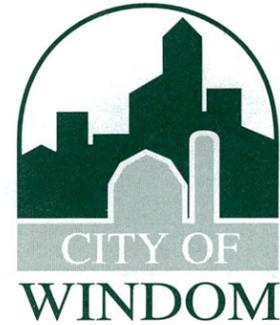


**Council Meeting**  
**Tuesday, February 7, 2017**  
**City Council Chambers**  
**7:30 p.m.**  
**AGENDA**



Call to Order

Pledge of Allegiance

1. Approval of Minutes
  - Council Minutes–January 17, 2017
2. Consent Agenda
  - Minutes
    - HRA – December 14, 2016
    - Telecom Commission – January 23, 2017
    - Community Center Commission – January 23, 2017
    - Utility Commission – January 26, 2017
  - Licenses - Windom Country Club
    - Liquor
    - Cigarette
3. Department Heads
4. Convention and Visitors Bureau Report
5. Emergency Services Facility Plaza Proposal
6. Water/Wastewater Items
  - Water Treatment Plant Upgrade Call for Plans and Specifications
  - Bolton & Menk Engineering Agreement – Water Treatment Upgrade
  - Wastewater Call for Public Hearing – Plant Project
7. 2017 Street Project Plans & Specifications and Advertisement for Bids
8. Utility Commission Seasonal Hiring Recommendation
9. Disposition of Surplus Equipment
10. Ratification of Fire Department Election
11. City Wide Cleanup Proposal – Date
12. Seasonal - Part-Time Wage Scale
13. Special Election
  - Resolution Appointing Election Judges
  - Absentee Ballot Board Resolution
14. Resolution Approving Amendments to the Fees and Charges Schedule
15. New Business
16. Old Business
17. Regular Bills
18. Contractor Payments
  - Water Tower Painting – M K Painting – Final Request #6 \$35,450.00
  - EMS Building – Gosewisch Construction - Request #4 \$106,641.25
19. Council Concerns
20. Adjourn



**Regular Council Meeting  
City Hall, Council Chamber  
January 17, 2017  
7:30 p.m.**

1. Call to Order:

The meeting was called to order by Mayor Dominic Jones at 7:30 p.m.

2. Roll Call:
- |                  |   |
|------------------|---|
| Mayor:           | Dominic Jones                                       |
| Council Present: | Rod Byam, Marv Grunig, Paul Johnson and Bryan Joyce |
| Council Absent:  | None (Vacant seat until Special Election)           |
| Student Reps:    | Nick Nolt   |

City Staff Present: Steve Nasby, City Administrator; Mike Haugen, Water/Wastewater Superintendent; Drew Hage, Development Director; Brent Brown, Electric Utility Manager/Street Superintendent; Dan Ortmann, Fire Chief; Tim Hacker, Ambulance and Scott Peterson, Police Chief

3. Pledge of Allegiance

4. Approval of Minutes:

**Motion by Johnson second by Grunig to approve the City Council minutes from January 3, 2017. Motion carried 4 – 0.**

5. Consent Calendar:

Jones noted the minutes from the following Boards and Commissions.

- Parks & Recreation Commission – December 14, 2016
- Utility Commission – December 21, 2016
- Economic Development Authority – January 9, 2017
- Planning & Zoning Commission – January 10, 2017

**Motion by Joyce second by Johnson to approve the Consent agenda board and commission minutes. Motion carried 4 – 0.**

6. Agenda Request – Mike Espenson – Proposed Apartment Building:

Jones invited Mr. Espenson to present his comments and asked they be kept to five minutes.

Mike Espenson said that he is a resident on Cottonwood Lake Drive and has lived in Windom his whole life. There have been voter approved items and not voter approved items in the past. He said the BARC promised things that were not done and it upsets voters. He feels public should have information on projects and have the ability to have a NIMBY (not-in-my-back-yard)

attitude and say. The City rules required him to get his neighbor's permission for a fence so he feels the neighbors by the proposed project should have the right to reject the proposal. He said that at the Planning and Zoning meeting a statement was made that the proposed project could move ahead without rezoning and does not understand that statement. He thinks growth is needed and good for the community and is not against apartments, but said that the Council should listen to the neighbors who do not want the proposed project in this location. He said citizens are generally not against things by someone else, but the citizens in this area are opposed. If the City wants to build a pool the location by the Community Center would save \$1 million in his opinion. He does not think the project will work and it should look at other places to build. Residents in this area feel the proposal has been pushed on them and they are not feeling that Council is listening to them.

7. Department Heads:

None.

8. Resolution – Master Subscriber Agreement for MN Court Data Services:

Chief Scott Peterson said that the Police Department is requesting authorization for accessing State Court data such as protection orders to help them gain knowledge on the background of situations. Assistant Chief Patterson would be the Department contact.

**Council member Johnson introduced the Resolution No. 2017-06, entitled “RESOLUTION APPROVING MASTER SUBSCRIBER AGREEMENT FOR COURT DATA SERVICES” and moved its adoption. The resolution was seconded by Joyce and on roll call vote: Yes: Joyce, Byam, Grunig and Johnson. No: None. Absent: None. Abstain: None. Resolution passed 4 - 0.**

9. Proposed Apartment Building – Developer Presentation:

Drew Hage, Development Director, said that Terry Mick is the developer for the proposed project and he is present to answer Council questions.

Terry Mick, Mick Construction, introduced himself and thanked the Council for the opportunity to discuss the proposed project.

Johnson asked about the size of the project and why is it sized as such. Mick replied that the project is designed for 46 units. The rationale was that the Windom Housing Study showed a need for 90+ apartments and the site accommodated 46 units. The proposal is for about half of the units identified for apartments in the study so he feels this will be a good number to bring into Windom.

Grunig asked for a review of the building amenities and rent structure. Mick replied that the building will have an elevator, community room, exercise room and washer\dryers in each unit. The rental agency (I & H) sets the rents. Most of his are about \$800 per month for two-bedroom units and \$1150-1200 per month for three-bedroom units. Hage said the rent structure included

## Preliminary

for the grant was \$695 for a one-bedroom, \$795 for a two-bedroom and \$995 for a three-bedroom and includes utilities.

Grunig asked about parking spaces and garages. Mick said that there are 22 garages plus parking spaces for all the units. He has done a number of projects and there is parking for residents and guests.

Grunig asked about the rent levels in Windom and how they compare to other communities Mick has apartments. Mick said that the Windom rental market is lower, which is why the subsidies have been requested to make the project work.

Grunig asked why an investment in Windom would work when apartments have struggled in other communities and if the reason was that the rents would be lower. Mick said that with the tax abatement they are confident the project will work in Windom and be successful. They are looking at Worthington too and this is a large investment for his company. The investment is from private funds to this project. He has built 1200 apartments and just did 103 units in Cambridge and 115 in Alexandria. The only thing he does is market rate units as that is what he knows and it has been working.

Byam asked if the project was unsuccessful would it go to subsidized housing and feels that if the City land is to be used then full value should be gotten instead of \$1. Mick replied that many communities are taking this approach to get housing as they do not have new housing coming into the community.

Byam asked if another location was sought would the developer walk away. Mick said that he cannot answer this without knowing anything about the other location.

Byam said that he feels there are other uses for that City parcel and would not be in favor of the proposed apartment building at this site.

Joyce said the Planning Commission discussed zoning and rezoning. Is this of concern to the developer and is this common in other communities. Mick said that the Alexandria project had rezoning and the Cambridge project had three parcels rezoned. There was no opposition to the project and was surrounded by residential. It was seen as a positive project for the area and no harmful impacts on property values.

Joyce noted the City is looking at updating the Comprehensive Plan and asked the developer what he likes about the proposed location and how he sees Windom's low incomes. Mick said there is a park across the street, baseball fields and close to the community center. These amenities make it attractive for a lot of people. Mick noted that no apartments of his have changed from market rate to subsidized and he would look at another location, but this site was the best one he was shown on the tour.

Joyce and Jones noted the request from the Ambulance Director to have an elevator that can accommodate stretchers. Mick noted the building would be sprinkled as well.

## Preliminary

Joyce asked about the timetable for the project. Mick said it was flexible and there could be a possibility of waiting until the next round of grant funding. Hage noted that DEED had not yet replied to his request for an application ranking so Windom knows if it was in the running.

Grunig said that projects have been done in other cities and wondered if doing one in Windom was any different than other communities. Mick said that the rents are lower here, Cambridge is a bedroom community for the Twin Cities like Isanti. He did six 48-unit buildings in Isanti plus some condos.

Grunig said a market rate building is the key for Windom. Would the developer be willing to commit to long-term market rentals? Either 15 or 20 years is preferred so would the tax abatement be an item to tie in the covenant on market rents. Mick said he does market rentals but the tax abatement is the key to getting a project done.

Johnson asked about the 1200 units Mick had built and how many are still owned. Mick said that he builds the apartments and gets them rented. He then has sold the buildings and a major investor is the rental company that manages the buildings. He has owned some for four years.

Jones asked if Mick would sign a covenant for market rate units of 15 or 20 years. Mick said they would commit to 15 years as that was in the grant. Jones suggested 15 years for five years of tax abatement and 20 years for seven years of tax abatement.

Jones noted that there is no City Council action tonight and this was informational only. Both the Council and Planning & Zoning have work to do. Windom has not had an apartment project in a long time so this is new to the Council and community. He noted that it would be good to meet the management company and to also consider other locations. He thanked Terry Mick for coming to discuss the proposed project.

Mick said he is open to working with the community and offered to help set up a meeting with the management company who has offices in Waite Park and Rochester. Mick said that he understands the issue with the City selling the lot for \$1, but the lot currently generates no tax revenue and if the apartment is built then tax revenue would be generated for a long-time.

### 10. Assumption of Existing SCDP Loan and Mortgage:

Hage said this is part of the residential rehabilitation program. The owner died and wanted the property turned over to her daughter. The daughter meets the program qualifications and the only loan is the SCDP. The EDA has discussed and recommends approval of the assumption.

Joyce asked if this would set any sort of precedence. Johnson said that was discussed at EDA and since the assumption is by an immediate family member who also is eligible they felt it was okay to approve. The house is not being flipped but will be the daughter's residence.

**Motion by Grunig second by Byam to approve the assumption of the existing SCDP mortgage on the real estate at 1133 Miller Avenue upon execution of the required assumption agreement and acknowledgement of her eligibility for the forgiveness of the**

**balance of this SCDP loan as long as she complies with the terms of the existing SCDP mortgage. Motion carried 4 – 0.**

11. Parks & Recreation Commission Recommendation – 2017 Pool Manager Position:

Nasby said that the pool was managed last year by Samantha Harold-Baloun. Due to a family relationship with the Recreation Director the Pool Manager reported to him for items other than day-to-day operations. There were no problems with this oversight arrangement. The Parks & Recreation Commission had discussed and recommended the hiring of Ms. Harold-Baloun for the 2017 season.

Joyce said the Mt. Lake pool is closing and discussions have started about the provision of services to that community.

**Motion by Joyce second by Johnson to offer the 2017 Pool Manager position to Samantha Harold-Baloun. Motion carried 4 – 0.**

12. Minnesota Administrative Services Authorization:

Nasby said that this State office handles fleet services and surplus property. As a possible option for items like desks, chairs, tables and file cabinets getting surplus would be cheaper. Office items will be needed for the new Emergency Services Facility and State surplus may have things available. This authorization will allow City staff access to purchase items.

**Motion by Johnson second by Joyce to approve the authorization for the City of Windom to access Minnesota Administrative Services. Motion carried 4 – 0.**

13. Personnel Committee Recommendation – Officer Kopperud:

Joyce said the Personnel Committee discussed the request for the advance in steps. Due to the positive review and time on the job the Personnel Committee is recommending Officer Kopperud to move from Step 5 to 9 in the LELS labor agreement.

**Motion by Johnson second by Grunig to move Officer Kopperud from Step 5 to 9 in the LELS labor agreement. Motion carried 4 – 0.**

14. Hiring Recommendation for Liquor Store Manager – Liquor Clerk:

Jones said there is a memo in the packet from the Liquor Store Manager recommending the hiring of Tucker Kern as a part-time clerk starting at \$9.50 per hour.

**Motion by Joyce second by Byam to hire Tucker Kern as a part-time clerk starting at \$9.50 per hour. Motion carried 4 – 0.**

Preliminary

15. Additional 2017 Mayor Appointments and Reappointments:

Jones said there were two that were not done last meeting. The two appointments are Jeremy Lund for the Telecom Commission and himself as liaison to the Planning Commission.

**Motion by Johnson second by Grunig to approve Jeremy Lund for the Telecom Commission and Dominic Jones for liaison to the Planning and Zoning Commission. Motion carried 4 – 0.**

Joyce said he would like to see the Boards and Commission with an updated meeting schedule and that thank you letters get sent to prior board and commission members for service.

16. New Business:

Nasby said there was a request from Gosewisch Construction for a change order related to additional insulation for roofing priced at about \$10,000. At the construction meeting the general contractor, roofing contractor and concrete panel supplier raised the issue of more insulation on panels connecting on the roof. The additional insulation is not required by building code and is a judgement call as it is on some buildings and not others. The intent of the additional insulation is to make sure there is not cold transfer between the concrete panels.

Jones said he felt the architect should have included it in the original project.

Byam asked if there were contingency funds available. Nasby replied that there is about \$100,000 left if this change order were approved.

Grunig said that he wants to make sure things are done right as it is more costly to do it later.

**Motion by Johnson second by Byam to approve Change Order #2 for \$10,120.00 with Gosewisch Construction as presented. Motion carried 4 – 0.**

Jones noted that the Council should start considering what to do with the old fire hall once it is vacated. He asked what the property use would be under the Comprehensive Plan.

Hage said the use would be Public for some type of facility.

Joyce wanted a listing of the ideas for re-purposing the space along with a pros\cons list.

Johnson noted many ideas were brought up during the discussion on the new facility.

Grunig and Byam volunteered to be the Council persons working with staff on coming up with ideas and information for future consideration.

Jones said the last new business item was to schedule a City Council tour of City facilities and goal-setting meeting.

Consensus was that a March – April timeframe would work best. Dates to be determined.

Preliminary

17. Old Business:

None.

18. Regular Bills:

**Motion by Johnson second by Grunig to approve the regular bills. Motion carried 4 – 0.**

19. Contractor Payments:

**Motion by Johnson second by Grunig to approve Pay Request #3 for Gosewisch Construction for \$286,499.69. Motion carried 4 – 0.**

20. Council Concerns:

Byam said he has high hopes for the Comp Plan and that the Council needs to look further ahead.

Grunig said he appreciated the apartment developer coming and answering questions.

Joyce said Parks & Recreation discussed the location of new tennis courts. The Telecom Commission is moving ahead with a system upgrade. Joyce noted that a training for Boards\Commissions was discussed. Joyce thanked staff, Boards and Commissions as well as citizens for their work and ideas. He noted Coffee with Council is a good focus on future items.

Jones said that a large group training would be good to have the Boards and Commissions hear the same things and felt the Council could benefit from it as well so maybe a Special Council meeting would be needed. Nasby said he had reached out to the LMC about possible trainers.

Johnson thanked the student representative from the Student Senate for attending.

Nick Nolt thanked the Council for the opportunity to participate.

Jones said that both he and Council member Johnson will be out of town on February 7, 2017 so everyone else will be needed for a quorum.

21. Adjournment:

Mayor Jones adjourned the meeting by unanimous consent at 8:47 pm.

\_\_\_\_\_  
Dominic Jones, Mayor

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

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

December 14, 2016 ~ 4:00 pm

A regular meeting of the Board of Directors was held on Wednesday, December 14th 2016, at Hillside Manor Community Room. Board Members present: Frank Dorpinghaus, Linda Jaakola, Margaret McDonald, Pam Dobson and Pat Tepley. Staff present were: Executive Director, DeeAnna Peterson, Operations Managers, Connie Clausen and Linda Loewen. Absent were Riverview Liaison, Ronda Renee Koch, unexcused and City Liaison, Bryan Joyce, excused.

The meeting was called to order at 4:00 p.m. with the consent agenda approved (McDonald/Tepley) which included the agenda and minutes of the previous meeting.

Old business consisted of:

---

1. POHP Grant update: The MHFA POHP grant is closed. Bids and change orders were discussed for cold weather additions. They included weather strip change order #3 for \$8,154.00, temp wall change order #4 for \$34,520.00 and temp heating change order #2 for \$62,572.00. There is money from the budget in (MHFA) contingency but we may need to use a CD to be able to complete the original number of units planned. We have two CD's that are options. One with FCU for \$108,000.00 and one with UPB for \$187,000.00. We will discuss this further at the January meeting. A motion was made to ratify all three of the change orders. (Jaakola/Tepley)
2. The cable rate increase will go into effect 1/1/17.
3. New health insurance forms have been completed for changes to take effect 1/1/17.
4. The new flat rent increase will go into effect 1/1/2017.
5. Our new utility allowances for Hillside will go into effect 1/1/2017.
6. The annual contractors have been notified and will go into effect 1/1/2017.
7. Our request for updating the Board terms have not been put on the City Council agenda but DeeAnna will resend them in January.
8. The annual audit has been finalized and submitted to HUD.
9. The holiday parties at RV and HS were a success and much enjoyed by the residents.

New Business consisted of:

---

1. Connie Clause has been hired as our new Deputy Director effective 1/1/2017.
2. The 2015 Compensation report has been completed and sent to HUD. This report is due every other year.
3. Our newest board member, Pam Dobson, returned her Oath of Office. There was discussion about creating a new board member orientation document for our Commissioners that includes specifics about Windom.
4. Bids have been collected for the new entry system at Hillside and came in higher than expected. It was recommended to table this project for a couple of months until the RV project is complete.
5. There have been issues with our laundry machines at Riverview and a new washer and dryer are being ordered.
6. A motion was made to change the date of the January board meeting to the 18<sup>th</sup> (Dobson/Jaakola).
7. DeeAnna is going to work on the Management contract to change it beginning in January versus April due to Connie's new position. She will bring it to the board in Jackson as well. The payments will be a set amount for January through July and a lesser set amount for August through October.
8. Upcoming board meetings will be January 18<sup>th</sup> at Riverview and February 8<sup>th</sup> at Hillside.

With no further business, the meeting was adjourned at 4:59 pm (Dobson/McDonald).

**TELECOMMUNICATIONS COMMISSION MEETING  
CITY OF WINDOM COMMUNITY CENTER  
January 23rd 2017  
6:00 P.M.**

**I. Call Meeting to Order**

Eichstadt calls meeting to order at 6:08pm.

**II. Roll Call**

**Members Present:** Travis Eichstadt, Jerry White, Kent Kelly, George Rogotzke

**Members Absent:** Jeremy Lund

**Staff Present:** Jeff Dahna, Windomnet Operations Manager; Bryan Joyce, Council Liaison; Marv Grunig, Council Liaison

**Others Present:** Dirk Abraham

**IV. Approval of Minutes from January 9th, 2017 meeting**

**Motion by Eichstadt, to approve minutes from the January 9th, 2017 meeting.  
Seconded by Kelly.**

**Motion approves 4-0.**

Lund joins meeting.

**V. SMBS Liaison Report**

No SMBS personnel attended meeting. Dahna states he attended the SMBS board meeting. SMBS voted to move forward with a IPTV solution for video services. SMBS will have to send in a formal letter to request what they want to change on the Master Services Agreement (MSA). Heron Lake did not want to move forward with the video changes. Dahna was advised of an issue with Weather Channel alerts and he has directed Windomnet tech to resolve the issue.

Committee wants SMBS to submit a written request for an amendment and Committee will respond.

**VI. Project Updates**

Dahna provide update on the MetaSwitch migration. NOC technician Tim Fjeld will be doing out of hours' maintenance on the hardware connections. Dahna covers doing a TV channel lineup survey. CLOO 128 and Esquire 132 channels are being shut off by the Network and will be removed from the lineup. We need to at E! channel to the expanded basic lineup per contract. Dahna covers why Windomnet needs to move channels for contractual obligation and how to select channels for removal with the current video delivery system.

## **VII. Manager's Report**

Dahna shares that he was contacted by a WISP provider to inquire if Windomnet would be interested in private/public partnership on providing wireless internet service to rural broadband customer. Dahna covers some the possibilities of such a partnership. Dahna shares that Hiawatha Broadband offers WISP and recommended that Windomnet looks into this as another revenue stream. Dahna points out that if SMBS discontinues video service from Windomnet, that revenue will decrease. This could be an option to secure another revenue source.

Commission discusses the WISP possibilities. Dahna offers that he feels that Windomnet could offer a Calix GigaCenter with WiFi for an enhanced Wifi experience along with the WISP.

Commissioners direct Dahna to continue to look into a WISP offering.

Dahna covers the video rates from the broadcasters. Kelly discusses Sling offering pamphlet he received and what the future of TV and the direction it might go.

Dahna offers to have commissioners do a buildings walk through if they would like. The future of video and mutual cost sharing if Windomnet and SMBS could work together is discussed.

Dahna and commissioners discuss Over-the-Top video and HLS video solutions. HBC is working on a HLS video offering and Dahna and commissioners discuss options and possibilities of HBC services and benefits that HBC could offer Windomnet. Dahna is waiting for a reply from HBC on the GM and Commissioners questions.

Commissioners discuss various round table ideals and options.

Dahna offers to gather the HBC information, once received and possibly setup a special meeting to review with commission.

Bryan Joyce joins the meeting at 7:34pm.

## **VIII. New Business**

Election of new officers.

**Motion by Eichstadt, to elect Lund as chair. Seconded by Kelly.**

**Motion approves 4-0**

**Motion by Eichstadt, to elect Kelly as vice chair. Seconded by Rogotzke.**

**Motion approves 4-0**

**Motion by White, to elect Eichstadt as secretary. Seconded by Rogotzke.**

**Motion approves 4-0**

Set date and time of 2017 Telecom Committee meetings.

**Consensus of the Committee to continue with date and time of meetings as the 4<sup>th</sup> Monday at 6:00PM.**

## **IX. Old Business**

Fiber Drive to E7 migration. Dahna covers the migration  
CATV Rates. Dahna covers the rates and is working with city hall staff to get a recommendation.

Discussion of broadcaster contracts vs. Windomnet or SkitterTV. Committee would like to have Dahna get the information from HBC. Dahna is working on getting a conference call with HBC to cover the items.

**X. Commissioner's concerns and questions** Commissioners would like to have color packets and just summarize telecom counts, etc. Dahna reminds commissioners that he does not have an administrative personnel and will do his best to accommodate. Grunig asks about the latest council meeting recording. Dahna shares that the REC button was not pressed to record the meeting. Dahna was able to acquire a recorded copy from a DVR and burned off a DVD of the meeting to allow for the council meeting replay.

## **XI. Adjourn**

**Meeting adjourned by unanimous consent at 8:00 pm.**

Next Telecom meeting February 27th, 2017 at 6pm at the Community Center.

Community Center Commission Minutes  
Monday January 23, 2017

1. Call to Order: The meeting was called to order by President Wayne Maras at 5:43 p.m.

2. Roll Call: President: Wayne Maras  
CC Director: Brad Bussa  
Commission Members: Linda Stuckenbroker  
Jo Ann Ray  
Mitch Voehl-Absent  
Lenny Thiner-Absent  
Commission Liaisons: Rod Byam  
Brent Brown  
Paul Johnson  
EDA Director: Drew Hage-Absent  
Public:

3. Approval of Minutes:

Tabled until next meeting

4. Additions to the agenda:

Oath of Office for Jo Ann Ray and welcome to new members

5. Correspondence Comments:

Nothing to Report

6. President's Report:

Tabled Election of Officers to later meeting, Commission wants to thank Kelly Woizeschke for serving on Commission

7. Director's Report:

- a. Out Door Garden Area- Commission came up with a list of talented prospective candidates to contact for sub-committee
- b. Parking lot estimate presented from Mitch Voehl in event we lose overflow to be researched farther.
- c. Other options available for overflow parking where it would be located, to table for further information.

8. Resource Management:

Schedule of Events: Reviewed Schedule of Events, upcoming planning on Beerfest and Riverfest.

Income & Expense: Reviewed Income and Expense

9. Miscellaneous:

Nothing to Report

10. Open Forum:

Nothing to Report

11. Next Meeting:

Monday February 27, 2017 at 5:30pm

**Adjourn:**

**Motion by Linda Stuckenbroker, seconded by Jo Ann Ray, to adjourn the meeting at 6:23 pm. Motion carried 3-0.**

---

Wayne Maras, WCC President

---

Linda Stuckenbroker, WCC Secretary

Attest: \_\_\_\_\_  
Brad Bussa, WCC Director

**UTILITY COMMISSION MINUTES**  
**City Hall, Council Chamber**  
**January 26, 2017**

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

**Members Present:** Utility Commission Chairperson: Mike Schwalbach  
Members Present: Tom Riordan  
Member Absent: Glen Francis  
City Council Liaison: Paul Johnson  
Staff Present: Mike Haugen, Water/Wastewater Superintendent; Brent Brown, Electric Utility Manager, Chelsie Carlson, Finance Director; Steve Nasby, City Administrator

**APPROVE MINUTES**

**Motion by Riordan, seconded by Schwalbach, to approve the December 21, 2016 Utility Commission minutes. Motion carried 2 – 0.**

**WATER/WASTEWATER ITEMS**

Sewer Backup

Jayd Soderholm was present to discuss sewer backup at 350 1<sup>st</sup> Street in Windom on January 2<sup>nd</sup>. This is the second incident of sewer backup for this property. The first incident occurred in 2009. In both the 2009 and now the current incident, the League of MN Cities determined that the City was liable. Haugen explained that the line was jetted in 2013 but not televised. They had the line televised and found a calcium deposit that is causing the issue. Soderholm explained he is in the process of selling the property and would like to have a check valve installed to mitigate this problem in the future. Nasby talked to the City Attorney and the recommendation was pay a settlement of \$2,500 to Soderholm and have him hire contractors to install the check valve. The City Attorney has drafted a release form for the homeowner to sign with the settlement. The Commission discussed the cost of the check valve and would like to modify the settlement to require submission of receipts not to exceed \$3,000. Nasby will work with the City Attorney to modify the release form. The Commission also discussed drafting a letter from the City explaining what steps are being taken to mitigate the issue in the line.

County Rd 26. Assessment

Nasby updated the Commission on the County Rd 26 Assessment that was previously approved. The initial assessment included Telecom work which should not have been approved by Utility Commission. Nasby had the assessment changed to not include the Telecom work. The Telecom work will be paid by the property owners and not assessed to the taxes.

Broadband Wireless Service

Jeff Dahna, Telecom Department Manager, was present to discuss the possibility of placing antennas on City water towers to provide wireless service. Dahna has a request from a wireless provider and he is researching appropriate rates for this service. The Commission is open to pursuing the service as an additional revenue stream. They would like to see the contract prior to execution.

### Water Treatment Facility Rehab

Kelly Yahnke, Bolton & Menk provided a proposal for engineering services for improvements to the City's Water Treatment Facility as recommended by the Filter Evaluation performed for the City. The scope of the proposal is for design services through bidding services and construction related services. Yahnke reviewed timeline of project and fee schedule. The proposal is for design services not to exceed \$35,000 and Construction services not to exceed \$25,000. Nasby asked about funding the project and noted the possibility of adding to the 2017 Street Project bonding. Commission approved moving forward.

**Motion by Riordan, seconded by Schwalbach, to recommend council approval of engineering services for Water Treatment Facility Rehab. Motion carried 2 – 0.**

### Wastewater Facility Plan

Yahnke provided presentation for Wastewater Facility Plan. He reviewed the capacity and allocated design flows included in the plan. He presented two alternatives for the project with cost estimates to address state requirements for wastewater. The recommendation by Bolton & Menk is Alternative 1 which is a Two Stage Activated Sludge System. The capital cost of this alternative is \$13,830,000. Yahnke reported seeking \$7,000,000 of grant money for the project. He also reported that Prime Pork's share of the project would be 50%. Nasby inquired about future expansion in the NWIP and Yahnke reported he is not able to design the project for possible future development. Yahnke reviewed the timeline for the project. The deadline to submit the Facility Plan to the MPCA is March 3, 2017. Yahnke explained the next step will be to present the plan to Council and call for a public hearing.

**Motion by Riordan, seconded by Schwalbach, to recommend council approval of Wastewater Facility Plan. Motion carried 2 – 0.**

### Windom Wash SIU

Yahnke presented updates to the Windom Wash SIU draft agreement. He noted Windom Wash is now requesting 125,000 gallon flow. He also reviewed changes to the fee schedule for violation of discharge loads. Haugen reported Windom Wash is still struggling to meet the current load limits Windom Wash requested. The Commission approved charging the commercial sewer rate until the final SIU agreement is executed.

### Other Water/Waste Water Items

Yahnke provided the Commission an email he received from Drew Hage, Windom Economic Development Director, regarding potential 46 unit apartment project. The email was requesting Yahnke provide a letter to the City confirming the room for expansion and how there is limited conflict between the water treatment facility and the potential apartment development. The Commission discussed potential noise issues from the blower and aerators at the Water Treatment Plant. Schwalbach also expressed the need to not limit plant expansion options for the future. Haugen is going to measure the sound level from blowers during backwash. Yahnke agreed to respond to Hage indicating the comments outlined in the email are accurate.

The Commission discussed Sewer and Water Service Line Connection Fees. Yahnke presented an example of fee determination method used in St. James. He is going to look for more examples from other communities for a future meeting.

### Summer and Fall Sampling Results

Haugen reviewed results of Summer and Fall 2016 sampling for the former municipal dump. At all sampling points, vinyl chloride and cis-1-2 were below actionable levels. The results show Vinyl Chloride (VC) has not been detected at any of the monitoring points since the April 2015 sampling event. Based on results, the recommendation is to restart pumping in the recovery wells as soon as possible in the spring of 2017. Schwalbach would like Haugen look into the results from July 2016 sampling to explain the increase in city well 7.

### ELECTRIC ITEMS

#### Jet Vac Purchase

Brown would like to move forward with purchased of a Jet Vac that was included in the 2017 budget for \$80,000. He received two quotes for the equipment. He would like to purchase the equipment from Ditchwch for \$69,332. The trade-in value on the old Jet Vac is \$20,000. He would like to surplus the old Jet Vac and see if he is able to sell the equipment for greater than the trade-in value. The Commission approved moving forward with the purchase.

#### CAT Generators

Brown received a quote for updating the controls on the CAT generators. The quote was \$101,510. He would like to wait for 2018 when the new system is in place before updating the controls.

#### Spill prevention update

The Commission received Third Amendment to Spill Prevention, Control, and Countermeasure for approval.

**Motion by Riordan, seconded by Schwalbach, to approve Third Amendment to Spill Prevention, Control, and Countermeasure. Motion carried 2 – 0.**

#### Cogeneration and Small Power Production Tariff

**Motion by Riordan, seconded by Schwalbach, to approve Cogeneration and Small Power Production Tariff. Motion carried 2 – 0.**

#### Substation Transformer Update

Brown reported Substation Project is ahead of schedule and should be here mid-march. He would like to surplus the old substation transformer.

#### WADC Update

Brown reported WADC has begun the process of switching to a non-profit organization.

#### Other Electric Items

Brown informed Commission of items he would like to surplus. The list will go to Council for approval at their next meeting.

Brown discussed succession planning for pending lineman retirement. He is interested in hiring a student to work minimal hours during their schooling as a trial run. The Commission is supportive of this approach.

### REGULAR BILLS

**Motion by Riordan, seconded by Schwalbach, to approve regular bills. Motion carried 2-0.**

**OLD BUSINESS**

**NEW BUSINESS**

Haugen brought annual MESERB dues invoice for approval.

**Motion by Riordan, seconded by Schwalbach, to approve MESERB dues. Motion carried 2-0.**

Johnson is unable to attend Commission meetings on 4<sup>th</sup> Wednesday of the month. The Commission will determine the next meeting date.

**ADJOURN**

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

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

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



**Minnesota Department of Public Safety**  
**Alcohol and Gambling Enforcement**  
445 Minnesota Street, Suite 222  
St. Paul, MN 55101  
651-201-7500

**RENEWAL OF LIQUOR, WINE, CLUB OR 3.2% LICENSES**

No license will be approve or released until the \$20 Retailer ID Card fee is received by Alcohol and Gambling Enforcement

Licensee: Please verify your license information contained below. Make corrections if necessary and sign. City Clerk/County Auditor should submit this signed renewal with completed license and licensee liquor liability for the new license period. City Clerk/County Auditor are also required by M.S. 340A.404 S.3 to report any license cancellation.

License Code ONSS License Period Ending 12/31/2016 ID# 5049

ISSUING AUTHORITY Windom

Licensee Name Windom Country Club Inc.

Trade Name Windom Country Club

City, State, Zip Code 2825 Country Club Rd/PO Box 74  
Windom MN 56101

Business Phone 5078313489

License Fees: Off Sale \$0.00 On Sale \$2,000.00 Sunday \$200.00

By signing this renewal application, applicant certifies that there has been no change in ownership on the above named licensee. For changes in ownership, the licensee named above, or for new licensees, full applications should be used. See back of this application for further information needed to complete this renewal.

Applicant's signature on this renewal confirms the following: Failure to report any of the following may result in civil penalties.

1. Licensee confirms it has no interest whatsoever, directly or indirectly in any other liquor establishments in Minnesota. If so, give details on back of this application.
2. Licensee confirms that it has never had a liquor license rejected by any city/township/county in the state of Minnesota. If ever rejected, please give details on the back of this renewal, then sign below.
3. Licensee confirms that for the past five years it has not had a liquor license revoked for any liquor law violation (state or local). If a revocation has occurred, please give details on the back of this renewal, then sign below.
4. Licensee confirms that during the past five years it or its employees have not been cited for any civil or criminal liquor law violations. If violations have occurred, please give details on back of this renewal, then sign below.
5. Licensee confirms that during the past license year, a summons has not been issued under the Liquor Liability Law (Dram Shop) MS 340A.802. If yes, attach a copy of the summons, then sign below.
6. Licensee confirms that Workers Compensation insurance will be kept in effect during the license period.

Licensee has attached a liquor liability insurance certificate that corresponds with the license period in city/county where license is issued. \$100,000 in cash or securities or \$100,000 surety bond may be submitted in lieu of liquor liability. (3.2& liquor licenses are exempt if sales are less than \$25,000 at on sale, or \$50,000 at off sale).

Licensee Signature [Signature] DOB \_\_\_\_\_ Date 1-18-17  
(Signature certifies all above information to be correct and license has been approved by city/county.)

City Clerk/County Auditor Signature [Signature] Date 1-20-17  
(Signature certifies that renewal of a liquor, wine or club license has been approved by the city/county as stated above.)

County Attorney Signature \_\_\_\_\_ Date \_\_\_\_\_  
County Board issued licenses only (Signature certifies licensee is eligible for license).

Police/Sheriff Signature Scott Peter, Chief Date 01/19/17  
Signature certifies licensee or associates have been checked for any state/local liquor law violations (criminal/civil) during the past five years. Report violations on back, then sign here.



APPLICATION FOR MUNICIPAL LICENSES  
CITY OF WINDOM  
WINDOM, MN

STATE OF MINNESOTA  
COUNTY OF COTTONWOOD  
CITY OF WINDOM

TO: Windom Country Club  
2825 Country Club Dr  
PO Box 74  
Windom, MN 56101

This application is appropriate for item or items checked below, for the term of one year from January 1, 2017 to December 31, 2017.

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

Total \$20.00

MN Tax ID # 8287739  
Federal Tax ID # 41-0673616

Dated this 20th Day of October, 2016.

All applications must be received by November 14, 2016.

DES  
Signature of Applicant



**WINDOM CONVENTION & VISITORS BUREAU (CVB)**  
**DONATION REQUEST FORM**

Please return to the Windom Area Chamber of Commerce Office – 303 9<sup>th</sup> St.  
Windom, MN. or FAX 507-831-3544 or e-mail to [director@windomchamber.com](mailto:director@windomchamber.com) no later than  
NOON on the second Thursday of the month.

Organization Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone No. \_\_\_\_\_

Please give a brief description of your event. Please include when and where it will be held and its purpose.

Please estimate the number of participants. (Include those actively participating and/or those who will be in attendance, but not the staff/volunteers working the event.)

From what cities/areas do you anticipate that the participants and attendees will come?

What dollar amount is requested? \_\_\_\_\_ If funded, how will the donation be used to promote the activity and our community? PLEASE NOTE: The State of Minnesota requires that the CVB's Lodging Tax Revenue be used for advertising and promotion only.

What, if any, are other sources of revenue for this event?

Will the CVB logo or name be included in your promotional material or signage being displayed at your event?

Printed Name of Person Submitting this Request: \_\_\_\_\_

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

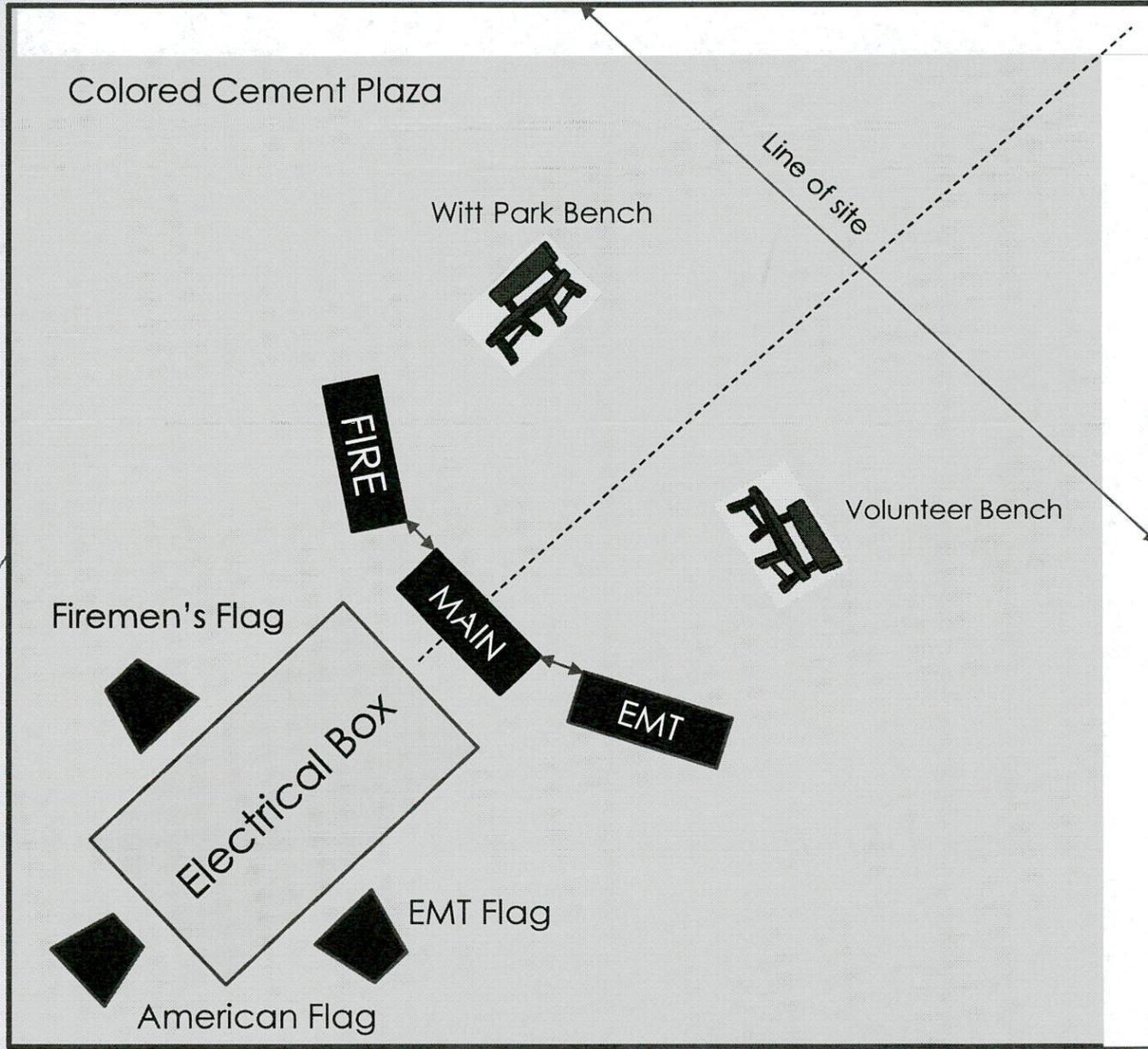
RED PET INN					Amount to	Date Pd	Check	Check	#02900	100-41110-
Due Date	Date Pd	Amount	Less 5%	Chamber	to Chamber	to Chamber	Number	Amount		
<b>2016</b>										
Dec '15	Jan. 25	1/20/16	218.16	10.91	207.25	1/27/16	150745	207.25		
January	Feb. 25	2/17/16	242.92	12.15	230.77	3/2/16	151103	230.77		
February	Mar. 25	3/17/16	280.14	14.01	266.13	3/30/16	151374	266.13		
								<b>704.15</b>	741.22	37.07 704.15
March	Apr. 25	4/20/16	324.15	16.21	307.94	5/4/16	151738	307.94		
April	May. 25	5/16/16	515.40	25.77	489.63	6/1/16	152020	489.63		
May	Jun. 25	6/22/16	765.05	38.26	726.79	7/29/16	152297	726.79		
								<b>1,524.36</b>	1,604.60	80.24 1,524.36
June	Jul. 25	7/20/16	1,001.06	50.06	951.00	7/27/16	152634	951.00		
July	Aug. 25	8/22/16	1,077.96	53.90	1,024.06	8/31/16	152995	1,024.06		
August	Sep. 25	9/19/16	1,196.16	59.81	1,136.35	10/5/16	153353	1,136.35		
								<b>3,111.41</b>	3,275.18	163.77 3,111.41
September	Oct. 25	10-17-16	699.42	34.97	664.45	11-2-16	153647	664.45		
October	Nov. 25	11-22-16	672.98	33.65	639.33	12-7-16	153997	639.33		
November	Dec. 25	12-22-16	486.15	24.31	461.84	1-4-17		461.84		
		<b>TOTALS</b>	<b>5,621.00</b>	<b>281.08</b>	<b>5,339.92</b>			<b>10,679.84</b>		<b>5,339.92</b>
<b>GUARDIAN INN</b>										
Due Date	Date Pd	Amount	Less 5%	Chamber	to Chamber	Date Pd	Check	Check		
						to Chamber	Number	Amount		
<b>2016</b>										
Dec '15	Jan. 25	1/25/16	1,380.26	69.02	1,311.24	1/27/16	150745	1,311.24		
January	Feb. 25	2/24/16	1,177.47	58.88	1,118.59	3/2/16	151103	1,118.59		
February	Mar. 25	3/24/16	1,208.22	60.41	1,147.81	3/30/16	151374	1,147.81		
								<b>3,577.64</b>	3,765.95	188.31 3,577.64
March	Apr. 25	4/27/16	1,309.22	65.47	1,243.75	5/4/16	151738	1,243.75	4,507.17	225.38 4,281.79
April	May. 25	5/26/16	950.32	47.52	902.80	6/1/16	152020	902.80		
May	Jun. 25	6/23/16	1,490.69	74.54	1,416.15	7/29/16	152297	1,416.15		
								<b>3,562.70</b>	3,750.23	187.53 3,562.70
June	Jul. 25	7/26/16	1,825.24	91.26	1,733.98	7/27/16	152634	1,733.98	5,354.83	267.77 5,087.06
July	Aug. 25	8/29/16	1,859.02	92.96	1,766.06	8/31/16	152995	1,766.06		
August	Sep. 25	9/30/16	2,001.13	100.06	1,901.07	10/5/16	153353	1,901.07		
								<b>5,401.11</b>	5,685.39	284.28 5,401.11
September	Oct. 25	10-31-16	1368.15	68.41	1299.74	11-2-16	153647	1299.74	8960.57	448.05 8512.52
October	Nov. 25	11-30-16	1625.13	81.26	1543.87	12-7-16	153997	1543.87		
November	Dec. 25	12-30-16	1584.02	79.21	1504.81	1-4-17		1504.81		
		<b>TOTALS</b>	<b>13,201.57</b>	<b>660.12</b>	<b>12,541.45</b>			<b>25,082.90</b>		<b>12,541.45</b>
<b>LODGING TAX - PAID IN 2016</b>			<b>18,822.57</b>	<b>941.20</b>	<b>17,881.37</b>			<b>35,762.74</b>		



# Site Design



Chacula Bench  
North Side of  
Building on  
Granite  
Foundation



5<sup>th</sup> Ave

Donation items:

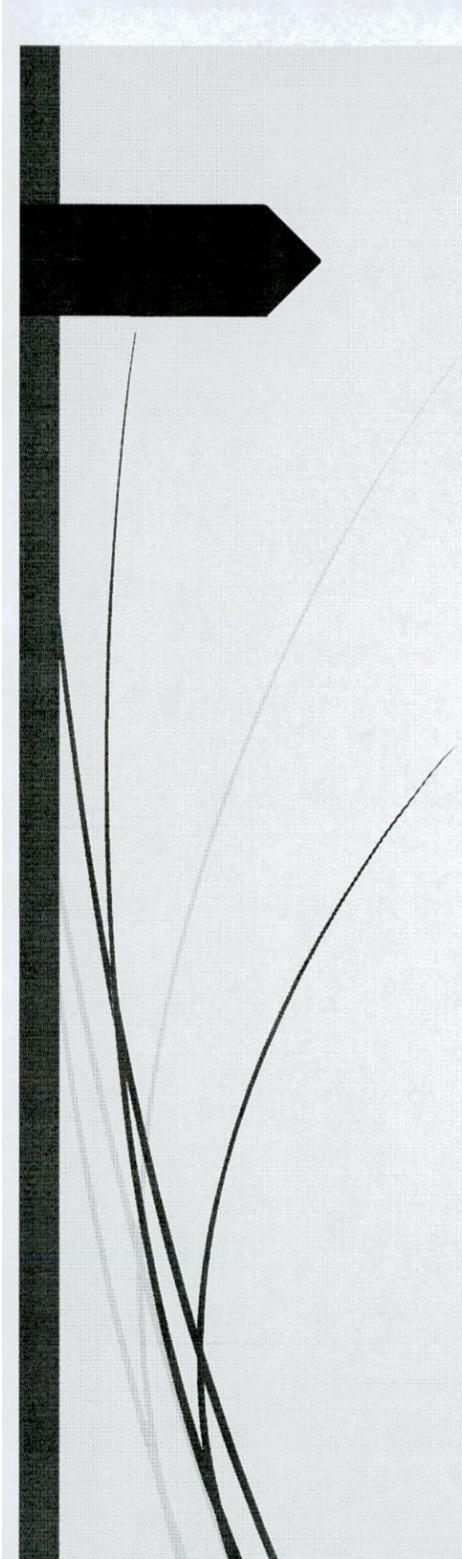
- 3 - Jet Black 3' Tablets
- 3 - Jet Black 4' Bases
- 3 - Jet Black 4' Benches
- 1 - 5' Granite Foundation (for Chacula Bench)
- Installation of the all of the above

PROJECT TEAM will raise funds for:

- Plaza Cement work
- Flag Pole Bases plus installation
- Flag Poles plus installation
- Flags

A Project Volunteer Leadership Team will be formed to organize Fundraisers over the next 6 months. The team will be soliciting volunteers from both depts. Non-Profit groups, businesses and the general public.

Any additional charges for Change Orders to the existing plan will be paid by Fundraising Team NOT from the existing funding.



### Jet Black Tablets:

1. Tablet Dimensions: 3' wide x 5' high x 6" deep P5
2. Base Dimensions: 4' wide x 1'2" deep x 8" high 2" polish
3. Each tablet needs to sit on 5' of concrete.
4. Pins are placed by the Installation crew into the cement as anchors for tablets.
5. Tablets will be 1 1/2' apart at a 80 degree angle.
6. Weight – approximately 800 lbs.
7. See Attached Preliminary layout. 1 approved layout for each tablet.

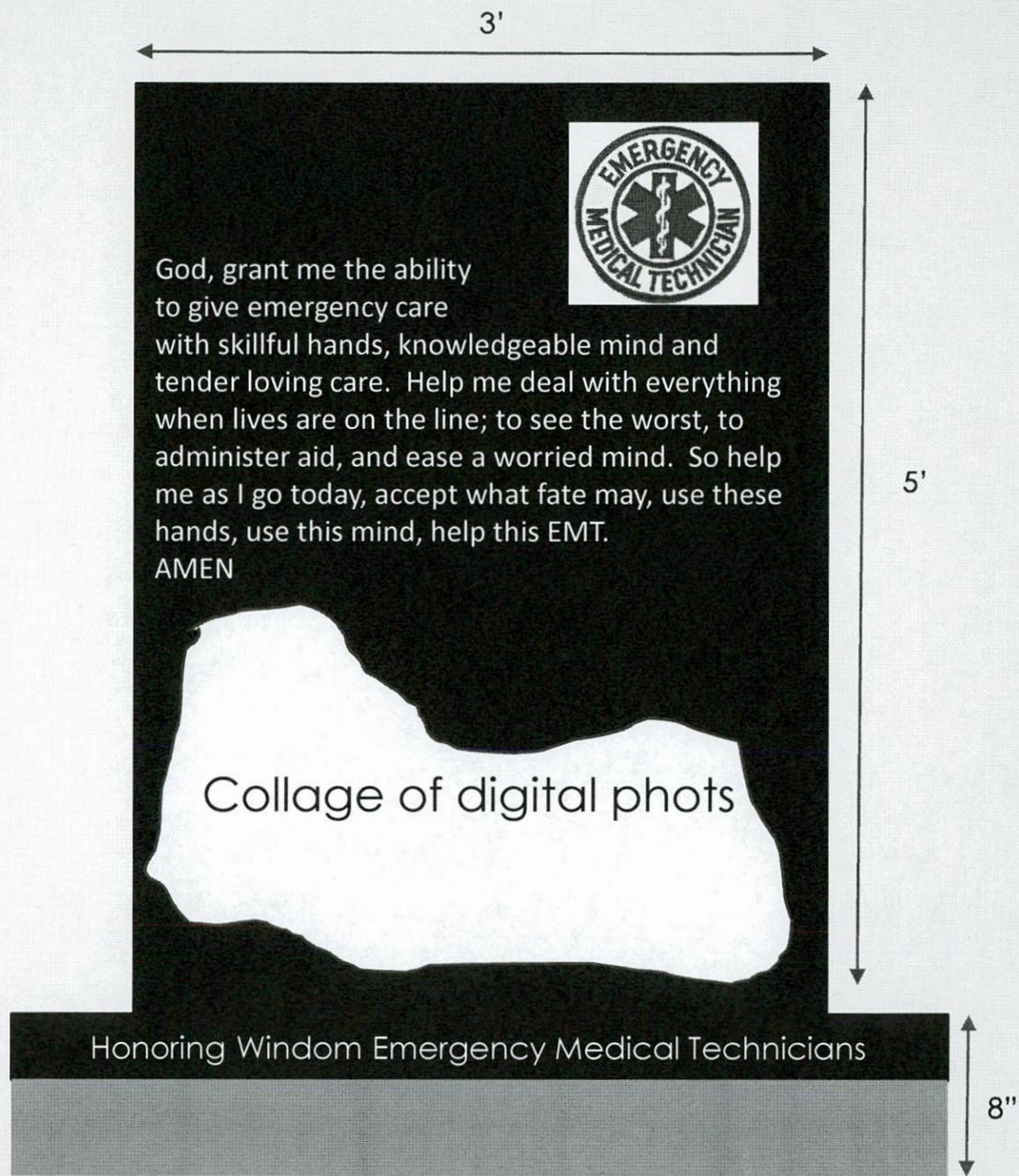
### Jet Black Benches:

1. Back Dimensions: 5'x 1' x 2" all polished
2. Seat Dimensions: 5'x 2" x 1' all polished
3. Supports: 1'8" x 3' x 2'9" all polished
4. Benches need to sit on 5" of concrete.
5. Position on plaza TBD – see drawing.
6. See Attached Preliminary layout. 1 approved layout for each bench.

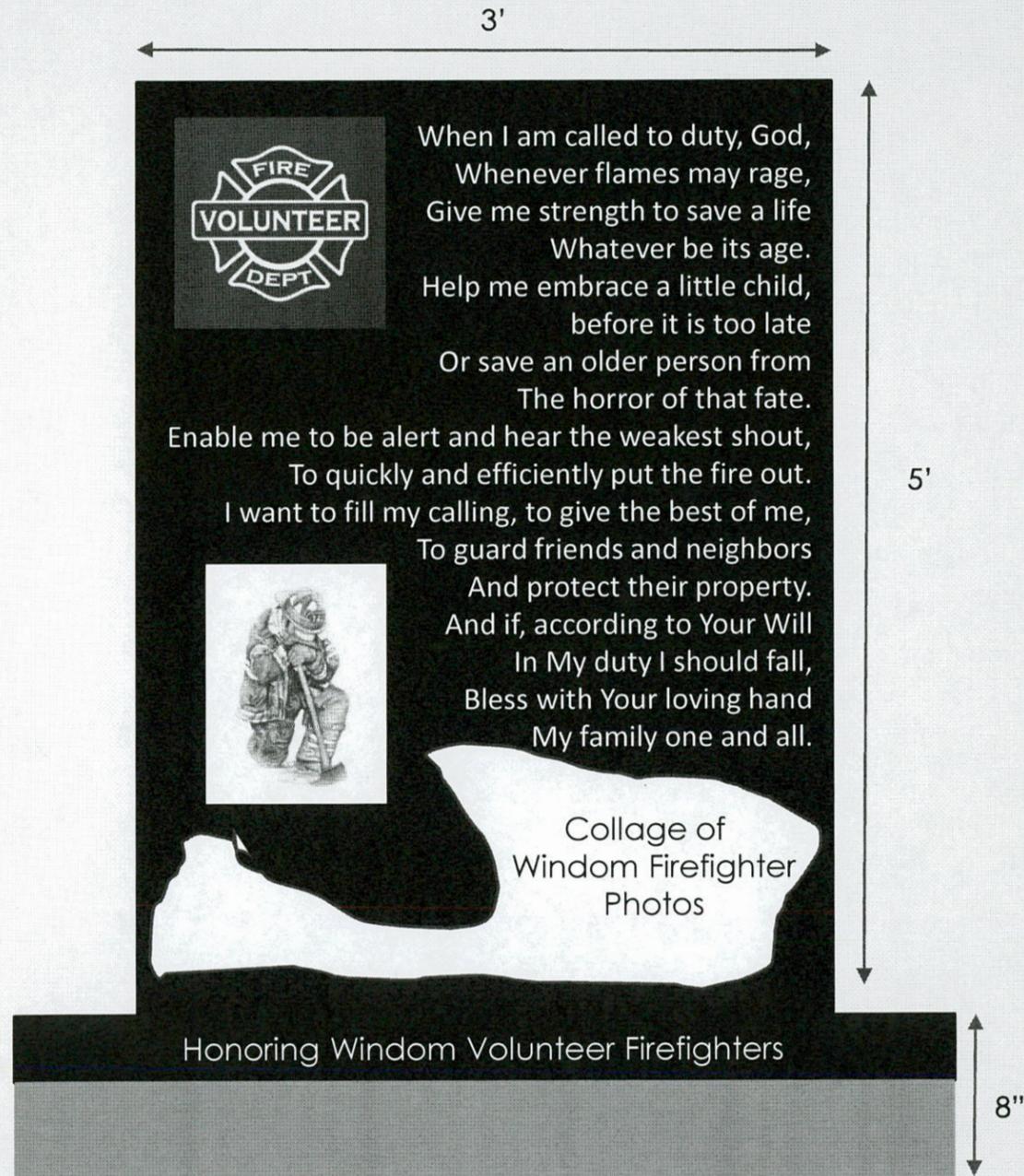
### Lighting:

1. Would like to use solar on the Main Tablet.
2. American Flag needs to have lighting. Grant to provide (?).

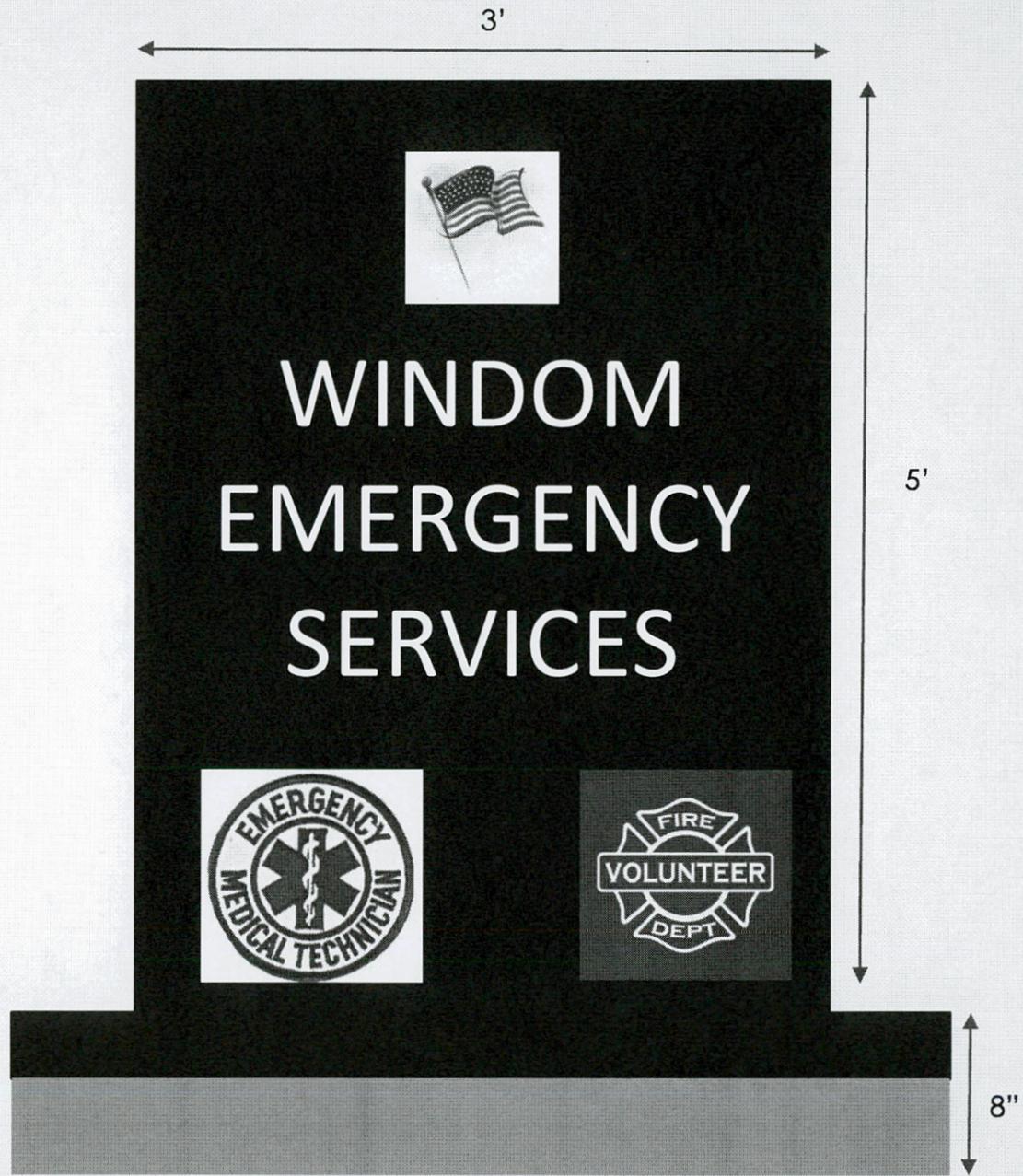
# EMT Tablet



Firefighters  
Tablet



Title Tablet



## Estimated Value of Donation

Construction Item	Estimated Cost
Concrete for Plaza floor and tablet support	\$7,500.00
Flag pole base, flag pole, flags, installation	\$5,000.00
Tablets, Design & Installation	\$12,000.00
Benches, Design & Installation	\$9,000.00
Dirt work under cement	??
Estimated Cost	\$33,500.00

Monies Raised to Date	
Estimated Cost	\$33,500.00
Funds already Raised	-\$21,000.00
Amount to be Raised	\$12,500.00

## RESOLUTION #2017-

**INTRODUCED:**

**SECONDED:**

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

### **RESOLUTION ORDERING IMPROVEMENT AND PREPARATION OF PLANS FOR WATER TREATMENT FACILITY UPGRADE PROJECT**

---

**WHEREAS**, the Utility Commission met on January 26, 2017, and reviewed the results from the filter evaluation tests that were conducted to develop a project design for Water Treatment Facility Upgrade Improvements; and

**WHEREAS**, based on the filter evaluation test completed for the City, the Utility Commission has approved the proposed Water Treatment Facility Improvement design and has made the recommendation to the City Council to approve the proposed improvements.

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

1. The Council finds based on filter evaluation tests that said upgrade improvements are necessary for the operation of the Water Treatment Facility.
2. Such improvements, as outlined and recommended by the Utility Commission and presented by Bolton and Menk Engineering, are hereby ordered.
3. Bolton and Menk is hereby designated as the engineer for this improvement. The engineer shall prepare plans and specifications for the making of such improvements.

Adopted by the Council this 7th day of February, 2017.

\_\_\_\_\_  
Dominic Jones, Mayor

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



**BOLTON  
& MENK**

Real People. Real Solutions.

12224 Nicollet Avenue  
Burnsville, MN 55337-1649

Ph: (952) 890-0509  
Fax: (952) 890-8065  
Bolton-Menk.com

January 19, 2017

**Via Email**

Mr. Mike Haugen, Water-Sewer Superintendent  
City of Windom  
444 9th St.  
PO Box 38  
Windom, MN 56101

RE: Proposal for Professional Engineering Services for Design and Construction Services  
Water Treatment Facility Rehabilitation  
City of Windom, Minnesota

Dear Mike,

I am pleased to provide you with the following proposal for professional engineering services for the City of Windom for improvements to the City's Water Treatment Facility as recommended by the Filter Evaluation we performed for the City. The scope of this proposal is for design services through bidding services, and construction related services. Construction related services and fees will be utilized only after the City Council has awarded the project for construction.

The project design services scope includes:

- Revise the backwash piping to allow for a pumped backwash of each filter
- Remove and replace the filter media
- Electrical and control modifications
- Replace other facility items as requested by City staff
- Review meetings with City staff
- Preparation of final plans and specifications for contract documents and bidding
- Bidding services through award of the project.

Construction services include:

- Contract and construction administration services
- On-site construction observation
- Shop drawing review and contractor coordination
- Record documents and O&M manual preparation.

We propose to proceed with work on an hourly basis with a not-to-exceed fee:

- Design Services for \$35,000
- Construction Services for \$25,000.

Mr. Mike Haugen, Water-Sewer Superintendent  
City of Windom  
January 19, 2017  
Page 2

As the project continues to move forward, there are a number of key dates that need to be met to keep the project on schedule. I have presented a critical path below as a guide to these key dates.

- |                          |   |
|--------------------------|---|
| January 25, 2017         | • Utility Board authorization for engineering services for the Water Treatment Facility Rehabilitation.                   |
| February 7, 2017         | • City Council approve the engineering services for the Water Treatment Facility Rehabilitation.                          |
| February 2017            | • Complete design of the Water Treatment Facility Rehabilitation and preparation of bidding documents.                    |
| February 22, 2017        | • Utility Board authorize bidding of the Water Treatment Facility Rehabilitation.   |
| February 24, 2017        | • Submit plans and specifications to MDH for review and comment.  |
| March 7, 2017            | • City Council sets a bid date for the Water Treatment Facility Rehabilitation.   |
| March 28, 2017           | • Receive bids for the Water Treatment Facility Rehabilitation.   |
| March 30/ 31, 2017       | • Utility Board recommends acceptance of the low bid to the City Council for the Water Treatment Facility Rehabilitation. |
| April 4, 2017            | • City Council awards construction of Water Treatment Facility Rehabilitation.  |
| April – October 2017     | • Construction (7 months).  |
| September - October 2017 | • Project closeout.   |

We appreciate this opportunity to continue working with the City of Windom on the Water Treatment Facility Rehabilitation.

Sincerely,  
**Bolton & Menk, Inc.**

**R. Kelly Yahnke**  
Senior Environmental Engineer

RKY:bj

cc: Herman Dharmarajah, BMI  
Seth Peterson, BMI  
File

**Cost Estimate**  
**2017 Water Treatment Plant Improvements**  
**Windom, Minnesota**  
**February 2017**

Item	Estimated Cost
1. Mobilization, Insurance, O&P	\$80,000
2. Backwash Trough and Media Removal	\$25,000
3. Installation of Direct Backwash Piping to Each Filter	\$30,000
4. Installation of Backwash Troughs	\$172,000
5. Installation of Filter Gravel Media Support and Media	\$100,000
6. Chemical Feed Equipment Upgrade	\$30,000
7. Removal and Replacement of BW Pump PRV	\$18,000
8. Update 7 Flow Meters (2 at Plant & 5 at Wells)	\$39,000
9. Electrical	\$25,000
10. Control and SCADA Update	\$65,000
<b>Subtotal</b>	<b>\$584,000</b>
11. Contingencies @ 10%	\$59,000
12. Legal, Fiscal, Engineering	\$75,000
<b>TOTAL</b>	<b>\$718,000</b>

## RESOLUTION #2017-

**INTRODUCED:**

**SECONDED:**

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

### **RESOLUTION CALLING FOR A PUBLIC HEARING FOR THE WASTEWATER FACILITY IMPROVEMENT PLAN**

---

**WHEREAS**, the Utility Commission met on January 26, 2017, and reviewed the proposed \$14-\$18 million dollar Wastewater Facility Improvement Plan; and

**WHEREAS**, the Utility Commission approved recommending the City Council consider conducting a public hearing to review and discuss the need for the improvements, alternative designs, funding availability, fiscal impacts and proposed project schedule; and

**WHEREAS**, the hearing will assist the City Council and Utility Commission in determining project plan development for the Wastewater Facility.

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

1. A public hearing shall be held on proposed improvement plan on the 21st day of February, 2017, in the Council Chambers of the City Hall during the regular City Council meeting at approximately 7:35 p.m.
2. The City Administrator shall give published notice of such hearing and proposed improvements as required by law.

Adopted by the Council this 7th day of February, 2017.

\_\_\_\_\_  
Dominic Jones, Mayor

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

***City of Windom's Notice of  
Public Hearing for  
Wastewater Treatment  
Plant Improvements***

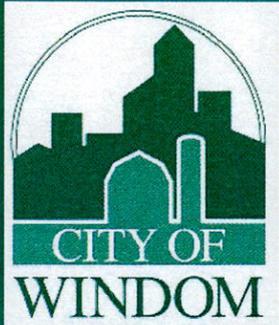
Notice is hereby given that the City Council of Windom, Minnesota will hold a public hearing on Tuesday, the 21st day of February, 2017, at 7:30 p.m. in the City Hall, Council Chamber, located at 444 9th Street. The City Council and staff will be discussing a potential \$14-\$18 million dollar improvement project of its wastewater treatment facility.

Among the topics to be discussed are the need for the improvements, alternative designs, funding availability, fiscal impacts, and likely schedule for improvements if approved. Individuals wishing to be heard on the issue are invited to present oral or written comments at the hearing.

Steve Nasby  
City Administrator  
(986—Feb. 8, 2017)



Real People. Real Solutions.



# Wastewater Facility Plan City of Windom, Minnesota

Presentation to City Council

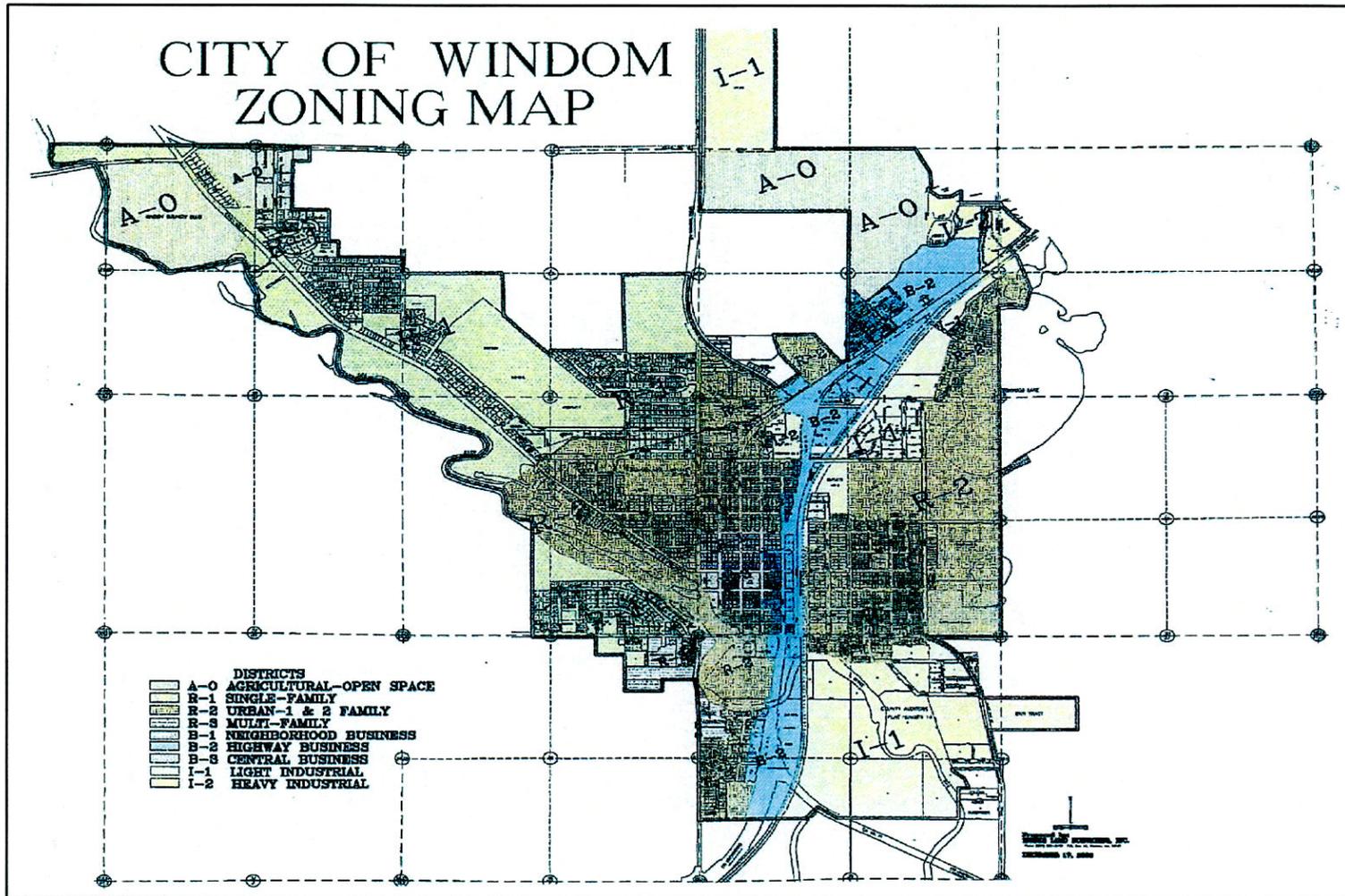
February 7, 2017

Bolton & Menk, Inc. Project No. T22.112172

# Reason for Facility Plan

- City of Windom's NPDES Permit Expired in 2015
- City has been conducting a study since 2010 due to failing effluent toxicity tests
- MPCA reviewing limits for Total Nitrogen and Total Phosphorous
- City has requested a Regulatory Certainty (20 year freeze) for the following Effluent Limits:
  - Total Nitrogen of 10 mg/l
  - Total Phosphorous of 1 mg/l
- Accepting the Regulatory Certainty also allows the City to request a Point Source Implementation Grant (PSIG)

# City of Windom Planning Area



# Population Projections

Year	City of Windom (3)	Cottonwood County
1990	4,513	12,652
1995	4,508	12,563
2000	4,504	12,135
2005	4,352	11,643
2010	4,637	11,694
2013	4,577	11,616
2015	4,637	11,880 (2)
2020	4,805 (1)	12,020 (2)
2025	4,919 (1)	12,184 (2)
2030	5,028 (1)	12,317 (2)
2035	5,133 (1)	12,429 (2)
2036	5,159 (1)	12,469 (2)

(1) Based on both historical population trends and County projections  
 (2) Projected by MN State Demographic Center (March 2014)  
 (3) Historic population by MN State Demographic Center (July 2016)



## Historical Domestic/Commercial Flows

	Domestic Flow (MGD)	Domestic GPCD
Minimum Month Average Flow	0.434	93
Average Daily Flow	0.564	122 (1)
Max. Month Average Flow	0.860	185
Max. Day Flow	1.330	286 (2)
(1) Exceeds the recommended 120 GPCD		
(2) Exceeds the recommended 275 GPCD		

## Permitted Industrial Flows (SIU)

Parameter	Prime Pork	Windom Wash
SIU Agreement (gpd)		
Maximum Monthly Average	900,000	75,000
Maximum Daily	1,200,000	125,000

## Summary of Allocated Design Flows

Parameter	Existing Facility Design	Existing Residential/ Commercial	Future Residential/ Commercial	Prime Pork (MGD)	Windom Wash (MGD)	Design Flow (MGD)
Average Dry Weather Flow (mgd)	1.13	0.50	0.56	0.78	0.045	1.385
Average Wet Weather Flow (mgd)	1.83	0.86	0.96	0.90	0.075	1.93
Peak Hourly Wet Weather Flow (mgd)	4.37	3.40	3.50	1.20	0.075	4.77
Peak Instantaneous Wet Weather Flow (mgd)	4.95	3.98	3.95	1.2	0.075	5.22

## Design Loadings

Loadings	Residential/ Commercial
CBOD – Average Day (lbs/day)	588
CBOD – Max. Month (lbs/day)	824
CBOD – Peak Day (lbs/day)	1,628
TSS – Average Day (lbs/day)	687
TSS – Max. Month (lbs/day)	953
TSS – Peak Day (lbs/day)	2,902
TKN – Average Day (lbs/day)	137
TKN – Max. Month (lbs/day)	170
TKN – Peak Day (lbs/day)	548
P – Average Day (lbs/day)	43

## Permitted SIU Loading

Parameter	SIU Agreement	
	Maximum Monthly Average	Maximum Daily
Prime Pork		
CBOD <sub>5</sub> (lbs/day)	500	1,251
TSS (lbs/day)	600	1,168
TKN (lbs/day)	500	500
TP (lbs/day)	8.34	8.34
Windom Wash		
CBOD <sub>5</sub> (lbs/day)	87	94
TSS (lbs/day)	54	125
TKN (lbs/day)	16	25
TP (lbs/day)	3	3

## Existing and Projected Future Loadings

Parameter	Existing Residential/ Commercial	Future Residential/ Commercial	Prime Pork	Windom Wash	@ Design Flow
CBOD – Average Day (lbs/day)	588	692	350	52	1,094
CBOD – Max. Month (lbs/day)	824	970	500	87	1,557
CBOD – Peak Day (lbs/day)	1,628	1,811	1,251	94	3,156
TSS – Average Day (lbs/day)	687	802	350	32	1,184
TSS – Max. Month (lbs/day)	953	1,112	600	54	1,766
TSS – Peak Day (lbs/day)	2,902	3,229	2,004	125	5,358
TKN – Average Day (lbs/day)	137	161	194	10	365
TKN – Max. Month (lbs/day)	170	200	500	16	716
TKN – Peak Day (lbs/day)	548	610	607	25	1,242
P – Average Day (lbs/day)	43	47	8.34	3	59

# Existing NPDES Limits

Parameter	Season	Limit Type	Limits
CBOD <sub>5</sub>	Dec-Mar	Monthly Ave.	5 mg/L (34 kg/day)
	Dec-Mar	Max. Week Ave.	10 mg/L (69 kg/day)
	Apr-Nov	Monthly Ave.	25 mg/L (173 kg/day)
	Apr-Nov	Max. Week Ave.	40 mg/L (277 kg/day)
	Jan-Dec	Min. Month Ave.	85% removal
Total Residual Chlorine	Jan-Dec	Daily Max.	0.038 mg/L
Chronic Toxicity Testing	Jan-Dec	Annual WET Testing	1 TUc
	Jan-Dec	Quarterly WET Testing	1 TUc
Chlorine, Total Residual Fecal Coliform	Jan-Dec	Daily Maximum	0.038 mg/L
	Apr-Oct	Monthly Ave.	200 #/100 mL
NH <sub>3</sub> -N (as N)	Dec-Mar	Monthly Ave.	8.2 mg/L (57 kg/day)
	Apr-May	Monthly Ave.	7.2 mg/L (50 kg/day)
	Jun-Sep	Monthly Ave.	1.0 mg/L (7 kg/day)
	Oct-Nov	Monthly Ave.	3.3 mg/L (23 kg/day)
Dissolved Oxygen	Dec-Mar	Monthly Min.	10.0 mg/L
	Apr-Nov	Monthly Min.	6.0 mg/L
pH	Jan-Dec	Monthly Max.	9
	Jan-Dec	Monthly Min.	6
TSS	Jan-Dec	Monthly Ave.	30 mg/L (208 kg/day)
	Jan-Dec	Max. Week Ave.	45 mg/L (311 kg/day)
	Jan-Dec	Min. Month Ave.	85% removal

# Projected Capital Costs

Item	Alternative 1 Two Stage Activated Sludge System	Alternative 2 Denitrification Filter
Mobilization	\$600,000	\$900,000
Collection System Interceptor and Manhole Lining	\$500,000	\$500,000
Site Work/Landscaping	\$600,000	\$600,000
Site Piping/Valves	\$300,000	\$200,000
New Preliminary Treatment Facilities	\$1,300,000	\$1,300,000
Anoxic Selector Basin	\$200,000	\$200,000
Aeration Basins Modification	\$40,000	\$40,000
Post Anoxic and Re-aeration Tanks	\$1,000,000	---
Mixed Liquor Return and Anaerobic Return Pumps	\$100,000	\$100,000
Replacement of Final Clarifiers Mechanisms	\$475,000	\$475,000
Replace Aeration Blowers	\$500,000	\$500,000
RAS+ WAS + Sludge Transfer Pump Replacement	\$250,000	\$250,000
New Disinfection System	\$400,000	\$400,000
Biosolids Holding Tank	\$2,000,000	\$2,000,000
Heated Aerobic Digester -Replace Heat Exchanger, Recirculation Pump and Diffusers	\$150,000	\$150,000
Existing Tertiary Filter Rehabilitation	\$900,000	\$900,000
Intermediate Pump Station- Denitrification	---	\$500,000
Additional Building for UV Disinfection and Sludge Transfer Pumps	\$750,000	---
Denitrification Filters Includes Building for UV Disinfection and Sludge Transfer Pumps	---	\$4,500,000
Electrical/Controls	\$1,000,000	\$1,000,000
<b>Subtotal</b>	\$11,065,000	\$14,515,000
<b>Contingencies (10%)</b>	\$1,106,000	\$1,451,000
<b>Engineering/Administration/Legal (15%)</b>	\$1,659,000	\$2,177,000
<b>TOTAL</b>	\$13,830,000	\$18,143,000



## OM & R Costs for the Alternatives

Item	Alternative 1 Two Stage Activated Sludge System	Alternative 2 Denitrification Filter
Operations Staff Salaries and Benefits	\$400,000	400,000
Energy Costs	\$220,000	230,000
Bio-solids Disposal Costs	\$45,000	40,000
Chemical Costs	\$500,000	400,000
Professional Services	\$60,000	60,000
Equipment Replacement	\$120,000	100,000
<b>Total OM&amp;R Annual Costs</b>	<b>\$1,345,000</b>	<b>\$1,230,000</b>

# Present Worth Analysis of the Two Alternatives

Item	Alternative 1 Two Stage Activated Sludge System	Alternative 2 Denitrification Filter
Capital Total	\$13,830,000	\$18,143,000
OM & R Annual Costs	\$1,345,000	\$1,230,000
OM & R Present Worth Cost at 20 Years 3%	\$20,010,237	\$18,299,325
<b>Total Present Worth Cost</b>	<b>\$33,840,237</b>	<b>\$36,442,325</b>



# Project Financing

- Project will be financed by the Minnesota Public Facilities Authority:
  - Can receive a loan for 20 years at an interest rate of 1.5% to 2.5%
  - Maybe eligible the PISG grant:
    - Currently at 50% of eligible component costs up to \$3,000,000
    - Expected to change to 80% of eligible component costs up to \$7,000,000
- Other Possible Grants Investigated:
  - EPA State and Tribal Assistance Grants (STAG) Program – EPA provides grant money to MN for the PISG grant program
  - Minnesota Department of Employment and Economic Development (DEED)
  - Affordability Grant Money (Rural Development and PFA):
    - For residential users only
    - Residential rates not high enough for current project without the PSIG

## Potential Impact on User Rates

	Existing	Loan	Loan	Grant + Loan
		at 2.5%	at 1.5%	at 1.5%
Capital Cost		\$13,830,000		
Grant (PSIG)		0	0	\$7,000,000
Net Cost		\$13,830,000	\$13,830,000	\$6,830,000
20-Year Annual Cost		\$887,155	\$805,539	\$397,818
Annual Operating Cost		\$1,345,000		
Existing Annual Debt Service Cost	\$71,500	\$71,500	\$71,500	\$71,500
Total Annual Debt Service + OM&R Costs		\$2,303,655	\$2,222,039	\$1,814,318
Per 1000 Gallon Cost		\$5.22	\$4.94	\$3.58
5,000 Gal/Month User	\$34.03	\$56.09	\$54.72	\$47.88
7,500 Gal/Month User	\$37.51	\$69.13	\$67.08	\$56.82
15,000 Gal/Month User	\$45.19	\$108.26	\$104.16	\$83.63

**Note:**

1. Prime Pork and Windom Wash paying their share of the Construction and Operations Costs
  - Prime Pork @ 40%
  - Windom Wash @ 5%
2. Grants Assumed to be \$7,000,000

# Project Compliance / Implementation Schedule

Item	Date
Review with City / Finalize Report	January 2017
Public Utility Board Presentation	January 26, 2017
City Council Presentation	February 7, 2017
Public Hearing / Council Approval of Facility Plan	February - March 2017
Submit Facility Plan to MPCA	March 3, 2017 (no later)
Design Period	April 2017 - August 2017
Bid Project	August 2017
Construction Period	October 2017 - May 2019
Meet Final NPDES Limits	May 2020

**QUESTIONS?/ COMMENTS!**



## RESOLUTION #2017-

**INTRODUCED:**

**SECONDED:**

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

### **RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR BIDS FOR THE "2017 STREET IMPROVEMENT PROJECT"**

---

**WHEREAS**, pursuant to a resolution adopted by the City Council on December 20, 2016, City Engineer DGR Engineering has prepared plans and specifications for the proposed "2017 Street Improvement Project" and has presented such plans and specifications to the Council for approval.

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

1. Such plans and specifications, which are made a part hereof by reference as if fully set forth herein, are hereby approved and shall be filed in the office of the City Clerk/Administrator.
2. The City Clerk/Administrator shall prepare an advertisement for bids for the making of such improvements, pursuant to the approved plans and specifications, and cause such advertisement to be published in the official paper.
3. Bids will be received and accepted by the City Clerk/Administrator until 10:00 a.m. on March 3, 2017. At said time, the bids will be publicly opened by the City Clerk/Administrator and City Engineer in the City Hall Council Chambers. Bids will then be tabulated and will thereafter be considered by the City Council. Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to address the Council on the issue of responsibility. The bid for such improvements will be awarded on or before March 21, 2017, at the City Council Meeting scheduled for 7:30 p.m.

Adopted by the Council this 7th day of February, 2017.

\_\_\_\_\_  
Dominic Jones, Mayor

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

## ADVERTISEMENT FOR BIDS

Sealed proposals will be received by the City Council of Windom, Cottonwood County, Minnesota at the City Offices, 444 9th Street, P.O. Box 38, Windom, Minnesota 56101-0038 on Friday, the 3rd of March, 2017 at 10:00 A.M. for the 2017 Street Improvements, Windom, Minnesota, at which time the proposals shall be publicly opened and read aloud by the Engineer and City Administrator.

The approximate quantities of work on which proposals will be received are as follows:

**Schedule 1-** Curb and Gutter, Grading, Surfacing and Utility Improvements. The approximate quantities of work on which proposals will be received is as follows:

5,624 L.F.	PCC Curb and Gutter
3,685 Tons	Bituminous Paving
1,144 L.F.	Sanitary Sewer Main
3,235 L.F.	Water Main
2,238 L.F.	Storm Sewer

and other miscellaneous items and related work.

**Schedule 2-** Curb and Gutter, Grading, Surfacing and Utility Improvements. The approximate quantities of work on which proposals will be received is as follows:

3,072 L.F.	PCC Curb and Gutter
2,190 Tons	4" Bituminous Paving
307 L.F.	Water Main
902 L.F.	Storm Sewer

and other miscellaneous items and related work.

**Bid Alternate-** Surfacing Improvements. The approximate quantities of work on which proposals will be received is as follows:

670 L.F.	Concrete Curb & Gutter Design, B624
270 Ton	4" Bituminous Paving

and other related items of construction.

All bids shall be made on proposal forms furnished by the Engineer and shall be accompanied by bid security in the form of a certified check or bid bond, made payable to the City of Windom, Minnesota, in the amount of ten percent (10%) of the bid, which security becomes the property of the City in the event the successful bidder fails to enter into contract and post satisfactory bond. Work shall commence on or after April 3, 2017. Work on 15<sup>th</sup> Avenue (Sch. 1) shall be completed on or before September 5, 2017 and all other work completed on or before **October 27, 2017**.

The City reserves the right to reject any or all proposals and to waive technicalities and irregularities. The City also reserves the right to increase, decrease or delete items of work to comply with budget limitations.

The City is an Equal Opportunity Employer.

The Contractor and all subcontractors shall submit to the Owner a signed statement verifying compliance with each of the criteria described in the State of Minnesota "Responsible Contractor" law as codified in Minnesota Statute section 16C.285. See the Instructions to Bidders for more details.

Complete digital project bidding documents are available at [www.questcdn.com](http://www.questcdn.com). You may download the digital plan documents for \$15.00 by inputting Quest project #4824499 on the website's Project Search page. Please contact QuestCDN.com at 952-233-1632 or [info@questcdn.com](mailto:info@questcdn.com) for assistance in free membership registration, downloading, and working with this digital project information. An optional paper set of the proposal forms and specifications for individual use may be obtained from the office of the Engineer, DGR Engineering, 1302 South Union, P.O. Box 511, Rock Rapids, Iowa 51246, telephone 712-472-2531, Fax 712-472-2710, e-mail: [dgr@dgr.com](mailto:dgr@dgr.com), upon payment of \$50.00, none of which is refundable.

Published upon order of the City Council of Windom, Minnesota.

CITY OF WINDOM, MINNESOTA

By /s/ Dominic Jones  
Mayor

# Memo

**To:** City Council  
**From:** Brent Brown  
**cc:** Utility Commission  
**Date:** January 26, 2017  
**Re:** Hiring Recommendation for Temporary Seasonal Position

---

The City of Windom Utility Commission along with the Electric Department is recommending the hiring of Conner Knigge as a Temporary Seasonal Position in the Electric Department. Conner is currently attending the Electrical Lineman training in Jackson, MN.

The hours for the position would be every Friday from 7:30-4:00 with the possibility of additional hours as scheduling permits.

If approved the effective date for the position would be 2/10/2017 and the rate of pay would be \$9.50 per hour.

Sincerely,

Brent Brown



# Memo

**To:** Windom City Council  
**From:** Brent Brown  
**cc:** Utility Commission  
**Date:** January 26, 2017  
**Re:** Surplus of Electric Department Equipment

---

The Electric Department is asking for disposition of surplus equipment and call for bids on the following:

2005 FX 30 Ditch Witch Vac, This unit is being replaced from the budgeted CIP

1996 Case Trencher/Backhoe, this unit has been replaced with a mini excavator and a directional drill.

Pole Trailer, this is a unit that is no longer needed and is not in condition to be used.

Miscellaneous Trailer, this is a unit that is no longer needed and is not in condition to be used.

GE Substation Transformer, this is the transformer that will be replaced thru the substation project.

The surplus disposition of this equipment was approved by the City of Windom Utility Commission on 1/26/2017.

Sincerely  
Brent Brown





## City of Windom Staff Report

---

**To:** Mayor and Windom City Council  
**From:** Drew Hage, EDA Executive Director  
**Council Meeting Date:** February 7, 2017  
**Item Title/Subject:** **Surplus Equipment – EDA Spec Building**

Background: In November 2016, a lease was signed for the EDA Spec Building. The Lessee requested a 22' foot door be installed. Loading dock doors #2 and #3 were removed, so the 22' foot dock door could be installed. Loading dock doors #2 and #3 are no longer needed.

Two dock levelers were also removed from doors #2 and #3. These dock levelers are also no longer needed.

### Surplus Equipment:

#### Overhead Dock Door

- 7'2"x10' door (installed 2013)
  - 3" thick (insulated)
  - LeftMaster Motor (HP 1/2)
    - Model: F48H24B21

#### Overhead Dock Door

- 7'x10' door (installed 2008)
  - 3" thick (insulated)
  - A.C. SMITH (HP 1/3)
    - Model: 20-1033B-2LP

#### Used Dock Leveler

- Kelley (installed 2013)
- Capacity: 35,000 lbs.
- Serial #61091964

#### Used Dock Leveler

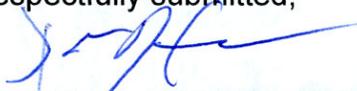
- Kelley (installed 2008)
- Capacity: 35,000 lbs.
- Serial #151337

The City of Windom plans to hold a sealed bid auction for the overhead dock doors and dock levelers.

Attachments: Refer to the attachment for pictures of the overhead dock doors and dock levelers.

Requested Action: Declare the overhead dock doors and dock levelers as Surplus Equipment.

Respectfully submitted,

  
Drew Hage, EDA Executive Director

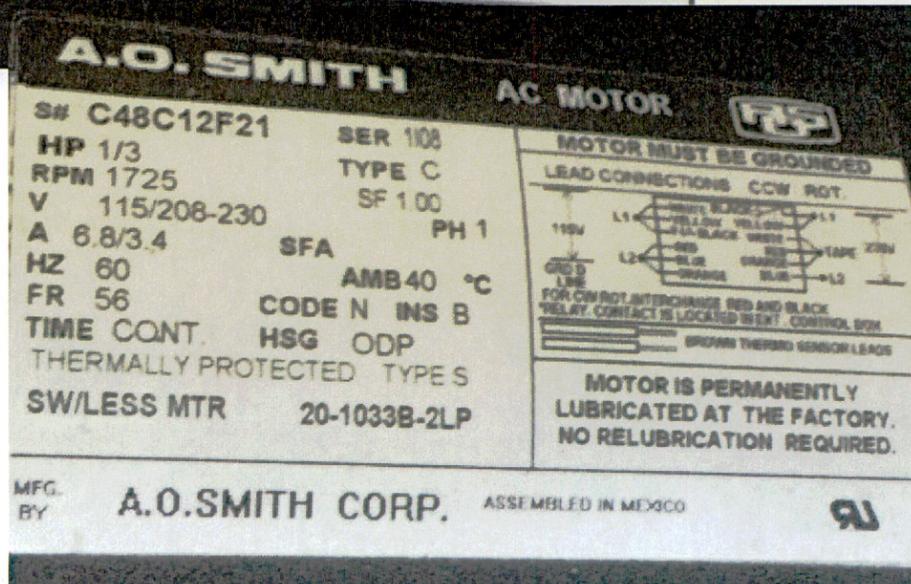
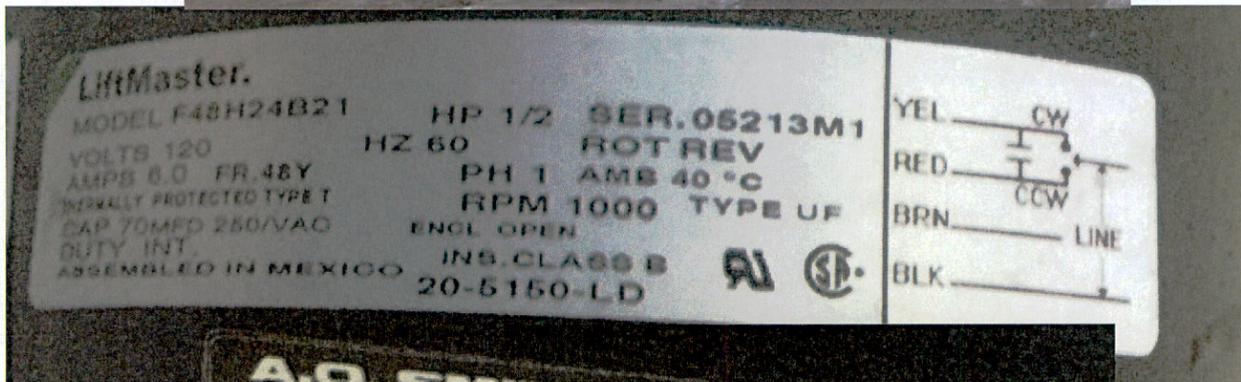
## Surplus Equipment – Windom EDA

### Overhead Dock Door

- 7'2"x10' door (installed 2013)
  - 3" thick (insulated)
  - LeftMaster Motor (HP 1/2)
    - Model: F48H24B21

### Overhead Dock Door

- 7'x10' door (installed 2008)
  - 3" thick (insulated)
  - A.C. SMITH (HP 1/3)
    - Model: 20-1033B-2LP



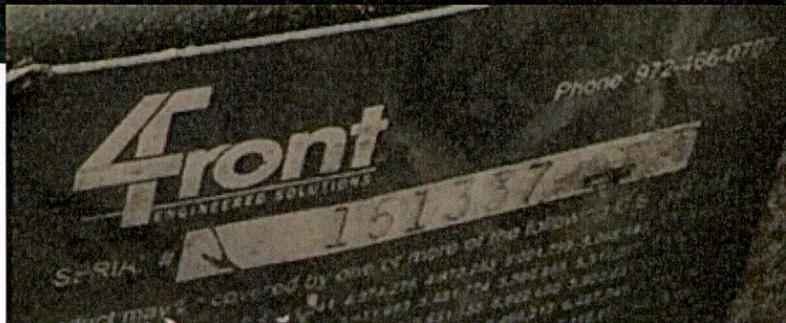
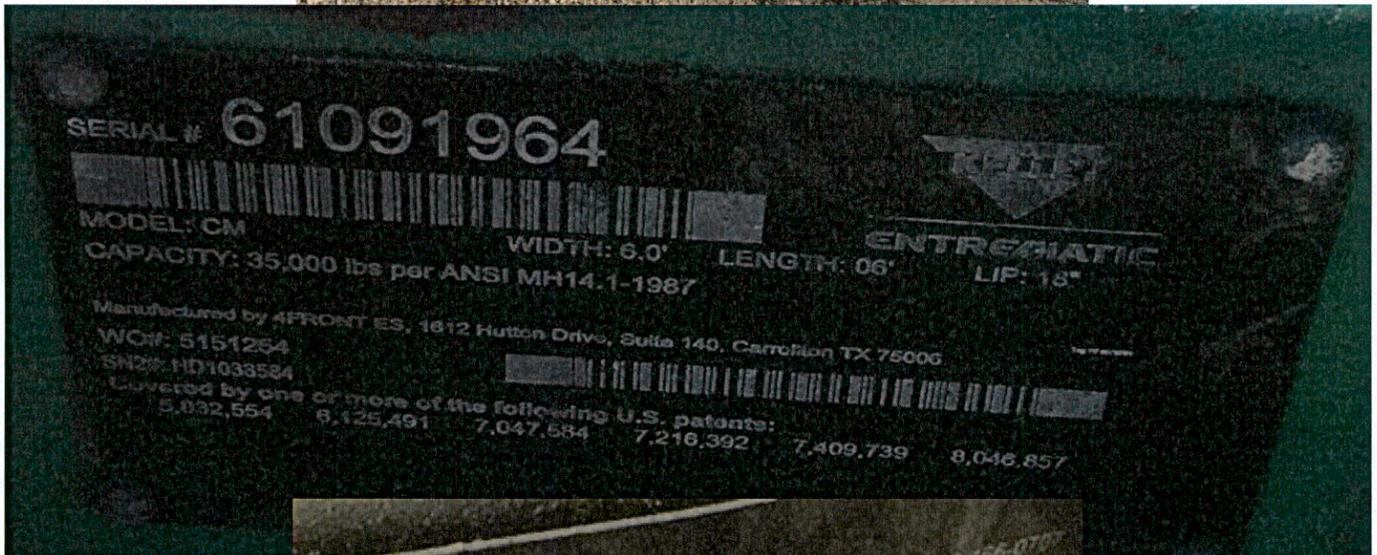
## Surplus Equipment – Windom EDA

### Used Dock Leveler

- Kelley (installed 2013)
- Capacity: 35,000 lbs.
- Serial #61091964

### Used Dock Leveler

- Kelley (installed 2008)
- Capacity: 35,000 lbs.
- Serial #151337





# Memo

**To:** Mayor and City Council Members  
**From:** Dan Ortmann, Fire Chief  
**Date:** February 3, 2017  
**Re:** Fire Department Elections

---

The Windom Fire Department conducted their annual election. The results of the election are listed below.

Chief – Dan Ortmann

1<sup>st</sup>. Assistant Chief – Mark Stevens

2<sup>nd</sup> Assistant Chief and Training Officer – Ben Derickson

3<sup>rd</sup> Assistant Chief – Roger Winker

# **HOMETOWN**

## **SANITATION SERVICES LLC**

Windom Office: 1041 3rd Avenue • PO Box 68 • Windom, MN 56101 • Phone: 507-832-8946  
Fairmont Office: 1031 Fairview Avenue • Fairmont, MN 56031 • Phone: 507-235-5665

January 24, 2017

To: Denise Nichols & Windom City Council Members  
Re: City of Windom City-Wide Cleanup Proposal

Dear Denise & Council Members,

I want to thank you for including Hometown Sanitation in your request for proposals on the City of Windom City-Wide Cleanup for 2017-2019.

Our proposal includes a base rate per ton, and would also include a fuel stipulation, if fuel is over \$3.99/gallon.

**Hometown's Bid for City-Wide Cleanup for the City of Windom is \$130/ton in 2017, \$135 in 2018, and \$140/ton in 2019.**

If fuel is under \$4.00 per gallon in Windom on the day of the service, the rate will be as listed in the proposal. If fuel is between \$4.00 and \$4.99 per gallon, the per ton rate would increase by \$5/ton. If fuel is \$5.00-\$5.99 per gallon, the per ton rate would increase by \$10/ton, and so forth.

The prices above do NOT include the 9.75% residential solid waste tax, and the City of Windom would be responsible for landfill expenses.

We are NOT available for collection on May 6, June 3 or June 10. However, getting this contract signed would allow you next choice of service day. We would provide the service for all of Windom on just one weekend, not two.

### **Points of Consideration**

The Cottonwood County Landfill has made changes relating to the disposal of mattresses again in 2017, as the rates have increased. Because the City of Windom is responsible for the disposal costs, we would await direction from you regarding the disposal of mattresses. Whether or not you would want them included in the service is your discretion, we would just need to know beforehand so we can communicate clearly to the public and our teammates.

Lastly, should the Cottonwood County Landfill make other changes, specifically – but not limited to, changes in rate or other terms, Hometown reserves the right to replace the terms of this contract with new, updated terms.

**Conclusion**

We want to thank you again for discussing your needs with us. Our relationship with the City of Windom and its council has been a positive one for us over the years. If you have any questions regarding the content, please let me know.

Sincerely,

A handwritten signature in black ink, appearing to read "Mike Johnson", with a long horizontal flourish extending to the right.

Mike Johnson, General Manager  
Hometown Sanitation Services  
1041 3<sup>rd</sup> Avenue – Windom

**MEMORANDUM**



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

**TO:** City Council  
**FROM:** City Administrator *Stacy*  
**DATE:** January 31, 2017  
**RE:** Schedule for Seasonal, Part-time and Swimming Pool Wage Scale

The full implementation of minimum wage increases in Minnesota were completed on August 1, 2016. As such, the new minimum wage is \$9.50 per hour. The law does allow for an exemption as a “training” wage for persons under 20 years old for up to 90 consecutive days of employment.

To be competitive with other employers seeking part-time or seasonal help and to be consistent with the personnel we hire for these positions the recommendation is to adopt a seasonal and part-time wage schedule starting at the \$9.50 per hour minimum.

The following is the recommendation for seasonal and part-time (non-union) employees:

**Swimming Pool**                      \$9.50 per hour up to \$11.50 per hour depending on position and years of service. Pool Manager range would be \$12.50 to \$13.00 per hour.

**Seasonal & Non-union  
Part-time**

\$9.50 per hour	to \$10.50 per hour hiring range
\$10.75	After 6 months of employment
\$11.00	1 year
\$11.25	2 years
\$11.50	3 years
\$11.75	4 years
\$12.00	5 years

## RESOLUTION #2017-

INTRODUCED:

SECONDED:

VOTED: Aye:

Nay:

Absent:

### A RESOLUTION APPOINTING ELECTION JUDGES AND DESIGNATING POLLING PLACE FOR THE FORTHCOMING SPECIAL ELECTION IN 2017

WHEREAS, pursuant to Minnesota Statutes, a Special Election will be held on March 14, 2017; and

WHEREAS, it is necessary that a polling place be designated and election judges be appointed.

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

1. That the hours for voting at the above-mentioned elections shall be from 7:00 a.m. until 8:00 p.m.
2. The polling place for Wards I and II shall be at the Windom Community Center at 1750 Cottonwood Lake Drive.
3. The following election judges are hereby appointed to serve during the Special Election.

#### NAME

Maxine Frank  
Jeanette Schuur  
Rosalee Davis  
Linda Dawson  
Mary Klosterbuer  
Laura Fresk  
Donna Torkelson  
Mary Mohlencamp  
Jean Hoppe  
Katherine Hansen  
Julienne Antes  
Sandi Hunter

#### ADDRESS

831 Des Moines Dr  
2001 Great Bend Blvd  
861 18th St  
2570 River Rd  
616 17<sup>th</sup> Street  
2205 River Road  
721 Prospect Ave  
688 Prospect Ave  
1705 Langley  
712 4<sup>th</sup> Ave  
1165 Drake Ave  
1532 2<sup>nd</sup> Ave N

#### REGISTRATION

#### NAME

Denise Nichols  
Robin Shaw  
Leesa Arndt  
Emily Prokosch  
Chelsie Carlson  
Denise Houston

#### ADDRESS

2815 Cottonwood Lake Dr  
730 20<sup>th</sup> St  
93277 480<sup>th</sup> Avenue  
755 21<sup>st</sup> Street  
2785 Kalash Road  
793 6<sup>th</sup> Street

Adopted this 7<sup>th</sup> day of February, 2017.

\_\_\_\_\_  
Dominic Jones, Mayor

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

Steven Nasby, City Administrator

## RESOLUTION #2017-

INTRODUCED:

SECONDED:

VOTED: Aye:

Nay:

Absent:

### A RESOLUTION ESTABLISHING AN ABSENTEE BALLOT BOARD

---

**WHEREAS**, the City of Windom is required by Minnesota Statutes 203B.121, Subd. 1 to establish an Absentee Ballot Board for the upcoming Special Election to be held March 14, 2017; and

**WHEREAS**, this board will bring uniformity in the processing of accepting or rejecting returned absentee ballots in the City of Windom; and

**WHEREAS**, the Absentee Ballot Board would consist of a sufficient number of election judges as provided in sections 204B.19 to 204B.22 or deputy city clerks trained in the processing and counting of absentee ballots.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WINDOM, MINNESOTA**, the establishment of an Absentee Ballot Board that would consist of a sufficient number of election judges as provided in sections 204B.19 to 204B.22 or deputy city clerks to perform the task.

Adopted this 7<sup>th</sup> day of February, 2017.

\_\_\_\_\_  
Dominic Jones, Mayor

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

Steven Nasby, City Administrator

I, Steve Nasby, duly appointed qualified and City Administrator for the City of Windom, Cottonwood County, State of Minnesota, do hereby certify that I have compared the foregoing copy of a resolution with the original minutes of the proceedings of the Windom City Council, Cottonwood County, Minnesota at their meeting held on the 7<sup>th</sup> day of February, 2017 now on file in my office, and have found the same to be a true and correct copy thereof.

Witness my hand and official seal at Windom, Minnesota, this \_\_\_ day of \_\_\_, 2017.

\_\_\_\_\_  
Steve Nasby, City Administrator

**RESOLUTION #2017-**

**INTRODUCED:**

**SECONDED:**

**VOTED:     Aye:**

**Nay:**

**Absent:**

**CITY OF WINDOM**

**RESOLUTION APPROVING AMENDMENTS  
TO THE FEES AND CHARGES SCHEDULE**

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

**WHEREAS**, the City Council periodically establishes fees and charges for municipal services; and

**WHEREAS**, a “Fees and Charges Schedule” has been created to consolidate the service fees and charges for all city departments into one document; and

**WHEREAS**, City Staff have reviewed current fees and charges for their departments and have, if applicable, included recommended adjustments of such fees and charges in the schedule; and

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

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

The “Fees and Charges Schedule” dated January 1, 2017, is hereby adopted and all fees and charges are amended as set forth in said schedule.

Adopted this 7th day of February, 2017.

---

Dominic Jones, Mayor

ATTEST:

---

Steven Nasby, City Administrator

# CITY OF WINDOM FEES & CHARGES SCHEDULE

January 1, 2017

FUND NO.	DESCRIPTION	FEE	AUTHORITY FOR FEE/CITY CODE REFERENCE/COMMENT
<b>GENERAL GOVERNMENT</b>			
	<b>Liquor License</b> On Sale Sunday	2,000.00 200.00	
	<b>Wine License</b> On Sale	150.00	
	<b>Beer License</b> On-Sale (3.2 Only) Strong Beer Authorization Temporary On-Sale Liquor – Per Day	150.00 100.00 25.00	Resolution #2011-59
	<b>Set-Up License</b>	250.00	
	<b>Spring Cleanup</b>	1.00/per month/all residential utility customers	
	<b>Other Business Licenses/Permits</b> Theatre License Dance Permit – Per Day Police fee for Dance – Per Hour/Per Officer Cigarette Game of Skill  Peddler/Solicitor/Transient Merchant – Annual Initial Investigation fee Exempt Permit Premise Permit	25.00 10.00 40.00 20.00 50.00 first game 15.00 each additional game 40.00 20.00 25.00 25.00	



FUND NO.	DESCRIPTION	FEE	AUTHORITY FOR FEE/CITY CODE REFERENCE/COMMENT
<b>BUILDING &amp; ZONING:</b>			
<b>Building Permits:</b>			
<b>Total Valuation</b>	<b>Fee</b>		Resolution #2001-34
\$1-\$500	\$21.00		
\$501-\$2,000	\$21.00 for the first \$500, plus \$2.75 for each additional \$100 or fraction thereof, to and including \$2,000.		
\$2,001-\$25,000	\$62.25 for the first \$2,000, plus \$12.50 for each additional \$1,000 or fraction thereof, to and including \$25,000.		
\$25,001-\$50,000	\$349.75 for the first \$25,000, plus \$9.00 for each additional \$1,000 or fraction thereof, to and including \$50,000.		
\$50,001-\$100,000	\$574.75 for the first \$50,000, plus \$6.25 for each additional \$1,000 or fraction thereof, to and including \$100,000.		
\$100,001-\$500,000	\$887.25 for the first \$100,000, plus \$5.00 for each additional \$1,000 or fraction thereof, to and including \$500,000.		
\$500,001-\$1,000,000	\$2,887.25 for the first \$500,000 plus \$4.25 for each additional \$1,000 or fraction thereof, to and including \$1,000,000.		
\$1,000,001+	\$5012.25 for the first \$1,000,000 plus \$2.75 for each additional \$1,000 or fraction thereof.		
State Surcharge Fee	.0005 x total value of construction		
Plan Review Fee	65% of City's building permit fee for Commercial 35% of City's building permit fee for Residential		
Connection Fees	Sewer Connection: \$75.00 Water Connection: \$75.00 + 5.16 sales tax = \$80.16		
Refunds	Written request; refunds at discretion of Building Official. <u>If project not started:</u> Within 5 days of application date - City's permit fee, state surcharge and 80% of plan review fee; within thirty (30) days of application date -80% of City's permit fee, no refund of state surcharge or plan review fee.		
Manufactured Home Installation Fee	\$150.00		
Inspection Fee	Outside City (Minimum Charge = 2hrs)	45.00/hour	
	<b>Zoning &amp; Subdivision Fees</b>		
	<b>Conditional Use Permits/Variances (Includes Recording Fee)</b>	150.00	
	Appeals	25.00	

FUND NO.	DESCRIPTION	FEE	AUTHORITY FOR FEE/CITY CODE REFERENCE/COMMENT
	Subdivision (Chapter 151) – Platting (Developer responsible for recording fees)	120.00	
	P.U.D. (includes recording fees)	120.00	
	Minor Subdivisions (Developer responsible for recording fees)	50.00	
	Preliminary Staff Review	0.00	
	Amendment to Zoning Ordinance (Rezoning) (includes recording fee)	150.00	
	Zoning Amendment (Re: Text) (does not include recording fees)	70.00	
	Vacation of Public Way (includes recording fee)	70.00	
	<b>Other Permits</b>		
	Excavation in City black top or concrete street	300.00	deposit
	Wall Signs	9.50	
	Ground and pedestal signs/billboard signs	(each) 9.50	
	Portable signs/temporary signs/misc.	(each/per period) .00	
	Demolition Permit	25.00	
	Moving Permit	50.00	
	Fireworks (sales & storage)	50.00	
	<b>Reimbursements – Public Nuisance</b>		
	Administrative Fee (Abatement by City)	\$150.00	Ordinance No. 143 & 151, 2 <sup>nd</sup> Series
	Abatement (including labor, equipment & landfill costs)	Actual Cost (minimum \$100.00)	Resolution 2013-62
	Nuisance Board Hearing-Administrative fee	\$150.00	Resolution 2013-62 & 153, 2 <sup>nd</sup> Series
	City Abatement (following Nuisance Board Ruling):		
	Administrative Fee	\$150.00	Resolution 2013-62
	Abatement (including labor, equipment & landfill costs)	Actual cost (minimum \$100.00)	Resolution 2013-62
	Mowing of grass & weeds (by Street Dept)	minimum \$200.00	
	Recording/Satisfaction Fees	Actual cost	
	Document Preparation & Attorney Review for Initial Loan,		

FUND NO.	DESCRIPTION	FEE	AUTHORITY FOR FEE/CITY CODE REFERENCE/COMMENT
	Assumptions, Subordinations and Refinancing	Actual cost	
<b>PUBLIC SAFETY:</b>			
	<b>Animal License (Cat &amp; Dog)</b> Unspayed Female All others	8.00 + tax 5.00 + tax	
	<b>Accident &amp; investigation Report</b> First copy (if not directly involved party)  Each additional picture Mail	.25 per page  .25 Actual cost	
	<b>Parking Tickets</b> General Parking – No Parking (2:00 a.m- 6:00 a.m.) No Parking in Alley Parking over 36 hours Time Limit on Parking Truck Parking Vehicle Repair on Street Parking for Advertising or Selling Parking Restrictions on Co. Rd. 13 Snow Emergency Parking- Block Snow Removal	34.00 34.00 34.00 34.00 34.00 34.00 34.00 34.00 34.00 34.00	Section 73 Section 73 Section 73 Section 73 Section 73 Section 73 Section 73 Section 73 Section 73 Section 73
	<b>Animal (Cat &amp; Dog) Impound, Boarding</b> Impound No License With License Boarding No License With License	40.00 + tax 20.00 + tax  15.00 (per day) + tax 10.00 (per day + tax)	
	<b>Administrative Fees:</b> Vehicle Impound storage	15.00/day	
	<b>Fire Department</b> Fire Call <b>Ambulance Department</b> Basic Life Support Rate Advance Life Support Rate	500.00  650.00 850.00	Res# 2009-07  Res# 2015-33 Res# 2015-33

FUND NO.	DESCRIPTION	FEE	AUTHORITY FOR FEE/CITY CODE REFERENCE/COMMENT
	Non Transport with patient assessment Basic Life Support Mileage loaded mile rate	450.00 12.00	Res# 2015-33 Res # 2015-10
<b>PUBLIC WORKS:</b>			
	<b>Street Use Permits</b> (service cuts) - work performed by city staff Cold mix bituminous Hot mix bituminous Main Street and all state-aid streets	Actual cost + 10% Actual cost + 10% Actual cost	
	<b>Street Equipment Labor &amp; Rental Rates</b> (Equipment rentals are 1-hour min.) Labor rate Unit 50 - 2004 Bobcat Loader w/attach - 2004 Bobcat & Asphalt Milling Attachment - 2004 Bobcat & Sweeper Broom Attachment Unit 42 - 2004 International Dump Truck - Falls Snow Plow, Falls Sander & Dump Body Unit 43 - 2004 International Dump Truck - Falls Snow Plow, Falls Sander & Dump Body Unit 44 - 2007 International Dump Truck - Falls Reversible Snow Plow, Sander & Dump Body Unit 45 - 2015 John Deere 624 Loader w/bucket with snow plow Unit 81 - 2004 Sno-Go Snow Blower for Unit 45 Unit 46 - 1987 Fiat Grader Unit 47 - 544G Front End Loader w/2.25 Yard 4 in 1 Bucket - Snow Ranger plow for Unit 47 Unit 48 - Portable Air Compressor w/attachments Unit 49 - 2005 Elgin Street Sweeper 328D Toro Grounds Master 72" mower 4000D Toro Grounds Master 11' Mower 3520 John Deere Utility Tractor John Deere 3 Point Hitch 72" Mower w/Tractor Homemade Barricade Trailer 75 - 10-12' wood homemade barricades 200 - 12" to 3' tall traffic cones	50.00/hour 80.00/per hr 100.00/per hr 100.00/per hr 90.00/per hr 135.00/per hr 90.00/per hr 135.00/per hr 90.00/per hr 135.00/per hr 135.00/per hr 165.00/per hr 185.00/per hr 150.00/per hr 125.00/per hr 160.00/per hr 95.00/per hr 125.00/per hr 60.00/per hr 85.00/per hr 75.00/per hr 90.00/per hr 50.00/daily 10.00 each/daily 1.00 each/daily	

FUND NO.	DESCRIPTION	FEE	AUTHORITY FOR FEE/CITY CODE REFERENCE/COMMENT
	300 lin feet orange construction plastic fencing Homemade 6x20 Trailer Road Boss 3-point grader chainsaw	\$10.00 per 50'/daily 35.00/per hr 280.00/dly 45.00/per hr 360.00/dy 25.00/per hr 250.00/dly	
	<b>Street Materials Sold to Public</b> Gravel Class 5 Blacktop (cold mix/hot mix) Black Dirt Labor Cost Sweeper Dump Truck Sidewalk snow removal	Actual cost + 10% Actual cost + 10% Actual cost + 10% 50.00/hour 125.00/hour 90.00/hour 100.00/hour	1 hour minimum
<b>COMPOST &amp; LEAF BURNING PERMIT FEES:</b>			
	Commercial Compost Permit-Annual Resident Compost Permit-Annual	55.00 + tax 15.00 + tax	Res #2007-15 Res #2007-15
	Leaf Burning Permit	5.00	
<b>CULTURE &amp; RECREATION:</b>			
	Commercial Tent Usage in Park	25.00/daily	
	Shelter House Rental Cottonwood Lake or Island Park	60.00/daily	
	Island Park Campgrounds Nightly Non Registered	10.00 10.00	
	City Council Chambers	\$40.00/hr weekday \$60.00/hr weekend	
	Bleacher Rental – Renter hauls	35.00/each/per day	



FUND NO.	DESCRIPTION	FEE	AUTHORITY FOR FEE/CITY CODE REFERENCE/COMMENT
	Overhead Projector (Screen included Rooms 105 & 120)	20.00	
	Portable Projector Screen	15.00	
	TV/VCR	25.00	
	Power Point Projector	St 100.00 or HD200.00	
	12x16 screen	50.00	
	Portable Bar – 2 available	25.00/bar	
	Dance Floor	75.00	
	Stage	100.00	
	Piano	25.00	
	Wedding Back Drop	75.00	
	Lattice Arches	1-25.00	
		3-50.00	
	Bar Set-up Fee –		
	Small groups (up to 50)	50.00	
	Medium groups (51-200)	150.00	
	Large groups (200 +)	250.00	
	Dumpster Fee (rooms 127 & 128)		
	Up to 300 people	25.00	
	301-600 people	50.00	
	601-1000 people	75.00	
	35 cup Coffee Pot (includes coffee, cups, napkins, cream & sugar)	15.00	
	100 cup Coffee Pot (includes coffee, cups, napkins, cream & sugar)	25.00	
	Set-up & Take Down Fees (Chairs & Tables)		
	Multi-Use Room (Half room)	75.00	
	Multi-Use Room Large – Less than 500 people	125.00	
	Multi-Use Room Large - More than 500 people	150.00	
	Photocopies	25¢ per page	
	Lattice panels (4 available)	10.00 each	
	Bar Tables (set of 5)	45.00	Res# 2015-34
	8' pillar (set of 4)	45.00	Res# 2015-34
	4' pillar (set of 4)	25.00	Res# 2015-34
	Wooden Post (set of 6)	15.00	
	Potted sticks	15.00	Res# 2015-34
	Sm. children table w/benches	10.00	

FUND NO.	DESCRIPTION	FEE	AUTHORITY FOR FEE/CITY CODE REFERENCE/COMMENT
	Ceiling swag		
	Full room	325.00	Res# 2015-34
	½ room	175.00	Res# 2015-34
	<b>ARENA RATES</b>		
	Season Skating Pass		
	Family	80.00	Resolution 2014-47
	Individual	45.00	Resolution 2014-47
	Old-Timers Hockey (Sundays)	65.00	Resolution 2014-47
	Old-Timers + Family Pass	115.00	Resolution 2014-47
	Daily Admission		
	Individual	3.00	
	Old-Timers Hockey	7.00	Resolution 2014-47
	Skate Rental		
	Daily	2.50	
	Seasonal	50.00	Resolution #2011-54
	Hourly Ice Rate (over 100 hrs during ice season)		
	Frequent User –Seasonal hrly rate	109.00 per hr	Resolution 2014-47
	Non Frequent/Out of Town User hrly rate	115.00 per hr	Resolution 2014-47
	Non-Prime Time Ice Rental Rate	90.00 per hr	Resolution 2014-47
	<b>STORAGE</b>		
	Units under 20 ft	125.00	
	Units between 20-30 feet	150.00	
	Units over 30 feet	200.00	
	<b>BUILDING RENT</b>		
	1 <sup>st</sup> Day	375.00	Contract Rate
	2 <sup>nd</sup> Day	350.00	Contract Rate
	3 <sup>rd</sup> Day, Additional Days	250.00	Contract Rate
	<b>STALL RENT</b>		
	1 <sup>st</sup> Day	18.00	Contract Rate
	2 <sup>nd</sup> Day	14.50	Contract Rate
	3 <sup>rd</sup> Day, Additional Days	12.00	Contract Rate

FUND NO.	DESCRIPTION	FEE		AUTHORITY FOR FEE/CITY CODE REFERENCE/COMMENT
	<p><b>RACQUETBALL/WALLY BALL/BASKETBALL COURT FEES</b></p> <p>Non-Member Adult hrly racquetball  Non-Member Youth hrly racquetball  Wally ball  Basketball</p> <p>Archery</p> <p>Individual Membership  w\additional family members -  Youth Membership  Daily Adult Fee  Daily Youth Fee</p> <p><b>POOL FEES</b></p> <p><b>Pool Passes</b></p> <p>Season Pass</p> <p>Family  after May 31  Individual  after May 31  Wading Pool/Non-Swimmer Individual pass</p> <p>Individual (child/adult) Daily Admission  Wading Pool Admission  Punch Card All Users(10 Punch Card 1-punch per/day)  Family Hour  Swimming Lessons – (Including Pre-School Aquatic)  Private Lessons  Semi-Group Lessons (lower instructor-to-Student ratio)  Parent &amp; Child  Aqua Zumba  Private Pool Rental</p>		<p>3.00 per person/per hr  1.50 per person/per hr  20.00 per hour/court  12.50 per hour</p> <p>30.00  10.00 per person  15.00  5.00  3.00</p> <p>100.00  120.00  60.00  70.00  25.00  4.00  1.00  33.00  8.00  35.00  55.00  45.00  15.00  5.00</p> <p>\$90.00 minimum (up to party of 40, additional fee based on number in party/hour</p>	<p>Resolution 2014-62  Resolution 2014-62  Resolution 2014-62  Resolution 2014-62  Resolution 2014-62</p> <p>Resolution 2014-12  Resolution 2016-17  Resolution 2016-17  Resolution 2016-17  Resolution 2014-12</p>
	<p><b>RECREATION FEES</b></p> <p>Tykes, Kindergarten T-Ball, Coach Pitch/T-Ball</p>		48.00	Resolution 2014-12

FUND NO.	DESCRIPTION	FEE	AUTHORITY FOR FEE/CITY CODE REFERENCE/COMMENT
	Softball K-1 <sup>st</sup> Grade Pony League Flag Football & Soccer Morning Baseball and 30/60 League Morning Baseball Sand Volleyball Team Entry Fee  Ball Field Usage Rates Men's Softball League Annual Rate per/team Co-Ed Softball League Annual Rate per/team Sunday Church League Annual Rate per/team Sand Volleyball Court – Non-League Special Events Rate for entire complex regardless of how many courts used. City will Prepare courts during week days only prior to event unless pre-arranged	45.00 63.00 53.00 70.00 45.00 15+ teams 150.00 14- teams 165.00  150.00 150.00 50.00 150.00	Resolution 2014-12 Resolution 2014-12 Resolution 2014-12   Resolution 2014-12 Resolution 2014-12   Resolution 2014-12 Resolution 2014-12
<b>PUBLIC UTILITIES - WATER/SEWER FUND:</b>			
	<b>Surcharge on all water connections</b> <b>Residential Charges</b> Water – Monthly minimum 1-3,740 3,741-7,480 Excess 7,481 Sewer – Monthly minimum 1 <sup>st</sup> 11,220 Gal. 2 <sup>nd</sup> 11,221 – 22,440  Sewer Only – Apartments Homes	.53¢  \$15.13 \$1.62/1,000 Gal. \$3.65/1,000 Gal. \$4.70/1,000 Gal. \$27.08 \$1.39/1,000 Gal. .67¢/1,000 Gal.  30.03 32.97	Resolution 2015-12-01 Resolution 2015-12-01 Resolution 2015-12-01 Resolution 2015-12-01 Resolution 2015-12-01 Resolution 2015-12-01 Resolution 2015-12-01 Resolution 2015-12-01 Resolution 2015-12-01
	<b>Commercial Charges</b> Water – Monthly minimum 1-3,740 3,741-7,480 Excess 7,481 Sewer – Monthly minimum	\$15.13 \$1.62/1,000 Gal. \$3.65/1,000 Gal. \$4.70/1,000 Gal \$27.08	Resolution 2015-12-01 Resolution 2015-12-01 Resolution 2015-12-01 Resolution 2015-12-01 Resolution 2015-12-01

FUND NO.	DESCRIPTION	FEE	AUTHORITY FOR FEE/CITY CODE REFERENCE/COMMENT
	Per 1,000 Gal. Sewer Only	\$4.57/1,000 Gal. \$27.08	Resolution 2015-12-01 Resolution 2015-12-01
	<b>Request for Utility Account Info</b> Picked up – (1 month) 12 months Mailed Faxed Additional Account Fee	5.00 30.00 5.50 6.00 1.50	
	<b>Service Charges</b> Late Fee per unpaid water/sewer bill Meter Bottom Replacement 3/4" 1" Labor Cost Retrieval of Information/Records Search Reconnect Fee Reconnect After Hrs Bulk Water Jetter & Operator Vac Unit	5%  75.00 100.00 50.00/hour Hourly rate of staff 40.00 each + tax 75.00 each + tax 5.00/1,000 gallons 150.00/hour 150.00/hour	\$15.00 minimum
	<b>Sales Tax</b> (Commercial accounts only)	6.875%	
<b>ELECTRIC FUND</b>			
	<b>Meter Pre-Payment-</b> Required of all renters and contract for deed properties before utilities can be transferred into renter's name	300.00	Utility Comm – Jan. 27, 2010
	<b>Residential:</b> All Kwh's @ .079/kwh City Customer Charge Out of City Charge Security Light Charge - 100 watt HPS - 400 watt MH	5.70/month 14.00/month 8.00/month 18.00/month	Resolution 2016-01-01 Resolution 2016-01-01 Resolution 2016-01-01

FUND NO.	DESCRIPTION	FEE	AUTHORITY FOR FEE/CITY CODE REFERENCE/COMMENT
	<b>Commercial Charges:</b> 8,000 KWH's @ .086/kwh Excess KWH's @ .081/kwh Customer charge –Single phase Three phase	15.00/month 20.00/month	Resolution 2016-01-01 Resolution 2016-01-01 Resolution 2016-01-01 Resolution 2016-01-01
	<b>Industrial:</b> 30,000 KWH's @ .0591/kwh Excess KWH's @ .060/kwh Demand charge @6.95/kw		Resolution 2016-01-01 Resolution 2016-01-01
	<b>Municipal:</b> All KWH's @.076/kwh Customer charge	9.00/month	Resolution 2016-01-01 Resolution 2016-01-01
	<b>Green Power Rate:</b> Per 100 kwh's (1 block)	3.50/tag	
	<b>Service Charges</b> Late Fee Disconnect Fee Reconnect Fee Reconnect Fee After Hrs	5% 25.00 + tax 25.00 + tax 75.00 + tax	May 2016 Utility Commission mtg
	Electric Dept Labor and Equipment Rates Labor rate Overtime labor rate Unit 30 Pickup Truck Unit 31 Line Truck Unit 32 Bucket Truck Unit 33 Digger Truck Unit 34 Flatbed Truck Unit 35 Small Bucket Truck Unit 35A Case Trencher Unit 36 Ditch Witch Trencher Boring Tool Light bulb replacement	60.93/per hr 91.39/per hr 25.00/per hr 35.00/per hr Minimum 125.00 per hr Minimum 125.00 per hr 25.00/per hr 75.00/per hr 50.00/per hr 50.00/per hr 8.00 a foot \$75.00 plus ½ of labor rate charge \$30.47	

FUND NO.	DESCRIPTION	FEE	AUTHORITY FOR FEE/CITY CODE REFERENCE/COMMENT
<b>AIRPORT FUND</b>			
	<b>Hangar Rental Fee</b> Small Hangars Large Hangars	35.00-90.00/month \$475.00/month	
<b>TELECOM FUND</b>			
	<b>TELEPHONE *</b> Residential Basic Service Residential All-In Voice Pkg Business Basic Service Non-published Non-listed  Starter All-In =Data + All in Voice Starter Plus = Data only Deluxe All-In =Data + All in Voice Premium All-In =Data + All in Voice All-in Voice + Basic Video All-in Voice + Expanded Video All-in Voice + Digital Video  * additional items are included in the telephone tariff	<b>monthly rate</b> 14.45 30.00 26.45 2.50 1.25  60.00 60.00 70.00 80.00 40.00 85.00 100.00	Resolution 2015-14      Resolution 2015-46 Resolution 2015-46 Resolution 2015-46 Resolution 2015-46 Resolution 2015-14 Resolution 2015-46 Resolution 2015-46
	<b>VACATION RATE – Absence exceeding 90 days</b> Telephone  Internet  TV Non-Pay Reconnect fee (1 Or all 3)	10.00/month + taxes and US fee 5.00 per month + tax – No reconnection fee .00/mo–20.00 recon+tax 35.00 + tax	
	<b>ENHANCED CALLING FEATURES</b>	<b>monthly rate</b>	



FUND NO.	DESCRIPTION	FEE	AUTHORITY FOR FEE/CITY CODE REFERENCE/COMMENT
	<p><b>Featured Plans</b></p> <p>HD</p> <p>Sports</p> <p>HBO</p> <p>Showtime/TMC/Flix</p> <p>Starz/Encore</p> <p>Additional Set-Top Box</p> <p>HD Box</p> <p>DVR</p> <p>Remote</p> <p>Commercial Multi-Unit Facilities with 10 or more units and a common connection as established December 29, 2008</p> <p>Expanded Basic</p> <p>HBO</p> <p>First standard Set-top box free w/add-on package</p>	<p>12.95</p> <p>6.95</p> <p>15.99</p> <p>12.95</p> <p>12.95</p> <p>2.99</p> <p>4.99</p> <p>14.99</p> <p>20.00</p> <p>8.00 per unit</p> <p>4.50 per unit</p>	<p>Resolution 2015-11</p> <p>August 22, 2016 Telecom mtg</p>
	<p><b>MISC. SERVICES</b></p> <p>Wire Maintenance Plan – Monthly rate</p> <p>New customer installation fee</p> <p>Moving Telecom Service</p> <p>Additional Outlet</p> <p>Service Call</p> <p>Calling Detail on Invoices</p>	<p>2.95 per service or 7.95 for all three services</p> <p>15.00 per service</p> <p>15.00 per service</p> <p>55.00</p> <p>55.00</p> <p>2.00/month</p>	



Windom, MN

# Expense Approval Report

By Fund

Payment Dates 01/12/2017 - 01/25/2017

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 100 - GENERAL</b>					
NELDA ANDERSON	20170117	01/17/2017	REFUND - STATEMENT CREDIT	100-20191	5.25
US BANK	20161220A	12/30/2016	#8263 CR CARD - REBATE	100-36200	-464.49
					<b>-459.24</b>
<b>Activity: 41110 - Mayor &amp; Council</b>					
INDOFF, INC	2898964	12/30/2016	SUPPLIES	100-41110-200	57.75
INDOFF, INC	2898968	12/30/2016	SUPPLIES	100-41110-200	22.15
INDOFF, INC	2900227	12/30/2016	SUPPLIES	100-41110-200	194.99
MARV GRUNIG	20170124	01/24/2017	EXPENSE - LMC MILEAGE	100-41110-331	74.90
CITIZEN PUBLISHING CO	20161230	12/30/2016	ADVERTISING -	100-41110-350	441.00
US BANK	20161220	12/30/2016	#8263 CR CARD - THINGS RE	100-41110-434	396.39
					<b>1,187.18</b>
<b>Activity: 41310 - Administration</b>					
INDOFF, INC	2900863	01/10/2017	SUPPLIES	100-41310-200	8.70
INDOFF, INC	2902541	01/10/2017	SUPPLIES	100-41310-200	39.18
ELECTRIC FUND	20170118	01/18/2017	MONTHLY UTILITY & TELECO	100-41310-321	110.08
US BANK	20161220	12/30/2016	#8263 CR CARD - CRASH PLAN	100-41310-326	19.99
ELECTRIC FUND	20170118	01/18/2017	MONTHLY UTILITY & TELECO	100-41310-326	73.47
MN BOARD OF ACCOUNTANC	20170117	01/17/2017	2017 CPA RENEWAL APPLICAT	100-41310-433	150.00
SOUTHWEST HEARING TECHN	20170111	01/17/2017	WELLNESS PROJECT 2017	100-41310-480	60.00
BANK MIDWEST	20170124	01/24/2017	NSF - MYLES ASHBURN (ACCT	100-41310-480	225.10
BANK MIDWEST	20170125	01/25/2017	NSF - CUSTOM MOTORS-LISA	100-41310-480	396.51
					<b>1,083.03</b>
<b>Activity: 41410 - Elections</b>					
CITIZEN PUBLISHING CO	20161230	12/30/2016	ADVERTISING -	100-41410-350	543.20
					<b>543.20</b>
<b>Activity: 41910 - Building &amp; Zoning</b>					
ELECTRIC FUND	20170118	01/18/2017	MONTHLY UTILITY & TELECO	100-41910-321	98.91
ANDREW SPIELMAN	20170118	01/18/2017	EXPENSE-EXAM, TRAVEL	100-41910-331	167.99
					<b>266.90</b>
<b>Activity: 41940 - City Hall</b>					
US BANK	20161220	12/30/2016	#8263 CR CARD - HY-VEE	100-41940-211	48.76
ELECTRIC FUND	20170118	01/18/2017	MONTHLY UTILITY & TELECO	100-41940-381	518.11
ELECTRIC FUND	20170118	01/18/2017	MONTHLY UTILITY & TELECO	100-41940-382	60.84
MN ENERGY RESOURCES	20170110	01/17/2017	HEATING #0505105084	100-41940-383	1,225.94
HOMETOWN SANITATION SER	0000222904	12/30/2016	GARBAGE SERVICE - CITY HAL	100-41940-384	85.04
ELECTRIC FUND	20170118	01/18/2017	MONTHLY UTILITY & TELECO	100-41940-385	111.52
US BANK	20161220	12/30/2016	#8263 CR CARD - B & H PHOT	100-41940-406	108.00
US BANK	20161220	12/30/2016	#8263 CR CARD - ADORAMA	100-41940-406	117.15
					<b>2,275.36</b>
<b>Activity: 42120 - Crime Control</b>					
INDOFF, INC	2900234	12/30/2016	SUPPLIES	100-42120-200	207.90
INDOFF, INC	2902528	01/17/2017	SUPPLIES	100-42120-200	38.50
INDOFF, INC	2902536	01/17/2017	SUPPLIES	100-42120-200	32.98
WINDOM AREA HOSPITAL	297270809	01/24/2017	SERVICE	100-42120-305	40.00
ELECTRIC FUND	20170118	01/18/2017	MONTHLY UTILITY & TELECO	100-42120-321	69.00
VERIZON WIRELESS	9778296963	01/17/2017	SERVICE FOR LAP TOPS -POLIC	100-42120-321	93.49
CORY HILLESHEIM	20170124	01/24/2017	EXPENSE - CLIP	100-42120-323	174.75
US BANK	20161220	12/30/2016	#8263 CR CARD - AMAZON-G	100-42120-326	480.93
US BANK	20161220	12/30/2016	#8263 CR CARD - AMAZON - G	100-42120-326	159.99
US BANK	20161220	12/30/2016	#8263 CR CARD - AMAZON - T	100-42120-326	7.99
US BANK	20161220	12/30/2016	#8263 CR CARD - AMAZON - G	100-42120-326	349.00

## Expense Approval Report

Payment Dates: 01/12/2017 - 01/25/2017

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
LEASE FINANCE PARTNERS	20170120	01/24/2017	SERVICE #3250	100-42120-326	433.00
DONNA MARCY	20170117	01/17/2017	EXPENSE -2017 MSCIC WINTE	100-42120-334	27.00
KEVIN L. PATTERSON	20170118	01/18/2017	EXPENSE - S CENTRAL INV CO	100-42120-334	23.31
US BANK	20161220	12/30/2016	#8263 CR CARD - AMAZON -	100-42120-405	24.46
COTTONWOOD CO AUD/TREA	20170112	01/17/2017	RENT - FEB 2017	100-42120-412	1,875.00
COTTONWOOD CO GAME AN	20170117	01/24/2017	MEMBERSHIP DUES	100-42120-433	135.00
<b>Activity 42120 - Crime Control Total:</b>					<b>4,172.30</b>
<b>Activity: 42220 - Fire Fighting</b>					
CENTER STOP	2007	12/30/2016	diesel	100-42220-212	9.18
CENTER STOP	9260	12/30/2016	DIESEL	100-42220-212	37.02
US BANK	20161220	12/30/2016	#8263 CR CARD - STREICHERS	100-42220-218	109.99
US BANK	20161220	12/30/2016	#8263 CR CARD - MN STATE FI	100-42220-308	225.00
ELECTRIC FUND	20170118	01/18/2017	MONTHLY UTILITY & TELECO	100-42220-321	27.89
VERIZON WIRELESS	9778296963	01/17/2017	SERVICE FOR LAP TOPS	100-42220-321	21.14
VERIZON WIRELESS	9778296963	01/17/2017	SERVICE FOR LAP TOPS - IPAD	100-42220-326	10.02
MARK MARCY	20170118	01/18/2017	EXPENSE-MN STATE FIRE CHIE	100-42220-331	138.02
MARK MARCY	20170122	01/24/2017	EXPENSE - CONF - CAMP RIPL	100-42220-331	209.72
MARK MARCY	20170124A	01/24/2017	EXPENSE-REGIONAL MTG - WI	100-42220-331	54.15
LUCAN COMMUNITY TV INC	2581	12/30/2016	MAINTENANCE	100-42220-404	50.00
WINDOM AUTO VALU	20161225	12/30/2016	MAINTENANCE #3400540 - FI	100-42220-405	34.95
<b>Activity 42220 - Fire Fighting Total:</b>					<b>927.08</b>
<b>Activity: 42500 - Civil Defense</b>					
ELECTRIC FUND	20170118	01/18/2017	MONTHLY UTILITY & TELECO	100-42500-381	18.42
<b>Activity 42500 - Civil Defense Total:</b>					<b>18.42</b>
<b>Activity: 43100 - Streets</b>					
US BANK	20161220	12/30/2016	#8263 CR CARD - STAPLES - SU	100-43100-200	32.06
OFFICE DEPOT	894247310001	01/24/2017	SUPPLIES	100-43100-200	37.28
US BANK	20161220	12/30/2016	#8263 CR CARD - NORTHLAN	100-43100-211	103.64
ELECTRIC FUND	20170118	01/18/2017	MONTHLY UTILITY & TELECO	100-43100-217	60.00
WINDOM FIRE & SAFETY	6187A	01/17/2017	SERVICE - BALANCE OF INV 61	100-43100-217	120.00
FORTUNE TRANSPORTATION	WIN-00014774	01/24/2017	MAINTENANCE	100-43100-224	96.40
ELECTRIC FUND	20170118	01/18/2017	MONTHLY UTILITY & TELECO	100-43100-321	56.21
ELECTRIC FUND	20170118	01/18/2017	MONTHLY UTILITY & TELECO	100-43100-381	264.79
ELECTRIC FUND	20170118	01/18/2017	MONTHLY UTILITY & TELECO	100-43100-381	3,053.14
ELECTRIC FUND	20170118	01/18/2017	MONTHLY UTILITY & TELECO	100-43100-382	20.01
MN ENERGY RESOURCES	20170106	01/17/2017	HEATING #0505064121	100-43100-383	1,043.45
HOMETOWN SANITATION SER	00002222906	12/30/2016	GARBAGE SERVICE - SQUARE	100-43100-384	46.12
HOMETOWN SANITATION SER	0000222905	12/30/2016	GARBAGE SERVICE - STREET D	100-43100-384	84.73
ELECTRIC FUND	20170118	01/18/2017	MONTHLY UTILITY & TELECO	100-43100-385	39.32
WINDOM AUTO VALU	20161225	12/30/2016	MAINTENANCE #3400540 -	100-43100-404	212.61
JERRY'S REPAIR	8751	01/18/2017	MAINTENANCE	100-43100-404	135.00
WINDOM AUTO VALU	20161225	12/30/2016	MAINTENANCE #3400540 -	100-43100-405	335.03
<b>Activity 43100 - Streets Total:</b>					<b>5,739.79</b>
<b>Activity: 45120 - Recreation</b>					
S.M.R.P.A. - SOUTHERN MN R	20170124	01/24/2017	2017 MEMBERSHIP DRIVE	100-45120-217	15.00
<b>Activity 45120 - Recreation Total:</b>					<b>15.00</b>
<b>Activity: 45202 - Park Areas</b>					
ELECTRIC FUND	20170118	01/18/2017	MONTHLY UTILITY & TELECO	100-45202-381	216.39
ELECTRIC FUND	20170118	01/18/2017	MONTHLY UTILITY & TELECO	100-45202-382	156.60
ELECTRIC FUND	20170118	01/18/2017	MONTHLY UTILITY & TELECO	100-45202-385	135.40
<b>Activity 45202 - Park Areas Total:</b>					<b>508.39</b>
<b>Fund 100 - GENERAL Total:</b>					<b>16,277.41</b>
<b>Fund: 211 - LIBRARY</b>					
<b>Activity: 45501 - Library</b>					
ELECTRIC FUND	20170118	01/18/2017	MONTHLY UTILITY & TELECO	211-45501-321	28.03
ELECTRIC FUND	20170118	01/18/2017	MONTHLY UTILITY & TELECO	211-45501-326	65.00
ELECTRIC FUND	20170118	01/18/2017	MONTHLY UTILITY & TELECO	211-45501-381	215.59
ELECTRIC FUND	20170118	01/18/2017	MONTHLY UTILITY & TELECO	211-45501-382	17.37

## Expense Approval Report

Payment Dates: 01/12/2017 - 01/25/2017

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
MN ENERGY RESOURCES	20170109A	01/18/2017	HEATING #0504542703	211-45501-383	856.27
ELECTRIC FUND	20170118	01/18/2017	MONTHLY UTILITY & TELECO	211-45501-385	31.87
US BANK	20161220	12/30/2016	#8263 CR CARD - AUGUST HO	211-45501-433	39.00
US BANK	20161220	12/30/2016	#8263 CR CARD - THE WEEK	211-45501-433	224.40
US BANK	20161220	12/30/2016	#8263 CR CARD - VANITY FAIR	211-45501-433	32.95
US BANK	20161220	12/30/2016	#8263 CR CARD - AMAZON - B	211-45501-435	640.32
				<b>Activity 45501 - Library Total:</b>	<b>2,150.80</b>
				<b>Fund 211 - LIBRARY Total:</b>	<b>2,150.80</b>

## Fund: 225 - AIRPORT

## Activity: 45127 - Airport

SOUTHWEST MN BROADBAN	20170114	01/24/2017	SERVICE #WIND0010018	225-45127-321	26.56
				<b>Activity 45127 - Airport Total:</b>	<b>26.56</b>

## Activity: 49950 - Capital Outlay

SEH	327068	12/30/2016	SERVICE-WINDOM MASTER P	225-49950-500	22,208.00
				<b>Activity 49950 - Capital Outlay Total:</b>	<b>22,208.00</b>
				<b>Fund 225 - AIRPORT Total:</b>	<b>22,234.56</b>

## Fund: 230 - POOL

## Activity: 45124 - Pool

ELECTRIC FUND	20170118	01/18/2017	MONTHLY UTILITY & TELECO	230-45124-381	9.00
ELECTRIC FUND	20170118	01/18/2017	MONTHLY UTILITY & TELECO	230-45124-382	15.66
ELECTRIC FUND	20170118	01/18/2017	MONTHLY UTILITY & TELECO	230-45124-385	27.08
				<b>Activity 45124 - Pool Total:</b>	<b>51.74</b>
				<b>Fund 230 - POOL Total:</b>	<b>51.74</b>

## Fund: 235 - AMBULANCE

LYNN SOLETA	20170118	01/18/2017	REFUND-AMBULANCE -BLUE	235-34205	66.50
					<b>66.50</b>

## Activity: 42153 - Ambulance

PRAXAIR DISTRIBUTION INC	75668117	12/30/2016	SUPPLIES	235-42153-217	365.53
BOUND TREE MEDICAL, LLC	82361566	12/30/2016	SUPPLIES	235-42153-217	223.75
BOUND TREE MEDICAL, LLC	82369057	01/10/2017	SUPPLIES	235-42153-217	108.16
LEWIS FAMILY DRUG, LLC	88531	12/30/2016	SUPPLIES	235-42153-217	15.35
US BANK	20161220	12/30/2016	#8263 CR CARD - GALLS - CLO	235-42153-218	998.90
WINDOM AREA HOSPITAL	734-0024-12-2016-24	12/30/2016	NURSING SERVICE - DEC	235-42153-312	3,410.44
ELECTRIC FUND	20170118	01/18/2017	MONTHLY UTILITY & TELECO	235-42153-321	24.85
VERIZON WIRELESS	9778296963	01/17/2017	SERVICE FOR LAP TOPS	235-42153-321	123.49
TIM HACKER	20170117	01/17/2017	EXPENSE	235-42153-334	40.00
JUSTIN HARRINGTON	20170117	01/17/2017	EXPENSE	235-42153-334	9.79
MARK MARCY	20170117	01/17/2017	EXPENSE	235-42153-334	114.95
KIM POWERS	20170117	01/17/2017	EXPENSE	235-42153-334	17.82
JOHN MEYER	20170117	01/17/2017	EXPENSE	235-42153-334	78.61
JODI JOHNSON	20170117	01/17/2017	EXPENSE	235-42153-334	16.28
KRISTEN PORATH	20170117	01/17/2017	EXPENSE	235-42153-334	13.25
BUCKWHEAT JOHNSON	20170117	01/17/2017	EXPENSE	235-42153-334	8.78
MARK MARCY	20170124	01/24/2017	EXPENSE	235-42153-334	28.52
WINDOM AUTO VALU	20161225	12/30/2016	MAINTENANCE #3400540 -	235-42153-405	8.39
MN REVENUE	20170123	01/24/2017	MN CARE TAX - 2016 FINAL	235-42153-460	1,686.14
				<b>Activity 42153 - Ambulance Total:</b>	<b>7,293.00</b>
				<b>Fund 235 - AMBULANCE Total:</b>	<b>7,359.50</b>

## Fund: 250 - EDA GENERAL

## Activity: 46520 - EDA

INDOFF, INC	2898965	12/30/2016	SUPPLIES	250-46520-200	19.25
EHLERS & ASSOC., INC.	72561	01/17/2017	SERVICE - TIF ADMINISTRATIO	250-46520-301	107.50
BRADLEY & DEIKE, P.A.	35607	12/30/2016	SERVICE -GENERAL	250-46520-304	60.00
BRADLEY & DEIKE, P.A.	35608	12/30/2016	SERVICE - NEW VISION COOP	250-46520-304	140.00
US BANK	20161220	12/30/2016	#8263 CR CARD - EDA OF MN	250-46520-308	265.00
ELECTRIC FUND	20170118	01/18/2017	MONTHLY UTILITY & TELECO	250-46520-321	98.91
ELECTRIC FUND	20170118	01/18/2017	MONTHLY UTILITY & TELECO	250-46520-321	80.20

## Expense Approval Report

Payment Dates: 01/12/2017 - 01/25/2017

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
CITIZEN PUBLISHING CO	20161230	12/30/2016	ADVERTISING -	250-46520-340	345.40
CITIZEN PUBLISHING CO	20161230	12/30/2016	ADVERTISING - WEBSITE	250-46520-350	79.50
ELECTRIC FUND	20170118	01/18/2017	MONTHLY UTILITY & TELECO	250-46520-381	214.31
ELECTRIC FUND	20170118	01/18/2017	MONTHLY UTILITY & TELECO	250-46520-382	16.83
MN ENERGY RESOURCES	20170111A	01/18/2017	HEATING #0508667309	250-46520-383	659.55
ELECTRIC FUND	20170118	01/18/2017	MONTHLY UTILITY & TELECO	250-46520-385	27.39
US BANK	20161220	12/30/2016	#8263 CR CARD - HY-VEE	250-46520-438	27.79
<b>Activity 46520 - EDA Total:</b>					<b>2,141.63</b>
<b>Activity: 49980 - Debt Service</b>					
FULDA CREDIT UNION	20170118	01/18/2017	SPEC BLDG LOAN - JAN 2017 -	250-49980-602	2,068.10
FULDA CREDIT UNION	20170118	01/18/2017	SPEC BLDG LOAN - JAN 2017 -	250-49980-612	1,291.90
<b>Activity 49980 - Debt Service Total:</b>					<b>3,360.00</b>
<b>Fund 250 - EDA GENERAL Total:</b>					<b>5,501.63</b>
<b>Fund: 301 - 2003 IMPROVEMENT BOND</b>					
<b>Activity: 49950 - Capital Outlay</b>					
DGR ENGINEERING	00222419	01/17/2017	2017 STREET IMPROVEMENTS	301-49950-500	34,775.20
<b>Activity 49950 - Capital Outlay Total:</b>					<b>34,775.20</b>
<b>Fund 301 - 2003 IMPROVEMENT BOND Total:</b>					<b>34,775.20</b>
<b>Fund: 307 - 2017 STREET PROJECT</b>					
<b>Activity: 41000 - General Government</b>					
CITIZEN PUBLISHING CO	20161230	12/30/2016	ADVERTISING - 2017 STREET P	307-41000-500	404.20
<b>Activity 41000 - General Government Total:</b>					<b>404.20</b>
<b>Fund 307 - 2017 STREET PROJECT Total:</b>					<b>404.20</b>
<b>Fund: 401 - GENERAL CAPITAL PROJECTS</b>					
<b>Activity: 49950 - Capital Outlay</b>					
FLAHERTY & HOOD, P.A.	20161230	12/30/2016	2016 CIP CLASS STUDY	401-49950-500	1,370.42
TACTICAL SOLUTIONS	5942	12/28/2016	EQUIPMENT	401-49950-501	710.00
<b>Activity 49950 - Capital Outlay Total:</b>					<b>2,080.42</b>
<b>Fund 401 - GENERAL CAPITAL PROJECTS Total:</b>					<b>2,080.42</b>
<b>Fund: 601 - WATER</b>					
HD SUPPLY WATERWORKS LTD	G649767	01/24/2017	INVENTORY	601-14200	306.76
<b>Activity: 49400 - Water</b>					<b>306.76</b>
ELECTRIC FUND	20170118	01/18/2017	MONTHLY UTILITY & TELECO	601-49400-321	49.70
GOPHER STATE ONE CALL	6120810	12/30/2016	LOCATES	601-49400-321	6.08
GOPHER STATE ONE CALL	7000810	01/24/2017	LOCATES	601-49400-321	25.00
INNOVATIVE SYSTEMS LLC	30909	01/06/2017	POSTAGE	601-49400-322	236.54
ELECTRIC FUND	20170118	01/18/2017	MONTHLY UTILITY & TELECO	601-49400-326	60.00
INNOVATIVE SYSTEMS LLC	30651	01/06/2017	BILLING SYSTEM MAINTENAN	601-49400-326	760.50
INNOVATIVE SYSTEMS LLC	30692	01/06/2017	BILLING SYSTEM SOFTWARE S	601-49400-326	517.50
INNOVATIVE SYSTEMS LLC	30909	01/06/2017	PROCESSING	601-49400-326	198.72
ELECTRIC FUND	20170118	01/18/2017	MONTHLY UTILITY & TELECO	601-49400-381	5,892.50
ELECTRIC FUND	20170118	01/18/2017	MONTHLY UTILITY & TELECO	601-49400-382	16.96
MN ENERGY RESOURCES	20170111C	01/18/2017	HEATING #0505923431	601-49400-383	862.95
ELECTRIC FUND	20170118	01/18/2017	MONTHLY UTILITY & TELECO	601-49400-385	30.73
ELECTRIC FUND	20170118	01/18/2017	MONTHLY UTILITY & TELECO	601-49400-386	18.00
HD SUPPLY WATERWORKS LTD	G585275	01/24/2017	MAINTENANCE	601-49400-402	445.00
US BANK	20161220	12/30/2016	#8263 CR CARD - FILTER BUY	601-49400-404	137.34
P.M. REPAIR & DETAILING	3927	01/25/2017	MAINTENANCE	601-49400-405	62.00
ODDSON UNDERGROUND INC	2016-078	12/30/2016	MAINTENANCE	601-49400-408	4,750.00
HD SUPPLY WATERWORKS LTD	G650150	01/24/2017	MAINTENANCE	601-49400-408	432.00
<b>Activity 49400 - Water Total:</b>					<b>14,501.52</b>
<b>Fund 601 - WATER Total:</b>					<b>14,808.28</b>
<b>Fund: 602 - SEWER</b>					
<b>Activity: 49450 - Sewer</b>					
CITIZEN PUBLISHING CO	6726	01/06/2017	SUPPLIES	602-49450-200	21.36

## Expense Approval Report

Payment Dates: 01/12/2017 - 01/25/2017

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
MN VALLEY TESTING	844311	12/30/2016	TESTING	602-49450-310	143.60
MN VALLEY TESTING	844641	12/30/2016	TESTING	602-49450-310	38.40
MN VALLEY TESTING	844977	12/30/2016	TESTING	602-49450-310	223.60
MN VALLEY TESTING	845445	01/06/2017	TESTING	602-49450-310	143.60
MN VALLEY TESTING	845553	01/10/2017	TESTING	602-49450-310	223.60
ELECTRIC FUND	20170118	01/18/2017	MONTHLY UTILITY & TELECO	602-49450-321	155.85
GOPHER STATE ONE CALL	6120810	12/30/2016	LOCATES	602-49450-321	6.08
GOPHER STATE ONE CALL	7000810	01/24/2017	LOCATES	602-49450-321	25.00
INNOVATIVE SYSTEMS LLC	30909	01/06/2017	POSTAGE	602-49450-322	236.53
ELECTRIC FUND	20170118	01/18/2017	MONTHLY UTILITY & TELECO	602-49450-326	60.00
INNOVATIVE SYSTEMS LLC	30651	01/06/2017	BILLING SYSTEM MAINTENAN	602-49450-326	760.50
INNOVATIVE SYSTEMS LLC	30692	01/06/2017	BILLING SYSTEM SOFTWARE S	602-49450-326	517.50
INNOVATIVE SYSTEMS LLC	30909	01/06/2017	PROCESSING	602-49450-326	198.72
ELECTRIC FUND	20170118	01/18/2017	MONTHLY UTILITY & TELECO	602-49450-381	10,805.80
ELECTRIC FUND	20170118	01/18/2017	MONTHLY UTILITY & TELECO	602-49450-382	592.15
MN ENERGY RESOURCES	20170110A	01/18/2017	HEATING #0506746718	602-49450-383	19.79
MN ENERGY RESOURCES	20170110B	01/18/2017	HEATING #0506646838	602-49450-383	1,509.59
MN ENERGY RESOURCES	20170111B	01/18/2017	HEATING #0504488160	602-49450-383	118.50
HOMETOWN SANITATION SER	0000222908	12/30/2016	GARBAGE SERVICE - WASTEW	602-49450-384	85.04
US BANK	20161220	12/30/2016	#8263 CR CARD - AMAZON - S	602-49450-404	73.22
US BANK	20161220	12/30/2016	#8263 CR CARD - USA BLUEB	602-49450-404	192.25
WINDOM AUTO VALU	20161225	12/30/2016	MAINTENANCE #3400540 -	602-49450-404	29.81
ODDSON UNDERGROUND INC	2016-078	12/30/2016	MAINTENANCE	602-49450-408	9,300.00
<b>Activity 49450 - Sewer Total:</b>					<b>25,480.49</b>
<b>Fund 602 - SEWER Total:</b>					<b>25,480.49</b>

## Fund: 604 - ELECTRIC

WERNER ELECTRIC	S9570394.001	01/24/2017	INVENTORY	604-14200	69.94
					<b>69.94</b>

## Activity: 49550 - Electric

US BANK	20161220	12/30/2016	#8263 CR CARD - STAPLES - SU	604-49550-200	80.68
US BANK	20161220	12/30/2016	#8263 CR CARD - AMAZON - B	604-49550-200	39.01
CMP - CENTRAL MUNICIPAL P	05782	01/17/2017	ENERGY -	604-49550-263	74,771.48
CMP - CENTRAL MUNICIPAL P	05782	01/17/2017	TRANSMISSION	604-49550-263	105,895.77
DEPARTMENT OF ENERGY	BFPB000801216	01/17/2017	SERVICE	604-49550-263	89,786.64
BRENT BROWN	20170124	01/24/2017	EXPENSE- CMMPA MILEAGE	604-49550-315	74.90
ELECTRIC FUND	20170118	01/18/2017	MONTHLY UTILITY & TELECO	604-49550-321	197.19
GOPHER STATE ONE CALL	6120810	12/30/2016	LOCATES	604-49550-321	6.08
GOPHER STATE ONE CALL	7000810	01/24/2017	LOCATES	604-49550-321	25.00
INNOVATIVE SYSTEMS LLC	30909	01/06/2017	POSTAGE	604-49550-322	236.54
ELECTRIC FUND	20170118	01/18/2017	MONTHLY UTILITY & TELECO	604-49550-326	139.47
INNOVATIVE SYSTEMS LLC	30651	01/06/2017	BILLING SYSTEM MAINTENAN	604-49550-326	1,521.00
INNOVATIVE SYSTEMS LLC	30692	01/06/2017	BILLING SYSTEM SOFTWARE S	604-49550-326	223.90
INNOVATIVE SYSTEMS LLC	30909	01/06/2017	PROCESSING	604-49550-326	198.72
US BANK	20161220	12/30/2016	#8263 CR CARD - BEST WESTE	604-49550-334	204.52
US BANK	20161220	12/30/2016	#8263 CR CARD - GREEN MILL	604-49550-334	12.67
US BANK	20161220	12/30/2016	#8263 CR CARD - PERKINS	604-49550-334	11.15
US BANK	20161220	12/30/2016	#8263 CR CARD - MAX'S GRILL	604-49550-334	13.09
ELECTRIC FUND	20170118	01/18/2017	MONTHLY UTILITY & TELECO	604-49550-381	192.35
ELECTRIC FUND	20170118	01/18/2017	MONTHLY UTILITY & TELECO	604-49550-382	20.07
MN ENERGY RESOURCES	20170113	01/24/2017	HEATING #0506419706	604-49550-383	928.80
HOMETOWN SANITATION SER	0000222909	12/30/2016	GARBAGE SERVICE - ELEC SHO	604-49550-384	84.75
ELECTRIC FUND	20170118	01/18/2017	MONTHLY UTILITY & TELECO	604-49550-385	35.94
US BANK	20161220	12/30/2016	#8263 CR CARD - AMAZON PH	604-49550-404	23.84
US BANK	20161220	12/30/2016	#8263 CR CARD - CARQUEST -	604-49550-404	6.61
US BANK	20161220	12/30/2016	#8263 CR CARD - CARQUEST -	604-49550-404	29.62
DITCH WITCH OF MN	P20693	01/24/2017	MAINTENANCE	604-49550-404	61.89
US BANK	20161220	12/30/2016	#8263 CR CARD - FILTERS/OIL	604-49550-405	196.64
US BANK	20161220	12/30/2016	#8263 CR CARD - CARQUEST -	604-49550-405	19.73
RAGE INC	01-010290	01/11/2017	SERVICE - POWER PLANT	604-49550-406	34.17

## Expense Approval Report

Payment Dates: 01/12/2017 - 01/25/2017

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
TRI-STATE BATTERY CO	1912999017955	12/30/2016	MAINTENANCE	604-49550-408	54.72
TRI-STATE BATTERY CO	1912999018044	01/17/2017	MAINTENANCE	604-49550-408	36.87
US BANK	20161220	12/30/2016	#8263 CR CARD - CABLE TIES	604-49550-408	83.95
US BANK	20161220	12/30/2016	#8263 CR CARD - O'REILLY FIL	604-49550-408	7.99
DITCH WITCH OF MN	P20975	01/24/2017	MAINTENANCE	604-49550-408	133.98
MN MUNICIPAL UTILITIES ASS	48420	01/18/2017	2017 ELEC MEMBER DUES	604-49550-433	10,978.00
WDR - DEPUTY REGISTRAR #5	20170117	01/17/2017	VEHICLE REGISTRATION 2016	604-49550-444	31.00
CMP - CENTRAL MUNICIPAL P	05770	01/17/2017	CIP PROGRAM	604-49550-450	1,419.00
WINDOM AREA DEVELOPME	20170124	01/24/2017	INDUSTRIAL DEVELOPMENT -	604-49550-491	1,200.00
<b>Activity 49550 - Electric Total:</b>					<b>289,017.73</b>
<b>Fund 604 - ELECTRIC Total:</b>					<b>289,087.67</b>

## Fund: 609 - LIQUOR STORE

## Activity: 49751 - Liquor Store

US BANK	20161220	12/30/2016	#8263 CR CARD - SCHWALBAC	609-49751-217	8.54
BREAKTHRU BEVERAGE MN	1080575891	12/30/2016	MERCHANDISE	609-49751-251	7,576.99
SOUTHERN GLAZER'S OF MN	1495310	01/11/2017	MERCHANDISE	609-49751-251	4,925.09
PHILLIPS WINE & SPIRITS	2096936	12/30/2016	MERCHANDISE	609-49751-251	5,361.37
PHILLIPS WINE & SPIRITS	2100201	01/11/2017	MERCHANDISE	609-49751-251	237.00
SOUTHERN GLAZER'S OF MN	5019082	12/30/2016	MERCHANDISE	609-49751-251	1,260.00
JOHNSON BROS.	5621051	12/30/2016	MERCHANDISE	609-49751-251	4,435.89
JOHNSON BROS.	5621053	12/30/2016	MERCHANDISE	609-49751-251	123.00
JOHNSON BROS.	5626103	01/10/2017	MERCHANDISE	609-49751-251	340.10
DOLL DISTRIBUTING, LLC	145383	01/18/2017	MERCHANDISE	609-49751-252	1,731.25
DOLL DISTRIBUTING, LLC	149255	01/24/2017	MERCHANDISE	609-49751-252	3,483.35
ARTISAN BEER COMPANY	3148521	12/30/2016	MERCHANDISE	609-49751-252	247.10
JOHNSON BROS.	5626105	01/10/2017	MERCHANDISE	609-49751-252	65.97
BEVERAGE WHOLESALERS	634448	01/24/2017	MERCHANDISE	609-49751-252	3,811.45
BEVERAGE WHOLESALERS	635316	01/24/2017	MERCHANDISE	609-49751-252	5,752.30
BREAKTHRU BEVERAGE MN	1080575891	12/30/2016	MERCHANDISE	609-49751-253	576.00
SOUTHERN GLAZER'S OF MN	1495311	01/11/2017	MERCHANDISE	609-49751-253	122.00
PHILLIPS WINE & SPIRITS	2096937	12/30/2016	MERCHANDISE	609-49751-253	2,086.20
PHILLIPS WINE & SPIRITS	2100202	01/11/2017	MERCHANDISE	609-49751-253	56.00
JOHNSON BROS.	5621052	12/30/2016	MERCHANDISE	609-49751-253	3,216.27
JOHNSON BROS.	5626104	01/10/2017	MERCHANDISE	609-49751-253	532.95
WINE MERCHANTS	7114865	12/30/2016	MERCHANDISE	609-49751-253	192.00
BREAKTHRU BEVERAGE MN	1080575891	12/30/2016	MERCHANDISE	609-49751-254	53.42
JOHNSON BROS.	5621051	12/30/2016	MERCHANDISE	609-49751-265	12.00
JOHNSON BROS.	5621052	12/30/2016	MERCHANDISE	609-49751-265	41.94
ELECTRIC FUND	20170118	01/18/2017	MONTHLY UTILITY & TELECO	609-49751-321	101.53
ELECTRIC FUND	20170118	01/18/2017	MONTHLY UTILITY & TELECO	609-49751-326	129.47
BREAKTHRU BEVERAGE MN	1080575891	12/30/2016	MERCHANDISE	609-49751-333	175.30
SOUTHERN GLAZER'S OF MN	1495310	01/11/2017	MERCHANDISE	609-49751-333	72.33
SOUTHERN GLAZER'S OF MN	1495311	01/11/2017	MERCHANDISE	609-49751-333	4.10
PHILLIPS WINE & SPIRITS	2096936	12/30/2016	MERCHANDISE	609-49751-333	60.66
PHILLIPS WINE & SPIRITS	2096937	12/30/2016	MERCHANDISE	609-49751-333	61.36
PHILLIPS WINE & SPIRITS	2100201	01/11/2017	MERCHANDISE	609-49751-333	1.67
PHILLIPS WINE & SPIRITS	2100202	01/11/2017	MERCHANDISE	609-49751-333	1.67
SOUTHERN GLAZER'S OF MN	5019082	12/30/2016	MERCHANDISE	609-49751-333	51.25
JOHNSON BROS.	5621051	12/30/2016	MERCHANDISE	609-49751-333	91.99
JOHNSON BROS.	5621052	12/30/2016	MERCHANDISE	609-49751-333	110.21
JOHNSON BROS.	5626103	01/10/2017	MERCHANDISE	609-49751-333	5.14
JOHNSON BROS.	5626104	01/10/2017	MERCHANDISE	609-49751-333	18.37
WINE MERCHANTS	7114865	12/30/2016	MERCHANDISE	609-49751-333	3.34
FORUM COMMUNICATIONS C	1810969	12/30/2016	ADVERTISING	609-49751-340	56.40
CITIZEN PUBLISHING CO	20161230	12/30/2016	ADVERTISING -	609-49751-340	1,294.90
ELECTRIC FUND	20170118	01/18/2017	MONTHLY UTILITY & TELECO	609-49751-381	627.35
CULLIGAN	20161230B	12/30/2016	SERVICE #15331	609-49751-382	8.98
ELECTRIC FUND	20170118	01/18/2017	MONTHLY UTILITY & TELECO	609-49751-382	19.32
HOMETOWN SANITATION SER	0000222907	12/30/2016	GARBAGE SERVICE - RIVER BE	609-49751-384	96.13
ELECTRIC FUND	20170118	01/18/2017	MONTHLY UTILITY & TELECO	609-49751-385	33.98

## Expense Approval Report

Payment Dates: 01/12/2017 - 01/25/2017

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
BANK MIDWEST	20170113	01/13/2017	NSF - ANTHONY & MISTY NEL	609-49751-480	21.18
BANK MIDWEST	20170123	01/24/2017	NSF - CUSTOM MOTORS INC-L	609-49751-480	91.37
				<b>Activity 49751 - Liquor Store Total:</b>	<b>49,386.18</b>
				<b>Fund 609 - LIQUOR STORE Total:</b>	<b>49,386.18</b>
<b>Fund: 614 - TELECOM</b>					
CALIX	1208677	12/30/2016	MACHINERY & EQUIPMENT	614-16400	2,379.01
INTERNAL REVENUE SERVICE	20170118	01/18/2017	EXCISE TAX POSTING	614-20201	500.00
					<b>2,879.01</b>
<b>Activity: 49870 - Telecom</b>					
US BANK	20161220	12/30/2016	#8263 CR CARD - AMAZON BA	614-49870-200	34.00
US BANK	20161220	12/30/2016	#8263 CR CARD - NEW EGG L	614-49870-200	5.66
US BANK	20161220	12/30/2016	#8263 CR CARD - NEW EGG DI	614-49870-200	22.95
US BANK	20161220	12/30/2016	#8263 CR CARD - NEW EGG P	614-49870-200	44.94
US BANK	20161220	12/30/2016	#8263 CR CARD - NEW EGG D	614-49870-200	119.96
US BANK	20161220	12/30/2016	#8263 CR CARD - AMAZON CL	614-49870-200	31.51
US BANK	20161220	12/30/2016	#8263 CR CARD - NEW EGG K	614-49870-200	55.99
CALIX	1205166	12/29/2016	MAINTENANCE SUPPLIES	614-49870-227	409.84
CALIX	1205416	12/29/2016	CREDIT - MAINTENANCE SUPP	614-49870-227	-1,000.00
NATIONAL CABLE TV COOP	SI-519446	12/30/2016	MAINTENANCE	614-49870-227	42.64
US BANK	20161220	12/30/2016	#8263 CR CARD - NEW EGG L	614-49870-241	1,767.92
INTERSTATE TRS FUND	82580701175	01/24/2017	ASSESSMENT FOR 499A FILIN	614-49870-304	179.97
ELECTRIC FUND	20170118	01/18/2017	MONTHLY UTILITY & TELECO	614-49870-321	379.75
GOPHER STATE ONE CALL	6120810	12/30/2016	LOCATES	614-49870-321	6.06
GOPHER STATE ONE CALL	7000810	01/24/2017	LOCATES	614-49870-321	25.00
INNOVATIVE SYSTEMS LLC	30909	01/06/2017	POSTAGE	614-49870-322	236.54
INNOVATIVE SYSTEMS LLC	30651	01/06/2017	BILLING SYSTEM MAINTENAN	614-49870-326	1,521.00
INNOVATIVE SYSTEMS LLC	30651	01/06/2017	BILLING SYSTEM MAINTENAN	614-49870-326	875.00
INNOVATIVE SYSTEMS LLC	30692	01/06/2017	BILLING SYSTEM SOFTWARE S	614-49870-326	1,846.10
INNOVATIVE SYSTEMS LLC	30909	01/06/2017	PRCOESSING	614-49870-326	198.72
NEUSTAR, INC.	L-0000020095	12/30/2016	NUMBER PORTS - 11/30/16 A	614-49870-326	37.50
NEUSTAR, INC.	L-0000020095	12/30/2016	NUMBER PORTS - 11/30/16 A	614-49870-326	22.00
KDOM RADIO	KDOM073161241508	12/30/2016	SERVICE - WINDOM NET	614-49870-340	99.00
ELECTRIC FUND	20170118	01/18/2017	MONTHLY UTILITY & TELECO	614-49870-381	1,838.45
ELECTRIC FUND	20170118	01/18/2017	MONTHLY UTILITY & TELECO	614-49870-382	17.73
MN ENERGY RESOURCES	20170109	01/17/2017	HEATING #0507509833	614-49870-383	214.95
HOMETOWN SANITATION SER	0000222910	12/30/2016	GARBAGE SERVICE - TELECOM	614-49870-384	73.92
ELECTRIC FUND	20170118	01/18/2017	MONTHLY UTILITY & TELECO	614-49870-385	29.77
WINDOM TOWING CO	2685	01/06/2017	SERVICE - MAINTENANCE	614-49870-405	289.53
TEGNA	1163-1216	01/24/2017	SUBSCRIBER	614-49870-442	5,032.00
YOUNG BROADCASTING LLC	20140101	01/24/2017	SUBSCRIBER	614-49870-442	5,737.60
DISH NETWORK	20140104	01/17/2017	MONTHLY LOCALS TV - 1/11 T	614-49870-442	3,400.03
CBS TELEVISION STATIONS	20170101	01/24/2017	SUBSCRIBER	614-49870-442	4,352.68
TOWER DISTRIBUTION COMP	20170101	01/24/2017	SUBSCRIBER	614-49870-442	494.68
UNITED COMMUNICATIONS C	20170101	01/24/2017	SUBSCRIBER	614-49870-442	754.80
HUBBARD BROADCASTING IN	20170101	01/24/2017	SUBSCRIBER	614-49870-442	6,541.60
CONSOLIDATED COMMUNICA	20170101A	01/17/2017	CONNECTION - JAN 2017	614-49870-442	2,950.00
FOX TELEVISION STATIONS, IN	DEC-16	01/24/2017	SUBSCRIBER	614-49870-442	4,805.56
FOX SPORTS	L70278	01/24/2017	SUBSCRIBER	614-49870-442	18,151.77
BTN - BIG TEN NETWORK	L73234	01/24/2017	SUBSCRIBER	614-49870-442	4,234.65
NEUSTAR, INC.	20170101	01/17/2017	SERVICE - LNP	614-49870-445	382.68
NEUSTAR, INC.	20170101	01/17/2017	SERVICE - SOW	614-49870-445	17.83
US BANK	20161220	12/30/2016	#8263 CR CARD - DREAMHOS	614-49870-447	139.00
CONSOLIDATED COMMUNICA	20170101	01/17/2017	10 GB TRANSPORT JAN 2017	614-49870-447	5,987.50
COGENT COMMUNICATIONS,	20170101	01/24/2017	1 GB INTERNET CONN AT 511	614-49870-447	1,750.00
SWWC - SOUTHWEST WEST C	52468	12/30/2016	SERVICE	614-49870-448	950.00
ONVOY VOICE SERVICES	170104009025	01/17/2017	SWITCHING SERVICES 1/1/17	614-49870-451	3,892.47
ONVOY VOICE SERVICES	170104009025A	01/18/2017	SWITCHING SERVICE 1/1/201	614-49870-451	614.27

## Expense Approval Report

Payment Dates: 01/12/2017 - 01/25/2017

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ZAYO BANDWIDTH	20170101	01/11/2017	TRANSPORT 1/1/17 - 1/31/17	614-49870-451	381.36
<b>Activity 49870 - Telecom Total:</b>					<b>79,996.88</b>
<b>Fund 614 - TELECOM Total:</b>					<b>82,875.89</b>

**Fund: 615 - ARENA**

ARENA BOOSTER CLUB	20170117	01/17/2017	2016 SKATE SHARPENING FEE	615-38102	103.63
					<b>103.63</b>

**Activity: 49850 - Arena**

HEARTLAND PAPER COMPANY	334750-0	01/17/2017	SUPPLIES	615-49850-211	492.64
HEARTLAND PAPER COMPANY	335617-0	01/17/2017	CREDIT - SUPPLIES	615-49850-211	-15.38
US BANK	20161220	12/30/2016	#8263 CR CARD - CENEX - ZA	615-49850-212	120.00
ATLANTIC COCA-COLA	96706	01/10/2017	MERCHANDISE	615-49850-254	237.19
ATLANTIC COCA-COLA	96867	01/10/2017	MERCHANDISE	615-49850-254	23.75
ELECTRIC FUND	20170118	01/18/2017	MONTHLY UTILITY & TELECO	615-49850-321	123.80
ELECTRIC FUND	20170118	01/18/2017	MONTHLY UTILITY & TELECO	615-49850-326	125.00
CITIZEN PUBLISHING CO	20161230	12/30/2016	ADVERTISING -	615-49850-340	571.24
ELECTRIC FUND	20170118	01/18/2017	MONTHLY UTILITY & TELECO	615-49850-381	6,775.19
ELECTRIC FUND	20170118	01/18/2017	MONTHLY UTILITY & TELECO	615-49850-382	478.69
MN ENERGY RESOURCES	20170113A	01/24/2017	WINDOM AREA #0504094426	615-49850-383	1,136.69
HOMETOWN SANITATION SER	0000222911	12/30/2016	GARBAGE SERVICE - ARENA	615-49850-384	130.88
ELECTRIC FUND	20170118	01/18/2017	MONTHLY UTILITY & TELECO	615-49850-385	27.08
WINDOM AUTO VALU	20161225	12/30/2016	MAINTENANCE #3400540 -	615-49850-404	61.49
<b>Activity 49850 - Arena Total:</b>					<b>10,288.26</b>
<b>Fund 615 - ARENA Total:</b>					<b>10,391.89</b>

**Fund: 617 - M/P CENTER****Activity: 49860 - M/P Center**

COLE PAPERS INC.	9275377	12/30/2016	SUPPLIES	617-49860-211	157.12
COLE PAPERS INC.	9275837	12/30/2016	SUPPLIES	617-49860-211	165.75
US BANK	20161220	12/30/2016	#8263 CR CARD - HY-VEE	617-49860-254	164.98
US BANK	20161220	12/30/2016	#8263 CR CARD - SCHWALBAC	617-49860-261	13.86
ELECTRIC FUND	20170118	01/18/2017	MONTHLY UTILITY & TELECO	617-49860-321	112.20
ELECTRIC FUND	20170118	01/18/2017	MONTHLY UTILITY & TELECO	617-49860-326	60.00
CITIZEN PUBLISHING CO	20161230	12/30/2016	ADVERTISING -	617-49860-340	382.88
ELECTRIC FUND	20170118	01/18/2017	MONTHLY UTILITY & TELECO	617-49860-381	979.32
ELECTRIC FUND	20170118	01/18/2017	MONTHLY UTILITY & TELECO	617-49860-382	67.18
MN ENERGY RESOURCES	20170111	01/17/2017	HEATING #0503741572	617-49860-383	2,007.94
HOMETOWN SANITATION SER	0000222912	12/30/2016	GARBAGE SERVICE - COMM C	617-49860-384	51.52
ELECTRIC FUND	20170118	01/18/2017	MONTHLY UTILITY & TELECO	617-49860-385	67.87
TOWN 'N COUNTRY	1372	01/17/2017	MAINTENANCE	617-49860-404	3.73
TOWN 'N COUNTRY	7547	01/17/2017	MAINTENANCE	617-49860-404	90.00
RAGE INC	01-010291	01/24/2017	SERVICE - COMM CENTER	617-49860-406	61.50
US BANK	20161220	12/30/2016	#8263 CR CARD - RUNNINGS	617-49860-406	46.43
COLE PAPERS INC.	9275378	12/30/2016	MAINTENANCE	617-49860-406	65.76
<b>Activity 49860 - M/P Center Total:</b>					<b>4,498.04</b>
<b>Fund 617 - M/P CENTER Total:</b>					<b>4,498.04</b>

**Fund: 700 - PAYROLL**

Internal Revenue Service-Payr	INV0001012	01/20/2017	Federal Tax Withholding	700-21701	11,234.21
MN Department of Revenue -	INV0001011	01/20/2017	State Withholding	700-21702	4,542.87
Internal Revenue Service-Payr	INV0001013	01/20/2017	Social Security	700-21703	12,093.02
MN Pera	INV0001003	01/20/2017	PERA	700-21704	12,574.23
MN Pera	INV0001004	01/20/2017	PERA	700-21704	6,106.99
MN Pera	INV0001005	01/20/2017	PERA	700-21704	20.52
MN Pera	INV0001006	01/20/2017	PERA	700-21704	140.00
MN State Deferred	INV0001007	01/20/2017	Deferred Compensation	700-21705	4,390.00
MN State Deferred	INV0001008	01/20/2017	Deferred Roth	700-21705	775.00
LOCAL UNION #949	20170118	01/18/2017	UNION DUES - JAN 2017	700-21707	1,779.48
LAW ENFORCMENT LABOR SE	20170118	01/18/2017	POLICE UNION DUES - JAN 20	700-21708	343.00
MN Child Support Payment C	INV0001009	01/20/2017	Child Support Payment	700-21709	606.17
Internal Revenue Service-Payr	INV0001010	01/20/2017	Medicare Withholding	700-21711	3,441.28

Expense Approval Report

Payment Dates: 01/12/2017 - 01/25/2017

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
SELECTACCOUNT	38336437	01/17/2017	FLEX SPENDING	700-21712	2,150.05
SELECTACCOUNT	38341462	01/24/2017	FLEX SPENDING	700-21712	626.45
AFLAC	746260	01/24/2017	INSURANCE - JAN 2017 - AFTE	700-21715	204.00
AFLAC	746260	01/24/2017	INSURANCE - JAN 2017 - PRE	700-21716	334.59
MN BENEFIT ASSOCIATION	20170117	01/17/2017	INSURANCE 2/1/17 - PRE-TAX	700-21717	143.93
MN BENEFIT ASSOCIATION	20170117	01/17/2017	INSURANCE 2/1/17 - AFTER T	700-21719	120.46
MII LIFE	20170117	01/17/2017	VEBA - JAN 2017	700-21720	13,876.35
					<u>75,502.60</u>
				<b>Fund 700 - PAYROLL Total:</b>	<b>75,502.60</b>
				<b>Grand Total:</b>	<b><u>642,866.50</u></b>

## Report Summary

## Fund Summary

Fund	Payment Amount
100 - GENERAL	16,277.41
211 - LIBRARY	2,150.80
225 - AIRPORT	22,234.56
230 - POOL	51.74
235 - AMBULANCE	7,359.50
250 - EDA GENERAL	5,501.63
301 - 2003 IMPROVEMENT BOND	34,775.20
307 - 2017 STREET PROJECT	404.20
401 - GENERAL CAPITAL PROJECTS	2,080.42
601 - WATER	14,808.28
602 - SEWER	25,480.49
604 - ELECTRIC	289,087.67
609 - LIQUOR STORE	49,386.18
614 - TELECOM	82,875.89
615 - ARENA	10,391.89
617 - M/P CENTER	4,498.04
700 - PAYROLL	75,502.60
<b>Grand Total:</b>	<b>642,866.50</b>

## Account Summary

Account Number	Account Name	Payment Amount
100-20191	Unapplied Cash	5.25
100-36200	Other Income	-464.49
100-41110-200	Office Supplies	274.89
100-41110-331	Travel Expense	74.90
100-41110-350	Printing & Design	441.00
100-41110-434	Employee Appreciation	396.39
100-41310-200	Office Supplies	47.88
100-41310-321	Telephone	110.08
100-41310-326	Data Processing	93.46
100-41310-433	Dues & Subscriptions	150.00
100-41310-480	Other Miscellaneous	681.61
100-41410-350	Printing & Design	543.20
100-41910-321	Telephone	98.91
100-41910-331	Travel Expense	167.99
100-41940-211	Cleaning Supplies	48.76
100-41940-381	Electric Utility	518.11
100-41940-382	Water Utility	60.84
100-41940-383	Gas Utility	1,225.94
100-41940-384	Refuse Disposal	85.04
100-41940-385	Sewer Utility	111.52
100-41940-406	Repairs & Maint - Groun	225.15
100-42120-200	Office Supplies	279.38
100-42120-305	Medical & Dental Fees	40.00
100-42120-321	Telephone	162.49
100-42120-323	Radio Units	174.75
100-42120-326	Data Processing	1,430.91
100-42120-334	Meals/Lodging	50.31
100-42120-405	Repairs & Maint - Vehicl	24.46
100-42120-412	Rentals - Building	1,875.00
100-42120-433	Dues & Subscriptions	135.00
100-42220-212	Motor Fuels	46.20
100-42220-218	Uniforms	109.99
100-42220-308	Training & Registrations	225.00
100-42220-321	Telephone	49.03
100-42220-326	Data Processing	10.02
100-42220-331	Travel Expense	401.89

## Account Summary

Account Number	Account Name	Payment Amount
100-42220-404	Repairs & Maint - M&E	50.00
100-42220-405	Repairs & Maint - Vehicl	34.95
100-42500-381	Electric Utility	18.42
100-43100-200	Office Supplies	69.34
100-43100-211	Cleaning Supplies	103.64
100-43100-217	Other Operating Supplie	180.00
100-43100-224	Street Maint Materials	96.40
100-43100-321	Telephone	56.21
100-43100-381	Electric Utility	3,317.93
100-43100-382	Water Utility	20.01
100-43100-383	Gas Utility	1,043.45
100-43100-384	Refuse Disposal	130.85
100-43100-385	Sewer Utility	39.32
100-43100-404	Repairs & Maint - M&E	347.61
100-43100-405	Repairs & Maint - Vehicl	335.03
100-45120-217	Other Operating Supplie	15.00
100-45202-381	Electric Utility	216.39
100-45202-382	Water Utility	156.60
100-45202-385	Sewer Utility	135.40
211-45501-321	Telephone	28.03
211-45501-326	Data Processing	65.00
211-45501-381	Electric Utility	215.59
211-45501-382	Water Utility	17.37
211-45501-383	Gas Utility	856.27
211-45501-385	Sewer Utility	31.87
211-45501-433	Dues & Subscriptions	296.35
211-45501-435	Books and Pamphlets	640.32
225-45127-321	Telephone	26.56
225-49950-500	Capital Outlay	22,208.00
230-45124-381	Electric Utility	9.00
230-45124-382	Water Utility	15.66
230-45124-385	Sewer Utility	27.08
235-34205	Ambulance Revenues -	66.50
235-42153-217	Other Operating Supplie	712.79
235-42153-218	Uniforms	998.90
235-42153-312	Nursing	3,410.44
235-42153-321	Telephone	148.34
235-42153-334	Meals/Lodging	328.00
235-42153-405	Repairs & Maint - Vehicl	8.39
235-42153-460	Miscellaneous Taxes	1,686.14
250-46520-200	Office Supplies	19.25
250-46520-301	Auditing & Consulting Se	107.50
250-46520-304	Legal Fees	200.00
250-46520-308	Training & Registrations	265.00
250-46520-321	Telephone	179.11
250-46520-340	Advertising & Promotion	345.40
250-46520-350	Printing & Design	79.50
250-46520-381	Electric Utility	214.31
250-46520-382	Water Utility	16.83
250-46520-383	Gas Utility	659.55
250-46520-385	Sewer Utility	27.39
250-46520-438	Meeting Expense	27.79
250-49980-602	Other Long-Term Obliga	2,068.10
250-49980-612	Other Interest	1,291.90
301-49950-500	Capital Outlay	34,775.20
307-41000-500	Capital Outlay	404.20
401-49950-500	Capital Outlay - Office	1,370.42
401-49950-501	Capital Outlay - Police	710.00

## Account Summary

Account Number	Account Name	Payment Amount
601-14200	Inventory	306.76
601-49400-321	Telephone	80.78
601-49400-322	Postage	236.54
601-49400-326	Data Processing	1,536.72
601-49400-381	Electric Utility	5,892.50
601-49400-382	Water Utility	16.96
601-49400-383	Gas Utility	862.95
601-49400-385	Sewer Utility	30.73
601-49400-386	Landfill	18.00
601-49400-402	Repairs & Maint - Struct	445.00
601-49400-404	Repairs & Maint - M&E	137.34
601-49400-405	Repairs & Maint - Vehicl	62.00
601-49400-408	Repairs & Maint - Distrib	5,182.00
602-49450-200	Office Supplies	21.36
602-49450-310	Lab Testing	772.80
602-49450-321	Telephone	186.93
602-49450-322	Postage	236.53
602-49450-326	Data Processing	1,536.72
602-49450-381	Electric Utility	10,805.80
602-49450-382	Water Utility	592.15
602-49450-383	Gas Utility	1,647.88
602-49450-384	Refuse Disposal	85.04
602-49450-404	Repairs & Maint - M&E	295.28
602-49450-408	Repairs & Maint - Distrib	9,300.00
604-14200	Inventory	69.94
604-49550-200	Office Supplies	119.69
604-49550-263	Merchandise for Resale -	270,453.89
604-49550-315	Energy Development	74.90
604-49550-321	Telephone	228.27
604-49550-322	Postage	236.54
604-49550-326	Data Processing	2,083.09
604-49550-334	Meals/Lodging	241.43
604-49550-381	Electric Utility	192.35
604-49550-382	Water Utility	20.07
604-49550-383	Gas Utility	928.80
604-49550-384	Refuse Disposal	84.75
604-49550-385	Sewer Utility	35.94
604-49550-404	Repairs & Maint - M&E	121.96
604-49550-405	Repairs & Maint - Vehicl	216.37
604-49550-406	Repairs & Maint - Groun	34.17
604-49550-408	Repairs & Maint - Distrib	317.51
604-49550-433	Dues & Subscriptions	10,978.00
604-49550-444	License Fees	31.00
604-49550-450	Conservation	1,419.00
604-49550-491	Payments to Other Orga	1,200.00
609-49751-217	Other Operating Supplie	8.54
609-49751-251	Liquor	24,259.44
609-49751-252	Beer	15,091.42
609-49751-253	Wine	6,781.42
609-49751-254	Soft Drinks & Mix	53.42
609-49751-265	Merchandise Returned f	53.94
609-49751-321	Telephone	101.53
609-49751-326	Data Processing	129.47
609-49751-333	Freight and Express	657.39
609-49751-340	Advertising & Promotion	1,351.30
609-49751-381	Electric Utility	627.35
609-49751-382	Water Utility	28.30
609-49751-384	Refuse Disposal	96.13

## Account Summary

Account Number	Account Name	Payment Amount
609-49751-385	Sewer Utility	33.98
609-49751-480	Other Miscellaneous	112.55
614-16400	Machinery & Equipment	2,379.01
614-20201	Excise Tax Payable	500.00
614-49870-200	Office Supplies	315.01
614-49870-227	Utility System Maint Sup	-547.52
614-49870-241	Small Tools	1,767.92
614-49870-304	Legal Fees	179.97
614-49870-321	Telephone	410.81
614-49870-322	Postage	236.54
614-49870-326	Data Processing	4,500.32
614-49870-340	Advertising & Promotion	99.00
614-49870-381	Electric Utility	1,838.45
614-49870-382	Water Utility	17.73
614-49870-383	Gas Utility	214.95
614-49870-384	Refuse Disposal	73.92
614-49870-385	Sewer Utility	29.77
614-49870-405	Repairs & Maint - Vehicl	289.53
614-49870-442	Subscriber Fees	56,455.37
614-49870-445	Switch Fees	400.51
614-49870-447	Internet Expense	7,876.50
614-49870-448	On-Call Support	950.00
614-49870-451	Call Completion	4,888.10
615-38102	Arena Skating	103.63
615-49850-211	Cleaning Supplies	477.26
615-49850-212	Motor Fuels	120.00
615-49850-254	Soft Drinks & Mix	260.94
615-49850-321	Telephone	123.80
615-49850-326	Data Processing	125.00
615-49850-340	Advertising & Promotion	571.24
615-49850-381	Electric Utility	6,775.19
615-49850-382	Water Utility	478.69
615-49850-383	Gas Utility	1,136.69
615-49850-384	Refuse Disposal	130.88
615-49850-385	Sewer Utility	27.08
615-49850-404	Repairs & Maint - M&E	61.49
617-49860-211	Cleaning Supplies	322.87
617-49860-254	Soft Drinks & Mix	164.98
617-49860-261	Other Merchandise	13.86
617-49860-321	Telephone	112.20
617-49860-326	Data Processing	60.00
617-49860-340	Advertising & Promotion	382.88
617-49860-381	Electric Utility	979.32
617-49860-382	Water Utility	67.18
617-49860-383	Gas Utility	2,007.94
617-49860-384	Refuse Disposal	51.52
617-49860-385	Sewer Utility	67.87
617-49860-404	Repairs & Maint - M&E	93.73
617-49860-406	Repairs & Maint - Groun	173.69
700-21701	Federal Withholding	11,234.21
700-21702	State Withholding	4,542.87
700-21703	FICA Tax Withholding	12,093.02
700-21704	PERA Contributions	18,841.74
700-21705	Retirement	5,165.00
700-21707	Union Dues	1,779.48
700-21708	PD Union Dues	343.00
700-21709	Wage Levy	606.17
700-21711	Medicare Tax Withholdi	3,441.28

**Account Summary**

Account Number	Account Name	Payment Amount
700-21712	Flex Account	2,776.50
700-21715	Individual Insurance-Afla	204.00
700-21716	Individual Insurance-Afla	334.59
700-21717	Individual Insurance-MB	143.93
700-21719	Individual Insurance-MB	120.46
700-21720	VEBA Contributions	13,876.35
	<b>Grand Total:</b>	<b>642,866.50</b>

**Project Account Summary**

Project Account Key	Payment Amount
**None**	642,866.50
<b>Grand Total:</b>	<b>642,866.50</b>

1-25-17  
H



Windom, MN

# Expense Approval Report

By Fund

Payment Dates 01/26/2017 - 02/02/2017

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 100 - GENERAL</b>					
<b>Activity: 41110 - Mayor &amp; Council</b>					
MARV GRUNIG	20170127	01/31/2017	EXPENSE-LMC TRAINING-NE	100-41110-331	74.90
COALITION OF GREATER MN C	20170131	01/31/2017	2017 CGMC DUES ASSESSME	100-41110-433	7,788.00
CONVENT. & VISITOR BUREAU	20170130	01/31/2017	LODGING TAX - RED CARPET I	100-41110-491	394.12
CONVENT. & VISITOR BUREAU	20170131	01/31/2017	LODGING TAX - GUARDIAN IN	100-41110-491	1,227.48
<b>Activity 41110 - Mayor &amp; Council Total:</b>					<b>9,484.50</b>
<b>Activity: 41310 - Administration</b>					
NCPERS MINNESOTA	20170130	01/31/2017	INSURANCE #844600 - FEB 20	100-41310-133	80.00
INDOFF, INC	2906068	01/24/2017	SUPPLIES	100-41310-200	15.89
QUILL CORP	3610176	01/24/2017	SUPPLIES	100-41310-200	109.31
VERIZON WIRELESS	9779006394	01/31/2017	TELEPHONE -	100-41310-321	50.66
<b>Activity 41310 - Administration Total:</b>					<b>255.86</b>
<b>Activity: 41910 - Building &amp; Zoning</b>					
NCPERS MINNESOTA	20170130	01/31/2017	INSURANCE #844600 - FEB 20	100-41910-133	24.00
INDOFF, INC	2902544	01/31/2017	SUPPLIES	100-41910-200	56.16
CENTURY BUSINESS PRODUCT	357450	01/17/2017	SUPPLIES	100-41910-200	24.49
VERIZON WIRELESS	9779006394	01/31/2017	TELEPHONE -	100-41910-321	50.66
WINDOM AUTO VALU	20170125A	02/01/2017	#3400540 MAINTENANCE-	100-41910-405	73.37
<b>Activity 41910 - Building &amp; Zoning Total:</b>					<b>228.68</b>
<b>Activity: 41940 - City Hall</b>					
SANDRA HERDER	20170201	02/01/2017	CLEANING	100-41940-406	367.50
MELISSA PENAS	20170201	02/01/2017	CLEANING	100-41940-406	367.50
<b>Activity 41940 - City Hall Total:</b>					<b>735.00</b>
<b>Activity: 42120 - Crime Control</b>					
NCPERS MINNESOTA	20170130	01/31/2017	INSURANCE #844600 - FEB 20	100-42120-133	160.00
INDOFF, INC	2904534	01/18/2017	SUPPLIES	100-42120-200	25.98
VERIZON WIRELESS	9779006394	01/31/2017	TELEPHONE -	100-42120-321	204.87
TACTICAL SOLUTIONS	5941	01/24/2017	MAINTENANCE	100-42120-404	710.00
FLEET SERVICES DIVISION	2017060003	01/31/2017	SERVICE	100-42120-419	1,735.69
<b>Activity 42120 - Crime Control Total:</b>					<b>2,836.54</b>
<b>Activity: 42220 - Fire Fighting</b>					
LUCAN COMMUNITY TV INC	2591	01/31/2017	SERVICE	100-42220-323	195.00
MUNICIPAL EMERGENCY SER	IN1096317	01/24/2017	SUPPLIES -	100-42220-480	1,983.29
<b>Activity 42220 - Fire Fighting Total:</b>					<b>2,178.29</b>
<b>Activity: 43100 - Streets</b>					
NCPERS MINNESOTA	20170130	01/31/2017	INSURANCE #844600 - FEB 20	100-43100-133	64.00
WINDOM AUTO VALU	20170125A	02/01/2017	#3400540 MAINTENANCE-	100-43100-212	19.78
ON-SITE FABRICATION, LLC	13345	01/18/2017	STREET MAIN MATERIALS	100-43100-224	400.80
WINDOM AUTO VALU	20170125A	02/01/2017	#3400540 MAINTENANCE-	100-43100-224	6.99
VERIZON WIRELESS	9779006394	01/31/2017	TELEPHONE -	100-43100-321	72.64
MN DEPT OF PUBLIC SAFETY	20170122	01/31/2017	2017 DECALS -	100-43100-404	30.00
WINDOM AUTO VALU	20170125A	02/01/2017	#3400540 MAINTENANCE-	100-43100-404	59.00
<b>Activity 43100 - Streets Total:</b>					<b>653.21</b>
<b>Activity: 45202 - Park Areas</b>					
NCPERS MINNESOTA	20170130	01/31/2017	INSURANCE #844600 - FEB 20	100-45202-133	16.00
LAMPERTS YARDS, INC.	20170125	02/01/2017	MAINTENANCE - PARK	100-45202-402	36.94
WINDOM AUTO VALU	20170125A	02/01/2017	#3400540 MAINTENANCE-	100-45202-405	38.93
WERNER ELECTRIC	S9548235.002	01/31/2017	MAINTENANCE-ISLAND PARK	100-45202-406	89.99
<b>Activity 45202 - Park Areas Total:</b>					<b>181.86</b>
<b>Fund 100 - GENERAL Total:</b>					<b>16,553.94</b>

## Expense Approval Report

Payment Dates: 01/26/2017 - 02/02/2017

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 211 - LIBRARY</b>					
Activity: 45501 - Library					
NCPERS MINNESOTA	20170130	01/31/2017	INSURANCE #844600 - FEB 20	211-45501-133	16.00
PLUM CREEK LIBRARY	IV24550	01/31/2017	SUPPLIES	211-45501-200	137.70
PLUM CREEK LIBRARY	IV24567	01/31/2017	SUPPLIES	211-45501-200	48.00
PLUM CREEK LIBRARY	IV24607	01/31/2017	SUPPLIES	211-45501-217	1,450.00
PLUM CREEK LIBRARY	IV24607	01/31/2017	SUPPLIES	211-45501-326	5,133.41
MELISSA PENAS	20170201	02/01/2017	CLEANING	211-45501-402	399.00
SANDRA HERDER	20170201	02/01/2017	CLEANING	211-45501-402	399.00
CITIZEN PUBLISHING CO	20170130	01/31/2017	SUBSCRIPTION - 2 YRS	211-45501-433	76.00
MICROMARKETING	655443	01/31/2017	BOOKS	211-45501-435	6.00
PLUM CREEK LIBRARY	IV24607	01/31/2017	SUPPLIES	211-45501-435	1,704.13
Activity 45501 - Library Total:					9,369.24
Fund 211 - LIBRARY Total:					9,369.24
<b>Fund: 235 - AMBULANCE</b>					
Activity: 42153 - Ambulance					
INDOFF, INC	2906071	01/24/2017	SUPPLIES	235-42153-200	36.87
ROBIN SHAW	20170131	01/31/2017	EXPENSE - CLOTHING	235-42153-218	79.85
VERIZON WIRELESS	9779006394	01/31/2017	TELEPHONE -	235-42153-321	65.79
EXPERT T BILLING	3284	01/17/2017	SERVICE	235-42153-326	1,782.00
TIM HACKER	20170130	01/31/2017	EXPENSE - REFRESHER	235-42153-334	14.98
ROBIN SHAW	20170131	01/31/2017	EXPENSE - REFRESHER	235-42153-334	98.50
DONNA MARCY	20170131	01/31/2017	EXPENSE	235-42153-334	7.41
BUCKWHEAT JOHNSON	20170131	01/31/2017	EXPENSE	235-42153-334	18.37
JODI JOHNSON	20170131	01/31/2017	EXPENSE	235-42153-334	63.29
KRISTEN PORATH	20170131	01/31/2017	EXPENSE	235-42153-334	23.35
TIM HACKER	20170131	01/31/2017	EXPENSE -	235-42153-334	13.67
TIM HACKER	20170101	01/31/2017	MAINTENANCE #27 -S.FALLS K	235-42153-405	117.15
WINDOM AUTO VALU	20170125A	02/01/2017	#3400540 MAINTENANCE-	235-42153-405	24.44
Activity 42153 - Ambulance Total:					2,345.67
Fund 235 - AMBULANCE Total:					2,345.67
<b>Fund: 250 - EDA GENERAL</b>					
Activity: 46520 - EDA					
NCPERS MINNESOTA	20170130	01/31/2017	INSURANCE #844600 - FEB 20	250-46520-133	24.00
INDOFF, INC	2902544	01/31/2017	SUPPLIES	250-46520-200	36.40
CENTURY BUSINESS PRODUCT	357450	01/17/2017	SUPPLIES	250-46520-200	48.96
VERIZON WIRELESS	9779006394	01/31/2017	TELEPHONE -	250-46520-321	26.80
DREW HAGE	20170131	01/31/2017	EXPENSE-2017 EDAM WINTER	250-46520-331	173.88
DREW HAGE	20170131	01/31/2017	EXPENSE-2017 EDAM WINTER	250-46520-334	11.95
Activity 46520 - EDA Total:					321.99
Fund 250 - EDA GENERAL Total:					321.99
<b>Fund: 254 - NORTH IND PARK</b>					
Activity: 46520 - EDA					
SOUTH CENTRAL ELECTRIC	20170101A	01/31/2017	SERVICE #26-24-123-04	254-46520-381	158.20
Activity 46520 - EDA Total:					158.20
Fund 254 - NORTH IND PARK Total:					158.20
<b>Fund: 401 - GENERAL CAPITAL PROJECTS</b>					
Activity: 49950 - Capital Outlay					
WATCH GUARD VIDEO	4ELXINV0003300	01/24/2017	SUPPLIES	401-49950-501	4,620.00
Activity 49950 - Capital Outlay Total:					4,620.00
Fund 401 - GENERAL CAPITAL PROJECTS Total:					4,620.00
<b>Fund: 601 - WATER</b>					
Activity: 49400 - Water					
NCPERS MINNESOTA	20170130	01/31/2017	INSURANCE #844600 - FEB 20	601-49400-133	40.00
HAWKINS, INC	4008965	01/18/2017	CHEMICALS	601-49400-216	1,566.42
MN VALLEY TESTING	846015	01/17/2017	TESTING	601-49400-310	67.50
VERIZON WIRELESS	9779006394	01/31/2017	TELEPHONE -	601-49400-321	96.17

## Expense Approval Report

Payment Dates: 01/26/2017 - 02/02/2017

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
HP DATAONE, LLC	20170201	02/01/2017	BILLING CONTRACT SERVICE	601-49400-326	1,328.13
WINDOM AUTO VALU	20170125	02/01/2017	#3400540 MAINTENANCE-	601-49400-404	9.99
WINDOM AUTO VALU	20170125A	02/01/2017	#3400540 MAINTENANCE-	601-49400-404	89.41
				Activity 49400 - Water Total:	3,197.62
<b>Activity: 49980 - Debt Service</b>					
MN PUBLIC FACILITIES AUTHO	20170103	01/06/2017	BOND PAYMENTS - 1999 WA T	601-49980-611	2,816.70
				Activity 49980 - Debt Service Total:	2,816.70
				Fund 601 - WATER Total:	6,014.32
<b>Fund: 602 - SEWER</b>					
BOLTON & MENK, INC.	0198979	01/31/2017	SERVICE- WINDOM 2016 SANI	602-16300	4,273.65
					4,273.65
<b>Activity: 49450 - Sewer</b>					
NCPERS MINNESOTA	20170130	01/31/2017	INSURANCE #844600 - FEB 20	602-49450-133	56.00
BOLTON & MENK, INC.	0197904	12/30/2016	SERVICE PROJ F18.112135	602-49450-303	34,084.20
BOLTON & MENK, INC.	0198771	01/31/2017	SERVICE - WINDOM SIU AGRE	602-49450-303	4,025.00
MN VALLEY TESTING	845877	01/10/2017	TESTING	602-49450-310	143.60
MN VALLEY TESTING	846103	01/17/2017	TESTING	602-49450-310	120.00
VERIZON WIRELESS	9779006394	01/31/2017	TELEPHONE -	602-49450-321	86.16
HP DATAONE, LLC	20170201	02/01/2017	BILLING CONTRACT SERVICE	602-49450-326	1,328.12
SOUTH CENTRAL ELECTRIC	20170101	01/31/2017	SERVICE #26-24-125-04	602-49450-381	160.21
WINDOM AUTO VALU	20170125A	02/01/2017	#3400540 MAINTENANCE-	602-49450-404	72.52
PARKSON CORPORATION	AR1/51017735	01/31/2017	MAINTENANCE	602-49450-404	105.46
WINDOM AUTO VALU	20170125A	02/01/2017	#3400540 MAINTENANCE-	602-49450-405	10.99
MN ENVIRONMENTAL SCIENC	20170126	01/31/2017	2016-2017 MESERB JOINT PO	602-49450-433	1,813.95
				Activity 49450 - Sewer Total:	42,006.21
				Fund 602 - SEWER Total:	46,279.86
<b>Fund: 604 - ELECTRIC</b>					
WESCO DISTRIBUTION, INC	563625	01/11/2017	INVENTORY	604-14200	3,779.00
					3,779.00
<b>Activity: 49550 - Electric</b>					
NCPERS MINNESOTA	20170130	01/31/2017	INSURANCE #844600 - FEB 20	604-49550-133	96.00
OFFICE DEPOT	896425043001	01/24/2017	SUPPLIES	604-49550-200	111.94
VERIZON WIRELESS	9779006394	01/31/2017	TELEPHONE -	604-49550-321	121.14
HP DATAONE, LLC	20170201	02/01/2017	BILLING CONTRACT SERVICE	604-49550-326	1,328.12
LAMPERTS YARDS, INC.	20170125	02/01/2017	MAINTENANCE - ELECTRIC	604-49550-402	531.49
WINDOM AUTO VALU	20170125A	02/01/2017	#3400540 MAINTENANCE-	604-49550-404	286.80
HIGLEY FORD	125281	01/31/2017	SERVICE	604-49550-405	9.79
BRAD BUSSA	20170131	01/31/2017	SERVICE - CLEANING	604-49550-406	184.24
JOHNSON HARDWARE	5936	02/01/2017	MAINTENANCE	604-49550-408	2.03
				Activity 49550 - Electric Total:	2,671.55
				Fund 604 - ELECTRIC Total:	6,450.55
<b>Fund: 609 - LIQUOR STORE</b>					
<b>Activity: 49751 - Liquor Store</b>					
NCPERS MINNESOTA	20170130	01/31/2017	INSURANCE #844600 - FEB 20	609-49751-133	32.00
BREAKTHRU BEVERAGE MN	1080581426	01/18/2017	MERCHANDISE	609-49751-251	3,831.20
PHILLIPS WINE & SPIRITS	2103758	01/24/2017	MERCHANDISE	609-49751-251	3,894.95
JOHNSON BROS.	5631134	01/18/2017	MERCHANDISE	609-49751-251	772.00
BREAKTHRU BEVERAGE MN	1080581427	01/18/2017	MERCHANDISE	609-49751-252	73.80
ARTISAN BEER COMPANY	3151418	01/18/2017	MERCHANDISE	609-49751-252	571.40
BREAKTHRU BEVERAGE MN	1080581426	01/18/2017	MERCHANDISE	609-49751-253	426.00
PHILLIPS WINE & SPIRITS	2103759	01/24/2017	MERCHANDISE	609-49751-253	495.00
JOHNSON BROS.	5631135	01/18/2017	MERCHANDISE	609-49751-253	497.60
BREAKTHRU BEVERAGE MN	1080581426	01/18/2017	MERCHANDISE	609-49751-254	139.95
AH HERMEL COMPANY	624471	01/10/2017	MERCHANDISE	609-49751-254	35.59
AH HERMEL COMPANY	624471	01/10/2017	MERCHANDISE	609-49751-256	82.38
JOHNSON BROS.	608389	01/31/2017	CREDIT - MERCHANDISE	609-49751-265	-12.00
JOHNSON BROS.	608390	01/31/2017	CREDIT - MERCHANDISE	609-49751-265	-41.94

Expense Approval Report

Payment Dates: 01/26/2017 - 02/02/2017

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
VERIZON WIRELESS	9779006394	01/31/2017	TELEPHONE -	609-49751-321	55.84
BREAKTHRU BEVERAGE MN	1080581426	01/18/2017	MERCHANDISE	609-49751-333	91.60
PHILLIPS WINE & SPIRITS	2103758	01/24/2017	MERCHANDISE	609-49751-333	67.64
PHILLIPS WINE & SPIRITS	2103759	01/24/2017	MERCHANDISE	609-49751-333	16.70
JOHNSON BROS.	5631134	01/18/2017	MERCHANDISE	609-49751-333	10.02
JOHNSON BROS.	5631135	01/18/2017	MERCHANDISE	609-49751-333	16.70
JOHNSON BROS.	608389	01/31/2017	CREDIT - MERCHANDISE - FREI	609-49751-333	-1.67
JOHNSON BROS.	608390	01/31/2017	CREDIT - MERCHANDISE - FREI	609-49751-333	-1.67
AH HERMEL COMPANY	624471	01/10/2017	MERCHANDISE	609-49751-333	3.95
KDOM RADIO	KDOM0229161241448	01/31/2017	ADVERTISING - RIVER BEND LI	609-49751-340	746.00
MN ENERGY RESOURCES	20170111D	01/31/2017	SERVICE #0507314125	609-49751-383	235.66
BANK MIDWEST	20170131	01/31/2017	NSF - GREG MORSE - RIVER BE	609-49751-480	40.45
BANK MIDWEST	20170201	02/01/2017	NSF - ALEXIS SMITH - RIVER B	609-49751-480	40.00

Activity 49751 - Liquor Store Total: 12,119.15

Fund 609 - LIQUOR STORE Total: 12,119.15

Fund: 614 - TELECOM

Activity: 49870 - Telecom

NCPERS MINNESOTA	20170130	01/31/2017	INSURANCE #844600 - FEB 20	614-49870-133	64.00
LEE UNTIEDT	125	01/17/2017	SERVICE - SUPPLIES	614-49870-217	495.99
VERIZON WIRELESS	9779006394	01/31/2017	TELEPHONE -	614-49870-321	318.58
HP DATAONE, LLC	20170201	02/01/2017	BILLING CONTRACT SERVICE	614-49870-326	1,328.13
NATIONAL CABLE TV COOP	17010958	01/31/2017	SUBSCRIBER	614-49870-442	92,733.31
RFD TV	2423-1274	01/24/2017	SUBSCRIBER	614-49870-442	382.26
UNIVERSAL SERVICE ADMIN C	UBDI0000889872	01/31/2017	499A CONTRIBUTION	614-49870-443	1,409.78

Activity 49870 - Telecom Total: 96,732.05

Fund 614 - TELECOM Total: 96,732.05

Fund: 615 - ARENA

Activity: 49850 - Arena

NCPERS MINNESOTA	20170130	01/31/2017	INSURANCE #844600 - FEB 20	615-49850-133	32.00
HEARTLAND PAPER COMPANY	334750-1	01/31/2017	SUPPLIES	615-49850-211	73.38
AH HERMEL COMPANY	625267	01/10/2017	MECHANDISE	615-49850-260	297.13
VERIZON WIRELESS	9779006394	01/31/2017	TELEPHONE -	615-49850-321	67.56
ULTIMATE SAFETY CONCEPTS I	169913	01/31/2017	MAINTENANCE- AIR QUALITY	615-49850-404	394.24
WINDOM AUTO VALU	20170125	02/01/2017	#3400540 MAINTENANCE-	615-49850-404	0.21

Activity 49850 - Arena Total: 864.52

Fund 615 - ARENA Total: 864.52

Fund: 617 - M/P CENTER

Activity: 49860 - M/P Center

NCPERS MINNESOTA	20170130	01/31/2017	INSURANCE #844600 - FEB 20	617-49860-133	48.00
VERIZON WIRELESS	9779006394	01/31/2017	TELEPHONE -	617-49860-321	16.80

Activity 49860 - M/P Center Total: 64.80

Fund 617 - M/P CENTER Total: 64.80

Fund: 700 - PAYROLL

SELECTACCOUNT	38345419	01/31/2017	FLEX SPENDING	700-21712	601.00
NCPERS MINNESOTA	20170130	01/31/2017	INSURANCE #844600 - FEB 20	700-21718	16.00
NCPERS MINNESOTA	20170130	01/31/2017	INSURANCE #844600 - FEB 20	700-21718	16.00

633.00

Fund 700 - PAYROLL Total: 633.00

Grand Total: 202,527.29

## Report Summary

## Fund Summary

Fund	Payment Amount
100 - GENERAL	16,553.94
211 - LIBRARY	9,369.24
235 - AMBULANCE	2,345.67
250 - EDA GENERAL	321.99
254 - NORTH IND PARK	158.20
401 - GENERAL CAPITAL PROJECTS	4,620.00
601 - WATER	6,014.32
602 - SEWER	46,279.86
604 - ELECTRIC	6,450.55
609 - LIQUOR STORE	12,119.15
614 - TELECOM	96,732.05
615 - ARENA	864.52
617 - M/P CENTER	64.80
700 - PAYROLL	633.00
<b>Grand Total:</b>	<b>202,527.29</b>

## Account Summary

Account Number	Account Name	Payment Amount
100-41110-331	Travel Expense	74.90
100-41110-433	Dues & Subscriptions	7,788.00
100-41110-491	Payments to Other Orga	1,621.60
100-41310-133	Employer Paid Insurance	80.00
100-41310-200	Office Supplies	125.20
100-41310-321	Telephone	50.66
100-41910-133	Employer Paid Insurance	24.00
100-41910-200	Office Supplies	80.65
100-41910-321	Telephone	50.66
100-41910-405	Repairs & Maint - Vehicl	73.37
100-41940-406	Repairs & Maint - Groun	735.00
100-42120-133	Employer Paid Insurance	160.00
100-42120-200	Office Supplies	25.98
100-42120-321	Telephone	204.87
100-42120-404	Repairs & Maint - M&E	710.00
100-42120-419	Vehicle Lease	1,735.69
100-42220-323	Radio Units	195.00
100-42220-480	Other Miscellaneous	1,983.29
100-43100-133	Employer Paid Insurance	64.00
100-43100-212	Motor Fuels	19.78
100-43100-224	Street Maint Materials	407.79
100-43100-321	Telephone	72.64
100-43100-404	Repairs & Maint - M&E	89.00
100-45202-133	Employer Paid Insurance	16.00
100-45202-402	Repairs & Maint - Struct	36.94
100-45202-405	Repairs & Maint - Vehicl	38.93
100-45202-406	Repairs & Maint - Groun	89.99
211-45501-133	Employer Paid Insurance	16.00
211-45501-200	Office Supplies	185.70
211-45501-217	Other Operating Supplie	1,450.00
211-45501-326	Data Processing	5,133.41
211-45501-402	Repairs & Maint - Struct	798.00
211-45501-433	Dues & Subscriptions	76.00
211-45501-435	Books and Pamphlets	1,710.13
235-42153-200	Office Supplies	36.87
235-42153-218	Uniforms	79.85
235-42153-321	Telephone	65.79
235-42153-326	Data Processing	1,782.00
235-42153-334	Meals/Lodging	239.57

## Account Summary

Account Number	Account Name	Payment Amount
235-42153-405	Repairs & Maint - Vehicl	141.59
250-46520-133	Employer Paid Insurance	24.00
250-46520-200	Office Supplies	85.36
250-46520-321	Telephone	26.80
250-46520-331	Travel Expense	173.88
250-46520-334	Meals/Lodging	11.95
254-46520-381	Electric Utility	158.20
401-49950-501	Capital Outlay - Police	4,620.00
601-49400-133	Employer Paid Insurance	40.00
601-49400-216	Chemicals and Chemical	1,566.42
601-49400-310	Lab Testing	67.50
601-49400-321	Telephone	96.17
601-49400-326	Data Processing	1,328.13
601-49400-404	Repairs & Maint - M&E	99.40
601-49980-611	Bond Interest	2,816.70
602-16300	Improvements Other Th	4,273.65
602-49450-133	Employer Paid Insurance	56.00
602-49450-303	Engineering and Surveyi	38,109.20
602-49450-310	Lab Testing	263.60
602-49450-321	Telephone	86.16
602-49450-326	Data Processing	1,328.12
602-49450-381	Electric Utility	160.21
602-49450-404	Repairs & Maint - M&E	177.98
602-49450-405	Repairs & Maint - Vehicl	10.99
602-49450-433	Dues & Subscriptions	1,813.95
604-14200	Inventory	3,779.00
604-49550-133	Employer Paid Insurance	96.00
604-49550-200	Office Supplies	111.94
604-49550-321	Telephone	121.14
604-49550-326	Data Processing	1,328.12
604-49550-402	Repairs & Maint - Struct	531.49
604-49550-404	Repairs & Maint - M&E	286.80
604-49550-405	Repairs & Maint - Vehicl	9.79
604-49550-406	Repairs & Maint - Groun	184.24
604-49550-408	Repairs & Maint - Distrib	2.03
609-49751-133	Employer Paid Insurance	32.00
609-49751-251	Liquor	8,498.15
609-49751-252	Beer	645.20
609-49751-253	Wine	1,418.60
609-49751-254	Soft Drinks & Mix	175.54
609-49751-256	Tobacco Products	82.38
609-49751-265	Merchandise Returned f	-53.94
609-49751-321	Telephone	55.84
609-49751-333	Freight and Express	203.27
609-49751-340	Advertising & Promotion	746.00
609-49751-383	Gas Utility	235.66
609-49751-480	Other Miscellaneous	80.45
614-49870-133	Employer Paid Insurance	64.00
614-49870-217	Other Operating Supplie	495.99
614-49870-321	Telephone	318.58
614-49870-326	Data Processing	1,328.13
614-49870-442	Subscriber Fees	93,115.57
614-49870-443	Intergovernmental Fees	1,409.78
615-49850-133	Employer Paid Insurance	32.00
615-49850-211	Cleaning Supplies	73.38
615-49850-260	Concessions	297.13
615-49850-321	Telephone	67.56
615-49850-404	Repairs & Maint - M&E	394.45

**Account Summary**

Account Number	Account Name	Payment Amount
617-49860-133	Employer Paid Insurance	48.00
617-49860-321	Telephone	16.80
700-21712	Flex Account	601.00
700-21718	Individual Insurance-NC	32.00
	<b>Grand Total:</b>	<u>202,527.29</u>

**Project Account Summary**

Project Account Key	Payment Amount
**None**	202,527.29
<b>Grand Total:</b>	<u>202,527.29</u>

2-3-17  
✗



# BOLTON & MENK, INC.<sup>®</sup>

Consulting Engineers & Surveyors

12224 Nicollet Avenue • Burnsville, MN 55337  
Phone (952) 890-0509 • Fax (952) 890-8065  
www.bolton-menk.com

January 19, 2017

Via Email

Mr. Mike Haugen  
Water – Sewer Superintendent  
444 9<sup>th</sup> Street  
PO Box 38  
Windom, MN 56101

RE: Application for Payment No. 6 - FINAL  
Water Tower Painting

Dear Mike,

Please find attached Application for Payment No. 6 - FINAL from M.K. Painting, Inc. for the work completed to date for the painting of the Water Towers. We reviewed this application and find it acceptable for payment. We recommend making a payment of \$35,450.00 to M.K. Painting, Inc. Please sign the first page, forward copy along with the payment to M.K. Painting, Inc., a copy to Bolton & Menk, and keep one copy for your records.

Sincerely,

BOLTON & MENK, INC.

R. Kelly Yahnke  
Project Manager

RKY

Enclosure

## Contractor's Application for Payment No. 6 - DRAFT

Application Period: September 28 - November 2, 2016		Application Date: December 22, 2016
To (Owner): City of Windom 444 9th Street, P.O. Box 38, Windom, MN 56101	From (Contractor): M. K. Painting, Inc. 4157 Seventh Street, Wyandotte, MI 48192	Via (Engineer): Bolton & Menk, Inc. 1960 Premier Drive, Mankato, MN 56001
Project: Water Tower Rehabilitation and Repainting	Contract:	
Owner's Contract No.:	Contractor's Project No.: 758	Engineer's Project No.: T22.110254

### Application For Payment Change Order Summary

Approved Change Orders	Number	Additions	Deductions	1. ORIGINAL CONTRACT PRICE.....	\$	
	1		-\$10,000.00	2. Net change by Change Orders.....	\$	\$909,000.00
				3. Current Contract Price (Line 1 ± 2).....	\$	-\$10,000.00
				4. TOTAL COMPLETED AND STORED TO DATE		
				(Column F on Progress Estimate).....	\$	\$899,000.00
				5. RETAINAGE:		
				a. 500% X _____ Work Completed.....	\$	
				b. X _____ Stored Material.....	\$	
				c. Total Retainage (Line 5a + Line 5b).....	\$	
				6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5c).....	\$	\$899,000.00
				7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application).....	\$	\$863,550.00
				8. AMOUNT DUE THIS APPLICATION.....	\$	\$35,450.00
				9. BALANCE TO FINISH, PLUS RETAINAGE		
				(Column G on Progress Estimate + Line 5 above).....	\$	
TOTALS			-\$10,000.00			
NET CHANGE BY CHANGE ORDERS		-\$10,000.00				

<b>Contractor's Certification</b>	
<p>The undersigned Contractor certifies that to the best of its knowledge: (1) all previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with Work covered by prior Applications for Payment; (2) title of all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to Owner at time of payment free and clear of all Liens, security interests and encumbrances (except such as are covered by a Bond acceptable to Owner indemnifying Owner against any such Liens, security interest or encumbrances); and (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.</p>	
By: <b>JOHN BETHELL</b>	Date: <b>1-19-17</b>

Payment of:	\$ 35,450.00	
		(Line 8 or other - attach explanation of the other amount)
is recommended by:		1-19-2017
	(Engineer)	(Date)
Payment of:	\$ _____	
		(Line 8 or other - attach explanation of the other amount)
is approved by:	_____	_____
	(Owner)	(Date)
Approved by:	_____	_____
	Funding Agency (if applicable)	(Date)

Endorsed by the Construction Specifications Institute.

# Progress Estimate

# Contractor's Application

For (contract): Water Tower Rehabilitation and Repainting of 500,000 Gallon Legged Tank and 1,000,000 Gallon Fluted Column Tank			Application Number: SIX - DRAFT					
Application Period: September 28 - November 2, 2016			Application Date: December 22, 2016					
A		B	Work Completed		E	F		G
Item	Description	Scheduled Value	C	D	Materials Presently Stored (not in C or D)	Total Completed and Stored to Date (C + D + E)	% (E) B	Balance to Finish (B - F)
Specification Section No.			From Previous Application (C+D)	This Period				
1	500,000 Gallon Legged Tank Wet Interior							
	A - Surface Preparation	\$30,000.00	\$30,000.00			\$30,000.00	100.0%	
	B - Prime Coat	\$13,000.00	\$13,000.00			\$13,000.00	100.0%	
	C - Intermediate Coat	\$13,000.00	\$13,000.00			\$13,000.00	100.0%	
	D - Topcoat	\$14,000.00	\$14,000.00			\$14,000.00	100.0%	
2	500,000 Gallon Legged Tank Exterior							
	A - Containment	\$70,000.00	\$70,000.00			\$70,000.00	100.0%	
	B - Surface Preparation	\$30,000.00	\$30,000.00			\$30,000.00	100.0%	
	C - Prime Coat	\$20,000.00	\$20,000.00			\$20,000.00	100.0%	
	D - Intermediate Coat	\$20,000.00	\$20,000.00			\$20,000.00	100.0%	
	E - Topcoat	\$20,000.00	\$20,000.00			\$20,000.00	100.0%	
3	1,000,000 Gallon Fluted Column Tank Wet Interior							
	A - Surface Preparation	\$60,000.00	\$60,000.00			\$60,000.00	100.0%	
	B - Prime Coat	\$26,000.00	\$26,000.00			\$26,000.00	100.0%	
	C - Intermediate Coat	\$26,000.00	\$26,000.00			\$26,000.00	100.0%	
	D - Topcoat	\$28,000.00	\$28,000.00			\$28,000.00	100.0%	
4	1,000,000 Gallon Fluted Column Tank Dry Interior							
	A - Surface Preparation	\$24,000.00	\$24,000.00			\$24,000.00	100.0%	
	B - Prime Coat	\$12,000.00	\$12,000.00			\$12,000.00	100.0%	
	C - Intermediate Coat	\$12,000.00	\$12,000.00			\$12,000.00	100.0%	
	D - Topcoat	\$12,000.00	\$12,000.00			\$12,000.00	100.0%	
5	1,000,000 Gallon Fluted Column Tank Exterior							
	A - Containment	\$140,000.00	\$140,000.00			\$140,000.00	100.0%	
	B - Surface Preparation	\$129,000.00	\$129,000.00			\$129,000.00	100.0%	
	C - Prime Coat	\$64,000.00	\$64,000.00			\$64,000.00	100.0%	
	D - Intermediate Coat	\$64,000.00	\$64,000.00			\$64,000.00	100.0%	
	E - Topcoat	\$68,000.00	\$68,000.00			\$68,000.00	100.0%	
6	Repairs/Miscellaneous							
	A - Riser pipe insulation and jacket	\$5,000.00	\$5,000.00			\$5,000.00	100.0%	
	B - Recycle pump	\$6,000.00	\$6,000.00			\$6,000.00	100.0%	
	C - Dehumidification in vault	\$1,000.00	\$1,000.00			\$1,000.00	100.0%	
	D - Up to 20 lineal feet of welding in roof	\$2,000.00	\$2,000.00			\$2,000.00	100.0%	
CO 1	Deduction of allowance not used	(\$10,000.00)	(\$10,000.00)			(\$10,000.00)	100.0%	
<b>Totals</b>		<b>\$899,000.00</b>	<b>\$899,000.00</b>			<b>\$899,000.00</b>		

## 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: 5018  
Draw: 4  
Invoice date: 1/31/2017  
Period ending date: 1/31/2017

Contract For: Windom EMS Building

**Request for payment:**

Original contract amount	\$3,191,500.00	
Approved changes	\$56,301.30	
Revised contract amount		\$3,247,801.30
Contract completed to date		\$1,541,359.57
Add-ons to date	\$0.00	
Taxes to date	\$0.00	
Less retainage	\$77,068.02	
Total completed less retainage		\$1,464,291.55
Less previous requests	\$1,357,650.30	
Current request for payment		\$106,641.25
Current billing		\$112,253.96
Current additional charges	\$0.00	
Current tax	\$0.00	
Less current retainage	\$5,612.71	
Current amount due		\$106,641.25
Remaining contract to bill	\$1,783,509.75	

Project: 16-0675  
Windom EMS Building  
Contract date: 9/9/2016  
Architect:  
Scope:

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Changes approved in previous months by Owner	46,181.30	
Total approved this Month	10,120.00	
<b>TOTALS</b>	<b>56,301.30</b>	
<b>NET CHANGES by Change Order</b>	<b>56,301.30</b>	

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

CONTRACTOR: GOSEWISCH Construction, Inc.

State Of Minnesota

County Of Blue Earth

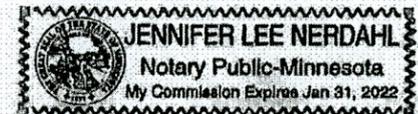
By: [Signature]

Subscribed and sworn to before me this 31 day of January, 2017

Date: 1-31-17

Notary Public

My commission expires: Jan 31, 2022



## REQUEST FOR PAYMENT DETAIL

Project: 16-0675 / Windom EMS Building

Billing: 5018

Draw: 4

Period Ending Date: 1/31/2017 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	147,263.10	14,528.14		161,791.24	53.11	142,837.76	8,089.57
2200	Earthwork	231,487.00	182,036.20			182,036.20	78.64	49,450.80	9,101.82
2500	Asphalt Paving	216,849.00	18,257.52			18,257.52	8.42	198,591.48	912.88
2900	Landscaping	11,700.00						11,700.00	
3310	Concrete	169,110.00	79,345.00			79,345.00	46.92	89,765.00	3,967.25
3420	Precast Concrete	983,400.00	910,882.50	38,290.50		949,173.00	96.52	34,227.00	47,458.66
5122	Steel Erection	17,995.00		10,797.00		10,797.00	60.00	7,198.00	539.85
5500	Metal Fabrication	57,270.00	35,644.99			35,644.99	62.24	21,625.01	1,782.25
6000	Rough Carpentry & Blocking	49,530.00		19,868.32		19,868.32	40.11	29,661.68	993.42
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		12,000.00		12,000.00	30.88	26,860.00	600.00
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		14,770.00		14,770.00	4.91	286,175.00	738.50
15300	Fire Sprinkler System	32,000.00						32,000.00	
16100	Electrical	208,805.00	9,495.00	2,000.00		11,495.00	5.51	197,310.00	574.75
C0101	Sitework CO per soil rec.	46,181.30	46,181.30			46,181.30	100.00		2,309.07
C0201	Insulate Parapet Wall	10,120.00						10,120.00	
<b>Totals</b>		<b>3,247,801.30</b>	<b>1,429,105.61</b>	<b>112,253.96</b>		<b>1,541,359.57</b>	<b>47.46</b>	<b>1,706,441.73</b>	<b>77,068.02</b>