

Council Meeting
Tuesday, January 17, 2017
City Council Chambers
7:30 p.m.
AGENDA



Call to Order
Pledge of Allegiance

1. Approval of Minutes
 - Council Minutes–January 3, 2017
2. Consent Agenda
 - Minutes
 - Park and Recreation Commission – December 14, 2016
 - Utility Commission – December 21, 2016
 - EDA – January 9, 2017
 - Planning Commission – January 10, 2017
3. Agenda Request – Mike Espenson – Apartments on Cottonwood Lake
4. Department Heads
5. Resolution Master Subscriber Agreement for MN Court Data Services
6. Proposed Apartment Building – Developer Presentation
7. Assumption of Existing SCDP Loan & Mortgage
8. Minnesota Administrative Services - Authorization
9. Park and Recreation Commission Recommendation – 2017 Pool Manager Position
10. Personnel Committee Recommendation - Step Advance Kopperud
11. Hiring Recommendation -Part-Time Liquor Store Clerk
12. Additional 2017 Mayor Appointments and Reappointments
13. New Business
14. Old Business
15. Regular Bills
16. Council Concerns
17. Adjourn



**Regular Council Meeting
City Hall, Council Chamber
January 3, 2017
7:30 p.m.**

1. Call to Order:

The meeting was called to order by Mayor-elect 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: | Josie Alvstad |

City Staff Present: Steve Nasby, City Administrator; Mike Haugen, Water/Wastewater Superintendent; Drew Hage, EDA Director; Brent Brown, Electric Utility Manager/Street Superintendent; and Scott Peterson, Police Chief

3. Pledge of Allegiance

4. Oath of Office:

Nasby administered the Oath of Office to Dominic Jones for Mayor.

Jones administered the Oath of Office to Rod Byam for Council member.

5. Appointment of City Officials:

**Motion by Johnson second by Grunig to appoint Steve Nasby as City Administrator.
Motion carried 4 – 0.**

**Motion by Joyce second by Johnson to appoint Brent Brown as Street Superintendent.
Motion carried 4 – 0.**

Grunig noted the information presented by Nathan Busch regarding the City Attorney appointment that was provided to the City Council and thanked him for his interest.

Motion by Grunig second by Joyce to appoint Ron Schramel as City Attorney and Kristi Meyeraan as Assistant City Attorney. Motion carried 4 – 0.

6. Designation of Financial Institutions and Official Newspaper:

Jones said the financial institutions are Bank Midwest, Bank of the West, United Prairie Bank, Fulda Area Credit Union, 4M Fund and Multi-Bank Securities.

Motion by Joyce second by Grunig to approve the designation of the financial institutions as presented. Motion carried 4 – 0.

Motion by Johnson second by Joyce to approve the Cottonwood County Citizen as the Official Newspaper. Motion carried 4 – 0.

7. Resolutions of Appreciation:

Jones and the City Council thanked Corey Maricle, JoAnn Ray and Brian Cooley for their service on the City Council. They also thanked Bruce Caldwell for his 38+ years of dedicated service to the City of Windom.

Council member Joyce introduced the Resolution No. 2017-01, entitled “A RESOLUTION EXPRESSING SINCERE APPRECIATION TO COREY MARICLE FOR EIGHT YEARS OF FAITHFUL SERVICE TO THE CITY OF WINDOM” and moved its adoption. The resolution was seconded by Johnson and on roll call vote: Yes: Johnson, Joyce, Byam and Grunig. No: None. Absent: None. Abstain: None. Resolution passed 4-0.

Council member Johnson introduced the Resolution No. 2017-02, entitled “A RESOLUTION EXPRESSING SINCERE APPRECIATION TO JOANN RAY FOR SIXTEEN YEARS OF FAITHFUL SERVICE TO THE CITY OF WINDOM” 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.

Council member Grunig introduced the Resolution No. 2017-03, entitled “A RESOLUTION EXPRESSING SINCERE APPRECIATION TO BRIAN COOLEY FOR FOUR YEARS OF FAITHFUL SERVICE TO THE CITY OF WINDOM” and moved its adoption. The resolution was seconded by Joyce and on roll call vote: Yes: Byam, Grunig, Johnson and Joyce. No: None. Absent: None. Abstain: None. Resolution passed 4 - 0.

Council member Byam introduced the Resolution No. 2017-04, entitled “A RESOLUTION EXPRESSING SINCERE APPRECIATION TO BRUCE CALDWELL FOR HONORABLE AND DEVOTED PUBLIC SERVICE TO THE CITY OF WINDOM, MINNESOTA” and moved its adoption. The resolution was seconded by Johnson and on roll call vote: Yes: Grunig, Johnson, Joyce and Byam. No: None. Absent: None. Abstain: None. Resolution passed 4 - 0.

8. Approval of Minutes:

Motion by Johnson second by Joyce to approve the City Council minutes from December 20, 2016. Motion carried 5 – 0.

9. Consent Calendar:

Jones noted the minutes from the following Boards and Commissions.

- Library Board – December 13, 2016

Preliminary

- Community Center Commission – December 19, 2016

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

10. Agenda Request – David Strom – Proposed Apartment Building:

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

David Strom said that he is a resident on Cottonwood Lake Drive and his wife has lived there her whole life. Both he and his wife, along with their family has been involved in businesses in Windom for many years. He welcomes more families to Windom. The Community Center is an asset to the community and the Community Center Commission voted against having the adjacent land sold for the proposed apartment project. This would lessen any future opportunities to expand the Community Center or supporting uses. That Board is to guide the future of the Community Center and growth may not come in 1 year, 5 years or longer but the opportunity should not be taken away. He feels the lot is being given away for private development and the tax abatement. The proposed rents are too high for the community. He wants another location for the apartment building, public land to remain public land and any opportunities for new apartments should be for local developers. Local developers will use local businesses and contractors. He would like to see four-plexes build throughout the City. He thanked the City Council for all they do and encouraged them not to give away the property and to vote no on the apartment project.

11. Southwest Regional Development Commission (SRDC) Presentation:

Jay Trusty, Executive Director, said that he is visiting with City Councils to inform them of what the SRDC does and the opportunity for leadership. He noted the SRDC Board formerly had Brian Cooley as the Cottonwood County Municipalities representative and asked if anyone is interested as that position is currently vacant.

Trusty reviewed his PowerPoint presentation regarding the SRDC, Board and function.

Jones and the Council thanked Trusty for the presentation.

12. Department Heads:

Drew Hage, Development Director, said that the Planning office is updating the Comprehensive Plan and he is proposing that citizens, staff and elected officials meet and review each section of the plan. The meetings are once a month planned before the Council meeting with the first one on January 17 to discuss housing and demographics. The Comprehensive Plan is a guide for the future and for zoning. The plan would be looking ahead to the next 10-15 years.

Hage noted that the developer of the proposed 46-unit apartment building will be at the January 17 City Council meeting to present information and answer questions from the Council. He noted there is a Question\Answer sheet on the City website with project information.

Preliminary

Jones encouraged the public to contact Council members with their questions as this is a good opportunity to get additional information.

Grunig asked if there is a market based rent escalator to keep the building market rate. Hage replied that the market rate status is maintained by no other state or federal subsidies. Schramel added that is essentially market rents without government subsidies.

13. 2017 Mayor Appointments, Re-appointments and Council Assignments:

Jones presented the following Council assignments and Board\Commission appointments.

Paul Johnson

Utility Commission
Economic Development Authority
Street Committee

Liquor Committee
Community Center Commission
Alternative Capital Finance Committee

Bryan Joyce

Personnel Committee
Parks & Recreation Commission
Comprehensive Plan Committee

Telecom Commission
Hospital Board

Mary Grunig

Telecom Commission
Tree Committee
Alternative Capital Finance Committee

Economic Development Authority
Comprehensive Plan Committee

Rod Byam

Personnel Committee
Housing & Redevelopment Authority
Parks & Recreation Commission

Community Center Commission
Joint Government Committee

New Council Member

Liquor Committee
Library Board
Joint Government Committee

Street Committee
Airport Commission

Jones said he is working on a new committee called Alternative Capital Finance Committee to research methods of funding large capital projects. The group would be comprised of citizens, members of boards\commissions, two Council members and City staff. This idea will come back to the City Council for discussion and consideration at a future meeting.

Motion by Joyce second by Grunig to approve the City Council assignments as presented.

Motion carried 4 – 0.

Board and Commission Appointments

Howard Davis Parks & Recreation Commission
Jess Smith Parks & Recreation Commission

Preliminary

Josh Schunk Parks & Recreation Commission
Kim Nielsen Parks & Recreation Commission

Andy Harris Planning & Zoning Commission
Greg Pfeffer Planning & Zoning Commission

Kent Kelly Telecom Commission
George Rogotzke Telecom Commission

Glen Francis Utility Commission

Mitch Voehl Community Center Commission
JoAnn Ray Community Center Commission

John Ducher Library Board
Teri Jones Library Board
Kathy Hiley Library Board

Kevin Stevens Comprehensive Plan Committee
Donna Gravely (alt) Comprehensive Plan Committee
Wayne Wormstadt Comprehensive Plan Committee
Dominic Jones, Mayor Comprehensive Plan Committee
Bryan Joyce, Council Comprehensive Plan Committee
Marv Grunig, Council Comprehensive Plan Committee
Steve Nasby, Staff Comprehensive Plan Committee
Brent Brown, Staff Comprehensive Plan Committee
Drew Hage, Staff Comprehensive Plan Committee

Jones noted that he is still looking for a citizen to fill a position on the Housing and Redevelopment Authority.

Motion by Johnson second by Grunig to approve the appointments and re-appointments to Boards and Commissions as presented. Motion carried 4 – 0.

Joyce thanked everyone that volunteered their time to serve on boards and commissions.

Grunig asked that citizens leaving boards and commissions be recognized as well.

14. TIF 1-20 Amendment – Time Extension:

Hage said that the demolition of the 8-pack elevator has started, but was delayed due to permitting from the railroad. New Vision is the owner of the building and have requested an extension of the TIF first year deadline until February 28, 2017. This is a two month extension as the TIF rebate to them is calculated on the calendar year. If the deadline is not extended the TIF reimbursement is reduced by 20%. Hage noted the demolition crew had filed for permits in October 2016.

Preliminary

Jones asked if the amendment had been reviewed by the attorney. Hage said that Ehlers Associates attorneys had reviewed. Schramel said he read it too and had no issues.

Grunig said it seemed odd to ask for this extension as the window for demolition is five years. The contractor and owner should have anticipated the time needed for the permitting and demolition so he does not see extenuating circumstances. There is a 69KV line within 60 feet of the site, which is something they should have planned for as well. He feels the issue is between the owner and contractor regarding the delay and not the City.

Johnson said he was on the EDA board when this was approved and the incentive is for the demolition to be done sooner than later and that is why the incentives were higher in year one.

Grunig asked what happens if they are not done by February 28th as shown in the amendment. Hage replied that the February date was given by the contractor so everything should be done.

Jones asked if this is a retro-active change to the TIF. Hage said the amendment is permitted and the anticipated completion of the demolition is January 8 with debris removed by January 31 and the site completed by February 28. He noted it is a decision for the Council to approve or not.

Grunig asked if shutting down the transmission line was an issue. Brent Brown, Electric Utility Manager\Street Superintendent, said that they had contacted ITC the transmission provider several times on behalf of this contractor and the dates kept getting changed. He does not feel the transmission line held up the project.

Joyce said this was a project the City wanted completed and if the one-year window is missed the owner could conceivably wait until the end of 2017 to finish the project. He would rather extend the date to insure it gets done as soon as possible. He agrees the contractor should have anticipated the permitting and deadlines. He also noted that New Vision invested a lot into their site which makes the TIF possible.

Johnson said he is abstaining from the vote as he is a New Vision Coop member.

**Motion by Joyce second by Byam to approve TIF 1-20 Amendment #1 as presented.
Motion carried 2 – 1 (Grunig voting no and Johnson abstaining).**

15. Donation – Windom Library – Children’s Collection:

Council member Johnson introduced the Resolution No. 2017-05, entitled “AUTHORIZATION TO ACCEPT A DONATION FROM DOROTHY VAN NORMAN TO THE WINDOM LIBRARY FOR THE CHILDREN’S LIBRARY COLLECTION” and moved its adoption. The resolution was seconded by Joyce and on roll call vote: Yes: Johnson, Joyce, Byam and Grunig. No: None. Absent: None. Abstain: None. Resolution passed 4 - 0.

Preliminary

16. Clifton Larson and Allen – Letters of Engagement for Audit:

Jones said that there were two letters of engagement, one for the City and the other for the EDA.

Motion by Grunig second by Johnson to approve the letter of engagement between Clifton Larson and Allen for the City of Windom audit as presented. Motion carried 4 – 0.

Motion by Johnson second by Joyce to approve the letter of engagement between Clifton Larson and Allen for the Windom EDA audit as presented. Motion carried 4 – 0.

17. New Business:

Jones thanked the Student Senate rep for attending the meeting.

18. Old Business:

Jones asked if the Council wanted to continue Coffee with Council. Consensus of Council to continue and directed Nasby to set up the schedule and inform the Chamber and newspaper.

Nasby noted the Board of Equalization training. Grunig said he is registered and Johnson volunteered to do the on-line training as well.

19. Regular Bills:

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

20. Contractor Payments:

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

21. Council Concerns:

Grunig welcomed Byam to the Council and Jones as the new Mayor.

Johnson welcomed Byam to the Council and Jones as the new Mayor.

Josie Alvstad, Student Senate rep thanked the Council for the opportunity to attend.

Joyce noted that the proposed apartment is a point of discussion in town and he encouraged the Council to have a well thought out view and to listen to the public. He noted the filing period for the Special Election is open until January 11. He also welcomed Byam and Jones to their new roles. Last, Joyce said that he has started a City Council Member Joyce Facebook page with the Council information and his reflections on issues.

Jones thanked the City Attorney for attending and noted that is planned for once per month so if members had questions be sure to bring them up.

Preliminary

Nasby thanked outgoing Council members Mayor Corey Maricle, JoAnn Ray and Brian Cooley for their service.

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.

22. Adjournment:

Mayor Jones adjourned the meeting by unanimous consent at 8:57 pm.

Dominic Jones, Mayor

Attest: _____
Steve Nasby, City Administrator

Windom Park & Recreation Commission

Wednesday December 14, 2016

City Hall Council Chambers

Agenda;

1. Call to Order: The meeting was called to order by Gross at. at City Hall at 5:30 PM
2. Roll Call:
Commission: Present: Jess Smith, Kay Gross, Shawn Licht, & Josh Schunk,
Absent: Daren Tietz & Jason Kloss
City Staff Present: Recreation Director Al Baloun & Parks Superintendent Brent Brown
Council Liaisons: Paul Johnson (Present) & Bryan Joyce (Absent)
3. **Motion to Approve Agenda by Licht, seconded by Smith**
Motion Carried Unanimous
4. **Motion to Approve Minutes from October 12, 2016 Park & Recreation Commission Meeting**
Motion Smith, seconded by Schunk
Motion Carried Unanimous
5. **Kristi Maricle- Windom Girls Softball Scoreboard Request-**
Kristi Maricle, Windom Area girls Fastpitch Association (WAGFA) wants to purchase a new scoreboard for Eagle Field. Estimate for the scoreboard is 17,421 plus posts and electrical for the scoreboard. Sponsors will be obtained to pay for the costs of the scoreboard. **Motion by Schunk, seconded by Licht to recommend allowing the installation of a new scoreboard on Eagle Field. Motion Carried Unanimous.**
6. **Park Superintendent Brent Brown**
 - A. **Introduction-**
Brent Brown was introduced as Park's Superintendent to commission members.
 - B. **Abby Park Lighting Request-**
Brent obtained information on installation of floodlights attached to a pole at the top of the hill. Costs were \$500 light, \$130 for timer, and \$400 for the pole. Commission members expressed concerns for setting precedence for future lighting requests and expense for additional lighting.
 - C. **Tennis Courts-**
Commission members discussed having a SMART goal dealing with determination of tennis court location for construction of new tennis courts.

D. Ballfield Maintenance-

Brent would like to see the school take more responsibility when it comes to ballfield maintenance. \$2500 does not cover expenses of ballfield maintenance for the school. Brent will try to get Wayne Wormstedt and Dane Nielson to attend a future Parks and Recreation Commission meeting.

7. Recreation Manager Al Baloun Report

1. Pool Feasibility Study

Al discussed with the Parks and Recreation Commission that with the 2016 feasibility and soil boring study being completed that the information received must be reviewed and evaluated. The Parks and Recreation Commission and Windom City Council must work together in making a decision as to what will be done with the Windom Pool in the future.

2. Clothing Container- Lions Park

An e-mail was received from Drew Hage, Windom Economic Development Director, in regards to the Veteran's Clothing donation box located at Windom Monument Company being relocated to Lion's Park. Concerns were expressed by commission members in regards to locating the box on city property, maintenance of boxes and overflow of donated outside the box. Commission members recommended locating it on the Highway 60/71 corridor at a private business

3. Arena Holiday Hours

Al explained the Arena holiday hours. The arena will closed early on Friday, December 23, be closed on Saturday, December 24, Sunday, December 25 and Sunday January 1. . The Arena will be open limited hours on Saturday, December 31 and Monday, January 2. The coupon will be in the Citizen allowing free admission with the donation of a nonperishable food item for the Windom Area Caring Center. Skate rental of \$2.50 will be collected if the individuals do not have skates.

8. Open Mike

Jess Smith- Some of the emergency lights did not stay on very long during the power outage on Sunday, December 11. Al stated that some of the batteries and lights were replaced on Monday, December 12 due to batteries not holding a charge for a long period of time.

9. Adjourn- Meeting adjourned at 6:50 PM

Next Park & Recreation Meeting January 11, 2016 5:30 PM. Council Chambers

UTILITY COMMISSION MINUTES

City Hall, Council Chamber

December 21, 2016

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

Members Present: Utility Commission Chairperson: Mike Schwalbach

Members Present: Tom Riordan

Member Absent: Glen Francis

City Council Liaison: Dominic Jones

Staff Present: Mike Haugen, Water\Wastewater Superintendent; Glenn Lund, Water/Wastewater Foreman; Brent Brown, Electric Utility Manager\Street Superintendent; Steve Nasby, City Administrator

WATER/WASTEWATER ITEMS

Windom Wash SIU

Kelly Yahke, Bolton & Menk Engineering are drafting SIU agreements for Prime Pork, LLC and Windom Wash, LLC. Yanke said that Windom Wash is doing a good job on the removal of solids but the other loadings are not down to the levels expected and anticipated by the business. Due to the higher numbers the cost will be higher to Windom Wash and they need to decide on if they want to do more on-site treatment or have the City do it at the added cost.

Prime Pork is doing water balance testing, but this may be delayed due to ice on the ponds. These are State required tests and could impact the opening dates.

Yanke said that their office needs final numbers from Windom Wash so the SIU agreement can be completed and the facilities plan completed before the deadline for submission.

Lund noted no excess loading surcharges or fines have been charged to Windom Wash as they are testing and working to get the process finalized. There will need to be costs when the numbers are finalized.

Yanke suggested that January 15 be the latest deadline to get the information from Windom Wash as there still needs to be some work done by their office to complete the paperwork. When done the agreement will come back to the Commission in January for their review and approval.

Schwalbach and Riordan agreed that a January 11 deadline be given to Windom Wash. They also expressed the need to insure language was in the SIU regarding interior (box) clean out of trucks that would have had fertilizer, dairy or other products that could cause treatment problems.

NEW BUSINESS

Alexandra Leland and Tony Scott said they are representing the Windom Area Development Corporation (WADC). The purpose of the WADC is to promote and invest in local businesses. They have \$156,000 in assets including \$50,000 in loans to three businesses. They have also contributed to some signage. They have no resources of income other than loan repayments, interest and the contribution from the Windom Electric Fund. WADC is a 501©6 organization with 7 voting members. The Chamber acts as the administrator for WADC.

Schwalbach asked if WADC works with the Windom EDA. Scott replied that they do on some retail projects.

Brown asked if they pay income taxes as a private, for-profit organization. Scott said they pay taxes and had thought about converting to a non-profit but thinks it will take six years to track down all the original shareholders and change the structure. Leland added that WADC was established in 1965 and there were 4,000 shares issued.

Jones said the transition to a non-profit may be worthwhile as they pay taxes on very little income. Leland said that Jackson changed its development corporation into a non-profit. Schwalbach suggested another option could include starting a new non-profit and just leave WADC idle.

Leland said the contribution from the Windom Electric Fund had not changed from \$1,200 a month since 1993. Schwalbach said he would like regular WADC updates as the Electric Fund does contribute to them.

Other Water/Waste Water Items

SAC and WAC Fees - Yanke said that the Commission had inquired about Sewer Access Charges (SAC) and Water Access Charges (WAC). These fees are for purchasing capacity in plants and facilities and are common in the metro area and a few other communities.

Travis Winters, Bolton & Menk Engineering, said that in-fill lots were probably calculated into needed capacity, but do not know if they would have been charged or not. New developments are typically the ones that incur SAC and WAC fees.

Yanke said the City's current inspection fee for \$75 each on water and sewer does not even cover the cost of the water meter or the staff time. The meter is free up to a ¾ inch meter at present. The City's fees were set in the 1970s.

Schwalbach said that if there is no connection fee to properties that are connected at a future time they do not pay the initial cost of the mains, which is not reasonable. All the system users end up paying for that property.

Yanke said that the water and sewer mains are typically in place along the streets and the property owner then pays for the connection and service line.

Schwalbach noted is question is about covering the cost of the initial installation of the mains or plant capacity used. For example, the new lots by the school want to connect to water and sewer. Those lots were not charged for the installation of the mains but the developer or property owners on the other side of the street were charged. Now these new lots want to tap onto the existing line, why shouldn't they be charged a fee.

Winters said this is a difficult example and hard to parcel out costs fairly as the main is existing, those properties may or may not have contributed to the installation and if not what is the fee to buy into an older line.

Nasby suggested looking at the average amount of use for a property and then take that use as a percent of the water or sewer system and charge that amount as a SAC or WAC fee. Brown said the interim Building Official said that his former community based the fees on use as well.

Jones said this should be an issue also discussed when the comprehensive plan is done.

Winters said that future growth in the community is the key factor in determining plant capacity needs.

Yanke said the SAC and WAC fees along with meter fees should be evaluated every 3-4 years.

Jones and the Commission asked the engineers to research other communities and come back with additional information on SAC and WAC.

Andy Spielman, Building Official, said that he would like to work with the utilities departments on coordinating the collection of fees and notifications of building permits so all departments know what is going on. He will work with Haugen and Brown to come up with a plan.

Sewer Line Rehab Project Update – Haugen said that the project was well underway and the testing equipment had arrived at the contractor's shop. The project could be done shortly.

Water Filter Plan Proposal – Yanke said the sand filter has been in place since the facility was built 21 years ago. The backwash rate is not up to standards. Their recommendation is to replace the sand filter, do some plumbing changes and upgrade the SCADA system. The project is estimated to be \$450,000 to \$500,000.

Schwalbach asked for a cost benefit analysis of the filter replacement. Yanke said they would put information together for the Commission.

APPROVE MINUTES

Motion by Riordan, seconded by Schwalbach, to approve the November 23, 2016 Utility Commission minutes. Motion carried 2 – 0.

ELECTRIC ITEMS

2017 Budget and Rate Review - Brown said the MISO sales revenue will go down by \$50,000 due to an expiring contract. The big factor in the budget is when Prime Pork will start operations and their use. He budgeted \$766,000 of revenue for this customer, but if they run at 100% of PM Beef use then the revenue would be \$946,000. At this time there is no indication of their start date or the amount of power they will use. The budget calls for expenditures above reserves to be \$1.2 Million. His goal for reserves is \$5.8 million which is operational costs less depreciation and capital expenses. At the end of 2017 he anticipates the reserves at \$4.5 million and estimates at the end of 2020 the reserve will be \$6.1 million based on the current path with the adopted rates. As such, he is recommending no change in the previously approved rate schedules.

Update on Combination of Electric Manager and Street Superintendent Positions – Brown said it is going well so far with no impacts on the Electric Department. There is a normal learning curve and the Street crews are doing a good job. Brown is working on billing notice issues and work tickets yet with the new system.

Other Electric Items – Brown said that he will bring up the General Fund contribution from Electric in a month or two and the proposed apprentice lineman program after it is back from the union.

REGULAR BILLS

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

OLD BUSINESS

None.

ADJOURN

Schwalbach adjourned the meeting at 12:25 p.m.

Mike Schwalbach, Chairperson

Attest:

Steve Nasby, City Administrator

ECONOMIC DEVELOPMENT AUTHORITY OF WINDOM
MINUTES
JANUARY 9, 2017

1. Call to Order: The meeting was called to order by President Espenson at 12:03 p.m.
2. Roll Call & Guest Introductions:
EDAWN Commissioners: Justin Espenson, Betsy Herding, Rick Clerc, Paul Johnson and Marv Grunig.
Also Present: EDA Staff – Drew Hage, EDA Executive Director, and Mary Hensen, Admin. Asst.; City Administrator Steve Nasby, Mayor Dominic Jones, and WADC Liaison Kathy Hanson.
3. Welcome New EDA Commissioner – Marv Grunig: President Espenson welcomed Marv Grunig as a new Commissioner on the EDA Board.
4. Oath of Office: Director Hage administered the Oath of Office to Marv Grunig.
5. Election of Officers:
 - A. President – 1-Year Term:
Motion by Commissioner Clerc, seconded by Commissioner Herding, to elect Justin Espenson as EDA President. Motion carried 4-0. (Abstention: Commissioner Espenson.)
 - B. Vice President – 1-Year Term:
Motion by Commissioner Clerc, seconded by Commissioner Espenson, to elect Betsy Herding as Vice President. Motion carried 4-0. (Abstention: Commissioner Herding.)
 - C. Secretary-Treasurer – 1-Year Term:
Motion by Commissioner Herding, seconded by Commissioner Johnson, to elect Rick Clerc as Secretary-Treasurer. Motion carried 4-0. (Abstention: Commissioner Clerc.)

The gavel was retained by the new EDA President Justin Espenson.
6. Approval of Minutes:
Motion by Commissioner Herding, seconded by Commissioner Clerc, to approve the Minutes of the EDA Meeting held on December 12, 2016. Motion carried 5-0.
7. EDA Spec Building
 - A. Repairs & Lease Updates: Director Hage advised that Hanefeld Custom Builders' crew has been making repairs to the Spec Building. Negen Construction filled in the dock areas and created a retaining wall where Loading Dock Doors 2 and 3 were located and prepared for installation of one 22' overhead door. The repairs to the sprinkler system have been made and the phone lines for monitoring the sprinkler system have been installed. WW-Communications and Security Specialists will be providing the monitoring system for the sprinkler system. The utilities are scheduled to be transferred into the name of "Fast Global Solutions" on January 9th with lease payments to begin January 9, 2017. The 22-foot door is expected to be installed by January 13th. All racking remaining in the building had been sold except for the racking along the east wall which is to remain. Director Hage discussed with the Board the possible sale or other use of the two loading dock doors and lifts, etc. Director Hage updated the Board regarding the monitoring of the sprinkler system and payments for repairs.

8. Apartment Project

A. Lot 2, Block 1, Windom Industrial Park Subd. – Status of Project: Director Hage updated the Board concerning the proceedings at the December 20th City Council Meeting. The workforce housing grant had not been awarded to Windom. However, the Developer was still interested in continuing the project. The second reading of Ordinance No. 160, 2nd Series approving the proposed sale was tabled until January 17, 2017, as clarification of several items was requested by the Council. The public hearing on the proposed rezoning of the property from I-1 “Light Industrial” to R-3 “Multi-family” is scheduled for Tuesday, January 10th, before the Windom Planning Commission. Director Hage advised that the tentative schedule has changed in that the Apartment Developer plans to be present for the January 17th City Council Meeting and answer questions from the Mayor and Council. The second reading of the ordinance would then be postponed until the second Council Meeting in February. If the sale is approved by the City Council and if the City Council approves rezoning of the property, the proposed closing on the sale of the property is to occur on or before February 27, 2017. The Board discussed issues involved in the process.

9. SCDP Residential Rehab

A. Status of Outstanding Loan – 1133 Miller: In December 2013, an SCDP forgivable loan was approved for this property. (These loans are forgiven at the rate of 10% per annum if the property owner maintains the home as his/her/their principal residence, pays the insurance and taxes on the home, and basically maintains the property.) The property owner had contacted the EDA Office and advised that she had a terminal illness and wished to convey the house to her daughter upon her death. She and her daughter had both inquired about any repayments necessary or whether the daughter could assume the existing loan. The property owner died on December 28, 2016, and had conveyed the property to her daughter through a “Transfer On Death Deed”. The daughter is currently living in an apartment and plans to move into the property the end of January. There are no mortgages against the property except the City’s SCDP Mortgage, the taxes on the property are paid, the utilities on the property are current, and the property is insured. The EDA Board discussed this matter at the December Meeting and requested that the daughter provide financial information to prove eligibility under SCDP requirements. The daughter completed an SCDP application and provided the requested information. She confirmed her intent to pay the real estate taxes and maintain the insurance on the property. EDA Staff reviewed the submittals and the daughter meets SCDP eligibility requirements. The Assessor’s estimated market value for the property is \$48,000. EDA Staff has spoken with the SW MN Housing Partnership (who administers the SCDP Program for the City of Windom) concerning options re assumption of the loan or the need for repayments, etc. City Staff can verify annually that the taxes and utilities are being paid as required. After discussion of the options, the EDA Board took the following action.

Motion by Commissioner Clerc, seconded by Commissioner Herding, to recommend to the City Council that the current owner (daughter of the deceased previous owner) of the property at 1133 Miller Avenue be allowed to assume the existing SCDP Mortgage on the property and be eligible for the forgiveness of this loan at the rate of 10 percent per annum as long as she continues to reside in the property as her personal residence, pays the real estate taxes and insurance on the property as required, and meets all other requirements set forth in the existing SCDP Mortgage including maintenance of the property. Motion carried 5-0.

10. Unfinished Business

- A. Comprehensive Plan – First Meeting – January 17th – 6:30 p.m.: Director Hage reminded the Commissioners that the first Comprehensive Plan Committee Meeting will be held on Tuesday, January 17th, from 6:30 p.m. to 7:15 p.m. in the Council Chambers. The meetings are open to the public. The topics for the first meeting are “Demographics” and “Housing”. The public can also provide input through wikimapping at the following address:

<http://wikimapping.com/wikimap/Community-Input-Windom-Comprehensive-Plan.html>

- B. Lot 2, Block 2, NWIP: Director Hage updated the Commissioners concerning the custom pallet business that had expressed interest in Lot 2, Block 2 in NWIP. This business is a supplier for Toro. EDA staff toured Windom with the business on December 6, 2016. The business has decided to lease another location in Windom and is working with a local business regarding trailer storage.

11. New Business: A. Director Hage advised that the City Council had approved an extension of the deadline for demolition of the annex (8-pack silos) owned by New Vision Cooperative located at 867 First Avenue. Director Hage advised that the justification for the extension was based on customer service. The deadline for demolition, site restoration, payment of demolition costs, and proof of payment to the City was originally December 31, 2016. However, because the demolition contractor encountered long delays in the process to obtain railroad authorization (regarding the property adjoining the structure to the east) and the window of time in which the adjacent transmission line could be de-energized, demolition and site restoration were not able to be completed by December 31, 2016. The deadline for all of the required activities has been extended to February 28, 2017. There was a discussion concerning an e-mail received by the City regarding liability concerns for the site. The property had been marked and the street had already been barricaded. The demolition contractor was contacted by the Building & Zoning Official and will be adding fencing (particularly orange snow fencing) around the site.

B. There was a brief discussion concerning the status of Plum Creek Co-op and its plans particularly concerning the outstanding EDA SEB RLF Loan.

12. Miscellaneous Information

A. EDA Monthly Financial Recap: Year-end reports are in progress and will be provided to the EDA Board in February.

B. River Bluff Townhomes – Monthly Financial Report: The Board received copies of the financial reports for November 2016 provided by Van Binsbergen & Associates.

C. 2017 Schedule of Regular EDA Meetings: The Board received a list of the regularly-scheduled EDA Meetings for 2017.

13. Adjourn: On consensus, President Espenson adjourned the meeting at 1:00 p.m.

Rick Clerc, EDA Secretary-Treasurer

Attest:

Drew Hage, EDA Executive Director

**CITY OF WINDOM
PLANNING COMMISSION
MINUTES
JANUARY 10, 2017**

1. Call to Order: The meeting was called to order by Chairperson Wahl at 7:00 p.m.

2. Roll Call & Guest Introductions:

Planning Commission: Marilyn Wahl, Lorri Cole, Ben Derickson, Kevin Rose, Brett Mattson, Ryan McNamara, and Council Liaison Mayor Dominic Jones.

Absent: Andy Harries and Greg Pfeffer.

Also Present: B&Z Staff: Zoning Administrator Andy Spielman and Mary Hensen (Admin. Asst.); EDA Executive Director Drew Hage, Assistant City Attorney Kristi Meyeraan, Tim Lindemann, Jack Rogers, Sandi Rogers, Harold Caviness, JoAnn Caviness, David Caviness, Orvil Klassen, Karen Klassen, Mike Espenson, David Strom, Brad Bussa, Denise Nichols, Mike Haugen, Greg Hanefeld, and Harvey Nerness.

3. Welcome Returning Commissioners and Oath of Office – Greg Pfeffer and Andy Harries: These agenda items were tabled until the next meeting as both Commissioners had other commitments and were unable to attend tonight's meeting.

4. Election of Officers:

A. Chairperson and B. Vice Chairperson: **Motion by Commissioner McNamara, seconded by Commissioner Derickson, nominating Marilyn Wahl as Chairperson for the 2017 calendar year and until her successor is elected and duly qualified and nominating Greg Pfeffer for Vice Chairperson for the 2017 calendar year and until his successor is elected and duly qualified. Motion carried 5-0 with one abstention: Commissioner Wahl.**

5. Approval of Minutes:

Motion by Commissioner Derickson, seconded by Commissioner Cole, and carried to approve the Planning Commission Minutes for the meeting held on December 13, 2016. Motion carried 6-0.

6. Public Hearing – 7:05 P.M.: Rezoning Application – EDA of Windom – North Redding Avenue-1600 – 1800 Block (East Side) – Windom Industrial Park Subdivision: Chairperson Wahl opened the public hearing at 7:05 p.m. Zoning Administrator Spielman advised that an Application for Consideration of Rezoning of Block 1 of the Windom Industrial Park Subdivision had been filed by the EDA, represented by EDA Executive Director Drew Hage, requesting the rezoning of Lots 1, 2, 3 and 4 in Block 1 of the Windom Industrial Park Subdivision. The property is currently zoned as I-1 "Light Industrial". The application asks that the property be rezoned as R-3 "Multi-Family". The reasons stated were to provide a transition zone between I-1 and R-2 Districts and to allow construction of a proposed apartment building on Lot 2 as a permitted use. (The existing uses are allowed as conditional uses within an R-3 District and are grandfathered in because they existed before the proposed rezoning.)

(1) Presentation – EDA Executive Director Drew Hage: Director Hage gave a Powerpoint presentation including an aerial of Block 1 of the Windom Industrial Park Subdivision and the current zoning map; he highlighted the only area shown on the map as R-3 which is located on Sixth Avenue (south of Sixth Street) in the area of the Good Samaritan Campus; he advised that things have changed particularly regarding the use of the property (Block 1)—its existing use, proposed use, and future use; he presented a slide that showed the present uses of Block 1 for a Community Center, Water Treatment Plant, and overflow

parking lot; he said that all of these uses can fall under Zoning District R-3; he advised that the actual use of property is sometimes different than the permitted use. He showed the zoning maps from 1978, 1997, and the current map from 2003 and commented on how the zoning has changed through the years. He indicated that buffers between zoning districts can be a road such as North Redding Avenue and Cottonwood Lake Drive, a park, etc. He said that he had contacted the businesses on the west side of North Redding Avenue and he heard no opposition from those businesses. The slides included copies of current City Code sections covering Zoning Districts R-2, R-3, and I-1 and the permitted and conditional uses in each district. He said that R-3 is the most appropriate zoning district for the Community Center, the water treatment facility, and multi-family. The water treatment facility would also be a conditional use in an R-3 District as well as the Community Center. A conditional use permit was approved for the property designated for the Community Center prior to its construction. A slide of City Code Section 152.284 was included which sets forth criteria for the Planning Commission to use in consideration of the rezoning application. Director Hage responded to each criteria item. An updated version of the Comprehensive Plan has not been approved since 1978. The City is in the process of updating the Comprehensive Plan in 2017. He said that the existing land uses in Block 1 are compatible with R-3. Performance standards are specific to the particular zoning districts. There are no performance standards for R-3. The City Code only lists performance standards for Districts I-1 and I-2. There is infrastructure to the overflow parking lot and it's an infill project. The estimated costs to do the project elsewhere could range from \$450,000 to \$700,000 because of the need to install infrastructure. He said in thinking about existing land use and future land use, what zoning is the most compatible for current uses in that area.

- (2) Public Comment: Chairperson Wahl reviewed the rules of procedure for public comment and opened the meeting up for public comment. Karen Klassen, Jack Rogers, David Strom, Mike Espenson, Harvey Nerness, and Mrs. Caviness spoke. Summary of comments from the public: Each speaker provided reasons why he/she was not in favor of rezoning the property including (but not limited to) the following: One related details of her telephone call with a local business owner in that area who told her that he had not had an opportunity to talk about the building; she was not impressed by the drawing of the building, and hoped that the evergreen trees would not be taken down; she said that you would not be able to see much of the lake from the apartment building and it looked like the windows were small with no balconies. Director Hage responded that he had talked to all 4 businesses on the west side of North Redding Avenue and 2 were in favor of the project and he never heard any negative feedback from the other 2. Another recounted the history of Carl Schneider's association with the Windom Industrial Park Subdivision ("Carl Schneider Business Park") and Mr. Schneider's desire to see the park used for industries; the speaker felt that there were plenty of other places to build in town and he felt there was nothing residential about the business park area. Another speaker said there isn't a need to rezone the property at this time. He said that the developer will build in either an R-3 or I-1 district. The Community Center is a very valuable area for our community and the area around it. There are other locations and this would be a poor use of the property. Another speaker recounted events he remembered regarding the voting and construction of the new High School and the events concerning the BARC building. He said that the Community Center was voted on with a pool and a weight room. He feels that if the apartment project goes bankrupt, the City Council will come in and let the developer do low income housing. He recounted activities for which he needed to get City approval and neighbors' approvals. He felt that the process should slow down and

felt it was getting rammed down their throats. Another speaker said he appreciated all of Director Hage's work on the information and said that he has been in the rental business. He detailed the status of new rental units in Jackson. He felt that the proposed area was not residential but instead an industrial area. He said that he wouldn't want to invest in an apartment building in that area. He said to find another place where it's more resident-friendly with a smaller number of units. Another speaker said that there is nothing for sale in their area and every family must have 2-3 cars. She said that they didn't want the apartment building in that area.

- (3) **Planning Commission Recommendation:** Chairperson Wahl closed the public hearing at 7:30 p.m. and re-opened the regular meeting for discussion by the Planning Commission regarding a recommendation for the City Council concerning rezoning the proposed area. Commissioner Derickson said that the area is set up as an industrial area and he would like to see it stay that way. Commissioner Cole said she was in agreement and thought it was important to have space for potential small businesses. She felt that since the City had lost a park and tennis courts, why did we need to use every piece of vacant City property. She felt that there should be more investigation into other sites. Commissioner McNamara looked at the project from an economic development standpoint. He thinks more residential housing is not bad for Windom and felt no matter where you put it, you would have a crowd at the meeting. There was a discussion between Commissioner Cole and Director Hage regarding whether the present zoning matches up with current uses. Commissioner Mattson asked for clarification whether the only R-3 District in Windom is located on the Good Samaritan Campus. He commented that from the maps it appeared that in many of the other sites where there is multi-family housing, that there is not much of a buffer between the multi-family and the residential sites. Chairperson Wahl said it's hard to image how the apartment building would look on that property as it has been open so long. Commissioner Cole felt that there is money available for new infrastructure, we just need to research options. Commissioner Derickson said that if it is Windom's wish to reach a population of 5,000, the way you expand is by putting in infrastructure because Windom doesn't have a lot of buildable sites. Director Hage advised that the apartment developer would be coming to the January 17th City Council Meeting to answer questions from the City Council. After further discussion, the following action was taken.

Motion by Commissioner Cole, seconded by Commissioner McNamara, to table the recommendation for further discussion until the February 14th Planning Commission Meeting. Motion carried. Aye Votes: Commissioners Cole, McNamara, and Mattson. Nay Votes: Commissioners Derickson and Rose.

Admin. Asst. Hensen advised that the Application for Rezoning was filed on December 19th and the 60 days would be up on February 17th. In response to her question, Assistant City Attorney Meyeraan advised that the Commissioners should consider approval of a 30-day extension on the decision on the rezoning application.

Commissioner McNamara talked about his experience regarding housing when he first came to Windom. He said that he would like to see what the City's vision is on this question regarding what is the best use of space for that property (Lot 2). He felt that letters of support from businesses would be helpful. Also, he wanted to hear additional information at the City Council Meeting to allow the Planning Commission to make a more informed decision on February 14th. Mayor Dominic Jones asked to speak to the Planning Commission. He advised that he is the Council's Liaison to the Commission.

He reiterated that on January 17th questions would be directed to the Developer by the City Council. He encouraged the Commissioners that if they have specific questions, to let the Mayor and City Councilmembers know. He stated that the decision the Planning Commission will be making is about rezoning and proper use of the property and not about a specific project. He expressed his opinions from his viewpoint as Mayor of the community as a whole. There was additional discussion between the Commissioners and the Mayor including discussion regarding an appropriate zoning district for the water treatment plant and the water treatment plant's storage of chlorine. Director Hage said Bolton-Menk Engineering have advised the City that the water treatment plant can be tripled on the existing site and that protocols are in place for safety regarding chlorine and other chemicals. Director Hage showed aerials of the other parcels that were shown to the Developer. Director Hage referred the Commissioners to the Q&A section on the City of Windom's home page for answers to additional questions. He also said that the Commissioners could contact him with additional questions. He advised that the first Comprehensive Plan Committee Meeting will be held on January 17th at 6:30 p.m. before the City Council Meeting. Zoning Administrator Spielman expressed his thoughts concerning the public hearing. He asked what research the Planning Commission would like the Building & Zoning Department to do prior to the February 14th Meeting. Mayor Jones encouraged the Commissioners to attend or watch the televised version of the City Council Meeting on January 17th to hear the Developer's responses to questions posed by the City Council.

After further discussion, the following action was taken.

Motion by Commissioner McNamara, seconded by Commissioner Mattson, to extend the time for action on the Application for Rezoning for an additional thirty (30) days and further requesting that Building & Zoning Staff provide written notice of this extension to the Applicant. Motion carried. Aye Votes: Commissioners McNamara, Mattson, and Cole. Nay Votes: Commissioners Derickson and Rose.

7. Adjourn: By consensus, the meeting was adjourned at 8:27 p.m.

Addendum to Minutes: Upon subsequent confirmation with Chairperson Wahl as to her vote, she indicated it was her intent that her responses be counted as "aye" votes on both motions.

Marilyn Wahl, Chairperson

Attest: _____
Andy Spielman, Zoning Administrator

Date/Time received: 1/13/17 9:00

Agenda Request Form

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

Name: Mike Espenson Telephone No: 507-236-0161

Address: 2315 COTTONWOOD LK DR

Date of Council Meeting: 1-17-17 (Agenda item must be turned into the city office by Friday noon preceding the Tuesday meeting.)

Subject: APARTMENTS ON COTTONWOOD LK

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

Hand-outs, audio-visual materials (These must be simple and set up directly before you speak and taken down directly afterward): N/A

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

Michael
Signature

RESOLUTION #2017-

INTRODUCED:

SECONDED:

VOTED: Aye:

Nay:

Abstained:

Absent:

**RESOLUTION APPROVING MASTER
SUBSCRIBER AGREEMENT FOR COURT DATA SERVICES**

WHEREAS, the City of Windom Police Department desires to improve efficiencies through participating in more efficient court processes with the Minnesota Judicial Branch; and

WHEREAS, as the Minnesota Judicial Branch moves towards a more effective court process, the eCourtMN initiative is committed to ensuring that non-court governmental agencies have appropriate access to court records and documents; and

WHEREAS, to improve the efficiencies of the Windom Police Department by gaining access to court records and documents, the Department requests approval to enter into an agreement with the State of Minnesota to subscribe to the Minnesota Court Data Services Program.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Windom, Minnesota, approves and authorizes Kevin Patterson, Windom Assistant Police Chief, to sign the Master Subscriber Agreement for Minnesota Court Data Services for Governmental Agencies.

Adopted this 17th day of January, 2017.

Dominic Jones, Mayor

ATTEST:

Steven Nasby, City Administrator

WINDOM POLICE DEPARTMENT

PO BOX 38, 444 NINTH STREET
WINDOM, MN 56101

Kevin Patterson, Asst. Chief of Police

PHONE: (507)831-6134 / FAX: (507)831-1957



To: Windom City Council

From: Windom Police Department
Asst. Chief, Kevin Patterson

Subject: Request for resolution

The Windom Police Department would like to subscribe to the Minnesota Court Data Services Program. We would like this to improve efficiencies through participating in a more efficient court process with the Minnesota Judicial Branch. As part of the process I will need to sign a Master Subscriber Agreement. A resolution is needed that would designate me to have signing authority to enter into agreements with the Court Data Services Program.

By being a subscriber to this program, officers will be able to view items such as warrants, up to date court orders, notices of court hearings, orders for protection, and any changes made to any such orders.

The 1st step in getting access to this would be for the attached resolution to be approved. We would ask for your support in approving the attached resolution.

Thanks, Kevin Patterson
Asst. Chief

1-4-17

**MASTER SUBSCRIBER AGREEMENT
FOR MINNESOTA COURT DATA SERVICES
FOR GOVERNMENTAL AGENCIES**

THIS AGREEMENT is entered into by and between
Windom Police Department _____ ,
(Government Subscriber Name)

of 902 5th ave. Windom Mn 56101 _____ ,
(Government Subscriber Address)

(hereinafter "Government Subscriber") and THE STATE OF MINNESOTA
Office of State Court Administration _____ ,

of 25 Rev. Dr. Martin Luther King Jr. Blvd. St. Paul, Minnesota 55155 _____ ,

(hereinafter "the Court").

Recitals

The Court offers Court Data Services, as defined herein, to Minnesota Government Subscribers as authorized by the Rules of Public Access and Court Order. The Court Data Services are offered to Government Subscribers as governmental units and are offered solely for certain governmental use as permitted herein. Government Subscriber desires to use Court Data Services, and the Court desires to provide the same, to assist Government Subscriber in the efficient performance of its governmental duties as required or authorized by law or court rule in connection with any civil, criminal, administrative, or arbitral proceeding in any Federal, State or local court or agency or before any self-regulatory body.

Court Data Services are defined in the Definitions section of this Agreement and may involve a one-way or two-way transmission of information between the parties, some of which may include court information that is not accessible to the public pursuant to the Rules of Public Access and which may not be disclosed by Government Subscriber without the prior approval of the appropriate court or record custodian. Government Subscriber agrees herein to limit its access to and use of Court Records and Court Documents through Court Data Services to the Government Subscriber's "Legitimate Governmental Business Need" as defined herein.

Agreement

NOW, THEREFORE, in consideration of the mutual covenants, promises and agreements contained herein, the Court and Government Subscriber agree as follows:

1. TERM; TERMINATION; ONGOING OBLIGATIONS.

1.1 Term. This Agreement shall be effective on the date executed by the Court and shall remain in effect according to its terms.

1.2 Termination.

1.2.1 Either party may terminate this Agreement with or without cause by giving written notice to the other party. The effective date of the termination shall be thirty (30) days after the other party's receipt of the notice of termination, unless a later date is specified in the notice. Termination of this Agreement pursuant to Clause 4.5 shall be effective immediately and may occur without prior notice to Government Subscriber.

1.2.2 The provisions of Clauses 5, 6, 8, 9, 10, 12.2, 12.3 and 15 through 24 shall survive any termination of this Agreement, as shall any other provisions that by their nature are intended or expected to survive such termination. Upon termination, the Government Subscriber shall perform the responsibilities set forth in paragraph 8.6 hereof.

1.3 Subsequent Agreement. This Agreement may be superseded by a subsequent agreement between the parties.

2. DEFINITIONS.

2.1 "Agency Account Manager" means the Government Subscriber employee assigned with the tasks of: (1) being the point of contact for communications between Government Subscriber and the Court; (2) maintaining a current list Government Subscriber's Individual Users and their signed User Acknowledgment Forms and promptly notifying the Court when Government Subscriber's Individual Users with individual logins should have accounts added or deleted; (3) reporting violations of this agreement by Government Subscriber's Individual Users and steps taken to remedy violations to the Court.

2.2 "Court Data Services" means one or more of the following services and includes any additional or modified services identified as such on the Justice Agency Resource webpage of the Minnesota Judicial Branch website, which is currently www.mncourts.gov, or other location designated by the Court and/or its affiliates, as the same may be amended from time to time by the Court and/or its affiliates:

2.2.1 "Bulk Data Delivery" means the electronic transmission of Court Records in bulk form from the Court to the Government Subscriber, from one or more of the Court's databases and through any means of transmission, as described in applicable Policies & Notices and materials referenced therein.

2.2.2 "Court Integration Services" means pre-defined automated transmissions of i) Court Records from the Court's computer systems to Government Subscriber's computer systems; and/or ii) Government Subscriber Records from the Government Subscriber's computer systems to the Court's computer systems; on a periodic basis or as triggered by pre-determined events, as described in applicable Policies & Notices and materials referenced therein.

2.2.3 "MNCIS Login Accounts" means a digital login account created for and provided to the Government Subscriber for online access to and use of Court Records and Court Documents maintained by the Minnesota Court

Information System (“MNCIS”), as described in applicable Policies & Notices and materials referenced therein.

- 2.3 “Court Data Services Databases”** means any databases and the data therein, used as a source for Court Data Services, together with any documentation related thereto, including without limitation descriptions of the format or contents of data, data schemas, and all related components.
- 2.4 “Court Data Services Programs”** means any computer application programs, routines, transport mechanisms, and display screens used in connection with Court Data Services, together with any documentation related thereto.
- 2.5 “Court Records”** means all information in any form made available by the Court and/or its affiliates to Government Subscriber for the purposes of carrying out this Agreement, including:
- 2.5.1 “Court Case Information”** means any information in the Court Records that conveys information about a particular case or controversy, including without limitation Court Confidential Case Information and Court Documents, as defined herein.
- 2.5.2 “Court Confidential Case Information”** means any information in the Court Records (including Court Documents) that is inaccessible to the public pursuant to the Rules of Public Access and that conveys information about a particular case or controversy.
- 2.5.3 “Court Confidential Security and Activation Information”** means any information in the Court Records that is inaccessible to the public pursuant to the Rules of Public Access and that explains how to use or gain access to Court Data Services, including but not limited to login account names, passwords, TCP/IP addresses, Court Data Services user manuals, Court Data Services Programs, Court Data Services Databases, and other technical information.
- 2.5.4 “Court Confidential Information”** means any information in the Court Records that is inaccessible to the public pursuant to the Rules of Public Access, including without limitation both i) Court Confidential Case Information; and ii) Court Confidential Security and Activation Information.
- 2.5.5 “Court Documents”** means electronic images of documents that are part of or included in a court file.
- 2.6 “DCA”** means the District Court Administrator pursuant to Minnesota Statutes, section 485.01.
- 2.7 “Government Subscriber Records”** means any information in any form made available by the Government Subscriber to the Court and/or its affiliates for the purposes of carrying out this Agreement.
- 2.8 “Government Subscriber’s Individual Users”** means Government Subscriber’s employees or independent contractors whose use or access of Court Data Services,

as well as the access, use and dissemination of Court Records (including Court Documents), is necessary to effectuate the purposes of this Agreement.

- 2.9** “**Legitimate Governmental Business Need**” means a requirement, duty or obligation for the efficient performance of governmental tasks or governmental responsibilities and as required or authorized by law or court rule in connection with any civil, criminal, administrative, or arbitral proceeding in any Federal, State or local court or agency or before any self-regulatory body.
- 2.10** “**Policies & Notices**” means the policies and notices published by the Court and/or its affiliates in connection with each of its Court Data Services, on a website or other location designated by the Court and/or its affiliates, as the same may be amended from time to time by the Court and/or its affiliates. Policies & Notices for each Court Data Service, hereby made part of this Agreement by reference, provide additional terms and conditions that govern Government Subscriber’s use of such services, including but not limited to provisions on fees, access and use limitations, and identification of various third party applications, such as transport mechanisms, that Government Subscriber may need to procure separately to use Court Data Services.
- 2.11** “**Rules of Public Access**” means the Rules of Public Access to Records of the Judicial Branch promulgated by the Minnesota Supreme Court, as the same may be amended from time to time, including without limitation lists or tables published from time to time by the Court and/or the SCAO entitled “Limits on Public Access to Case Records” or “Limits on Public Access to Administrative Records,” all of which by this reference are made a part of this Agreement. It is the obligation of Government Subscriber to check from time to time for updated rules, lists, and tables and be familiar with the contents thereof. Such rules, lists, and tables are posted on the main website for the Court, for which the current address is www.mncourts.gov.
- 2.12** “**SCAO**” means the State of Minnesota, State Court Administrator's Office.
- 2.13** “**This Agreement**” means this Master Subscriber Agreement for Minnesota Court Data Services for Governmental Agencies, including all Exhibits, Policies & Notices, and other documents referenced, attached to, or submitted or issued hereunder.
- 2.14** “**Trade Secret Information of SCAO and its licensors**” is defined in sections 8.1, 8.2 and 8.4 of this Agreement.
- 2.15** “**User Acknowledgement Form**” means the form signed by Government Subscriber’s Individual Users to confirm in writing that the Individual User has read and understands the requirements and restrictions in this Agreement (Exhibit A).
- 3. DATA ACCESS SERVICES PROVIDED TO GOVERNMENT AGENCY.** Following execution of this Agreement by both parties, Government Subscriber will be offered access to the Court Records (including Court Documents) described in the Government Subscriber Access Chart, which is posted on the Policies & Notices.

4. AUTHORIZED ACCESS, USE, AND DISSEMINATION OF COURT DATA SERVICES AND COURT RECORDS LIMITED; TRAINING; VIOLATIONS; SANCTIONS.

4.1 Authorized Access to Court Data Services and Court Records.

4.1.1 Government Subscriber and Government Subscriber's Individual Users shall access only the Court Data Services and Court Records (including Court Documents) necessary for a Legitimate Governmental Business Need.

4.1.2 The access of Court Data Services or Court Records (including Court Documents) by Government Subscriber or Government Subscriber's Individual Users for personal or non-official use, or any use that is not a "Legitimate Governmental Business Need" as defined herein, is prohibited.

4.1.3 Government Subscriber and Government Subscriber's Individual Users shall not access or attempt to access Court Data Services or Court Records (including Court Documents) in any manner not set forth in this Agreement, Policies & Notices, or other Court Data Services documentation.

4.2 Authorized Use of Court Data Services and Court Records.

4.2.1 Government Subscriber and Government Subscriber's Individual Users shall use the Court Data Services and Court Records (including Court Documents) accessed only for a Legitimate Governmental Business Need and according to the instructions provided in corresponding Policies & Notices or other materials.

4.2.2 The use of Court Data Services or Court Records (including Court Documents) by Government Subscriber or Government Subscriber's Individual Users for personal or non-official use, or any use that is not a "Legitimate Governmental Business Need" as defined herein, is prohibited.

4.2.3 Government Subscriber and Government Subscriber's Individual Users shall not use or attempt to use Court Data Services or Court Records (including Court Documents) in any manner not set forth in this Agreement, Policies & Notices, or other Court Data Services documentation.

4.3 Dissemination of Court Records. Government Subscriber and Government Subscriber's Individual Users shall not share the Court Records (including Court Documents) accessed and data therefrom with third parties and other individuals other than as needed to further a Legitimate Governmental Business Need.

4.4 Training. Government Subscriber shall provide Government Subscriber's Individual Users training in the proper access, use, and dissemination of Court Records (including Court Documents).

4.5 Violations.

4.5.1 The access, use, or dissemination of Court Data Services or Court Records (including Court Documents) beyond what is necessary for a Legitimate

Governmental Business Need by Government Subscriber or Government Subscriber's Individual Users is a violation of this Agreement. The access, use or dissemination of Court Data Services or Court Records (including Court Documents) by Government Subscriber or Government Subscriber's Individual Users for personal use is a violation of this Agreement.

4.5.2 Any violation pursuant to Clause 4.5.1, or any unauthorized or attempted access, use or dissemination of Court Data Services, Court Records or Court Documents by Government Subscriber or Government Subscriber's Individual Users shall be grounds for the Court to impose sanctions as described in Clause 4.6 and to terminate this Agreement without prior notice to Government Subscriber and/or Government Subscriber's Individual Users.

4.6 Sanctions.

4.6.1 Sanctions for a violation pursuant to Clause 4.5.1 may be imposed upon a Government Subscriber and/or Government Subscriber's Individual Users and may include the suspension of access or termination of access for Government Subscriber and/or Government Subscriber's Individual Users.

4.6.2 If the Court decides to terminate the access for Government Subscriber and/or Government Subscriber's Individual Users, the Court shall notify the affected party in writing. The termination shall be effective immediately. Prior notice to Government Subscriber and/or Government Subscriber's Individual Users is not required. Reinstatement of the access shall only be upon the written direction of the Court.

5. GUARANTEES OF CONFIDENTIALITY. Government Subscriber agrees:

5.1 To not disclose Court Confidential Information to any third party except where necessary to carry out the Government Subscriber's Legitimate Governmental Business Need as defined in this Agreement.

5.2 To take all appropriate action, whether by instruction, agreement, or otherwise, to insure the protection, confidentiality and security of Court Confidential Information and to satisfy Government Subscriber's obligations under this Agreement.

5.3 To limit the use of and access to Court Confidential Information to Government Subscriber's Individual Users. Government Subscriber shall advise Government Subscriber's Individual Users of the restrictions upon access, use and disclosure contained in this Agreement, requiring each Government Subscriber's Individual User to acknowledge in writing that the individual has read and understands such restrictions. Government Subscriber's Individual Users shall sign the User Acknowledgment Form (Exhibit A) before accessing Court Data Services.

5.4 That, without limiting Clause 1 of this Agreement, the obligations of Government Subscriber and Government Subscriber's Individual Users with respect to the confidentiality and security of Court Confidential Information shall survive the termination of this Agreement and the termination of their relationship with Government Subscriber.

5.5 That, notwithstanding any federal or state law applicable to the nondisclosure obligations of Government Subscriber and Government Subscriber's Individual Users under this Agreement, such obligations of Government Subscriber and Government Subscriber's Individual Users are founded independently on the provisions of this Agreement.

5.6 That, a violation of Government Subscriber's agreements contained in this Clause 5, or a violation of those same agreements by Government Subscriber's Individual Users, shall be grounds for the Court to terminate this agreement and Government Subscriber and/or Government Subscriber's Individual Users access to Court Data Services and Court Records (including Court Documents).

6. APPLICABILITY TO COURT CASE INFORMATION PROVIDED UNDER LEGAL MANDATE AND PREVIOUSLY DISCLOSED COURT RECORDS AND COURT DOCUMENTS. Subscriber acknowledges and agrees:

6.1 Court Case Information Provided Under Legal Mandate. When the Court is required to provide Government Subscriber with Court Case Information under a legal mandate and the provision of such data by the Court is not optional or otherwise left to the discretion of the Court, for example in the case of a state statutory reporting requirement, the provisions of this Agreement that govern or restrict Government Subscriber's access to and use of Court Case Information do not apply to the specific data elements identified in the legal mandate, but remain in effect with respect to all other Court Case Information provided by the Court to Government Subscriber. All other provisions of this Agreement remain in full effect, including, without limitation, provisions that govern or restrict Government Subscriber's access to and use of Court Confidential Security and Activation Information.

6.2 Previously Disclosed Court Records and Court Documents. Without limiting section 6.1, all Court Records and Court Documents disclosed to Government Subscriber prior to the effective date of this Agreement shall be subject to the provisions of this Agreement.

7. ACKNOWLEDGMENT BY INDIVIDUALS WITH ACCESS TO COURT RECORDS UNDER THIS AGREEMENT.

7.1 Requirement to Advise Government Subscriber's Individual Users. To affect the purposes of this Agreement, Government Subscriber shall advise each of Government Subscriber's Individual Users who are permitted to use and/or access Court Data Services and Court Records (including Court Documents) under this Agreement of the requirements and restrictions in this Agreement.

7.2 Required Acknowledgement by Government Subscriber's Individual Users.

7.2.1 Government Subscriber shall require each of Government Subscriber's Individual Users to sign the User Acknowledgement Form (Exhibit A).

7.2.2 The User Acknowledgement Forms of current Government Subscriber's Individual Users must be obtained prior to submitting this Agreement to the

Court for approval and shall accompany the submission of this Agreement for approval.

7.2.3 Until the User Acknowledgement Form required in Clause 7.2.1 is signed, a Government Subscriber's Individual User is prohibited from accessing, using or disseminating Court Data Services and Court Records (including Court Documents). The access, use or dissemination of Court Data Services or Court Records (including Court Documents) by a Government Subscriber's Individual User that has not completed a User Acknowledgement Form as required in Clause 7.2.1 is a violation of this Agreement.

7.2.4 Government Subscriber shall keep all such written User Acknowledgment Forms on file while this Agreement is in effect and for one (1) year following the termination of this Agreement. Government Subscriber shall promptly provide the Court with access to, and copies of, such acknowledgements upon request to the Agency Account Manager.

7.2.5 The User Acknowledgment Forms are incorporated herein by reference.

8. LICENSE AND PROTECTION OF PROPRIETARY RIGHTS. During the term of this Agreement, subject to the terms and conditions hereof, the Court, with the permission of the SCAO, hereby grants to Government Subscriber a nonexclusive, nontransferable, limited license to use Court Data Services Programs and Court Data Services Databases to access or receive Court Records (including Court Documents). SCAO and the Court reserve the right to make modifications to the Court Data Services, Court Data Services Programs, and Court Data Services Databases, and related materials without notice to Government Subscriber. These modifications shall be treated in all respects as their previous counterparts.

8.1 Court Data Services Programs. SCAO is the copyright owner and licensor of the Court Data Services Programs. The combination of ideas, procedures, processes, systems, logic, coherence and methods of operation embodied within the Court Data Services Programs, and all information contained in documentation pertaining to the Court Data Services Programs, including but not limited to manuals, user documentation, and passwords, are trade secret information of SCAO and its licensors.

8.2 Court Data Services Databases. SCAO is the copyright owner and licensor of the Court Data Services Databases and of all copyrightable aspects and components thereof. All specifications and information pertaining to the Court Data Services Databases and their structure, sequence and organization, including without limitation data schemas such as the Court XML Schema, are trade secret information of SCAO and its licensors.

8.3 Marks. Government Subscriber shall neither have nor claim any right, title, or interest in or use of any trademark used in connection with Court Data Services, including but not limited to the marks "MNCIS" and "Odyssey."

8.4 Restrictions on Duplication, Disclosure, and Use.

8.4.1 Trade secret information of SCAO and its licensors will be treated by Government Subscriber in the same manner as Court Confidential

Information. In addition, Government Subscriber will not copy any part of the Court Data Services Programs or Court Data Services Databases, or reverse engineer or otherwise attempt to discern the source code of the Court Data Services Programs or Court Data Services Databases, or use any trademark of SCAO or its licensors, in any way or for any purpose not specifically and expressly authorized by this Agreement. As used herein, "trade secret information of SCAO and its licensors" means any information possessed by SCAO which derives independent economic value from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use. "Trade secret information of SCAO and its licensors" does not, however, include information which was known to Government Subscriber prior to Government Subscriber's receipt thereof, either directly or indirectly, from SCAO or its licensors, information which is independently developed by Government Subscriber without reference to or use of information received from SCAO or its licensors, or information which would not qualify as a trade secret under Minnesota law.

8.4.2 It will not be a violation of Clause 8.4 for Government Subscriber to make up to one (1) copy of training materials and configuration documentation for each individual authorized to access, use, or configure Court Data Services, solely for its own use in connection with this Agreement.

8.4.3 Government Subscriber will take all steps reasonably necessary to protect the copyright, trade secret, and trademark rights of SCAO and its licensors and Government Subscriber will advise Government Subscriber's Individual Users who are permitted access to any of the Court Data Services Programs and Court Data Services Databases, and trade secret information of SCAO and its licensors, of the restrictions upon duplication, disclosure and use contained in this Agreement.

8.5 Proprietary Notices. Government Subscriber will not remove any copyright or proprietary notices included in and/or on the Court Data Services Programs or Court Data Services Databases, related documentation, or trade secret information of SCAO and its licensors, or any part thereof, made available by SCAO or the Court, and Government Subscriber will include in and/or on any copy of the Court Data Services Programs or Court Data Services Databases, or trade secret information of SCAO and its licensors and any documents pertaining thereto, the same copyright and other proprietary notices as appear on the copies made available to Government Subscriber by SCAO or the Court, except that copyright notices shall be updated and other proprietary notices added as may be appropriate.

8.6 Title; Return. The Court Data Services Programs and Court Data Services Databases, and related documentation, including but not limited to training and configuration material, if any, and logon account information and passwords, made available by the Court and SCAO to Government Subscriber hereunder, and all copies, including partial copies, thereof are and remain the property of the respective licensor. Within ten days of the effective date of termination of this Agreement, Government Subscriber shall either: (i) uninstall and return any and all copies of the applicable Court Data Services Programs and Court Data Services Databases, and related documentation, including but not limited to training and configuration

materials, if any, and logon account information; or (2) destroy the same and certify in writing to the Court that the same have been destroyed.

- 8.7 Reasonable Security Measures.** The Court may add reasonable security measures including, but not limited to, a time-out feature, to Court Data Services Programs.
- 9. INJUNCTIVE RELIEF; LIABILITY.** Government Subscriber acknowledges that the Court, SCAO, SCAO's licensors, and DCA will be irreparably harmed if Government Subscriber's obligations under this Agreement are not specifically enforced and that the Court, SCAO, SCAO's licensors, and DCA would not have an adequate remedy at law in the event of an actual or threatened violation by Government Subscriber of its obligations. Therefore, Government Subscriber agrees that the Court, SCAO, SCAO's licensors, and DCA shall be entitled to an injunction or any appropriate decree of specific performance for any actual or threatened violations or breaches by Government Subscriber or Government Subscriber's Individual Users without the necessity of the Court, SCAO, SCAO's licensors, or DCA showing actual damages or that monetary damages would not afford an adequate remedy. Unless Government Subscriber is an office, officer, agency, department, division, or bureau of the state of Minnesota, Government Subscriber shall be liable to the Court, SCAO, SCAO's licensors, and DCA for reasonable attorney's fees incurred by the Court, SCAO, SCAO's licensors, and DCA in obtaining any relief pursuant to this Agreement.
- 10. COMPROMISE LIABILITY.** Government Subscriber and the Court agree that, except as otherwise expressly provided herein, each party will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of any others and the results thereof. Liability shall be governed by applicable law. Without limiting the foregoing, liability of the Court and any Government Subscriber that is an office, officer, agency, department, division, or bureau of the state of Minnesota shall be governed by the provisions of the Minnesota Tort Claims Act, Minnesota Statutes, section 3.376, and other applicable law. Without limiting the foregoing, if Government Subscriber is a political subdivision of the state of Minnesota, liability of the Subscriber shall be governed by the provisions of Minn. Stat. Ch. 466 (Tort Liability, Political Subdivisions) or other applicable law.
- 11. AVAILABILITY.** Specific terms of availability shall be established by the Court and set forth in the Policies & Notices. The Court reserves the right to terminate this Agreement immediately and/or temporarily suspend Government Subscriber's approved Court Data Services in the event the capacity of any host computer system or legislative appropriation of funds is determined solely by the Court to be insufficient to meet the computer needs of the courts served by the host computer system. Monthly fees, if any, shall be prorated only for periods of suspension or upon termination of this Agreement.
- 12. ADDITIONAL USER OBLIGATIONS.** The obligations of the Government Subscriber set forth in this section are in addition to the other obligations of the Government Subscriber set forth elsewhere in this Agreement.
- 12.1 Judicial Policy Statement.** Government Subscriber agrees to comply with all policies identified in applicable Policies & Notices. Upon failure of the Government Subscriber to comply with such policies, the Court shall have the option of immediately suspending or terminating the Government Subscriber's Court Data Services on a temporary basis and/or immediately terminating this Agreement.

12.2 Access and Use; Log.

12.2.1 Government Subscriber shall be responsible for all access to and use of Court Data Services and Court Records (including Court Documents) by Government Subscriber's Individual Users or by means of Government Subscriber's equipment or passwords, whether or not Government Subscriber has knowledge of or authorizes such access and use.

12.2.2 Government Subscriber shall also maintain a log identifying all persons to whom Government Subscriber has disclosed its Court Confidential Security and Activation Information, such as user ID(s) and password(s), including the date of such disclosure. Government Subscriber shall maintain such logs while this Agreement is in effect and for a period of one (1) year following termination of this Agreement. Government Subscriber shall promptly provide the Court with access to, and copies of, such logs upon request.

12.2.3 Government Subscriber, through the Agency Account Manager, shall promptly notify the Court when Government Subscriber's Individual Users with individual logins should have accounts added or deleted. Upon Government Subscriber's failure to notify the Court of these changes, the Court may terminate this Agreement without prior notice to Government Subscriber.

12.2.4 The Court may conduct audits of Government Subscriber's logs and use of Court Data Services and Court Records (including Court Documents) from time to time. Upon Government Subscriber's failure to maintain such logs, to maintain accurate logs, or to promptly provide access by the Court to such logs, the Court may terminate this Agreement without prior notice to Government Subscriber.

12.3 Personnel. Government Subscriber agrees to investigate (including conducting audits), at the request of the Court, allegations of misconduct pertaining to Government Subscriber's Individual Users having access to or use of Court Data Services, Court Confidential Information, or trade secret information of the SCAO and its licensors where such persons violate the provisions of this Agreement, Policies & Notices, Judicial Branch policies, or other security requirements or laws regulating access to the Court Records. Government Subscriber, through the Agency Account Manager, agrees to notify the Court of the results of such investigation, including any disciplinary actions, and of steps taken to prevent further misconduct. Government Subscriber agrees to reimburse the Court for costs to the Court for the investigation of improper use of Court Data Services, Court Records (including Court Documents), or trade secret information of the SCAO and its licensors.

13. FEES AND INVOICES. Applicable monthly fees commence ten (10) days after notice of the Court's approval of this Agreement or upon the initial Government Subscriber transaction as defined in the Policies & Notices, whichever occurs earlier. When fees apply, the State shall invoice Government Subscriber on a monthly basis for charges incurred in the preceding month and applicable taxes, if any, and payment of all amounts shall be due upon receipt of invoice. If all amounts are not paid within thirty (30) days of the date of the invoice, the Court may immediately cancel this Agreement without notice to Government Subscriber and pursue all available legal remedies. Government Subscriber certifies that

funds have been appropriated for the payment of charges under this Agreement for the current fiscal year, if applicable.

14. **MODIFICATION OF FEES.** SCAO may modify the fees by amending the Policies & Notices as provided herein, and the modified fees shall be effective on the date specified in the Policies & Notices, which shall not be less than thirty (30) days from the publication of the Policies & Notices. Government Subscriber shall have the option of accepting such changes or terminating this Agreement as provided in section 1 hereof.
15. **WARRANTY DISCLAIMERS.**
 - 15.1 **WARRANTY EXCLUSIONS.** EXCEPT AS SPECIFICALLY AND EXPRESSLY PROVIDED HEREIN, COURT, SCAO, SCAO'S LICENSORS, AND DCA MAKE NO REPRESENTATIONS OR WARRANTIES OF ANY KIND, INCLUDING BUT NOT LIMITED TO THE WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE OR MERCHANTABILITY, NOR ARE ANY WARRANTIES TO BE IMPLIED, WITH RESPECT TO THE INFORMATION, SERVICES OR COMPUTER PROGRAMS MADE AVAILABLE UNDER THIS AGREEMENT.
 - 15.2 **ACCURACY, COMPLETENESS AND AVAILABILITY OF INFORMATION.** WITHOUT LIMITING THE GENERALITY OF THE PRECEDING PARAGRAPH, COURT, SCAO, SCAO'S LICENSORS, AND DCA MAKE NO WARRANTIES AS TO THE ACCURACY OR COMPLETENESS OF THE INFORMATION CONTAINED IN THE COURT RECORDS. THE COURT IS NOT LIABLE FOR ANY COURT RECORDS OR COURT DOCUMENTS NOT AVAILABLE THROUGH COURT DATA SERVICES DUE TO COMPUTER OR NETWORK MALFUNCTION, MISTAKE OR USER ERROR.
16. **RELATIONSHIP OF THE PARTIES.** Government Subscriber is an independent contractor and shall not be deemed for any purpose to be an employee, partner, agent or franchisee of the Court, SCAO, SCAO'S licensors, or DCA. Neither Government Subscriber nor the Court, SCAO, SCAO'S licensors, or DCA shall have the right nor the authority to assume, create or incur any liability or obligation of any kind, express or implied, against or in the name of or on behalf of the other.
17. **NOTICE.** Except as provided in Clause 2 regarding notices of or modifications to Court Data Services and Policies & Notices, and in Clauses 13 and 14 regarding notices of or modification of fees, any notice to Court or Government Subscriber hereunder shall be deemed to have been received when personally delivered in writing or seventy-two (72) hours after it has been deposited in the United States mail, first class, proper postage prepaid, addressed to the party to whom it is intended at the address set forth on page one of this Agreement or at such other address of which notice has been given in accordance herewith.
18. **NON-WAIVER.** The failure by either Party at any time to enforce any of the provisions of this Agreement or any right or remedy available hereunder or at law or in equity, or to exercise any option herein provided, shall not constitute a waiver of such provision, remedy or option or in any way affect the validity of this Agreement. The waiver of any default by either Party shall not be deemed a continuing waiver, but shall apply solely to the instance to which such waiver is directed.

19. **FORCE MAJEURE.** Neither party shall be responsible for failure or delay in the performance of their respective obligations hereunder caused by acts beyond their reasonable control.
20. **SEVERABILITY.** Every provision of this Agreement shall be construed, to the extent possible, so as to be valid and enforceable. If any provision of this Agreement so construed is held by a court of competent jurisdiction to be invalid, illegal or otherwise unenforceable, such provision shall be deemed severed from this Agreement, and all other provisions shall remain in full force and effect.
21. **ASSIGNMENT AND BINDING EFFECT.** Except as otherwise expressly permitted herein, neither Party may assign, delegate and/or otherwise transfer this Agreement or any of its rights or obligations hereunder without the prior written consent of the other. This Agreement shall be binding upon and inure to the benefit of the Parties hereto and their respective successors and assigns, including any corporation or other legal entity into, by or with which Government Subscriber may be merged, acquired or consolidated or which may purchase the entire assets of Government Subscriber.
22. **GOVERNING LAW.** This Agreement shall in all respects be governed by and interpreted, construed and enforced in accordance with the laws of the United States and of the State of Minnesota.
23. **VENUE AND JURISDICTION.** Any action arising out of or relating to this Agreement, its performance, enforcement or breach will be venued in a state or federal court situated within the State of Minnesota. Government Subscriber hereby irrevocably consents and submits itself to the personal jurisdiction of said courts for that purpose.
24. **INTEGRATION.** This Agreement sets forth the entire Agreement and understanding between the Parties regarding the subject matter hereof and supersedes any prior representations, statements, proposals, negotiations, discussions, understandings, or agreements regarding the same subject matter. Except as otherwise expressly provided in Clause 2 regarding Court Data Services and Policies & Notices, and in Clauses 13 and 14 regarding fees, any amendments or modifications to this Agreement shall be in writing signed by both Parties.
25. **MINNESOTA DATA PRACTICES ACT APPLICABILITY.** If Government Subscriber is a Minnesota Government entity that is subject to the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, Government Subscriber acknowledges and agrees that: (1) the Court is not subject to Minn. Stat. Ch. 13 (*see* section 13.90) but is subject to the Rules of Public Access and other rules promulgated by the Minnesota Supreme Court; (2) Minn. Stat. section 13.03, subdivision 4(e) requires that Government Subscriber comply with the Rules of Public Access and other rules promulgated by the Minnesota Supreme Court for access to Court Records provided under this Agreement; (3) the use of and access to Court Records may be restricted by rules promulgated by the Minnesota Supreme Court, applicable state statute or federal law; and (4) these applicable restrictions must be followed in the appropriate circumstances.

IN WITNESS WHEREOF, the Parties have, by their duly authorized officers, executed this Agreement, intending to be bound thereby.

1. **GOVERNMENT SUBSCRIBER**
Government Subscriber must attach documented verification of authority to sign on behalf of and bind the entity ("Master Subscriber Agreement Signing Authority"), such as a council resolution, board authority or legally binding decision maker, and attach same as Exhibit B.

By _____
(SIGNATURE)

Date _____

Name (typed) _____

Title _____

Office _____

2. **THE COURT**

By _____
(SIGNATURE)

Date _____

Title **CIO/Director**

**Information Technology
Division of State Court
Administration**

3. **Form and execution approved
for Court by:**

By: _____
(SIGNATURE)

Title: **Staff Attorney - Legal Counsel Division**

Date: _____

User Acknowledgment Form

The Agency identified below that I work for has contracted with the Office of State Court Administration (the "Court") for the access and use of the Court's Records and Documents. Under that contract, the Agency is required to have employees, student attorneys and contractors sign the written acknowledgment below before they are permitted access.

I, _____, as an employee/student attorney/contractor of _____ ("the Agency"), state the following:

1. I have read and understand the requirements and restrictions in the Master Subscriber Agreement for Minnesota Court Data Services for Governmental Agencies between the Agency and the Court.
2. I understand that I am not to share my login and password information.
3. I shall access and use the Court Records and Court Documents provided for only "legitimate governmental business needs." I understand a "legitimate governmental business need" is limited to a requirement, duty or obligation for the efficient performance of governmental tasks or governmental responsibilities that is required or authorized by law or court rule in connection with any civil, criminal, administrative, or arbitral proceeding in any Federal, State or local court or agency or before any self-regulatory body.
4. I shall not access or use Court Records or Court Documents for personal or non-official use or any use that is not a legitimate governmental business need as defined in paragraph 3, above.
5. I will not share Court Records or Court Documents with third parties other than as needed to further legitimate governmental business needs as defined in paragraph 3, above.
6. I understand that the Court is not liable for any Court Records or Court Documents not available due to computer or network malfunction, mistake or user error. The Court makes no warranties as to the completeness or accuracy of the Court Records and Court Documents provided.
7. I agree to notify the Court when I no longer work for the Agency or no longer have a legitimate governmental business need for Court Records and Court Documents. I agree to stop accessing court records and documents when this occurs.
8. I understand that should I violate paragraphs 3., 4., or 5., it would result in the suspension or termination of my access to Court Records and Documents, and may result in the suspension or termination of the access to Court Records and Documents by the Agency, and other civil and criminal liability.

Date: _____ By: _____
Employee/Student Attorney/Contractor for Agency



City of Windom Staff Report

To: Mayor and Windom City Council
From: Drew Hage, EDA Executive Director
Council Meeting Date: January 17, 2017
Item Title/Subject: **ASSUMPTION OF EXISTING SCDP LOAN & MORTGAGE**

Background: In December 2013, an SCDP forgivable loan was approved for the property at 1133 Miller Avenue. (These SCDP residential rehab loans are forgiven at the rate of 10% per annum if the property owner maintains the home as his/her principal residence, pays the insurance and taxes on the home, and basically maintains the property.) The property owner had contacted the EDA Office in the Fall of 2016 and advised that she had a terminal illness and wished to convey the house to her daughter upon her death. She and her daughter had both inquired about any repayments necessary or whether the daughter could assume the existing loan. (SCDP policy provides that any unforgiven balance is to be paid to the City after the property ceases to be the owner's personal residence.)

The property owner died on December 28, 2016. In November she had executed a "Transfer On Death Deed" which conveyed the property to her daughter upon her death. The daughter is currently living in an apartment and plans to move into the property the end of January. There are no mortgages against the property except the City's SCDP Mortgage, the taxes on the property are paid, the utilities on the property are current, and the property is insured. The Assessor's estimated market value for the property is \$48,000.

The EDA Board discussed this matter at the December 2016 Meeting and requested that the daughter provide financial information to prove eligibility under SCDP requirements. The daughter completed an SCDP application and provided the requested information to the EDA Office. She confirmed her intent to pay the real estate taxes and maintain the insurance on the property. EDA Staff reviewed the submittals and verified that the daughter is classified as low income and meets the SCDP eligibility requirements.

EDA Staff has spoken with the SW MN Housing Partnership ("Partnership") (who administers the SCDP Program for the City of Windom) concerning options. One option was whether the EDA/City can waive the "non-assumable" language for this particular loan to allow the daughter to live in the home and assume the remainder of the unforgiven portion of the loan if she complies with all of the other requirements of the SCDP Mortgage. (In the past, the EDA/City has approved the transfer of the responsibility for the repayment of commercial SCDP loans from parents to one of their children and allowed the child to assume the payment responsibility.) The Partnership verified that if the daughter can comply with the requirements of the SCDP Mortgage and there are no other outstanding mortgages, etc., the City may proceed as the City deems fit.

At its meeting on January 9th, after discussion of the information provided and the options, the EDA Board approved a motion recommending to the City Council that the current owner of the property at 1133 Miller Avenue be allowed to assume the existing SCDP Mortgage on the property and be eligible for the forgiveness of this loan at the rate of 10 percent per annum as long as she continues to reside in the property as her personal residence, pays the real estate taxes and insurance on the property as required, and meets all other requirements set forth in the existing SCDP Mortgage including maintenance of the property.

If the City Council approves this assumption, the appropriate assumption document would be prepared and signatures obtained from the new property owner and appropriate City officials. To verify future compliance with the requirements of the mortgage, City Staff can verify annually that the taxes and insurance are being paid as required and the property owner still maintains the home as her personal residence.

REQUESTED ACTION: Approve a motion (1) allowing Katherine Blount to assume the existing SCDP Mortgage on the real estate at 1133 Miller Avenue upon execution of the required assumption agreement and (2) acknowledging 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.

Should you have any questions, please do not hesitate to contact me. I also plan to be present for the City Council Meeting on January 17th.

Respectfully submitted,



Drew Hage, EDA Executive Director

DH:mah

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 
DATE: January 12, 2017
RE: Minnesota Administrative Services – Authorization

The State of Minnesota Department of Administration Services operates the Fleet and Surplus Services office. As a municipality the City of Windom can access these services upon authorization from the City Council.

Staff is requesting City Council authorization to register with the Fleet and Surplus Services office for the purpose of purchasing surplus goods from the State and Federal government. At present the Ambulance and Fire Department are looking at items (desks, file cabinets, chairs, tables, etc.) for furnishing the offices and training room at the Emergency Services Facility. There would also be occasional times that other City Departments may also be in need of items that could be available through surplus.



Fleet & Surplus Services Division
5420 Old Highway 8
Arden Hills, MN 55112
Voice: 651.639.4022
Fax: 651.639.4026

The following requirements are needed to determine your agencies eligibility to receive both State and Federal Surplus property. Please ensure that all the requirements for your particular group are included when you return your application in order to determine your organization's eligibility quickly.

NON-PROFIT HEALTH

1. Properly completed eligibility application
2. Authorized representative list, with signatures (signature card)
3. Completely filled out nondiscrimination assurance letter
4. Copy of an up to date IRS 501 (c) ruling letter
5. Copy of accreditation, approval or license
6. Narrative of services, persons served, facilities, staff and qualifications

VOLUNTEER FIRE/RESCUE

1. Properly completed eligibility application
2. Authorized representative list, with signatures (signature card)
3. Completely filled out nondiscrimination assurance letter
4. Copy of an up to date IRS 501 (c) ruling letter
5. Charter or approval by proper government authority
6. Proof of public funding for Fire/Rescue
7. Narrative with services, persons served, facilities, personal with qualifications/training levels
8. Provide proof of training and update eligibility yearly

PUBLIC AGENCIES

1. Properly completed eligibility application
2. Authorized representative list, with signatures (signature card)
3. Completely filled out nondiscrimination assurance letter
4. Proof of public agency status
5. Narrative of services, persons served and facilities (optional)

Sections VI and VII of the application do not apply

NON-PROFIT EDUCATION

1. Properly completed eligibility application
2. Authorized representative list, with signatures (signature card)
3. Completely filled out nondiscrimination assurance letter
4. Copy of an up to date IRS 501 (c) ruling letter.
5. Copy of accreditation, approval or license
6. Narrative of courses, enrollment, facilities, staff and qualifications

LOW INCOME/HOMELESS

1. Properly completed eligibility application
2. Authorized representative list, with signatures (signature card)
3. Completely filled out nondiscrimination assurance letter
4. Copy of an up to date IRS 501 (c) ruling letter
5. Public recognition as a Homeless/Impoverished provider
6. Narrative of persons served, facilities and services
7. Proof that population served is homeless or below poverty level
8. Articles of incorporation/ Bylaws

VETERANS GROUPS

1. Properly Completed Eligibility application
2. Authorized representative list, with signatures (signature card)
3. Completely filled out nondiscrimination assurance letter
4. Copy of license, accreditation or approval from the Department of Veterans Affairs
5. Proof of 33% or higher veteran membership



Additional guidelines are on the next page.

**APPLICATION FOR ELIGIBILITY
TO RECEIVE FEDERAL SURPLUS PROPERTY (FMR 102-37)
INSTRUCTIONS ARE ON BACKSIDE OF THIS PAGE**

I. LEGAL NAME & MAILING ADDRESS OF APPLICANT ORGANIZATION:

Name of Organization _____

Mailing Address (P.O Box #, Street, City & State) _____ Zip Code _____

Street Address/Location (if different from mailing address) _____

County _____ Telephone (include area code) _____ Fax (include area code) _____ Email Address _____

II. APPLICANT STATUS (CHECK ONE):

- Public Agency Including Public Schools
- Nonprofit, Tax-Exempt Educational or Health Organization

III. TYPE OR PURPOSE

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> City | <input type="checkbox"/> Charter School | <input type="checkbox"/> Civil Air Patrol | <input type="checkbox"/> Program for Older Individuals |
| <input type="checkbox"/> County | <input type="checkbox"/> Child Care Center | <input type="checkbox"/> Historic Light Station | <input type="checkbox"/> Provider of Assistance to Homeless Individuals |
| <input type="checkbox"/> School District | <input type="checkbox"/> College or University | <input type="checkbox"/> Medical Institution | <input type="checkbox"/> Provider of Assistance to Low Income Individuals |
| <input type="checkbox"/> State Agency | <input type="checkbox"/> Library | <input type="checkbox"/> Museum | <input type="checkbox"/> Service Educational Activity |
| <input type="checkbox"/> MNSCU College | <input type="checkbox"/> Non-Public School | <input type="checkbox"/> Radio/TV Station | <input type="checkbox"/> Sheltered Workshop/Training Program |
| <input type="checkbox"/> Townships | <input type="checkbox"/> Preschool/Headstart | <input type="checkbox"/> SBA 8(a) Firm | <input type="checkbox"/> Volunteer Fire Department/Rescue Squad |
| <input type="checkbox"/> Other (specify) _____ | <input type="checkbox"/> School for Handicapped | <input type="checkbox"/> Training Center | |

IV. ATTACH NARRATIVE DESCRIPTION OF PROGRAM OR SERVICES OFFERED, INCLUDING DESCRIPTION OF FACILITIES OPERATED. (Required)

V. SOURCES OF FUNDING (Attach Supporting Documentation):

- Tax Supported
- Grant
- Contribution
- Other (specify) _____

VI. HAS THE ORGANIZATION BEEN DETERMINED TO BE TAX EXEMPT UNDER SECTION 501 OF THE INTERNAL REVENUE CODE OF 1954: _____ (Copy required)

VII. HAS THE ORGANIZATION BEEN APPROVED, ACCREDITED, OR LICENSED? BY WHAT AUTHORITY? _____ (Copy required)

VIII. _____ Date _____ Signature of Authorized Official

FOR STATE AGENCY USE ONLY

The applicant has been determined: eligible ineligible conditionally eligible

as: a public agency nonprofit education nonprofit health other

Eligibility Expires: _____

_____ Date _____ Minnesota SASP Official

NONDISCRIMINATION ASSURANCE

LEGAL NAME & MAILING ADDRESS OF APPLICANT ORGANIZATION:

Name of Organization

Mailing Address

Street Address/Location (if different from mailing address)

County

Telephone #

_____ hereinafter called the "donee", hereby agrees that the program for or in connection with which any property is acquired will be conducted in compliance with, and the donee will comply with and will require any other person (any legal entity) who, through contractual or other arrangements with the donee, is authorized to provide services or benefits under said program to comply with, all requirements imposed by or pursuant to the regulations of the General Services Administration (41 CFR 101-6.2 or 101-8) issued under the provisions of Title VI of the Civil Rights Act of 1964, Section 606 of Title VI of the Federal Property and Administrative Services Act of 1949, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, Title IX of the Education Amendments of 1972, as amended, and Section 303 of the Age Discrimination Act of 1975, to the end that no person in the United States shall, on the grounds of race, color, natural origin, sex or age, or that no otherwise qualified handicapped person shall solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity for which the donee received Federal assistance from the General Services Administration; and hereby gives assurance that it will immediately take any measures necessary to effectuate this agreement.

The donee further agrees that this agreement shall be subject in all respects to the provisions of said regulations; that this agreement shall obligate the donee for the period during which it retains ownership or possession of any such property; that the United States shall have the right to seek judicial enforcement of this agreement; and, this agreement shall be binding upon any successor in interest of the donee and the word "donee" as used herein includes any such successor in interest.

Date

(Signature of President, Chairman of the Board or Comparable Authorized Official)

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: Parks and Recreation Commission
DATE: January 12, 2017
RE: Recommendation – 2017 Pool Manager Position

On January 11, 2017 the Parks and Recreation Commission met and one item of business discussed was the upcoming 2017 Pool Season.

The Parks and Recreation Commission is recommending that the Pool Manager position be offered to Samantha Harrold-Baloun. As established last year, this position would report to the City Administrator's office while programming and operations will be overseen by the Recreation Director.

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: Personnel Committee
DATE: January 12, 2017
RE: Recommendation – Officer Kopperud

On January 9, 2017 the Personnel Committee met to consider a request from Police Chief Peterson for an advance of step increase for Officer Devin Kopperud. After a review of his work history and time in the Department the Personnel Committee is recommending an advance step increase.

The Personnel Committee is recommending that Officer Kopperud be advanced from Step 5 to Step 9 in the pay plan outlined in the City of Windom – LELS labor agreement. This change would be effective upon the Officer's anniversary date.

MEMORANDUM



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

TO: City Council

FROM: Joe Audette, Liquor Store Manager

DATE: January 12, 2017

RE: Hiring Recommendations - Part Time Clerk for the Liquor Store

After reviewing applications and interviewing candidates I recommend the hiring of Tucker R. Kern as a part-time Liquor Store Clerk starting at \$9.50 per hour according to the adopted part-time, seasonal and non-union wage scale.

Please contact me at 831-6132 if you have any questions.

Additional Mayor Appointments

Planning Commission

Dominic Jones Council Liasion

Telecom Commission

Jeremy Lund Term Expires
12/31/19



Windom, MN

Expense Approval Report By Fund

Payment Dates 12/29/2016 - 01/11/2017

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL					
MN REVENUE	20170110	01/10/2017	SALES TAX -	100-20202	5.83
MN REVENUE	20170110	01/10/2017	SALES TAX -	100-20202	8,989.88
MN REVENUE	20170110	01/10/2017	SALES TAX -	100-20202	20,292.48
					<u>29,288.19</u>
Activity: 41110 - Mayor & Council					
SCHRAMMEL LAW OFFICE	20161230	12/30/2016	LEGAL FEES - MAYOR & COUN	100-41110-304	465.00
US BANK	20161220	12/30/2016	#8263 CR CARD - THINGS RE	100-41110-434	396.39
CONVENT. & VISITOR BUREAU	20161230	12/30/2016	LODGING TAX - RED CARPET I	100-41110-491	461.84
CONVENT. & VISITOR BUREAU	20161231	12/30/2016	LODGING TAX - GUARDIAN IN	100-41110-491	1,504.81
					<u>2,828.04</u>
Activity 41110 - Mayor & Council Total:					
Activity: 41310 - Administration					
NCPERS MINNESOTA	20170101	01/11/2017	INSURANCE #844600 - JAN 20	100-41310-133	80.00
CULLIGAN	20161230	12/30/2016	SERVICE	100-41310-200	40.50
CHELSIE CARLSON	20161231	12/30/2016	MONITORS - OFFICE -REIMBU	100-41310-200	199.98
INDOFF, INC	2895402	12/27/2016	SUPPLIES	100-41310-200	9.18
CITIZEN PUBLISHING CO	6631	12/30/2016	EQUIPMENT	100-41310-200	449.99
TOSHIBA FINANCIAL SERVICES	320467517	12/30/2016	COPIER LEASE - 12/20/16 TO	100-41310-217	29.45
CLIFTON-LARSON-ALLEN, LLP	1412782	01/10/2017	AUDIT SERVICE -	100-41310-301	1,000.00
LEAGUE OF MN CITIES	248999	01/06/2017	REGISTRATION - STEVE NASBY	100-41310-308	125.00
VERIZON WIRELESS	9777333272	12/30/2016	TELEPHONE	100-41310-321	50.71
US BANK	20161220	12/30/2016	#8263 CR CARD - CRASH PLAN	100-41310-326	19.99
BLUE CROSS/BLUE SHIELD	161202374840	12/21/2016	INSURANCE PREM- FEB	100-41310-480	490.00
BLUE CROSS/BLUE SHIELD	161202374840	12/21/2016	INSURANCE PREM- FEB	100-41310-480	490.00
BLUE CROSS/BLUE SHIELD	161230098950	01/06/2017	INSURANCE PREM- FEB	100-41310-480	490.00
BLUE CROSS/BLUE SHIELD	161230098950	01/06/2017	INSURANCE PREM- FEB	100-41310-480	490.00
BANK MIDWEST	20170109	01/09/2017	NSF - WAYNE FISK	100-41310-480	191.42
					<u>4,156.22</u>
Activity 41310 - Administration Total:					
Activity: 41910 - Building & Zoning					
NCPERS MINNESOTA	20170101	01/11/2017	INSURANCE #844600 - JAN 20	100-41910-133	24.00
INDOFF, INC	2896812	12/30/2016	SUPPLIES	100-41910-200	13.81
WEX BANK	48152438	12/30/2016	FUEL - DECEMBER - P/Z	100-41910-212	51.16
STEVEN J CARSON	20162	12/30/2016	SERVICE - PROF FEES	100-41910-301	1,779.00
SCHRAMMEL LAW OFFICE	20161230	12/30/2016	LEGAL FEES - PZ	100-41910-304	615.00
MN DEPT OF LABOR & INDUS	842BOCERT	12/30/2016	APPLICATION FEE #632404 #5	100-41910-308	50.00
VERIZON WIRELESS	9777333272	12/30/2016	TELEPHONE	100-41910-321	50.71
					<u>2,583.68</u>
Activity 41910 - Building & Zoning Total:					
Activity: 41940 - City Hall					
US BANK	20161220	12/30/2016	#8263 CR CARD - HY-VEE	100-41940-211	48.76
O'REILLY AUTOMOTIVE, INC	20161228	12/30/2016	MAINTENANCE - CITY JEEP	100-41940-405	75.96
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
SANDRA HERDER	20161230	12/30/2016	CLEANING	100-41940-406	350.00
MELISSA PENAS	20161230	12/30/2016	CLEANING	100-41940-406	350.00
SCHWALBACH HARDWARE	20161225	12/30/2016	MAINTENANCE - CITY HALL	100-41940-409	726.47
WINDOM FIRE & SAFETY	6190	12/30/2016	SERVICE	100-41940-409	35.00
O'REILLY AUTOMOTIVE, INC	20161228	12/30/2016	MAINTENANCE - GENERAL - L	100-41940-480	2.13
					<u>1,813.47</u>
Activity 41940 - City Hall Total:					
Activity: 42120 - Crime Control					
NCPERS MINNESOTA	20170101	01/11/2017	INSURANCE #844600 - JAN 20	100-42120-133	160.00
INDOFF, INC	2893273	12/20/2016	SUPPLIES	100-42120-200	39.14
INDOFF, INC	2896814	12/30/2016	SUPPLIES	100-42120-200	38.50
WEX BANK	48152438	12/30/2016	FUEL - DECEMBER - POLICE CR	100-42120-212	-16.47

Expense Approval Report

Payment Dates: 12/29/2016 - 01/11/2017

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
WEX BANK	48152438	12/30/2016	FUEL - DECEMBER - POLICE	100-42120-212	1,125.47
SCHRAMEL LAW OFFICE	20161230	12/30/2016	LEGAL FEES - POLICE	100-42120-304	5,162.50
MGIA-MIDWEST GANG INVES	20170103	01/10/2017	REGISTRATION - CORY HILLES	100-42120-308	85.00
VERIZON WIRELESS	9777333272	12/30/2016	TELEPHONE	100-42120-321	207.66
ALPHA WIRELESS - MANKATO	687308	01/01/2017	SERVICE	100-42120-323	108.00
US BANK	20161220	12/30/2016	#8263 CR CARD - AMAZON - T	100-42120-326	7.99
LEASE FINANCE PARTNERS	20161220	12/30/2016	SERVICE #3250	100-42120-326	433.00
US BANK	20161220	12/30/2016	#8263 CR CARD - AMAZON - G	100-42120-326	349.00
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
TOSHIBA FINANCIAL SERVICES	320467517	12/30/2016	COPIER LEASE - 12/20/16 TO	100-42120-404	14.73
US BANK	20161220	12/30/2016	#8263 CR CARD - AMAZON -	100-42120-405	24.46
WINDOM TOWING CO	2427	12/30/2016	MAINTENANCE	100-42120-405	25.00
MN CHIEF OF POLICE ASSN	1324	01/10/2017	MEMBERSHIP RENEWAL 2017	100-42120-433	230.00
H.E.A.T. TACTICAL TEAM	20170104	01/10/2017	2017 DUES	100-42120-433	2,195.00
BLUE CROSS/BLUE SHIELD	161202374840	12/21/2016	INSURANCE PREM- FEB	100-42120-480	490.00
BLUE CROSS/BLUE SHIELD	161230098950	01/06/2017	INSURANCE PREM- FEB	100-42120-480	490.00
WINDOM TOWING CO	2661	12/30/2016	MAINTENANCE	100-42120-480	1,319.84
WINDOM FIRE & SAFETY	6188	12/30/2016	SERVICE	100-42120-480	10.00
Activity 42120 - Crime Control Total:					13,139.74
Activity: 42220 - Fire Fighting					
WEX BANK	48152438	12/30/2016	FUEL - DECEMBER - FIRE	100-42220-212	27.30
EXPRESSWAY WINDOM	6555	12/30/2016	FUEL	100-42220-212	42.52
US BANK	20161220	12/30/2016	#8263 CR CARD - STREICHERS	100-42220-218	109.99
MN WEST COMMUNITY	00207316	12/30/2016	CPR REFRESHER - FIRE DEPT	100-42220-308	445.00
US BANK	20161220	12/30/2016	#8263 CR CARD - MN STATE FI	100-42220-308	225.00
TOSHIBA FINANCIAL SERVICES	320467517	12/30/2016	COPIER LEASE - 12/20/16 TO	100-42220-404	23.56
SW REGIONAL FIRE DEPT ASS	20170101	01/06/2017	2017 ANNUAL DUES	100-42220-433	60.00
MSFDA	20170111	01/11/2017	RENEWAL - 31 @ \$7.00	100-42220-435	217.00
WINDOM FIRE & SAFETY	6189	12/30/2016	SERVICE	100-42220-480	100.00
Activity 42220 - Fire Fighting Total:					1,250.37
Activity: 42500 - Civil Defense					
ALPHA WIRELESS - MANKATO	687307	01/06/2017	SERVICE - RADIO UNITS	100-42500-323	1,800.00
Activity 42500 - Civil Defense Total:					1,800.00
Activity: 42700 - Animal Control					
COTTONWOOD VET CLINIC	166457	12/30/2016	SERVICE	100-42700-300	37.08
COTTONWOOD VET CLINIC	166654	12/30/2016	SERVICE	100-42700-300	22.00
COTTONWOOD VET CLINIC	166731	12/30/2016	SERVICE	100-42700-300	26.50
COTTONWOOD VET CLINIC	166984	12/30/2016	SERVICE	100-42700-300	66.00
Activity 42700 - Animal Control Total:					151.58
Activity: 43100 - Streets					
NCPERS MINNESOTA	20170101	01/11/2017	INSURANCE #844600 - JAN 20	100-43100-133	64.00
US BANK	20161220	12/30/2016	#8263 CR CARD - STAPLES - SU	100-43100-200	32.06
US BANK	20161220	12/30/2016	#8263 CR CARD - NORTHLAN	100-43100-211	103.64
STAPLES OIL CO	103304	12/30/2016	FUEL	100-43100-212	997.46
WEX BANK	48152438	12/30/2016	FUEL - DECEMBER - STREET C	100-43100-212	-16.46
WEX BANK	48152438	12/30/2016	FUEL - DECEMBER - STREET	100-43100-212	2,579.45
SCHWALBACH HARDWARE	20161225	12/30/2016	MAINTENANCE - STREET	100-43100-217	22.95
WINDOM FIRE & SAFETY	6187	12/30/2016	SERVICE	100-43100-217	149.90
RUNNING'S SUPPLY	20161224	12/30/2016	MAINTENANCE -	100-43100-224	41.94
VERIZON WIRELESS	9777333272	12/30/2016	TELEPHONE	100-43100-321	72.72
SCHWALBACH HARDWARE	20161225	12/30/2016	MAINTENANCE - STREET	100-43100-402	16.97
RDO EQUIPMENT CO	060639	12/28/2016	MAINT -INS - WIND DAMAGE	100-43100-404	3,029.92
WINDOM FARM SERVICE	27382	12/30/2016	MAINTENANCE	100-43100-404	1,360.15
MILLER SELLNER EQUIP	84662B	12/28/2016	MAINTENANCE	100-43100-404	165.33
MILLER SELLNER EQUIP	84666B	12/28/2016	MAINTENANCE	100-43100-404	120.88
GDF ENTERPRISES, INC	A11356	12/30/2016	MAINTENANCE	100-43100-404	170.58
GDF ENTERPRISES, INC	AQ11356	12/30/2016	MAINTENANCE	100-43100-404	170.58
GRAHAM TIRE	8500651	12/30/2016	MAINTENANCE	100-43100-405	579.16

Expense Approval Report

Payment Dates: 12/29/2016 - 01/11/2017

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
BLUE CROSS/BLUE SHIELD	161202374840	12/21/2016	INSURANCE PREM- FEB	100-43100-480	490.00
BLUE CROSS/BLUE SHIELD	161230098950	01/06/2017	INSURANCE PREM- FEB	100-43100-480	490.00
MN State Deferred	20161230	12/30/2016	RETIREMENT PAYROLL - B.CAL	100-43100-480	19,160.00
				Activity 43100 - Streets Total:	29,801.23

Activity: 45120 - Recreation

TOSHIBA FINANCIAL SERVICES	320467517	12/30/2016	COPIER LEASE - 12/20/16 TO	100-45120-217	14.73
COCA-COLA BOTTLING COMP	0488504311	12/30/2016	MERCHANDISE	100-45120-260	408.72
				Activity 45120 - Recreation Total:	423.45

Activity: 45202 - Park Areas

NCPERS MINNESOTA	20170101	01/11/2017	INSURANCE #844600 - JAN 20	100-45202-133	16.00
SCHWALBACH HARDWARE	20161225	12/30/2016	MAINTENANCE - PARKS	100-45202-402	102.30
LAMPERTS YARDS, INC.	39177017	12/30/2016	MAINTENANCE	100-45202-402	40.94
LAMPERTS YARDS, INC.	39177070	12/30/2016	MAINTENANCE	100-45202-402	13.43
RUNNING'S SUPPLY	20161224	12/30/2016	MAINTENANCE -	100-45202-404	81.53
SCHWALBACH HARDWARE	20161225	12/30/2016	MAINTENANCE - PARKS	100-45202-404	99.06
LAMPERTS YARDS, INC.	39176504	12/30/2016	MAINTENANCE	100-45202-404	43.95
				Activity 45202 - Park Areas Total:	397.21

Fund 100 - GENERAL Total: 87,633.18

Fund: 211 - LIBRARY

Activity: 45501 - Library

NCPERS MINNESOTA	20170101	01/11/2017	INSURANCE #844600 - JAN 20	211-45501-133	16.00
TOSHIBA FINANCIAL SERVICES	320467517	12/30/2016	COPIER LEASE - 12/20/16 TO	211-45501-217	7.36
PLUNKETT'S PEST CONTROL	5594562	01/11/2017	SERVICE #41734	211-45501-217	423.40
DAWN AAMOT	20170110	01/10/2017	EXPENSE - PCLS ADVISORY BO	211-45501-331	51.66
SANDRA HERDER	20161230	12/30/2016	CLEANING	211-45501-402	360.00
MELISSA PENAS	20161230	12/30/2016	CLEANING	211-45501-402	360.00
WINDOM FIRE & SAFETY	6191	12/30/2016	SERVICE	211-45501-402	35.95
J & K WINDOWS	9704-33	12/30/2016	SERVICE	211-45501-402	20.00
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 - AUGUST HO	211-45501-433	39.00
US BANK	20161220	12/30/2016	#8263 CR CARD - AMAZON - B	211-45501-435	640.32
INGRAM	20161230	12/30/2016	BOOKS	211-45501-435	1,209.80
MICROMARKETING	422245	12/30/2016	BOOKS	211-45501-435	137.48
GALE	59496136	12/21/2016	BOOKS	211-45501-435	546.95
GALE	59538769	12/30/2016	BOOKS	211-45501-435	20.89
MICROMARKETING	652164	12/30/2016	BOOKS	211-45501-435	105.98
MICROMARKETING	653406	12/30/2016	BOOKS	211-45501-435	235.91
MICROMARKETING	653698	12/30/2016	BOOKS	211-45501-435	109.97
PLUM CREEK LIBRARY	IV24508	01/06/2017	BOOKS	211-45501-435	613.98
				Activity 45501 - Library Total:	5,192.00

Fund 211 - LIBRARY Total: 5,192.00

Fund: 225 - AIRPORT

Activity: 45127 - Airport

RED ROCK RURAL WATER	20161231	12/30/2016	SERVICE	225-45127-200	33.36
CITY SERVICE VALCON	0168015	12/30/2016	AIRPORT FUEL	225-45127-264	19,694.94
SOUTH CENTRAL ELECTRIC	20161130B	12/30/2016	SERVICE #26-12-116-04	225-45127-381	264.03
SOUTH CENTRAL ELECTRIC	20161130C	12/30/2016	SERVICE #26-12-112-04	225-45127-381	282.00
				Activity 45127 - Airport Total:	20,274.33

Activity: 49950 - Capital Outlay

SEH	325185	12/20/2016	SERVICE - MASTER PLAN & AL	225-49950-500	14,574.00
				Activity 49950 - Capital Outlay Total:	14,574.00

Fund 225 - AIRPORT Total: 34,848.33

Expense Approval Report

Payment Dates: 12/29/2016 - 01/11/2017

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount	
Fund: 230 - POOL						
Activity: 45124 - Pool						
TOSHIBA FINANCIAL SERVICES	320467517	12/30/2016	COPIER LEASE - 12/20/16 TO	230-45124-217	7.36	
					Activity 45124 - Pool Total:	7.36
					Fund 230 - POOL Total:	7.36
Fund: 235 - AMBULANCE						
CATHIE VEENKER	20161229	12/29/2016	REFUND - AMBULANCE CALL	235-34205	1,862.00	
					1,862.00	
Activity: 42153 - Ambulance						
COUNTRY PRIDE SERVICE	20161231	12/30/2016	FUEL - AMBULANCE	235-42153-212	247.90	
WEX BANK	48152438	12/30/2016	FUEL - DECEMBER - AMBULA	235-42153-212	1,621.95	
WEX BANK	48152438	12/30/2016	FUEL - DECEMBER - AMBULA	235-42153-212	-16.47	
TIM HACKER	20161230	12/30/2016	EXPENSE - FUEL LOG BOOKS	235-42153-217	16.00	
US BANK	20161220	12/30/2016	#8263 CR CARD - GALLS - CLO	235-42153-218	998.90	
MN AMBULANCE ASSOC	20170106	01/06/2017	2017 MAA MEMBERSHIP DUE	235-42153-308	737.00	
VERIZON WIRELESS	9777333272	12/30/2016	TELEPHONE	235-42153-321	66.14	
EXPERT T BILLING	3250	12/20/2016	SERVICE	235-42153-326	1,674.00	
REAL TIME TRANSLATION, INC	110183	01/06/2017	SERVICE	235-42153-327	34.00	
KRISTEN PORATH	20161230	12/30/2016	EXPENSE	235-42153-334	82.05	
JOLYNN NERHUS	20161230	12/30/2016	EXPENSE	235-42153-334	81.32	
BUCKWHEAT JOHNSON	20161230	12/30/2016	EXPENSE	235-42153-334	16.63	
KDOM RADIO	KDOM0281161241501	12/30/2016	ADVERTISING - AMBULANCE	235-42153-340	99.00	
WINDOM FARM SERVICE	164234	12/30/2016	MAINTENANCE	235-42153-405	45.35	
O'REILLY AUTOMOTIVE, INC	20161228	12/30/2016	MAINTENANCE - AMBULANCE	235-42153-405	54.92	
ARROW MANUFACTURING IN	3743	12/30/2016	MAINTENANCE	235-42153-405	93.82	
MN WEST COMMUNITY	00207315	12/30/2016	CPR REFRESHER - AMBULANC	235-42153-435	375.00	
					Activity 42153 - Ambulance Total:	6,227.51
					Fund 235 - AMBULANCE Total:	8,089.51
Fund: 250 - EDA GENERAL						
ELECTRIC FUND	20170105	01/06/2017	EDA LOAN TO ELEC FUND - PA	250-23900	154.91	
					154.91	
Activity: 46520 - EDA						
NCPERS MINNESOTA	20170101	01/11/2017	INSURANCE #844600 - JAN 20	250-46520-133	8.00	
CLIFTON-LARSON-ALLEN, LLP	1412782	01/10/2017	AUDIT SERVICE -	250-46520-301	1,000.00	
SCHRAMEL LAW OFFICE	20161230	12/30/2016	LEGAL FEES - EDA	250-46520-304	345.00	
US BANK	20161220	12/30/2016	#8263 CR CARD - EDA OF MN	250-46520-308	265.00	
VERIZON WIRELESS	9777333272	12/30/2016	TELEPHONE	250-46520-321	26.83	
KDOM RADIO	KDOM0361161241505	12/30/2016	ADVERTISING - ECONOMIC DE	250-46520-340	85.00	
FEDERATED RURAL ELECTRIC	20131228	12/30/2016	SERVICE #28-36-30	250-46520-381	16.00	
BUILDING SPRINKLER INC.	68239	12/21/2016	MAINTENANCE-SPRINKLER RE	250-46520-402	7,302.98	
BUILDING SPRINKLER INC.	68351	12/29/2016	MAINTENANCE	250-46520-402	331.78	
ECON DEV ASSOC OF MINNES	300000751	01/06/2017	MEMBERSHIP - DREW HAGE	250-46520-433	295.00	
US BANK	20161220	12/30/2016	#8263 CR CARD - HY-VEE	250-46520-438	27.79	
WINDOM FIRE & SAFETY	6190	12/30/2016	SERVICE	250-46520-480	5.00	
COTTONWOOD CO RECORDER	65448	12/30/2016	#65448 DOC #279395	250-46520-480	46.00	
					Activity 46520 - EDA Total:	9,754.38
					Fund 250 - EDA GENERAL Total:	9,909.29
Fund: 252 - EDA SCDP						
Activity: 46520 - EDA						
HOUSING & REDEVELOPMEN	20161230	12/30/2016	HRA GRANT MONEY	252-46520-491	69,713.85	
					Activity 46520 - EDA Total:	69,713.85
					Fund 252 - EDA SCDP Total:	69,713.85
Fund: 254 - NORTH IND PARK						
Activity: 46520 - EDA						
SOUTH CENTRAL ELECTRIC	20161130	12/30/2016	SERVICE #26-24-123-04	254-46520-381	136.34	
SCOTT VEENKER	24316	12/30/2016	SERVICE - CLEAR MAILBOX - S	254-46520-406	40.00	
					Activity 46520 - EDA Total:	176.34

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Activity: 49980 - Debt Service					
BOND TRUST SERVICE CORP	20161214	01/06/2017	BOND PAYMENT- 2013B PROJ-	254-49980-601	20,000.00
BOND TRUST SERVICE CORP	20161214	01/06/2017	BOND PAYMENT- 2013B PROJ-	254-49980-611	1,065.00
Activity 49980 - Debt Service Total:					21,065.00
Fund 254 - NORTH IND PARK Total:					21,241.34
Fund: 260 - TIF 1-13 RIVER BLUFF					
Activity: 49980 - Debt Service					
NORTHLAND TRUST SERVICE	20161231	01/06/2017	2006A BOND PAYMENT -	260-49980-720	28,000.00
NORTHLAND TRUST SERVICE	20161231	01/06/2017	2006A BOND PAYMENT -	260-49980-720	1,175.75
Activity 49980 - Debt Service Total:					29,175.75
Fund 260 - TIF 1-13 RIVER BLUFF Total:					29,175.75
Fund: 271 - TIF 1- 18 AG BUILDERS GDF					
Activity: 46530 - TIF Districts					
GDF PROPERTIES LLC	20170110	01/10/2017	TIF DIST NO. 1-18 CO #34 AG	271-46530-482	6,340.93
Activity 46530 - TIF Districts Total:					6,340.93
Fund 271 - TIF 1- 18 AG BUILDERS GDF Total:					6,340.93
Fund: 301 - 2003 IMPROVEMENT BOND					
Activity: 49980 - Debt Service					
BOND TRUST SERVICE CORP	20161214	01/06/2017	BOND PAYMENT- 2011B PROJ	301-49980-601	115,000.00
BOND TRUST SERVICE CORP	20161214	01/06/2017	BOND PAYMENT- 2011B PROJ	301-49980-611	2,876.25
Activity 49980 - Debt Service Total:					117,876.25
Fund 301 - 2003 IMPROVEMENT BOND Total:					117,876.25
Fund: 302 - 4TH AVENUE IMPROVEMENT					
Activity: 47000 - Debt Service					
BOND TRUST SERVICE CORP	20161214	01/06/2017	BOND PAYMENT- 2012A PROJ	302-47000-480	450.00
Activity 47000 - Debt Service Total:					450.00
Activity: 49980 - Debt Service					
BOND TRUST SERVICE CORP	20161214	01/06/2017	BOND PAYMENT- 2012A PROJ	302-49980-601	34,650.00
BOND TRUST SERVICE CORP	20161214	01/06/2017	BOND PAYMENT- 2012A PROJ	302-49980-611	1,047.20
Activity 49980 - Debt Service Total:					35,697.20
Fund 302 - 4TH AVENUE IMPROVEMENT Total:					36,147.20
Fund: 303 - 2007 STREET IMPROVEMENT					
Activity: 49980 - Debt Service					
BOND TRUST SERVICE CORP	20161214	01/06/2017	BOND PAYMENT- 2012A PROJ-	303-49980-601	75,000.00
BOND TRUST SERVICE CORP	20161214	01/06/2017	BOND PAYMENT- 2012A PROJ-	303-49980-611	4,400.00
Activity 49980 - Debt Service Total:					79,400.00
Fund 303 - 2007 STREET IMPROVEMENT Total:					79,400.00
Fund: 304 - 2006A REFUNDING BOND					
NORTHLAND TRUST SERVICE	20161231	01/06/2017	2006A BOND PAYMENT -	304-39202	-28,000.00
NORTHLAND TRUST SERVICE	20161231	01/06/2017	2006A BOND PAYMENT -	304-39202	-1,175.75
					-29,175.75
Activity: 47000 - Debt Service					
NORTHLAND TRUST SERVICE	20161231	01/06/2017	2006A BOND PAYMENT - ADM	304-47000-480	495.00
Activity 47000 - Debt Service Total:					495.00
Activity: 49980 - Debt Service					
NORTHLAND TRUST SERVICE	20161231	01/06/2017	2006A BOND PAYMENT - PRIN	304-49980-601	12,000.00
NORTHLAND TRUST SERVICE	20161231	01/06/2017	2006A BOND PAYMENT - PRIN	304-49980-601	28,000.00
NORTHLAND TRUST SERVICE	20161231	01/06/2017	2006A BOND PAYMENT - PRIN	304-49980-601	10,000.00
NORTHLAND TRUST SERVICE	20161231	01/06/2017	2006A BOND PAYMENT - TIF I	304-49980-611	1,175.75
NORTHLAND TRUST SERVICE	20161231	01/06/2017	2006A BOND PAYMENT - INT	304-49980-611	433.25
NORTHLAND TRUST SERVICE	20161231	01/06/2017	2006A BOND PAYMENT - INT J	304-49980-611	246.00
Activity 49980 - Debt Service Total:					51,855.00
Fund 304 - 2006A REFUNDING BOND Total:					23,174.25
Fund: 305 - 2009 STREET IMPROVEMENT					
BOND TRUST SERVICE CORP	20161214	01/06/2017	BOND PAYMENT- 2009A STRE	305-39202	-12,948.50

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BOND TRUST SERVICE CORP	20161214	01/06/2017	BOND PAYMENT- 2009A STRE	305-39202	-2,672.84
BOND TRUST SERVICE CORP	20161214	01/06/2017	BOND PAYMENT- 2009A STRE	305-39202	-14,601.50
BOND TRUST SERVICE CORP	20161214	01/06/2017	BOND PAYMENT- 2009A STRE	305-39202	-3,014.06
					-33,236.90
Activity: 47000 - Debt Service					
BOND TRUST SERVICE CORP	20161214	01/06/2017	BOND PAYMENT- 2009A ADMI	305-47000-480	450.00
					Activity 47000 - Debt Service Total: 450.00
Activity: 49980 - Debt Service					
BOND TRUST SERVICE CORP	20161214	01/06/2017	BOND PAYMENT-BOND PAYM	305-49980-601	12,948.50
BOND TRUST SERVICE CORP	20161214	01/06/2017	BOND PAYMENT- 2009A STRE	305-49980-601	14,601.50
BOND TRUST SERVICE CORP	20161214	01/06/2017	BOND PAYMENT- 2009A STRE	305-49980-601	67,450.00
BOND TRUST SERVICE CORP	20161214	01/06/2017	BOND PAYMENT- 2009A STRE	305-49980-611	3,014.06
BOND TRUST SERVICE CORP	20161214	01/06/2017	BOND PAYMENT- 2009A STRE	305-49980-611	2,672.84
BOND TRUST SERVICE CORP	20161214	01/06/2017	BOND PAYMENT- 2009A STRE	305-49980-611	13,923.10
					Activity 49980 - Debt Service Total: 114,610.00
					Fund 305 - 2009 STREET IMPROVEMENT Total: 81,823.10
Fund: 306 - 2013 STREET IMPROVEMENT					
Activity: 41000 - General Government					
BOND TRUST SERVICE CORP	20161214	01/06/2017	BOND PAYMENT- 2013A GEN	306-41000-480	450.00
					Activity 41000 - General Government Total: 450.00
Activity: 49980 - Debt Service					
BOND TRUST SERVICE CORP	20161214	01/06/2017	BOND PAYMENT- 2013A GEN	306-49980-601	60,000.00
BOND TRUST SERVICE CORP	20161214	01/06/2017	BOND PAYMENT- 2013A GEN	306-49980-601	70,000.00
BOND TRUST SERVICE CORP	20161214	01/06/2017	BOND PAYMENT- 2013A GEN	306-49980-611	11,659.38
BOND TRUST SERVICE CORP	20161214	01/06/2017	BOND PAYMENT- 2013A GEN	306-49980-611	16,246.88
					Activity 49980 - Debt Service Total: 157,906.26
					Fund 306 - 2013 STREET IMPROVEMENT Total: 158,356.26
Fund: 307 - 2017 STREET PROJECT					
Activity: 41000 - General Government					
SCHRAMMEL LAW OFFICE	20161230	12/30/2016	LEGAL FEES - 2017 ST PROJEC	307-41000-304	825.00
					Activity 41000 - General Government Total: 825.00
					Fund 307 - 2017 STREET PROJECT Total: 825.00
Fund: 401 - GENERAL CAPITAL PROJECTS					
Activity: 49950 - Capital Outlay					
SCHRAMMEL LAW OFFICE	20161230	12/30/2016	LEGAL FEES - COMP & CLASS	401-49950-500	480.00
					Activity 49950 - Capital Outlay Total: 480.00
					Fund 401 - GENERAL CAPITAL PROJECTS Total: 480.00
Fund: 402 - CAPITAL PROJECT					
Activity: 49950 - Capital Outlay					
SCHRAMMEL LAW OFFICE	20161230	12/30/2016	LEGAL FEES - EM SERVICES BL	402-49950-500	120.00
GOSEWISCH CONSTRUCTION,	20161230	12/30/2016	WINDOM EMS BLDG - PAYME	402-49950-500	286,499.69
AMERICAN ENGINEERING TES	805430	12/30/2016	SERVICE - EMS BLDG, WINDO	402-49950-500	5,239.60
					Activity 49950 - Capital Outlay Total: 291,859.29
					Fund 402 - CAPITAL PROJECT Total: 291,859.29
Fund: 406 - PIR					
Activity: 41000 - General Government					
BOND TRUST SERVICE CORP	20161214	01/06/2017	BOND PAYMENT- 2013B ADMI	406-41000-480	450.00
					Activity 41000 - General Government Total: 450.00
Activity: 49980 - Debt Service					
BOND TRUST SERVICE CORP	20161214	01/06/2017	BOND PAYMENT- 2013B PROJ-	406-49980-601	45,000.00
BOND TRUST SERVICE CORP	20161214	01/06/2017	BOND PAYMENT- 2012A PROJ	406-49980-601	10,350.00
BOND TRUST SERVICE CORP	20161214	01/06/2017	BOND PAYMENT- 20121 PROJ	406-49980-611	312.80
BOND TRUST SERVICE CORP	20161214	01/06/2017	BOND PAYMENT- 2013B PROJ-	406-49980-611	2,352.50
					Activity 49980 - Debt Service Total: 58,015.30
					Fund 406 - PIR Total: 58,465.30

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Fund: 601 - WATER					
HD SUPPLY WATERWORKS LTD	G578984	12/28/2016	INVENTORY	601-14200	3,724.25
BOND TRUST SERVICE CORP	20161214	01/06/2017	BOND PAYMENT- 2013A GEN	601-23100	40,000.00
BOND TRUST SERVICE CORP	20161214	01/06/2017	BOND PAYMENT- 2011A PROJ-	601-29107	35,000.00
BOND TRUST SERVICE CORP	20161214	01/06/2017	BOND PAYMENT- 2012A PROJ	601-29108	18,200.00
BOND TRUST SERVICE CORP	20161214	01/06/2017	BOND PAYMENT- 2012A PROJ	601-29108	40,300.00
					137,224.25
Activity: 49400 - Water					
NCPERS MINNESOTA	20170101	01/11/2017	INSURANCE #844600 - JAN 20	601-49400-133	40.00
INDOFF, INC	2897912	12/30/2016	SUPPLIES	601-49400-200	184.33
WEX BANK	48152438	12/30/2016	FUEL - DECEMBER - WATER	601-49400-212	288.75
HAWKINS, INC	4000318	12/30/2016	CHEMICALS	601-49400-216	3,315.70
RED ROCK RURAL WATER	20170101	01/11/2017	SERVICE	601-49400-217	79.16
SCHRAMMEL LAW OFFICE	20161230	12/30/2016	LEGAL FEES - WATER	601-49400-304	301.00
VERIZON WIRELESS	9777333272	12/30/2016	TELEPHONE	601-49400-321	96.24
HP SUDS CLUB, LLC	1427	12/30/2016	BILLING CONTRACT SERVICE	601-49400-326	1,170.00
WENCK ASSOCIATES, INC.	11608726	12/30/2016	PROJ 0045-01 LANDFILL	601-49400-386	1,516.00
SCHWALBACH HARDWARE	20161225	12/30/2016	MAINTENANCE - WATER	601-49400-402	119.98
HD SUPPLY WATERWORKS LTD	G584753	12/30/2016	MAINTENANCE	601-49400-402	93.10
HD SUPPLY WATERWORKS LTD	G585607	12/30/2016	MAINTENANCE	601-49400-402	570.00
US BANK	20161220	12/30/2016	#8263 CR CARD - FILTER BUY	601-49400-404	137.34
RUNNING'S SUPPLY	20161224	12/30/2016	MAINTENANCE -	601-49400-404	104.93
SCHWALBACH HARDWARE	20161225	12/30/2016	MAINTENANCE - WATER	601-49400-404	29.98
TOSHIBA FINANCIAL SERVICES	320467517	12/30/2016	COPIER LEASE - 12/20/16 TO	601-49400-404	29.45
AMUNDSON DIG	12211601	12/30/2016	MAINTENANCE	601-49400-408	522.50
MELVIN DUERKSEN, CONTRAC	20161230	12/30/2016	MAINTENANCE	601-49400-408	611.52
DAKOTA SUPPLY GROUP	C709085	12/30/2016	MAINTENANCE	601-49400-408	443.00
HD SUPPLY WATERWORKS LTD	G590614	12/30/2016	MAINTENANCE	601-49400-408	163.25
MN DEPT OF HEALTH	20161230	12/30/2016	WATER SURCHARGE 4TH QUA	601-49400-443	3,307.00
			Activity 49400 - Water Total:		13,123.23
Activity: 49980 - Debt Service					
BOND TRUST SERVICE CORP	20161214	01/06/2017	BOND PAYMENT- 2011A PROJ	601-49980-611	4,991.25
BOND TRUST SERVICE CORP	20161214	01/06/2017	BOND PAYMENT- 2012A PROJ	601-49980-611	926.90
BOND TRUST SERVICE CORP	20161214	01/06/2017	BOND PAYMENT- 2013A GEN	601-49980-611	11,262.50
BOND TRUST SERVICE CORP	20161214	01/06/2017	BOND PAYMENT- 2012A PROJ	601-49980-611	998.40
BOND TRUST SERVICE CORP	20161214	01/06/2017	BOND PAYMENT- 2009 STREET	601-49980-720	2,672.84
BOND TRUST SERVICE CORP	20161214	01/06/2017	BOND PAYMENT- 2009A STRE	601-49980-720	12,948.50
			Activity 49980 - Debt Service Total:		33,800.39
			Fund 601 - WATER Total:		184,147.87
Fund: 602 - SEWER					
AMERICAN ENGINEERING TES	805422	12/30/2016	WINDOM WASH/PRIME PORK	602-16300	1,207.07
ELECTRIC FUND	SO-000200	12/30/2016	WATER / WASTE WATER-SAM	602-16300	4,965.22
TELECOM FUND	TEL20161208	12/30/2016	WINDOM WASH/PRIME PORK	602-16300	1,471.93
BOND TRUST SERVICE CORP	20161214	01/06/2017	BOND PAYMENT- 2013A GEN	602-23100	35,000.00
BOND TRUST SERVICE CORP	20161214	01/06/2017	BOND PAYMENT- 2011A PROJ	602-29105	170,000.00
BOND TRUST SERVICE CORP	20161214	01/06/2017	BOND PAYMENT- 2012A PROJ	602-29106	16,800.00
BOND TRUST SERVICE CORP	20161214	01/06/2017	BOND PAYMENT- 2012A PROJ	602-29106	24,700.00
					254,144.22
Activity: 49450 - Sewer					
NCPERS MINNESOTA	20170101	01/11/2017	INSURANCE #844600 - JAN 20	602-49450-133	56.00
INDOFF, INC	2895410	12/28/2016	SUPPLIES	602-49450-200	14.75
HR DIRECT - GNEIL	INV4867575	01/06/2017	SUPPLIES	602-49450-200	38.46
WEX BANK	48152438	12/30/2016	FUEL - DECEMBER - SEWER	602-49450-212	183.50
EXPRESSWAY WINDOM	5263	12/30/2016	FUEL #62	602-49450-212	60.18
LOCATORS & SUPPLIES, INC	0242584-IN	12/30/2016	FREIGHT ON RETURNED META	602-49450-217	14.02
RUNNING'S SUPPLY	20161224	12/30/2016	MAINTENANCE -	602-49450-217	27.98
LOCATORS & SUPPLIES, INC	AMM-GWON48100	12/30/2016	GLOVES	602-49450-217	17.99
RUNNING'S SUPPLY	20161224	12/30/2016	MAINTENANCE -	602-49450-241	42.28
MN VALLEY TESTING	842100	12/20/2016	TESTING	602-49450-310	143.60

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MN VALLEY TESTING	842387	12/20/2016	TESTING	602-49450-310	120.00
MN VALLEY TESTING	842696	12/20/2016	TESTING	602-49450-310	223.60
MN VALLEY TESTING	842801	12/20/2016	TESTING	602-49450-310	67.40
MN VALLEY TESTING	842804	12/20/2016	TESTING	602-49450-310	143.60
MN VALLEY TESTING	842986	12/20/2016	TESTING	602-49450-310	113.00
MN VALLEY TESTING	843895	12/28/2016	TESTING	602-49450-310	347.80
MN VALLEY TESTING	843932	12/28/2016	TESTING	602-49450-310	223.60
VERIZON WIRELESS	9777333272	12/30/2016	TELEPHONE	602-49450-321	86.24
HP SUDS CLUB, LLC	1427	12/30/2016	BILLING CONTRACT SERVICE	602-49450-326	1,170.00
SOUTH CENTRAL ELECTRIC	20161130A	12/30/2016	SERVICE #26-24-125-04	602-49450-381	98.81
US BANK	20161220	12/30/2016	#8263 CR CARD - USA BLUEB	602-49450-404	192.25
US BANK	20161220	12/30/2016	#8263 CR CARD - AMAZON - S	602-49450-404	73.22
O'REILLY AUTOMOTIVE, INC	20161228	12/30/2016	MAINTENANCE - SEWER	602-49450-404	16.99
TOSHIBA FINANCIAL SERVICES	320467517	12/30/2016	COPIER LEASE - 12/20/16 TO	602-49450-404	23.56
RUNNING'S SUPPLY	20161224	12/30/2016	MAINTENANCE -	602-49450-405	48.95
WINDOM TOWING CO	2592	12/30/2016	MAINTENANCE	602-49450-405	1,046.29
ELECTRIC PUMP INC	0059437-IN	12/30/2016	MAINTENANCE	602-49450-408	1,439.34
WENNER HOLDINGS LLC	2023-02	12/30/2016	MAINTENANCE	602-49450-408	600.00
Activity 49450 - Sewer Total:					6,633.41

Activity: 49980 - Debt Service

BOND TRUST SERVICE CORP	20161214	01/06/2017	BOND PAYMENT- 2012A PROJ	602-49980-611	921.60
BOND TRUST SERVICE CORP	20161214	01/06/2017	BOND PAYMENT- 2013A GEN	602-49980-611	9,759.38
BOND TRUST SERVICE CORP	20161214	01/06/2017	BOND PAYMENT- 2012A PROJ	602-49980-611	568.10
BOND TRUST SERVICE CORP	20161214	01/06/2017	BOND PAYMENT- 2011A PROJ	602-49980-611	33,882.50
BOND TRUST SERVICE CORP	20161214	01/06/2017	BOND PAYMENT- 2009A STRE	602-49980-720	14,601.50
BOND TRUST SERVICE CORP	20161214	01/06/2017	BOND PAYMENT- 2009A STRE	602-49980-720	3,014.06
Activity 49980 - Debt Service Total:					62,747.14
Fund 602 - SEWER Total:					323,524.77

Fund: 604 - ELECTRIC

MN REVENUE	20170110	01/10/2017	SALES TAX -	604-20202	27.52
CRYSTAL BENNETT	20170111	01/11/2017	REFUND - BALANCE OF UTILIT	604-22000	296.92
CODY WIIG	20170111	01/11/2017	REFUND UTILITY PREPAYMEN	604-22000	300.00
JANET KOCH GLINNON	20170111	01/11/2017	REFUND - BALANCE OF UTILIT	604-22000	109.93
MONICA KIEKOW	20170111	01/11/2017	REFUND - BALANCE OF UTILIT	604-22000	188.00
KELLI FORSTROM	20170111	01/11/2017	REFUND - UTILITY PREPAYME	604-22000	300.00
BRYAN DODGE	20170111	01/11/2017	REFUND - UTILITY PREPAYME	604-22000	300.00
KARI HANDY	20170111	01/11/2017	REFUND - BALANCE OF UTILIT	604-22000	14.11
1,536.48					

Activity: 49550 - Electric

NCPERS MINNESOTA	20170101	01/11/2017	INSURANCE #844600 - JAN 20	604-49550-133	96.00
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
SCHWALBACH HARDWARE	20161225	12/30/2016	MAINTENANCE - ELECTRIC	604-49550-200	89.99
WEX BANK	48152438	12/30/2016	FUEL - DECEMBER - ELECTRIC	604-49550-212	459.42
CLIFTON-LARSON-ALLEN, LLP	1412782	01/10/2017	AUDIT SERVICE -	604-49550-301	1,000.00
SCHRAMMEL LAW OFFICE	20161230	12/30/2016	LEGAL FEES - ELECTRIC	604-49550-304	376.00
RUNNING'S SUPPLY	20161224	12/30/2016	MAINTENANCE -	604-49550-310	9.25
VERIZON WIRELESS	9777333272	12/30/2016	TELEPHONE	604-49550-321	220.71
HP SUDS CLUB, LLC	1427	12/30/2016	BILLING CONTRACT SERVICE	604-49550-326	1,170.00
GOLDEN WEST TECH & INT SO	161200474	12/30/2016	SERVICE	604-49550-326	113.75
US BANK	20161220	12/30/2016	#8263 CR CARD - MAX'S GRILL	604-49550-334	13.09
US BANK	20161220	12/30/2016	#8263 CR CARD - PERKINS	604-49550-334	11.15
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
LOCATORS & SUPPLIES, INC	0252171-IN	12/30/2016	MAINTENANCE	604-49550-402	233.60
RUNNING'S SUPPLY	20161224	12/30/2016	MAINTENANCE -	604-49550-402	214.54
WINDOM FIRE & SAFETY	6186	12/30/2016	SERVICE	604-49550-402	203.00
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

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
US BANK	20161220	12/30/2016	#8263 CR CARD - AMAZON PH	604-49550-404	23.84
TOSHIBA FINANCIAL SERVICES	320467517	12/30/2016	COPIER LEASE - 12/20/16 TO	604-49550-404	29.45
RDO EQUIPMENT CO	P63472	12/30/2016	MAINTENANCE	604-49550-404	1,331.76
US BANK	20161220	12/30/2016	#8263 CR CARD - CARQUEST -	604-49550-405	19.73
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 - O'REILLY FIL	604-49550-408	7.99
US BANK	20161220	12/30/2016	#8263 CR CARD - CABLE TIES	604-49550-408	83.95
RUNNING'S SUPPLY	20161224	12/30/2016	MAINTENANCE -	604-49550-408	113.75
SCHWALBACH HARDWARE	20161225	12/30/2016	MAINTENANCE - ELECTRIC	604-49550-408	27.89
O'REILLY AUTOMOTIVE, INC	20161228	12/30/2016	MAINTENANCE - ELECTRIC	604-49550-408	14.99
WATER DEPARTMENT	20161230	12/30/2016	WATER SOLD TO ELEC DEPT -	604-49550-408	94.75
MN DEPT OF PUBLIC SAFETY	1712500242016	01/06/2017	SECTION 312	604-49550-410	25.00
ZIEGLER, INC.	PC050174681	12/30/2016	MAINTENANCE	604-49550-410	1,405.49
PRIME PORK	20161230	12/30/2016	ENERGY REBATE -	604-49550-450	17,143.78
MN REVENUE	20170110	01/10/2017	SALES TAX -	604-49550-460	26.58
BLUE CROSS/BLUE SHIELD	161202374840	12/21/2016	INSURANCE PREM- FEB	604-49550-480	490.00
BLUE CROSS/BLUE SHIELD	161230098950	01/06/2017	INSURANCE PREM- FEB	604-49550-480	490.00
Activity 49550 - Electric Total:					26,109.20
Fund 604 - ELECTRIC Total:					27,645.68
Fund: 609 - LIQUOR STORE					
MN REVENUE	20170110	01/10/2017	SALES TAX -	609-20202	18,129.00
					18,129.00

Activity: 49751 - Liquor Store

NCPERS MINNESOTA	20170101	01/11/2017	INSURANCE #844600 - JAN 20	609-49751-133	32.00
INDOFF, INC	2896812	12/30/2016	SUPPLIES	609-49751-200	13.82
AH HERMEL COMPANY	622585	12/29/2016	MERCHANDISE	609-49751-211	196.11
US BANK	20161220	12/30/2016	#8263 CR CARD - SCHWALBAC	609-49751-217	8.54
WINDOM FIRE & SAFETY	6193	12/30/2016	SERVICE	609-49751-217	65.00
VINOCOPIA, INC	0169280-IN	12/28/2016	MERCHANDISE	609-49751-251	224.75
BEVERAGE WHOLESALERS	040243	12/30/2016	CREDIT - MERCHANDISE	609-49751-251	-238.00
BREAKTHRU BEVERAGE MN	1080569201	12/20/2016	MERCHANDISE	609-49751-251	3,267.54
PHILLIPS WINE & SPIRITS	2075247	12/30/2016	MERCHANDISE	609-49751-251	3,165.72
BREAKTHRU BEVERAGE MN	2080127925	12/29/2016	CREDIT - MERCHANDISE	609-49751-251	-180.00
BREAKTHRU BEVERAGE MN	2080145617	12/29/2016	CREDIT - MERCHANDISE	609-49751-251	-79.80
PHILLIPS WINE & SPIRITS	2089631	12/20/2016	MERCHANDISE	609-49751-251	4,360.66
ARTISAN BEER COMPANY	3147105	12/27/2016	MERCHANDISE	609-49751-251	277.80
JOHNSON BROS.	5588551	12/30/2016	MERCHANDISE	609-49751-251	1,558.38
JOHNSON BROS.	5609888	12/20/2016	MERCHANDISE	609-49751-251	1,414.03
JOHNSON BROS.	5615701	12/27/2016	MERCHANDISE	609-49751-251	21.99
BELLBOY CORP	56789000	12/27/2016	MERCHANDISE	609-49751-251	1,335.28
JOHNSON BROS.	600032	12/30/2016	CREDIT - MERCHANDISE	609-49751-251	-216.45
BEVERAGE WHOLESALERS	732164	12/30/2016	CREDIT - MERCHANDISE	609-49751-251	-29.10
DOLL DISTRIBUTING, LLC	129152	12/30/2016	MERCHANDISE	609-49751-252	8,111.80
DOLL DISTRIBUTING, LLC	134968	12/30/2016	MERCHANDISE	609-49751-252	160.95
DOLL DISTRIBUTING, LLC	137196	12/30/2016	MERCHANDISE	609-49751-252	6,911.15
DOLL DISTRIBUTING, LLC	138128	12/30/2016	MERCHANDISE	609-49751-252	338.40
DOLL DISTRIBUTING, LLC	141312	01/10/2017	MERCHANDISE	609-49751-252	12,534.12
DOLL DISTRIBUTING, LLC	142268	01/10/2017	CREDIT - MERCHANDISE	609-49751-252	-138.15
DOLL DISTRIBUTING, LLC	143108	01/10/2017	CREDIT - MERCHANDISE	609-49751-252	-113.40
SOUTHERN GLAZER'S OF MN	1490160	12/28/2016	MERCHANDISE	609-49751-252	2,883.86
JOHNSON BROS.	5588553	12/30/2016	MERCHANDISE	609-49751-252	43.98
JOHNSON BROS.	5609890	12/20/2016	MERCHANDISE	609-49751-252	21.99
JOHNSON BROS.	5615699	12/27/2016	MERCHANDISE	609-49751-252	2,595.88
BEVERAGE WHOLESALERS	632950	12/30/2016	MERCHANDISE	609-49751-252	4,080.54
BEVERAGE WHOLESALERS	633589	01/10/2017	MERCHANDISE	609-49751-252	4,089.92
VINOCOPIA, INC	0169280-IN	12/28/2016	MERCHANDISE	609-49751-253	600.00
BREAKTHRU BEVERAGE MN	1080569201	12/20/2016	MERCHANDISE	609-49751-253	144.00
INDIAN ISLAND WINERY	1405	12/30/2016	MERCHANDISE	609-49751-253	232.32
SOUTHERN GLAZER'S OF MN	1490161	12/28/2016	MERCHANDISE	609-49751-253	393.68

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
BREAKTHRU BEVERAGE MN	2080137518	12/29/2016	CREDIT - MERCHANDISE	609-49751-253	-84.14
PHILLIPS WINE & SPIRITS	2089632	12/20/2016	MERCHANDISE	609-49751-253	504.81
PHILLIPS WINE & SPIRITS	2093459	12/28/2016	MERCHANDISE	609-49751-253	165.00
PHILLIPS WINE & SPIRITS	251307	12/30/2016	CREDIT - MERCHANDISE	609-49751-253	-28.00
PHILLIPS WINE & SPIRITS	253266	12/30/2016	CREDIT - MERCHANDISE	609-49751-253	-56.00
JOHNSON BROS.	5609889	12/20/2016	MERCHANDISE	609-49751-253	1,611.58
JOHNSON BROS.	5615700	12/27/2016	MERCHANDISE	609-49751-253	1,962.73
BELLBOY CORP	56789000	12/27/2016	MERCHANDISE	609-49751-253	120.00
JOHNSON BROS.	602431	12/30/2016	CREDIT - MERCHANDISE	609-49751-253	-52.60
JOHNSON BROS.	606012	12/30/2016	CREDIT - MERCHANDISE	609-49751-253	-40.52
JOHNSON BROS.	606014	12/30/2016	CREDIT - MERCHANDISE	609-49751-253	-60.48
PAUSTIS WINE COMPANY	8573780-IN	12/28/2016	MERCHANDISE	609-49751-253	1,099.01
PAUSTIS WINE COMPANY	8574363-IN	12/30/2016	MERCHANDISE	609-49751-253	525.02
BREAKTHRU BEVERAGE MN	1080569201	12/20/2016	MERCHANDISE	609-49751-254	53.42
RED BULL DISTRIBUTION CO, I	13514-620	12/30/2016	CREDIT - MERCHANDISE	609-49751-254	-134.70
PBC - PEPSI BEVERAGES COM	30520205	12/30/2016	MERCHANDISE	609-49751-254	168.50
AH HERMEL COMPANY	622585	12/29/2016	MERCHANDISE	609-49751-254	145.82
ATLANTIC COCA-COLA	93504	12/30/2016	MERCHANDISE	609-49751-254	383.16
AH HERMEL COMPANY	C53760	12/29/2016	CREDIT - MERCHANDISE	609-49751-254	-36.21
RED BULL DISTRIBUTION CO, I	K-20965600	12/30/2016	MERCHANDISE	609-49751-254	225.50
VINOCOPIA, INC	0169280-IN	12/28/2016	MERCHANDISE	609-49751-259	120.00
AH HERMEL COMPANY	622585	12/29/2016	MERCHANDISE	609-49751-261	35.27
BREAKTHRU BEVERAGE MN	2080138041	12/29/2016	CREDIT - MERCHANDISE	609-49751-265	-46.10
JOHNSON BROS.	5609888	12/20/2016	MERCHANDISE	609-49751-265	630.00
VERIZON WIRELESS	9777333272	12/30/2016	TELEPHONE	609-49751-321	55.89
VINOCOPIA, INC	0169280-IN	12/28/2016	MERCHANDISE	609-49751-333	35.00
BREAKTHRU BEVERAGE MN	1080569201	12/20/2016	MERCHANDISE	609-49751-333	56.57
SOUTHERN GLAZER'S OF MN	1490159	12/28/2016	MERCHANDISE	609-49751-333	1.02
SOUTHERN GLAZER'S OF MN	1490160	12/28/2016	MERCHANDISE	609-49751-333	68.16
SOUTHERN GLAZER'S OF MN	1490161	12/28/2016	MERCHANDISE	609-49751-333	14.86
PHILLIPS WINE & SPIRITS	2075247	12/30/2016	MERCHANDISE	609-49751-333	48.71
PHILLIPS WINE & SPIRITS	2089631	12/20/2016	MERCHANDISE	609-49751-333	41.75
PHILLIPS WINE & SPIRITS	2089632	12/20/2016	MERCHANDISE	609-49751-333	18.37
PHILLIPS WINE & SPIRITS	2093459	12/28/2016	MERCHANDISE	609-49751-333	3.34
JOHNSON BROS.	5588551	12/30/2016	MERCHANDISE	609-49751-333	18.65
JOHNSON BROS.	5609888	12/20/2016	MERCHANDISE	609-49751-333	41.75
JOHNSON BROS.	5609889	12/20/2016	MERCHANDISE	609-49751-333	44.81
JOHNSON BROS.	5615699	12/27/2016	MERCHANDISE	609-49751-333	35.62
JOHNSON BROS.	5615700	12/27/2016	MERCHANDISE	609-49751-333	63.47
BELLBOY CORP	56789000	12/27/2016	MERCHANDISE	609-49751-333	22.00
JOHNSON BROS.	600032	12/30/2016	CREDIT - MERCHANDISE	609-49751-333	-16.00
AH HERMEL COMPANY	622585	12/29/2016	MERCHANDISE	609-49751-333	3.95
PAUSTIS WINE COMPANY	8573780-IN	12/28/2016	MERCHANDISE	609-49751-333	12.50
PAUSTIS WINE COMPANY	8574363-IN	12/30/2016	MERCHANDISE	609-49751-333	8.75
DUERKSEN ELECTRIC	2615	12/30/2016	MAINTENANCE	609-49751-402	1,908.99
TOSHIBA FINANCIAL SERVICES	320467517	12/30/2016	COPIER LEASE - 12/20/16 TO	609-49751-404	29.45
RAGE INC	12-011967	12/30/2016	SERVICE - RIVER BEND LIQUO	609-49751-406	38.40
Activity 49751 - Liquor Store Total:					67,856.39
Fund 609 - LIQUOR STORE Total:					85,985.39

Fund: 614 - TELECOM

RUNNING'S SUPPLY	20161224	12/30/2016	MAINTENANCE -	614-16440	76.97
O'REILLY AUTOMOTIVE, INC	20161228	12/30/2016	MAINTENANCE - TELECOM	614-16440	72.98
INTERNAL REVENUE SERVICE	20170106	01/06/2017	EXCISE TAX POSTING-DEC FIN	614-20201	438.68
MN REVENUE	20170110	01/10/2017	SALES TAX -	614-20202	112.12
MN 9-1-1 PROGRAM	20170106	01/06/2017	DEC 911 SERVICE	614-20206	1,248.39
Activity: 49870 - Telecom					1,949.14

NCPERS MINNESOTA	20170101	01/11/2017	INSURANCE #844600 - JAN 20	614-49870-133	64.00
US BANK	20161220	12/30/2016	#8263 CR CARD - NEW EGG D	614-49870-200	119.96

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
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 K	614-49870-200	55.99
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 - AMAZON CL	614-49870-200	31.51
CULLIGAN	20161230A	12/30/2016	SERVICE #5647	614-49870-200	20.25
WINDOM QUICK PRINT	20170101	01/06/2017	SUPPLIES	614-49870-200	169.95
ADVANCED SYSTEMS, INC.	516249	01/06/2017	SUPPLIES	614-49870-200	37.41
HEARTLAND PAPER COMPANY	306629-0	12/30/2016	SUPPLIES	614-49870-211	15.78
WEX BANK	48152438	12/30/2016	FUEL - DECEMBER - TELECOM	614-49870-212	151.85
CCI SYSTEMS	0093271-IN	01/06/2017	SUPPORT LICENSE FOR HEADE	614-49870-227	6,490.68
NATIONAL CABLE TV COOP	SI-518621	12/30/2016	MAINTENANCE SUPPLIES	614-49870-227	120.22
US BANK	20161220	12/30/2016	#8263 CR CARD - NEW EGG L	614-49870-241	1,767.92
SCHRAMMEL LAW OFFICE	20161230	12/30/2016	LEGAL FEES - TELECOM	614-49870-304	376.00
VERIZON WIRELESS	9777333272	12/30/2016	TELEPHONE	614-49870-321	505.04
RUSHMORE INDUSTRIES, INC	20170104	01/06/2017	FREIGHT	614-49870-322	66.00
HP SUDS CLUB, LLC	1427	12/30/2016	BILLING CONTRACT SERVICE	614-49870-326	1,170.00
COTTONWOOD CO SOLID WA	162878	12/30/2016	LANDFILL	614-49870-384	62.85
WINDOM FIRE & SAFETY	6192	12/30/2016	SERVICE	614-49870-401	54.95
TOSHIBA FINANCIAL SERVICES	320467517	12/30/2016	COPIER LEASE - 12/20/16 TO	614-49870-404	44.18
ADVANTAGE COLLECTION PR	3796	12/30/2016	SERVICE	614-49870-432	24.02
CENTURY LINK	439778	12/21/2016	DIRECTORY LISTINGS	614-49870-441	184.45
CENTURY LINK	L040021021-16352	12/30/2016	CABS #507 L04-0021 021	614-49870-441	79.80
NATIONAL CABLE TV COOP	16121151	12/30/2016	SUBSCRIBER	614-49870-442	85,057.55
RFD TV	2395-1285	12/28/2016	SUBSCRIBER	614-49870-442	385.44
DISPLAY SYSTEMS INTERNATI	27589	12/30/2016	SERVICE - LU130	614-49870-442	163.88
SHOWTIME NETWORKS INC	9002731-1116	12/27/2016	SUBSCRIBER	614-49870-442	459.20
UNIVERSAL SERVICE ADMIN C	UBDI0000884867	12/30/2016	499A CONTRIBUTION	614-49870-443	1,451.95
WOODSTOCK COMMUNICATI	10062602	01/06/2017	SPECIAL ACCESS CIRCUITS 1/1	614-49870-445	205.10
ONVOY VOICE SERVICES	170104008508	01/11/2017	SS7 SERVICES 1/2/17 - 2/1/17	614-49870-445	1,328.97
E-911 - INDEPENDENT EMERG	20170101	01/06/2017	MONTHLY 911 SERVICE 1/1 -	614-49870-445	40.00
US BANK	20161220	12/30/2016	#8263 CR CARD - DREAMHOS	614-49870-447	139.00
MANKATO NETWORKS, LLC	387638	12/30/2016	SERVICE	614-49870-447	3,202.95
HURRICANE ELECTRIC LLC	98234808-IN	01/11/2017	10 GB INTERNET CONNECT AT	614-49870-447	4,000.00
GOLDEN WEST TECH & INT SO	161200389	12/30/2016	SERVICE #A3790	614-49870-448	290.68
JEREMY ROLFES	20161230	12/30/2016	INTERNET SUPPORT	614-49870-448	54.94
SWWC - SOUTHWEST WEST C	52333	12/08/2016	SERVICE	614-49870-448	950.00
CENTURY LINK	20161216	12/30/2016	SERVICE #507-831-1075 104	614-49870-451	77.80
MN REVENUE	20170110	01/10/2017	SALES TAX -	614-49870-460	11.59
SOUTHWEST MN BROADBAN	20161230	12/30/2016	QVC - NOVEMBER COMMISSI	614-49870-480	136.56
				Activity 49870 - Telecom Total:	109,675.97
				Fund 614 - TELECOM Total:	111,625.11

Fund: 615 - ARENA

Activity: 49850 - Arena

NCPERS MINNESOTA	20170101	01/11/2017	INSURANCE #844600 - JAN 20	615-49850-133	32.00
SCHWALBACH HARDWARE	20161225	12/30/2016	MAINTENANCE - ARENA	615-49850-200	10.49
SCHWALBACH HARDWARE	20161225	12/30/2016	MAINTENANCE - ARENA	615-49850-211	86.32
HEARTLAND PAPER COMPANY	319334-OA	12/30/2016	SUPPLIES	615-49850-211	21.05
US BANK	20161220	12/30/2016	#8263 CR CARD - CENEX - ZA	615-49850-212	120.00
SCHWALBACH HARDWARE	20161225	12/30/2016	MAINTENANCE - ARENA	615-49850-215	24.99
DEAN SMESTAD	20161230	12/30/2016	EXPENSE - SAFETY BOOTS	615-49850-217	90.00
TOSHIBA FINANCIAL SERVICES	320467517	12/30/2016	COPIER LEASE - 12/20/16 TO	615-49850-217	26.51
SCHWALBACH HARDWARE	20161225	12/30/2016	MAINTENANCE - ARENA	615-49850-241	22.48
COCA-COLA BOTTLING COMP	0498500511	12/30/2016	MERCHANDISE	615-49850-254	145.08
COCA-COLA BOTTLING COMP	0498502109	12/30/2016	MERCHANDISE	615-49850-254	243.60
ATLANTIC COCA-COLA	69241	12/29/2016	MERCHANDISE	615-49850-254	118.56
COCA-COLA BOTTLING COMP	0488504311	12/30/2016	MERCHANDISE	615-49850-260	52.32
COCA-COLA BOTTLING COMP	0488507816	12/30/2016	MERCHANDISE	615-49850-260	219.12
COCA-COLA BOTTLING COMP	0498500511	12/30/2016	MERCHANDISE	615-49850-260	145.08

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
AH HERMEL COMPANY	614316	12/30/2016	MERCHANDISE	615-49850-260	273.01
SCHRAMMEL LAW OFFICE	20161230	12/30/2016	LEGAL FEES - ARENA	615-49850-304	165.00
VERIZON WIRELESS	9777333272	12/30/2016	TELEPHONE	615-49850-321	67.64
ASCAP	20170101	01/10/2017	ACCT #500580363	615-49850-326	341.00
COTTONWOOD CO SOLID WA	163010	12/30/2016	RECYCLING - FREEZER	615-49850-384	10.00
WORTHINGTON GLASS INC	43617	12/30/2016	MAINTENANCE	615-49850-402	190.00
ELECTRIC FUND	SO-000211	12/30/2016	ARENA	615-49850-402	280.87
CARQUEST AUTO PARTS STOR	20161231	12/30/2016	MAINTENANCE - ARENA	615-49850-404	47.88
DICKS WELDING INC	63157	12/30/2016	MAINTENANCE	615-49850-404	251.80
SCHWALBACH HARDWARE	20161225	12/30/2016	MAINTENANCE - ARENA	615-49850-406	27.87
WINDOM FIRE & SAFETY	6120	12/30/2016	SERVICE	615-49850-406	28.00
ELECTRIC FUND	SO-000211	12/30/2016	ARENA	615-49850-409	5.08
MN REVENUE	20170110	01/10/2017	SALES TAX -	615-49850-460	1,819.00
Activity 49850 - Arena Total:					4,864.75
Fund 615 - ARENA Total:					4,864.75

Fund: 617 - M/P CENTER

MN REVENUE	20170110	01/10/2017	SALES TAX -	617-20202	230.60
					230.60

Activity: 49860 - M/P Center

NCPERS MINNESOTA	20170101	01/11/2017	INSURANCE #844600 - JAN 20	617-49860-133	48.00
US BANK	20161220	12/30/2016	#8263 CR CARD - HY-VEE	617-49860-254	164.98
SHARON ERPESTAD	20161230	12/30/2016	SUPPLIES-SOFT DRINKS & MIX	617-49860-254	9.98
ATLANTIC COCA-COLA	69241	12/29/2016	MERCHANDISE	617-49860-254	130.80
US BANK	20161220	12/30/2016	#8263 CR CARD - SCHWALBAC	617-49860-261	13.86
VERIZON WIRELESS	9777333272	12/30/2016	TELEPHONE	617-49860-321	16.83
KDOM RADIO	KDOM0563161241503	12/30/2016	ADVERTISING - COMM CENTE	617-49860-340	171.50
TOSHIBA FINANCIAL SERVICES	320467517	12/30/2016	COPIER LEASE - 12/20/16 TO	617-49860-404	14.73
TOSHIBA FINANCIAL SERVICES	320467517A	12/30/2016	LEASE STUDIO #357 - COMM	617-49860-404	60.00
RAGE INC	12-011354	12/29/2016	SERVICE	617-49860-406	61.50
US BANK	20161220	12/30/2016	#8263 CR CARD - RUNNINGS	617-49860-406	46.43
J. H. LARSON	S101370507.001	12/20/2016	MAINTENANCE	617-49860-409	32.88
MN REVENUE	20170110	01/10/2017	SALES TAX -	617-49860-460	229.40
MN DEPT OF EMPLOY & ECON	20161230	12/30/2016	#07973084 S, EROESTAD	617-49860-480	24.97
Activity 49860 - M/P Center Total:					1,025.86
Fund 617 - M/P CENTER Total:					1,256.46

Fund: 700 - PAYROLL

Internal Revenue Service-Payr	INV0001001	01/06/2017	Federal Tax Withholding	700-21701	11,399.63
MN Department of Revenue -	INV0001000	01/06/2017	State Withholding	700-21702	4,612.57
Internal Revenue Service-Payr	INV0001002	01/06/2017	Social Security	700-21703	11,648.94
MN Pera	INV0000993	01/06/2017	PERA	700-21704	12,888.69
MN Pera	INV0000994	01/06/2017	PERA	700-21704	6,817.52
MN Pera	INV0000995	01/06/2017	PERA	700-21704	707.58
MN State Deferred	INV0000996	01/06/2017	Deferred Compensation	700-21705	4,390.00
MN State Deferred	INV0000997	01/06/2017	Deferred Roth	700-21705	775.00
BLUE CROSS/BLUE SHIELD	161202374840	12/21/2016	INSURANCE PREM- FEB	700-21706	50,497.50
BLUE CROSS/BLUE SHIELD	161230098950	01/06/2017	INSURANCE PREM- FEB	700-21706	50,497.50
MN Child Support Payment C	INV0000998	01/06/2017	Child Support Payment	700-21709	606.17
Internal Revenue Service-Payr	INV0000999	01/06/2017	Medicare Withholding	700-21711	3,413.78
SELECTACCOUNT	38331967	01/11/2017	FLEX SPENDING	700-21712	1,564.72
NCPERS MINNESOTA	20170101	01/11/2017	INSURANCE #844600 - JAN 20	700-21718	16.00
NCPERS MINNESOTA	20170101	01/11/2017	INSURANCE #844600 - JAN 20	700-21718	16.00
					159,851.60
Fund 700 - PAYROLL Total:					159,851.60
Grand Total:					2,019,459.82

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL	87,633.18
211 - LIBRARY	5,192.00
225 - AIRPORT	34,848.33
230 - POOL	7.36
235 - AMBULANCE	8,089.51
250 - EDA GENERAL	9,909.29
252 - EDA SCDP	69,713.85
254 - NORTH IND PARK	21,241.34
260 - TIF 1-13 RIVER BLUFF	29,175.75
271 - TIF 1- 18 AG BUILDERS GDF	6,340.93
301 - 2003 IMPROVEMENT BOND	117,876.25
302 - 4TH AVENUE IMPROVEMENT	36,147.20
303 - 2007 STREET IMPROVEMENT	79,400.00
304 - 2006A REFUNDING BOND	23,174.25
305 - 2009 STREET IMPROVEMENT	81,823.10
306 - 2013 STREET IMPROVEMENT	158,356.26
307 - 2017 STREET PROJECT	825.00
401 - GENERAL CAPITAL PROJECTS	480.00
402 - CAPITAL PROJECT	291,859.29
406 - PIR	58,465.30
601 - WATER	184,147.87
602 - SEWER	323,524.77
604 - ELECTRIC	27,645.68
609 - LIQUOR STORE	85,985.39
614 - TELECOM	111,625.11
615 - ARENA	4,864.75
617 - M/P CENTER	1,256.46
700 - PAYROLL	159,851.60
Grand Total:	2,019,459.82

Account Summary

Account Number	Account Name	Payment Amount
100-20202	Sales Tax Payable	29,288.19
100-41110-304	Legal Fees	465.00
100-41110-434	Employee Appreciation	396.39
100-41110-491	Payments to Other Orga	1,966.65
100-41310-133	Employer Paid Insurance	80.00
100-41310-200	Office Supplies	699.65
100-41310-217	Other Operating Supplie	29.45
100-41310-301	Auditing & Consulting Se	1,000.00
100-41310-308	Training & Registrations	125.00
100-41310-321	Telephone	50.71
100-41310-326	Data Processing	19.99
100-41310-480	Other Miscellaneous	2,151.42
100-41910-133	Employer Paid Insurance	24.00
100-41910-200	Office Supplies	13.81
100-41910-212	Motor Fuels	51.16
100-41910-301	Auditing & Consulting Se	1,779.00
100-41910-304	Legal Fees	615.00
100-41910-308	Training & Registrations	50.00
100-41910-321	Telephone	50.71
100-41940-211	Cleaning Supplies	48.76
100-41940-405	Repairs & Maint - Vehicl	75.96
100-41940-406	Repairs & Maint - Groun	925.15
100-41940-409	Repairs & Maint - Utilitie	761.47
100-41940-480	Other Miscellaneous	2.13
100-42120-133	Employer Paid Insurance	160.00

Account Summary

Account Number	Account Name	Payment Amount
100-42120-200	Office Supplies	77.64
100-42120-212	Motor Fuels	1,109.00
100-42120-304	Legal Fees	5,162.50
100-42120-308	Training & Registrations	85.00
100-42120-321	Telephone	207.66
100-42120-323	Radio Units	108.00
100-42120-326	Data Processing	1,430.91
100-42120-404	Repairs & Maint - M&E	14.73
100-42120-405	Repairs & Maint - Vehicl	49.46
100-42120-433	Dues & Subscriptions	2,425.00
100-42120-480	Other Miscellaneous	2,309.84
100-42220-212	Motor Fuels	69.82
100-42220-218	Uniforms	109.99
100-42220-308	Training & Registrations	670.00
100-42220-404	Repairs & Maint - M&E	23.56
100-42220-433	Dues & Subscriptions	60.00
100-42220-435	Books and Pamphlets	217.00
100-42220-480	Other Miscellaneous	100.00
100-42500-323	Radio Units	1,800.00
100-42700-300	Charges for Services	151.58
100-43100-133	Employer Paid Insurance	64.00
100-43100-200	Office Supplies	32.06
100-43100-211	Cleaning Supplies	103.64
100-43100-212	Motor Fuels	3,560.45
100-43100-217	Other Operating Supplie	172.85
100-43100-224	Street Maint Materials	41.94
100-43100-321	Telephone	72.72
100-43100-402	Repairs & Maint - Struct	16.97
100-43100-404	Repairs & Maint - M&E	5,017.44
100-43100-405	Repairs & Maint - Vehicl	579.16
100-43100-480	Other Miscellaneous	20,140.00
100-45120-217	Other Operating Supplie	14.73
100-45120-260	Concessions	408.72
100-45202-133	Employer Paid Insurance	16.00
100-45202-402	Repairs & Maint - Struct	156.67
100-45202-404	Repairs & Maint - M&E	224.54
211-45501-133	Employer Paid Insurance	16.00
211-45501-217	Other Operating Supplie	430.76
211-45501-331	Travel Expense	51.66
211-45501-402	Repairs & Maint - Struct	775.95
211-45501-433	Dues & Subscriptions	296.35
211-45501-435	Books and Pamphlets	3,621.28
225-45127-200	Office Supplies	33.36
225-45127-264	Merchandise For Resale	19,694.94
225-45127-381	Electric Utility	546.03
225-49950-500	Capital Outlay	14,574.00
230-45124-217	Other Operating Supplie	7.36
235-34205	Ambulance Revenues -	1,862.00
235-42153-212	Motor Fuels	1,853.38
235-42153-217	Other Operating Supplie	16.00
235-42153-218	Uniforms	998.90
235-42153-308	Training & Registrations	737.00
235-42153-321	Telephone	66.14
235-42153-326	Data Processing	1,674.00
235-42153-327	Interpretation Fees	34.00
235-42153-334	Meals/Lodging	180.00
235-42153-340	Advertising & Promotion	99.00
235-42153-405	Repairs & Maint - Vehicl	194.09

Account Summary

Account Number	Account Name	Payment Amount
235-42153-435	Books and Pamphlets	375.00
250-23900	Notes Payable - Noncurr	154.91
250-46520-133	Employer Paid Insurance	8.00
250-46520-301	Auditing & Consulting Se	1,000.00
250-46520-304	Legal Fees	345.00
250-46520-308	Training & Registrations	265.00
250-46520-321	Telephone	26.83
250-46520-340	Advertising & Promotion	85.00
250-46520-381	Electric Utility	16.00
250-46520-402	Repairs & Maint - Struct	7,634.76
250-46520-433	Dues & Subscriptions	295.00
250-46520-438	Meeting Expense	27.79
250-46520-480	Other Miscellaneous	51.00
252-46520-491	Payments to Other Orga	69,713.85
254-46520-381	Electric Utility	136.34
254-46520-406	Repairs & Maint - Groun	40.00
254-49980-601	Bond Principal	20,000.00
254-49980-611	Bond Interest	1,065.00
260-49980-720	Transfers - Debt Service	29,175.75
271-46530-482	TIF Payments	6,340.93
301-49980-601	Bond Principal	115,000.00
301-49980-611	Bond Interest	2,876.25
302-47000-480	Other Miscellaneous	450.00
302-49980-601	Bond Principal	34,650.00
302-49980-611	Bond Interest	1,047.20
303-49980-601	Bond Principal	75,000.00
303-49980-611	Bond Interest	4,400.00
304-39202	Contribution from Enter	-29,175.75
304-47000-480	Other Miscellaneous	495.00
304-49980-601	Bond Principal	50,000.00
304-49980-611	Bond Interest	1,855.00
305-39202	Contribution from Enter	-33,236.90
305-47000-480	Other Miscellaneous	450.00
305-49980-601	Bond Principal	95,000.00
305-49980-611	Bond Interest	19,610.00
306-41000-480	Other Miscellaneous	450.00
306-49980-601	Bond Principal	130,000.00
306-49980-611	Bond Interest	27,906.26
307-41000-304	Legal Fees	825.00
401-49950-500	Capital Outlay - Office	480.00
402-49950-500	Capital Outlay	291,859.29
406-41000-480	Other Miscellaneous	450.00
406-49980-601	Bond Principal	55,350.00
406-49980-611	Bond Interest	2,665.30
601-14200	Inventory	3,724.25
601-23100	Bond Payable - Noncurre	40,000.00
601-29107	Bond Payable - Noncurre	35,000.00
601-29108	Bond Payable - Noncurre	58,500.00
601-49400-133	Employer Paid Insurance	40.00
601-49400-200	Office Supplies	184.33
601-49400-212	Motor Fuels	288.75
601-49400-216	Chemicals and Chemical	3,315.70
601-49400-217	Other Operating Supplie	79.16
601-49400-304	Legal Fees	301.00
601-49400-321	Telephone	96.24
601-49400-326	Data Processing	1,170.00
601-49400-386	Landfill	1,516.00
601-49400-402	Repairs & Maint - Struct	783.08

Account Summary

Account Number	Account Name	Payment Amount
601-49400-404	Repairs & Maint - M&E	301.70
601-49400-408	Repairs & Maint - Distrib	1,740.27
601-49400-443	Intergovernmental Fees	3,307.00
601-49980-611	Bond Interest	18,179.05
601-49980-720	Transfers - Debt Service	15,621.34
602-16300	Improvements Other Th	7,644.22
602-23100	Bond Payable - Noncurre	35,000.00
602-29105	Bond Payable - Noncurre	170,000.00
602-29106	Bond Payable - Noncurre	41,500.00
602-49450-133	Employer Paid Insurance	56.00
602-49450-200	Office Supplies	53.21
602-49450-212	Motor Fuels	243.68
602-49450-217	Other Operating Supplie	59.99
602-49450-241	Small Tools	42.28
602-49450-310	Lab Testing	1,382.60
602-49450-321	Telephone	86.24
602-49450-326	Data Processing	1,170.00
602-49450-381	Electric Utility	98.81
602-49450-404	Repairs & Maint - M&E	306.02
602-49450-405	Repairs & Maint - Vehicl	1,095.24
602-49450-408	Repairs & Maint - Distrib	2,039.34
602-49980-611	Bond Interest	45,131.58
602-49980-720	Transfers - Debt Service	17,615.56
604-20202	Sales Tax Payable	27.52
604-22000	Prepayments	1,508.96
604-49550-133	Employer Paid Insurance	96.00
604-49550-200	Office Supplies	209.68
604-49550-212	Motor Fuels	459.42
604-49550-301	Auditing & Consulting Se	1,000.00
604-49550-304	Legal Fees	376.00
604-49550-310	Lab Testing	9.25
604-49550-321	Telephone	220.71
604-49550-326	Data Processing	1,283.75
604-49550-334	Meals/Lodging	241.43
604-49550-402	Repairs & Maint - Struct	651.14
604-49550-404	Repairs & Maint - M&E	1,421.28
604-49550-405	Repairs & Maint - Vehicl	216.37
604-49550-408	Repairs & Maint - Distrib	343.32
604-49550-410	Repairs & Maint - Gener	1,430.49
604-49550-450	Conservation	17,143.78
604-49550-460	Miscellaneous Taxes	26.58
604-49550-480	Other Miscellaneous	980.00
609-20202	Sales Tax Payable	18,129.00
609-49751-133	Employer Paid Insurance	32.00
609-49751-200	Office Supplies	13.82
609-49751-211	Cleaning Supplies	196.11
609-49751-217	Other Operating Supplie	73.54
609-49751-251	Liquor	14,882.80
609-49751-252	Beer	41,521.04
609-49751-253	Wine	7,036.41
609-49751-254	Soft Drinks & Mix	805.49
609-49751-259	Non- Alcoholic	120.00
609-49751-261	Other Merchandise	35.27
609-49751-265	Merchandise Returned f	583.90
609-49751-321	Telephone	55.89
609-49751-333	Freight and Express	523.28
609-49751-402	Repairs & Maint - Struct	1,908.99
609-49751-404	Repairs & Maint - M&E	29.45

Account Summary

Account Number	Account Name	Payment Amount
609-49751-406	Repairs & Maint - Groun	38.40
614-16440	Motor Vehicles	149.95
614-20201	Excise Tax Payable	438.68
614-20202	Sales Tax Payable	112.12
614-20206	911 TAP & TACIP Fees Cl	1,248.39
614-49870-133	Employer Paid Insurance	64.00
614-49870-200	Office Supplies	542.62
614-49870-211	Cleaning Supplies	15.78
614-49870-212	Motor Fuels	151.85
614-49870-227	Utility System Maint Sup	6,610.90
614-49870-241	Small Tools	1,767.92
614-49870-304	Legal Fees	376.00
614-49870-321	Telephone	505.04
614-49870-322	Postage	66.00
614-49870-326	Data Processing	1,170.00
614-49870-384	Refuse Disposal	62.85
614-49870-401	Repairs & Maint - Buildi	54.95
614-49870-404	Repairs & Maint - M&E	44.18
614-49870-432	Uncollectible	24.02
614-49870-441	Transmission Fees	264.25
614-49870-442	Subscriber Fees	86,066.07
614-49870-443	Intergovernmental Fees	1,451.95
614-49870-445	Switch Fees	1,574.07
614-49870-447	Internet Expense	7,341.95
614-49870-448	On-Call Support	1,295.62
614-49870-451	Call Completion	77.80
614-49870-460	Miscellaneous Taxes	11.59
614-49870-480	Other Miscellaneous	136.56
615-49850-133	Employer Paid Insurance	32.00
615-49850-200	Office Supplies	10.49
615-49850-211	Cleaning Supplies	107.37
615-49850-212	Motor Fuels	120.00
615-49850-215	Materials & Equipment	24.99
615-49850-217	Other Operating Supplie	116.51
615-49850-241	Small Tools	22.48
615-49850-254	Soft Drinks & Mix	507.24
615-49850-260	Concessions	689.53
615-49850-304	Legal Fees	165.00
615-49850-321	Telephone	67.64
615-49850-326	Data Processing	341.00
615-49850-384	Refuse Disposal	10.00
615-49850-402	Repairs & Maint - Struct	470.87
615-49850-404	Repairs & Maint - M&E	299.68
615-49850-406	Repairs & Maint - Groun	55.87
615-49850-409	Repairs & Maint - Utilitie	5.08
615-49850-460	Miscellaneous Taxes	1,819.00
617-20202	Sales Tax Payable	230.60
617-49860-133	Employer Paid Insurance	48.00
617-49860-254	Soft Drinks & Mix	305.76
617-49860-261	Other Merchandise	13.86
617-49860-321	Telephone	16.83
617-49860-340	Advertising & Promotion	171.50
617-49860-404	Repairs & Maint - M&E	74.73
617-49860-406	Repairs & Maint - Groun	107.93
617-49860-409	Repairs & Maint - Utilitie	32.88
617-49860-460	Miscellaneous Taxes	229.40
617-49860-480	Other Miscellaneous	24.97
700-21701	Federal Withholding	11,399.63

Account Summary

Account Number	Account Name	Payment Amount
700-21702	State Withholding	4,612.57
700-21703	FICA Tax Withholding	11,648.94
700-21704	PERA Contributions	20,413.79
700-21705	Retirement	5,165.00
700-21706	Medical Insurance	100,995.00
700-21709	Wage Levy	606.17
700-21711	Medicare Tax Withholdi	3,413.78
700-21712	Flex Account	1,564.72
700-21718	Individual Insurance-NC	32.00
Grand Total:		2,019,459.82

Project Account Summary

Project Account Key	Payment Amount
None	939,724.18
2006AIntJunCt	246.00
2006AIntMatthew	433.25
2006AIntTIF	1,175.75
2006APrinJunCt	12,000.00
2006APrinMatthew	10,000.00
2006APrinTIF	28,000.00
2009AInt	19,610.00
2009APrin	95,000.00
2011AIntSw	33,882.50
2011AIntWa	4,991.25
2011APrinSw	170,000.00
2011APrinWa	35,000.00
2011BInt	2,876.25
2011BPrin	115,000.00
2012AIntFund302	1,047.20
2012AIntFund303	4,400.00
2012AIntFund406	312.80
2012AIntSw	1,489.70
2012AIntWa	1,925.30
2012APrinFund302	34,650.00
2012APrinFund303	75,000.00
2012APrinFund406	10,350.00
2012APrinSw	41,500.00
2012APrinWa	58,500.00
2013AIntAssessment	11,659.38
2013AIntStr	16,246.88
2013AIntSw	9,759.38
2013AIntWa	11,262.50
2013APrinAssess	70,000.00
2013APrinSt	60,000.00
2013APrinSw	35,000.00
2013APrinWa	40,000.00
2013BIntEquip	2,352.50
2013BIntNWIP	1,065.00
2013BPrincEquip	45,000.00
2013BPrincNWIP	20,000.00
Grand Total:	2,019,459.82

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