

Council Meeting
Tuesday, April 4, 2017
City Council Chambers
7:30 p.m.
AGENDA



Call to Order

Pledge of Allegiance

1. Approval of Minutes – March 21, 2017
2. Consent Agenda
 - Minutes
 - Capital Finance Committee – March 15 & 23, 2017
 - Community Center Commission – March 27, 2017
 - Utility Commission – March 29, 2017
3. Department Heads
4. Proclamation National Library Week
5. Resolution Awarding Water Treatment Facility Rehabilitation Project Bid
6. Proposal for Engineering and Design Services – Wastewater Treatment Facility Improvements
7. 2nd Reading Ordinance No. 162, 2nd Series – Enacting and Adopting a Codified Supplement to the City Code
8. Donations
 - Windom United Services – Windom Fire Department
 - Bank of the West – EDA Market Study
 - Five Star Realty – EDA Market Study
9. Fast Global Solutions, Inc. Use Agreement – City Owned Property
10. Seasonal Hiring
 - Temporary Apprentice Line Worker
 - Seasonal Street Maintenance
 - Seasonal Park Maintenance
 - Compost Site Manager
11. Personnel Committee Recommendation
12. New Business
13. Old Business
14. Regular Bills
15. Council Concerns
16. Adjourn

Meeting Reminders

April 8, 2017 Facility Tours

May 8, 2017 Board of Appeal and Equalization Meeting

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**Regular Council Meeting
City Hall, Council Chamber
March 21, 2017
7:30 p.m.**

1. Call to Order:

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

2. Roll Call:

Council Present: Mayor Dominic Jones, Paul Johnson, Bryan Joyce, Marv Grunig and Rod Byam

Council Absent: None

City Staff Present: Steve Nasby, City Administrator; Ron Schramel, City Attorney; Brent Brown, Electric Utility Manager\Street Superintendent; Jeff Dahna, Telecom Mgr; Al Baloun, Recreation Director; Andy Spielman, Building Official; Dan Ortmann, Fire Chief; Tim Hacker, Ambulance Director and Luke Langraf, Police

3. Pledge of Allegiance

4. Resolution Canvassing Election Results and Declaring the Results of the Special Election:

Council member Joyce introduced the Resolution No. 2017-18, entitled “A RESOLUTION CANVASSING THE ELECTION RESULTS FOR THE CITY SPECIAL ELECTION AND DECLARING THE RESULTS OF THE ELECTION” and moved its adoption. The resolution was seconded by Johnson and on roll call vote: Yes: Joyce, Byam, Grunig and Johnson No: None. Absent: None. Abstain: None. Resolution passed 4 - 0.

5. Oath of Office – Council Member At-Large:

Jones administered the oath of office to Jayesun Sherman. The Mayor and City Council congratulated him on the election and welcomed Sherman to the City Council.

6. Approval of Minutes:

Motion by Johnson second by Grunig to approve the City Council minutes from March 7, 2017. Motion carried 5 – 0.

7. Consent Calendar:

Jones noted the minutes from the following Boards and Commissions.

- Parks & Recreation Commission – March 8, 2017
- Housing & Redevelopment Authority – February 8, 2017

Preliminary

- Economic Development Authority – March 13, 2017
- Planning Commission – March 14, 2017
- Library Board – March 14, 2017

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

8. Department Heads:

Drew Hage, Development Director, said that the University of Minnesota Extension Service is going to do a retail gap analysis for Windom and that surveys would be sent out to citizens and businesses. He noted the importance of this information and asked that surveys be completed.

9. Arena – Parks & Recreation Commission Recommendation:

Al Baloun, Recreation Director, Brent Staples and Justin Espenson, Windom Youth Hockey Association introduced themselves. Baloun said the Parks & Recreation Commission had made a recommendation to the City Council to approve a partnership with the Hockey Association on the construction of additional locker rooms. Staples said the Hockey Association discussed the options for the future and are supportive with keeping the existing facility and they are committed to help improve the facility. With the City and Ag Society recently completing a 30-year lease extension this makes sense for everyone. They have been working on a plan to add locker rooms to the facility as the two key needs are for safety of the users and the ice system. The new locker rooms will address the safety of user groups by providing additional, separated locker rooms. The locker room project is estimated to be \$350,000 to \$400,000 and will be privately funded with an anticipated completion in 2017 or early 2018. The second key item to be addressed is the ice making equipment due to its mandated phase out in 2020 and getting the rink floor in concrete, which they are asking the City to make a commitment to addressing. Staples thanked the City and Cottonwood County Ag Society for their help and support in getting the lease completed and for the proposed project.

Jones thanked the Windom Hockey Association for their work and for funding the locker rooms.

Grunig clarified that no public money was anticipated for the locker rooms and asked about the status of the existing locker rooms. Staples said no public money is asked for the locker room project and the existing locker rooms are slated for minor renovations as is the community room.

Johnson asked if the leased property is large enough for the new addition. Schramel said yes. Johnson said he is supportive and noted this helps solve some of the Arena's issues.

Joyce thanked the private funders and Hockey Association for their work. He said the City Council needs to address the ice equipment and rink floor sooner than later. Staples noted the 2020 compliance date and pricing would be better sooner than later.

Motion by Grunig second by Byam to grant approval and permission to the Windom Youth Hockey Association to proceed with the construction of the locker rooms at the Arena. Motion carried 5 – 0.

10. Telecommunications Commission Recommendation – Giga Centers:

Jeff Dahna, Windomnet General Manager, said that the Telecommunications Commission has been working with staff for a number of months on the replacement of the core system and the service offerings. Part of the recommendation is to eliminate the vintage packages as there were new bundles rolled out about 18 months ago. To gain efficiency and consistency with customers and billing the proposal was made to migrate the existing vintage customers over to the new bundles. Due to the conversion, the good news is that Windomnet would not have to increase video rates for 2017. Also, to help provide an option to customers a new data only package is being offered as well.

Joyce said the 2015 study of the packages and rates produced the new data centered bundles and many customers are on these so the phase out of the vintage packages is reasonable. Due to the migration there will be higher costs for those customers. Video rates in 2017 will be stable.

Johnson asked how the migration works. Dahna and Nasby said the vintage customers will be notified of the change and migrated over to the new package. The customer will be given some time to try the new package and then they will have the option to cancel if they do not like it.

Grunig said there were 3-12-30 megabyte packages and now the data only package is at 12 megabytes. Dahna said the 12 megabyte speed is good for most uses. In the future with the new core system higher speed offerings are possible.

Jones asked about the phase out of video service. Dahna said the video is staying RF for now, but in the future more things will be going to streaming or other services so the decision is to stay with RF until it is no longer feasible rather than put a lot of money into an interim solution.

Council member Joyce introduced the Resolution No. 2017-19, entitled “RESOLUTION ESTABLISHING RATES, CHARGES AND FEES FOR TELECOMMUNICATIONS ENTERPRISE FUND” and moved its adoption. The resolution was seconded by Grunig and on roll call vote: Yes: Byam, Grunig, Johnson, Sherman and Joyce No: None. Absent: None. Abstain: None. Resolution passed 5 - 0.

The other part of the recommendation is to start conversion of the core system. As noted at the previous City Council meeting, numerous options were discussed as it related to the continued operations and future operations of Windomnet. Due to the increase in data use and customer applications of Wi-Fi in the home or business the preferred option would be to change out the Optical Network Terminals (ONTs) on the outside of homes and businesses for a Giga Center that would be placed inside of the building. The Giga Center has the dual role of replacing the ONT, but it also will act as an extremely high-speed Wi-Fi router in the home. By having the Giga Center the advantages are:

Preliminary

- Enhancing speeds to the customer
- Eliminate the need for customers to purchase their own routers
- Windomnet would own and manage the Giga Centers
- Ability to remotely trouble-shoot customer issues without scheduling on-site service calls

The cost of the system upgrade including equipment at the Telecom facility and the Giga Centers is estimated to be \$800,000. The financing would be in the form of equipment bonds and repaid through a monthly rental fee charged to customers. At this time the Telecom Commission is recommending the purchase of 100 Giga Centers to start the replacement process as there is a \$100 rebate on them which ends March 31. These would be paid for from Telecom in an amount of about \$75,000 and reimbursed with future bond issuance.

Jones asked if this core system project was in the Capital Improvement Plan. Nasby said it was listed but not at this level of cost.

Grunig said he would support this to take advantage of the rebates totaling \$10,000.

Motion by Joyce second by Grunig to approve Windomnet purchasing \$75,000 of equipment for the core system replacement and Giga Centers. Motion carried 5 – 0.

11. Resolution Providing Pre-payment of GO Improvement Bond, Series 2006A:

Nasby said there is a year remaining on this bond at 4.1% interest. The remaining balance is about \$40,000. By repaying this early there is an interest savings of about \$1,000 after fees.

Council member Johnson introduced the Resolution No. 2017-19, entitled “RESOLUTION PROVIDING FOR THE REDEMPTION AND PREPAYMENT THE OUTSTANDING \$940,000 GENERAL OBLIGATION IMPROVEMENT AND REFUNDING BONDS, SERIES 2006A” and moved its adoption. The resolution was seconded by Joyce and on roll call vote: Yes: Grunig, Johnson, Sherman, Joyce and Byam No: None. Absent: None. Abstain: None. Resolution passed 5 - 0.

12. Second Reading Ordinance No. 161, 2nd Series – Amending Zoning Map:

Andy Spielman, Building Official, noted the proposed change is from Industrial to R-3 Residential. The proposed zoning would permit more uses, which have been discussed such as recreational uses.

Jones noted the EDA, as applicants for rezoning, had waived the 60-day requirement. He would support the passage of the proposed rezoning.

Joyce thanked the EDA for the waiver to allow for more process and discussion. He noted the Community Center and Parks & Recreation Commissions were meeting in the near future to look at uses of the properties in this area for recreation.

Preliminary

Jones noted that the consultant that did the pool study sells pools so an independent look at that proposal is needed. If the future use is recreational then that does not fit into an industrial zone.

Joyce said that the soil borings done for the Emergency Service Facility were done and there were still issues so should everything be reviewed or done twice. He noted there are no current zoning classifications for recreational or public uses. This should be addressed in the comp plan. Many things can be done in the proposed R-3 including multi-family housing.

Jones noted the City did the soil borings at the Emergency Services Facility not the architect and some areas were not able to be accessed due to the existing uses.

Sherman asked what zoning classifications allow for a pool. Spielman said all residential zones. Sherman asked if a conditional use was hard to do to allow it. Spielman said they would prefer not to conditional uses and to have the use zoned appropriately.

Byam said he does not want to do conditional uses and would prefer R-2, but knows R-3 is the proposal at this time.

Grunig said he is not resistant to changing the zoning as Council controls the use as owners.

Johnson said the industrial park is really divided by N. Redding Avenue as to current use.

Motion by Johnson second by Grunig to approve the 2nd Reading of Ordinance No. 161, 2nd Series – Amending Zoning Map as proposed. Motion carried 3 – 2 (Joyce and Sherman).

Joyce asked if the parcel is marketable as R-3 can the City say not to a proposed use. Schramel said the City Council owns the land and as such as compete control on its use.

Jones said that if the parcel stayed industrial it could be use in that manner too if proposed.

Joyce asked if it can be rezoned to “recreational” later. Nasby replied that he would suggest a zoning of “public” as that would be more flexible.

Sherman asked about the creation of a “public” zoning classification. Nasby said that would need to be coming from the Comp Plan and the Planning Commission. Spielman noted that the “public” zoning classification could be applied to City-owned properties all at one time in the future.

13. First Reading Ordinance 162, 2nd Series – Enacting and Adopting Codified Supplement:

Nasby said the Windom City Code had been updated with the ordinances passed the last year or two and they need approval to be added into the Code.

Motion by Joyce second by Sherman to approve the 1st Reading of Ordinance 162, 2nd Series as presented. Motion carried 5 – 0.

14. Affirmation of Goal – Population 5,000 by 2020:

Jones said this item is up for discussion by the City Council to confirm the continuation of this goal by the new City Council. It is important that the Council affirm the goal as to provide direction to the Boards\Commissions and City staff. Actions need to be taken to help accomplish the goal. The Comp Plan is discussing the need for housing, expanding businesses and attracting new people to our community.

Johnson said that he, Jones and Joyce were on the last Council that established the goal and he wants to get the input from the new members as to their thoughts and visions for the City. He would like the City to re-visit charges and fees related to new development and work with the EDA and School to re-assess the Prairie Meadows subdivision to get housing started.

Grunig said that the goal of 5,000 was partially set to reach a State threshold for street aid which is good. The 2020 timeframe is short and going from 4,645 to 5,000 is a large task. Charges for new development are detrimental to the goal of getting new housing. He sees differences in the extension of utilities and the needs to covers costs, but he supports moving to the goal.

Johnson asked if development costs could be assessed and paid over time. Nasby said yes.

Jones noted not all needs to be large new developments but in-fill is a focus too.

Byam said he would like to see costs spread out over time, but would like to see local contractors step up and do projects. Rehabilitation could also be done with existing homes which would help clean up the community.

Joyce said there is TIF for housing development and redevelopment. Hage said a Housing TIF is possible but it is difficult and there are other programs that are better to help. Joyce noted that smart growth is businesses, workers and quality of life. The HRA could take a more active role.

Sherman said he is encouraged by what he has heard and is supportive of the population goal.

Motion by Byam second by Joyce to re-affirm the goal of growing the population to 5,000 by 2020 and to recommend to Boards and Commissions and staff that they take actions to support this goal. Motion carried 5 – 0.

15. New Business:

None.

16. Old Business:

Nasby said the issue on the 2017 Street Project regarding the alternate for 7th Avenue had come up and needs clarification by the City Council on the split of the costs. The owners are asking for the same 50/50 split other properties are getting on the project. His research showed that the City did participate in the June Court project related to storm water equaling 25% of the cost.

Preliminary

Jones said he would support the 50/50 proposed split as the City had cost-shared previously and the City has to support its goal of growing the population.

Motion by Byam second by Johnson to approve cost-sharing on the 7th Avenue Extension in the same manner as the other properties on the 2017 Street Project. Motion carried 5 – 0.

Grunig noted he was glad the precedence was researched and if this further sets an expected path for future development.

Johnson said he sees each request as an individual action and Council can decide each on its merits. Right now the goal is to support residential development.

Grunig asked if there is a deferral in the assessments. Nasby said no.

Joyce said the vote tonight is to encourage housing and growth which is a City Council priority.

Jones asked about the City Facilities tour by the City Council and setting a date. Consensus of the City Council was to set April 8 starting at 10:00 am.

Joyce noted the Comp & Class Study is coming along and hopes to have it fairly soon.

17. Regular Bills:

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

18. Council Concerns:

Grunig welcomed Sherman to the City Council and noted the Council has many new members.

Joyce welcomed Sherman. He noted the Hospital Board needs 3-4 members and if anyone is interested to contact Ryan McNamara. He noted the State approved Sunday liquor sales so the issue will come to the Windom Council soon.

Jones reiterated the need for Hospital Board appointments.

Nasby provided a brief legislative update.

Sherman thanked the City Council for the welcome and the voters.

19. Adjournment:

Mayor Jones adjourned the meeting by unanimous consent at 9:26 pm.

Dominic Jones, Mayor

Attest: _____
Steve Nasby, City Administrator

Capital Finance Committee
Minutes
Wednesday, March 15, 2017

Roll Call: Present: Dominic Jones, Marv Grunig, Paul Johnson, Tim Hiley, Howard Davis, Tom White and Shelby Medina.
City Staff – Steve Nasby and Denise Nichols.

Absent: Jim Garrison

Call to Order – Mayor Jones called the meeting to order at 6:00 p.m. and welcomed the members to the Committee.

Jones suggested that the Committee should consider establishing officers to conduct the meetings including a Chairman, Secretary and perhaps a Vice-Chairman. Jones opened the floor to nominations for Chairman.

Grunig questioned if the Committee was considered an Ad Hoc Committee for the City. Jones confirmed the Committee is an Ad Hoc Committee. Grunig stated he supported nominating Steve Nasby as Chairman. He provided the following to support his nomination of Nasby:

- Normal configuration for leadership by a finance person.
- Current with city finances and well connected.
- Able to render opinions based on realism instead of idealism.

White questioned if council representatives are voting members of the Committee. Jones noted that the seven committee members, including the council representatives, are voting members and staff are not voting members. Jones suggested that one of the seven members should be nominated as Chairman and Nasby could be a resource for information for the committee. Jones said that he respected the thoughts of the Committee members. However the Committee was not established with the type of structure to allow the City Administrator to serve as Chairman. If the Committee members wanted changes to the structure of the Committee, the request would need to go back to the Council for approval.

Jones requested a second for the nomination of Steve Nasby. There was no second to support the nomination. Hearing none, the nomination was not accepted. Jones asked if someone would want to volunteer as Chairman. Davis, Hiley and Medina declined.

Davis nominated Tom White as Chairman. Medina seconded the nomination.

Jones asked for further nominations. There were none. Jones requested a vote for the nomination of Tom White as Chairman. The appointment was approved, Ayes – 6, Nays - 0, Absent - 1.

Chair White requested nominations for Vice-Chairman. Davis volunteered for the position as Vice-Chairman. Hiley nominated Howard Davis as Vice-Chairman, seconded

by Grunig. There being no additional nominations for the Vice-Chairman position, Chair White declared Howard Davis as appointed by unanimous ballot as Vice-Chairman.

Following discussion regarding the position of Secretary, the Committee agreed not to create a Secretary position.

1. Committee Roles – Jones explained his vision of the Committee and referred to the draft outline that was developed by the Council for establishment of the Committee. He asked the members to look at all aspects of capital projects. He briefly explained the City Council's current capital expenditure and budget request procedures.

The Committee requested additional information and training opportunities to gain further understanding regarding the City and all the Departments' needs, current funding and the budget process.

Roles of the Committee identified during the discussion:

- Capital Project Overview.
 - Committee involved during Council Budget Workshops.
 - Identify Potential Funds for Capital Projects.
 - Identify Alternative Ideas for Funding Opportunities.
 - Identify/Create Partnerships.
2. Committee Responsibilities: Jones reviewed the "Outline of Responsibilities" including review of capital requests, prioritizing requests, identifying funding sources, setting long range goals, and submission of the Committee's recommendations and findings to the City Council.
 3. Set Next Meeting Date and Time: The Committee discussed a monthly meeting schedule and agreed to meet monthly on the 3rd Wednesday of each month at 12:00 noon. Each meeting's duration would be held to 1 hour – 1 hour and 15 minutes. Members could bring their lunch to eat during the meeting.

Following discussion of roles and responsibilities, it was agreed to hold an additional meeting on March 23rd at 12:00 noon. This meeting would continue the discussion to identify and establish the vision, goals, roles and responsibilities for the Committee.

4. Adjourn: Chairman White declared the meeting adjourned at 7:30 p.m.

Tom White, Chairman

Attest: _____
Steve Nasby, City Administrator

Capital Finance Committee
Minutes
Thursday, March 23, 2017

Roll Call: Present: Dominic Jones, Marv Grunig, Paul Johnson, Tim Hiley, Howard Davis, Tom White and Shelby Medina.
City Staff –Denise Nichols.

Absent: Jim Garrison and Steve Nasby

Call to Order – Chair White called the meeting to order at 12:00 noon.

1. Approval of Minutes – Chair White requested from the Committee any changes to the minutes. There being no changes suggested, Chair White requested all those approving of the minutes, as written, signify by voting, Ayes – 6, Nay – 0, Absent 1.
2. Identify and Establish Committee Vision/Responsibilities/Roles/Goals

Chair White asked if anyone would be opposed to first identifying the Mission Statement to clarify the core purpose/role of the Committee. Following discussion and consideration, the following preliminary Mission Statement was drafted by the Committee. By general consensus everyone approved the proposed draft statement. However, Chair White requested that the Committee wait until the next meeting for final approval of the statement.

The Capital Finance Committee is to provide financial planning options and funding solutions to the Council for proposed and future capital improvement projects.

The Committee also discussed the process for identifying projects and if the Committee should be attending meetings of the Boards and Commissions to obtain information. Grunig indicated that the Committee would in most cases be reacting to current Council projects and priorities. Johnson noted that Capital Project priorities could change as each project is dependent on available funding. The funding opportunities for each individual project can progress at different rates making some projects attainable earlier than projected and creating position changes for identified project priorities.

It was suggested that Department Supervisors and Commission Chairs could attend a Capital Finance Committee Meeting and provide a presentation of their needs and capital outlay projects and projected timelines. Medina agreed that this would provide an opportunity for the Committee to have the Department Supervisors consider departments' needs versus wants.

Mayor Jones also suggested that the Committee could attend the Council's upcoming Facility Tours that will be held on April 9th. These tours would be beneficial in allowing the Committee Members to visit all the City facilities and meet with the Department Supervisors to develop a better understanding of the various City Department facilities.

Mayor Jones also discussed the goal set by the City Council and reaffirmed at a recent City Council Meeting, to support increasing the City of Windom's population to 5,000 by 2020 and to have all City Departments work together to obtain this goal.

Mayor Jones and Councilmembers Grunig and Johnson discussed the goal and factors that will contribute to the success of the goal. Grunig stated that recent developments are in place to make the goal attainable including Fast Manufacturing and Prime Pork creating new jobs in the area. In order to attract employees from these businesses to live in Windom, the City will need to create housing and amenities.

The Committee reviewed the proposed Outline of Goals/Responsibilities and developed the following draft list:

1. Assist the Council with review of Capital Improvement Project List and suggest priorities.
2. Research funding opportunities such as, but not limited to, state/local and private grants, demonstration projects, fundraising and State bonding.
3. Monitor adherence to the Capital Improvement budget.
4. Set long-range Capital Improvement goals along with funding strategies to achieve them.
5. Develop multi-year Capital Improvement budgets that integrate strategic plan objectives and initiatives.
6. Present results to the City Council for review, discussion and approval of identified funding opportunities to obtain Capital Improvement goals and priorities.

The Committee agreed to review and continue to develop the list of Goals/Responsibilities at the next Committee meeting. Grunig noted that future training for the Committee will help the Committee identify and set goals/responsibilities. Grunig will try and schedule the training for the April Committee meeting.

3. Set Next Meeting Date and Time:

The Committee agreed to meet on Thursday, March 30th, at 12:00 noon. The meeting date for April was changed from Wednesday, April 19th, to Thursday, April 27th.

4. Adjourn: Chairman White declared the meeting adjourned at 1:10 p.m.

Tom White, Chairman

Attest: _____
Steve Nasby, City Administrator

Community Center Commission Minutes
Monday March 27, 2017

1. Call to Order: The meeting was called to order by President Wayne Maras at 5:35 p.m.

2. Roll Call: President: Wayne Maras
CC Director: Brad Bussa
Commission Members: Linda Stuckenbroker
JoAnn Ray
Mitch Voehl
Lenny Thiner
Commission Liaisons: Rod Byam
Paul Johnson-Absent
Brent Brown
EDA Director: Drew Hage
Park and Rec Commission Members: Howard Davis, Shawn Licht, Bryan
Joyce, Al Baloun, Kim Nielson

3. Approval of Minutes:

Motion by Lenny Thiner, seconded by JoAnn Ray to approve the February 27, 2017 Community Center Commission Minutes. Motion carried 5-0.

Windom Community Center Commission welcomed Park and Recreation Commission Members Howard Davis, Al Baloun, Kim Nielson, Shawn Licht, and Liaison Bryan Joyce

4. Additions to the agenda:

Park and Recreation/Windom Community Center Joint Workshop-Commission agreed to start with joint Workshop. Al Baloun Arena Manager opened session stating Park and Recreation were asked by City Council to develop and explore ideas for Recreational Campus including tennis courts and outdoor pool around Windom Community Center area. Community Center Commission asked about cost estimates for replacement at previous location and tennis courts put at Island Park. Both Commissions discussed flooding issues of past. Al Baloun noted a feasibility study had been done in 2006 and was at that time brought before Windom Community Commission with no action taken at that time. Mitch Voehl suggested each Commission to work on and share their ideas with each other and bring ideas back to City Council.

WCC President Wayne Maras talked about ideas for outside wedding area and stated that WCC Director Bussa had drawn up a rough idea. WCC Director Bussa at that point showed both WCC Commission and Park and Rec Commission his drawing. WCC Director Bussa stated that this was a vision that has been on going for past years and that a lot of the revenue that comes to WCC is through weddings and family usage. This would be a great addition both monetary and cosmetic. At that time both Commissions toured the back area to north of building. After further discussion Park and Rec Commission adjourned at 6:45 and WCC Commission thanked them for coming.

5. President's Report:

No Report Available

6. Director's Report:

- a. Spirits of Riverfest update- Still working on with Joe Audette Liquor Store Manager

7. Resource Management:

Schedule of Events: Reviewed Schedule of Events

Income & Expense: Reviewed Income and Expense

8. Miscellaneous:

- a. Senior Citizen Center internet was questioned by Lenny Thiner about costs. It was recommended Senior Citizens inquire with Telecom.

9. Open Forum:

Nothing to Report

10. Next Meeting:

Monday April 24, 2017 @ 5:30 pm

Adjourn:

Motion by Lenny Thiner, seconded by JoAnn Ray, to adjourn the meeting at 7:08 pm. Motion carried 5-0.

Wayne Maras, WCC President

Linda Stuckenbroker, WCC Secretary

Attest: _____
Brad Bussa, WCC Director

UTILITY COMMISSION MINUTES
Windom Council Chamber
March 29, 2017

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

Members Present: Utility Commission Chairperson: Mike Schwalbach
Members Present: Tom Riordan, Glen Francis, Mike Schwalbach
Member Absent:
City Council Liaison: Paul Johnson
Staff Present: Glenn Lund, Water\Wastewater Foreman; Brent Brown, Electric Utility Manager\Street Superintendent; Chelsie Carlson, Finance Director

APPROVE MINUTES

Motion by Riordan, seconded by Francis, to approve the February 22, 2017 Utility Commission minutes. Motion carried 3 – 0.

WATER/WASTEWATER ITEMS

Water Filter Plant Bid Approval

Kelly Yahke, Bolton & Menk Engineering reviewed the six bids received for replacement, rehab and upgrading the plant. The lowest responsive and responsible bid was received from Rice Lake Construction Group of Deerwood, Minnesota. The engineer recommends the “Base Bid” and “Add alternates No. 1 and No. 2 from Rice Lake Construction Group. Including both alternates the total project cost is \$439,400.

Motion by Riordan second by Francis to accept bid from Rice Lake Construction of \$439,400 which includes both alternates No. 1 and No. 2. Motion carried 3 – 0.

WWTP Improvement Engineering

Kelly Yahke, Bolton & Menk Engineering presented proposal for Professional Engineering Wastewater Treatment Facility Improvements. The scope of the proposal is for design services through bidding services. The fees in the proposal were a not to exceed fixed fee of \$750,000 or approximately 6.15% percent of the estimated construction costs of \$12.2 million for Wastewater Treatment Facility Improvements Design. The project implementation schedule as well as estimated engineering fee schedule was also included in the proposal.

Motion by Riordan second by Francis to recommend Council approve Bolton & Menk proposal for Engineering Services for Wastewater Treatment Facility Improvements and proceed forward with project. Motion carried 3 – 0.

SIU Agreement Update

Kelly Yanke, Bolton & Menk reviewed changes to SIU agreement requested by Prime Pork. The Commission discussed the penalties for exceeding daily maximum limits and agreed there should be more structure regarding compliance, how the violation will be corrected and prevented in the future. Prime Pork is getting close to start-up so the Commission requested this agreement be finalized prior to next Commission meeting scheduled for April 25, 2017. Yahnke will work with the City Attorney and City Staff to finalize the agreement. Prime Pork will be charged the Commercial Sewer rate until the agreement is finalized.

The Commission also discussed the SIU agreement for Windom Wash and requested the customer be given a deadline for signing the agreement. The deadline was set for April 20th so they could approve the SIU Agreement at their next meeting April 25th. Without the agreement in place Windom Wash is being billed at the Commercial Sewer rate which is substantially lower than what would be charged under the SIU Agreement. Lund further explained the Windom Wash load required the startup of an additional blower causing higher electrical costs to the utility. He inquired if an additional Electric Surcharge should be added to the Windom Wash Bill. The Commission requested the SIU be finalized by April 20th and agreed to charge the Commercial Sewer rate until the agreement is finalized.

Winter 2017 Sampling Results

The winter sampling event for the Former Windom Municipal Dump was performed on January 26, 2017. At all sampling points, Vinyl chloride and cis-1-2- dichloroethene were below actionable levels. VC was detected at MW-5A at a concentration of 0.242 ug/L. Lund pointed out this limit was recently changed by MPCA from 0.26 ug/L to 0.118 ug/L. This was the only detection of VC at any well in the past year. Levels of cis-1-2- dichloroethene were consistent with results over the past year ranging from 0.334 ug/L to 0.867 ug/L. The July 2016 sample of 0.41 ug/L at CW-7 was discussed with the lab as an outlier. It was the laboratories determination after reviewing their data that this detection may not be representative of the sample due to a low-level carryover between the analytical batch and work group during lab analysis. The sample was still below health limits so no re-sampling is needed.

Bingham Lake Rate Request

Included in the Commission packet was a letter from the Mayor of Bingham Lake requesting an 30 day extension to the effective date of water and wastewater rate increase. This is to allow Bingham Lake the opportunity to implement a rate change to their customers.

Motion by Riordan second by Francis to approve 30 day extension for City of Bingham Lake making their rate increase effective April 2017, billable May 2017. Motion carried 3 – 0.

ELECTRIC ITEMS

CMMPA Short Term Solar Subscription Agreement

Brown recommended approval of CMMPA Short-Term Solar Subscription Agreement. He indicated this agreement does not bind City to purchase Billboard Solar systems.

Motion by Riordan, seconded by Francis, to approve CMMPA Short Term Solar Subscription Agreement. Motion carried 3 – 0.

Apprenticeship Training Program

Brown has been working with union and City Staff to draft agreement for full-time apprenticeship program. This is four-year program including book work and 8,000 hours of on the job training. Hours our customizable based on work of the electric crew and may take longer than 4 years to complete. Brown continues to work through details of scheduling and compensation advances for the apprenticeship position.

Facility Installation Charge

The Commission received a request by the City Council to consider subsidizing Utility Facility Installation charges for new developments. The Council recently affirmed their stated goal of growing the population of Windom to 5,000 by 2020. Council Liaison, Johnson, explained the Council recently agreed to cost share street infrastructure of LaCanne/Hoffman addition and the school has also agreed to discount lots for Prairie Meadows sub-division to promote development. The Council requested the Commission support something similar to assist the population growth goal of 5,000. The target of 5,000 is crucial for the City to receive additional

government transportation funding. After discussion, the Commission is open to further discussion regarding the request.

Temporary Apprentice Lineman Position

Motion by Riordan, seconded by Francis, to approve hiring of Levi Bunting for Temporary Apprentice Lineman Position at a rate 80% of step one for a term not to exceed 6 months. Motion carried 3 – 0.

Brown informed Commission he did not receive any bids on first posting of Substation Transformer. He discovered the transformer has no usable value and the best offer he has received is to pay someone \$44,000 to take the equipment. He will continue to work on storage and disposition options and update the Commission at a future meeting.

NEW BUSINESS

OLD BUSINESS

None.

REGULAR BILLS

Motion by Francis, seconded by Riordan, to approve regular bills in the packet plus one additional bill presented at the meeting. Motion carried 3-0.

NEXT MEETING

Schwalbach and Riordan agreed that April 25, 2017 is set as the next meeting date.

ADJOURN

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

Mike Schwalbach, Chairperson

Attest: _____
Steve Nasby, City Administrator

RESOLUTION #2017-

INTRODUCED:

SECONDED:

VOTED: Aye:

Nay:

Absent:

2017 NATIONAL LIBRARY WEEK PROCLAMATION

WHEREAS, libraries are not just about what we have for people, but what we do for and with people; and

WHEREAS, libraries have long served as trusted and treasured institutions, and library workers and librarians fuel efforts to better their communities, campuses and schools; and

WHEREAS, librarians are organizers and information experts who for centuries have guided people to the best information resources. Librarians provide more than facts. They provide the expertise and services that add meaning to those facts; and

WHEREAS, librarians continue to fulfill their role in leveling the playing field for all who seek information and access to technologies, especially as our society is at a critical juncture regarding the changing information landscape and the skills needed to thrive in our digital world; and

WHEREAS, libraries and librarians are looking beyond their traditional roles and providing more opportunities for community engagement and delivering new services that connect closely with patrons' needs; and

WHEREAS, libraries and librarians open a world of possibilities through innovative STEAM programing, Makerspaces, job-seeking resources and the power of reading; and

WHEREAS, libraries support democracy and effect social change through their commitment to provide equitable access to information for all library users regardless of race, ethnicity, creed, ability, sexual orientation, gender identity or socio-economic status; and

WHEREAS, libraries work to serve all community members, including people of color, immigrants, people with disabilities, and the most vulnerable in our communities, offering services and educational resources that transform communities, open minds and promote inclusion and diversity; and

WHEREAS, libraries, librarians, library workers and supporters across America are celebrating National Library Week.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WINDOM, MINNESOTA, that the week of April 9-15, 2017, is proclaimed National Library Week. All residents are encouraged to visit the library this week and explore what's new at your library, and engage with your librarian. Because of you, Libraries Transform.

Adopted by the Council this 4th day of April, 2017.

Dominic Jones, Mayor

Attest: _____
Steve Nasby, City Administrator

RESOLUTION #2017-

INTRODUCED:

SECONDED:

VOTED: Aye:

Nay:

Absent:

**A RESOLUTION AWARDING THE CONTRACT FOR A PROJECT ENTITLED
"WATER TREATMENT FACILITY (WTF) REHABILITATION PROJECT"**

WHEREAS, pursuant to an advertisement for bids for the project entitled "Water Treatment Facility (WTF) Rehabilitation Project", bids were received, opened and tabulated according to law, and the following bids were in compliance with the advertisement:

	Base Bid	Item No. 1	Item No. 2	Total Bid
Gridor Construction, Inc.	\$418,200	\$58,800	\$18,200	\$495,200
KHC Construction, Inc.	\$440,000	\$43,000	\$24,700	\$507,700
Magney Construction, Inc.	\$389,000	\$59,400	\$16,000	\$464,400
MN Mechanical Solutions	\$376,400	--	\$74,200	\$450,600
Rice Lake Construction Group	\$391,300	\$32,800	\$15,300	\$439,400
Shank Constructors, Inc.	\$391,500	\$31,600	\$16,400	\$439,500

AND WHEREAS, it appears that the lowest responsible bidder for the project is as follows:

Rice Lake Construction Group	\$391,300	\$32,800	\$15,300	\$439,400
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NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WINDOM, MINNESOTA, AS FOLLOWS:

1. Pursuant to the bid advertisement, the bid of \$439,400 submitted by Rice Lake Construction Group is hereby approved for award; and the Mayor and City Administrator are hereby authorized and directed, on behalf of the City of Windom, to enter into a contract with the above contractor for completion of the components of the project, entitled "Water Treatment Facility (WTF) Rehabilitation Project", according to the plans and specifications heretofore approved by the City Council and on file in the Office of the City Administrator.
2. The City Administrator is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids, except for the deposits of the successful bidder and the next lowest bidder which shall be retained until the contract has been signed.

Adopted by the City Council this 4th day of April, 2017.

Dominic Jones, Mayor

Attest: _____
Steven Nasby, City Administrator



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BID TABULATION

Project Location: Windom, Minnesota
Project Title: Water Treatment Facility (WTF) Rehabilitation

Bid Day/Date: Tuesday, March 28, 2017
Bid Time: 11:00 a.m.

Project No.: T22.113308
Addendum(s): No. 1 – 3/24/2017

BIDDERS	TOTAL PROJECT BASE BID PRICE	ADD ITEM NO. 1 (Remove existing turbine type flow meters and replace with new magnetic type meters for five (5) separate wells located as shown in the Contract Drawings. Price to include the removal and replacement of the meters, piping changes if required, all electrical, and required control changes.)	ADD ITEM NO. 2 (Furnish and install new 18" Butterfly Valves in lieu of salvaging and relocating the existing effluent control valves V-FE-1, V-FE-2, V-FE-3, and V FE 4. Reuse the existing pneumatic actuator and extension. Coordinate valve pneumatic operator reinstallation with local actuator supplier if necessary. Old valves to be salvaged as directed by City.)	TOTAL (Base Bid + Two Add Items)
1. Rice Lake Construction Group Deerwood, MN	\$391,300	\$32,800	\$15,300	\$439,400
2. Shank Constructors, Inc. Brooklyn Park, MN	\$391,500	\$31,600	\$16,400	\$439,500
3. MN Mechanical Solutions Waite Park, MN	\$376,400	\$74,200		\$450,600
4. Magney Construction, Inc. Chanhassen, MN	\$389,000	\$59,400	\$16,000	\$464,400
5. Gridor Constr., Inc. Buffalo, MN	\$418,200	\$58,800	\$18,200	\$495,200
6. KHC Construction, Inc. Marshall, MN	\$440,000	\$43,000	\$24,700	\$507,700



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Burnsville, MN 55337-1649

Ph: (952) 890-0509

Fax: (952) 890-8065

Bolton-Menk.com

**BID EVALUATION FOR THE
WATER TREATMENT FACILITY (WTF) REHABILITATION
WINDOM, MINNESOTA**

Six (6) bids were received on March 28, 2017 for the Windom Water Treatment Facility (WTF) Rehabilitation Project. As shown in the attached Bid Tabulation, the base bids ranged from \$391,300 to \$440,000. The lowest total responsive and responsible bid was received from Rice Lake Construction Group of Deerwood, Minnesota for \$439,400. The engineer's estimate for the project was \$585,000.

The project consists of the following items:

- A. Installation of new direct filter backwash piping including pneumatic control valves, electrical and control update.
- B. Removal and replacement of the filter media and media retention cap.
- C. Miscellaneous piping changes including the removal and replacement of the surge relief valve and two (2) flow meters along with electrical and control updates.
- D. Alternate bid for removal and replacement of five (5) flow meters at four (4) separate well houses, required piping changes, and electrical and controls update.
- E. Alternate bid for furnishing and installing new 18" Butterfly Valves in lieu of salvaging and relocating the existing effluent control valves V-FE-1, V-FE-2, V-FE-3, and V-FE-4. Reuse the existing pneumatic actuator and extension.

Rice Lake Construction has been the general contractor for numerous projects engineered by Bolton & Menk, Inc. and other engineers including the following projects:

- City of Baxter, Minnesota – Water Treatment Facility
- City of Prior Lake, Minnesota – Water Treatment Facility
- City of Cambridge, Minnesota – Water Treatment Facility
- City of Inver Grove Heights, Minnesota – Water Treatment Facility
- City of Saint Peter, Minnesota – Water Treatment Facility

Rice Lake Construction Group is experienced in the type of work required for this project, and has fulfilled the bidding and contract requirements. Therefore, we recommend the "Base Bid" and "Add Items No. 1 and No. 2" from Rice Lake Construction Group be accepted and the contract be awarded for \$439,400.

Respectfully Submitted,

BOLTON & MENK, INC.

R. Kelly Yahnke

Environmental Project Engineer

RKY:bj

Enclosure: Bid Tabulation

SECTION 00020 - ADVERTISEMENT FOR BIDS

Water Treatment Facility (WTF) Rehabilitation Windom, MN

RECEIPT AND OPENING OF PROPOSALS: Sealed proposals for the work described below will be received by the City Administrator at the City Hall, 444 9th St., PO Box 38, Windom, MN 56101-0038 until March 28, 2017 at 11:00 a.m., at which time the bids will be opened and publicly read.

DESCRIPTION OF WORK: The project consists, of but is not limited to, the following major items:

- A. Installation of new direct filter backwash piping including pneumatic control valves, electrical and control update.
- B. Removal and replacement of the filter media and media retention cap.
- C. Miscellaneous piping changes including the removal and replacement of the surge relief valve and two (2) flow meters along with electrical and control updates.
- D. Alternate bid for removal and replacement of five (5) flow meters at four (4) separate well houses, required piping changes, and electrical and controls update.

COMPLETION OF WORK: The Direct Backwash Piping Revision, including the backwash flow meter and controls and surge relief valve shall be completed by June 16, 2017. Remaining work to be completed by November 17, 2017. The filter media and media retention cap removal and replacement shall not start until after September 1, 2017.

MINIMUM CONTRACTOR QUALIFICATIONS: The Bidder shall have experience as a General Contractor in the successful completion of at least three municipal water or wastewater treatment plants within the last five (5) years.

OBTAINING CONTRACT DOCUMENTS AND BIDDING REQUIREMENTS: Plans and specifications and all contract documents may be obtained at the office of Bolton & Menk, Inc., 1960 Premier Drive, Mankato, MN 56001, upon payment of \$60.00, (includes sales tax); non-refundable for each full set of specifications and accompanying drawings. Additional shipping charges will apply for delivery to any address not within the lower 48 states. Complete digital project bidding documents are available at www.questcdn.com. You may view the digital plan documents for free by entering Quest project # 4874775 on the website's Project Search page. Documents may be downloaded for \$20.00. Please contact QuestCDN.com at (952) 233-1632 or info@questcdn.com for assistance in free membership registration, downloading, and working with this digital project information.

A copy of the plans and specifications may be inspected at the following locations:

- Office of Bolton & Menk, Inc., 1960 Premier Drive, Mankato, MN 56001.
- Office of Bolton & Menk Inc., 12224 Nicollet Ave., Burnsville, MN 55337.
- Mankato Builders Exchange, 75 Navaho Ave., Suite 1, Mankato, MN 56001.
- Minnesota Builders Exchange, 1123 Glenwood Ave., Minneapolis, MN 55405.
- City of Windom, 444 9th St., PO Box 38, Windom, MN 56101-0038.

PLANHOLDERS LIST, ADDENDA AND BID TABULATION: The planholders list, addenda and bid tabulation will be available on-line at www.bolton-menk.com.

Bids will be received on a lump sum basis.

BID SECURITY: A certified check or a Bid Bond satisfactory to the City of Windom, Minnesota, in the amount of not less than 5 percent of the total Bid price submitted must accompany each Bid.

LABOR RATES - MINIMUM WAGE REQUIREMENTS:

This project is being funded by the City of Windom, Minnesota. The project is not subject to the provisions of Little Davis-Bacon Act.

PERFORMANCE AND PAYMENT BONDS: The successful Bidder will be required to furnish a Performance Bond and Labor and Materials Payment Bond each in the amount of the Contract.

The Bid, Agreement, and Bonds shall be conditioned upon compliance with all provisions of the Bid Documents.

PROJECT ADMINISTRATION: All questions relative to this project prior to the opening of bids shall be directed to the Engineer/Manager for the project. It shall be understood, however, that no specification interpretations will be made by telephone.

Address inquiries to:

Bolton & Menk, Inc.
Attn: Kelly Yahnke
12224 Nicollet Ave.
Burnsville, MN 55337
Tel: 612-670-0140
Fax: 952-890-8065
Email: kellyya@bolton-menk.com

OWNER'S RIGHTS RESERVED: The OWNER reserves the right to reject any or all bids, to waive any informality in a bid, and to make awards in the interest of the OWNER.

Date: March 7, 2017

Owner: City of Windom, Minnesota

/S/ Steve Nasby
City Administrator

Published:

Cottonwood County Citizen: Wednesday, March 15, 2017
Wednesday, March 22, 2017

Finance and Commerce: Friday, March 10, 2017
Friday, March 17, 2017



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1960 Premier Drive
Mankato, MN 56001-5900

Ph: (507) 625-4171
Fax: (507) 625-4177
Bolton-Menk.com

Via Email

March 24, 2017

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

RE: Proposal for Professional Engineering Services for Design Services
Wastewater Treatment Facility Improvements
Windom, Minnesota

Dear Mr. Haugen,

As you are aware, the City of Windom is currently under a Compliance Schedule with the Minnesota Pollution Control Agency (MPCA) due to the findings of the Toxicity Reduction Evaluation completed for the City's Wastewater Treatment Facility. The Compliance Schedule has design starting in April 2017 with the project bidding in August 2017.

By this letter, I am requesting the City Council, at their meeting on April 4, 2017, authorize Bolton & Menk to proceed with final design of the proposed Wastewater Treatment Facility Improvements as described in the Wastewater Treatment Facility Plan, dated February 2017.

I am pleased to provide you with the following proposal for professional engineering services for the City of Windom as we continue to work on the wastewater treatment system improvements. This project will involve our firm's design services and numerous additional disciplines including geotechnical, electrical engineering, mechanical engineering, structural engineering, and architectural. Our project team will include engineers and professionals we have worked with for over 25 years, completing more than 200 similar types of projects during that period.

The scope of this proposal is for design services through bidding services. The project design scope includes:

- Public Facilities Authority (PFA) funding coordination and application
- Data collection including topographical survey, existing conditions, and geotechnical investigation and report
- Continued assistance with industrial users including the finalization of Significant Industrial User (SIU) Wastewater Treatment Agreements

- Preliminary layouts and design of the proposed wastewater treatment facility improvements as described in the Facility Plan, including the following major components:
 - Preliminary treatment
 - Biological treatment to meet total nitrogen (TN) and total phosphorus (TP) limits
 - Clarification
 - Refurbishment of tertiary filters
 - Disinfection
 - Biosolids
 - Surface restoration/improvements
 - Demolition/modifications of existing structures
 - Main interceptor lining
- Final layout and design of the wastewater treatment facility improvements, AutoCAD based design of all major items in the Facility Plan as mentioned in the bullets above.
- Electrical, mechanical, architectural, geotechnical, and structural design of all facilities
- Review meetings and modifications with City staff
- Submit contract documents to MPCA and respond to all comments received
- Complete and submit Environmental Information Worksheet (EIW) and respond to all comments received
- Modifications and preparation of final plans and specifications for contract documents and bidding
- Bidding services through the award of the project.

Based on estimated hours for design staff and our subconsultants, we propose a not-to-exceed fixed fee (lump sum) of \$750,000 or approximately 6.15% percent of the estimated construction cost of \$12.2 million for the Wastewater Treatment Facility Improvements Design. Due to the long standing relationship between the City of Windom and Bolton & Menk, and because of our past work on the wastewater treatment facility's original design and lift station improvements, TRE Study, MPCA Pilot Study, Facility Pan and the familiarity with your system and staff, our design fee represents an approximate savings of 12% (\$100,000) over typical fees for similar projects.

The general design payment schedule for City planning purposes is as noted below:

Estimated Engineering Fee Schedule		
Project Milestone	% of Design Fee	Estimated Due Date
Completion of Geotechnical Report, Survey, and Preliminary Site Layout	15%	April/May 2017
30% Design/Review	10%	May 2017
60% Design/Review	20%	June 2017
Submittal of Contract Documents to the Minnesota Pollution Control Agency (MPCA)	45%	July 2017
MPCA Approval of Contract Documents	5%	August 2017
Receiving Bids and Recommendation of Award to Council	5%	September 2017

Mr. Mike Haugen, Water-Sewer Superintendent
City of Windom
March 24, 2017
Page 3

The Project Implementation Schedule as part of the City's Toxicity Reduction Evaluation determination is presented below:

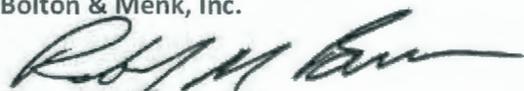
Project Implementation Schedule	
Item	Date
Review with City / Finalize Report	January 2017
Public Utility Commission Presentation	January 26, 2017
City Council Presentation	February 7, 2017
Public Hearing / Council Approval of Facility Plan	February-March 2017
Submit Facility Plan to MPCA	March 3, 2017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

I appreciate this opportunity to continue working with the City of Windom on the Wastewater Treatment Facility Improvements.

If you, the Utility Commission, or the City Council should have any questions, please feel free to contact Kelly Yahnke or myself. Kelly Yahnke would be happy to meet with you and the Utility Commission to discuss these items at the next Commission meeting on March 29, 2017 and with the City Council on April 4, 2017.

Sincerely,

Bolton & Menk, Inc.



Robert M. Brown, P.E.
Vice President

RMB:bj

cc: Kelly Yahnke – Bolton & Menk, Inc.
Herman Dharmarajah – Bolton & Menk, Inc.

ORDINANCE NO. 162, 2ND SERIES

**AN ORDINANCE ENACTING AND ADOPTING A CODIFIED SUPPLEMENT TO THE
CODE OF ORDINANCES FOR THE CITY OF WINDOM**

WHEREAS, American Legal Publishing Corporation of Cincinnati, Ohio, has completed the 2016 codified supplement to the Code of Ordinances of the City of Windom, which contains all ordinances of a general and permanent nature enacted since the adoption of the codified and printed City Code of Ordinances Book; and

WHEREAS, it is necessary to adopt an ordinance to authorize the inclusion of the 2016 codified supplement in the codified and printed City Code of Ordinances Book.

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

Section 1. That the 2016 codified supplement to the Code of Ordinances of the City of Windom, as submitted by American Legal Publishing Corporation of Cincinnati, Ohio, be and the same is hereby adopted by reference as if set out herein in its entirety.

Section 2. Such codified supplement shall be deemed published as of the day of its adoption and approval by the Windom City Council and the City Administrator is hereby authorized and ordered to insert such supplement into the copy of the Code of Ordinances kept on file in the Office of the City Administrator.

Adopted by the City Council of the City of Windom, Minnesota, this 4th day of April, 2017.

Dominic Jones, Mayor

Attest: _____
Steve Nasby, City Administrator

1st Reading: March 21, 2017
2nd Reading: April 4, 2017
Adoption: April 4, 2017
Published: April 12, 2017

RESOLUTION #2017-

INTRODUCED:

SECONDED:

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

**AUTHORIZATION TO ACCEPT A DONATION FROM
WINDOM UNITED DRIVE FOR THE WINDOM FIRE DEPARTMENT**

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

WHEREAS, Windom United Drive supports communities and promotes local philanthropy in Southwest Minnesota; and

WHEREAS, the City of Windom has received a donation from Windom United Drive in the amount of \$20.00 for the Windom Fire Department.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WINDOM, MINNESOTA, that the City Council accepts the donation in the amount of \$20.00 offered by Windom United Drive to be used by the Windom Fire Department.

Adopted by the Council this 4th day of April, 2017.

Dominic Jones, Mayor

Attest: _____
Steven Nasby, City Administrator



City of Windom Staff Report

To: Mayor and Windom City Council
From: Drew Hage, Development Director
Council Meeting Date: April 4, 2017
Item Title/Subject: **Donations for Retail Survey Incentive**

Background: The University of Minnesota Extension is assisting Windom in its comprehensive planning efforts through a Retail Market Analysis. The study will be based on the results of a consumer and business survey. The consumer survey will focus on current shopping patterns, what types of businesses consumers patronize and spending levels, and how much money their household spends online, among other questions.

The business survey will provide an opportunity for businesses to share information about their business outlook, opportunities, and primary challenges. The purpose is to identify business growth opportunities for Windom and to improve the economic vitality of the Square. Local and outside businesses, entrepreneurs, and community members will be able to use the findings to improve retail opportunities in Windom and identify growth opportunities.

Survey Incentives: We would like to offer three individual \$25 Chamber Buck drawing prizes for completing the survey. The EDA contacted local businesses to assist in providing incentives to complete the survey.

- **Bank of the West** is willing to donate 50 dollars for Chamber Bucks as an incentive to complete the survey.
- **Five Star Realty** is willing to donate 25 dollars for Chamber Bucks as an incentive to complete the survey.

Requested Action:

- Approve the Resolution accepting the 50 dollar donation from Bank of the West.
- Approve the Resolution accepting the 25 dollar donation from Five Star Realty.

Respectfully submitted,

Drew Hage, Development Director

RESOLUTION #2017-

INTRODUCED:

SECONDED:

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

**AUTHORIZATION TO ACCEPT A DONATION FROM
BANK OF THE WEST FOR THE
ECONOMIC DEVELOPMENT AUTHORITY OF WINDOM**

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

WHEREAS, Bank of the West supports communities and promotes local philanthropy in Southwest Minnesota; and

WHEREAS, the City of Windom has received a donation from Bank of the West in the amount of \$50.00 for Chamber Bucks for the Economic Development Authority of Windom (EDA) for the Windom Retail Survey.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WINDOM, MINNESOTA, that the City Council accepts the donation in the amount of \$50.00 for Chamber Bucks offered by Bank of the West to be used by the EDA as drawing prizes for the completion of a Retail Survey.

Adopted by the Council this 4th day of April, 2017.

Dominic Jones, Mayor

Attest: _____
Steven Nasby, City Administrator

RESOLUTION #2017-

INTRODUCED:

SECONDED:

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

**AUTHORIZATION TO ACCEPT A DONATION FROM
FIVE STAR REALTY FOR THE
ECONOMIC DEVELOPMENT AUTHORITY OF WINDOM**

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

WHEREAS, Five Star Realty supports communities and promotes local philanthropy in Southwest Minnesota; and

WHEREAS, the City of Windom has received a donation from Five Star Realty in the amount of 25.00 for Chamber Bucks for the Economic Development Authority of Windom (EDA) for the Windom Retail Survey.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WINDOM, MINNESOTA, that the City Council accepts the donation in the amount of \$25.00 for Chamber Bucks offered by Five Star Realty to be used by the EDA as a drawing prize for the completion of a Retail Survey.

Adopted by the Council this 4th day of April, 2017.

Dominic Jones, Mayor

Attest: _____
Steven Nasby, City Administrator



City of Windom Staff Report

To: Mayor and Windom City Council
From: Drew Hage, Development Director
Council Meeting Date: April 4, 2017
Item Title/Subject: Use Agreement – City Owned Property

Background: EDA Staff has been working with Fast Global Solutions on a location to test sprayer booms. The purpose of the testing is for sprayer boom endurance. These tests will be infrequent during the period of time from April 1st to September 30th. The total number of testing days is estimated at 20 days.

The City owns property to the east of the airport which is currently grassland. This parcel was identified as a suitable location to test the sprayer booms. Refer to the map in the attached Use Agreement.

This proposal was discussed with Brian Underwood, Airport Manager. The testing will not interfere with airport activities.

No spraying or tilling will occur as part of the testing. The infrequency of testing will not kill the grass. Fast Global Solutions agrees to return the tract of land to the same condition as existed prior to its use. Below are highlights from the proposed Use Agreement with Fast Global Solutions.

5. No Structures or Inventory Storage. BUSINESS shall not place any structures on the tract. BUSINESS shall not leave any equipment or vehicles on the tract for extended periods of time.
6. Condition of Tract. BUSINESS agrees to return the tract to the same condition as existed prior to BUSINESS' use of the tract including any necessary replanting of the type of grass or ground cover that currently exists on the tract.
7. Insurance. BUSINESS agrees to maintain appropriate liability insurance and agrees to indemnify CITY from (a) any damages that may occur to its equipment and vehicles while located on the tract and (b) from any injury that may occur to any individual while on the tract.

In exchange for compliance with the terms set forth in the Use Agreement and the estimated limited usage, no rent will be charged for the proposed use.

The proposed Use Agreement has been reviewed by the City Attorney and is signed by Fast Global Solutions. Attached is a copy of the proposed Use Agreement.

Requested Action: Approval of the Use Agreement with Fast Global Solutions to conduct endurance tests on a tract of City owned real estate (Windom Municipal Airport greenspace) in the Southeast Quarter (SE¼) of Section 12, Township 105 North, Range 36 West of the 5th P.M., Cottonwood County, Minnesota, identified as Parcel No. 08-012-0500, and specifically the tract of land identified on the aerial photo included in the Use Agreement).

Respectfully submitted,

Drew Hage, Development Director
Attachment: Use Agreement between the City of Windom and Fast Global Solutions.

WHEREAS, this tract can be accessed from the gravel road on the east side of the parcel; and

WHEREAS, no chemicals will be applied to or incorporated into the land; and

WHEREAS, the total number of testing days is estimated as 20 days during the period of time from April 1, 2017, to September 30, 2017; and

WHEREAS, the anticipated frequency of the tests should not sufficient to kill the grass (ground cover) on the tract. However, if damage does occur to the tract, BUSINESS will replant and replace the ground cover to a similar condition as existed prior to its use of the tract.

NOW, THEREFORE, the parties agree as follows:

1. CITY hereby agrees to allow BUSINESS to use the above-described tract of land in Parcel No. 08-012-0500 for the purpose of testing its equipment.

2. Term. The period of this use shall commence on April 1, 2017, and end on September 30, 2017.

3. Rent. No rent shall be paid for the use of the tract of land.

4. Use of Tract. BUSINESS hereby agrees to use the tract only for endurance testing of equipment. Any other intended use of the tract shall require written approval by CITY. BUSINESS agrees not to apply or incorporate any chemicals on or into the tract of land.

5. No Structures or Inventory Storage. BUSINESS shall not place any structures on the tract. BUSINESS shall not leave any equipment or vehicles on the tract for extended periods of time.

6. Condition of Tract. BUSINESS agrees to return the tract to the same condition as existed prior to BUSINESS' use of the tract including any necessary replanting of the type of grass or ground cover that currently exists on the tract.

7. Insurance. BUSINESS agrees to maintain appropriate liability insurance and agrees to indemnify CITY from (a) any damages that may occur to its equipment and vehicles while located on the tract and (b) from any injury that may occur to any individual while on the tract.

8. No Assignment. This Use Agreement may not be assigned by the BUSINESS to any other party without the express written consent of CITY.

9. Attorneys' Fees. If it is necessary for either party to bring any action at law or in equity on account of any breach of or to enforce or interpret any of the terms of this Use Agreement, the prevailing party shall be entitled to recover from the other party, as part of the prevailing party's costs, its reasonable attorneys' fees, the amount of which shall be fixed by the court and shall be made a part of any judgment or decree rendered.

10. Notice. Any notice required to be given hereunder, or required to be given under state law, shall be in writing and shall be deemed to have been duly given or served if personally delivered to

the person or persons set forth below, or if deposited in the United States Mail, postage prepaid, for mailing by certified or registered mail, return receipt requested, to the address set forth herein.

CITY: City of Windom
444 Ninth Street
P. O. Box 38
Windom, MN 56101

BUSINESS: Fast Global Solutions, Inc.
Attention: CFO
20631 State Highway 55
Glenwood, Minnesota 56334

11. Amendment, Modification or Waiver. No amendment or modification to this Use Agreement shall be valid or have any effect unless made in writing signed by both parties. No waiver of any condition, provision or term of this Use Agreement shall be valid or effective unless made in writing and signed by the party or parties to be bound.

12. Entire Agreement. This Use Agreement contains the entire understanding of the parties hereto with respect to the tract and supersedes all prior agreements and understandings between the parties with respect to the tract. No representations, warranties, undertakings, or promises, whether oral, implied, written or otherwise, have been made by either party hereto to the other unless expressly stated in this Use Agreement or unless mutually agreed to in writing between the parties hereto after the date hereof; and neither party has relied on any verbal representations, agreements, or understandings not expressly set forth herein.

IN WITNESS WHEREOF, the undersigned have executed this Use Agreement on the dates set forth herein.

PROPERTY OWNER: CITY OF WINDOM, MINNESOTA

Date: _____ By: _____
Dominic Jones, Mayor

Date: _____ By: _____
Steven Nasby, City Administrator

BUSINESS: FAST GLOBAL SOLUTIONS, INC.

Date: 3-28-2017 By: [Signature]
Name: Steven Hagstrom

Memo

To: City Council
From: Brent Brown, Electric Utility Manager
cc:
Date: March 28, 2017
Re: Temporary Apprentice Line Worker Hiring Recommendation

The City of Windom Utility Commission, along with the Electric Department, is recommending the hiring of Levi Bunting as a Temporary Apprentice Line Worker. Levi worked in the same capacity with the Electric Department in the summer of 2016.

The hours for the position would be Monday thru Friday from 7:30 A.M. to 4:00 P.M.

Length of Employment shall not exceed more than six consecutive months.

If approved, the effective date for the position would be mid to late April and the rate of pay would be 80% of the Step 1 Lineman pay.

Sincerely,

Brent Brown



Memo

To: City Council
From: Brent Brown, Electric Utility Manager
cc: Street Commission
Date: March 28, 2017
Re: Seasonal Street Department Hiring Recommendation

Following the review of the applications for the Street Department seasonal staffing, it is my recommendation to hire Kenneth Derickson.

The hours for the position would be Monday, Wednesday and Friday from 7:00 A.M. to 4:00 P.M.

Length of Employment shall not exceed more than 65 working days.

If approved, the effective date for the position would be mid-April and the hourly rate of pay would be \$10.50.

Sincerely,

Brent Brown



Memo

To: City Council
From: Brent Brown, Electric Utility Manager
cc: Park and Recreation Board
Date: March 28, 2017
Re: Parks Department Seasonal Hiring Recommendation

Following the review of the applications for the Parks Department seasonal staffing, it is my recommendation to hire Travis Janssen, Jack Mellstrom and Keith Anderson.

The hours for the position would be Monday thru Friday from 7:00 A.M. to 4:00 P.M.

Length of employment shall not exceed more than 65 working days, unless an employee is enrolled in school at which point employment shall not exceed more than 100 working days.

If approved, the effective date for the positions would be mid to late April and the hourly rate of pay would be the following:

Travis Janssen \$11.25
Jack Mellstrom \$11.00
Keith Anderson \$11.00

Sincerely,

Brent Brown



Memo

To: City Council
From: Brent Brown, Electric Utility Manager
cc: Street Commission
Date: March 28, 2017
Re: Independent Compost Site Manager Hiring Recommendation

Following the review of the applications for the Compost Site Manager, it is my recommendation to hire Wayne A. Erickson as an Independent Compost Site Manager

The hours for the position would be Tuesdays from 3:00 P.M. to 7:00 P.M. and Saturdays from 10:00 A.M. to 2:00 P.M.

If approved, the effective date for the position would start in early April and end in October. The hourly rate of pay would be \$10.50.

Sincerely,

Brent Brown



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: March 27, 2017
RE: Liquor Store Manager – Step Advance

On March 13, 2017 the Personnel Committee discussed an advance step increase for the Liquor Store Manager. The City Administrator noted that the Liquor Store Manager is completing his second year at the store. During Mr. Audette's annual reviews it was documented regarding the positive direction of the store relating to customer service, growth in product sold (units vs price), completion of capital items and introduction of tasting events.

Mr. Audette is scheduled to have a one-step increase in April 2017 from Grade 17 Step 7 to Step 8. The Personnel Committee is recommending that Mr. Audette receive a two-step increase to Grade 17, Step 9 at that time.



Windom, MN

Expense Approval Report

By Fund

Payment Dates 03/18/2017 - 03/29/2017

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL					
HEATHER BRISTOW	20170322	03/22/2017	REFUND - SHELTER RENTAL PR	100-20202	1.11
AMERICAN CANCER SOCIETY	20170322	03/22/2017	REFUND - SHELTER RENTAL PR	100-20202	1.11
BETTY BURTON	20170322	03/22/2017	REFUND - SHELTER RENTAL PR	100-20202	1.11
HEATHER BRISTOW	20170322	03/22/2017	REFUND - SHELTER RENTAL PR	100-34780	16.14
AMERICAN CANCER SOCIETY	20170322	03/22/2017	REFUND - SHELTER RENTAL PR	100-34780	16.14
BETTY BURTON	20170322	03/22/2017	REFUND - SHELTER RENTAL PR	100-34780	16.14
					<u>51.75</u>
Activity: 41110 - Mayor & Council					
SHI INTERNATIONAL CORP	B06223802	03/10/2017	SUPPLIES	100-41110-200	383.00
LEAGUE OF MN CITIES INS TR	20170216	02/22/2017	INSURANCE - WORKER'S COM	100-41110-365	45.84
			Activity 41110 - Mayor & Council Total:		<u>428.84</u>
Activity: 41310 - Administration					
NCPERS MINNESOTA	20170323	03/29/2017	INSURANCE #844600 - JAN 20	100-41310-133	80.00
INDOFF, INC	2872315A	03/22/2017	CREDIT - #2872315 PAID TWIC	100-41310-200	-17.67
INDOFF, INC	2926363	03/07/2017	SUPPLIES	100-41310-200	35.98
SELECTACCOUNT	1178822	03/21/2017	PARTICIPANT FEE	100-41310-217	125.28
LEAGUE OF MN CITIES	253959	03/21/2017	REGISTRATION - STEVE NASBY	100-41310-308	400.00
ELECTRIC FUND	20170320	03/20/2017	MONTHLY UTILITY & TELECO	100-41310-321	149.18
ELECTRIC FUND	20170320	03/20/2017	MONTHLY UTILITY & TELECO	100-41310-326	84.50
CHELSIE CARLSON	20170324	03/24/2017	EXPENSE-TRAINING	100-41310-331	96.30
LEAGUE OF MN CITIES INS TR	20170216	02/22/2017	INSURANCE -WORKER'S COM	100-41310-364	1,684.38
BANK MIDWEST	20170328	03/28/2017	ACC'T CLOSED-MYLES ASHBU	100-41310-480	158.70
BANK MIDWEST	20170329	03/29/2017	NSF-SANDRA-JAMES SMEDSR	100-41310-480	267.43
			Activity 41310 - Administration Total:		<u>3,064.08</u>
Activity: 41910 - Building & Zoning					
NCPERS MINNESOTA	20170323	03/29/2017	INSURANCE #844600 - JAN 20	100-41910-133	24.00
CENTURY BUSINESS PRODUCT	365573	03/10/2017	SUPPLIES	100-41910-200	28.00
ELECTRIC FUND	20170320	03/20/2017	MONTHLY UTILITY & TELECO	100-41910-321	118.92
LEAGUE OF MN CITIES INS TR	20170216	02/22/2017	INSURANCE -WORKER'S COM	100-41910-364	360.94
			Activity 41910 - Building & Zoning Total:		<u>531.86</u>
Activity: 41940 - City Hall					
ELECTRIC FUND	20170320	03/20/2017	MONTHLY UTILITY & TELECO	100-41940-381	472.43
ELECTRIC FUND	20170320	03/20/2017	MONTHLY UTILITY & TELECO	100-41940-382	56.72
MN ENERGY RESOURCES	20170309	03/13/2017	SERVICE #0505105084	100-41940-383	625.85
HOMETOWN SANITATION SER	0000233792	03/03/2017	GARBAGE SERVICE - CITY HAL	100-41940-384	85.04
ELECTRIC FUND	20170320	03/20/2017	MONTHLY UTILITY & TELECO	100-41940-385	104.99
			Activity 41940 - City Hall Total:		<u>1,345.03</u>
Activity: 42120 - Crime Control					
NCPERS MINNESOTA	20170323	03/29/2017	INSURANCE #844600 - JAN 20	100-42120-133	160.00
INDOFF, INC	2926361	03/08/2017	SUPPLIES	100-42120-200	78.96
INDOFF, INC	2929527	03/15/2017	SUPPLIES	100-42120-200	38.50
MN D.A.R.E. INC.	20170315	03/29/2017	REGISTRATION-DANA WALLAC	100-42120-308	50.00
LEAGUE OF MN CITIES	253864	03/20/2017	REGISTRATION-SCOTT PETERS	100-42120-308	40.00
LIFELINE TRAINING	48862	03/20/2017	REGISTRATION-PETERSON & L	100-42120-308	418.00
ELECTRIC FUND	20170320	03/20/2017	MONTHLY UTILITY & TELECO	100-42120-321	67.60
VERIZON WIRELESS	9781686749	03/07/2017	SERVICE FOR LAP TOPS #9867	100-42120-321	93.49
LEAGUE OF MN CITIES INS TR	20170216	02/22/2017	INSURANCE -WORKER'S COM	100-42120-364	14,681.24
GRAFIX SHOPPE	112767	03/20/2017	MAINTENANCE	100-42120-404	715.00
NORTHERN SAFETY TECHNOL	43297	03/15/2017	MAINTENANCE	100-42120-404	301.94
COTTONWOOD CO AUD/TREA	20170317	03/21/2017	RENT	100-42120-412	1,875.00

Expense Approval Report

Payment Dates: 03/18/2017 - 03/29/2017

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
FLEET SERVICES DIVISION	2017080005	03/22/2017	SERVICE	100-42120-419	1,030.20
Activity 42120 - Crime Control Total:					19,549.93
Activity: 42220 - Fire Fighting					
WINDOM FIRE & SAFETY	6229	03/29/2017	SERVICE - FIRE DEPT	100-42220-211	25.00
ALEX AIR APPARATUS, INC	32010	03/14/2017	SUPPLIES	100-42220-215	123.00
BRITTANY ESPENSON	20170329	03/29/2017	SERVICE	100-42220-218	80.00
WINDOM COMMUNITY CENT	20170329	03/29/2017	RENTAL - FIRE DEPT	100-42220-308	145.00
ALEXANDRIA TECHNICAL & C	65397	03/28/2017	TRAINING - K.PORATH, J.JOHN	100-42220-308	405.00
SOUTH CENTRAL COLLEGE	88321	03/29/2017	TRAINING-BEN JOHNSON, JAS	100-42220-308	300.00
SANFORD HEALTH	298008964	03/21/2017	SERVICE - #30000261	100-42220-310	345.00
ELECTRIC FUND	20170320	03/20/2017	MONTHLY UTILITY & TELECO	100-42220-321	27.84
VERIZON WIRELESS	9781686749	03/07/2017	SERVICE FOR LAP TOPS #9867	100-42220-321	21.14
VERIZON WIRELESS	9781686749	03/07/2017	SERVICE FOR LAP TOPS #9867	100-42220-326	10.02
MARK MARCY	20170321	03/21/2017	EXPENSE-ALEXANDRIA FIRE S	100-42220-331	178.69
JASON DE WALL	20170321	03/21/2017	EXPENSE- MANKATO FIRE SCH	100-42220-331	74.90
KRISTEN PORATH	20170323	03/29/2017	EXPENSE - ALEXANDRIA STATE	100-42220-331	86.13
MARK MARCY	20170321	03/21/2017	EXPENSE-ALEXANDRIA FIRE S	100-42220-334	31.08
KRISTEN PORATH	20170323	03/29/2017	EXPENSE - ALEXANDRIA STATE	100-42220-334	43.87
LEAGUE OF MN CITIES INS TR	20170216	02/22/2017	INSURANCE -WORKER'S COM	100-42220-364	8,210.24
Activity 42220 - Fire Fighting Total:					10,106.91
Activity: 42500 - Civil Defense					
ELECTRIC FUND	20170320	03/20/2017	MONTHLY UTILITY & TELECO	100-42500-381	24.94
Activity 42500 - Civil Defense Total:					24.94
Activity: 43100 - Streets					
NCPERS MINNESOTA	20170323	03/29/2017	INSURANCE #844600 - JAN 20	100-43100-133	64.00
CLARKE MOSQUITO CONTROL	5075446	03/20/2017	MATERIALS & EQUIPMENT	100-43100-215	8,867.16
ELECTRIC FUND	20170320	03/20/2017	MONTHLY UTILITY & TELECO	100-43100-217	60.00
ELECTRIC FUND	20170320	03/20/2017	MONTHLY UTILITY & TELECO	100-43100-321	57.41
AGC NETWORKS, INC.	9100004620	03/22/2017	SHORETEL PHONES-STREET D	100-43100-321	312.05
PAUL MARSH	20170323	03/29/2017	EXPENSE- PARKS TRAINING	100-43100-331	193.67
INNOVATIVE SYSTEMS LLC	31693	03/07/2017	INSERTS	100-43100-350	50.88
LEAGUE OF MN CITIES INS TR	20170216	02/22/2017	INSURANCE -WORKER'S COM	100-43100-364	13,154.85
ELECTRIC FUND	20170320	03/20/2017	MONTHLY UTILITY & TELECO	100-43100-381	252.95
ELECTRIC FUND	20170320	03/20/2017	MONTHLY UTILITY & TELECO	100-43100-381	2,679.31
ELECTRIC FUND	20170320	03/20/2017	MONTHLY UTILITY & TELECO	100-43100-382	21.58
MN ENERGY RESOURCES	20170307	03/14/2017	HEATING #0505064121	100-43100-383	681.28
HOMETOWN SANITATION SER	0000233793	03/10/2017	GARBAGE SERVICE - STREET D	100-43100-384	84.73
HOMETOWN SANITATION SER	0000233794	03/10/2017	GARBAGE SERVICE - SQUARE	100-43100-384	46.12
ELECTRIC FUND	20170320	03/20/2017	MONTHLY UTILITY & TELECO	100-43100-385	43.76
FORTUNE TRANSPORTATION	WIN-00015094	03/22/2017	MAINTENANCE	100-43100-404	50.00
Activity 43100 - Streets Total:					26,619.75
Activity: 43210 - Sanitation					
INDOFF, INC	2926363	03/07/2017	SUPPLIES	100-43210-480	26.78
Activity 43210 - Sanitation Total:					26.78
Activity: 45202 - Park Areas					
NCPERS MINNESOTA	20170323	03/29/2017	INSURANCE #844600 - JAN 20	100-45202-133	16.00
HEARTLAND PAPER COMPANY	353691-0	03/29/2017	SUPPLIES	100-45202-211	84.96
LEAGUE OF MN CITIES INS TR	20170216	02/22/2017	INSURANCE -WORKER'S COM	100-45202-364	3,337.22
ELECTRIC FUND	20170320	03/20/2017	MONTHLY UTILITY & TELECO	100-45202-381	343.79
ELECTRIC FUND	20170320	03/20/2017	MONTHLY UTILITY & TELECO	100-45202-382	156.60
ELECTRIC FUND	20170320	03/20/2017	MONTHLY UTILITY & TELECO	100-45202-385	135.40
ELECTRIC FUND	20170322	03/29/2017	PARK - INVENTORY FROM STR	100-45202-404	80.11
Activity 45202 - Park Areas Total:					4,154.08
Fund 100 - GENERAL Total:					65,903.95
Fund: 211 - LIBRARY					
Activity: 45501 - Library					
NCPERS MINNESOTA	20170323	03/29/2017	INSURANCE #844600 - JAN 20	211-45501-133	16.00
SCHWAAB, INC	B006226	03/29/2017	SUPPLIES	211-45501-200	22.44

Expense Approval Report

Payment Dates: 03/18/2017 - 03/29/2017

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
PLUM CREEK LIBRARY	IV24680	03/20/2017	SUPPLIES	211-45501-200	12.20
ELECTRIC FUND	20170320	03/20/2017	MONTHLY UTILITY & TELECO	211-45501-321	27.28
ELECTRIC FUND	20170320	03/20/2017	MONTHLY UTILITY & TELECO	211-45501-326	65.00
LEAGUE OF MN CITIES INS TR	20170216	02/22/2017	INSURANCE -WORKER'S COM	211-45501-364	721.88
ELECTRIC FUND	20170320	03/20/2017	MONTHLY UTILITY & TELECO	211-45501-381	163.05
ELECTRIC FUND	20170320	03/20/2017	MONTHLY UTILITY & TELECO	211-45501-382	17.51
MN ENERGY RESOURCES	20170308	03/14/2017	HEATING #0504542703	211-45501-383	1,109.63
ELECTRIC FUND	20170320	03/20/2017	MONTHLY UTILITY & TELECO	211-45501-385	32.28
MICROMARKETING	662867	03/21/2017	BOOKS	211-45501-435	154.99
MICROMARKETING	663810	03/21/2017	BOOKS	211-45501-435	39.99
Activity 45501 - Library Total:					2,382.25
Fund 211 - LIBRARY Total:					2,382.25

Fund: 225 - AIRPORT

Activity: 45127 - Airport

MN DEPT OF PUBLIC SAFETY	1712500262016 M-89116	03/15/2017	EPCRA PROGRAM #17125002	225-45127-217	25.00
LEAGUE OF MN CITIES INS TR	20170216	02/22/2017	INSURANCE -WORKER'S COM	225-45127-365	296.99
Activity 45127 - Airport Total:					321.99
Fund 225 - AIRPORT Total:					321.99

Fund: 230 - POOL

Activity: 45124 - Pool

LEAGUE OF MN CITIES INS TR	20170216	02/22/2017	INSURANCE -WORKER'S COM	230-45124-364	1,385.12
ELECTRIC FUND	20170320	03/20/2017	MONTHLY UTILITY & TELECO	230-45124-381	16.00
ELECTRIC FUND	20170320	03/20/2017	MONTHLY UTILITY & TELECO	230-45124-382	15.66
ELECTRIC FUND	20170320	03/20/2017	MONTHLY UTILITY & TELECO	230-45124-385	27.08
Activity 45124 - Pool Total:					1,443.86
Fund 230 - POOL Total:					1,443.86

Fund: 235 - AMBULANCE

ARROW MANUFACTURING IN	3534	03/22/2017	LESS 40% DOWN PAYMENT	235-15500	-38,636.80
ARROW MANUFACTURING IN	3536	03/22/2017	2016 CHEVY G4500 CHASSIS -	235-15500	-17,345.60
ARROW MANUFACTURING IN	3534	03/22/2017	2016 G4500 CHASSIS	235-16440	116,592.00
ARROW MANUFACTURING IN	3536	03/22/2017	2016 CHEVY G4500 CHASSIS	235-16440	43,364.00
ARROW MANUFACTURING IN	3534	03/22/2017	2010 AMBULANCE TRADE IN	235-39101	-20,000.00
					83,973.60

Activity: 42153 - Ambulance

TIM HACKER	20170322	03/22/2017	AMB RADIO BATTERIES	235-42153-217	176.05
DONNA MARCY	20170329	03/29/2017	EXPENSE	235-42153-217	10.31
BOUND TREE MEDICAL, LLC	82430474	03/14/2017	SUPPLIES	235-42153-217	234.03
BOUND TREE MEDICAL, LLC	82430475	03/14/2017	SUPPLIES	235-42153-217	25.99
BOUND TREE MEDICAL, LLC	82433291	03/21/2017	SUPPLIES	235-42153-217	77.94
ELECTRIC FUND	20170320	03/20/2017	MONTHLY UTILITY & TELECO	235-42153-321	24.80
VERIZON WIRELESS	9781686749	03/07/2017	SERVICE FOR LAP TOPS #9867	235-42153-321	123.49
SUNNY COMMUNICATIONS, I	59725	03/22/2017	EQUIPMENT - RADIO UNITS	235-42153-323	893.00
EXPERT T BILLING	20170308	03/10/2017	SERVICE	235-42153-326	1,863.00
ROBIN SHAW	20170329	03/29/2017	EXPENSE	235-42153-334	20.64
TIM HACKER	20170329	03/29/2017	EXPENSE -	235-42153-334	9.65
JIM AXFORD	20170329	03/29/2017	EXPENSE	235-42153-334	17.98
LEAGUE OF MN CITIES INS TR	20170216	02/22/2017	INSURANCE -WORKER'S COM	235-42153-364	5,776.56
JERRY'S REPAIR	18117	03/29/2017	MAINTENANCE	235-42153-405	153.99
ELECTRIC FUND	20170328	03/29/2017	AMBULANCE-INVENTORY USE	235-42153-405	240.22
Activity 42153 - Ambulance Total:					9,647.65
Fund 235 - AMBULANCE Total:					93,621.25

Fund: 250 - EDA GENERAL

Activity: 46520 - EDA

NCPERS MINNESOTA	20170323	03/29/2017	INSURANCE #844600 - JAN 20	250-46520-133	24.00
CENTURY BUSINESS PRODUCT	365573	03/10/2017	SUPPLIES	250-46520-200	55.98
ELECTRIC FUND	20170320	03/20/2017	MONTHLY UTILITY & TELECO	250-46520-321	55.56
ELECTRIC FUND	20170320	03/20/2017	MONTHLY UTILITY & TELECO	250-46520-321	118.92

Expense Approval Report

Payment Dates: 03/18/2017 - 03/29/2017

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
DREW HAGE	20170320	03/20/2017	EXPENSE-ED PROS - SLAYTON	250-46520-331	39.06
LEAGUE OF MN CITIES INS TR	20170216	02/22/2017	INSURANCE -WORKER'S COM	250-46520-364	360.94
ELECTRIC FUND	20170320	03/20/2017	MONTHLY UTILITY & TELECO	250-46520-381	67.36
Activity 46520 - EDA Total:					721.82
Fund 250 - EDA GENERAL Total:					721.82

Fund: 307 - 2017 STREET PROJECT**Activity: 41000 - General Government**

DGR ENGINEERING	00223262	03/22/2017	2017 STREET PROJECT	307-41000-500	7,972.00
Activity 41000 - General Government Total:					7,972.00
Fund 307 - 2017 STREET PROJECT Total:					7,972.00

Fund: 601 - WATER**Activity: 49400 - Water**

NCPERS MINNESOTA	20170323	03/29/2017	INSURANCE #844600 - JAN 20	601-49400-133	40.00
HAWKINS, INC	4034322	03/07/2017	CHEMICALS	601-49400-216	3,321.44
MN VALLEY TESTING	853201	03/10/2017	TESTING	601-49400-310	67.50
ELECTRIC FUND	20170320	03/20/2017	MONTHLY UTILITY & TELECO	601-49400-321	49.60
GOPHER STATE ONE CALL	7020809	03/07/2017	LOCATES	601-49400-321	3.04
INNOVATIVE SYSTEMS LLC	31693	03/07/2017	INVOICE POSTAGE	601-49400-322	234.87
ELECTRIC FUND	20170320	03/20/2017	MONTHLY UTILITY & TELECO	601-49400-326	60.00
INNOVATIVE SYSTEMS LLC	31444	03/03/2017	BILLING SYSTEM MAINTENAN	601-49400-326	760.50
INNOVATIVE SYSTEMS LLC	31505	03/03/2017	BILLING SYSTEM SOFTWARE S	601-49400-326	517.50
INNOVATIVE SYSTEMS LLC	31693	03/07/2017	INVOICE PROCESSING	601-49400-326	198.48
INNOVATIVE SYSTEMS LLC	31693	03/07/2017	INSERTS - AUTO PAY	601-49400-350	53.00
LEAGUE OF MN CITIES INS TR	20170216	02/22/2017	INSURANCE -WORKER'S COM	601-49400-364	3,406.28
ELECTRIC FUND	20170320	03/20/2017	MONTHLY UTILITY & TELECO	601-49400-381	4,316.67
ELECTRIC FUND	20170320	03/20/2017	MONTHLY UTILITY & TELECO	601-49400-382	16.96
MN ENERGY RESOURCES	20170310A	03/17/2017	HEATING #0505923431	601-49400-383	612.75
HOMETOWN SANITATION SER	0000233796	03/03/2017	GARBAGE SERVICE - WASTEWE	601-49400-384	85.04
ELECTRIC FUND	20170320	03/20/2017	MONTHLY UTILITY & TELECO	601-49400-385	30.73
ELECTRIC FUND	20170320	03/20/2017	MONTHLY UTILITY & TELECO	601-49400-386	32.00
RON'S ELECTRIC INC	134824	03/29/2017	MAINTENANCE	601-49400-404	56.50
Activity 49400 - Water Total:					13,862.86
Fund 601 - WATER Total:					13,862.86

Fund: 602 - SEWER**Activity: 49450 - Sewer**

NCPERS MINNESOTA	20170323	03/29/2017	INSURANCE #844600 - JAN 20	602-49450-133	56.00
MN VALLEY TESTING	851904	02/28/2017	TESTING	602-49450-310	227.20
MN VALLEY TESTING	851966	02/28/2017	TESTING	602-49450-310	144.00
MN VALLEY TESTING	852736	03/07/2017	TESTING	602-49450-310	227.20
MN VALLEY TESTING	852817	03/07/2017	TESTING	602-49450-310	144.00
MN VALLEY TESTING	853668	03/14/2017	TESTING	602-49450-310	227.20
ELECTRIC FUND	20170320	03/20/2017	MONTHLY UTILITY & TELECO	602-49450-321	154.42
GOPHER STATE ONE CALL	7020809	03/07/2017	LOCATES	602-49450-321	3.04
INNOVATIVE SYSTEMS LLC	31693	03/07/2017	INVOICE POSTAGE	602-49450-322	234.88
ELECTRIC FUND	20170320	03/20/2017	MONTHLY UTILITY & TELECO	602-49450-326	60.00
INNOVATIVE SYSTEMS LLC	31444	03/03/2017	BILLING SYSTEM MAINTENAN	602-49450-326	760.50
INNOVATIVE SYSTEMS LLC	31505	03/03/2017	BILLING SYSTEM SOFTWARE S	602-49450-326	517.50
INNOVATIVE SYSTEMS LLC	31693	03/07/2017	INVOICE PROCESSING	602-49450-326	198.48
INNOVATIVE SYSTEMS LLC	31693	03/07/2017	INSERTS - AUTO PAY	602-49450-350	53.00
LEAGUE OF MN CITIES INS TR	20170216	02/22/2017	INSURANCE -WORKER'S COM	602-49450-364	6,419.51
ELECTRIC FUND	20170320	03/20/2017	MONTHLY UTILITY & TELECO	602-49450-381	13,162.76
ELECTRIC FUND	20170320	03/20/2017	MONTHLY UTILITY & TELECO	602-49450-382	570.32
MN ENERGY RESOURCES	20170307A	03/14/2017	HEATING #0506646838	602-49450-383	1,008.93
MN ENERGY RESOURCES	20170309A	03/14/2017	HEATING #0506746718	602-49450-383	19.30
MN ENERGY RESOURCES	20170310	03/17/2017	HEATING #0504488160	602-49450-383	65.52
RON'S ELECTRIC INC	134701	03/29/2017	MAINTENANCE	602-49450-404	62.38
WINDOM TOWING LLC	3109	03/14/2017	SERVICE	602-49450-404	121.78
ELECTRIC FUND	201703282017	03/29/2017	WATER-WASTEWATER - INVEN	602-49450-405	54.00

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
WENNER HOLDINGS LLC	2221	03/20/2017	MAINTENANCE	602-49450-408	5,178.02
				Activity 49450 - Sewer Total:	29,669.94
				Fund 602 - SEWER Total:	29,669.94

Fund: 604 - ELECTRIC

RESCO	669073-00	03/10/2017	INVENTORY	604-14200	16,098.00
RESCO	670123-00	03/10/2017	INVENTORY	604-14200	517.80
IRBY ELECTRICAL DISTRIBUTO	SO10019000.001	03/03/2017	INVENTORY	604-14200	6,757.30
ELECTRIC FUND	SO-000223	03/20/2017	DISTRIBUTION MAINTENANCE	604-16300	5,610.94
DELMA CLAUSEN	20170329	03/29/2017	REFUND-BAL OF UTIL PREPAY	604-22000	221.02
KAYLEE BRAMSTEDT	20170329	03/29/2017	REFUND - BAL OF UTILITY PRE	604-22000	59.93
TANAYA RENQUIST	20170329	03/29/2017	REFUND - UTILITY PREPAYME	604-22000	300.00
					29,564.99

Activity: 49550 - Electric

NCPERS MINNESOTA	20170323	03/29/2017	INSURANCE #844600 - JAN 20	604-49550-133	96.00
JOANNE NELSON	20170317	03/17/2017	UNIFORMS	604-49550-218	45.00
BORDER STATES	912730493	03/20/2017	UNIFORMS	604-49550-218	67.85
BORDER STATES	912742921	03/22/2017	UNIFORMS	604-49550-218	70.26
CMP - CENTRAL MUNICIPAL P	05836	03/13/2017	TRANSMISSION	604-49550-263	104,099.11
CMP - CENTRAL MUNICIPAL P	05836	03/13/2017	ENERGY	604-49550-263	76,558.04
DEPARTMENT OF ENERGY	BFPB000800217	03/13/2017	POWER COST	604-49550-263	76,940.43
ELECTRIC FUND	20170320	03/20/2017	MONTHLY UTILITY & TELECO	604-49550-321	197.17
GOPHER STATE ONE CALL	7020809	03/07/2017	LOCATES	604-49550-321	3.04
INNOVATIVE SYSTEMS LLC	31693	03/07/2017	INVOICE POSTAGE	604-49550-322	234.87
ELECTRIC FUND	20170320	03/20/2017	MONTHLY UTILITY & TELECO	604-49550-326	139.47
INNOVATIVE SYSTEMS LLC	31444	03/03/2017	BILLING SYSTEM MAINTENAN	604-49550-326	1,521.00
INNOVATIVE SYSTEMS LLC	31505	03/03/2017	BILLING SYSTEM SOFTWARE S	604-49550-326	223.90
INNOVATIVE SYSTEMS LLC	31693	03/07/2017	INVOICE PROCESSING	604-49550-326	198.48
JASON SYKORA	20170306	03/20/2017	EXPENSE-MN SHADE TREE CO	604-49550-331	180.83
INNOVATIVE SYSTEMS LLC	31693	03/07/2017	INSERTS - AUTO PAY	604-49550-350	53.00
TRAVELERS	20170306	03/20/2017	#2399B4018 - 611X4689 BME	604-49550-362	57,271.00
LEAGUE OF MN CITIES INS TR	20170216	02/22/2017	INSURANCE -WORKER'S COM	604-49550-364	9,212.35
ELECTRIC FUND	20170320	03/20/2017	MONTHLY UTILITY & TELECO	604-49550-381	177.41
ELECTRIC FUND	20170320	03/20/2017	MONTHLY UTILITY & TELECO	604-49550-382	19.17
MN ENERGY RESOURCES	20170310C	03/20/2017	HEATING #0506419706	604-49550-383	375.84
HOMETOWN SANITATION SER	0000233797	03/10/2017	GARBAGE SERVICE - ELECTRIC	604-49550-384	84.75
ELECTRIC FUND	20170320	03/20/2017	MONTHLY UTILITY & TELECO	604-49550-385	33.56
ELECTRIC FUND	SO-000225	03/20/2017	POWERHOUSE SHOP	604-49550-404	1.84
RAGE INC	03-010136	03/07/2017	SERVICE - POWER PLANT	604-49550-406	34.17
ELECTRIC FUND	SO-000224	03/20/2017	RL REPAIR	604-49550-408	31.64
CMP - CENTRAL MUNICIPAL P	05849	03/10/2017	CIP PROGRAM CHARGES	604-49550-450	1,419.00
				Activity 49550 - Electric Total:	329,289.18
				Fund 604 - ELECTRIC Total:	358,854.17

Fund: 609 - LIQUOR STORE**Activity: 49751 - Liquor Store**

NCPERS MINNESOTA	20170323	03/29/2017	INSURANCE #844600 - JAN 20	609-49751-133	32.00
DACOTAH PAPER CO	20170329	03/29/2017	#96800-#96898, #1160	609-49751-217	123.84
BREAKTHRU BEVERAGE MN	1080605287	03/14/2017	MERCHANDISE	609-49751-251	1,842.10
BREAKTHRU BEVERAGE MN	1080605288	03/14/2017	MERCHANDISE	609-49751-251	27.70
PHILLIPS WINE & SPIRITS	2131534	03/14/2017	MERCHANDISE	609-49751-251	5,863.32
JOHNSON BROS.	5654708	03/21/2017	MERCHANDISE	609-49751-251	254.16
JOHNSON BROS.	5667532	03/08/2017	MERCHANDISE	609-49751-251	2,769.00
JOHNSON BROS.	5672162	03/14/2017	MERCHANDISE	609-49751-251	1,279.24
BELLBOY CORP	57760300	03/07/2017	MERCHANDISE	609-49751-251	746.30
DOLL DISTRIBUTING, LLC	183328	03/21/2017	MERCHANDISE	609-49751-252	2,112.50
DOLL DISTRIBUTING, LLC	187517	03/29/2017	MERCHANDISE	609-49751-252	5,143.85
ARTISAN BEER COMPANY	3163088	03/14/2017	MERCHANDISE	609-49751-252	181.00
ARTISAN BEER COMPANY	3164601	03/21/2017	MERCHANDISE	609-49751-252	94.00
JOHNSON BROS.	5667534	03/07/2017	MERCHANDISE	609-49751-252	73.80
BEVERAGE WHOLESALERS	642740	03/21/2017	MERCHANDISE	609-49751-252	6,100.60

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
BEVERAGE WHOLESALERS	643655	03/28/2017	MERCHANDISE	609-49751-252	2,132.70
BREAKTHRU BEVERAGE MN	1080605287	03/14/2017	MERCHANDISE	609-49751-253	244.00
SOUTHERN GLAZER'S OF MN	1515045	03/08/2017	MERCHANDISE	609-49751-253	386.72
PHILLIPS WINE & SPIRITS	2131535	03/14/2017	MERCHANDISE	609-49751-253	453.46
JOHNSON BROS.	5654709	03/21/2017	MERCHANDISE	609-49751-253	116.88
JOHNSON BROS.	5667533	03/07/2017	MERCHANDISE	609-49751-253	856.88
JOHNSON BROS.	5672163	03/14/2017	MERCHANDISE	609-49751-253	1,520.36
PAUSTIS WINE COMPANY	8581464-IN	03/07/2017	MERCHANDISE	609-49751-253	481.00
PAUSTIS WINE COMPANY	8581481-IN	03/07/2017	MERCHANDISE	609-49751-253	244.00
BREAKTHRU BEVERAGE MN	1080605287	03/14/2017	MERCHANDISE	609-49751-254	88.54
JOHNSON BROS.	5672163	03/14/2017	MERCHANDISE	609-49751-254	69.00
AH HERMEL COMPANY	624471B	03/03/2017	CREDIT - PAID TWICE #624471	609-49751-254	-35.59
AH HERMEL COMPANY	633975	03/07/2017	MERCHANDISE	609-49751-254	105.39
BEVERAGE WHOLESALERS	732215	03/28/2017	CREDIT - MERCHANDISE	609-49751-254	-90.00
AH HERMEL COMPANY	624471B	03/03/2017	CREDIT - PAID TWICE #624471	609-49751-256	-82.38
AH HERMEL COMPANY	633975	03/07/2017	MERCHANDISE	609-49751-256	164.76
AH HERMEL COMPANY	633975	03/07/2017	MERCHANDISE	609-49751-261	97.28
JOHNSON BROS.	5667532	03/08/2017	MERCHANDISE	609-49751-265	344.50
ELECTRIC FUND	20170320	03/20/2017	MONTHLY UTILITY & TELECO	609-49751-321	111.42
ELECTRIC FUND	20170320	03/20/2017	MONTHLY UTILITY & TELECO	609-49751-326	129.47
BREAKTHRU BEVERAGE MN	1080605287	03/14/2017	MERCHANDISE	609-49751-333	55.20
SOUTHERN GLAZER'S OF MN	1515045	03/08/2017	MERCHANDISE	609-49751-333	14.35
PHILLIPS WINE & SPIRITS	2131534	03/14/2017	MERCHANDISE	609-49751-333	68.46
PHILLIPS WINE & SPIRITS	2131535	03/14/2017	MERCHANDISE	609-49751-333	15.45
JOHNSON BROS.	5654708	03/21/2017	MERCHANDISE	609-49751-333	5.01
JOHNSON BROS.	5654709	03/21/2017	MERCHANDISE	609-49751-333	3.34
JOHNSON BROS.	5667532	03/08/2017	MERCHANDISE	609-49751-333	62.91
JOHNSON BROS.	5667533	03/07/2017	MERCHANDISE	609-49751-333	33.40
JOHNSON BROS.	5672162	03/14/2017	MERCHANDISE	609-49751-333	13.36
JOHNSON BROS.	5672163	03/14/2017	MERCHANDISE	609-49751-333	45.10
BELLBOY CORP	57760300	03/07/2017	MERCHANDISE	609-49751-333	22.00
AH HERMEL COMPANY	624471B	03/03/2017	CREDIT - PAID TWICE #624471	609-49751-333	-3.95
AH HERMEL COMPANY	633975	03/07/2017	MERCHANDISE	609-49751-333	4.95
PAUSTIS WINE COMPANY	8581464-IN	03/07/2017	MERCHANDISE	609-49751-333	8.75
PAUSTIS WINE COMPANY	8581481-IN	03/07/2017	MERCHANDISE	609-49751-333	4.50
LEAGUE OF MN CITIES INS TR	20170216	02/22/2017	INSURANCE -WORKER'S COM	609-49751-364	3,941.87
ELECTRIC FUND	20170320	03/20/2017	MONTHLY UTILITY & TELECO	609-49751-381	564.82
ELECTRIC FUND	20170320	03/20/2017	MONTHLY UTILITY & TELECO	609-49751-382	18.25
MN ENERGY RESOURCES	20170310E	03/21/2017	HEATING #0507314125	609-49751-383	125.84
HOMETOWN SANITATION SER	0000233795	03/15/2017	GARBAGE SERVICE - RIVER BE	609-49751-384	96.13
ELECTRIC FUND	20170320	03/20/2017	MONTHLY UTILITY & TELECO	609-49751-385	31.14
RAGE INC	03-010470	03/29/2017	SERVICE - RIVER BEND LIQ	609-49751-406	48.89
BANK MIDWEST	20170322	03/22/2017	NSF-CUSTOM MOTORS-RIVER	609-49751-480	143.07
Activity 49751 - Liquor Store Total:					39,304.64
Fund 609 - LIQUOR STORE Total:					39,304.64

Fund: 614 - TELECOM

CALIX	1226055	03/15/2017	CORE SYSTEM UPGRADE	614-16400	93.96
CALIX	1226056	03/15/2017	CORE SYSTEM UPGRADE	614-16400	93.96
CALIX	1226104	03/15/2017	CORE SYSTEM UPGRADE	614-16400	2,796.88
CALIX	1226208	03/15/2017	CORE SYSTEM UPGRADE	614-16400	316.97
Activity: 49870 - Telecom					3,301.77

NCPERS MINNESOTA	20170323	03/29/2017	INSURANCE #844600 - JAN 20	614-49870-133	64.00
INDOFF, INC	2929530	03/15/2017	SUPPLIES	614-49870-200	431.19
RAGE INC	03-010138	03/07/2017	SERVICE - WINDOM NET	614-49870-211	21.33
ARIN-AMERICAN REGISTRY FO	SI1281134	03/22/2017	ANNUAL RENEWAL IPV4 ALLO	614-49870-217	2,000.00
POWER & TEL	6177519-00	03/15/2017	MAINTENANCE	614-49870-227	117.56
OLSEN THIELEN & CO.,LTD	32659	03/15/2017	SERVICE	614-49870-301	365.00
INTERSTATE TRS FUND	82580703177	03/20/2017	ASSESSMENT FOR 499-A FILIN	614-49870-304	179.96

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ELECTRIC FUND	20170320	03/20/2017	MONTHLY UTILITY & TELECO	614-49870-321	379.43
GOPHER STATE ONE CALL	7020809	03/07/2017	LOCATES	614-49870-321	3.03
INNOVATIVE SYSTEMS LLC	31693	03/07/2017	INVOICE POSTAGE	614-49870-322	234.87
NEUSTAR, INC.	04196794	03/15/2017	NUMBER PORTS 2/28/17	614-49870-326	171.63
NEUSTAR, INC.	04196794A	03/22/2017	REV RECOVERY COST	614-49870-326	1.29
INNOVATIVE SYSTEMS LLC	31444	03/03/2017	BILLING SYSTEM MAINTENAN	614-49870-326	875.00
INNOVATIVE SYSTEMS LLC	31444	03/03/2017	BILLING SYSTEM MAINTENAN	614-49870-326	1,521.00
INNOVATIVE SYSTEMS LLC	31505	03/03/2017	BILLING SYSTEM SOFTWARE S	614-49870-326	1,846.10
INNOVATIVE SYSTEMS LLC	31693	03/07/2017	INVOICE PROCESSING	614-49870-326	198.48
NEUSTAR, INC.	L-0000020596	03/22/2017	NUMBER PORTS	614-49870-326	6.50
INNOVATIVE SYSTEMS LLC	31693	03/07/2017	INSERTS - AUTO PAY	614-49870-350	53.00
LEAGUE OF MN CITIES INS TR	20170216	02/22/2017	INSURANCE -WORKER'S COM	614-49870-364	9,604.14
ELECTRIC FUND	20170320	03/20/2017	MONTHLY UTILITY & TELECO	614-49870-381	1,837.22
ELECTRIC FUND	20170320	03/20/2017	MONTHLY UTILITY & TELECO	614-49870-382	17.78
MN ENERGY RESOURCES	20170308A	03/15/2017	HEATING #0507509833	614-49870-383	170.53
HOMETOWN SANITATION SER	0000233798	03/07/2017	GARBAGE SERVICE - TELECOM	614-49870-384	73.92
ELECTRIC FUND	20170320	03/20/2017	MONTHLY UTILITY & TELECO	614-49870-385	29.91
MLB NETWORK	078426	03/29/2017	SUBSCRIBER	614-49870-442	989.12
MLB NETWORK	079624	03/21/2017	SUBSCRIBER	614-49870-442	996.16
TEGNA	1188-1143	03/21/2017	SUBSCRIBER	614-49870-442	5,442.80
CONSOLIDATED COMMUNICA	20140301	03/15/2017	10 GB TRANSPORT MAR 2017	614-49870-442	2,950.00
HUBBARD BROADCASTING IN	20170228	03/21/2017	SUBSCRIBER	614-49870-442	7,298.30
UNITED COMMUNICATIONS C	20170228	03/21/2017	SUBSCRIBER	614-49870-442	865.90
CBS TELEVISION STATIONS	20170228	03/21/2017	SUBSCRIBER	614-49870-442	4,576.90
RFD TV	2493-1257	03/21/2017	SUBSCRIBER	614-49870-442	382.16
FOX TELEVISION STATIONS, IN	262-1031	03/21/2017	SUBSCRIBER	614-49870-442	5,145.92
TOWER DISTRIBUTION COMP	581104	03/21/2017	SUBSCRIBER	614-49870-442	674.40
FOX SPORTS	M01149	03/21/2017	SUBSCRIBER	614-49870-442	19,266.64
BTN - BIG TEN NETWORK	M04512	03/21/2017	SUBSCRIBER	614-49870-442	4,158.80
CONSOLIDATED COMMUNICA	20140301	03/15/2017	10 GB TRANSPORT MAR 2017	614-49870-447	5,987.50
ZAYO BANDWIDTH	20170301	03/08/2017	TRANSPORT	614-49870-451	381.36
				Activity 49870 - Telecom Total:	79,318.83
				Fund 614 - TELECOM Total:	82,620.60

Fund: 615 - ARENA

Activity: 49850 - Arena

NCPERS MINNESOTA	20170323	03/29/2017	INSURANCE #844600 - JAN 20	615-49850-133	32.00
WINDOM AREA HOCKEY	236	03/29/2017	CONCESSIONS	615-49850-254	186.76
AH HERMEL COMPANY	633889	03/28/2017	MERCHANDISE	615-49850-260	105.89
ELECTRIC FUND	20170320	03/20/2017	MONTHLY UTILITY & TELECO	615-49850-321	123.60
ELECTRIC FUND	20170320	03/20/2017	MONTHLY UTILITY & TELECO	615-49850-326	125.00
WAFSC WINDOM AREA FIGUR	20170329	03/29/2017	ADVERTISING - ARENA	615-49850-340	60.00
LEAGUE OF MN CITIES INS TR	20170216	02/22/2017	INSURANCE -WORKER'S COM	615-49850-364	1,858.54
ELECTRIC FUND	20170320	03/20/2017	MONTHLY UTILITY & TELECO	615-49850-381	6,651.64
ELECTRIC FUND	20170320	03/20/2017	MONTHLY UTILITY & TELECO	615-49850-382	266.72
MN ENERGY RESOURCES	20170314	03/21/2017	HEATING #0504094426	615-49850-383	1,232.35
HOMETOWN SANITATION SER	0000233799	03/03/2017	GARBAGE SERVICE - ARENA	615-49850-384	130.88
ELECTRIC FUND	20170320	03/20/2017	MONTHLY UTILITY & TELECO	615-49850-385	27.08
WINDOM FIRE & SAFETY	6226	03/29/2017	SERVICE - ARENA	615-49850-402	92.00
				Activity 49850 - Arena Total:	10,892.46
				Fund 615 - ARENA Total:	10,892.46

Fund: 617 - M/P CENTER

Activity: 49860 - M/P Center

NCPERS MINNESOTA	20170323	03/29/2017	INSURANCE #844600 - JAN 20	617-49860-133	48.00
HEARTLAND PAPER COMPANY	353691-0	03/29/2017	SUPPLIES	617-49860-211	233.27
ELECTRIC FUND	20170320	03/20/2017	MONTHLY UTILITY & TELECO	617-49860-321	113.09
ELECTRIC FUND	20170320	03/20/2017	MONTHLY UTILITY & TELECO	617-49860-326	60.00
LEAGUE OF MN CITIES INS TR	20170216	02/22/2017	INSURANCE -WORKER'S COM	617-49860-364	2,443.11
ELECTRIC FUND	20170320	03/20/2017	MONTHLY UTILITY & TELECO	617-49860-381	969.28
ELECTRIC FUND	20170320	03/20/2017	MONTHLY UTILITY & TELECO	617-49860-382	57.55

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
MN ENERGY RESOURCES	20170310D	03/20/2017	HEATING #0503741572	617-49860-383	1,071.71
HOMETOWN SANITATION SER	0000233800	03/03/2017	GARBAGE SERVICE - COMM C	617-49860-384	103.03
ELECTRIC FUND	20170320	03/20/2017	MONTHLY UTILITY & TELECO	617-49860-385	58.73
RAGE INC	03-010137	03/07/2017	SERVICE - COMM CENTER	617-49860-406	61.50
Activity 49860 - M/P Center Total:					5,219.27
Fund 617 - M/P CENTER Total:					5,219.27
Fund: 700 - PAYROLL					
MN Child Support Payment C	INV0001051	03/17/2017	Child Support Payment	700-21709	606.17
SELECTACCOUNT	38383303	03/21/2017	FLEX SPENDING	700-21712	1,405.84
AFLAC	603965	03/22/2017	INSURANCE - MARCH 2017 -	700-21715	204.00
AFLAC	603965	03/22/2017	INSURANCE - MARCH 2017 - P	700-21716	334.59
MN BENEFIT ASSOCIATION	20170320	03/20/2017	INSURANCE 4-1-17 - PRE TAX	700-21717	4.34
NCPERS MINNESOTA	20170323	03/29/2017	INSURANCE #844600 - JAN 20	700-21718	16.00
NCPERS MINNESOTA	20170323	03/29/2017	INSURANCE #844600 - JAN 20	700-21718	16.00
MN BENEFIT ASSOCIATION	20170320	03/20/2017	INSURANCE 4-1-17 - AFTER TA	700-21719	106.52
					2,693.46
Fund 700 - PAYROLL Total:					2,693.46
Grand Total:					715,484.52

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL	65,903.95
211 - LIBRARY	2,382.25
225 - AIRPORT	321.99
230 - POOL	1,443.86
235 - AMBULANCE	93,621.25
250 - EDA GENERAL	721.82
307 - 2017 STREET PROJECT	7,972.00
601 - WATER	13,862.86
602 - SEWER	29,669.94
604 - ELECTRIC	358,854.17
609 - LIQUOR STORE	39,304.64
614 - TELECOM	82,620.60
615 - ARENA	10,892.46
617 - M/P CENTER	5,219.27
700 - PAYROLL	2,693.46
Grand Total:	715,484.52

Account Summary

Account Number	Account Name	Payment Amount
100-20202	Sales Tax Payable	3.33
100-34780	Park Fees	48.42
100-41110-200	Office Supplies	383.00
100-41110-365	Insurance - Misc	45.84
100-41310-133	Employer Paid Insurance	80.00
100-41310-200	Office Supplies	18.31
100-41310-217	Other Operating Supplie	125.28
100-41310-308	Training & Registrations	400.00
100-41310-321	Telephone	149.18
100-41310-326	Data Processing	84.50
100-41310-331	Travel Expense	96.30
100-41310-364	Insurance - Worker's Co	1,684.38
100-41310-480	Other Miscellaneous	426.13
100-41910-133	Employer Paid Insurance	24.00
100-41910-200	Office Supplies	28.00
100-41910-321	Telephone	118.92
100-41910-364	Insurance - Worker's Co	360.94
100-41940-381	Electric Utility	472.43
100-41940-382	Water Utility	56.72
100-41940-383	Gas Utility	625.85
100-41940-384	Refuse Disposal	85.04
100-41940-385	Sewer Utility	104.99
100-42120-133	Employer Paid Insurance	160.00
100-42120-200	Office Supplies	117.46
100-42120-308	Training & Registrations	508.00
100-42120-321	Telephone	161.09
100-42120-364	Insurance - Worker's Co	14,681.24
100-42120-404	Repairs & Maint - M&E	1,016.94
100-42120-412	Rentals - Building	1,875.00
100-42120-419	Vehicle Lease	1,030.20
100-42220-211	Cleaning Supplies	25.00
100-42220-215	Materials & Equipment	123.00
100-42220-218	Uniforms	80.00
100-42220-308	Training & Registrations	850.00
100-42220-310	Lab Testing	345.00
100-42220-321	Telephone	48.98
100-42220-326	Data Processing	10.02
100-42220-331	Travel Expense	339.72

Account Summary

Account Number	Account Name	Payment Amount
100-42220-334	Meals/Lodging	74.95
100-42220-364	Insurance - Worker's Co	8,210.24
100-42500-381	Electric Utility	24.94
100-43100-133	Employer Paid Insurance	64.00
100-43100-215	Materials & Equipment	8,867.16
100-43100-217	Other Operating Supplie	60.00
100-43100-321	Telephone	369.46
100-43100-331	Travel Expense	193.67
100-43100-350	Printing & Design	50.88
100-43100-364	Insurance - Worker's Co	13,154.85
100-43100-381	Electric Utility	2,932.26
100-43100-382	Water Utility	21.58
100-43100-383	Gas Utility	681.28
100-43100-384	Refuse Disposal	130.85
100-43100-385	Sewer Utility	43.76
100-43100-404	Repairs & Maint - M&E	50.00
100-43210-480	Other Miscellaneous	26.78
100-45202-133	Employer Paid Insurance	16.00
100-45202-211	Cleaning Supplies	84.96
100-45202-364	Insurance - Worker's Co	3,337.22
100-45202-381	Electric Utility	343.79
100-45202-382	Water Utility	156.60
100-45202-385	Sewer Utility	135.40
100-45202-404	Repairs & Maint - M&E	80.11
211-45501-133	Employer Paid Insurance	16.00
211-45501-200	Office Supplies	34.64
211-45501-321	Telephone	27.28
211-45501-326	Data Processing	65.00
211-45501-364	Insurance - Worker's Co	721.88
211-45501-381	Electric Utility	163.05
211-45501-382	Water Utility	17.51
211-45501-383	Gas Utility	1,109.63
211-45501-385	Sewer Utility	32.28
211-45501-435	Books and Pamphlets	194.98
225-45127-217	Other Operating Supplie	25.00
225-45127-365	Insurance - Misc	296.99
230-45124-364	Insurance - Worker's Co	1,385.12
230-45124-381	Electric Utility	16.00
230-45124-382	Water Utility	15.66
230-45124-385	Sewer Utility	27.08
235-15500	Prepaid Items	-55,982.40
235-16440	Motor Vehicles	159,956.00
235-39101	Sale of Fixed Assets	-20,000.00
235-42153-217	Other Operating Supplie	524.32
235-42153-321	Telephone	148.29
235-42153-323	Radio Units	893.00
235-42153-326	Data Processing	1,863.00
235-42153-334	Meals/Lodging	48.27
235-42153-364	Insurance - Worker's Co	5,776.56
235-42153-405	Repairs & Maint - Vehicl	394.21
250-46520-133	Employer Paid Insurance	24.00
250-46520-200	Office Supplies	55.98
250-46520-321	Telephone	174.48
250-46520-331	Travel Expense	39.06
250-46520-364	Insurance - Worker's Co	360.94
250-46520-381	Electric Utility	67.36
307-41000-500	Capital Outlay	7,972.00
601-49400-133	Employer Paid Insurance	40.00

Account Summary

Account Number	Account Name	Payment Amount
601-49400-216	Chemicals and Chemical	3,321.44
601-49400-310	Lab Testing	67.50
601-49400-321	Telephone	52.64
601-49400-322	Postage	234.87
601-49400-326	Data Processing	1,536.48
601-49400-350	Printing & Design	53.00
601-49400-364	Insurance - Worker's Co	3,406.28
601-49400-381	Electric Utility	4,316.67
601-49400-382	Water Utility	16.96
601-49400-383	Gas Utility	612.75
601-49400-384	Refuse Disposal	85.04
601-49400-385	Sewer Utility	30.73
601-49400-386	Landfill	32.00
601-49400-404	Repairs & Maint - M&E	56.50
602-49450-133	Employer Paid Insurance	56.00
602-49450-310	Lab Testing	969.60
602-49450-321	Telephone	157.46
602-49450-322	Postage	234.88
602-49450-326	Data Processing	1,536.48
602-49450-350	Printing & Design	53.00
602-49450-364	Insurance - Worker's Co	6,419.51
602-49450-381	Electric Utility	13,162.76
602-49450-382	Water Utility	570.32
602-49450-383	Gas Utility	1,093.75
602-49450-404	Repairs & Maint - M&E	184.16
602-49450-405	Repairs & Maint - Vehicl	54.00
602-49450-408	Repairs & Maint - Distrib	5,178.02
604-14200	Inventory	23,373.10
604-16300	Improvements Other Th	5,610.94
604-22000	Prepayments	580.95
604-49550-133	Employer Paid Insurance	96.00
604-49550-218	Uniforms	183.11
604-49550-263	Merchandise for Resale -	257,597.58
604-49550-321	Telephone	200.21
604-49550-322	Postage	234.87
604-49550-326	Data Processing	2,082.85
604-49550-331	Travel Expense	180.83
604-49550-350	Printing & Design	53.00
604-49550-362	Insurance - Property	57,271.00
604-49550-364	Insurance - Worker's Co	9,212.35
604-49550-381	Electric Utility	177.41
604-49550-382	Water Utility	19.17
604-49550-383	Gas Utility	375.84
604-49550-384	Refuse Disposal	84.75
604-49550-385	Sewer Utility	33.56
604-49550-404	Repairs & Maint - M&E	1.84
604-49550-406	Repairs & Maint - Groun	34.17
604-49550-408	Repairs & Maint - Distrib	31.64
604-49550-450	Conservation	1,419.00
609-49751-133	Employer Paid Insurance	32.00
609-49751-217	Other Operating Supplie	123.84
609-49751-251	Liquor	12,781.82
609-49751-252	Beer	15,838.45
609-49751-253	Wine	4,303.30
609-49751-254	Soft Drinks & Mix	137.34
609-49751-256	Tobacco Products	82.38
609-49751-261	Other Merchandise	97.28
609-49751-265	Merchandise Returned f	344.50

Account Summary

Account Number	Account Name	Payment Amount
609-49751-321	Telephone	111.42
609-49751-326	Data Processing	129.47
609-49751-333	Freight and Express	352.83
609-49751-364	Insurance - Worker's Co	3,941.87
609-49751-381	Electric Utility	564.82
609-49751-382	Water Utility	18.25
609-49751-383	Gas Utility	125.84
609-49751-384	Refuse Disposal	96.13
609-49751-385	Sewer Utility	31.14
609-49751-406	Repairs & Maint - Groun	48.89
609-49751-480	Other Miscellaneous	143.07
614-16400	Machinery & Equipment	3,301.77
614-49870-133	Employer Paid Insurance	64.00
614-49870-200	Office Supplies	431.19
614-49870-211	Cleaning Supplies	21.33
614-49870-217	Other Operating Supplie	2,000.00
614-49870-227	Utility System Maint Sup	117.56
614-49870-301	Auditing & Consulting Se	365.00
614-49870-304	Legal Fees	179.96
614-49870-321	Telephone	382.46
614-49870-322	Postage	234.87
614-49870-326	Data Processing	4,620.00
614-49870-350	Printing & Design	53.00
614-49870-364	Insurance - Worker's Co	9,604.14
614-49870-381	Electric Utility	1,837.22
614-49870-382	Water Utility	17.78
614-49870-383	Gas Utility	170.53
614-49870-384	Refuse Disposal	73.92
614-49870-385	Sewer Utility	29.91
614-49870-442	Subscriber Fees	52,747.10
614-49870-447	Internet Expense	5,987.50
614-49870-451	Call Completion	381.36
615-49850-133	Employer Paid Insurance	32.00
615-49850-254	Soft Drinks & Mix	186.76
615-49850-260	Concessions	105.89
615-49850-321	Telephone	123.60
615-49850-326	Data Processing	125.00
615-49850-340	Advertising & Promotion	60.00
615-49850-364	Insurance - Worker's Co	1,858.54
615-49850-381	Electric Utility	6,651.64
615-49850-382	Water Utility	266.72
615-49850-383	Gas Utility	1,232.35
615-49850-384	Refuse Disposal	130.88
615-49850-385	Sewer Utility	27.08
615-49850-402	Repairs & Maint - Struct	92.00
617-49860-133	Employer Paid Insurance	48.00
617-49860-211	Cleaning Supplies	233.27
617-49860-321	Telephone	113.09
617-49860-326	Data Processing	60.00
617-49860-364	Insurance - Worker's Co	2,443.11
617-49860-381	Electric Utility	969.28
617-49860-382	Water Utility	57.55
617-49860-383	Gas Utility	1,071.71
617-49860-384	Refuse Disposal	103.03
617-49860-385	Sewer Utility	58.73
617-49860-406	Repairs & Maint - Groun	61.50
700-21709	Wage Levy	606.17
700-21712	Flex Account	1,405.84

Account Summary

Account Number	Account Name	Payment Amount
700-21715	Individual Insurance-Afla	204.00
700-21716	Individual Insurance-Afla	334.59
700-21717	Individual Insurance-MB	4.34
700-21718	Individual Insurance-NC	32.00
700-21719	Individual Insurance-MB	106.52
	Grand Total:	<u>715,484.52</u>

Project Account Summary

Project Account Key	Payment Amount
None	715,434.52
Equipment	50.00
	<u>715,484.52</u>
Grand Total:	

3/29/17
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