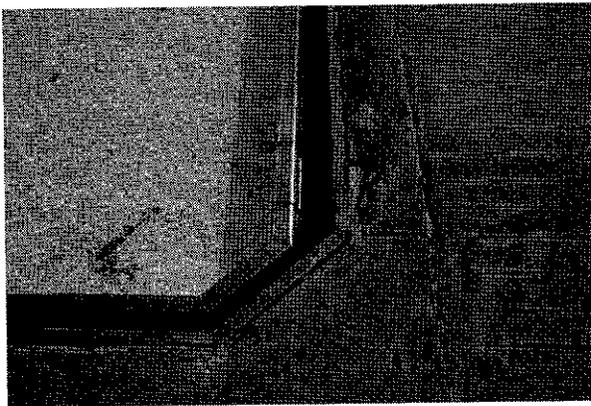
Wading Pool in very poor condition



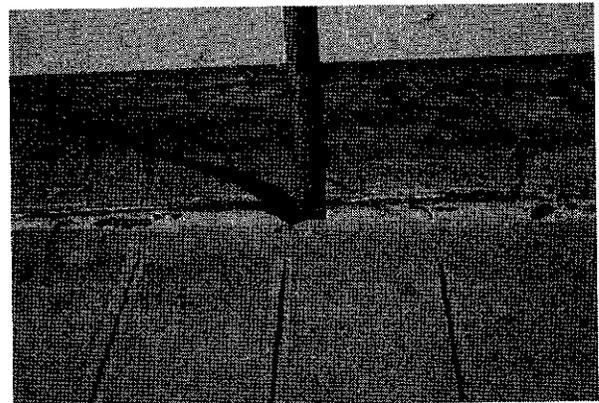
Code required 5' clear walkway not met



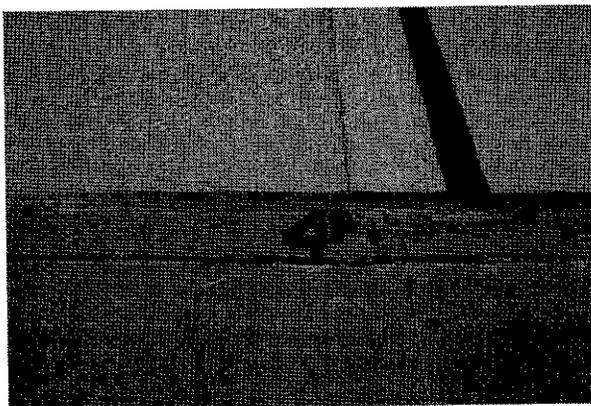
Extensive cracking in deck, lacks proper sub-grade



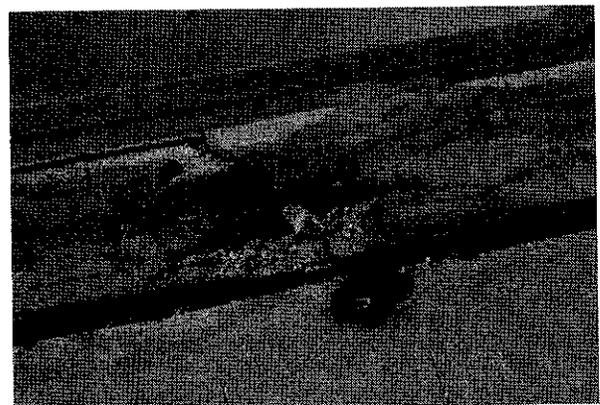
Stainless Steel Gutter and deck conditions



Toe stubbers in numerous areas

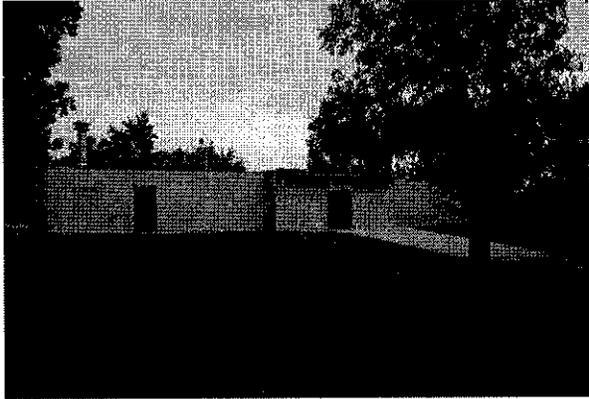


Painted Depth Markers, not permanent per code

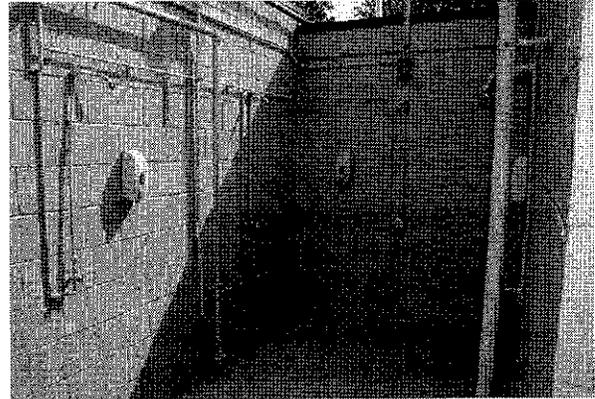


Failing concrete conditions behind SS gutter

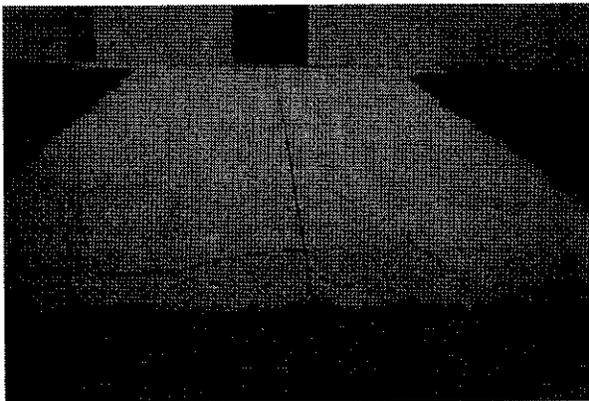
Bathhouse



Existing Bathhouse in poor condition



“Community” shower conditions, shared drain



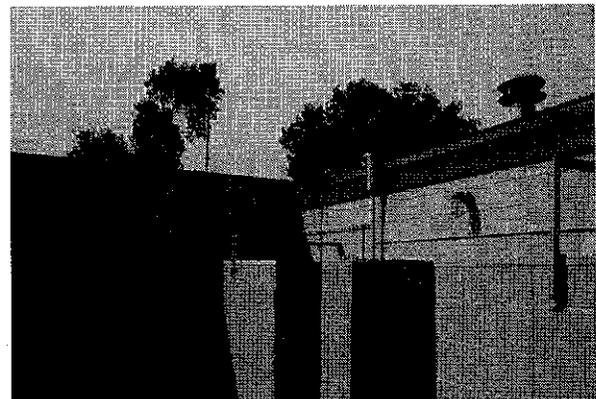
Bathhouse access, slopes exceed maximums



Locker room conditions in poor condition



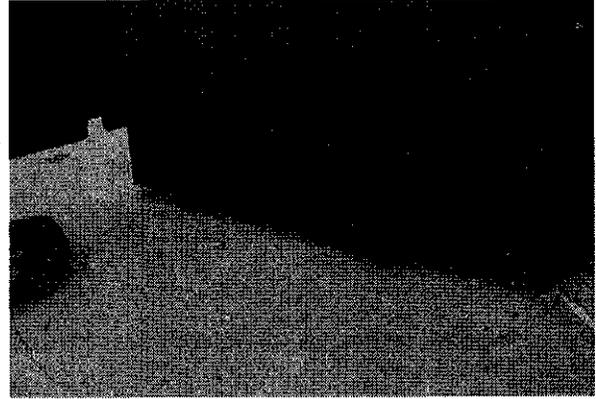
Changing room conditions – lacks basic privacy



Sub-standard locker room conditions



Exposed foundation block cores – failed condition



Doors in very poor condition



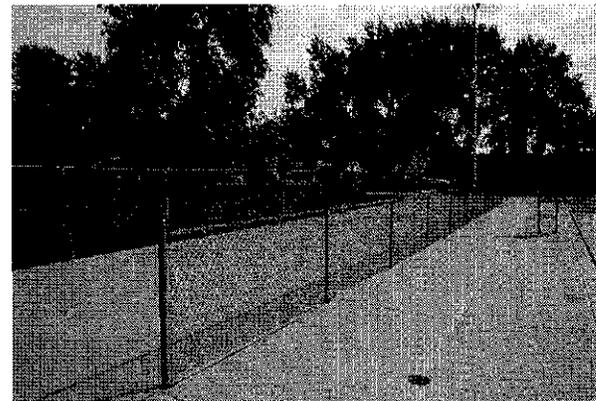
Barbed wire fence does not meet code for safety



Unsafe fence conditions

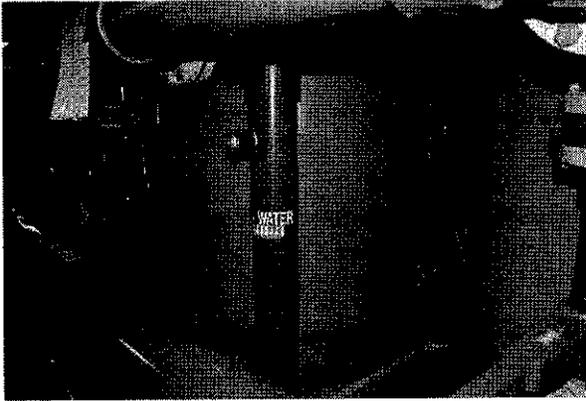


Lacking stanchion/rope to block off under slide

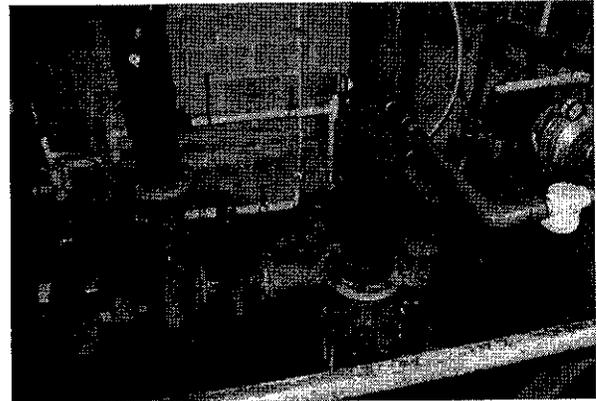


Patio/Eating area – lacks shade for comfort

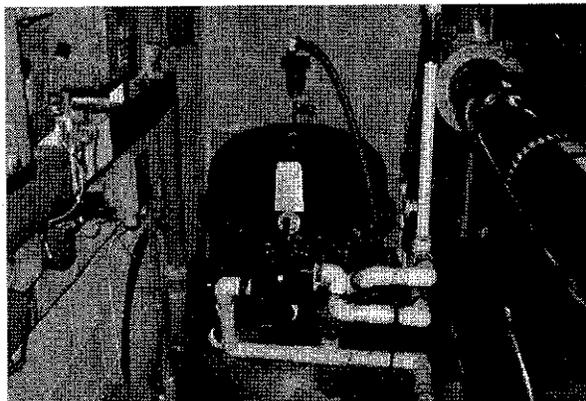
Pool Mechanical



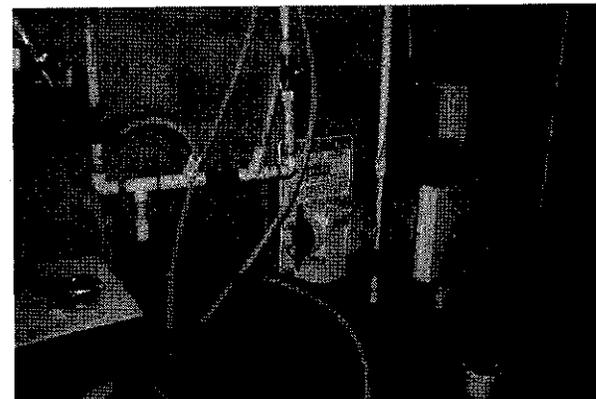
Swimming Pool Filters designed for wastewater



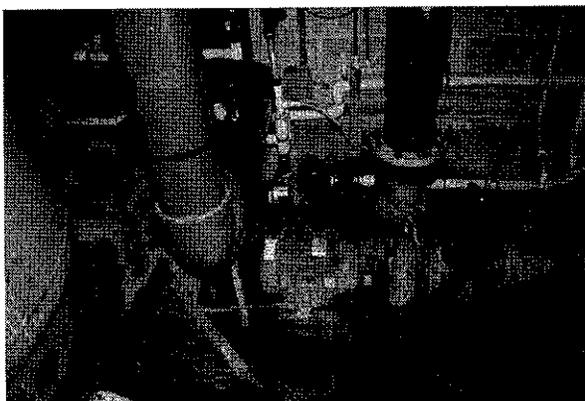
Pump Pit in very poor/failing condition



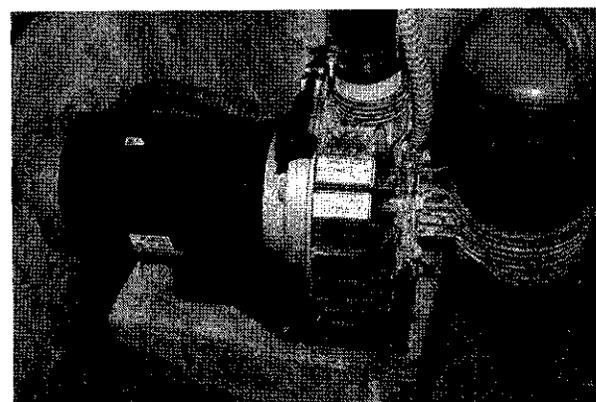
Residential quality Wading Pool Filter



Chem. Controller connected to wrong side



Failing Swimming Pool recirculation pump



Residential quality Wading Pool recirc. pump

**SECTION THREE: REPAIR & RENOVATION OPTIONS. NON-RECOMMENDED.
 BUT SHOWN AS AN OPINION OF PROBABLE COST.**

Option-1 (Repair)

Based on our review and analysis, it is our opinion that this Option is not the most cost effective for the City of Windom. This opinion is further supported by the soils report that the subsurface soils can no longer support the existing facility. The following repair work would be necessary for the facility; however, simply making repairs without adding amenities and a shallow water area prevents this facility from becoming sustainable by making costly repairs and creating no additional revenue streams. Basically, for consideration of this option, one would have to completely ignore the soils report.

Main Pool

- Cut off top of existing pool wall to allow for new stainless steel gutter to be installed. This would also address the issue of the deteriorating condition of the grout around the stainless steel gutter.
Probable cost estimate: \$ 80,000
- Installation of new walls and floor within existing shell, to include stainless steel gutter and new quartz aggregate diamond brite pool finish.
Probable cost estimate: \$820,000
- Installation of ADA access ramp and fixed ADA lift to meet accessibility requirements.
Probable cost estimate: \$ 220,000
- Addition of new depth marking tile and no diving tile per code.
Probable cost estimate: \$ 28,500
- Add necessary upgrades to recirculation, disinfection and chemical control system.
Probable cost estimate: \$58,000

| | |
|-------------------------|---------------------|
| <i>Subtotal:</i> | <i>\$1,206,500.</i> |
| <i>Soft Costs (20%)</i> | <i>\$ 241,300.</i> |

Estimated Swimming Pool Renovation Total: \$1,447,800

Wading Pool

- Demolition of top of pool wall/decks to allow for new coping/deck edge.
Probable cost estimate: \$ 65,000
- Installation of a fixed ADA lift to meet accessibility requirements.
Probable cost estimate: \$ 7,500
- Addition of new depth marking tile and no diving tile per code.
Probable cost estimate: \$ 5,500
- Leak detection and associated repair work.
Probable cost estimate: \$75,500

| | |
|-------------------------|------------------|
| <i>Subtotal:</i> | <i>\$153,500</i> |
| <i>Soft Costs (20%)</i> | <i>\$ 30,700</i> |

Estimated Wading Pool Renovation Total: \$184,200

Mechanical

- Replace Wading Pool heater with new high-efficiency model.
Probable cost estimate: \$35,000
- Replace piping and valves as needed.
Probable cost estimate: \$25,000
- Remove and replace both filters with regenerative media filtration.
Probable cost estimate: \$92,000
- Remove and replace both recirculation pumps to include VFD.
Probable cost estimate: \$66,000

Subtotal: \$ 218,000
Soft Costs (20%) \$ 43,600

Estimated Mechanical Renovation Total: \$ 261,600

Bathhouse

- Complete renovation of bathhouse including reconfigure bathhouse including both locker rooms to allow for ADA access to showers and toilet facilities, addition of a roof to building.
Probable cost estimate: \$580,000

Subtotal: \$ 580,000
Soft Costs (20%) \$ 116,000

Estimated Bathhouse Renovation Total: \$696,000

Site

- Demo and replacement of concrete decking.
Probable cost estimate: \$135,000
- Demo & remove existing barb-wire fence and replace with chain link.
Probable cost estimate: \$ 22,500
- Addition of stanchion posts and rope around drop-slide.
Probable cost estimate: \$3,500

Subtotal: \$ 161,000
Soft Costs (20%) \$ 32,200

Estimated Site Renovation Total: \$ 193,200

Option-1 Total: \$2,782,800

Option-2 (Repair/Renovate & Upgrade)

Based on our review and analysis, this Option is not the most cost-effective choice for the City of Windom. The following includes repair work as well as renovation and facility upgrades. This Option includes the addition of a zero-depth entry and the removal of the Wading Pool. These additions/upgrades give the facility the best chance of becoming sustainable by making additional revenue streams.

Main Pool

- Cut off top of existing pool wall to allow for new stainless steel gutter to be installed.
Probable cost estimate: \$ 80,000
- Installation of new walls and floor within existing shell, to include stainless steel gutter and new quartz aggregate diamond brite pool finish.
Probable cost estimate: \$820,000
- Installation of fixed ADA lift to meet accessibility requirements.
Probable cost estimate: \$ 7,500
- Installation of approximately 1,500sf zero-depth entry on to Swimming Pool.
Probable cost estimate: \$337,500
- Addition of new depth marking tile and no diving tile per code.
Probable cost estimate: \$ 28,500
- Remove and replace all rail goods.
Probable cost estimate: \$ 15,500
- Add necessary upgrades to recirculation, disinfection and chemical control system.
Probable cost estimate: \$58,000

Subtotal: \$1,347,000
Soft Costs (20%) \$ 269,400

Estimated Swimming Pool Renovation Total: \$1,616,400

Wading Pool

- Complete demolition and removal of Wading Pool and related piping/equipment.
Probable cost estimate: \$ 45,000

Subtotal: \$ 45,000
Soft Costs (20%) \$ 9,000

Estimated Wading Pool Demolition Total: \$54,000

Mechanical

- Replace Swimming Pool sand filter with regenerative media filter.
Probable cost estimate: \$74,000
- Replace pump with vertical mount pump w/ premium high efficiency motor and VFD.
Probable cost estimate: \$45,000
- Replace all piping and valves in equipment room.
Probable cost estimate: \$26,000

Subtotal: \$145,000
Soft Costs (20%) \$ 29,000

Estimated Mechanical Renovation Total: \$174,000

Bathhouse

- Complete replacement of bathhouse with new design including both locker rooms, family change room, and provide for ADA access to showers and toilet facilities. New bathhouse would include a new mechanical area and the entire new bathhouse would be under roof.
Probable cost estimate: \$740,000
- Dedicated concessions added with eating area.
Probable cost estimate: \$148,000

Subtotal: \$ 888,000
Soft Costs (20%) \$ 177,600

Estimated Bathhouse Renovation Total: \$1,065,600

Site

- Demo and replacement of concrete decking.
Probable cost estimate: \$135,000
- Demo & remove existing barb-wire fence and replace with black vinyl chain link.
Probable cost estimate: \$ 28,500
- Addition of (5) shade umbrellas around deck area.
Probable cost estimate: \$20,500
- Addition of stanchion posts and rope around drop-slide.
Probable cost estimate: \$3,500

Subtotal: \$187,500
Soft Costs (20%) \$ 37,500

Estimated Site Renovation Total: \$225,000

Option-2 Total: \$3,135,000

Option-3 (New Aquatic Facility on Existing Site)

This option would be a new aquatic facility designed for community aquatic needs and built on the existing site. This option would require complete demolition of the existing facility and approximately 80,000 yards of soils corrections.

Pool

- The pool would likely be one body of water, or the community could opt for two bodies of water. The pool could vary in depths from zero depth to 12 feet deep. The surface area of the existing pool is 9,200sqft and the wading pool is 800sqft, which totals 10,000sqft. A new facility of approximately 8,000 square feet should be considered. The new facility should offer more aquatic amenities including water slides and interactive water play features.

Probable cost estimate: \$1,600,000

Bathhouse

- The new bathhouse would include men’s, women’s and family change rooms, admissions, staff, storage and mechanical spaces. The new bathhouse could, or should, include a concession stand with dedicated eating area, all under roof.

Probable cost estimate: \$ 800,000

Site

- The existing site, after demolition and soils corrections, would include ADA access.

Probable cost estimate: \$1,000,000

- Decks, shade structures, green area and fencing.

Probable cost estimate: \$ 160,000

| | |
|-------------------------|--------------------|
| <i>Subtotal:</i> | <i>\$3,560,000</i> |
| <i>Soft Costs (20%)</i> | <i>\$ 712,000</i> |

Option-3 Total: \$4,272,000

Option-5 (New Aquatic Facility on New Site)

This option would be a new aquatic facility designed for community aquatic needs and built on a new site. Site selection would be very selective in finding a new site that is acceptable to the Windom Community and that has proper soils to support the new facility.

- The pool would likely be one body of water, or the community could opt for two bodies of water. The pool could vary in depths from zero depth to 12 feet deep. The surface area of the existing pool is 9,200sqft and the wading pool is 800sqft, which totals 10,000sqft. A new facility of approximately 8,000 square feet should be considered. The new facility should offer more aquatic amenities including water slides and interactive water play features.

Probable cost estimate: \$1,600,000

Bathhouse

- The new bathhouse would include men’s, women’s and family change rooms, admissions, staff, storage and mechanical spaces. The new bathhouse could, or should, include a concession stand with dedicated eating area, all under roof.

Probable cost estimate: \$ 800,000

Site

- A new site with soils corrections and prep work for construction, would include ADA access.

Probable cost estimate: \$ 100,000

- Decks, shade structures, green area and fencing.

Probable cost estimate: \$ 160,000

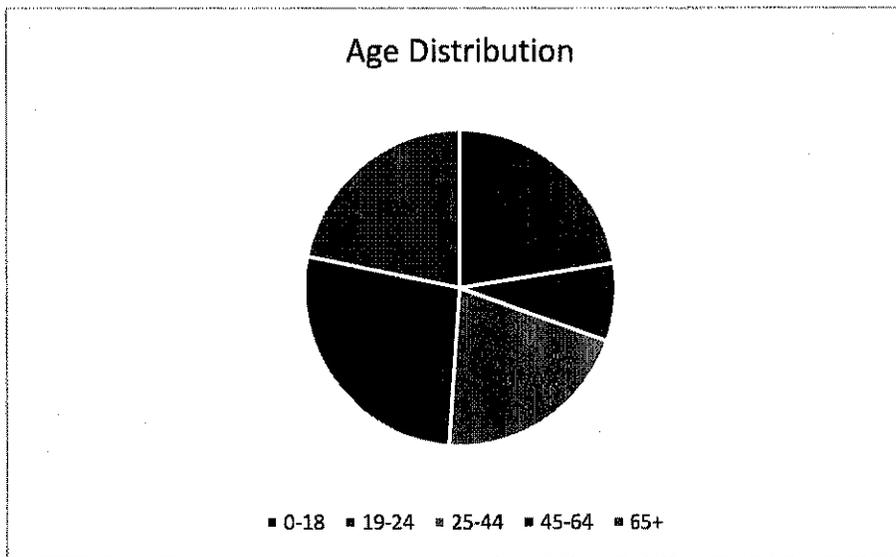
| | |
|-------------------------|--------------------|
| <i>Subtotal:</i> | <i>\$2,660,000</i> |
| <i>Soft Costs (20%)</i> | <i>\$ 532,000</i> |

Option-5 Total: \$3,192,000

SECTION FOUR: CENSUS/DEMOGRAPHICS

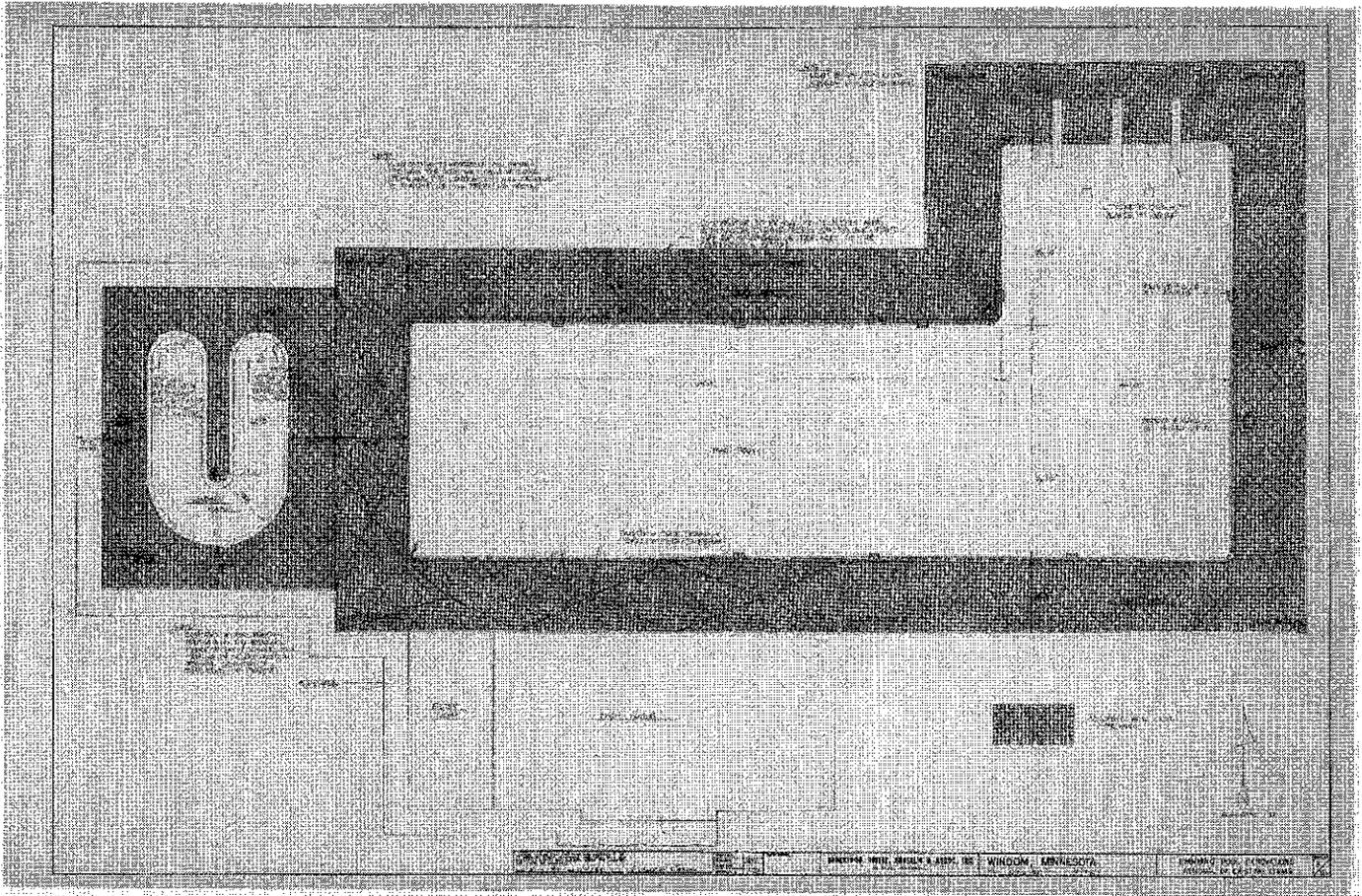
Windom Census Information:

- Total Population: 4,583 (2014 estimate)
- Families with children under 18 = 26.9%
- Population distribution by age:
 - 18 & under 23.2%
 - 19-24 6.8%
 - 25-44 23.1%
 - 45-64 25.8%
 - 65+ 21.2%



- When analyzing the estimated 2014 Windom Census information the following information was determined:
 - The highest percentage of the population is those between the ages of 45-64 at 25.8%. The second highest age range is 18 and under that accounted for 23.2% of the population while the third largest population distribution is the age range of 25-44 at 23.1%.
 - This suggests an aquatic facility and added amenities that provide for all age groups.
 - The aquatic need is for a facility that offers a wider range of aquatic activities and amenities than are currently being offered.
- The existing Windom pool has grown stale to the local participants. It has become routine serving a smaller segment of the local population instead of reaching the broader aquatic community and aquatic needs.

SECTION FIVE: EXISTING POOL PLANS (1965/1980)



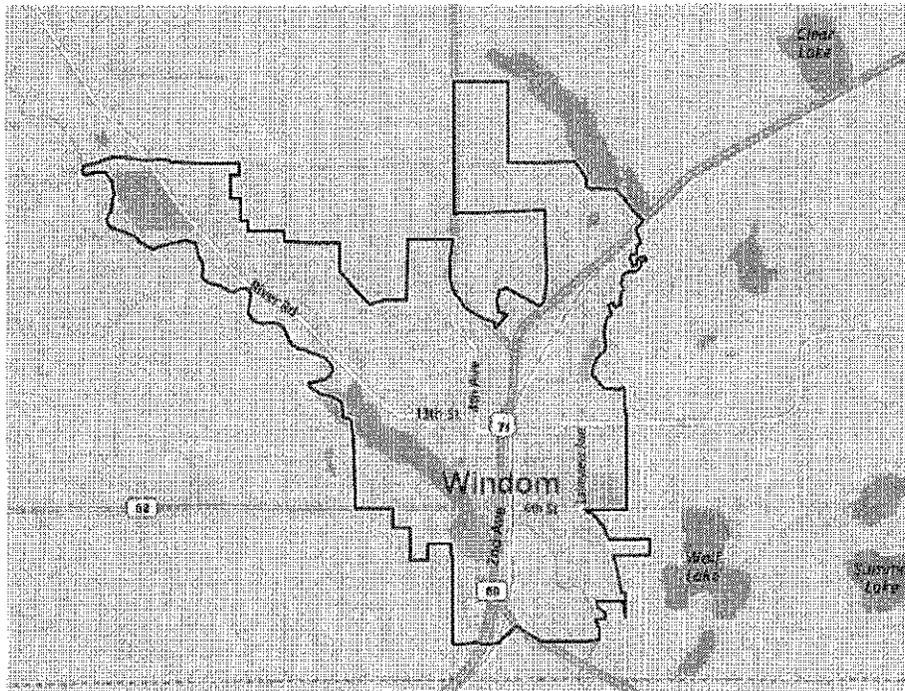
SECTION SIX: NEW AQUATIC FACILITY ANALYSIS

The following are approximate construction costs for outdoor facilities constructed or designed within the past several years that have populations similar to that of Windom. These numbers should be used for planning purposes only as a guide in determining the relative cost of a new facility.

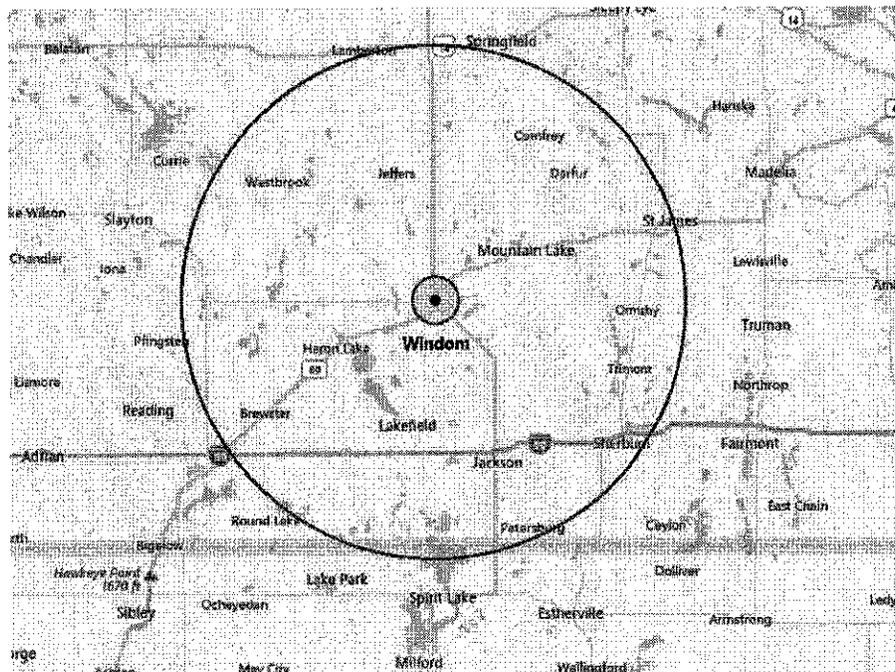
| City: | Population: | Approx. Budget: | Year Built: |
|---------------------|--------------------|------------------------|--------------------|
| Sleepy Eye, MN | 3,524 | \$2,200,000 | 2009 |
| Gaylord, MN | 2,307 | \$3,400,000 | 2009 |
| La Crescent, MN | 4,860 | \$2,400,000 | 2010 |
| Madison, MN | 1,551 | \$2,700,000 | 2014 |
| Chamberlain, SD | 2,387 | \$3,200,000 | 2014 |
| Caledonia, MN | 2,868 | \$2,000,000 | 2016-17 |
| Parkers Prairie, MN | 1,006 | \$1,900,000 | 2016-17 |
| Clara City, MN | 1,360 | \$2,300,000 | 2016-17 |

**When an Option is selected, estimated operational costs and revenues will be calculated at that time.

Primary Service Area



Secondary Service Area (25-30 miles)



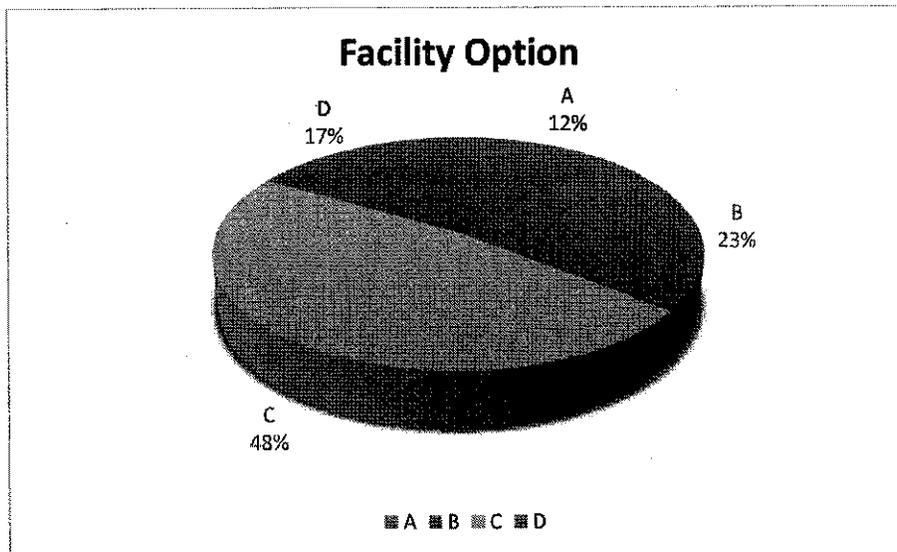
SECTION SEVEN: COMMUNITY SURVEY

In 2015, the City of Windom conducted a Community survey to gauge interest in various options related to the existing outdoor municipal pool. The City received 317 responses, which is the equivalent of approximately 7% of the population of Windom.

In summary, the majority of respondents favored a new indoor aquatic center, followed by a new outdoor aquatic center. It is our experience that for Cities with a population of under 15,000 an indoor aquatic center simply isn't feasible without a major project partner to help offset the annual subsidy required to maintain operation. The feature most desired at a new facility was waterslides, followed by shade structures and water sprays. Just over half of those polled stated they would be in favor of a partnership with a private hotel or similar. The vast majority of those responding answered favorably to keeping the location of the existing facility as the location for a new facility. Respondents were most favorable of funding through a combination of various methods including: grants, donations, loans and bonding. Lastly, most of those polled felt the project cost range should be \$2.0M – \$3.5M. The second highest response, was for a total project with a higher cost range at \$3.5M - \$4.0M. Based on the responses in the survey, it appears there is Community support for a project.

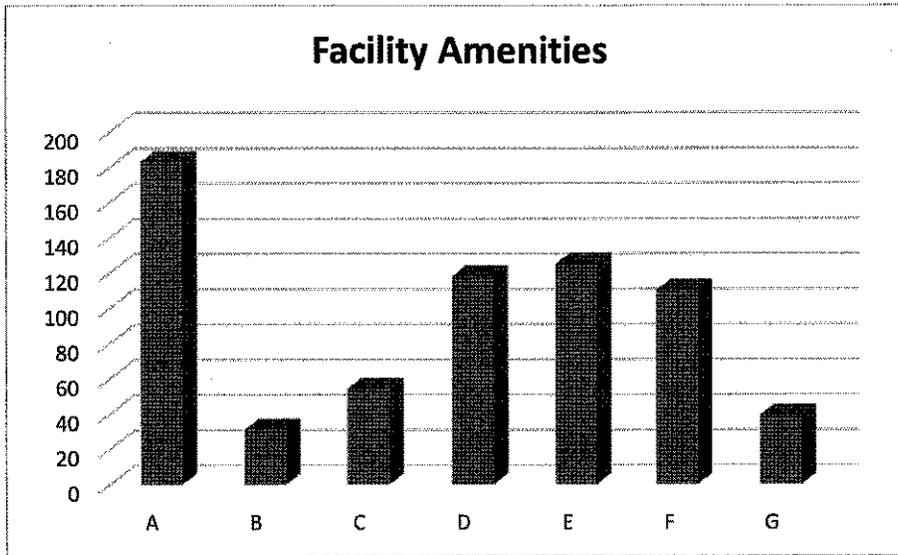
Both the original questions and top responses are listed below:

1. Which of the following choices would you like to see for the City of Windom Pool?
 - a. Renovation/ improvements of existing facility-
 - b. New outdoor aquatic center
 - c. Indoor family aquatic center
 - d. Continue to maintain existing facility



2. If a new facility or renovation would take place, what fixtures would you like to see in the new facility? (Circle All that Apply)

- a. New water slide
- b. Climbing wall
- c. Water geysers for wading pool or zero depth
- d. Spray fountains
- e. Sun shelter cabana
- f. Zero depth entry/NO wading pool
- g. Other (Please list below)



3. Should the City of Windom enter a partnership with a private entity, such as a motel, in the construction of an aquatic center.

YES-118

NO-157

OTHER- 8



4. Should the current site be reused or should a different location be considered?

A-176

A & B-15

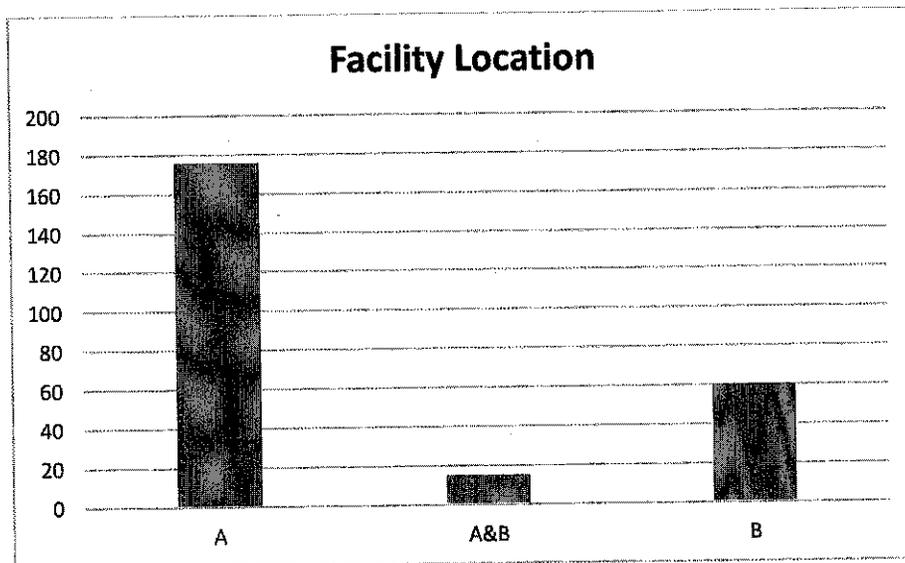
B-60

SITE LOCATIONS

22-COMMUNITY CENTER

19-SCHOOL

15- WINDOM RECREATION AREA



5. How should a new pool be financed?

- a. Sale of Bonds repaid over a number of years with property taxes
- b. City Sales Tax to repay bonds or loan
- c. Combination of public donations, grants, and/or Sale of Bonds or Loans

A-9

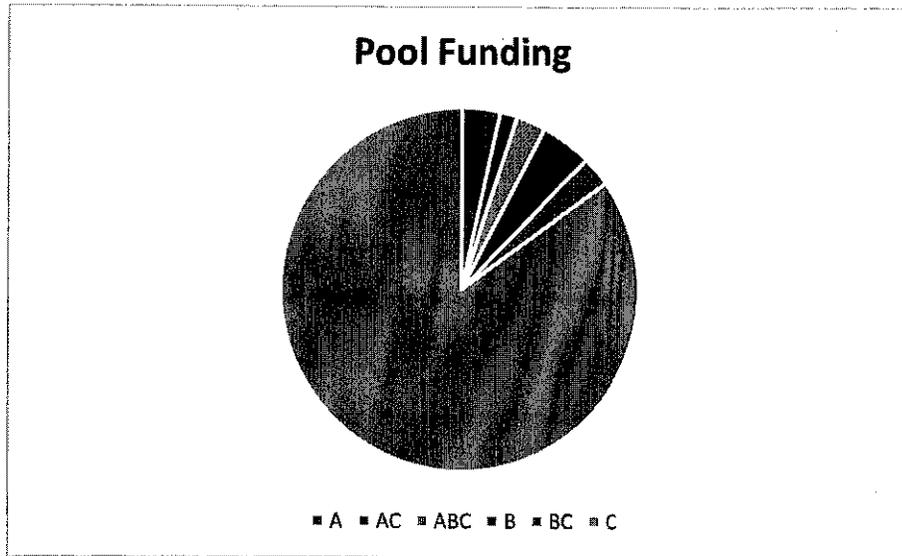
AC-4

ABC-7

B-12

BC-7

C-222



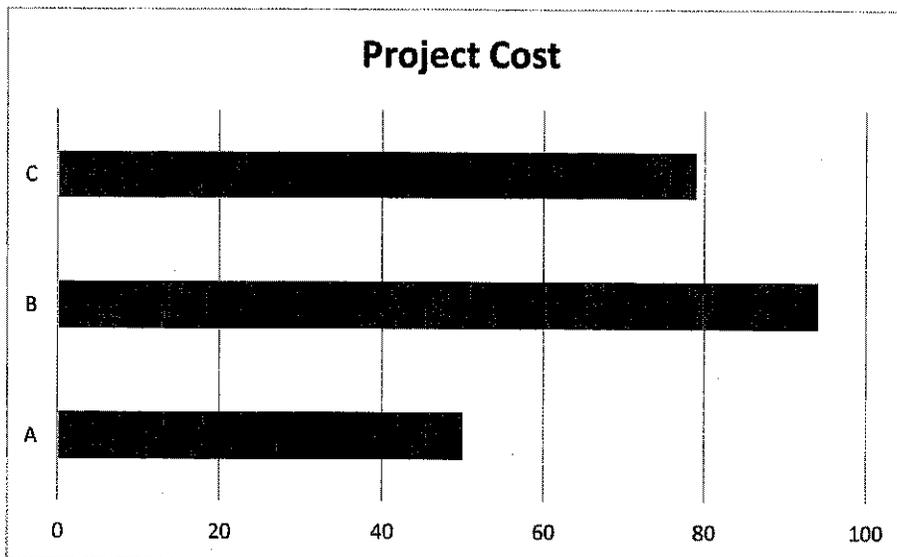
6. How much should be spent on renovation or new construction

- a. \$1,000,000- \$2,000,000
- b. \$2,000,000- \$3,500,000
- c. \$3,500,000- \$4,000,000

A-50

B-94

C-79





**GEOtek ENGINEERING
& TESTING SERVICES, INC.**
909 East 50th Street North
Sioux Falls, South Dakota 57104
Phone 605-335-5512 Fax 605-335-0773

October 28, 2016

City of Windom
444 9th Street
P.O. Box 38
Windom, Minnesota 56101

Attn: Al Baloun – Parks & Recreation Director

Subj: Geotechnical Exploration
Swimming Pool Facility
Island Park
Windom, Minnesota
GeoTek #16-B98

Introduction

This correspondence presents our reporting of the geotechnical exploration program for the referenced project. Our work was performed in accordance with your authorization.

Project Location

The existing swimming pool facility is located within Island Park in Windom, Minnesota. An existing swimming pool and bathhouse currently occupy the site.

Field & Laboratory Data

Ground Surface Elevations & Test Boring Locations

The ground surface elevations at the test boring locations were determined by using the top of the manhole located south of the bathhouse as a benchmark. An arbitrary elevation of 100.0 feet was used as the benchmark. Based on the benchmark datum, the ground surface elevations at the test boring locations varied from 101.6 feet at test boring 2 to 101.8 feet at test borings 1 and 5. A test boring location map is attached at the conclusion of this report showing the relative location of the test borings.

Subsurface conditions

We performed five (5) test borings on October 3, 2016. Of the five (5) test borings, four (4) were performed outside of the fence with a truck equipped with hollow-stem auger and one (1) was performed using hand-operated equipment through the concrete deck adjacent to the existing swimming pool.

The test borings encountered 11 feet to 14 ½ feet of existing fill materials overlying fine alluvium soils, mixed alluvium soils and glacial till soils. The existing fill materials consisted of lean clay soils and sand soils. The fine alluvium soils consisted of lean clay with sand soils. The mixed alluvium soils consisted of sandy lean clay soils and clayey sand soils. The glacial till soils consisted of sandy lean clay soils. We would like to point out that it is difficult to determine if the lower portions of the existing fill materials are native soils.

We wish to point out that the subsurface conditions at other times and locations at the property may differ from those found at our test boring locations. If different conditions are encountered during construction, then it is important that you contact us so that our recommendations can be reviewed.

Laboratory Testing

Select samples from the test borings were submitted to the laboratory for testing. The tests consisted of moisture content, dry density, sieve analysis (#200 sieve wash) and unconfined compressive strength. The results of the laboratory tests are shown on the boring logs adjacent to the samples upon which the tests were performed.

Water Levels

Groundwater was measured at depths of 8 feet and 9 feet at test borings 1 through 4 (elevations 94.3 feet to 93.1 feet). Measurable groundwater did not enter the borehole at test boring 5 at the time of our measurement.

Project Information

The existing swimming pool was constructed in the 1960s and was renovated in the 1980s. When the existing swimming pool facility was developed, we understand that several feet of fill material was placed to achieve the design elevations.

We understand that the City of Windom is considering a renovation or reconstruction of the existing swimming pool facility. The existing swimming pool facility consists of the following: a swimming pool, a pool deck and a bathhouse. We understand that a net allowable soil bearing pressure of 1,500 pounds per square foot (psf) to 2,000 psf is desired for the renovations or reconstruction. If the renovations are performed, then we understand that a new pool section (rebar and concrete) will be placed within the existing swimming pool and the pool deck will be replaced. The renovations to the existing bathhouse would consist of constructing a full roof above the top of the bathhouse.

Discussion

The results of the test borings and laboratory tests indicate that the upper 20 feet of the soil profile has limited bearing capacity, is very compressible and is susceptible to frost heave and construction disturbance. With that said, the owner of the facility will need to weigh the risks and options associated with the renovations or reconstruction.

With the renovations, movement could occur because the supporting characteristics of the subgrade soils would not be improved. In addition, mitigation of potential frost heave would not be addressed beneath the swimming pool. However, if the pool deck is replaced, then a sufficient

thickness of granular material could be placed beneath the slab in order to minimize the movement due to frost.

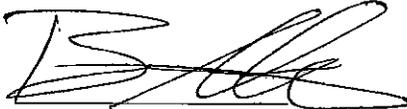
Regarding the reconstruction, significant ground preparations or an alternative foundation system would be needed to improve the supporting characteristics of the subgrade soils. The significant ground preparations would involve performing a complete overexcavation of the existing fill materials beneath the swimming pool, pool deck and bathhouse. An extensive dewatering system would be needed with the significant ground preparations. Placement of crushed rock at the bottom of the excavations would also be needed. Regarding potential frost movement, the overexcavated areas would be backfilled with a granular material. In our opinion, the granular material would provide adequate frost protection if the material is drained. A partial overexcavation of the existing fill materials could also be considered; however, the risk of movement or settlement increases if a portion of the existing fill materials are left in place.

In regards to the alternative foundation system, it is our opinion that a series of rammed aggregate piers could be installed. The rammed aggregate could be used to reinforce the existing fill materials; however, some overexcavating would still be needed to mitigate potential frost movement.

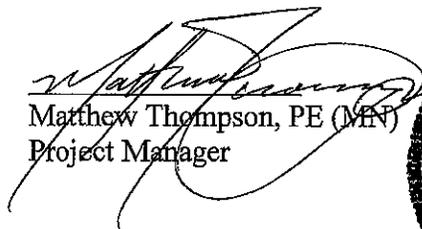
Remarks

We trust this report provides you with the necessary information at this time. We can provide specific recommendations once it is determined if renovations or reconstruction will be performed. If you have any questions or require additional information, please contact our office.

GeoTek Engineering & Testing Services, Inc.



Brennen Ahlers, PE (SD)
Project Manager



Matthew Thompson, PE (MN)
Project Manager





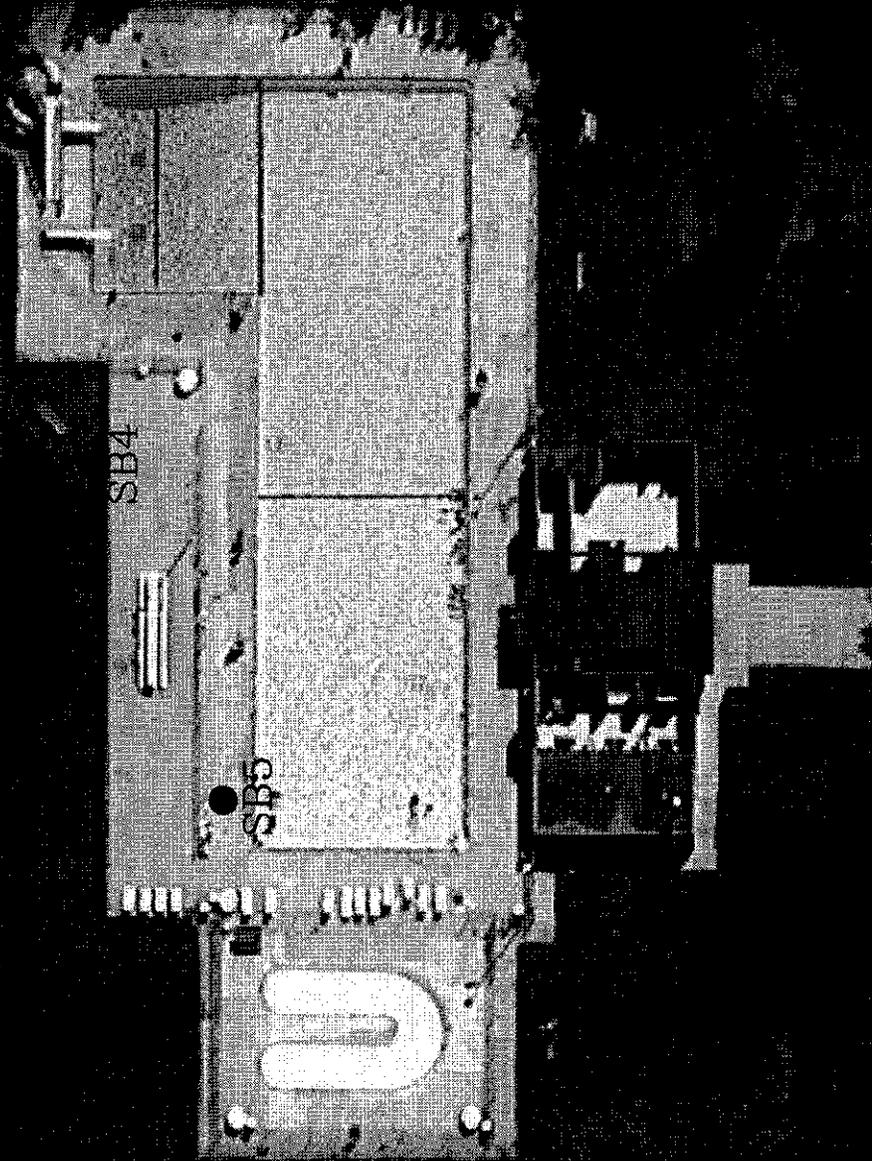
FIGURE 1
PROJECT SITE MAP
PROPOSED SWIMMING POOL RENOVATIONS
ISALND PARK
WINDOM, MN

ACAD\GIS\PROJECTS\WINDOM\16-288

PROJECT#: 16-B98

DRAWN BY: JLS CHECKED BY:

GEOTEK ENGINEERING &
TESTING SERVICES, INC.



Google earth

FIGURE 2
TEST BORING LOCATION MAP
PROPOSED SWIMMING POOL RENOVATIONS
ISLAND PARK
WINDOM, MN

PROJECT#: 16-B98

DRAWN BY: JLS CHECKED BY:

GEOTEK ENGINEERING &
TESTING SERVICES, INC.

arcgis.com/arcgis/rest/services/16-B98



GEOTEK ENGINEERING & TESTING SERVICES, INC.
 909 E. 50th St. N.
 Sioux Falls SD 57104
 605-335-5512 Fax 605-335-0773
 www.geotekeng.com

GEOTECHNICAL TEST BORING LOG

| GEOTEK # <u>16-B98</u> | | | | | | BORING NO. <u>1 (1 of 1)</u> | | | | | |
|--|--|--------------------------------|--------------|---------------|-------------|---|------------------|-----|----|----|-----|
| PROJECT <u>Proposed Swimming Pool Renovations, Island Park, Windom, MN</u> | | | | | | | | | | | |
| DEPTH in FEET | DESCRIPTION OF MATERIAL | GEOLOGIC ORIGIN | N | WL | SAMPLE | | LABORATORY TESTS | | | | |
| | | | | | NO. | TYPE | WC | D | LL | PL | QU |
| | ↓ SURFACE ELEVATION <u>101.8 ft</u> | | | | | | | | | | |
| 1 | FILL, MOSTLY LEAN CLAY: very dark brown, moist | FILL | | | 1 | HSA | | | | | |
| | FILL, MOSTLY LEAN CLAY: dark brown, moist | FILL | 2 | | 2 | SPT | 22 | 101 | | | |
| 4½ | FILL, MIXTURE OF CLAY AND SAND: very dark brown, moist | FILL | 9 | | 3 | SPT | | | | | |
| 7½ | FILL, MIXTURE OF CLAY AND SAND: very dark brown, wet, % passing #200 sieve = 52% (CL) | FILL (POSSIBLE MIXED ALLUVIUM) | 2 | ▼ | 4 | SPT | 17 | 115 | | | |
| | | | 2 | | 5 | SPT | 20 | 108 | | | |
| 12 | LEAN CLAY WITH SAND: dark brown, wet, soft, (CL) | FINE ALLUVIUM | 2 | | 6 | SPT | 29 | 96 | | | 600 |
| 14½ | LEAN CLAY WITH SAND: mottled brown and gray, wet, soft, (CL) | FINE ALLUVIUM | 4 | | 7 | SPT | | | | | |
| 19½ | SANDY LEAN CLAY: a little gravel, gray, moist, firm, (CL) | GLACIAL TILL | 8 | | 8 | SPT | | | | | |
| 21 | Bottom of borehole at 21 feet. | | | | | | | | | | |
| WATER LEVEL MEASUREMENTS | | | | | | START <u>10-3-16</u> COMPLETE <u>10-3-16 11:53 am</u> | | | | | |
| DATE | TIME | SAMPLED DEPTH | CASING DEPTH | CAVE-IN DEPTH | WATER LEVEL | METHOD | | | | | |
| 10-3-16 | 5:58 pm | 21 | -- | 14 | ▼ 8.0 | 3.25" ID Hollow Stem Auger | | | | | |
| -- | -- | -- | -- | -- | -- | | | | | | |
| -- | -- | -- | -- | -- | -- | | | | | | |
| -- | -- | -- | -- | -- | -- | CREW CHIEF Mike Wagner | | | | | |

GEOTECHNICAL TEST BORING 16-B98.GPJ GEOTEKENG.GDT 10/28/16



GEOTEK ENGINEERING & TESTING SERVICES, INC.
 909 E. 50th St. N.
 Sioux Falls SD 57104
 605-335-5512 Fax 605-335-0773
 www.geotekeng.com

GEOTECHNICAL TEST BORING LOG

GEOTEK # 16-B98

BORING NO. 2 (1 of 1)

PROJECT Proposed Swimming Pool Renovations, Island Park, Windom, MN

| DEPTH in FEET | DESCRIPTION OF MATERIAL | GEOLOGIC ORIGIN | N | WL | SAMPLE | | LABORATORY TESTS | | | | | |
|---------------|---|--------------------------------|----|----|--------|------|------------------|-----|----|----|----|--|
| | | | | | NO. | TYPE | WC | D | LL | PL | QU | |
| | ↓ SURFACE ELEVATION <u>101.6 ft</u> | | | | | | | | | | | |
| 1 | FILL, MOSTLY LEAN CLAY: very dark brown, moist | FILL | | | 1 | HSA | | | | | | |
| | FILL, MOSTLY LEAN CLAY: brown, moist | FILL | 2 | | 2 | SPT | | | | | | |
| 4½ | FILL, MOSTLY LEAN CLAY: dark brown, moist | FILL | 4 | | 3 | SPT | | | | | | |
| 7 | FILL, MOSTLY SAND: coarse grained, brown, wet | FILL | 4 | ▼ | 4 | SPT | | | | | | |
| 8½ | FILL, MIXTURE OF CLAY AND SAND: very dark brown, wet, % passing #200 sieve = 59% | FILL (POSSIBLE MIXED ALLUVIUM) | 2 | | 5 | SPT | | | | | | |
| | | | | | 9 | SH | 28 | 101 | | | | |
| | | | 2 | | 6 | SPT | | | | | | |
| 14½ | LEAN CLAY WITH SAND: dark brown and, wet, soft, (CL) | FINE ALLUVIUM | 2 | | 7 | SPT | | | | | | |
| 19½ | SANDY LEAN CLAY: a little gravel, gray, moist, very stiff, (CL) | GLACIAL TILL | 16 | | 8 | SPT | | | | | | |
| 21 | Bottom of borehole at 21 feet. | | | | | | | | | | | |

WATER LEVEL MEASUREMENTS

START 10-3-16 COMPLETE 10-3-16 12:49 pm

| DATE | TIME | SAMPLED DEPTH | CASING DEPTH | CAVE-IN DEPTH | WATER LEVEL | METHOD |
|---------|---------|---------------|--------------|---------------|-------------|----------------------------|
| 10-3-16 | 5:59 pm | 21 | -- | 12 | ▼ 8.0 | 3.25" ID Hollow Stem Auger |
| -- | -- | -- | -- | -- | -- | |
| -- | -- | -- | -- | -- | -- | |
| -- | -- | -- | -- | -- | -- | CREW CHIEF Mike Wagner |

GEOTECHNICAL TEST BORING 16-B98.GPJ GEOTEKENG.GDT 10/28/16



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GEOTECHNICAL TEST BORING LOG

GEOTEK # 16-B98

BORING NO. 3 (1 of 1)

PROJECT Proposed Swimming Pool Renovations, Island Park, Windom, MN

| DEPTH in FEET | DESCRIPTION OF MATERIAL | GEOLOGIC ORIGIN | N | WL | SAMPLE | | LABORATORY TESTS | | | | | | | | |
|---------------|---|-------------------------------|----|----|--------|------|------------------|----|-----|----|----|--|--|--|--|
| | | | | | NO. | TYPE | WC | D | LL | PL | QU | | | | |
| | ↓ SURFACE ELEVATION <u>101.7 ft</u> | | | | | | | | | | | | | | |
| 1 | FILL, MOSTLY LEAN CLAY: very dark brown, moist | FILL | | | | 1 | HSA | | | | | | | | |
| | FILL, MIXTURE OF CLAY AND SAND: brown, moist | FILL | 10 | | | 2 | SPT | 13 | | | | | | | |
| | | | 4 | | | 3 | SPT | 22 | | | | | | | |
| 8½ | | | 9 | | | 4 | SPT | 15 | 117 | | | | | | |
| | FILL, MOSTLY LEAN CLAY: very dark brown, wet, % passing #200 sieve = 59% | FILL (POSSIBLE FINE ALLUVIUM) | | | | 5 | SPT | 24 | 104 | | | | | | |
| | | | 6 | | | 6 | SPT | | | | | | | | |
| 13½ | CLAYEY SAND: fine grained, brown, waterbearing, very loose, (SC) | MIXED ALLUVIUM | 3 | | | 7 | SPT | | | | | | | | |
| 19½ | SANDY LEAN CLAY: a little gravel, gray, moist, stiff, (CL) | GLACIAL TILL | 11 | | | 8 | SPT | | | | | | | | |
| 21 | Bottom of borehole at 21 feet. | | | | | | | | | | | | | | |

WATER LEVEL MEASUREMENTS

START 10-3-16 COMPLETE 10-3-16 3:08 pm

| DATE | TIME | SAMPLED DEPTH | CASING DEPTH | CAVE-IN DEPTH | WATER LEVEL | METHOD |
|------------------------|---------|---------------|--------------|---------------|-------------|----------------------------|
| 10-3-16 | 6:03 pm | 21 | -- | 14 | 9.0 | 3.25" ID Hollow Stem Auger |
| -- | -- | -- | -- | -- | -- | |
| -- | -- | -- | -- | -- | -- | |
| -- | -- | -- | -- | -- | -- | |
| CREW CHIEF Mike Wagner | | | | | | |

GEOTECHNICAL TEST BORING 16-B98.GPJ GEOTEKENG.GDT 10/28/16



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GEOTECHNICAL TEST BORING LOG

| DEPTH in FEET | | DESCRIPTION OF MATERIAL | GEOLOGIC ORIGIN | N | WL | SAMPLE | | LABORATORY TESTS | | | | |
|---------------------------------|---------|--|-----------------------------------|---------------|-------------|----------------------------|----------|------------------|---|----|----|----|
| SURFACE ELEVATION 101.7 ft | | | | | | NO. | TYPE | WC | D | LL | PL | QU |
| 0 1/2 | | FILL, MOSTLY LEAN CLAY: very dark brown, moist FILL, MIXTURE OF CLAY AND SAND: brown, moist | FILL FILL | 4 | | 1 | HSA | | | | | |
| | | | | 5 | | 2 | SPT | | | | | |
| | | | | 5 | | 3 | SPT | | | | | |
| 7 1/2 | | FILL, MOSTLY LEAN CLAY: very dark brown, moist to wet | FILL (POSSIBLE FINE ALLUVIUM) | 5 | ▼ | 4 | SPT | 17 | | | | |
| | | | | 3 | | 5 | SPT | 24 | | | | |
| 10 1/2 | | FILL, MIXTURE OF CLAY AND SAND: brown, wet | FILL (POSSIBLE MIXED ALLUVIUM) | 3 | | 6 | SPT | | | | | |
| | | | | 3 | | 7 | SPT | | | | | |
| 14 1/2 | | SANDY LEAN CLAY: mottled brown and gray, wet, soft, (CL) | MIXED ALLUVIUM | 2 | | 8 | SPT | | | | | |
| 19 1/2 | | SANDY LEAN CLAY: a little gravel, gray, moist, stiff, (CL) | GLACIAL TILL | 11 | | | | | | | | |
| 21 | | Bottom of borehole at 21 feet. | | | | | | | | | | |
| WATER LEVEL MEASUREMENTS | | | | | START | 10-3-16 | COMPLETE | 10-3-16 4:13 pm | | | | |
| DATE | TIME | SAMPLED DEPTH | CASING DEPTH | CAVE-IN DEPTH | WATER LEVEL | METHOD | | | | | | |
| 10-3-16 | 6:06 pm | 21 | -- | 8 | ▼ 8.0 | 3.25" ID Hollow Stem Auger | | | | | | |
| -- | -- | -- | -- | -- | -- | | | | | | | |
| -- | -- | -- | -- | -- | -- | | | | | | | |
| -- | -- | -- | -- | -- | -- | CREW CHIEF Mike Wagner | | | | | | |

GEOTECHNICAL TEST BORING 16-B98.GPJ GEOTEKENG.GDT 10/28/16



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GEOTECHNICAL TEST BORING LOG

GEOTEK # 16-B98 BORING NO. 5 (1 of 1)
 PROJECT Proposed Swimming Pool Renovations, Island Park, Windom, MN

| DEPTH in FEET | DESCRIPTION OF MATERIAL | GEOLOGIC ORIGIN | N | WL | SAMPLE | | LABORATORY TESTS | | | | | |
|---------------|--|--------------------------------|---|----|--------|------|------------------|-----|----|----|----|--|
| | | | | | NO. | TYPE | WC | D | LL | PL | QU | |
| | SURFACE ELEVATION <u>101.8 ft</u> | | | | | | | | | | | |
| | FILL, MOSTLY LEAN CLAY: a little gravel, dark brown, moist, 4" of concrete at the surface | FILL | | | 1 | HA | | | | | | |
| 5 | FILL, MOSTLY LEAN CLAY: dark brown and black, moist | FILL | | | 2 | SS | | | | | | |
| 7½ | FILL, MIXTURE OF CLAY AND SAND: very dark brown, wet | FILL (POSSIBLE MIXED ALLUVIUM) | | | 3 | SS | 20 | | | | | |
| | | | | | 4 | SS | 22 | 104 | | | | |
| 11 | LEAN CLAY WITH SAND: dark brown, moist, (CL) | FINE ALLUVIUM | | | 5 | SS | | | | | | |
| 15 | Bottom of borehole at 15 feet. | | | | 6 | SS | | | | | | |

WATER LEVEL MEASUREMENTS

START 10-3-16 COMPLETE 10-4-16 7:48 am

| DATE | TIME | SAMPLED DEPTH | CASING DEPTH | CAVE-IN DEPTH | WATER LEVEL | METHOD |
|---------|---------|---------------|--------------|---------------|-------------|---------------|
| 10-4-16 | 7:48 am | 15 | -- | -- | -- | 3" Hand Auger |
| -- | -- | -- | -- | -- | -- | |
| -- | -- | -- | -- | -- | -- | |
| -- | -- | -- | -- | -- | -- | |

CREW CHIEF Mike Wagner

GEOTECHNICAL TEST BORING 16-B98.GPJ GEOTEKENG.GDT 10/28/16

SOIL CLASSIFICATION CHART

| MAJOR DIVISIONS | | | SYMBOLS | | TYPICAL DESCRIPTIONS |
|--|--|---|-----------|---|--|
| | | | GRAPH | LETTER | |
| COARSE GRAINED SOILS MORE THAN 50% OF MATERIAL IS LARGER THAN NO. 200 SIEVE SIZE | GRAVEL AND GRAVELLY SOILS MORE THAN 50% OF COARSE FRACTION RETAINED ON NO. 4 SIEVE | CLEAN GRAVELS (LITTLE OR NO FINES) | | GW | WELL-GRADED GRAVELS, GRAVEL - SAND MIXTURES, LITTLE OR NO FINES |
| | | GRAVELS WITH FINES (APPRECIABLE AMOUNT OF FINES) | | GP | POORLY-GRADED GRAVELS, GRAVEL - SAND MIXTURES, LITTLE OR NO FINES |
| | | GRAVELS WITH FINES (APPRECIABLE AMOUNT OF FINES) | | GM | SILTY GRAVELS, GRAVEL - SAND - SILT MIXTURES |
| | SAND AND SANDY SOILS MORE THAN 50% OF COARSE FRACTION PASSING ON NO. 4 SIEVE | CLEAN SANDS (LITTLE OR NO FINES) | | SW | WELL-GRADED SANDS, GRAVELLY SANDS, LITTLE OR NO FINES |
| | | | | SP | POORLY-GRADED SANDS, GRAVELLY SAND, LITTLE OR NO FINES |
| | | SANDS WITH FINES (APPRECIABLE AMOUNT OF FINES) | | SM | SILTY SANDS, SAND - SILT MIXTURES |
| | | | | SC | CLAYEY SANDS, SAND - CLAY MIXTURES |
| | | | | ML | INORGANIC SILTS AND VERY FINE SANDS, ROCK FLOUR, SILTY OR CLAYEY FINE SANDS OR CLAYEY SILTS WITH SLIGHT PLASTICITY |
| | FINE GRAINED SOILS MORE THAN 50% OF MATERIAL IS SMALLER THAN NO. 200 SIEVE SIZE | SILTS AND CLAYS LIQUID LIMIT LESS THAN 50 | | CL | INORGANIC CLAYS OF LOW TO MEDIUM PLASTICITY, GRAVELLY CLAYS, SANDY CLAYS, SILTY CLAYS, LEAN CLAYS |
| | | | | OL | ORGANIC SILTS AND ORGANIC SILTY CLAYS OF LOW PLASTICITY |
| | | | MH | INORGANIC SILTS, MICACEOUS OR DIATOMACEOUS FINE SAND OR SILTY SOILS | |
| SILTS AND CLAYS LIQUID LIMIT GREATER THAN 50 | | | CH | INORGANIC CLAYS OF HIGH PLASTICITY | |
| | | | OH | ORGANIC CLAYS OF MEDIUM TO HIGH PLASTICITY, ORGANIC SILTS | |
| HIGHLY ORGANIC SOILS | | | | PT | PEAT, HUMUS, SWAMP SOILS WITH HIGH ORGANIC CONTENTS |

NOTE: DUAL SYMBOLS ARE USED TO INDICATE BORDERLINE SOIL CLASSIFICATIONS

BORING LOG SYMBOLS AND DESCRIPTIVE TERMINOLOGY

SYMBOLS FOR DRILLING AND SAMPLING

| <u>Symbol</u> | <u>Definition</u> |
|---------------|---|
| Bag | Bag sample |
| CS | Continuous split-spoon sampling |
| DM | Drilling mud |
| FA | Flight auger; number indicates outside diameter in inches |
| HA | Hand auger; number indicates outside diameter in inches |
| HSA | Hollow stem auger; number indicates inside diameter in inches |
| LS | Liner sample; number indicates outside diameter of liner sample |
| N | Standard penetration resistance (N-value) in blows per foot |
| NMR | No water level measurement recorded, primarily due to presence of drilling fluid |
| NSR | No sample retrieved; classification is based on action of drilling equipment and/or material noted in drilling fluid or on sampling bit |
| SH | Shelby tube sample; 3-inch outside diameter |
| SPT | Standard penetration test (N-value) using standard split-spoon sampler |
| SS | Split-spoon sample; 2-inch outside diameter unless otherwise noted |
| WL | Water level directly measured in boring |
| ▼ | Water level symbol |

SYMBOLS FOR LABORATORY TESTS

| <u>Symbol</u> | <u>Definition</u> |
|---------------|---|
| WC | Water content, percent of dry weight; ASTM:D2216 |
| D | Dry density, pounds per cubic foot |
| LL | Liquid limit; ASTM:D4318 |
| PL | Plastic limit; ASTM:D4318 |
| QU | Unconfined compressive strength, pounds per square foot; ASTM:D2166 |

DENSITY/CONSISTENCY TERMINOLOGY

| <u>Density Term</u> | <u>N-Value</u> | <u>Consistency Term</u> |
|---------------------|----------------|-------------------------|
| Very Loose | 0-4 | Soft |
| Loose | 5-8 | Firm |
| Medium Dense | 9-15 | Stiff |
| Dense | 16-30 | Very Stiff |
| Very Dense | Over 30 | Hard |

PARTICLE SIZES

| <u>Term</u> | <u>Particle Size</u> |
|---------------|----------------------|
| Boulder | Over 12" |
| Cobble | 3" - 12" |
| Gravel | #4 - 3" |
| Coarse Sand | #10 - #4 |
| Medium Sand | #40 - #10 |
| Fine Sand | #200 - #40 |
| Silt and Clay | passes #200 sieve |

DESCRIPTIVE TERMINOLOGY

| <u>Term</u> | <u>Definition</u> |
|--------------|----------------------------------|
| Dry | Absence of moisture, powdery |
| Frozen | Frozen soil |
| Moist | Damp, below saturation |
| Waterbearing | Pervious soil below water |
| Wet | Saturated, above liquid limit |
| Lamination | Up to 1/2" thick stratum |
| Layer | 1/2" to 6" thick stratum |
| Lens | 1/2" to 6" discontinuous stratum |

GRAVEL PERCENTAGES

| <u>Term</u> | <u>Range</u> |
|-------------------|--------------|
| A trace of gravel | 2-4% |
| A little gravel | 5-15% |
| With gravel | 16-50% |

RESOLUTION #2016-

INTRODUCED:

SECONDED:

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

AUTHORIZATION TO ACCEPT A DONATION FROM GEOFFREY & LEANN JOHNSON FOR THE WINDOM FIRE 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, Geof & Leann Johnson are supporters of the City of Windom and the Windom Fire Department; and

WHEREAS, the City of Windom has recently received a donation from Geof & Leann Johnson of \$100.00 for the Windom Fire Department; and

WHEREAS, Geof & Leann Johnson designated the donation is to be used for equipment for the fire department.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WINDOM, MINNESOTA, that the City Council accepts the donation of \$100.00 offered by Geof & Leann Johnson for use by the Windom Fire Department.

Adopted by the Council this 6th day of December, 2016.

Corey J. Maricle, Mayor

Attest: _____
Steven Nasby, City Administrator

Contract Agreement between HP DataOne, LLC and the City of Windom, MN

Purpose of Contract

The City of Windom has an existing contract with HP DataOne, LLC for information technology, data processing and operation of utility billing systems. The City of Windom is herein extending this contractual arrangement for the provision of these services.

Independent Contractor

It is understood and agreed that HP DataOne, LLC will provide the Services under this Agreement as an independent contractor and that during the performance of the Services under this Agreement, neither HP DataOne, LLC nor any of its employees, agents or representatives will be considered an employee of the City within the meaning or application of any federal, state or local laws or regulations including, but not limited to, laws or regulations covering unemployment insurance, old age benefits, worker's compensation, industrial accident, labor or taxes of any kind. Neither HP DataOne, LLC nor any of its employees, agents or representatives shall be entitled to any benefits that may be afforded from time to time to the City's employees, including without limitation, vacation, holidays, sick leave, worker's compensation and unemployment insurance. Further, the City shall not be responsible for withholding or paying any taxes or social security for or on behalf of HP DataOne, LLC or any of its employees, agents or representatives. HP DataOne, LLC shall be fully responsible for any such withholding or payment of taxes or social security for HP DataOne, LLC and any of its employees, agents or representatives.

Liability Insurance

HP DataOne, LLC agrees to maintain one million dollars (\$1,000,000.00) in general liability insurance and one million dollars (\$1,000,000.00) in professional liability insurance throughout the term of this Agreement in such a form and manner as to provide coverage for any and all errors and omissions made during performance of the Services.

Due Diligence

The HP DataOne, LLC agrees to proceed with performance of the Services with due diligence and complete the Services in a timely manner as provided herein unless completion is delayed by a cause set forth in the specifications and for which timely completion would be excused.

Contract Period

It has been agreed upon by both parties that this contract will be for a 3-year term with the opportunity to discuss further working arrangements at the end of the contract period. The start date for this contract is January 15, 2017 thru January 14, 2020.

Termination Agreement

It has been agreed upon by both parties that the contract can be terminated at any time without penalty following a sixty (60) day written notice. If either party terminates this contract prior to the provision of a sixty (60) day written notice, the terminating party shall pay the other party Five thousand dollars and no/100 (\$5,000.00) payable at the time of termination; however, both parties may mutually agree to early termination in writing without penalty.

Non-Performance and Remedy

HP DataOne, LLC agrees that the City must have services for utility billing as noted within this contract and primarily identified within Duties, Tasks & Responsibilities.

Should HP DataOne, LLC be not perform the services described herein the City shall provide HP DataOne, LLC a written notice as to performance deficiency (ies). HP DataOne, LLC shall have five (5) calendar days to respond to the City with a plan to remedy the issue(s) within ten (10) calendar days. If

HP DataOne, LLC does not reply to City within the time allowed and/or present a plan that will reasonably address the non-performance the City may, at its option, terminate this Agreement without penalty.

Professional Fees

It has been agreed upon by both parties that the yearly rate paid to HP DataOne, LLC by City of Windom will be \$63,750 (sixty-three thousand seven hundred and fifty dollars and no/100). Said fee to be paid in 12 equal payments of \$5,312.50 (five thousand-three hundred and twelve dollars and fifty cents) due on the 15th of each month starting in February 2017).

Office Space & Equipment

City will provide reasonable office space at City Hall (444 9th Street) and use of City equipment (including incidentals such as ink, paper, and office supplies) required for HP DataOne, LLC to undertake the duties, tasks and responsibilities identified herein. City will be responsible for replacement, repair or upgrades to said equipment unless property has been damaged by HP DataOne, LLC. HP DataOne, LLC has the option to rent said office space and equipment for a sum of \$300.00 (three hundred dollars) per month. Rent for office space and equipment will be paid monthly by HP DataOne, LLC to the City within ten (10) days after the end of each monthly rental period.

Duties, Tasks & Responsibilities

It has been agreed upon by both parties that HP DataOne, LLC will perform the following list of duties, tasks and responsibilities on the behalf of the City of Windom. These duties will be primarily performed on daily basis as needed and will not be restricted to an 8:00 a.m. to 5:00 p.m., but will be performed and accomplished on a varied schedule, as determined by HP DataOne, LLC for the purpose of optimum proficiency. HP DataOne, LLC agrees that a minimum of twenty (20) hours of this work will occur during regular City business hours (8:00 a.m. to 5:00 p.m. Monday – Friday) on location at the City Hall offices, unless HP DataOne, LLC gives at least a week notice of fewer hours on location.

They are as follows:

- **Innovative Billing Systems**
 - Point of contact for Innovative System vendor support issues/enhancement requests
 - Work Order review
 - Final review of all work orders involving Electric, Water, or Sewer services
 - Manage Landlord Accounts and work orders
 - Backup final review for work orders having only video, data, or voice services
 - Meters and Readings
 - Manage the meter table (models, meters, and statues)
 - Update meter readings done through work orders
 - Create meter read walk sheet report daily as needed
 - Process readings through audits and create work orders as needed
 - MVRS/Itrons
 - Point of contact for MVRS/Itron issues
 - Maintain and back-up MVRS System
 - Create customer utility meter usage files
 - Download customer utility meter Information for meter reader's ITRON Systems
 - Receive, Synchronize and Upload all utility meter usages gathered from customer's premises
 - Import all data files into MVRS systems
 - Research and correct all meter issues (Labels, Sequencing, and Serial Numbers)
 - Rate Maintenance
 - Update all rate structures and changes passed by the City Council
 - Maintain a rate history file
 - Update and maintain all rate descriptions of services and classifications
 - Prepare Customer Bills
 - Maintain billing calendar and communicate changes with staff as needed

- Create and maintain billing messages and inserts
- Run Trial Billing process and complete billing audits/review of high bills
- Generate/process Live billing file
- Upload billing file to IS Print Division
- Accept Billing and Post bills to customer accounts
- Email out paperless billing notices
- Penalty process
 - Generate late fees and print Late Notices
 - Initiate nonpay AP Max notifications and nonpay orders
 - Generate shut off list for Electric
 - Monitor shut off orders and process through the order flow
 - Monitor Landlord accounts for shutoff
 - Monitor the PTP accounts and start manual non pay process as needed
 - Review suspended accounts
- CABS Billing
 - Balance the CABS System
 - Run CABS Billing
 - Email/ FTP CABS Bills
- Other Office/Billing Related Responsibilities
 - Responsible for reconciling and correcting all billing errors
 - Responsible to back-up city employees when answering the phones and customer service
 - Responsible for creating and maintain the methods and procedures of billing
 - Review/update billing checklist to verify all necessary steps are completed
 - Maintain and create billing cycle reports (Monthly, Quarterly, Annually)
 - Responsible for creating reports of billing information as requested by various departments
 - Provide billing information needed for City of Windom Annual Audit.
 - Assist Finance Director with designing and implementing ongoing process improvement opportunities relating to billing and/or other office processes
 - Other duties and task as reasonable and logically related to the City of Windom's Billing, Utility and Financial Systems.

Contact Notifications:

Correspondence between the parties for written notifications pursuant to this contract may be delivered by ordinary, first-class mail service by the US Postal Service. Addresses of the parties are as follows:

City of Windom

City Administrator's Office
 444 9th Street, PO Box 38
 Windom, MN 56101

HP DataOne, LLC

Denise Houston, Independent Contractor
 1375 1st Ave
 Windom, MN 56101

Accepted by:

 Steve Nasby, City Administrator DATE
 City of Windom, Minnesota

 Denise L. Houston, Owner DATE
 HP DataOne, LLC

ORDINANCE No. 159, 2ND SERIES

AN ORDINANCE OF THE CITY OF WINDOM, MINNESOTA, AMENDING CITY CODE CHAPTER 31: "CITY COUNCIL", BY ADDING A SECTION ENTITLED "SPECIAL ELECTIONS". AN ORDINANCE PROVIDING FOR SPECIAL ELECTIONS TO FILL CERTAIN VACANCIES IN ELECTED OFFICES AT TIMES OTHER THAN THE REGULAR CITY GENERAL ELECTION.

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

SPECIAL ELECTIONS

§ 31.08 DEFINITIONS.

GENERAL ELECTION. A "general election" is an election held at regular intervals on a day determined by law or charter at which the voters of the state or any of its subdivisions choose by ballot public officials or presidential electors.

SPECIAL ELECTION. A "special election" is an election held at any time to fill vacancies in public offices.

VACANCY. A vacancy occurs for the reasons stated in Minnesota Statute Section 351.02 or other state law and City Charter Section 2.05.

§ 31.09 APPOINTMENT TO VACANCY. Pursuant to Minnesota Statute § 412.02, subd. 2a, a person shall be appointed by the City Council to fill the vacancy until the special election is held and the winner of the special election is qualified to take office.

§ 31.10 SPECIAL ELECTION TIMING. If a vacancy occurs one year or less before the expiration of the term of that elective office, the mayor shall nominate and the council shall affirm and shall forthwith appoint an eligible person to fill the vacancy for the remainder of the unexpired term.

If the vacancy occurs more than one year before the expiration of the term of the elective office, the council shall forthwith order a special election to fill such vacancy to be held within 150 days of the resolution declaring the vacancy.

EFFECTIVE DATE OF ORDINANCE. This ordinance becomes effective from and after its passage and publication.

Adopted by the City Council of the City of Windom, Minnesota, this 6th day of December, 2016.

Corey J. Maricle, Mayor

Attest: _____
Steve Nasby, City Administrator

1st Reading: November 15, 2016
2nd Reading: December 6, 2016
Adoption: December 6, 2016
Published: December 7, 2016

December 2, 2016

Mayor Corey Miracle and Windom City Council
444 9th Street
Windom MN 56101

RE: Resignation from Alderman -At- Large

Dear Mayor and Council Members,

In order to proceed with an orderly transition to the office of Mayor and to provide for a timely election to fill my current position, I submit the following request for your consideration.

Please consider this my letter of resignation from the elected position of Alderman-At-Large effective January 3, 2017.

Thank you in advance for your consideration,

Sincerely,

A handwritten signature in cursive script that reads "Dominic Jones". The signature is written in black ink and is positioned above the typed name and address.

Dominic Jones
1575 17th Street
Windom MN 56101

RESOLUTION #2016-

INTRODUCED:

SECONDED:

VOTED: Aye:
 Nay:
 Absent:
 Abstained:

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WINDOM
DECLARING A VACANCY IN THE ELECTIVE OFFICE OF
COUNCIL MEMBER-AT-LARGE HELD BY DOMINIC JONES**

WHEREAS, Council Member Dominic Jones has submitted his resignation to the City Administrator and the City Council effective January 3, 2017; and

WHEREAS, the City Council of the City of Windom declares a vacancy in the elective office of Council Member-At-Large pursuant to Section 2.05 of the City Charter.

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

1. The City Council of the City of Windom accepts the resignation of Dominic Jones from the City Council and declares a vacancy in the elective office of Council Member-At-Large effective January 3, 2017.

Adopted by the Council this 6th day of December, 2016.

Corey J. Maricle, Mayor

Attest: _____
Steven Nasby, City Administrator

RESOLUTION #2016-

INTRODUCED:

SECONDED:

VOTED: Aye:
 Nay:
 Abstained:

**A RESOLUTION SELECTING FILING DATES AND CITY ELECTION DATE
TO FILL THE UNEXPIRED TERM OF COUNCIL
MEMBER-AT-LARGE OFFICE**

WHEREAS, the City Council of the City of Windom declared a vacancy in the elective office of Council Member-at-large, and

WHEREAS, Pursuant to Windom City Charter an election is required to fill this vacancy.

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

1. Filing dates for this elective office shall commence on December 28, 2016 at 8:00 a.m. and end on January 11, 2017 at 5:00 p.m
2. An election will be held from 7:00 a.m. until 8:00 p.m. on March 14, 2017.

Adopted by the Council this 6th day of December 2016.

Corey J. Maricle., Mayor

Attest: _____
Steve Nasby, City Administrator

Special Election Timeline

| | |
|------------------------|--|
| November 15, 2016 | 1 st Reading Ordinance #159 2 nd Series – Special Elections |
| December 6, 2016 | 2 nd Reading Ordinance #159 2 nd Series – Special Elections |
| December 7, 2016 | Publish Ordinance |
| December 13 & 20, 2016 | Publish Notice of Filing Period – At least 2 weeks before filing period, include 1 st and last day for filing Affidavits of Candidacy |
| December 28, 2016 | Filing Period Opens |
| January 3, 2017 | Notice to County Auditor of Election |
| January 3, 2017 | Notice to Secretary of State of Election |
| January 11, 2017 | Filing Period Closes |
| February 7, 2017 | Appoint Election Judges |
| February 28, 2017 | Publish Election Notice – Sample ballot |
| March 14, 2017 | Special Election |
| March 21, 2017 | Canvas Election Results/Oath of Office |

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 6, 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. We are recommending that the Council set a time for public comment at the City Council Meeting on December 20th before the second reading of the Ordinance and also authorize publication of a notice regarding the time for public comment.

Requested Action for December 6th:

1. Consider the first reading on Ordinance No. 160, 2nd Series.
2. By motion, set a time for public comment on this proposed sale before the second reading of the Ordinance on December 20th and authorize the City Administrator to publish notice of the time for the public comment in the official newspaper on December 14th.

Respectfully submitted,



Drew Hage, EDA Executive Director

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

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

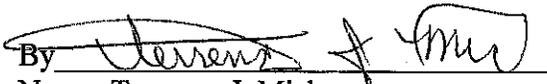
Dated: _____

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

MEMORANDUM



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

TO: City Council
FROM: Street Superintendent Interview Committee
DATE: December 1, 2016
RE: Recommendation for Appointment of Street Superintendent

Background

Bruce Cadwell, Street Superintendent had submitted his resignation due to his retirement. The City Council authorized the position to be advertised. The application period for the position closed on November 14, 2016. There were eight applications with one person withdrawing due to them accepting another job. Of the seven remaining applicants three interviews were conducted by the interview committee (Dominic Jones, JoAnn Ray and Tom Riordan) on November 30, 2016. Bruce Caldwell, Streets & Parks Superintendent and Steve Nasby, City Administrator also sat in on the interviews.

Recommendation

The interview committee discussed the pros\cons of the applicants and the future direction of the City's organizational structure. The interview committee's recommendation is that Brent Brown be appointed as Street Superintendent with the primary duties of administration\supervision for streets and parks. Mr. Brown will also continue to fulfill his duties as Electric Utility Manager.

Rationale

Due to the vacancy created by Bruce Caldwell's retirement it provided the City with an opportunity for further evaluation of how the City's organizational structure could be changed and if it is feasible to combine administrative\supervisory duties. The evaluation period for this appointment is 6 months. If the combination of administrative\supervisory duties proves to be successful then the City Council could consider making an official change to the City organization to possibly include this position as a Public Works Director.

Employment Terms

Attached is a page that outlines the compensation and other terms of this recommendation.

MEMORANDUM



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

TO: Brent Brown
FROM: Steve Nasby, City Administrator
DATE: December 1, 2016
RE: Streets Superintendent – Terms of Employment

The interview committee is recommending that the duties of the Streets & Parks Department be evaluated for possible re-organization. As such, they are recommending to the City Council that Brent Brown, Electric Utility Manager also be appointed Street Superintendent.

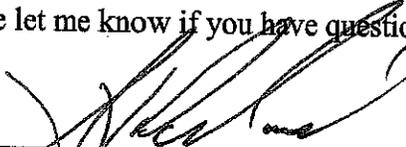
Per the interview committee’s direction herein are the employment terms for this appointment. These terms and the formal offer of employment are subject to final approval by the City Council on December 6, 2016.

Salary \$91,020 (Grade 22/Step 11) + Salary Review after probation period
Starting Date on or before December 7, 2016
Probation\Evaluation Period 6 months

Duties Additional duties will include primarily administrative and supervisory functions necessary for the continued operations of the Streets and Parks Departments. Mr. Brown fully acknowledges that he continues to be responsible for all duties and responsibilities in his position as Electric Utility Manager.

Reversion to Electric Utility Manager At any time should the evaluation of adding the Streets & Parks duties be determined by the City Council not to be in the best interests of the City, Mr. Brown agrees to return to his previous salary plus any step increase he would have normally received in the pay plan.

Please let me know if you have questions. If these terms are acceptable to you please sign and return.


Steve Nasby, City Administrator 12-1-16

 12-1-16
Brent Brown

Street Superintendent

The City of Windom (population 4,646) is accepting applications and resumes for the full time position of Street Superintendent. Responsibilities include: planning, scheduling, and directing the daily and long-term maintenance of operations for municipal streets and parks; management and direction of city equipment, parks, snow removal, streets, alleys, sidewalks, trees, weeds and airport grounds.

Requires a High School diploma or equivalent. Technical or post-secondary education preferred. Five years of progressively responsible public construction and maintenance experience, including substantial experience in street maintenance and the operations of a public works department. Must possess a Minnesota CDL driver's license and the ability to communicate effectively both orally and in writing.

Current salary range is \$62,524-\$81,307 plus a full range of benefits. Starting salary will depend on experience and qualifications.

Job description available at
www.windom-mn.com

or

**Windom City Hall
444 9th Street**

Deadline for submission of an
application and resume is
Monday, Nov. 14, 2016

Submit your application
and resume online or
mail to:

**City of Windom
PO Box 38
Windom, MN 56101
507-831-6129**

EOE



**Street Superintendent
City of Windom
October 12, 2016**

Job Title: Street Superintendent
Grade: 21
Department: Streets and Parks
Supervisor: City Council, City Administrator, Assistant City Administrator, Street Commission & Park & Recreation Commission

Hours Worked: 40 Hrs. (Additional hours may be necessary to fulfill requirements of the job.)

DESCRIPTION OF WORK:

General Purpose of Duties:

Primary responsibility to supervise the management of maintenance programs including equipment, streets, parks, storm sewer, trees, weeds, airport, alleys and sidewalks. To assist directly with other public works employees in accomplishing daily work activities.

SUPERVISION RECEIVED:

Work under the direction of the City Council, Street Commission, Park and Recreation Commission and City Administration.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Coordinate and supervise the activities of the Street and Park Departments, including the overall responsibility of organizing, coordinating and directing various programs in the Street and Park Departments.

Direct supervision of all full-time, part-time and temporary personnel in the Streets and Parks Departments and the city mechanic. Schedule and evaluate the activities of the department personnel to ensure efficient use of personnel and equipment.

Develop long range programs for the operation and maintenance of equipment, streets, storm water system, parks, trees, weeds, airport, alleys, sidewalks and any other miscellaneous assignments designated by the City Council, Commissions or City Administrator.

Coordination of construction and capital outlay of all parks projects. Maintain all park land and physical assets within parklands, including turf, landscape plants, park buildings and structures.

Consult on construction matters with the City Administrator, Building Official, Fire Chief and the City Engineer as needed.

Research, document and resolve inquires and complaints from citizens, contractors and others concerning various phases of street maintenance.

Assist the City Administrator in the preparation of budget recommendations, provides supporting information, and ensure that expenditures are consistent with approved budget.

Responsible for preparing related records, reports and documentation on all public works operations.

Attend meetings such as Street Commission, Park and Recreation Commission, City Council, Utility Commission and Economic Development Authority, and participate as required. Research street and park items. Assist with procedures concerning street and park issues. Record Street Committee minutes, receive and present all Street Committee business and coorespondence. Coordinate with Recreation Director to record Parks & Recreation minutes\memos.

Attend staff meetings and trainings. Work with other city departments as needed.

Perform all other duties as directed by City Council, Street Commission, Park and Recreation Commission, City Administrator and/or Assistant City Administrator.

SPECIAL REQUIREMENTS:

- A. Must possess a valid Minnesota CDL Driver's License, with good driving record.
- B. Considerable experience in the operation of all functions of a public works department. High School diploma or GED and five years of progressively responsible public construction and maintenance experience, including substantial experience in street maintenance.
- C. Technical or other post-secondary education preferred.
- D. Ability to communicate effectively both orally and in writing.
- D. Supervisory experience.
- E. Must be capable of performing work that requires physical effort and a high degree of mobility.

KNOWLEDGE, SKILL AND ABILITIES:

Knowledge of practices and procedures common to public works operations, construction techniques, maintenance techniques, and equipment operations and options to perform functions.

Thorough knowledge of materials, methods and techniques to successfully maintain the streets and appurtenances.

- Thorough knowledge of the operational functions and capabilities of light and heavy construction and maintenance equipment.
- Thorough knowledge of occupational safety and precautions necessary to conduct assigned activities safely.
- An understanding of City Ordinances and appropriate statutes.
- A basic knowledge of engineering, surveying and design.
- Ability to work independently and make independent decisions based on established city policies, standards and requirements.
- Ability to independently establish priorities and meet such priorities within specific target dates.
- Ability to establish and maintain effective working relationships with supervisors, department heads, support person, commission members and the public.

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

Approval: _____
Mayor

Approval: _____
City Administrator

MEMORANDUM

TO: Council Members
FROM: Chelsie Carlson, Finance Director/Controller
SUBJECT: 2016 Budget Adjustments

Stewardship and Accountability is reviewed by CliftonLarsonAllen as part of our annual financial statement audit. The audit includes a note to report on excess of expenditures over budget by each fund. As such, CliftonLarsonAllen recommends completing budget adjustments for significant transactions that impact the original budget.

The attached register shows the proposed 2016 budget adjustments for items that have been previously discussed at council and should be updated formally in the 2016 budget.

Please approve the attached 2016 Budget Adjustments for incorporation into the Amended 2016 Budget.

Thanks
Chelsie



Windom, MN

Budget Adjustment Register

Adjustment Detail

Packet: GLPKT08410 - 2016 Budget Adjustments

Adjustment Number **Budget Code** **Description** **Adjustment Date**
 BA0000009 Budget 2016 HRA SCDP Grant 11/18/2016

Summary Description: Record SCDP Grant and Project Expenses for HRA Grant No: CDAP-16-0003-O-FY16

| Account Number | Account Name | Adjustment Description | Before | Adjustment | After |
|----------------------|-------------------------------|------------------------|---------------------|----------------------|----------------------|
| <u>252-33493</u> | Development Grant | HRA SCDP Grant | 0.00 | -600,000.00 | -600,000.00 |
| January: -50,000.00 | April: -50,000.00 | July: -50,000.00 | October: -50,000.00 | November: -50,000.00 | December: -50,000.00 |
| February: -50,000.00 | May: -50,000.00 | August: -50,000.00 | | | |
| March: -50,000.00 | June: -50,000.00 | September: -50,000.00 | | | |
| <u>252-46520-491</u> | Payments to Other Organizatio | HRA SCDP Grant | 0.00 | 600,000.00 | 600,000.00 |
| January: 50,000.00 | April: 50,000.00 | July: 50,000.00 | October: 50,000.00 | November: 50,000.00 | December: 50,000.00 |
| February: 50,000.00 | May: 50,000.00 | August: 50,000.00 | | | |
| March: 50,000.00 | June: 50,000.00 | September: 50,000.00 | | | |

Adjustment Number **Budget Code** **Description** **Adjustment Date**
 BA0000010 Budget 2016 2016 Self Financed Grader Purchase 11/18/2016

Summary Description:

| Account Number | Account Name | Adjustment Description | Before | Adjustment | After |
|----------------------|--------------------------|------------------------------------|--------------------|---------------------|---------------------|
| <u>401-49950-503</u> | Capital Outlay - Streets | 2016 Self Financed Grader Purchase | 69,500.00 | 220,000.00 | 289,500.00 |
| January: 18,333.33 | April: 18,333.33 | July: 18,333.33 | October: 18,333.33 | November: 18,333.33 | December: 18,333.37 |
| February: 18,333.33 | May: 18,333.33 | August: 18,333.33 | | | |
| March: 18,333.33 | June: 18,333.33 | September: 18,333.33 | | | |

Adjustment Number **Budget Code** **Description** **Adjustment Date**
 BA0000013 Budget 2016 Remove Radio and Pagers for 2016 and 60% of Unit 2 11/18/2016

Summary Description:

| Account Number | Account Name | Adjustment Description | Before | Adjustment | After |
|----------------------|-------------------|----------------------------------|---------------------|----------------------|----------------------|
| <u>235-49950-500</u> | Capital Outlay | Remove Radio and Pagers for 2016 | 325,000.00 | -210,000.00 | 115,000.00 |
| January: -17,500.00 | April: -17,500.00 | July: -17,500.00 | October: -17,500.00 | November: -17,500.00 | December: -17,500.00 |
| February: -17,500.00 | May: -17,500.00 | August: -17,500.00 | | | |
| March: -17,500.00 | June: -17,500.00 | September: -17,500.00 | | | |

Adjustment Number **Budget Code** **Description** **Adjustment Date**
 BA0000015 Budget 2016 To record 2016 Draws for ESF facility 11/22/2016

Summary Description: To record 2016 Draws for ESF facility approved by council during 2016

| Account Number | Account Name | Adjustment Description | Before | Adjustment | After |
|----------------------|-------------------|---------------------------------------|---------------------|----------------------|----------------------|
| <u>402-49950-500</u> | Capital Outlay | To record 2016 Draws for ESF facility | 0.00 | 2,000,000.00 | 2,000,000.00 |
| January: 166,666.67 | April: 166,666.67 | July: 166,666.67 | October: 166,666.67 | November: 166,666.67 | December: 166,666.63 |
| February: 166,666.67 | May: 166,666.67 | August: 166,666.67 | | | |
| March: 166,666.67 | June: 166,666.67 | September: 166,666.67 | | | |

Budget Adjustment Register

Summary

| Budget | Budget Description | Account | Account Description | Before | Adjustment | After |
|-----------------|--------------------|----------------------|---------------------------------|-------------------|---------------------|---------------------|
| Approved Budget | Budget 2016 | <u>235-49950-500</u> | Capital Outlay | 325,000.00 | -210,000.00 | 115,000.00 |
| | | <u>252-33433</u> | Development Grant | 0.00 | -600,000.00 | -600,000.00 |
| | | <u>252-46520-491</u> | Payments to Other Organizations | 0.00 | 600,000.00 | 600,000.00 |
| | | <u>401-49950-503</u> | Capital Outlay - Streets | 69,500.00 | 220,000.00 | 289,500.00 |
| | | <u>402-49950-500</u> | Capital Outlay | 0.00 | 2,000,000.00 | 2,000,000.00 |
| | | | Approved Budget Total: | 394,500.00 | 2,010,000.00 | 2,404,500.00 |
| | | | Grand Total: | 394,500.00 | 2,010,000.00 | 2,404,500.00 |



Windom, MN

Expense Approval Report

By Fund

Payment Dates 11/11/2016 - 11/30/2016

| Vendor Name | Payable Number | Post Date | Description (Item) | Account Number | Amount |
|--|----------------|------------|-----------------------------|----------------|------------------|
| Fund: 100 - GENERAL | | | | | |
| CHARLES ELSTON | 20161116 | 11/16/2016 | REFUND - STATEMENT CREDIT | 100-20191 | 9.16 |
| ROBERT SKILLINGSTAD | 20161116 | 11/16/2016 | REFUND - STATEMENT CREDIT | 100-20191 | 67.58 |
| SHARON SCHLEPP | 20161116 | 11/16/2016 | REFUND - STATEMENT CREDIT | 100-20191 | 30.35 |
| JOSH MATIMO | 20161116A | 11/16/2016 | REFUND - STATEMENT CREDIT | 100-20191 | 32.10 |
| MN REVENUE | 20161031 | 11/22/2016 | SALES TAX - OCT 2016 | 100-20202 | 8,952.97 |
| MN REVENUE | 20161031 | 11/22/2016 | SALES TAX - OCT 2016 | 100-20202 | 17.62 |
| MN REVENUE | 20161031 | 11/22/2016 | SALES TAX - OCT 2016 | 100-20202 | 18,681.04 |
| | | | | | 27,790.82 |
| Activity: 41110 - Mayor & Council | | | | | |
| US BANK | 20161020 | 11/16/2016 | CREDIT CARD - IPAD APP FOR | 100-41110-200 | 4.26 |
| SCHRAMMEL LAW OFFICE | 20161102A | 11/16/2016 | LEGAL FEES - MAYOR & COUN | 100-41110-304 | 270.00 |
| LEAGUE OF MN CITIES | 247601 | 11/23/2016 | 2017 LEADERSHIP CONF-MAR | 100-41110-308 | 325.00 |
| LEAGUE OF MN CITIES | 247611 | 11/23/2016 | 2017 LEADERSHIP CONF - RO | 100-41110-308 | 325.00 |
| US BANK | 20161020 | 11/16/2016 | CREDIT CARD - GODFATHERS | 100-41110-334 | 25.00 |
| CITIZEN PUBLISHING CO | 20161031 | 11/04/2016 | ADVERTISING - | 100-41110-350 | 913.90 |
| Activity 41110 - Mayor & Council Total: | | | | | 1,863.16 |
| Activity: 41310 - Administration | | | | | |
| NCPERS MINNESOTA | 20161129 | 11/29/2016 | INSURANCE #844600 - DEC 20 | 100-41310-133 | 80.00 |
| CULLIGAN | 20161031A | 11/16/2016 | SERVICE #1957 | 100-41310-200 | 47.25 |
| CHELSIE CARLSON | 20161125 | 11/29/2016 | EXPENSE - OFFICE | 100-41310-200 | 8.99 |
| ROBIN SHAW | 20161129 | 11/29/2016 | EXPENSE - OFFICE | 100-41310-200 | 17.98 |
| INDOFF, INC | 2872315 | 11/22/2016 | SUPPLIES | 100-41310-200 | 17.67 |
| MANTRONICS MAILING SYSTE | 37247 | 11/16/2016 | SERVICE CONTRACT - NOV 20 | 100-41310-200 | 56.60 |
| INDOFF, INC | 52872315 | 11/02/2016 | SUPPLIES | 100-41310-200 | 17.67 |
| MAIL FINANCE | H6248631 | 11/22/2016 | LEASE PAYMENT | 100-41310-200 | 22.67 |
| SELECTACCOUNT | 1165871 | 11/22/2016 | FLEX ADMIN FEE | 100-41310-217 | 130.50 |
| TOSHIBA FINANCIAL SERVICES | 316406453 | 11/02/2016 | COPIER LEASE 10/20 - 11/20 | 100-41310-217 | 29.45 |
| COALITION OF GREATER MN C | 20161121 | 11/29/2016 | 2016 CGMC FALL CONF-STEVE | 100-41310-308 | 165.00 |
| ELECTRIC FUND | 20161121 | 11/21/2016 | MONTHLY UTILITY & TELECO | 100-41310-321 | 95.90 |
| AGC NETWORKS, INC. | 9010001688 | 11/04/2016 | ANNUAL MAINTENANCE | 100-41310-321 | 666.18 |
| VERIZON WIRELESS | 9775659072 | 11/29/2016 | TELEPHONE - | 100-41310-321 | 50.71 |
| US BANK | 20161020 | 11/16/2016 | CREDIT CARD - CRASH PLAN P | 100-41310-326 | 19.99 |
| ELECTRIC FUND | 20161121 | 11/21/2016 | MONTHLY UTILITY & TELECO | 100-41310-326 | 76.14 |
| SCHRAMMEL LAW OFFICE | 20161101A | 11/16/2016 | LEGAL FEES - OFFICE | 100-41310-480 | 165.00 |
| BANK MIDWEST | 20161122 | 11/22/2016 | NSF CHECK-AARON FLATGARD | 100-41310-480 | 295.21 |
| BANK MIDWEST | 20161123 | 11/23/2016 | ACCT HOLD-DECEASED-JERRY | 100-41310-480 | 248.36 |
| BANK MIDWEST | 20161128 | 11/29/2016 | NSF - ROBERT WALTERMAN - | 100-41310-480 | 24.03 |
| BANK MIDWEST | 20161129 | 11/29/2016 | NSF - BRADY JURGENS - RIVER | 100-41310-480 | 57.90 |
| HY-VEE, INC. | 20161130 | 11/30/2016 | DIETICIAN LED COOKING CLAS | 100-41310-480 | 40.00 |
| BANK MIDWEST | 20161130 | 11/30/2016 | NSF - RENEE HARNACK - RIVE | 100-41310-480 | 49.73 |
| HY-VEE, INC. | 20161130A | 11/30/2016 | SUPPLIES/FOOD FOR COOKIN | 100-41310-480 | 40.56 |
| RIVER VALLEY FITNESS | 2591 | 11/16/2016 | 2016 WELLNESS | 100-41310-480 | 580.03 |
| RIVER VALLEY FITNESS | 2609 | 11/16/2016 | 2016 WELLNESS | 100-41310-480 | 55.00 |
| RIVER VALLEY FITNESS | 2611 | 11/29/2016 | 2016 WELLNESS PROJECT | 100-41310-480 | 25.00 |
| Activity 41310 - Administration Total: | | | | | 3,083.52 |
| Activity: 41410 - Elections | | | | | |
| ROBIN SHAW | 20161116 | 11/16/2016 | REIMBURSE FOR SUPPLIES PU | 100-41410-480 | 13.15 |
| Activity 41410 - Elections Total: | | | | | 13.15 |
| Activity: 41910 - Building & Zoning | | | | | |
| NCPERS MINNESOTA | 20161129 | 11/29/2016 | INSURANCE #844600 - DEC 20 | 100-41910-133 | 24.00 |
| INDOFF, INC | 2877087 | 11/22/2016 | SUPPLIES | 100-41910-200 | 2.90 |
| CENTURY BUSINESS PRODUCT | 349220 | 11/16/2016 | SUPPLIES | 100-41910-200 | 31.72 |

Expense Approval Report

Payment Dates: 11/11/2016 - 11/30/2016

| Vendor Name | Payable Number | Post Date | Description (Item) | Account Number | Amount |
|--|----------------|------------|----------------------------|----------------|------------------|
| MAIL FINANCE | H6248631 | 11/22/2016 | LEASE PAYMENT | 100-41910-200 | 22.67 |
| WEX BANK | 47425732 | 11/16/2016 | CR CARD-SEPT- PZ | 100-41910-212 | 62.35 |
| SCHRAMEL LAW OFFICE | 20161101A | 11/16/2016 | LEGAL FEES - PZ | 100-41910-304 | 210.00 |
| ELECTRIC FUND | 20161121 | 11/21/2016 | MONTHLY UTILITY & TELECO | 100-41910-321 | 91.95 |
| AGC NETWORKS, INC. | 9010001688 | 11/04/2016 | ANNUAL MAINTENANCE | 100-41910-321 | 111.03 |
| VERIZON WIRELESS | 9775659072 | 11/29/2016 | TELEPHONE - | 100-41910-321 | 50.71 |
| ANDREW SPIELMAN | 20161121 | 11/21/2016 | EXPENSE - BASICS OF PLANNI | 100-41910-331 | 194.40 |
| Activity 41910 - Building & Zoning Total: | | | | | 801.73 |
| Activity: 41940 - City Hall | | | | | |
| ELECTRIC FUND | 20161121 | 11/21/2016 | MONTHLY UTILITY & TELECO | 100-41940-381 | 524.25 |
| ELECTRIC FUND | 20161121 | 11/21/2016 | MONTHLY UTILITY & TELECO | 100-41940-382 | 59.94 |
| MN ENERGY RESOURCES | 20161109B | 11/22/2016 | HEATING #0505105084 | 100-41940-383 | 233.97 |
| HOMETOWN SANITATION SER | 0000213036 | 11/04/2016 | GARBAGE SERVICE - CITY HAL | 100-41940-384 | 85.04 |
| ELECTRIC FUND | 20161121 | 11/21/2016 | MONTHLY UTILITY & TELECO | 100-41940-385 | 109.42 |
| SPIELMAN MASONRY, INC | 868 | 11/16/2016 | MAINTENANCE | 100-41940-406 | 288.50 |
| Activity 41940 - City Hall Total: | | | | | 1,301.12 |
| Activity: 42120 - Crime Control | | | | | |
| NCPERS MINNESOTA | 20161129 | 11/29/2016 | INSURANCE #844600 - DEC 20 | 100-42120-133 | 160.00 |
| US BANK | 20161020 | 11/16/2016 | CREDIT CARD - NARTEC DRUG | 100-42120-200 | 284.60 |
| INDOFF, INC | 2875433 | 11/16/2016 | SUPPLIES | 100-42120-200 | 38.50 |
| INDOFF, INC | 2875446 | 11/16/2016 | SUPPLIES | 100-42120-200 | 32.98 |
| INDOFF, INC | 2878623 | 11/22/2016 | SUPPLIES | 100-42120-200 | 55.24 |
| MAIL FINANCE | H6248631 | 11/22/2016 | LEASE PAYMENT | 100-42120-200 | 22.67 |
| WEX BANK | 47425732 | 11/16/2016 | CR CARD-SEPT- POLICE CREDI | 100-42120-212 | -16.99 |
| WEX BANK | 47425732 | 11/16/2016 | CR CARD-SEPT- POLICE | 100-42120-212 | 867.57 |
| PRO ACTION SAFETY & SALES | 13951 | 11/29/2016 | UNIFORMS | 100-42120-218 | 1,148.00 |
| SCHRAMEL LAW OFFICE | 20161101A | 11/16/2016 | LEGAL FEES - POLICE | 100-42120-304 | 4,443.75 |
| WINDOM AREA HOSPITAL | 291520526 | 11/22/2016 | SERVICE #30005319 | 100-42120-305 | 80.00 |
| ELECTRIC FUND | 20161121 | 11/21/2016 | MONTHLY UTILITY & TELECO | 100-42120-321 | 68.15 |
| VERIZON WIRELESS | 9774951331 | 11/16/2016 | SERVICE FOR LAP TOPS | 100-42120-321 | 93.51 |
| VERIZON WIRELESS | 9775659072 | 11/29/2016 | TELEPHONE - | 100-42120-321 | 204.91 |
| RU2 SYSTEMS INC | 39470 | 11/16/2016 | FREIGHT | 100-42120-322 | 695.00 |
| COTTONWOOD CO AUD/TREA | 20161116 | 11/21/2016 | DISPATCHING | 100-42120-325 | 275.00 |
| LEASE FINANCE PARTNERS | 20161118 | 11/22/2016 | SERVICE #3250 | 100-42120-326 | 433.00 |
| TOSHIBA FINANCIAL SERVICES | 316406453 | 11/02/2016 | COPIER LEASE 10/20 - 11/20 | 100-42120-404 | 14.73 |
| NORTHERN SAFETY TECHNOL | 42294 | 11/02/2016 | MAINTENANCE | 100-42120-404 | 651.16 |
| WINDOM TOWING CO | 1747 | 11/22/2016 | SERVICE - TOWING | 100-42120-405 | 362.59 |
| COTTONWOOD CO AUD/TREA | 20161116a | 11/16/2016 | RENT | 100-42120-412 | 1,850.00 |
| Activity 42120 - Crime Control Total: | | | | | 11,764.37 |
| Activity: 42220 - Fire Fighting | | | | | |
| WEX BANK | 47425732 | 11/16/2016 | CR CARD-SEPT- FIRE | 100-42220-212 | 150.30 |
| HEIMAN FIRE EQUIP. CO | 0852341-IN | 11/16/2016 | MATERIALS & EQUIPMENT | 100-42220-215 | 142.93 |
| HEIMAN FIRE EQUIP. CO | 0852189-IN | 11/22/2016 | UNIFORMS | 100-42220-218 | 97.05 |
| MUNICIPAL EMERGENCY SER | IN1032401A | 11/22/2016 | FREIGHT ON INV #IN1032401 | 100-42220-218 | 9.95 |
| SCHRAMEL LAW OFFICE | 20161101A | 11/16/2016 | LEGAL FEES - FIRE | 100-42220-304 | 165.00 |
| WILLIAM GOLDFEDER | 20161116 | 11/16/2016 | FIRE OFFICER SURVIVAL SEMI | 100-42220-308 | 3,500.00 |
| WINDOM COMMUNITY CENT | 20161122 | 11/22/2016 | RENTAL - WINDOM FIRE DEPT | 100-42220-308 | 665.00 |
| MARK MARCY | 20161130 | 11/30/2016 | EXPENSES-SW REG FIRE DEPT | 100-42220-308 | 6.00 |
| ELECTRIC FUND | 20161121 | 11/21/2016 | MONTHLY UTILITY & TELECO | 100-42220-321 | 27.88 |
| VERIZON WIRELESS | 9774951331 | 11/16/2016 | SERVICE FOR LAP TOPS | 100-42220-321 | 21.14 |
| COTTONWOOD CO AUD/TREA | 20161116 | 11/21/2016 | DISPATCHING | 100-42220-325 | 212.50 |
| VERIZON WIRELESS | 9774951331 | 11/16/2016 | SERVICE FOR LAP TOPS | 100-42220-326 | 10.02 |
| MARK MARCY | 20161130 | 11/30/2016 | EXPENSES-SW REG FIRE DEPT | 100-42220-331 | 64.80 |
| TOSHIBA FINANCIAL SERVICES | 316406453 | 11/02/2016 | COPIER LEASE 10/20 - 11/20 | 100-42220-404 | 23.56 |
| US BANK | 20161020 | 11/16/2016 | CREDIT CARD - RESCUE STICK | 100-42220-435 | 47.25 |
| WINDOM FIRE RELIEF ASSOC. | 20161116 | 11/16/2016 | FIRE AID | 100-42220-491 | 38,735.34 |
| WINDOM FIRE RELIEF ASSOC. | 20161116 | 11/16/2016 | SUPP FIRE AID | 100-42220-491 | 9,396.39 |
| Activity 42220 - Fire Fighting Total: | | | | | 53,275.11 |

Expense Approval Report

Payment Dates: 11/11/2016 - 11/30/2016

| Vendor Name | Payable Number | Post Date | Description (Item) | Account Number | Amount |
|--|----------------|------------|-----------------------------|----------------|-------------------|
| Activity: 42500 - Civil Defense | | | | | |
| COTTONWOOD CO AUD/TREA | 20161116 | 11/21/2016 | DISPATCHING | 100-42500-325 | 12.50 |
| ELECTRIC FUND | 20161121 | 11/21/2016 | MONTHLY UTILITY & TELECO | 100-42500-381 | 19.53 |
| Activity 42500 - Civil Defense Total: | | | | | 32.03 |
| Activity: 43100 - Streets | | | | | |
| NCPERS MINNESOTA | 20161129 | 11/29/2016 | INSURANCE #844600 - DEC 20 | 100-43100-133 | 80.00 |
| US BANK | 20161020 | 11/16/2016 | CREDIT CARD - NORTON | 100-43100-200 | 64.12 |
| MAIL FINANCE | H6248631 | 11/22/2016 | LEASE PAYMENT | 100-43100-200 | 22.67 |
| WEX BANK | 47425732 | 11/16/2016 | CR CARD-SEPT- STREET | 100-43100-212 | 1,044.45 |
| WEX BANK | 47425732 | 11/16/2016 | CR CARD-SEPT- STREET CREDI | 100-43100-212 | -16.99 |
| LOCATORS & SUPPLIES, INC | 0250586-1N | 11/02/2016 | SUPPLIES | 100-43100-217 | 464.98 |
| US BANK | 20161020 | 11/16/2016 | CREDIT CARD - GEMPLER SAF | 100-43100-217 | 572.45 |
| WILLIAMSON'S WELDING SUP | 20161118 | 11/23/2016 | OPERATING SUPPLIES | 100-43100-217 | 89.90 |
| ELECTRIC FUND | 20161121 | 11/21/2016 | MONTHLY UTILITY & TELECO | 100-43100-217 | 60.00 |
| UNIQUE PAVING MATERIALS | 259124 | 11/22/2016 | MAINTENANCE MATERIALS | 100-43100-224 | 905.81 |
| UNIQUE PAVING MATERIALS | 259125 | 11/23/2016 | MATINENANCE SUPPLIES | 100-43100-224 | 926.13 |
| ELECTRIC FUND | 20161121 | 11/21/2016 | MONTHLY UTILITY & TELECO | 100-43100-321 | 58.17 |
| AGC NETWORKS, INC. | 9010001688 | 11/04/2016 | ANNUAL MAINTENANCE | 100-43100-321 | 74.02 |
| VERIZON WIRELESS | 9775659072 | 11/29/2016 | TELEPHONE - | 100-43100-321 | 72.72 |
| COTTONWOOD CO AUD/TREA | 20161116 | 11/21/2016 | DISPATCHING | 100-43100-325 | 125.00 |
| CITIZEN PUBLISHING CO | 20161031 | 11/04/2016 | ADVERTISING - | 100-43100-350 | 369.15 |
| ELECTRIC FUND | 20161121 | 11/21/2016 | MONTHLY UTILITY & TELECO | 100-43100-381 | 240.68 |
| ELECTRIC FUND | 20161121 | 11/21/2016 | MONTHLY UTILITY & TELECO | 100-43100-381 | 2,972.12 |
| ELECTRIC FUND | 20161121 | 11/21/2016 | MONTHLY UTILITY & TELECO | 100-43100-382 | 19.73 |
| MN ENERGY RESOURCES | 20161107 | 11/22/2016 | HEATING #0505064121 | 100-43100-383 | 99.71 |
| HOMETOWN SANITATION SER | 0000213037 | 11/04/2016 | GARBAGE SERVICE - STREET D | 100-43100-384 | 84.73 |
| HOMETOWN SANITATION SER | 0000213038 | 11/04/2016 | GARBAGE SERVICE - SQUARE | 100-43100-384 | 46.12 |
| ELECTRIC FUND | 20161121 | 11/21/2016 | MONTHLY UTILITY & TELECO | 100-43100-385 | 38.55 |
| WINDOM AREA HOSPITAL | 291520418 | 11/16/2016 | TESTING - T.VOTH | 100-43100-480 | 35.00 |
| Activity 43100 - Streets Total: | | | | | 8,449.22 |
| Activity: 45120 - Recreation | | | | | |
| MAIL FINANCE | H6248631 | 11/22/2016 | LEASE PAYMENT | 100-45120-200 | 22.67 |
| MN RECREATION & PARK ASS | 20161109 | 11/16/2016 | 2017 DUES - CITY OF WINDO | 100-45120-217 | 96.00 |
| TOSHIBA FINANCIAL SERVICES | 316406453 | 11/02/2016 | COPIER LEASE 10/20 - 11/20 | 100-45120-217 | 14.73 |
| Activity 45120 - Recreation Total: | | | | | 133.40 |
| Activity: 45202 - Park Areas | | | | | |
| NCPERS MINNESOTA | 20161129 | 11/29/2016 | INSURANCE #844600 - DEC 20 | 100-45202-133 | 16.00 |
| MAIL FINANCE | H6248631 | 11/22/2016 | LEASE PAYMENT | 100-45202-200 | 22.67 |
| WEX BANK | 47425732 | 11/16/2016 | CR CARD-SEPT- PARK | 100-45202-212 | 46.71 |
| COTTONWOOD CO AUD/TREA | 20161116 | 11/21/2016 | DISPATCHING | 100-45202-325 | 37.50 |
| ELECTRIC FUND | 20161121 | 11/21/2016 | MONTHLY UTILITY & TELECO | 100-45202-381 | 686.59 |
| ELECTRIC FUND | 20161121 | 11/21/2016 | MONTHLY UTILITY & TELECO | 100-45202-382 | 2,397.11 |
| ELECTRIC FUND | 20161121 | 11/21/2016 | MONTHLY UTILITY & TELECO | 100-45202-385 | 216.80 |
| O'REILLY AUTOMOTIVE, INC | 20161129 | 11/29/2016 | MAINTENANCE - PARKS | 100-45202-404 | 34.84 |
| TRI-STATE RENTAL CENTER | 87727 | 11/30/2016 | SERVICE - | 100-45202-404 | 130.00 |
| O'REILLY AUTOMOTIVE, INC | 20161129 | 11/29/2016 | MAINTENANCE - PARKS | 100-45202-405 | 9.49 |
| JOHNSON HARDWARE | 4889 | 11/29/2016 | MAINTENANCE | 100-45202-405 | 3.74 |
| BROWN-NICOLLET COMMUNI | 20161116A | 11/21/2016 | REC CAMPING LIC FEE APPLIC | 100-45202-444 | 113.20 |
| US BANK | 20161020 | 11/16/2016 | CREDIT CARD - NORTON-VOID | 100-45202-480 | -74.81 |
| Activity 45202 - Park Areas Total: | | | | | 3,639.84 |
| Activity: 49960 - Interfund Transfers | | | | | |
| WINDOM FIRE RELIEF ASSOC. | 20161116 | 11/16/2016 | FIRE RELIEF CONTRIB TO FIRE | 100-49960-720 | 5,000.00 |
| Activity 49960 - Interfund Transfers Total: | | | | | 5,000.00 |
| Fund 100 - GENERAL Total: | | | | | 117,147.47 |
| Fund: 211 - LIBRARY | | | | | |
| Activity: 45501 - Library | | | | | |
| NCPERS MINNESOTA | 20161129 | 11/29/2016 | INSURANCE #844600 - DEC 20 | 211-45501-133 | 16.00 |
| US BANK | 20161020 | 11/16/2016 | CREDIT CARD - AMAZON INK | 211-45501-200 | 79.99 |

Expense Approval Report

Payment Dates: 11/11/2016 - 11/30/2016

| Vendor Name | Payable Number | Post Date | Description (Item) | Account Number | Amount |
|---|----------------|------------|----------------------------|----------------|-----------------|
| INDOFF, INC | 2874885 | 11/09/2016 | SUPPLIES | 211-45501-200 | 36.90 |
| US BANK | 20161020 | 11/16/2016 | CREDIT CARD - AMAZON VAC | 211-45501-211 | 15.95 |
| TOSHIBA FINANCIAL SERVICES | 316406453 | 11/02/2016 | COPIER LEASE 10/20 - 11/20 | 211-45501-217 | 7.36 |
| ELECTRIC FUND | 20161121 | 11/21/2016 | MONTHLY UTILITY & TELECO | 211-45501-321 | 28.96 |
| ELECTRIC FUND | 20161121 | 11/21/2016 | MONTHLY UTILITY & TELECO | 211-45501-326 | 65.00 |
| DAWN AAMOT | 20161102 | 11/21/2016 | EXPENSE-PLUM CREEK ADVIS | 211-45501-331 | 42.12 |
| ELECTRIC FUND | 20161121 | 11/21/2016 | MONTHLY UTILITY & TELECO | 211-45501-381 | 181.61 |
| ELECTRIC FUND | 20161121 | 11/21/2016 | MONTHLY UTILITY & TELECO | 211-45501-382 | 18.61 |
| MN ENERGY RESOURCES | 20161109A | 11/22/2016 | HEATING #0504542703 | 211-45501-383 | 145.19 |
| ELECTRIC FUND | 20161121 | 11/21/2016 | MONTHLY UTILITY & TELECO | 211-45501-385 | 35.39 |
| US BANK | 20161020 | 11/16/2016 | CREDIT CARD - COTTAGE JOU | 211-45501-433 | 19.98 |
| US BANK | 20161020 | 11/16/2016 | CREDIT CARD - AMAZON - FO | 211-45501-433 | 22.00 |
| US BANK | 20161020 | 11/16/2016 | CREDIT CARD - CUISINE | 211-45501-433 | 39.00 |
| US BANK | 20161020 | 11/16/2016 | CREDIT CARD - SMITHSONIAN | 211-45501-433 | 56.00 |
| US BANK | 20161020 | 11/16/2016 | CREDIT CARD - COUNTRY LIVI | 211-45501-433 | 34.97 |
| US BANK | 20161020 | 11/16/2016 | CREDIT CARD - STAR TRIBUNE | 211-45501-433 | 157.56 |
| US BANK | 20161020 | 11/16/2016 | CREDIT CARD - SOUTHERN LIV | 211-45501-433 | 39.95 |
| US BANK | 20161020 | 11/16/2016 | CREDIT CARD - COOK'S COUN | 211-45501-433 | 28.95 |
| US BANK | 20161020 | 11/16/2016 | CREDIT CARD - MICKEY MOUS | 211-45501-433 | -14.96 |
| US BANK | 20161020 | 11/16/2016 | CREDIT CARD - MARY JANES F | 211-45501-433 | 19.95 |
| US BANK | 20161020 | 11/16/2016 | CREDIT CARD - AMAZON BOO | 211-45501-435 | 66.93 |
| MICROMARKETING | 646024 | 11/16/2016 | BOOKS | 211-45501-435 | 6.00 |
| MICROMARKETING | 647063 | 11/29/2016 | BOOKS | 211-45501-435 | 138.98 |
| MICROMARKETING | 647658 | 11/29/2016 | BOOKS | 211-45501-435 | 40.00 |
| Activity 45501 - Library Total: | | | | | 1,328.39 |
| Fund 211 - LIBRARY Total: | | | | | 1,328.39 |
| Fund: 225 - AIRPORT | | | | | |
| Activity: 45127 - Airport | | | | | |
| SOUTHWEST MN BROADBAN | 20161114 | 11/22/2016 | SERVICE #WIND0010018 | 225-45127-321 | 26.62 |
| Activity 45127 - Airport Total: | | | | | 26.62 |
| Activity: 49950 - Capital Outlay | | | | | |
| SEH | 323390 | 11/16/2016 | SERVICE #138969 PROJECT | 225-49950-500 | 6,246.00 |
| Activity 49950 - Capital Outlay Total: | | | | | 6,246.00 |
| Fund 225 - AIRPORT Total: | | | | | 6,272.62 |
| Fund: 230 - POOL | | | | | |
| Activity: 45124 - Pool | | | | | |
| MN RECREATION & PARK ASS | 20161109 | 11/16/2016 | 2017 DUES - CITY OF WINDO | 230-45124-217 | 96.00 |
| BROWN-NICOLLET COMMUNI | 20161115 | 11/16/2016 | LIC #3058-WINDOM POOL | 230-45124-217 | 405.00 |
| TOSHIBA FINANCIAL SERVICES | 316406453 | 11/02/2016 | COPIER LEASE 10/20 - 11/20 | 230-45124-217 | 7.36 |
| ELECTRIC FUND | 20161121 | 11/21/2016 | MONTHLY UTILITY & TELECO | 230-45124-381 | 46.92 |
| ELECTRIC FUND | 20161121 | 11/21/2016 | MONTHLY UTILITY & TELECO | 230-45124-382 | 15.66 |
| ELECTRIC FUND | 20161121 | 11/21/2016 | MONTHLY UTILITY & TELECO | 230-45124-385 | 27.08 |
| GEOTEK ENGINEERING & TEST | 1689810-IN | 11/09/2016 | SERVICE | 230-45124-401 | 3,070.00 |
| MN REVENUE | 20161031 | 11/22/2016 | SALES TAX - OCT 2016 | 230-45124-460 | 4.00 |
| Activity 45124 - Pool Total: | | | | | 3,672.02 |
| Fund 230 - POOL Total: | | | | | 3,672.02 |
| Fund: 235 - AMBULANCE | | | | | |
| BLUE CROSS/BLUE SHIELD | 20161121 | 11/22/2016 | REFUND - CLARENCE STEENBL | 235-34205 | 455.79 |
| BLUE CROSS/BLUE SHIELD | 20161122 | 11/22/2016 | REFUND FOR CHUNTANEE SAY | 235-34205 | 2,168.06 |
| | | | | | 2,623.85 |
| Activity: 42153 - Ambulance | | | | | |
| MANTRONICS MAILING SYSTE | 37247 | 11/16/2016 | SERVICE CONTRACT - NOV 20 | 235-42153-200 | 56.60 |
| MAIL FINANCE | H6248631 | 11/22/2016 | LEASE PAYMENT | 235-42153-200 | 22.66 |
| COUNTRY PRIDE SERVICE | 2058 | 11/29/2016 | FUEL - 10/23/16 | 235-42153-212 | 38.40 |
| WEX BANK | 47425732 | 11/16/2016 | CR CARD-SEPT-AMBULANCE | 235-42153-212 | 1,217.36 |
| WEX BANK | 47425732 | 11/16/2016 | CR CARD-SEPT-AMBULANCE | 235-42153-212 | -16.98 |
| EMSRB | 112 | 11/29/2016 | MN STAR FORMS (400) | 235-42153-217 | 217.40 |
| BOUND TREE MEDICAL, LLC | 82319748 | 11/16/2016 | SUPPLIES | 235-42153-217 | 45.48 |

Expense Approval Report

Payment Dates: 11/11/2016 - 11/30/2016

| Vendor Name | Payable Number | Post Date | Description (Item) | Account Number | Amount |
|--|----------------|------------|----------------------------|----------------|-----------------|
| XTREME CUSTOM APPAREL & | 170892 | 11/22/2016 | EMT CLOTHING #3331 | 235-42153-218 | 273.81 |
| JODI JOHNSON | 20161122 | 11/22/2016 | EMT CLOTHING | 235-42153-218 | 47.79 |
| MARK MARCY | 20161122 | 11/22/2016 | EMT CLOTHING | 235-42153-218 | 135.00 |
| LYNNE ELSTON | 20161129 | 11/29/2016 | EXPENSE - EMT CLOTHING | 235-42153-218 | 46.36 |
| WINDOM AREA HOSPITAL | 20161031 | 11/23/2016 | NURSING SERVICE - OCT 2016 | 235-42153-312 | 1,543.47 |
| ELECTRIC FUND | 20161121 | 11/21/2016 | MONTHLY UTILITY & TELECO | 235-42153-321 | 24.85 |
| VERIZON WIRELESS | 9774951331 | 11/16/2016 | SERVICE FOR LAP TOPS | 235-42153-321 | 123.49 |
| VERIZON WIRELESS | 9775659072 | 11/29/2016 | TELEPHONE - | 235-42153-321 | 65.88 |
| COTTONWOOD CO AUD/TREA | 20161116 | 11/21/2016 | DISPATCHING | 235-42153-325 | 200.00 |
| EXPERT T BILLING | 3183 | 11/16/2016 | SERVICE | 235-42153-326 | 1,647.00 |
| REAL TIME TRANSLATION, INC | 109852 | 11/02/2016 | SERVICE | 235-42153-327 | 34.00 |
| APRIL HARRINGTON | 20161121 | 11/21/2016 | EXPENSE | 235-42153-334 | 37.60 |
| BUCKWHEAT JOHNSON | 20161121 | 11/21/2016 | EXPENSE | 235-42153-334 | 43.84 |
| TIM HACKER | 20161122 | 11/22/2016 | EXPENSE | 235-42153-334 | 68.27 |
| SANFORD USD MEDICAL CENT | 200-1610-59 | 11/22/2016 | SERVICE #S-000831 | 235-42153-404 | 70.33 |
| Activity 42153 - Ambulance Total: | | | | | 5,942.61 |
| Fund 235 - AMBULANCE Total: | | | | | 8,566.46 |

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

| | | | | | |
|--------------------------------------|------------|------------|----------------------------|---------------|------------------|
| NCPERS MINNESOTA | 20161129 | 11/29/2016 | INSURANCE #844600 - DEC 20 | 250-46520-133 | 8.00 |
| INDOFF, INC | 2877087 | 11/22/2016 | SUPPLIES | 250-46520-200 | 2.89 |
| CENTURY BUSINESS PRODUCT | 349220 | 11/16/2016 | SUPPLIES | 250-46520-200 | 63.42 |
| MANTRONICS MAILING SYSTE | 37247 | 11/16/2016 | SERVICE CONTRACT - NOV 20 | 250-46520-200 | 56.60 |
| MAIL FINANCE | H6248631 | 11/22/2016 | LEASE PAYMENT | 250-46520-200 | 22.66 |
| SCHRAMMEL LAW OFFICE | 20161101A | 11/16/2016 | LEGAL FEES - EDA | 250-46520-304 | 855.00 |
| BRADLEY & DEIKE, P.A. | 35554 | 11/16/2016 | SERVICE - PRIME PORK | 250-46520-304 | 280.00 |
| ELECTRIC FUND | 20161121 | 11/21/2016 | MONTHLY UTILITY & TELECO | 250-46520-321 | 91.95 |
| AGC NETWORKS, INC. | 9010001688 | 11/04/2016 | ANNUAL MAINTENANCE | 250-46520-321 | 111.03 |
| VERIZON WIRELESS | 9775659072 | 11/29/2016 | TELEPHONE - | 250-46520-321 | 26.83 |
| JOURNAL COMMUNICATIONS | 085816A | 11/22/2016 | SERVICE #10002789 | 250-46520-340 | 2,943.00 |
| US BANK | 20161020 | 11/16/2016 | CREDIT CARD - LOOPNET SUB | 250-46520-340 | 84.95 |
| CITIZEN PUBLISHING CO | 20161031 | 11/04/2016 | ADVERTISING - | 250-46520-340 | 711.60 |
| CITIZEN PUBLISHING CO | 20161031 | 11/04/2016 | ADVERTISING - WEBSITE | 250-46520-350 | 79.50 |
| ELECTRIC FUND | 20161121 | 11/21/2016 | MONTHLY UTILITY & TELECO | 250-46520-381 | 175.97 |
| ELECTRIC FUND | 20161121 | 11/21/2016 | MONTHLY UTILITY & TELECO | 250-46520-382 | 16.72 |
| MN ENERGY RESOURCES | 20161111C | 11/22/2016 | HEATING #0508667309 | 250-46520-383 | 164.27 |
| ELECTRIC FUND | 20161121 | 11/21/2016 | MONTHLY UTILITY & TELECO | 250-46520-385 | 27.12 |
| ELECTRIC FUND | 50-000199 | 11/29/2016 | EDA SIGN -SOUTH & EAST ED | 250-46520-402 | 130.55 |
| US BANK | 20161020 | 11/16/2016 | CREDIT CARD - HY VEE | 250-46520-438 | 25.20 |
| SW MN HOUSING PARTNERSH | 11012016 | 11/22/2016 | GRANT DEVELOPMENT PROC | 250-46520-439 | 4,000.00 |
| VIEWPOINT CONSULTING GR | 16090 | 11/22/2016 | HOUSING STUDY | 250-46520-439 | 500.00 |
| CITY OF WINDOM | 20161129 | 11/29/2016 | ZONING APPLICATION FEE - E | 250-46520-480 | 150.00 |
| Activity 46520 - EDA Total: | | | | | 10,527.26 |
| Fund 250 - EDA GENERAL Total: | | | | | 10,527.26 |

Fund: 253 - EDA RIVERBLUFF ESTATES**Activity: 46520 - EDA**

| | | | | | |
|---|--------|------------|----------------|---------------|---------------|
| ALLEN RAHN | 346939 | 11/16/2016 | SERVICE - 2016 | 253-46520-406 | 800.00 |
| Activity 46520 - EDA Total: | | | | | 800.00 |
| Fund 253 - EDA RIVERBLUFF ESTATES Total: | | | | | 800.00 |

Fund: 254 - NORTH IND PARK**Activity: 46520 - EDA**

| | | | | | |
|---|-----------|------------|-----------------------|---------------|-----------------|
| SCHRAMMEL LAW OFFICE | 20161101A | 11/16/2016 | LEGAL FEES - NWIP | 254-46520-304 | 270.00 |
| SOUTH CENTRAL ELECTRIC | 20161031 | 11/29/2016 | SERVICE #26-24-123-04 | 254-46520-381 | 136.73 |
| MICKY MASTERS | 20161114 | 11/22/2016 | NWIP - MOWING | 254-46520-406 | 903.10 |
| Activity 46520 - EDA Total: | | | | | 1,309.83 |
| Fund 254 - NORTH IND PARK Total: | | | | | 1,309.83 |

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| Vendor Name | Payable Number | Post Date | Description (Item) | Account Number | Amount |
|---|----------------|------------|---|----------------|-------------------|
| Fund: 401 - GENERAL CAPITAL PROJECTS | | | | | |
| WINDOM FIRE RELIEF ASSOC. | 20161116 | 11/16/2016 | FIRE RELIEF CONTRIB TO FIRE | 401-39200 | -5,000.00 |
| | | | | | <u>-5,000.00</u> |
| Activity: 49950 - Capital Outlay | | | | | |
| RU2 SYSTEMS INC | 39469 | 11/16/2016 | SPEED TRAILER | 401-49950-501 | 6,971.85 |
| DGR ENGINEERING | 00221935 | 11/21/2016 | SERVICE #366090.00 | 401-49950-503 | 7,768.60 |
| GEOTEK ENGINEERING & TEST | 1674410-IN | 11/16/2016 | 2017 STREET PROJECT | 401-49950-503 | 16,154.50 |
| | | | | | <u>30,894.95</u> |
| | | | Activity 49950 - Capital Outlay Total: | | 30,894.95 |
| | | | Fund 401 - GENERAL CAPITAL PROJECTS Total: | | 25,894.95 |
| Fund: 402 - CAPITAL PROJECT | | | | | |
| Activity: 49950 - Capital Outlay | | | | | |
| LEAGUE OF MN CITIES INS TR | 54809 | 11/22/2016 | ANNUAL PAY PLAN - ADJUSTM | 402-49950-500 | 2,078.00 |
| | | | | | <u>2,078.00</u> |
| | | | Activity 49950 - Capital Outlay Total: | | 2,078.00 |
| | | | Fund 402 - CAPITAL PROJECT Total: | | 2,078.00 |
| Fund: 601 - WATER | | | | | |
| MN REVENUE | 20161031 | 11/22/2016 | SALES TAX - OCT 2016 | 601-20202 | 5.16 |
| | | | | | <u>5.16</u> |
| Activity: 49400 - Water | | | | | |
| NCBERS MINNESOTA | 20161129 | 11/29/2016 | INSURANCE #844600 - DEC 20 | 601-49400-133 | 40.00 |
| MANTRONICS MAILING SYSTE | 37247 | 11/16/2016 | SERVICE CONTRACT - NOV 20 | 601-49400-200 | 56.60 |
| MAIL FINANCE | H6248631 | 11/22/2016 | LEASE PAYMENT | 601-49400-200 | 22.66 |
| WEX BANK | 47425732 | 11/16/2016 | CR CARD-SEPT- WATER | 601-49400-212 | 223.62 |
| HAWKINS, INC | 3979905 | 11/16/2016 | CHEMICALS | 601-49400-216 | 3,566.71 |
| ELECTRIC FUND | 20161121 | 11/21/2016 | MONTHLY UTILITY & TELECO | 601-49400-321 | 49.70 |
| GOPHER STATE ONE CALL | 6100809 | 11/04/2016 | LOCATES | 601-49400-321 | 25.31 |
| AGC NETWORKS, INC. | 9010001688 | 11/04/2016 | ANNUAL MAINTENANCE | 601-49400-321 | 185.05 |
| VERIZON WIRELESS | 9775659072 | 11/29/2016 | TELEPHONE - | 601-49400-321 | 96.24 |
| INNOVATIVE SYSTEMS LLC | 30143 | 11/16/2016 | INVOICE POSTAGE | 601-49400-322 | 237.53 |
| COTTONWOOD CO AUD/TREA | 20161116 | 11/21/2016 | DISPATCHING | 601-49400-325 | 100.00 |
| ELECTRIC FUND | 20161121 | 11/21/2016 | MONTHLY UTILITY & TELECO | 601-49400-326 | 60.00 |
| INNOVATIVE SYSTEMS LLC | 29890 | 11/02/2016 | BILLING SYSTEM MAINTENAN | 601-49400-326 | 760.50 |
| INNOVATIVE SYSTEMS LLC | 30041 | 11/04/2016 | BILLING SYSTEM SOFTWARE S | 601-49400-326 | 517.50 |
| INNOVATIVE SYSTEMS LLC | 30143 | 11/16/2016 | INVOICE PROCESSING | 601-49400-326 | 268.87 |
| CITIZEN PUBLISHING CO | 20161031 | 11/04/2016 | ADVERTISING - | 601-49400-340 | 174.60 |
| ELECTRIC FUND | 20161121 | 11/21/2016 | MONTHLY UTILITY & TELECO | 601-49400-381 | 6,322.83 |
| ELECTRIC FUND | 20161121 | 11/21/2016 | MONTHLY UTILITY & TELECO | 601-49400-382 | 17.01 |
| MN ENERGY RESOURCES | 20161111 | 11/22/2016 | HEATING #0505923431 | 601-49400-383 | 354.33 |
| ELECTRIC FUND | 20161121 | 11/21/2016 | MONTHLY UTILITY & TELECO | 601-49400-385 | 30.87 |
| WENCK ASSOCIATES, INC. | 11607396 | 11/23/2016 | WINDOM LANDFILL | 601-49400-386 | 2,214.50 |
| ELECTRIC FUND | 20161121 | 11/21/2016 | MONTHLY UTILITY & TELECO | 601-49400-386 | 1,208.46 |
| BOLTON & MENK, INC. | 0196470 | 11/23/2016 | PROJ T22.110254 - WATER TO | 601-49400-402 | 12,575.00 |
| LOCATORS & SUPPLIES, INC | 0250599-IN | 11/02/2016 | MAINTENANCE | 601-49400-404 | 888.22 |
| US BANK | 20161020 | 11/16/2016 | CREDIT CARD - AMAZON PHO | 601-49400-404 | 7.92 |
| TOSHIBA FINANCIAL SERVICES | 316406453 | 11/02/2016 | COPIER LEASE 10/20 - 11/20 | 601-49400-404 | 29.45 |
| SVOBODA EXCAVATING, INC | 00007477 | 11/29/2016 | MAINTENANCE | 601-49400-408 | 4,961.00 |
| AMUNDSON DIG | 11041603 | 11/16/2016 | MAINTENANCE | 601-49400-408 | 385.00 |
| MELVIN DUERKSEN, CONTRAC | 20161118 | 11/22/2016 | MAINTENANCE | 601-49400-408 | 562.50 |
| | | | | | <u>35,941.98</u> |
| | | | Activity 49400 - Water Total: | | 35,941.98 |
| | | | Fund 601 - WATER Total: | | 35,947.14 |
| Fund: 602 - SEWER | | | | | |
| GM CONTRACTING, INC. | 20161130 | 11/30/2016 | SANITARY SEWER REHAP | 602-16300 | 228,279.89 |
| | | | | | <u>228,279.89</u> |
| Activity: 49450 - Sewer | | | | | |
| NCBERS MINNESOTA | 20161129 | 11/29/2016 | INSURANCE #844600 - DEC 20 | 602-49450-133 | 56.00 |
| INDOFF, INC | 2878637 | 11/16/2016 | SUPPLIES | 602-49450-200 | 37.90 |
| MANTRONICS MAILING SYSTE | 37247 | 11/16/2016 | SERVICE CONTRACT - NOV 20 | 602-49450-200 | 56.60 |
| MAIL FINANCE | H6248631 | 11/22/2016 | LEASE PAYMENT | 602-49450-200 | 22.66 |

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| Vendor Name | Payable Number | Post Date | Description (Item) | Account Number | Amount |
|----------------------------|----------------|------------|-----------------------------|--------------------------------------|-------------------|
| WEX BANK | 47425732 | 11/16/2016 | CR CARD-SEPT- SEWER | 602-49450-212 | 223.36 |
| CONTINENTAL RESEACH CORP | 442693-CRC-1 | 11/30/2016 | SUPPLIES - OPERATING | 602-49450-217 | 262.83 |
| BOLTON & MENK, INC. | 0196085 | 11/23/2016 | PROJ F18.112135 - 2016 SANI | 602-49450-303 | 9,520.25 |
| BOLTON & MENK, INC. | 0196464 | 11/23/2016 | PROJ T22.112383 - SIU AGREE | 602-49450-303 | 3,109.70 |
| MN VALLEY TESTING | 833845 | 10/26/2016 | TESTING | 602-49450-310 | 158.00 |
| MN VALLEY TESTING | 833857 | 10/26/2016 | TESTING | 602-49450-310 | 238.00 |
| MN VALLEY TESTING | 834702 | 11/02/2016 | TESTING | 602-49450-310 | 158.00 |
| MN VALLEY TESTING | 835853 | 11/09/2016 | TESTING | 602-49450-310 | 238.00 |
| MN VALLEY TESTING | 836014 | 11/09/2016 | TESTING | 602-49450-310 | 158.00 |
| MN VALLEY TESTING | 836057 | 11/09/2016 | TESTING | 602-49450-310 | 238.00 |
| MN VALLEY TESTING | 836904 | 11/22/2016 | TESTING | 602-49450-310 | 158.00 |
| ELECTRIC FUND | 20161121 | 11/21/2016 | MONTHLY UTILITY & TELECO | 602-49450-321 | 154.30 |
| GOPHER STATE ONE CALL | 6100809 | 11/04/2016 | LOCATES | 602-49450-321 | 25.31 |
| AGC NETWORKS, INC. | 9010001688 | 11/04/2016 | ANNUAL MAINTENANCE | 602-49450-321 | 185.05 |
| VERIZON WIRELESS | 9775659072 | 11/29/2016 | TELEPHONE - | 602-49450-321 | 86.24 |
| INNOVATIVE SYSTEMS LLC | 30143 | 11/16/2016 | INVOICE POSTAGE | 602-49450-322 | 237.52 |
| COTTONWOOD CO AUD/TREA | 20161116 | 11/21/2016 | DISPATCHING | 602-49450-325 | 100.00 |
| ELECTRIC FUND | 20161121 | 11/21/2016 | MONTHLY UTILITY & TELECO | 602-49450-326 | 60.00 |
| INNOVATIVE SYSTEMS LLC | 29890 | 11/02/2016 | BILLING SYSTEM MAINTENAN | 602-49450-326 | 760.50 |
| INNOVATIVE SYSTEMS LLC | 30041 | 11/04/2016 | BILLING SYSTEM SOFTWARE S | 602-49450-326 | 517.50 |
| INNOVATIVE SYSTEMS LLC | 30143 | 11/16/2016 | INVOICE PROCESSING | 602-49450-326 | 268.87 |
| SOUTH CENTRAL ELECTRIC | 20161031A | 11/30/2016 | SERVICE #26-24-125-04 | 602-49450-381 | 75.19 |
| ELECTRIC FUND | 20161121 | 11/21/2016 | MONTHLY UTILITY & TELECO | 602-49450-381 | 9,455.85 |
| ELECTRIC FUND | 20161121 | 11/21/2016 | MONTHLY UTILITY & TELECO | 602-49450-382 | 428.99 |
| MN ENERGY RESOURCES | 20161107A | 11/22/2016 | HEATING #0506646838 | 602-49450-383 | 399.15 |
| MN ENERGY RESOURCES | 20161109D | 11/22/2016 | HEATING #0506746718 | 602-49450-383 | 20.50 |
| MN ENERGY RESOURCES | 20161111A | 11/22/2016 | HEATING #0504488160 | 602-49450-383 | 32.71 |
| HOMETOWN SANITATION SER | 0000213040 | 11/16/2016 | GARBAGE SERVICE - WASTEW | 602-49450-384 | 85.04 |
| US BANK | 20161020 | 11/16/2016 | CREDIT CARD - HACH CO - CH | 602-49450-404 | 285.99 |
| LUCAN COMMUNITY TV INC | 2565 | 11/22/2016 | MAINTENANCE | 602-49450-404 | 315.00 |
| TOSHIBA FINANCIAL SERVICES | 316406453 | 11/02/2016 | COPIER LEASE 10/20 - 11/20 | 602-49450-404 | 23.56 |
| GRAYBAR ELECTRIC CO | 987936197 | 11/22/2016 | MAINTENANCE | 602-49450-404 | 50.80 |
| GRAYBAR ELECTRIC CO | 987972321 | 11/22/2016 | MAINTENANCE | 602-49450-404 | 1,094.24 |
| ELECTRIC PUMP INC | 0059090-IN | 11/16/2016 | MAINTENANCE | 602-49450-408 | 1,480.00 |
| WENNER HOLDINGS LLC | 2126 | 11/22/2016 | MAINTENANCE | 602-49450-408 | 2,317.50 |
| THUL SPECIALTY CONTRACTIN | 2291 | 11/22/2016 | MAINTENANCE | 602-49450-408 | 1,200.00 |
| WINDOM AREA HOSPITAL | 291520418 | 11/16/2016 | TESTING - C. DUNSE | 602-49450-480 | 35.00 |
| | | | | Activity 49450 - Sewer Total: | 34,330.11 |
| | | | | Fund 602 - SEWER Total: | 262,610.00 |

Fund: 604 - ELECTRIC

| | | | | | |
|-----------------------------|----------------|------------|-----------------------------|-----------|-----------|
| AG BUILDERS | A13732 | 11/29/2016 | INVENTORY | 604-14200 | 400.00 |
| J. H. LARSON | S101335588.001 | 11/02/2016 | INVENTORY - | 604-14200 | 203.79 |
| J. H. LARSON | S101338218.001 | 11/02/2016 | INVENTORY | 604-14200 | 171.60 |
| J. H. LARSON | S101343279.001 | 11/16/2016 | INVENTORY | 604-14200 | 115.58 |
| UTILITIES PLUS ENERGY SERVI | 11253 | 11/22/2016 | SUBSTATION | 604-16300 | 3,270.00 |
| ELECTRIC FUND | SO-000180 | 11/21/2016 | 50/50 SPLIT VEENKER NEW C | 604-16300 | 7,886.27 |
| ELECTRIC FUND | SO-000186 | 11/21/2016 | METHODIST CHURCH-NEW C | 604-16300 | 1,884.02 |
| ELECTRIC FUND | SO-000186 | 11/21/2016 | METHODIST CHURCH-NEW C | 604-16300 | 5,414.40 |
| ELECTRIC FUND | SO-000194 | 11/16/2016 | NEW RL SERVICE | 604-16300 | 295.57 |
| ELECTRIC FUND | SO-000201 | 11/29/2016 | NEW CONSTRUCTION 1 - RIVE | 604-16300 | 13,536.00 |
| ELECTRIC FUND | SO-000201 | 11/29/2016 | NEW CONSTRUCTION 1 - RIVE | 604-16300 | 317.15 |
| MN REVENUE | 20161031 | 11/22/2016 | SALES TAX - OCT 2016 | 604-20202 | 30.96 |
| ZAYNAB MUSSE | 20161116 | 11/16/2016 | REFUND - BAL OF UTIL PREPA | 604-22000 | 285.24 |
| KARA DAUER | 20161116 | 11/16/2016 | REFUND - UTILITY PREPAYME | 604-22000 | 300.00 |
| CHERYL THOMAS | 20161116 | 11/16/2016 | REFUND - UTILITY PREPAYME | 604-22000 | 300.00 |
| TOM BENSON | 20161116 | 11/16/2016 | REFUND - BAL OF UTILITY PRE | 604-22000 | 284.46 |
| KATRYNA DAMGAARD | 20161116 | 11/16/2016 | REFUND - BALANCE OF UTIL P | 604-22000 | 50.74 |
| CAITLIN LEOPOLD | 20161116 | 11/16/2016 | REFUND -BAL OF UTILITY PRE | 604-22000 | 3.51 |
| JEFF POPP | 20161116 | 11/16/2016 | REFUND - UTILITY PREPAYME | 604-22000 | 300.00 |
| JOSH MATIMO | 20161116 | 11/16/2016 | REFUND - UTILITY PREPAYME | 604-22000 | 300.00 |

Expense Approval Report

Payment Dates: 11/11/2016 - 11/30/2016

| Vendor Name | Payable Number | Post Date | Description (Item) | Account Number | Amount |
|-----------------------------------|----------------|------------|-----------------------------|----------------|------------------|
| STEPHANIE KIEKOW | 20161116 | 11/16/2016 | REFUND - UTILITY PREPAYME | 604-22000 | 300.00 |
| ELECTRIC FUND | 20161121A | 11/21/2016 | UTIL PREPAY TO BILLING-D.ON | 604-22000 | 300.00 |
| THOMAS HOLMES | 20161122 | 11/22/2016 | REFUND - UTILITY PREPAYME | 604-22000 | 300.00 |
| SHYANN LIDTKE | 20161122 | 11/22/2016 | REFUND - UTILITY PREPAYME | 604-22000 | 300.00 |
| | | | | | 36,549.29 |
| Activity: 49550 - Electric | | | | | |
| NCPERS MINNESOTA | 20161129 | 11/29/2016 | INSURANCE #844600 - DEC 20 | 604-49550-133 | 96.00 |
| ELECTRIC FUND | SO-000186 | 11/21/2016 | METHODIST CHURCH-NEW C | 604-49550-150 | -5,414.40 |
| ELECTRIC FUND | SO-000201 | 11/29/2016 | NEW CONSTRUCTION 1 - RIVE | 604-49550-150 | -13,536.00 |
| US BANK | 20161020 | 11/16/2016 | CREDIT CARD - WIRELESS HEA | 604-49550-200 | 256.49 |
| US BANK | 20161020 | 11/16/2016 | CREDIT CARD - INK STAPLES | 604-49550-200 | 200.87 |
| US BANK | 20161020 | 11/16/2016 | CREDIT CARD - OFFICE MAS | 604-49550-200 | 53.68 |
| MANTRONICS MAILING SYSTE | 37247 | 11/16/2016 | SERVICE CONTRACT - NOV 20 | 604-49550-200 | 56.60 |
| MAIL FINANCE | H6248631 | 11/22/2016 | LEASE PAYMENT | 604-49550-200 | 22.66 |
| WEX BANK | 47425732 | 11/16/2016 | CR CARD-SEPT- ELECTRIC | 604-49550-212 | 777.76 |
| US BANK | 20161020 | 11/16/2016 | CREDIT CARD - HY VEE | 604-49550-217 | 1.98 |
| US BANK | 20161020 | 11/16/2016 | CREDIT CARD - CLOTHING- BU | 604-49550-218 | 92.89 |
| BORDER STATES | 912214463 | 11/29/2016 | UNIFORMS | 604-49550-218 | 99.84 |
| CMP - CENTRAL MUNICIPAL P | 05716 | 11/16/2016 | ENERGY | 604-49550-263 | 47,679.28 |
| CMP - CENTRAL MUNICIPAL P | 05716 | 11/16/2016 | TRANSMISSION | 604-49550-263 | 87,476.35 |
| DEPARTMENT OF ENERGY | BFPB000801016 | 11/09/2016 | POWER COST | 604-49550-263 | 85,561.38 |
| SCHRAMMEL LAW OFFICE | 20161101A | 11/16/2016 | LEGAL FEES - ELECTRIC | 604-49550-304 | 646.00 |
| MN MUNICIPAL UTILITIES ASS | 47875 | 11/02/2016 | REGISTRATION - BRENT BROW | 604-49550-308 | 440.00 |
| BRENT BROWN | 20161121 | 11/21/2016 | EXPENSE - CMMPA -BLUE EAR | 604-49550-315 | 77.76 |
| BRENT BROWN | 20161121A | 11/21/2016 | EXPENSE - MMUA - MPLS | 604-49550-315 | 156.60 |
| ELECTRIC FUND | 20161121 | 11/21/2016 | MONTHLY UTILITY & TELECO | 604-49550-321 | 197.32 |
| GOPHER STATE ONE CALL | 6100809 | 11/04/2016 | LOCATES | 604-49550-321 | 25.31 |
| AGC NETWORKS, INC. | 9010001688 | 11/04/2016 | ANNUAL MAINTENANCE | 604-49550-321 | 370.10 |
| VERIZON WIRELESS | 9775659072 | 11/29/2016 | TELEPHONE - | 604-49550-321 | 120.72 |
| INNOVATIVE SYSTEMS LLC | 30143 | 11/16/2016 | INVOICE POSTAGE | 604-49550-322 | 237.53 |
| GOLDEN WEST TECH & INT SO | 161010442 | 11/01/2016 | SERVICE | 604-49550-325 | 41.25 |
| COTTONWOOD CO AUD/TREA | 20161116 | 11/21/2016 | DISPATCHING | 604-49550-325 | 187.50 |
| ELECTRIC FUND | 20161121 | 11/21/2016 | MONTHLY UTILITY & TELECO | 604-49550-326 | 139.47 |
| INNOVATIVE SYSTEMS LLC | 29890 | 11/02/2016 | BILLING SYSTEM MAINTENAN | 604-49550-326 | 1,521.00 |
| INNOVATIVE SYSTEMS LLC | 30041 | 11/04/2016 | BILLING SYSTEM SOFTWARE S | 604-49550-326 | 223.90 |
| INNOVATIVE SYSTEMS LLC | 30143 | 11/16/2016 | INVOICE PROCESSING | 604-49550-326 | 268.87 |
| ELECTRIC FUND | 20161121 | 11/21/2016 | MONTHLY UTILITY & TELECO | 604-49550-381 | 103.62 |
| ELECTRIC FUND | 20161121 | 11/21/2016 | MONTHLY UTILITY & TELECO | 604-49550-382 | 21.72 |
| MN ENERGY RESOURCES | 20161115 | 11/29/2016 | HEATING #0506419706 | 604-49550-383 | 49.49 |
| ELECTRIC FUND | 20161121 | 11/21/2016 | MONTHLY UTILITY & TELECO | 604-49550-385 | 40.33 |
| TOSHIBA FINANCIAL SERVICES | 316406453 | 11/02/2016 | COPIER LEASE 10/20 - 11/20 | 604-49550-404 | 29.45 |
| HOMETOWN SANITATION SER | 0000213041 | 11/16/2016 | GARBAGE SERVICE - ELECTRIC | 604-49550-406 | 84.75 |
| RAGE INC | 10-011892 | 11/01/2016 | SERVICE - POWER PLANT | 604-49550-406 | 34.17 |
| RAGE INC | 11-010671 | 11/21/2016 | SERVICE - POWER PLANT | 604-49550-406 | 34.17 |
| BRAD BUSSA | 20161128 | 11/29/2016 | SERVICE - CLEANING | 604-49550-406 | 184.60 |
| O'REILLY AUTOMOTIVE, INC | 20161129 | 11/29/2016 | MAINTENANCE - ELECTRIC | 604-49550-408 | 4.98 |
| WESCO DISTRIBUTION, INC | 524187 | 11/22/2016 | MAINTENANCE | 604-49550-408 | 430.33 |
| DICKS WELDING INC | 62223 | 11/21/2016 | MAINTENANCE | 604-49550-408 | 50.04 |
| IRBY ELECTRICAL DISTRIBUTO | S009848695.001 | 11/16/2016 | MAINTENANCE | 604-49550-408 | 1,566.65 |
| J. H. LARSON | S101335588.001 | 11/02/2016 | MAINTENANCE | 604-49550-408 | 45.45 |
| J. H. LARSON | S101343789.001 | 11/16/2016 | MAINTENANCE | 604-49550-408 | 191.33 |
| WERNER ELECTRIC | S9539916.001 | 11/29/2016 | MAINTENANCE | 604-49550-408 | 94.76 |
| ELECTRIC FUND | SO-000167 | 11/16/2016 | DISTRIBUTION MAINTENANCE | 604-49550-408 | 817.04 |
| ELECTRIC FUND | SO-000192 | 11/29/2016 | DISTRUBTION MAINTENANCE | 604-49550-408 | 25.42 |
| ELECTRIC FUND | SO-00182 | 11/16/2016 | TRUCK STOCK | 604-49550-408 | 181.84 |
| CMP - CENTRAL MUNICIPAL P | 05704 | 11/16/2016 | CIP | 604-49550-450 | 1,419.00 |
| HOUSING & REDEVELOPMEN | 20161121 | 11/22/2016 | ENERGY REBATE - RIVERVIEW | 604-49550-450 | 6,553.86 |
| HOUSING & REDEVELOPMEN | 20161122 | 11/22/2016 | ENERGY REBATE- HILLSIDE AP | 604-49550-450 | 1,754.80 |
| LONNY VOLLAN | 20161129 | 11/29/2016 | ENERGY REBATE | 604-49550-450 | 150.00 |
| WARREN WINKEL | 20161129 | 11/29/2016 | ENERGY REBATE | 604-49550-450 | 150.00 |

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Payment Dates: 11/11/2016 - 11/30/2016

| Vendor Name | Payable Number | Post Date | Description (Item) | Account Number | Amount |
|---------------------------------------|----------------|------------|----------------------------|---|-------------------|
| MN REVENUE | 20161031 | 11/22/2016 | SALES TAX - OCT 2016 | 604-49550-460 | 72.40 |
| | | | | Activity 49550 - Electric Total: | 222,168.91 |
| | | | | Fund 604 - ELECTRIC Total: | 258,718.20 |
| Fund: 609 - LIQUOR STORE | | | | | |
| MN REVENUE | 20161031 | 11/22/2016 | SALES TAX - OCT 2016 | 609-20202 | 13,547.00 |
| ATLANTIC COCA-COLA | 64601 | 11/16/2016 | MERCHANDISE #8373693 | 609-37899 | -150.00 |
| | | | | | 13,397.00 |
| Activity: 49751 - Liquor Store | | | | | |
| NCPERS MINNESOTA | 20161129 | 11/29/2016 | INSURANCE #844600 - DEC 20 | 609-49751-133 | 32.00 |
| MANTRONICS MAILING SYSTE | 37247 | 11/16/2016 | SERVICE CONTRACT - NOV 20 | 609-49751-200 | 56.60 |
| MAIL FINANCE | H6248631 | 11/22/2016 | LEASE PAYMENT | 609-49751-200 | 22.66 |
| US BANK | 20161020 | 11/16/2016 | CREDIT CARD - SCHWALBACH | 609-49751-217 | 23.48 |
| US BANK | 20161020 | 11/16/2016 | CREDIT CARD - RUNNINGS | 609-49751-217 | 19.22 |
| HEARTLAND SECURITY SERVIC | 446957 | 11/16/2016 | SERVICE | 609-49751-217 | 281.51 |
| AH HERMEL COMPANY | 614301 | 11/16/2016 | MERCHANDISE | 609-49751-217 | 31.88 |
| BREAKTHRU BEVERAGE MN | 1080549751 | 11/09/2016 | MERCHANDISE | 609-49751-251 | 2,842.29 |
| SOUTHERN GLAZER'S OF MN | 1468779 | 11/02/2016 | MERCHANDISE | 609-49751-251 | 603.20 |
| SOUTHERN GLAZER'S OF MN | 1473967 | 11/16/2016 | MERCHANDISE | 609-49751-251 | 997.54 |
| PHILLIPS WINE & SPIRITS | 2065685 | 11/04/2016 | MERCHANDISE | 609-49751-251 | 31.80 |
| PHILLIPS WINE & SPIRITS | 2067805 | 11/09/2016 | MERCHANDISE | 609-49751-251 | 5,679.76 |
| JOHNSON BROS. | 5572050 | 11/02/2016 | MERCHANDISE | 609-49751-251 | 1,604.06 |
| JOHNSON BROS. | 5577779 | 11/09/2016 | MERCHANDISE | 609-49751-251 | 1,881.39 |
| JOHNSON BROS. | 5582930 | 11/16/2016 | MERCHANDISE | 609-49751-251 | 2,850.98 |
| BELLBOY CORP | 55956200 | 11/01/2016 | MERCHANDISE | 609-49751-251 | 595.73 |
| JOHNSON BROS. | 600697 | 11/29/2016 | CREDIT - MERCHANDISE | 609-49751-251 | -163.17 |
| PAUSTIS WINE COMPANY | 8566885-IN | 11/02/2016 | MERCHANDISE | 609-49751-251 | 227.00 |
| DOLL DISTRIBUTING, LLC | 108735 | 11/16/2016 | MERCHANDISE | 609-49751-252 | 6,823.15 |
| DOLL DISTRIBUTING, LLC | 112878 | 11/29/2016 | MERCHANDISE | 609-49751-252 | 11,251.70 |
| DOLL DISTRIBUTING, LLC | 116615 | 11/29/2016 | MERCHANDISE | 609-49751-252 | 11,942.80 |
| DOLL DISTRIBUTING, LLC | 116618 | 11/29/2016 | MERCHANDISE | 609-49751-252 | 84.00 |
| ARTISAN BEER COMPANY | 3135357 | 11/01/2016 | MERCHANDISE | 609-49751-252 | 553.50 |
| ARTISAN BEER COMPANY | 3136849 | 11/09/2016 | MERCHANDISE | 609-49751-252 | 201.40 |
| ARTISAN BEER COMPANY | 3138238 | 11/16/2016 | MERCHANDISE | 609-49751-252 | 94.00 |
| JOHNSON BROS. | 5572052 | 11/02/2016 | MERCHANDISE | 609-49751-252 | 21.99 |
| JOHNSON BROS. | 5577781 | 11/09/2016 | MERCHANDISE | 609-49751-252 | 21.99 |
| BEVERAGE WHOLESALERS | 626344 | 11/16/2016 | MERCHANDISE | 609-49751-252 | 4,788.95 |
| BEVERAGE WHOLESALERS | 627275 | 11/29/2016 | MERCHANDISE | 609-49751-252 | 10,808.88 |
| BEVERAGE WHOLESALERS | 628173 | 11/29/2016 | MERCHANDISE | 609-49751-252 | 10,259.05 |
| INDIAN ISLAND WINERY | 1319 | 11/29/2016 | MERCHANDISE | 609-49751-253 | 378.72 |
| SOUTHERN GLAZER'S OF MN | 1468780 | 11/02/2016 | MERCHANDISE | 609-49751-253 | 56.00 |
| SOUTHERN GLAZER'S OF MN | 1473968 | 11/16/2016 | MERCHANDISE | 609-49751-253 | 410.00 |
| PHILLIPS WINE & SPIRITS | 2067806 | 11/09/2016 | MERCHANDISE | 609-49751-253 | 1,069.96 |
| JOHNSON BROS. | 5572051 | 11/02/2016 | MERCHANDISE | 609-49751-253 | 2,767.78 |
| JOHNSON BROS. | 5577780 | 11/09/2016 | MERCHANDISE | 609-49751-253 | 863.40 |
| JOHNSON BROS. | 5582931 | 11/16/2016 | MERCHANDISE | 609-49751-253 | 638.98 |
| WINE MERCHANTS | 7105961 | 11/09/2016 | MERCHANDISE | 609-49751-253 | 120.00 |
| PAUSTIS WINE COMPANY | 8566866-IN | 11/02/2016 | MERCHANDISE | 609-49751-253 | 1,279.00 |
| BREAKTHRU BEVERAGE MN | 1080549751 | 11/09/2016 | MERCHANDISE | 609-49751-254 | 53.42 |
| PBC - PEPSI BEVERAGES COM | 32392255 | 11/02/2016 | MERCHANDISE | 609-49751-254 | 117.90 |
| AH HERMEL COMPANY | 611461 | 11/01/2016 | MERCHANDISE | 609-49751-254 | 18.24 |
| AH HERMEL COMPANY | 614301 | 11/16/2016 | MERCHANDISE | 609-49751-254 | 84.32 |
| ATLANTIC COCA-COLA | 64601 | 11/16/2016 | MERCHANDISE #8373693 | 609-49751-254 | 276.28 |
| AMERICAN BOTTLING CO | 7428061210 | 11/16/2016 | MERCHANDISE | 609-49751-254 | 147.96 |
| AH HERMEL COMPANY | 611461 | 11/01/2016 | MERCHANDISE | 609-49751-256 | 81.03 |
| AH HERMEL COMPANY | 614301 | 11/16/2016 | MERCHANDISE | 609-49751-256 | 81.03 |
| AH HERMEL COMPANY | 611461 | 11/01/2016 | MERCHANDISE | 609-49751-261 | 7.92 |
| AH HERMEL COMPANY | 614301 | 11/16/2016 | MERCHANDISE | 609-49751-261 | 29.16 |
| DOLL DISTRIBUTING, LLC | 108735 | 11/16/2016 | MERCHANDISE | 609-49751-265 | 196.50 |
| DOLL DISTRIBUTING, LLC | 112878 | 11/29/2016 | MERCHANDISE | 609-49751-265 | -30.00 |

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| Vendor Name | Payable Number | Post Date | Description (Item) | Account Number | Amount |
|----------------------------|-------------------|------------|-----------------------------|----------------|--------|
| PBC - PEPSI BEVERAGES COM | 32392255 | 11/02/2016 | MERCHANDISE | 609-49751-265 | 33.50 |
| JOHNSON BROS. | 5582930 | 11/16/2016 | MERCHANDISE | 609-49751-265 | 161.50 |
| BEVERAGE WHOLESALERS | 626344 | 11/16/2016 | MERCHANDISE | 609-49751-265 | 27.70 |
| ELECTRIC FUND | 20161121 | 11/21/2016 | MONTHLY UTILITY & TELECO | 609-49751-321 | 100.06 |
| VERIZON WIRELESS | 9775659072 | 11/29/2016 | TELEPHONE - | 609-49751-321 | 55.89 |
| ELECTRIC FUND | 20161121 | 11/21/2016 | MONTHLY UTILITY & TELECO | 609-49751-326 | 129.47 |
| BREAKTHRU BEVERAGE MN | 1080549751 | 11/09/2016 | MERCHANDISE | 609-49751-333 | 60.28 |
| SOUTHERN GLAZER'S OF MN | 1468779 | 11/02/2016 | MERCHANDISE | 609-49751-333 | 14.51 |
| SOUTHERN GLAZER'S OF MN | 1468780 | 11/02/2016 | MERCHANDISE | 609-49751-333 | 2.05 |
| SOUTHERN GLAZER'S OF MN | 1473967 | 11/16/2016 | MERCHANDISE | 609-49751-333 | 23.35 |
| SOUTHERN GLAZER'S OF MN | 1473968 | 11/16/2016 | MERCHANDISE | 609-49751-333 | 14.35 |
| PHILLIPS WINE & SPIRITS | 2067805 | 11/09/2016 | MERCHANDISE | 609-49751-333 | 99.93 |
| PHILLIPS WINE & SPIRITS | 2067806 | 11/09/2016 | MERCHANDISE | 609-49751-333 | 41.75 |
| JOHNSON BROS. | 5572050 | 11/02/2016 | MERCHANDISE | 609-49751-333 | 20.04 |
| JOHNSON BROS. | 5572051 | 11/02/2016 | MERCHANDISE | 609-49751-333 | 108.54 |
| JOHNSON BROS. | 5577779 | 11/09/2016 | MERCHANDISE | 609-49751-333 | 20.59 |
| JOHNSON BROS. | 5577780 | 11/09/2016 | MERCHANDISE | 609-49751-333 | 31.73 |
| JOHNSON BROS. | 5582930 | 11/16/2016 | MERCHANDISE | 609-49751-333 | 52.61 |
| JOHNSON BROS. | 5582931 | 11/16/2016 | MERCHANDISE | 609-49751-333 | 23.38 |
| BELLBOY CORP | 55956200 | 11/01/2016 | MERCHANDISE | 609-49751-333 | 14.00 |
| AH HERMEL COMPANY | 614301 | 11/16/2016 | MERCHANDISE | 609-49751-333 | 3.95 |
| WINE MERCHANTS | 7105961 | 11/09/2016 | MERCHANDISE | 609-49751-333 | 1.67 |
| PAUSTIS WINE COMPANY | 8566866-IN | 11/02/2016 | MERCHANDISE | 609-49751-333 | 15.00 |
| PAUSTIS WINE COMPANY | 8566885-IN | 11/02/2016 | MERCHANDISE | 609-49751-333 | 2.25 |
| US BANK | 20161020 | 11/16/2016 | CREDIT CARD - COUNTRY INN- | 609-49751-334 | 483.90 |
| CITIZEN PUBLISHING CO | 20161031 | 11/04/2016 | ADVERTISING - | 609-49751-340 | 758.00 |
| HOMETOWN PRODUCTIONS | 580117A | 11/16/2016 | ADVERTISING - 2016 | 609-49751-340 | 509.95 |
| KDOM RADIO | KDOM0229161040821 | 11/16/2016 | ADVERTISING - RIVER BEND LI | 609-49751-340 | 562.80 |
| ELECTRIC FUND | 20161121 | 11/21/2016 | MONTHLY UTILITY & TELECO | 609-49751-381 | 605.45 |
| ELECTRIC FUND | 20161121 | 11/21/2016 | MONTHLY UTILITY & TELECO | 609-49751-382 | 20.44 |
| MN ENERGY RESOURCES | 201611111D | 11/29/2016 | HEATING #0507314125 | 609-49751-383 | 88.42 |
| HOMETOWN SANITATION SER | 0000213039 | 11/16/2016 | GARBAGE SERVICE - RIVER BE | 609-49751-384 | 48.06 |
| ELECTRIC FUND | 20161121 | 11/21/2016 | MONTHLY UTILITY & TELECO | 609-49751-385 | 36.95 |
| TOSHIBA FINANCIAL SERVICES | 316406453 | 11/02/2016 | COPIER LEASE 10/20 - 11/20 | 609-49751-404 | 29.45 |
| ENVIROMASTER, INC | 533625 | 11/16/2016 | MAINTENANCE | 609-49751-406 | 40.88 |
| MN REVENUE | 20161031 | 11/22/2016 | SALES TAX - OCT 2016 | 609-49751-460 | 3.85 |

Activity 49751 - Liquor Store Total: 87,363.19

Fund 609 - LIQUOR STORE Total: 100,760.19

Fund: 614 - TELECOM

| | | | | | |
|--------------------------|----------|------------|-----------------------|-----------|----------|
| ODDSN UNDERGROUND INC | 2016-073 | 11/29/2016 | SERVICE - WINDOM WASH | 614-16300 | 2,000.00 |
| INTERNAL REVENUE SERVICE | 20161122 | 11/22/2016 | EXCISE TAX POSTING | 614-20201 | 500.00 |
| MN REVENUE | 20161031 | 11/22/2016 | SALES TAX - OCT 2016 | 614-20202 | 91.03 |

2,591.03

Activity: 49870 - Telecom

| | | | | | |
|--------------------------|-------------|------------|----------------------------|---------------|--------|
| NCPERS MINNESOTA | 20161129 | 11/29/2016 | INSURANCE #844600 - DEC 20 | 614-49870-133 | 64.00 |
| US BANK | 20161020 | 11/16/2016 | CREDIT CARD - HY VEE | 614-49870-200 | 40.57 |
| CULLIGAN | 20161031 | 11/16/2016 | SERVICE #5647 | 614-49870-200 | 34.25 |
| MANTRONICS MAILING SYSTE | 37247 | 11/16/2016 | SERVICE CONTRACT - NOV 20 | 614-49870-200 | 56.60 |
| MAIL FINANCE | H6248631 | 11/22/2016 | LEASE PAYMENT | 614-49870-200 | 22.66 |
| RAGE INC | 10-011895 | 11/02/2016 | SERVICE - WINDOM NET | 614-49870-211 | 21.33 |
| RAGE INC | 11-010673 | 11/29/2016 | SERVICE - WINDOM NET | 614-49870-211 | 21.33 |
| US BANK | 20161020 | 11/16/2016 | CREDIT CARD - GASOLINE | 614-49870-212 | 133.78 |
| WEX BANK | 47425732 | 11/16/2016 | CR CARD-SEPT- TELECOM | 614-49870-212 | 178.62 |
| JORDAN BUSSA | 20161129A | 11/29/2016 | EXPENSE - SAFETY BOOTS | 614-49870-218 | 100.00 |
| INTERSTATE TRS FUND | 82580711163 | 11/23/2016 | ASSESSMENT FOR 499-A FILIN | 614-49870-304 | 179.97 |
| ELECTRIC FUND | 20161121 | 11/21/2016 | MONTHLY UTILITY & TELECO | 614-49870-321 | 347.58 |
| GOPHER STATE ONE CALL | 6100809 | 11/04/2016 | LOCATES | 614-49870-321 | 25.32 |
| VERIZON WIRELESS | 9775659072 | 11/29/2016 | TELEPHONE - | 614-49870-321 | 318.83 |
| INNOVATIVE SYSTEMS LLC | 30143 | 11/16/2016 | INVOICE POSTAGE | 614-49870-322 | 237.53 |

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| Vendor Name | Payable Number | Post Date | Description (Item) | Account Number | Amount |
|-----------------------------|----------------|------------|------------------------------|----------------|-----------|
| INNOVATIVE SYSTEMS LLC | 29890 | 11/02/2016 | BILLING SYSTEM MAINTENAN | 614-49870-326 | 1,521.00 |
| INNOVATIVE SYSTEMS LLC | 30041 | 11/04/2016 | BILLING SYSTEM SOFTWARE S | 614-49870-326 | 1,846.10 |
| INNOVATIVE SYSTEMS LLC | 30143 | 11/16/2016 | INVOICE PROCESSING | 614-49870-326 | 268.87 |
| NEUSTAR, INC. | L-0000019581 | 11/29/2016 | NUMBER PORTS 10/31/16 | 614-49870-326 | 6.50 |
| US BANK | 20161020 | 11/16/2016 | CREDIT CARD - VICTORS MEXI | 614-49870-334 | 27.01 |
| US BANK | 20161020 | 11/16/2016 | CREDIT CARD - GOLDEN CORR | 614-49870-334 | 30.70 |
| US BANK | 20161020 | 11/16/2016 | CREDIT CARD - HELL'S KITCHE | 614-49870-334 | 42.34 |
| US BANK | 20161020 | 11/16/2016 | CREDIT CARD - HOLIDAY INN | 614-49870-334 | 426.04 |
| US BANK | 20161020 | 11/16/2016 | CREDIT CARD - BISON GRILL | 614-49870-334 | 40.34 |
| JEFFREY DAHNA | 20161116C | 11/16/2016 | MEALS | 614-49870-334 | 44.60 |
| ELECTRIC FUND | 20161121 | 11/21/2016 | MONTHLY UTILITY & TELECO | 614-49870-381 | 2,277.71 |
| ELECTRIC FUND | 20161121 | 11/21/2016 | MONTHLY UTILITY & TELECO | 614-49870-382 | 18.17 |
| MN ENERGY RESOURCES | 20161109 | 11/22/2016 | HEATING #0507509833 | 614-49870-383 | 47.12 |
| ELECTRIC FUND | 20161121 | 11/21/2016 | MONTHLY UTILITY & TELECO | 614-49870-385 | 30.96 |
| TOSHIBA FINANCIAL SERVICES | 316406453 | 11/02/2016 | COPIER LEASE 10/20 - 11/20 | 614-49870-404 | 44.18 |
| O'REILLY AUTOMOTIVE, INC | 20161129 | 11/29/2016 | MAINTENANCE - TELECOM | 614-49870-405 | 92.99 |
| MLB NETWORK | 072725 | 11/22/2016 | SUBSCRIBER | 614-49870-442 | 974.40 |
| TEGNA | 1130-1217 | 11/22/2016 | SUBSCRIBER | 614-49870-442 | 5,086.00 |
| NATIONAL CABLE TV COOP | 16111056 | 11/30/2016 | SUBSCRIBER | 614-49870-442 | 86,505.20 |
| CBS TELEVISION STATIONS | 20161031 | 11/21/2016 | SUBSCRIBER | 614-49870-442 | 4,399.39 |
| UNITED COMMUNICATIONS C | 20161031 | 11/22/2016 | SUBSCRIBER | 614-49870-442 | 762.90 |
| YOUNG BROADCASTING LLC | 20161031 | 11/22/2016 | SUBSCRIBER | 614-49870-442 | 5,801.40 |
| HUBBARD BROADCASTING IN | 20161031 | 11/22/2016 | SUBSCRIBER | 614-49870-442 | 6,611.80 |
| CONSOLIDATED COMMUNICA | 20161101 | 11/16/2016 | CONNECTION | 614-49870-442 | 2,950.00 |
| RFD TV | 2344-1325 | 11/22/2016 | SUBSCRIBER | 614-49870-442 | 387.77 |
| RFD TV | 2359-1296 | 11/22/2016 | SUBSCRIBER | 614-49870-442 | 387.44 |
| TOWER DISTRIBUTION COMP | 553092 | 11/22/2016 | SUBSCRIBER | 614-49870-442 | 501.38 |
| FOX SPORTS | L43162 | 11/22/2016 | SUBSCRIBER | 614-49870-442 | 18,397.60 |
| BTN - BIG TEN NETWORK | L44998 | 11/21/2016 | SUBSCRIBER | 614-49870-442 | 4,292.00 |
| FOX TELEVISION STATIONS, IN | OCT-16 | 11/22/2016 | SUBSCRIBER | 614-49870-442 | 4,857.13 |
| UNIVERSAL SERVICE ADMIN C | UBDI0000878887 | 11/29/2016 | 4994 CONTRIBUTION | 614-49870-443 | 1,451.95 |
| ONVOY VOICE SERVICES | 161102008508 | 11/16/2016 | SS7 SERVICES 11/2/16 - 12/1/ | 614-49870-445 | 1,380.73 |
| US BANK | 20161020 | 11/16/2016 | CREDIT CARD - DREAM HOST | 614-49870-447 | 139.00 |
| CONSOLIDATED COMMUNICA | 20161101 | 11/16/2016 | 10 GB TRANSPORT - | 614-49870-447 | 5,987.50 |
| GOLDEN WEST TECH & INT SO | 161010357 | 11/01/2016 | SERVICE | 614-49870-448 | 144.94 |
| JEFFREY DAHNA | 20161116 | 11/16/2016 | INTERNET - ON CALL SUPPOR | 614-49870-448 | 90.00 |
| JEREMY ROLFES | 20161116 | 11/16/2016 | INTERNET - ON CALL SUPPOR | 614-49870-448 | 54.94 |
| JEFFREY DAHNA | 20161116A | 11/16/2016 | INTERNET ON CALL SUPPORT: | 614-49870-448 | 90.00 |
| JEFFREY DAHNA | 20161116B | 11/16/2016 | INTERNET ON CALL SUPPORT | 614-49870-448 | 60.00 |
| JEFFREY DAHNA | 20161116C | 11/16/2016 | ON CALL SUPPORT JAN-FEB-M | 614-49870-448 | 90.00 |
| JORDAN BUSSA | 20161129 | 11/29/2016 | EXPENSE - INT JULY-AUG-SEPT | 614-49870-448 | 90.00 |
| ONVOY VOICE SERVICES | 161102009025 | 11/16/2016 | SWITCHING SERVICES 11/1/1 | 614-49870-451 | 4,448.29 |
| ZAYO BANDWIDTH | 20161101 | 11/16/2016 | SERVICE | 614-49870-451 | 381.36 |
| CENTURY LINK | 20161116 | 11/29/2016 | SERVICE 831-1075 104 NOV 2 | 614-49870-451 | 77.82 |
| MN REVENUE | 20161031 | 11/22/2016 | SALES TAX - OCT 2016 | 614-49870-460 | 24.97 |
| AGC NETWORKS, INC. | 9010001688 | 11/04/2016 | ANNUAL MAINTENANCE | 614-49870-480 | 518.14 |

Activity 49870 - Telecom Total: 165,491.05

Activity: 49980 - Debt Service

| | | | | | |
|-------------------------|-------|------------|---------------------------|---------------|------------|
| BOND TRUST SERVICE CORP | 32219 | 10/19/2016 | 2012 B BOND PAYMENT- INTE | 614-49980-611 | 160,190.63 |
|-------------------------|-------|------------|---------------------------|---------------|------------|

Activity 49980 - Debt Service Total: 160,190.63

Fund 614 - TELECOM Total: 328,272.71

Fund: 615 - ARENA

Activity: 49850 - Arena

| | | | | | |
|----------------------------|-----------|------------|----------------------------|---------------|--------|
| NCPERS MINNESOTA | 20161129 | 11/29/2016 | INSURANCE #844600 - DEC 20 | 615-49850-133 | 32.00 |
| MANTRONICS MAILING SYSTE | 37247 | 11/16/2016 | SERVICE CONTRACT - NOV 20 | 615-49850-200 | 56.60 |
| MAIL FINANCE | H6248631 | 11/22/2016 | LEASE PAYMENT | 615-49850-200 | 22.66 |
| WEX BANK | 47425732 | 11/16/2016 | CR CARD-SEPT- ARENA | 615-49850-212 | 108.82 |
| BROWN-NICOLLET COMMUNI | 20161116 | 11/16/2016 | LIC #3079 -WINDOM ARENA | 615-49850-217 | 126.00 |
| TOSHIBA FINANCIAL SERVICES | 316406453 | 11/02/2016 | COPIER LEASE 10/20 - 11/20 | 615-49850-217 | 26.51 |

Expense Approval Report

Payment Dates: 11/11/2016 - 11/30/2016

| Vendor Name | Payable Number | Post Date | Description (Item) | Account Number | Amount |
|--------------------------|----------------|------------|---------------------------|----------------|----------|
| SCHRAMEL LAW OFFICE | 20161101A | 11/16/2016 | LEGAL FEES - ARENA | 615-49850-304 | 360.00 |
| ELECTRIC FUND | 20161121 | 11/21/2016 | MONTHLY UTILITY & TELECO | 615-49850-321 | 123.80 |
| VERIZON WIRELESS | 9775659072 | 11/29/2016 | TELEPHONE - | 615-49850-321 | 67.60 |
| ELECTRIC FUND | 20161121 | 11/21/2016 | MONTHLY UTILITY & TELECO | 615-49850-326 | 125.00 |
| CITIZEN PUBLISHING CO | 20161031 | 11/04/2016 | ADVERTISING - | 615-49850-340 | 417.30 |
| ELECTRIC FUND | 20161121 | 11/21/2016 | MONTHLY UTILITY & TELECO | 615-49850-381 | 8,602.79 |
| ELECTRIC FUND | 20161121 | 11/21/2016 | MONTHLY UTILITY & TELECO | 615-49850-382 | 424.64 |
| HOMETOWN SANITATION SER | 0000213043 | 11/04/2016 | GARBAE SERVICE - ARENA | 615-49850-384 | 130.88 |
| ELECTRIC FUND | 20161121 | 11/21/2016 | MONTHLY UTILITY & TELECO | 615-49850-385 | 27.08 |
| CARLSON & STEWART REFRIG | 40422 | 11/16/2016 | MAINTENANCE | 615-49850-404 | 617.98 |
| MN RECREATION & PARK ASS | 20161109 | 11/16/2016 | 2017 DUES - CITY OF WINDO | 615-49850-433 | 95.00 |
| MN REVENUE | 20161031 | 11/22/2016 | SALES TAX - OCT 2016 | 615-49850-460 | 28.00 |

Activity 49850 - Arena Total: 11,392.66

Fund 615 - ARENA Total: 11,392.66

Fund: 617 - M/P CENTER

| | | | | | |
|------------|----------|------------|--------------------------|-----------|---------|
| MN REVENUE | 20161031 | 11/22/2016 | SALES TAX - OCT 2016 | 617-20202 | 216.54 |
| US BANK | 20161020 | 11/16/2016 | CREDIT CARD - SCHWALBACH | 617-38533 | -125.00 |
| | | | | | 91.54 |

Activity: 49860 - M/P Center

| | | | | | |
|----------------------------|------------|------------|------------------------------|---------------|----------|
| NCPERS MINNESOTA | 20161129 | 11/29/2016 | INSURANCE #844600 - DEC 20 | 617-49860-133 | 48.00 |
| INDOFF, INC | 2876354 | 11/16/2016 | SUPPLIES | 617-49860-200 | 10.29 |
| MANTRONICS MAILING SYSTE | 37247 | 11/16/2016 | SERVICE CONTRACT - NOV 20 | 617-49860-200 | 56.57 |
| MAIL FINANCE | H6248631 | 11/22/2016 | LEASE PAYMENT | 617-49860-200 | 22.66 |
| WEX BANK | 47425732 | 11/16/2016 | CR CARD-SEPT- MP | 617-49860-212 | 63.04 |
| US BANK | 20161020 | 11/16/2016 | CREDIT CARD - WALMART | 617-49860-217 | 50.66 |
| US BANK | 20161020 | 11/16/2016 | CREDIT CARD - SCHWALBACH | 617-49860-217 | -96.18 |
| US BANK | 20161020 | 11/16/2016 | CREDIT CARD - DOLLAR GENE | 617-49860-217 | 37.41 |
| US BANK | 20161020 | 11/16/2016 | CREDIT CARD -WALMART | 617-49860-217 | 81.31 |
| US BANK | 20161020 | 11/16/2016 | CREDIT CARD - SCHWALBACH | 617-49860-217 | 52.29 |
| US BANK | 20161020 | 11/16/2016 | CREDIT CARD - SCHWALBACH | 617-49860-217 | 96.18 |
| US BANK | 20161020 | 11/16/2016 | CREDIT CARD - AMAZON BEER | 617-49860-217 | 69.20 |
| US BANK | 20161020 | 11/16/2016 | CREDIT CARD - SCHWALBACH | 617-49860-217 | 29.65 |
| US BANK | 20161020 | 11/16/2016 | CREDIT CARD - PARTY CITY | 617-49860-217 | 34.48 |
| US BANK | 20161020 | 11/16/2016 | CREDIT CARD - PARTIES PLUS | 617-49860-217 | 10.46 |
| MN DEPT OF PUBLIC SAFETY | 2016116 | 11/16/2016 | LIC #31143 TYPE #MOONSS - | 617-49860-217 | 20.00 |
| BOB'S BIFFYS LLC | 3105 | 11/04/2016 | SERVICE -WEEKS PROJECT | 617-49860-217 | 480.00 |
| US BANK | 20161020 | 11/16/2016 | CREDIT CARD - HY VEE | 617-49860-254 | 21.06 |
| US BANK | 20161020 | 11/16/2016 | CREDIT CARD - HY VEE | 617-49860-254 | 3.98 |
| ELECTRIC FUND | 20161121 | 11/21/2016 | MONTHLY UTILITY & TELECO | 617-49860-321 | 112.40 |
| VERIZON WIRELESS | 9775659072 | 11/29/2016 | TELEPHONE - | 617-49860-321 | 16.83 |
| ELECTRIC FUND | 20161121 | 11/21/2016 | MONTHLY UTILITY & TELECO | 617-49860-326 | 60.00 |
| WINDOM AREA CHAMBER OF | 1789 | 11/29/2016 | WINDOM COMM CENTER-AD | 617-49860-340 | 200.00 |
| US BANK | 20161020 | 11/16/2016 | CREDIT CARD - PARTY CITY | 617-49860-340 | 9.70 |
| CITIZEN PUBLISHING CO | 20161031 | 11/04/2016 | ADVERTISING - | 617-49860-340 | 527.52 |
| CITIZEN PUBLISHING CO | 20161031 | 11/04/2016 | ADVERTISING - WEEKS CONCE | 617-49860-340 | 272.85 |
| ELECTRIC FUND | 20161121 | 11/21/2016 | MONTHLY UTILITY & TELECO | 617-49860-381 | 1,132.66 |
| ELECTRIC FUND | 20161121 | 11/21/2016 | MONTHLY UTILITY & TELECO | 617-49860-382 | 72.22 |
| MN ENERGY RESOURCES | 20161111B | 11/22/2016 | SERVICE #0503741572 | 617-49860-383 | 393.89 |
| ELECTRIC FUND | 20161121 | 11/21/2016 | MONTHLY UTILITY & TELECO | 617-49860-385 | 67.87 |
| US BANK | 20161020 | 11/16/2016 | CREDIT CARD - SCHWALBACH | 617-49860-402 | 58.33 |
| US BANK | 20161020 | 11/16/2016 | CREDIT CARD - RUNNINGS | 617-49860-404 | 25.20 |
| US BANK | 20161020 | 11/16/2016 | CREDIT CARD - SCHWALBACH | 617-49860-404 | 47.14 |
| TOSHIBA FINANCIAL SERVICES | 316406453 | 11/02/2016 | COPIER LEASE 10/20 - 11/20 | 617-49860-404 | 14.73 |
| TOSHIBA FINANCIAL SERVICES | 316406453 | 11/02/2016 | COPIER LEASE 10/20 - 11/20 - | 617-49860-404 | 60.00 |
| WINDOM FIRE & SAFETY | 6105 | 11/22/2016 | SERVICE - COMM CENTER | 617-49860-404 | 88.00 |
| RAGE INC | 11-010672 | 11/21/2016 | SERVICE | 617-49860-406 | 61.50 |
| US BANK | 20161020 | 11/16/2016 | CREDIT CARD - SCHWALBACH | 617-49860-406 | 129.24 |
| US BANK | 20161020 | 11/16/2016 | CREDIT CARD - RUNNINGS | 617-49860-406 | 3.83 |
| US BANK | 20161020 | 11/16/2016 | CREDIT CARD - SCHWALBACH | 617-49860-406 | -499.06 |

Expense Approval Report

Payment Dates: 11/11/2016 - 11/30/2016

| Vendor Name | Payable Number | Post Date | Description (Item) | Account Number | Amount |
|---|----------------|------------|--------------------------|----------------|-----------------|
| US BANK | 20161020 | 11/16/2016 | CREDIT CARD - SCHWALBACH | 617-49860-406 | 35.71 |
| US BANK | 20161020 | 11/16/2016 | CREDIT CARD - SCHWALBACH | 617-49860-406 | 499.06 |
| US BANK | 20161020 | 11/16/2016 | CREDIT CARD - SCHWALBACH | 617-49860-409 | 117.54 |
| US BANK | 20161020 | 11/16/2016 | CREDIT CARD - SCHWALBACH | 617-49860-409 | 43.10 |
| US BANK | 20161020 | 11/16/2016 | CREDIT CARD - SCHWALBACH | 617-49860-409 | -67.36 |
| MN REVENUE | 20161031 | 11/22/2016 | SALES TAX - OCT 2016 | 617-49860-460 | 546.46 |
| Activity 49860 - M/P Center Total: | | | | | 5,120.42 |
| Fund 617 - M/P CENTER Total: | | | | | 5,211.96 |

Fund: 651 - RIVERLBUFF TOWNHOMES

Activity: 46520 - EDA

| | | | | | |
|---|--------|------------|----------------|---------------|-----------------|
| ALLEN RAHN | 346939 | 11/16/2016 | SERVICE - 2016 | 651-46520-480 | 1,200.00 |
| Activity 46520 - EDA Total: | | | | | 1,200.00 |
| Fund 651 - RIVERLBUFF TOWNHOMES Total: | | | | | 1,200.00 |

Fund: 700 - PAYROLL

| | | | | | |
|----------------------------------|------------|------------|-----------------------------|-----------|------------------|
| Internal Revenue Service-Payr | INV0000959 | 11/15/2016 | Federal Tax Withholding | 700-21701 | 3,633.31 |
| Internal Revenue Service-Payr | INV0000969 | 11/25/2016 | Federal Tax Withholding | 700-21701 | 10,694.68 |
| MN Department of Revenue - | INV0000958 | 11/15/2016 | State Withholding | 700-21702 | 1,550.54 |
| MN Department of Revenue - | INV0000968 | 11/25/2016 | State Withholding | 700-21702 | 4,356.48 |
| Internal Revenue Service-Payr | INV0000960 | 11/15/2016 | Social Security | 700-21703 | 4,639.94 |
| Internal Revenue Service-Payr | INV0000970 | 11/25/2016 | Social Security | 700-21703 | 11,462.02 |
| MN Pera | INV0000961 | 11/25/2016 | PERA | 700-21704 | 12,527.72 |
| MN Pera | INV0000962 | 11/25/2016 | PERA | 700-21704 | 5,801.46 |
| MN Pera | INV0000963 | 11/25/2016 | PERA | 700-21704 | 673.40 |
| MN State Deferred | INV0000964 | 11/25/2016 | Deferred Compensation | 700-21705 | 4,290.00 |
| MN State Deferred | INV0000965 | 11/25/2016 | Deferred Roth | 700-21705 | 775.00 |
| LOCAL UNION #949 | 20161116 | 11/16/2016 | UNION DUES | 700-21707 | 1,744.60 |
| LAW ENFORCEMENT LABOR SE | 20161116 | 11/16/2016 | POLICE UNION DUES | 700-21708 | 343.00 |
| MN Child Support Payment C | INV0000952 | 11/10/2016 | Child Support Payment | 700-21709 | 286.10 |
| MN Child Support Payment C | INV0000966 | 11/25/2016 | Child Support Payment | 700-21709 | 599.89 |
| Internal Revenue Service-Payr | INV0000957 | 11/15/2016 | Medicare Withholding | 700-21711 | 1,085.18 |
| Internal Revenue Service-Payr | INV0000967 | 11/25/2016 | Medicare Withholding | 700-21711 | 3,269.20 |
| SELECTACCOUNT | 38304120 | 11/16/2016 | FLEX SPENDING | 700-21712 | 2,321.39 |
| SELECTACCOUNT | 38308306 | 11/29/2016 | FLEX SPENDING | 700-21712 | 585.15 |
| SELECTACCOUNT | 38311719 | 11/29/2016 | FLEX SPENDING | 700-21712 | 1,535.83 |
| AFLAC | 888555 | 11/21/2016 | INSURANCE - NOV 2016 - AFT | 700-21715 | 204.00 |
| AFLAC | 888555 | 11/21/2016 | INSURANCE - NOV 2016 - PRE | 700-21716 | 334.59 |
| MN BENEFIT ASSOCIATION | 20161116 | 11/16/2016 | INSURANCE 10-1-16 - PRE TAX | 700-21717 | 172.27 |
| NCPERS MINNESOTA | 20161129 | 11/29/2016 | INSURANCE #844600 - DEC 20 | 700-21718 | 16.00 |
| NCPERS MINNESOTA | 20161129 | 11/29/2016 | INSURANCE #844600 - DEC 20 | 700-21718 | 16.00 |
| MN BENEFIT ASSOCIATION | 20161116 | 11/16/2016 | INSURANCE 10-1-16 AFTER TA | 700-21719 | 120.46 |
| MII LIFE | 20161122 | 11/22/2016 | VEBA - NOV 2016 | 700-21720 | 11,848.64 |
| 84,886.85 | | | | | |
| Fund 700 - PAYROLL Total: | | | | | 84,886.85 |

Grand Total: 1,266,596.71

Report Summary

Fund Summary

| Fund | Payment Amount |
|--------------------------------|---------------------|
| 100 - GENERAL | 117,147.47 |
| 211 - LIBRARY | 1,328.39 |
| 225 - AIRPORT | 6,272.62 |
| 230 - POOL | 3,672.02 |
| 235 - AMBULANCE | 8,566.46 |
| 250 - EDA GENERAL | 10,527.26 |
| 253 - EDA RIVERBLUFF ESTATES | 800.00 |
| 254 - NORTH IND PARK | 1,309.83 |
| 401 - GENERAL CAPITAL PROJECTS | 25,894.95 |
| 402 - CAPITAL PROJECT | 2,078.00 |
| 601 - WATER | 35,947.14 |
| 602 - SEWER | 262,610.00 |
| 604 - ELECTRIC | 258,718.20 |
| 609 - LIQUOR STORE | 100,760.19 |
| 614 - TELECOM | 328,272.71 |
| 615 - ARENA | 11,392.66 |
| 617 - M/P CENTER | 5,211.96 |
| 651 - RIVERLBUFF TOWNHOMES | 1,200.00 |
| 700 - PAYROLL | 84,886.85 |
| Grand Total: | 1,266,596.71 |

Account Summary

| Account Number | Account Name | Payment Amount |
|----------------|--------------------------|----------------|
| 100-20191 | Unapplied Cash | 139.19 |
| 100-20202 | Sales Tax Payable | 27,651.63 |
| 100-41110-200 | Office Supplies | 4.26 |
| 100-41110-304 | Legal Fees | 270.00 |
| 100-41110-308 | Training & Registrations | 650.00 |
| 100-41110-334 | Meals/Lodging | 25.00 |
| 100-41110-350 | Printing & Design | 913.90 |
| 100-41310-133 | Employer Paid Insurance | 80.00 |
| 100-41310-200 | Office Supplies | 188.83 |
| 100-41310-217 | Other Operating Supplie | 159.95 |
| 100-41310-308 | Training & Registrations | 165.00 |
| 100-41310-321 | Telephone | 812.79 |
| 100-41310-326 | Data Processing | 96.13 |
| 100-41310-480 | Other Miscellaneous | 1,580.82 |
| 100-41410-480 | Other Miscellaneous | 13.15 |
| 100-41910-133 | Employer Paid Insurance | 24.00 |
| 100-41910-200 | Office Supplies | 57.29 |
| 100-41910-212 | Motor Fuels | 62.35 |
| 100-41910-304 | Legal Fees | 210.00 |
| 100-41910-321 | Telephone | 253.69 |
| 100-41910-331 | Travel Expense | 194.40 |
| 100-41940-381 | Electric Utility | 524.25 |
| 100-41940-382 | Water Utility | 59.94 |
| 100-41940-383 | Gas Utility | 233.97 |
| 100-41940-384 | Refuse Disposal | 85.04 |
| 100-41940-385 | Sewer Utility | 109.42 |
| 100-41940-406 | Repairs & Maint - Groun | 288.50 |
| 100-42120-133 | Employer Paid Insurance | 160.00 |
| 100-42120-200 | Office Supplies | 433.99 |
| 100-42120-212 | Motor Fuels | 850.58 |
| 100-42120-218 | Uniforms | 1,148.00 |
| 100-42120-304 | Legal Fees | 4,443.75 |
| 100-42120-305 | Medical & Dental Fees | 80.00 |
| 100-42120-321 | Telephone | 366.57 |

Account Summary

| Account Number | Account Name | Payment Amount |
|----------------|--------------------------|----------------|
| 100-42120-322 | Postage | 695.00 |
| 100-42120-325 | Dispatching | 275.00 |
| 100-42120-326 | Data Processing | 433.00 |
| 100-42120-404 | Repairs & Maint - M&E | 665.89 |
| 100-42120-405 | Repairs & Maint - Vehicl | 362.59 |
| 100-42120-412 | Rentals - Building | 1,850.00 |
| 100-42220-212 | Motor Fuels | 150.30 |
| 100-42220-215 | Materials & Equipment | 142.93 |
| 100-42220-218 | Uniforms | 107.00 |
| 100-42220-304 | Legal Fees | 165.00 |
| 100-42220-308 | Training & Registrations | 4,171.00 |
| 100-42220-321 | Telephone | 49.02 |
| 100-42220-325 | Dispatching | 212.50 |
| 100-42220-326 | Data Processing | 10.02 |
| 100-42220-331 | Travel Expense | 64.80 |
| 100-42220-404 | Repairs & Maint - M&E | 23.56 |
| 100-42220-435 | Books and Pamphlets | 47.25 |
| 100-42220-491 | Payments to Other Orga | 48,131.73 |
| 100-42500-325 | Dispatching | 12.50 |
| 100-42500-381 | Electric Utility | 19.53 |
| 100-43100-133 | Employer Paid Insurance | 80.00 |
| 100-43100-200 | Office Supplies | 86.79 |
| 100-43100-212 | Motor Fuels | 1,027.46 |
| 100-43100-217 | Other Operating Supplie | 1,187.33 |
| 100-43100-224 | Street Maint Materials | 1,831.94 |
| 100-43100-321 | Telephone | 204.91 |
| 100-43100-325 | Dispatching | 125.00 |
| 100-43100-350 | Printing & Design | 369.15 |
| 100-43100-381 | Electric Utility | 3,212.80 |
| 100-43100-382 | Water Utility | 19.73 |
| 100-43100-383 | Gas Utility | 99.71 |
| 100-43100-384 | Refuse Disposal | 130.85 |
| 100-43100-385 | Sewer Utility | 38.55 |
| 100-43100-480 | Other Miscellaneous | 35.00 |
| 100-45120-200 | Office Supplies | 22.67 |
| 100-45120-217 | Other Operating Supplie | 110.73 |
| 100-45202-133 | Employer Paid Insurance | 16.00 |
| 100-45202-200 | Office Supplies | 22.67 |
| 100-45202-212 | Motor Fuels | 46.71 |
| 100-45202-325 | Dispatching | 37.50 |
| 100-45202-381 | Electric Utility | 686.59 |
| 100-45202-382 | Water Utility | 2,397.11 |
| 100-45202-385 | Sewer Utility | 216.80 |
| 100-45202-404 | Repairs & Maint - M&E | 164.84 |
| 100-45202-405 | Repairs & Maint - Vehicl | 13.23 |
| 100-45202-444 | License Fees | 113.20 |
| 100-45202-480 | Other Miscellaneous | -74.81 |
| 100-49960-720 | Transfers | 5,000.00 |
| 211-45501-133 | Employer Paid Insurance | 16.00 |
| 211-45501-200 | Office Supplies | 116.89 |
| 211-45501-211 | Cleaning Supplies | 15.95 |
| 211-45501-217 | Other Operating Supplie | 7.36 |
| 211-45501-321 | Telephone | 28.96 |
| 211-45501-326 | Data Processing | 65.00 |
| 211-45501-331 | Travel Expense | 42.12 |
| 211-45501-381 | Electric Utility | 181.61 |
| 211-45501-382 | Water Utility | 18.61 |
| 211-45501-383 | Gas Utility | 145.19 |

Account Summary

| Account Number | Account Name | Payment Amount |
|----------------|--------------------------|----------------|
| 211-45501-385 | Sewer Utility | 35.39 |
| 211-45501-433 | Dues & Subscriptions | 403.40 |
| 211-45501-435 | Books and Pamphlets | 251.91 |
| 225-45127-321 | Telephone | 26.62 |
| 225-49950-500 | Capital Outlay | 6,246.00 |
| 230-45124-217 | Other Operating Supplie | 508.36 |
| 230-45124-381 | Electric Utility | 46.92 |
| 230-45124-382 | Water Utility | 15.66 |
| 230-45124-385 | Sewer Utility | 27.08 |
| 230-45124-401 | Repairs & Maint - Buildi | 3,070.00 |
| 230-45124-460 | Miscellaneous Taxes | 4.00 |
| 235-34205 | Ambulance Revenues - | 2,623.85 |
| 235-42153-200 | Office Supplies | 79.26 |
| 235-42153-212 | Motor Fuels | 1,238.78 |
| 235-42153-217 | Other Operating Supplie | 262.88 |
| 235-42153-218 | Uniforms | 502.96 |
| 235-42153-312 | Nursing | 1,543.47 |
| 235-42153-321 | Telephone | 214.22 |
| 235-42153-325 | Dispatching | 200.00 |
| 235-42153-326 | Data Processing | 1,647.00 |
| 235-42153-327 | Interpretation Fees | 34.00 |
| 235-42153-334 | Meals/Lodging | 149.71 |
| 235-42153-404 | Repairs & Maint - M&E | 70.33 |
| 250-46520-133 | Employer Paid Insurance | 8.00 |
| 250-46520-200 | Office Supplies | 145.57 |
| 250-46520-304 | Legal Fees | 1,135.00 |
| 250-46520-321 | Telephone | 229.81 |
| 250-46520-340 | Advertising & Promotion | 3,739.55 |
| 250-46520-350 | Printing & Design | 79.50 |
| 250-46520-381 | Electric Utility | 175.97 |
| 250-46520-382 | Water Utility | 16.72 |
| 250-46520-383 | Gas Utility | 164.27 |
| 250-46520-385 | Sewer Utility | 27.12 |
| 250-46520-402 | Repairs & Maint - Struct | 130.55 |
| 250-46520-438 | Meeting Expense | 25.20 |
| 250-46520-439 | Special Projects | 4,500.00 |
| 250-46520-480 | Other Miscellaneous | 150.00 |
| 253-46520-406 | Repairs & Maint - Groun | 800.00 |
| 254-46520-304 | Legal Fees | 270.00 |
| 254-46520-381 | Electric Utility | 136.73 |
| 254-46520-406 | Repairs & Maint - Groun | 903.10 |
| 401-39200 | Interfund Transfers | -5,000.00 |
| 401-49950-501 | Capital Outlay - Police | 6,971.85 |
| 401-49950-503 | Capital Outlay - Streets | 23,923.10 |
| 402-49950-500 | Capital Outlay | 2,078.00 |
| 601-20202 | Sales Tax Payable | 5.16 |
| 601-49400-133 | Employer Paid Insurance | 40.00 |
| 601-49400-200 | Office Supplies | 79.26 |
| 601-49400-212 | Motor Fuels | 223.62 |
| 601-49400-216 | Chemicals and Chemical | 3,566.71 |
| 601-49400-321 | Telephone | 356.30 |
| 601-49400-322 | Postage | 237.53 |
| 601-49400-325 | Dispatching | 100.00 |
| 601-49400-326 | Data Processing | 1,606.87 |
| 601-49400-340 | Advertising & Promotion | 174.60 |
| 601-49400-381 | Electric Utility | 6,322.83 |
| 601-49400-382 | Water Utility | 17.01 |
| 601-49400-383 | Gas Utility | 354.33 |

Account Summary

| Account Number | Account Name | Payment Amount |
|----------------|---------------------------|----------------|
| 601-49400-385 | Sewer Utility | 30.87 |
| 601-49400-386 | Landfill | 3,422.96 |
| 601-49400-402 | Repairs & Maint - Struct | 12,575.00 |
| 601-49400-404 | Repairs & Maint - M&E | 925.59 |
| 601-49400-408 | Repairs & Maint - Distrib | 5,908.50 |
| 602-16300 | Improvements Other Th | 228,279.89 |
| 602-49450-133 | Employer Paid Insurance | 56.00 |
| 602-49450-200 | Office Supplies | 117.16 |
| 602-49450-212 | Motor Fuels | 223.36 |
| 602-49450-217 | Other Operating Supplie | 262.83 |
| 602-49450-303 | Engineering and Surveyi | 12,629.95 |
| 602-49450-310 | Lab Testing | 1,346.00 |
| 602-49450-321 | Telephone | 450.90 |
| 602-49450-322 | Postage | 237.52 |
| 602-49450-325 | Dispatching | 100.00 |
| 602-49450-326 | Data Processing | 1,606.87 |
| 602-49450-381 | Electric Utility | 9,531.04 |
| 602-49450-382 | Water Utility | 428.99 |
| 602-49450-383 | Gas Utility | 452.36 |
| 602-49450-384 | Refuse Disposal | 85.04 |
| 602-49450-404 | Repairs & Maint - M&E | 1,769.59 |
| 602-49450-408 | Repairs & Maint - Distrib | 4,997.50 |
| 602-49450-480 | Other Miscellaneous | 35.00 |
| 604-14200 | Inventory | 890.97 |
| 604-16300 | Improvements Other Th | 32,603.41 |
| 604-20202 | Sales Tax Payable | 30.96 |
| 604-22000 | Prepayments | 3,023.95 |
| 604-49550-133 | Employer Paid Insurance | 96.00 |
| 604-49550-150 | Capitalized Labor | -18,950.40 |
| 604-49550-200 | Office Supplies | 590.30 |
| 604-49550-212 | Motor Fuels | 777.76 |
| 604-49550-217 | Other Operating Supplie | 1.98 |
| 604-49550-218 | Uniforms | 192.73 |
| 604-49550-263 | Merchandise for Resale - | 220,717.01 |
| 604-49550-304 | Legal Fees | 646.00 |
| 604-49550-308 | Training & Registrations | 440.00 |
| 604-49550-315 | Energy Development | 234.36 |
| 604-49550-321 | Telephone | 713.45 |
| 604-49550-322 | Postage | 237.53 |
| 604-49550-325 | Dispatching | 228.75 |
| 604-49550-326 | Data Processing | 2,153.24 |
| 604-49550-381 | Electric Utility | 103.62 |
| 604-49550-382 | Water Utility | 21.72 |
| 604-49550-383 | Gas Utility | 49.49 |
| 604-49550-385 | Sewer Utility | 40.33 |
| 604-49550-404 | Repairs & Maint - M&E | 29.45 |
| 604-49550-406 | Repairs & Maint - Groun | 337.69 |
| 604-49550-408 | Repairs & Maint - Distrib | 3,407.84 |
| 604-49550-450 | Conservation | 10,027.66 |
| 604-49550-460 | Miscellaneous Taxes | 72.40 |
| 609-20202 | Sales Tax Payable | 13,547.00 |
| 609-37899 | Liquor Store Other Inco | -150.00 |
| 609-49751-133 | Employer Paid Insurance | 32.00 |
| 609-49751-200 | Office Supplies | 79.26 |
| 609-49751-217 | Other Operating Supplie | 356.09 |
| 609-49751-251 | Liquor | 17,150.58 |
| 609-49751-252 | Beer | 56,851.41 |
| 609-49751-253 | Wine | 7,583.84 |

Account Summary

| Account Number | Account Name | Payment Amount |
|----------------|--------------------------|----------------|
| 609-49751-254 | Soft Drinks & Mix | 698.12 |
| 609-49751-256 | Tobacco Products | 162.06 |
| 609-49751-261 | Other Merchandise | 37.08 |
| 609-49751-265 | Merchandise Returned f | 389.20 |
| 609-49751-321 | Telephone | 155.95 |
| 609-49751-326 | Data Processing | 129.47 |
| 609-49751-333 | Freight and Express | 549.98 |
| 609-49751-334 | Meals/Lodging | 483.90 |
| 609-49751-340 | Advertising & Promotion | 1,830.75 |
| 609-49751-381 | Electric Utility | 605.45 |
| 609-49751-382 | Water Utility | 20.44 |
| 609-49751-383 | Gas Utility | 88.42 |
| 609-49751-384 | Refuse Disposal | 48.06 |
| 609-49751-385 | Sewer Utility | 36.95 |
| 609-49751-404 | Repairs & Maint - M&E | 29.45 |
| 609-49751-406 | Repairs & Maint - Groun | 40.88 |
| 609-49751-460 | Miscellaneous Taxes | 3.85 |
| 614-16300 | Improvements Other Th | 2,000.00 |
| 614-20201 | Excise Tax Payable | 500.00 |
| 614-20202 | Sales Tax Payable | 91.03 |
| 614-49870-133 | Employer Paid Insurance | 64.00 |
| 614-49870-200 | Office Supplies | 154.08 |
| 614-49870-211 | Cleaning Supplies | 42.66 |
| 614-49870-212 | Motor Fuels | 312.40 |
| 614-49870-218 | Uniforms | 100.00 |
| 614-49870-304 | Legal Fees | 179.97 |
| 614-49870-321 | Telephone | 691.73 |
| 614-49870-322 | Postage | 237.53 |
| 614-49870-326 | Data Processing | 3,642.47 |
| 614-49870-334 | Meals/Lodging | 611.03 |
| 614-49870-381 | Electric Utility | 2,277.71 |
| 614-49870-382 | Water Utility | 18.17 |
| 614-49870-383 | Gas Utility | 47.12 |
| 614-49870-385 | Sewer Utility | 30.96 |
| 614-49870-404 | Repairs & Maint - M&E | 44.18 |
| 614-49870-405 | Repairs & Maint - Vehicl | 92.99 |
| 614-49870-442 | Subscriber Fees | 141,914.41 |
| 614-49870-443 | Intergovernmental Fees | 1,451.95 |
| 614-49870-445 | Switch Fees | 1,380.73 |
| 614-49870-447 | Internet Expense | 6,126.50 |
| 614-49870-448 | On-Call Support | 619.88 |
| 614-49870-451 | Call Completion | 4,907.47 |
| 614-49870-460 | Miscellaneous Taxes | 24.97 |
| 614-49870-480 | Other Miscellaneous | 518.14 |
| 614-49980-611 | Bond Interest | 160,190.63 |
| 615-49850-133 | Employer Paid Insurance | 32.00 |
| 615-49850-200 | Office Supplies | 79.26 |
| 615-49850-212 | Motor Fuels | 108.82 |
| 615-49850-217 | Other Operating Supplie | 152.51 |
| 615-49850-304 | Legal Fees | 360.00 |
| 615-49850-321 | Telephone | 191.40 |
| 615-49850-326 | Data Processing | 125.00 |
| 615-49850-340 | Advertising & Promotion | 417.30 |
| 615-49850-381 | Electric Utility | 8,602.79 |
| 615-49850-382 | Water Utility | 424.64 |
| 615-49850-384 | Refuse Disposal | 130.88 |
| 615-49850-385 | Sewer Utility | 27.08 |
| 615-49850-404 | Repairs & Maint - M&E | 617.98 |

Account Summary

| Account Number | Account Name | Payment Amount |
|----------------|----------------------------|---------------------|
| 615-49850-433 | Dues & Subscriptions | 95.00 |
| 615-49850-460 | Miscellaneous Taxes | 28.00 |
| 617-20202 | Sales Tax Payable | 216.54 |
| 617-38533 | M/P Event Ticket Sales | -125.00 |
| 617-49860-133 | Employer Paid Insurance | 48.00 |
| 617-49860-200 | Office Supplies | 89.52 |
| 617-49860-212 | Motor Fuels | 63.04 |
| 617-49860-217 | Other Operating Supplie | 865.46 |
| 617-49860-254 | Soft Drinks & Mix | 25.04 |
| 617-49860-321 | Telephone | 129.23 |
| 617-49860-326 | Data Processing | 60.00 |
| 617-49860-340 | Advertising & Promotion | 1,010.07 |
| 617-49860-381 | Electric Utility | 1,132.66 |
| 617-49860-382 | Water Utility | 72.22 |
| 617-49860-383 | Gas Utility | 393.89 |
| 617-49860-385 | Sewer Utility | 67.87 |
| 617-49860-402 | Repairs & Maint - Struct | 58.33 |
| 617-49860-404 | Repairs & Maint - M&E | 235.07 |
| 617-49860-406 | Repairs & Maint - Groun | 230.28 |
| 617-49860-409 | Repairs & Maint - Utilitie | 93.28 |
| 617-49860-460 | Miscellaneous Taxes | 546.46 |
| 651-46520-480 | Other Miscellaneous | 1,200.00 |
| 700-21701 | Federal Withholding | 14,327.99 |
| 700-21702 | State Withholding | 5,907.02 |
| 700-21703 | FICA Tax Withholding | 16,101.96 |
| 700-21704 | PERA Contributions | 19,002.58 |
| 700-21705 | Retirement | 5,065.00 |
| 700-21707 | Union Dues | 1,744.60 |
| 700-21708 | PD Union Dues | 343.00 |
| 700-21709 | Wage Levy | 885.99 |
| 700-21711 | Medicare Tax Withholdi | 4,354.38 |
| 700-21712 | Flex Account | 4,442.37 |
| 700-21715 | Individual Insurance-Afla | 204.00 |
| 700-21716 | Individual Insurance-Afla | 334.59 |
| 700-21717 | Individual Insurance-MB | 172.27 |
| 700-21718 | Individual Insurance-NC | 32.00 |
| 700-21719 | Individual Insurance-MB | 120.46 |
| 700-21720 | VEBA Contributions | 11,848.64 |
| | Grand Total: | 1,266,596.71 |

Project Account Summary

| Project Account Key | Payment Amount |
|----------------------|---------------------|
| **None** | 1,104,620.43 |
| 2012BInt | 160,190.63 |
| Program Expense 2016 | 740.59 |
| Purchases | 1,045.06 |
| | Grand Total: |
| | 1,266,596.71 |

GA
11-30-16

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: 4983
Draw: 1
Invoice date: 10/28/2016
Period ending date: 10/28/2016

Contract For: Windom EMS Building
Project: 16-0675
 Windom EMS Building
Contract date: 9/9/2016
Architect: *David Olson 11/21/2016*
Scope:

Request for payment:
 Original contract amount \$3,191,500.00
 Approved changes \$0.00
 Revised contract amount \$3,191,500.00
 Contract completed to date \$372,940.48
 Add-ons to date \$0.00
 Taxes to date \$0.00
 Less retainage \$18,647.03
 Total completed less retainage \$354,293.45
 Less previous requests \$0.00
 Current request for payment \$354,293.45
 Current billing \$372,940.48
 Current additional charges \$0.00
 Current tax \$0.00
 Less current retainage \$18,647.03
 Current amount due \$354,293.45
 Remaining contract to bill \$2,837,206.55

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

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.
 By: *[Signature]* State Of Minnesota County Of Blue Earth
 Date: 10-28-16 Subscribed and sworn to before me this 28 day of October 2016
 Notary Public My commission expires: *Jan 31 2018*



REQUEST FOR PAYMENT DETAIL

Project: 16-0675 / Windom EMS Building Billing: 4983 Draw: 1 Period Ending Date: 10/28/2016 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 | | 74,938.73 | 24.60 | 229,690.27 | 3,746.94 |
| 2200 | Earthwork | 231,487.00 | | 78,186.10 | | 78,186.10 | 33.78 | 153,300.90 | 3,909.31 |
| 2500 | Asphalt Paving | 216,849.00 | | | | | | 216,849.00 | |
| 2900 | Landscaping | 11,700.00 | | | | | | 11,700.00 | |
| 3310 | Concrete | 169,110.00 | | | | | | 169,110.00 | |
| 3420 | Precast Concrete | 983,400.00 | | 38,290.50 | 181,525.15 | 219,815.65 | 22.35 | 763,584.35 | 10,990.78 |
| 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 | | | | | | 208,805.00 | |
| Totals | | 3,191,500.00 | | 191,415.33 | 181,525.15 | 372,940.48 | 11.69 | 2,818,559.52 | 18,647.03 |

| | |
|---|---|
| Date of Issuance: October 19, 2016 | Effective Date: October 19, 2016 |
| Owner: City of Windom | Owner's Contract No.: |
| Contractor: GM Contracting, Inc. | Contractor's Project No.: |
| Engineer: Bolton & Menk, Inc. | Engineer's Project No.: F18.112135 |
| Project: 2016 Sanitary Sewer Rehabilitation | Contract Name: 2016 Sanitary Sewer Rehabilitation |

The Contract is modified as follows upon execution of this Change Order:
 Description: Bid schedule B as received and opened on September 1st, 2016 is here by awarded and included in the previously awarded contract for bid schedule A. Schedule A shall be completed by the original completion dates and schedule B shall be completed as indicated below with the understanding that the delays are only due to the lead time required for materials. Work will be completed as materials become available.

Attachments: Revised Schedule of Unit Prices

| CHANGE IN CONTRACT PRICE | CHANGE IN CONTRACT TIMES <i>[note changes in Milestones if applicable]</i> |
|--|--|
| Original Contract Price: <u>\$566,738.28</u> | Original Contract Times: Substantial Completion: <u>November 15, 2016</u> Ready for Final Payment: <u>November 30, 2016</u> days or dates |
| [Increase] [Decrease] from previously approved Change Orders No. ___ to No. ___: \$ _____ | [Increase] [Decrease] from previously approved Change Orders No. ___ to No. ___: Substantial Completion: _____ Ready for Final Payment: _____ days |
| Contract Price prior to this Change Order: <u>\$566,738.28</u> | Contract Times prior to this Change Order: Substantial Completion: <u>November 15, 2016</u> Ready for Final Payment: <u>November 30, 2016</u> days or dates |
| Increase of this Change Order: <u>\$194,148.72</u> | Increase of this Change Order: Substantial Completion: <u>April 30, 2017</u> Ready for Final Payment: <u>May 15, 2017</u> days or dates |
| Contract Price incorporating this Change Order: <u>\$760,887.00</u> | Contract Times with all approved Change Orders: Substantial Completion: <u>April 30, 2017</u> Ready for Final Payment: <u>May 15, 2017</u> days or dates |

| | | |
|---|---|---|
| RECOMMENDED: <u><i>David L. Winters</i></u> Engineer (If required) | ACCEPTED: _____ Owner (Authorized Signature) | ACCEPTED: <u><i>John Hill</i></u> By: _____ Contractor (Authorized Signature) |
| Title: <u>Project Engineer</u> | Title: _____ | Title: <u>Vice President</u> |
| Date: <u>10-24-16</u> | Date: _____ | Date: <u>10/25/16</u> |

SCHEDULE OF UNIT PRICES - ADDENDUM NO. 1

2016 SANITARY SEWER REHABILITATION
 CITY OF WINDOM, MINNESOTA
 BMI PROJECT NO.: F18.112135

BIDDER agrees to perform all of the work described in the CONTRACT DOCUMENTS for the following unit prices:

NOTE: BIDS shall include sales tax and all applicable taxes and fees.

BIDDER must fill in unit prices in numerals, make extension for each item, and total.

CY (LV) = Cubic Yards, Loose Volume

CY (CV) = Cubic Yards, Compacted Volume (Measured In Place)

(P)=Planned Quantity Basis of Measurement

| ITEM NO. | ITEM | APPROX. QUANT. | UNIT | UNIT PRICE | AMOUNT |
|--|--|----------------|------|--------------------|---------------------|
| SCHEDULE A: SANITARY REHABILITATION | | | | | |
| 1A | MOBILIZATION | 1 | LS | <u>\$59,000.00</u> | <u>\$59,000.00</u> |
| 2A | TRAFFIC CONTROL | 1 | LS | <u>\$6,500.00</u> | <u>\$6,500.00</u> |
| 3A | CLEAR & GRUB | 0.5 | AC | <u>\$3,000.00</u> | <u>\$1,500.00</u> |
| 4A | REMOVE SANITARY MANHOLE | 7 | EA | <u>\$250.08</u> | <u>\$1,750.42</u> |
| 5A | REMOVE SANITARY SEWER PIPE | 1780 | LF | <u>\$1.50</u> | <u>\$2,670.00</u> |
| 6A | REMOVE VERMICULITE CONCRETE | 5 | CY | <u>\$100.00</u> | <u>\$500.00</u> |
| 7A | DEWATERING | 2220 | LF | <u>\$0.01</u> | <u>\$22.20</u> |
| 8A | BITUMINOUS PATCH | 250 | SY | <u>\$95.55</u> | <u>\$23,887.50</u> |
| 9A | AGGREGATE SURFACING, CLASS 2 | 175 | TON | <u>\$31.79</u> | <u>\$5,563.25</u> |
| 10A | GRANULAR FOUNDATION | 200 | CY | <u>\$35.64</u> | <u>\$7,128.00</u> |
| 11A | COURSE AGGREGATE BEDDING | 200 | CY | <u>\$35.64</u> | <u>\$7,128.00</u> |
| 12A | GRANULAR BACKFILL | 1200 | CY | <u>\$11.02</u> | <u>\$13,224.00</u> |
| 13A | CREEK DIVERSION | 1 | LS | <u>\$9,867.19</u> | <u>\$9,867.19</u> |
| 14A | CONNECT TO EXISTING SANITARY | 4 | EA | <u>\$1,783.24</u> | <u>\$7,132.96</u> |
| 15A | 8" PVC, SDR 35 SANITARY SEWER PIPE | 71 | LF | <u>\$50.96</u> | <u>\$3,618.16</u> |
| 16A | 10" PVC, SDR 35 SANITARY SEWER PIPE | 401 | LF | <u>\$55.53</u> | <u>\$22,267.53</u> |
| 17A | 15" PVC, SDR 35 SANITARY SEWER PIPE | 5 | LF | <u>\$63.16</u> | <u>\$315.80</u> |
| 18A | 18" PVC, PS 46 SANITARY SEWER PIPE | 1998 | LF | <u>\$77.84</u> | <u>\$155,624.32</u> |
| 19A | RECONNECT SANITARY SERVICE | 2 | EA | <u>\$1,410.71</u> | <u>\$2,821.42</u> |
| 20A | 8" GATE VALVE & BOX | 1 | EA | <u>\$2,113.60</u> | <u>\$2,113.60</u> |
| 21A | 8" OUTSIDE DROP | 8.4 | LF | <u>\$364.45</u> | <u>\$3,061.38</u> |
| 22A | C.I.P.P. LINING, 8" SANITARY SEWER MAIN | 315 | LF | <u>\$32.89</u> | <u>\$10,360.35</u> |
| 23A | C.I.P.P. LINING, 15" SANITARY SEWER MAIN | 108 | LF | <u>\$77.23</u> | <u>\$8,186.38</u> |
| 24A | C.I.P.P. LINING, 18" SANITARY SEWER MAIN | 1174 | LF | <u>\$46.71</u> | <u>\$54,837.54</u> |
| 25A | C.I.P.P. LINING, 21" SANITARY SEWER MAIN | 905 | LF | <u>\$61.56</u> | <u>\$55,711.80</u> |

SCHEDULE OF UNIT PRICES - ADDENDUM NO. 1

2016 SANITARY SEWER REHABILITATION
CITY OF WINDOM, MINNESOTA
BMI PROJECT NO.: F18.112135

BIDDER agrees to perform all of the work described in the CONTRACT DOCUMENTS for the following unit prices:

NOTE: BIDS shall include sales tax and all applicable taxes and fees.

BIDDER must fill in unit prices in numerals, make extension for each item, and total.

CY (LV) = Cubic Yards, Loose Volume

CY (CV) = Cubic Yards, Compacted Volume (Measured in Place)

(P)=Planned Quantity Basis of Measurement

| ITEM NO. | ITEM | APPROX. QUANT. | UNIT | UNIT PRICE | AMOUNT |
|----------------------|---|----------------|------|-------------------|----------------------|
| 26A | REINSTATE SANITARY SERVICE | 7 | EA | <u>\$247.47</u> | <u>\$1,732.29</u> |
| 27A | CONSTRUCT 48" SANITARY MANHOLE, DESIGN 4007 | 101.4 | LF | <u>\$374.60</u> | <u>\$37,984.44</u> |
| 28A | SANITARY MANHOLE I & I BARRIER | 7.0 | EA | <u>\$235.00</u> | <u>\$1,645.00</u> |
| 29A | CASTING ASSEMBLY, R-1733-G | 7 | EA | <u>\$632.84</u> | <u>\$4,429.88</u> |
| 30A | SANITARY MANHOLE LINING | 117 | LF | <u>\$385.00</u> | <u>\$45,045.00</u> |
| 31A | SANITARY SEWER BYPASS PUMPING | 1 | LS | <u>\$0.01</u> | <u>\$0.01</u> |
| 32A | RANDOM RIPRAP, CLASS II | 32 | TON | <u>\$69.27</u> | <u>\$2,216.64</u> |
| 33A | STABILIZED CONSTRUCTION EXIT | 1 | EA | <u>\$950.00</u> | <u>\$950.00</u> |
| 34A | SILT FENCE | 2200 | LF | <u>\$1.80</u> | <u>\$3,960.00</u> |
| 35A | INLET PROTECTION | 3 | EA | <u>\$128.89</u> | <u>\$386.67</u> |
| 36A | DITCH CHECK - BIOROLL | 70 | LF | <u>\$4.12</u> | <u>\$288.40</u> |
| 37A | EROSION CONTROL BLANKETS CATEGORY 3 | 375 | SY | <u>\$2.06</u> | <u>\$772.50</u> |
| 38A | SEED, MULCH & FERTILIZE | 2.5 | ACRE | <u>\$1,134.26</u> | <u>\$2,835.65</u> |
| SUBTOTAL SCHEDULE A: | | | | | <u>\$ 666,738.28</u> |

SCHEDULE OF UNIT PRICES - ADDENDUM NO. 1

2016 SANITARY SEWER REHABILITATION
 CITY OF WINDOM, MINNESOTA
 BMI PROJECT NO.: F18.112135

BIDDER agrees to perform all of the work described in the CONTRACT DOCUMENTS for the following unit prices:

NOTE: BIDS shall include sales tax and all applicable taxes and fees.

BIDDER must fill in unit prices in numerals, make extension for each item, and total.

CY (LV) = Cubic Yards, Loose Volume

CY (CV) = Cubic Yards, Compacted Volume (Measured in Place)

(P)=Planned Quantity Basis of Measurement

| ITEM NO. | ITEM | APPROX. QUANT. | UNIT | UNIT PRICE | AMOUNT |
|----------|------|----------------|------|------------|--------|
|----------|------|----------------|------|------------|--------|

SCHEDULE B: SANITARY MONITORING AND SAMPLING STATIONS

| | | | | | |
|-----------------------------|--|-----|----|--------------|---------------------|
| 1B | MOBILIZATION | 1 | LS | \$5,500.00 | \$5,500.00 |
| 2B | 12" PVC, SDR 35 SANITARY SEWER PIPE | 20 | LF | \$59.03 | \$1,196.60 |
| 3B | 10" GATE VALVE & BOX | 1 | EA | \$2,915.26 | \$2,915.26 |
| 4B | 12" GATE VALVE & BOX | 1 | EA | \$3,366.11 | \$3,366.11 |
| 5B | CONSTRUCT 72" SANITARY MONITORING MANHOLE, PIPING AND EQUIPMENT | 1 | LS | \$17,143.88 | \$17,143.88 |
| 6B | CONSTRUCT 96" SANITARY MONITORING MANHOLE, PIPING, AND EQUIPMENT | 1 | LS | \$33,540.25 | \$33,540.25 |
| 7B | SAMPLING STATION BUILDING & EQUIPMENT | 1 | LS | \$124,250.00 | \$124,250.00 |
| 8B | 3/4" PE WATER SERVICE | 250 | LF | \$20.17 | \$5,042.50 |
| 9B | 8" X 3/4" TAPPING SADDLE & CORP STOP | 1 | EA | \$649.12 | \$649.12 |
| 10B | 3/4" CURB STOP & BOX | 1 | EA | \$545.00 | \$545.00 |
| SUBTOTAL SCHEDULE B: | | | | | \$194,148.72 |

~~ALTERNATE STRUCTURE FOR THE WOOD STRUCTURE SAMPLING BUILDING~~

~~SEE ATTACHMENT ALTERNATE STRUCTURE FOR THE WOOD STRUCTURE~~

| | | | | | |
|----|------------------------------|--|--------------------|--|-------------------|
| 7B | SAMPLING BUILDING | | DEDUCT: | | \$0.00 |
|----|------------------------------|--|--------------------|--|-------------------|

| CONTRACTOR'S PAY REQUEST | | DISTRIBUTION: | |
|---|--|----------------------|--|
| 2016 SANITARY SEWER REHABILITATION | | CONTRACTOR (1) | |
| CITY OF WINDOM, MINNESOTA | | OWNER (1) | |
| BMI PROJECT NO.: F18.112135 | | ENGINEER (1) | |
| | | BONDING CO. (1) | |
| TOTAL AMOUNT BID PLUS APPROVED CHANGE ORDERS | | \$760,887.00 | |
| TOTAL, COMPLETED WORK TO DATE | | \$619,723.66 | |
| TOTAL, STORED MATERIALS TO DATE | | \$0.00 | |
| DEDUCTION FOR STORED MATERIALS USED IN WORK COMPLETED | | \$0.00 | |
| TOTAL, COMPLETED WORK & STORED MATERIALS | | \$619,723.66 | |
| RETAINED PERCENTAGE (5%) | | \$30,986.18 | |
| TOTAL AMOUNT OF OTHER PAYMENTS OR (DEDUCTIONS) | | \$0.00 | |
| NET AMOUNT DUE TO CONTRACTOR TO DATE | | \$588,737.48 | |
| TOTAL AMOUNT PAID ON PREVIOUS ESTIMATES | | \$228,279.89 | |
| PAY CONTRACTOR AS ESTIMATE NO. <u>2</u> | | \$360,457.59 | |

Certificate for Partial Payment

I hereby certify that, to the best of my knowledge and belief, all items quantities and prices of work and material shown on this Estimate are correct and that all work has been performed in full accordance with the terms and conditions of the Contract for this project between the Owner and the undersigned Contractor, and as amended by any authorized changes, and that the foregoing is a true and correct statement of the contract amount for the period covered by this Estimate.

Contractor: GM CONTRACTING, INC.
19810 515TH AVENUE, PO BOX 736
LAKE CRYSTAL, MN 56055-0736

By *Mark J. Hill* Name *Vice President* Title

Date 12/1/16

CHECKED AND APPROVED AS TO QUANTITIES AND AMOUNT:

ENGINEER: BOLTON & MENK, INC., 1501 SOUTH STATE ST., SUITE 100, FAIRMONT, MN 56081

By *Thane W. Smith* CONSULTING ENGINEER

Date 11-29-16

APPROVED FOR PAYMENT:

OWNER: CITY OF WINDOM, 444 NINTH STREET, PO BOX 38, WINDOM, MN 56101-0038

By _____ Name _____ Title _____ Date _____

And _____ Name _____ Title _____ Date _____

Partial Pay Estimate No.:
2016 SANITARY SEWER REHABILITATION
 CITY OF WINDOM, MINNESOTA
 BMM PROJECT NO.: F18.112135

2

WORK COMPLETED THROUGH NOVEMBER 25, 2016

| ITEM NO. | REF. NO. | ITEM | AS BID | | | PREVIOUS ESTIMATE | | | COMPLETED TO DATE | | | | |
|----------------------|----------|---|--------------|--------------------|------------------|--------------------|------------------|--------------------|-------------------|----------|---------------------|---------------------|---------------------|
| | | | UNIT PRICE | ESTIMATED QUANTITY | ESTIMATED AMOUNT | ESTIMATED QUANTITY | ESTIMATED AMOUNT | ESTIMATED QUANTITY | ESTIMATED AMOUNT | | | | |
| 1A | N.A. | MOBILIZATION | \$59,000.00 | 1.00 | LS | \$59,000.00 | 0.25 | LS | \$14,760.00 | 1.00 | LS | \$59,000.00 | |
| 2A | N.A. | TRAFFIC CONTROL | \$6,500.00 | 1.00 | LS | \$6,500.00 | 0.25 | LS | \$1,625.00 | 1.00 | LS | \$6,500.00 | |
| 3A | N.A. | CLEAR & GRUB | \$3,000.00 | 0.50 | AC | \$1,500.00 | 0.50 | AC | \$1,500.00 | 0.50 | AC | \$1,500.00 | |
| 4A | N.A. | REMOVE SANITARY MANHOLE | \$260.06 | 7.00 | EA | \$1,750.42 | 5.00 | EA | \$1,280.30 | 7.00 | EA | \$1,750.42 | |
| 6A | N.A. | REMOVE SANITARY SEWER PIPE | \$1.50 | 1,780.00 | LF | \$2,670.00 | 1,735.00 | LF | \$2,602.50 | 1,830.00 | LF | \$2,745.00 | |
| 6A | N.A. | REMOVE VERMICULITE CONCRETE | \$100.00 | 5.00 | CY | \$500.00 | 0.00 | CY | \$0.00 | 0.00 | CY | \$0.00 | |
| 6A | N.A. | REMOVE VERMICULITE CONCRETE | \$0.01 | 2,220.00 | LF | \$22.20 | 2,220.00 | LF | \$22.20 | 2,220.00 | LF | \$22.20 | |
| 7A | N.A. | DEWATERING | \$95.55 | 250.00 | SY | \$23,887.50 | 0.00 | SY | \$0.00 | 400.00 | TON | \$38,220.00 | |
| 8A | N.A. | BITUMINOUS PATCH | \$31.79 | 175.00 | TON | \$5,563.25 | 0.00 | TON | \$0.00 | 100.00 | TON | \$3,179.00 | |
| 9A | N.A. | AGGREGATE SURFACING, CLASS 2 | \$35.64 | 200.00 | CY | \$7,128.00 | 0.00 | CY | \$0.00 | 0.00 | CY | \$0.00 | |
| 10A | N.A. | GRANULAR FOUNDATION | \$35.84 | 200.00 | CY | \$7,168.00 | 34.30 | CY | \$1,222.45 | 46.90 | CY | \$1,671.52 | |
| 11A | N.A. | COURSE AGGREGATE BEDDING | \$11.02 | 1,200.00 | CY | \$13,224.00 | 69.50 | CY | \$765.89 | 161.20 | CY | \$1,776.42 | |
| 12A | N.A. | GRANULAR BACKFILL | \$9.687.19 | 1.00 | LS | \$9,687.19 | 0.00 | LS | \$0.00 | 0.00 | LS | \$0.00 | |
| 13A | N.A. | CREEK DIVERSION | \$1,783.24 | 4.00 | EA | \$7,132.96 | 3.00 | EA | \$5,349.72 | 4.00 | EA | \$7,132.96 | |
| 14A | N.A. | CONNECT TO EXISTING SANITARY | \$50.96 | 71.00 | LF | \$3,618.16 | 76.00 | LF | \$3,872.96 | 84.00 | LF | \$4,280.84 | |
| 15A | N.A. | 18" PVC, SDR 35 SANITARY SEWER PIPE | \$65.16 | 5.00 | LF | \$325.80 | 4.00 | LF | \$260.64 | 4.00 | LF | \$260.64 | |
| 16A | N.A. | 10" PVC, SDR 35 SANITARY SEWER PIPE | \$77.84 | 1,998.00 | LF | \$155,524.32 | 1,998.00 | LF | \$155,524.32 | 1,998.00 | LF | \$155,524.32 | |
| 17A | N.A. | 15" PVC, SDR 36 SANITARY SEWER PIPE | \$14.1071 | 2.00 | EA | \$28.2142 | 0.00 | EA | \$0.00 | 0.00 | EA | \$0.00 | |
| 18A | N.A. | 18" PVC, PS 46 SANITARY SEWER PIPE | \$2.113.60 | 1.00 | EA | \$2,113.60 | 0.00 | EA | \$0.00 | 0.00 | EA | \$0.00 | |
| 19A | N.A. | RECONNECT SANITARY SERVICE | \$364.46 | 8.40 | LF | \$3,061.38 | 0.00 | LF | \$0.00 | 1.00 | EA | \$2,113.60 | |
| 20A | N.A. | 8" GATE VALVE & BOX | \$32.89 | 8.40 | LF | \$275.16 | 0.00 | LF | \$0.00 | 4.10 | LF | \$1,494.25 | |
| 21A | N.A. | 8" OUTSIDE DROP | \$7.23 | 106.00 | LF | \$763.38 | 0.00 | LF | \$0.00 | 315.00 | LF | \$10,360.35 | |
| 22A | N.A. | C.I.P.P. LINING, 8" SANITARY SEWER MAIN | \$46.71 | 1,174.00 | LF | \$54,429.88 | 0.00 | LF | \$0.00 | 1,174.00 | LF | \$54,429.88 | |
| 23A | N.A. | C.I.P.P. LINING, 15" SANITARY SEWER MAIN | \$61.56 | 905.00 | LF | \$55,711.80 | 0.00 | LF | \$0.00 | 908.00 | LF | \$55,896.48 | |
| 24A | N.A. | C.I.P.P. LINING, 18" SANITARY SEWER MAIN | \$247.47 | 7.00 | EA | \$1,732.29 | 0.00 | EA | \$0.00 | 7.00 | EA | \$1,732.29 | |
| 25A | N.A. | REINSTATE SANITARY SERVICE | \$374.60 | 101.40 | LF | \$37,984.44 | 79.51 | LF | \$29,784.45 | 99.85 | LF | \$37,403.81 | |
| 26A | N.A. | CONSTRUCT 48" SANITARY MANHOLE, DESIGN 4007 | \$235.00 | 7.00 | EA | \$1,645.00 | 0.00 | EA | \$0.00 | 9.00 | EA | \$2,115.00 | |
| 27A | N.A. | CONSTRUCT 48" SANITARY MANHOLE, DESIGN 4007 | \$632.84 | 7.00 | EA | \$4,429.88 | 0.00 | EA | \$0.00 | 9.00 | EA | \$5,695.56 | |
| 28A | N.A. | CASTING ASSEMBLY, R-1733-G | \$385.00 | 117.00 | LF | \$45,045.00 | 0.00 | LF | \$0.00 | 117.00 | LF | \$45,045.00 | |
| 29A | N.A. | SANITARY MANHOLE LINING | \$0.01 | 1.00 | LS | \$0.01 | 0.00 | LS | \$0.00 | 1.00 | LS | \$0.01 | |
| 30A | N.A. | SANITARY SEWER BYPASS PUMPING | \$69.27 | 32.00 | TON | \$2,216.64 | 0.00 | TON | \$0.00 | 30.00 | TON | \$2,078.10 | |
| 31A | N.A. | RANDOM RIPRAP, CLASS II | \$950.00 | 1.00 | EA | \$950.00 | 0.00 | EA | \$0.00 | 0.00 | EA | \$0.00 | |
| 32A | N.A. | STABILIZED CONSTRUCTION EXIT | \$1.80 | 2,200.00 | LF | \$3,960.00 | 2,173.00 | LF | \$3,911.40 | 2,173.00 | LF | \$3,911.40 | |
| 33A | N.A. | SILT FENCE | \$128.89 | 3.00 | EA | \$386.67 | 2.00 | EA | \$257.78 | 2.00 | EA | \$257.78 | |
| 34A | N.A. | INLET PROTECTION | \$4.12 | 70.00 | LF | \$288.40 | 0.00 | LF | \$0.00 | 166.00 | SY | \$341.96 | |
| 35A | N.A. | DITCH CHECK - BIOROLL | \$2.08 | 375.00 | SY | \$772.50 | 0.00 | SY | \$0.00 | 166.00 | SY | \$341.96 | |
| 36A | N.A. | EROSION CONTROL BLANKETS CATEGORY 3 | \$1,134.26 | 2.50 | ACRE | \$2,835.65 | 0.00 | ACRE | \$0.00 | 0.00 | ACRE | \$0.00 | |
| 37A | N.A. | SEED, MULCH & FERTILIZE | \$5,500.00 | 1.00 | LS | \$5,500.00 | 0.00 | LS | \$0.00 | 0.50 | LS | \$2,750.00 | |
| 38A | N.A. | MOBILIZATION | \$89.89 | 20.00 | LF | \$1,797.80 | 0.00 | LF | \$0.00 | 27.00 | LF | \$1,615.41 | |
| CO1-38B | N.A. | 12" PVC, SDR 35 SANITARY SEWER PIPE | \$2,915.28 | 1.00 | EA | \$2,915.28 | 0.00 | EA | \$0.00 | 1.00 | EA | \$2,915.28 | |
| CO1-41B | N.A. | 10" GATE VALVE & BOX | \$3,366.11 | 1.00 | EA | \$3,366.11 | 0.00 | EA | \$0.00 | 1.00 | EA | \$3,366.11 | |
| CO1-42B | N.A. | 12" GATE VALVE & BOX | \$17,143.88 | 1.00 | LS | \$17,143.88 | 0.00 | LS | \$0.00 | 0.75 | LS | \$12,857.91 | |
| CO1-43B | N.A. | CONSTRUCT 72" SANITARY MONITORING MANHOLE, PIPING ANE | \$33,540.25 | 1.00 | LS | \$33,540.25 | 0.00 | LS | \$0.00 | 0.75 | LS | \$25,153.18 | |
| CO1-44B | N.A. | CONSTRUCT 96" SANITARY MONITORING MANHOLE, PIPING ANE | \$124,250.00 | 1.00 | LS | \$124,250.00 | 0.00 | LS | \$0.00 | 0.25 | LS | \$31,062.50 | |
| CO1-45B | N.A. | SAMPLING STATION BUILDING & EQUIPMENT | \$20.17 | 250.00 | LF | \$5,042.50 | 0.00 | LF | \$0.00 | 185.00 | LF | \$3,731.45 | |
| CO1-46B | N.A. | 3/4" PE WATER SERVICE | \$649.12 | 1.00 | EA | \$649.12 | 0.00 | EA | \$0.00 | 1.00 | EA | \$649.12 | |
| CO1-47B | N.A. | 8" X 3/4" TAPPING SADDLE & CORP STOP | \$545.00 | 1.00 | EA | \$545.00 | 0.00 | EA | \$0.00 | 1.00 | EA | \$545.00 | |
| CO1-48B | N.A. | 3/4" CURB STOP & BOX | \$545.00 | 1.00 | EA | \$545.00 | 0.00 | EA | \$0.00 | 1.00 | EA | \$545.00 | |
| TOTAL AMOUNT: | | | | | | | | | | | \$760,887.00 | \$240,294.62 | \$619,723.66 |