

Council Meeting
Tuesday, June 6, 2017
City Council Chambers
7:30 p.m.
AGENDA



Call to Order
Pledge of Allegiance

1. Approval of Minutes – May 16, 2017
2. Consent Agenda
 - Minutes
 - Library Board – May 9, 2017
 - Telecom Commission – May 22, 2017
 - Utility Commission – May 24, 2017
 - Capital Finance Committee – May 25, 2017
 - Library - State of Minnesota Lease Amendment
 - Regular Bills
3. Department Heads
4. Public Hearing - Vacation of City Right-Of Way – Windom East Addition
5. Personnel Committee
 - Hiring Recommendation Temporary Electric Linemen Apprentice
 - Flaherty & Hood – Comp & Class Study and Presentation
 - 2017 Supervisory Pay Plan Recommendations
 - City Administrator Evaluation Summary
6. Street Department - 2017 Seal Coating Project – Bid Award
7. Telecom
 - Resolution Rate Change
 - Resolution Call for Bid Core Equipment and Installation
8. Discuss City Council Project Priorities
9. Contractor Items
 - Change Order
 - Holtmeier Construction – 2017 Street Project
 - \$4,220.60 – #4 16th Street – Changed conditions of existing Watermain
 - Gosewisch Construction, Inc. – Emergency Service Facility
 - \$2,750.00 – # 12 Irrigation line
 - Contractor Payment
 - Holtmeier Construction #2 - \$313,819.55 - 2017 Street Project
 - Gosewisch Construction, Inc. #8 - \$223,806.32 - Emergency Service Facility
10. New Business
11. Old Business
12. Council Concerns
13. Adjourn



**Regular Council Meeting
City Hall, Council Chamber
May 16, 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, Bryan Joyce, Marv Grunig, Rod Byam and Jayesun Sherman

Council Absent: Paul Johnson

City Staff Present: Steve Nasby, City Administrator; Ron Schramel, City Attorney; Brent Brown, Electric Utility Manager\Street Superintendent; Mike Haugen Water\Wastewater Superintendent; Jeff Dahna, Windomnet General Manager; Al Baloun, Recreation Director; Joe Audette, Liquor Store Mgr., Drew Hage, Development Director; Andy Spielman, Building Official and Scott Peterson, Police Chief

Student Rep. Madison Maras

3. Pledge of Allegiance

4. City Council Agenda Amendment:

Jones said the Council agenda is long and asked if there was interest in tabling the discussion on Project Priorities to the June 6th meeting.

Motion by Joyce second by Grunig to table the discussion on Project Priorities to June 6, 2017 and to invite the Capital Finance Committee to that meeting so they can hear the discussions. Motion carried 4 – 0 (Johnson absent).

5. Approval of Minutes:

Motion by Joyce second by Sherman to approve the City Council minutes from May 1, 2017, May 2, 2017 and May 8, 2017. Motion carried 4 – 0.

6. Consent Calendar:

Jones noted the minutes from the following Boards and Commissions.

- Housing & Redevelopment Authority – April 12, 2017
- Capital Finance Committee – April 27, 2017
- Economic Development Authority – May 8, 2017

- Planning Commission – May 9, 2017

Grunig said the square footage shown for the Liquor Store is incorrect in the Capital Finance Committee Minutes.

Motion by Joyce second by Grunig to approve the Consent agenda board and commission minutes as amended. Motion carried 4 – 0 (Johnson absent).

Jones said there are several permits related to Riverfest.

Motion by Joyce second by Sherman to approve a Dance License for Riverfest on June 10, 2017; Amplification Permit for the Courthouse Square on June 10, 2017 and Amplification Permit for Tegel’s Park on June 11, 2017. Motion carried 4 – 0 (Johnson absent).

7. Department Heads:

Mike Haugen, Water\Wastewater Superintendent, noted that there is a field order for \$1,825 that needs to be issued for exploratory digging on 16th Street related to Toro’s water services. Toro cannot be off of water due to the production shifts and this work will help cut down on the time and take any unknowns out of the situation.

Motion by Joyce second by Grunig to authorize staff to approve a field order for \$1,825 related to exploratory digging on 16th Street as part of the 2017 Street Project. Motion carried 4 – 0 (Johnson absent).

Haugen thanked citizens for their patience and understanding on water service interruptions.

Jones asked about timing for completion of the water and sewer part of the project. Haugen said they are working on Brian Avenue now then have 15th Avenue and 16th Street left so there is about 30 days left to do water and sewer work.

8. 2017 Emergency Medical Services Week Proclamation:

Council member Grunig introduced the Resolution No. 2017-37, entitled “CITY OF WINDOM – 2017 EMS WEEK PROCLAMATION” and moved its adoption. The resolution was seconded by Sherman and on roll call vote: Yes: Sherman, Joyce, Byam and Grunig. No: None. Absent: Johnson. Abstain: None. Resolution passed 4 - 0.

Tim Hacker, Ambulance Director, said that May 21-27 is EMS Week. He noted that Leesa Arndt and Lynne Elston, EMTs are in attendance. He thanked all the EMTs for their service. Hacker provided 2016 statistics for the Windom Ambulance Service.

- 50,691 miles driven
- 765 run sheets
 - 245 Transfers
 - 9 Stand-by Calls
 - 5 Drills

- 10 Community Events
- 45 No Transports
- 22 Cancelled Calls
- 429 Local Patient Transports to Windom Area Hospital

The Mayor and City Council thanked and applauded the work of the Windom Ambulance Service, EMTs and Director Hacker.

9. GO Series 2017A and Revenue Series 2017B Bond Sale Report and Resolutions:

Rebecca Kurtz, Ehlers and Associates, said they are the City's financial consultants and that the City recently completed a rating call with Standard and Poors. The rating will continue as A+ with Stable Outlook and long-term rating of AA+ due to the State Credit Enhancement Program. Standard and Poors recognized the City for strong management and financials, strong flexibility and liquidity of funds and strong institutional framework. The 2017A bonds are for the street project and to reimburse the City for water and sewer expenses. There were four bids and the lowest is for 2.857% and was a premium bid so the City got more money than anticipated so City staff recommended the reduction in the size of the bond. The closing is scheduled for June 15.

Grunig asked about the trend for interest rates on these types of bonds. Kurtz said that the rate is going up slightly. Grunig asked if the bid results gave a lower interest rate than was expected. Nasby replied that the low bid was nine basis points lower. Grunig clarified that this 2017A bond was bridged to have payments start after the 2003 bond expires. Nasby said that is correct and there is capitalized interest in the 2017A issue to cover that timeframe.

Council member Joyce introduced the Resolution No. 2017-38, entitled "RESOLUTION PROVIDING FOR THE ISSUANCE, SALE AND DELIVERY OF \$4,020,000 GENERAL OBLIGATION IMPROVEMENT AND UTILITY REVENUE BONDS, SERIES 2017A" and moved its adoption. The resolution was seconded by Sherman and on roll call vote: Yes: Joyce, Byam, Grunig and Sherman. No: None. Absent: Johnson. Abstain: None. Resolution passed 4 - 0.

Kurtz said that the 2017B Bonds are for the financing of Telecom equipment and will be 10-year bonds. There were two bids on this issue and the low bid was 41 basis points under the estimated financing. This too was a premium bid so the size of this bond issue was also lowered.

Grunig asked if there was any concern about using these funds before the deadline to spend bond proceeds. Nasby said that Telecom had already ordered some equipment and that the timeline is 18 months to expend the bond proceeds so there should not be any issues with arbitrage.

Council member Sherman introduced the Resolution No. 2017-39, entitled "RESOLUTION PROVIDING FOR THE ISSUANCE, SALE AND DELIVERY OF \$855,000 GENERAL OBLIGATION EQUIPMENT CERTIFICATES, SERIES 2017B" and moved its adoption. The resolution was seconded by Grunig and on roll call vote: Yes: Byam, Grunig, Sherman and Joyce. No: None. Absent: Johnson. Abstain: None. Resolution passed 4 - 0.

10. Planning Commission Recommendations:

Andy Spielman, Building Official, said there were three items from the Planning Commission and one item from staff for the Council's consideration.

2470 Highway 60E – Avery Brothers have a billboard on property owned by Jed and Cynthia Knutson. The sign requested is 30 feet high and only 25 feet is allowed. Avery Brothers contacted MN DOT and there were no objections to the additional height as it is a replacement of an existing billboard. The Planning Commission recommended approval.

Byam asked about possible wind damage. Spielman said the new billboard is steel and the old one was wood so the new one is stronger even though it is a bit higher.

Jones said the extra height was needed to provide a clear field of vision under the sign for traffic exiting their property.

Motion by Joyce second by Sherman to approve the Conditional Use Permit for 2470 Highway 60E for the proposed billboard. Motion carried 4 – 0 (Johnson absent).

Motion by Grunig second by Sherman to approve a variance for the billboard at 2470 Highway 60E. Motion carried 4 – 0 (Johnson absent).

Spielman said that a variance and conditional use permit was needed for a tract of property NE of 2660 River Road. Terry Fredin owns the property and is building a machine shed 50 x 80 for his business. The conditional use permit is needed as this is considered a business in a residential area. The variance is needed as the property height exceeds 15 feet as the property slopes away in the back and is 20 feet high from the ground. There is access to the building across Fredin's property (private property). There is to be no generation of traffic greater than in an R-1 zone which is residential uses and employee only, not for customers. The Planning Commission has recommended approval of the variance and conditional use with conditions.

Motion by Byam second by Joyce to approve the Conditional Use Permit with Conditions for a Tract NE of 2660 River Road for the proposed building used by Fredin Construction. Motion carried 4 – 0 (Johnson absent).

Motion by Sherman second by Grunig to approve a variance for the building on a Tract NE of 2660 River Road. Motion carried 4 – 0 (Johnson absent).

Spielman said the property owners at 812 Prospect Avenue requested to add another garage onto their property. This second garage on a lot with less than 100 feet of frontage needs a conditional use permit. The lot frontage is 87 feet. A variance is needed due to the rear-yard set-back being 13 feet instead of the 25 required by code. The coverage of the lot is within allowances so that is okay. The Planning Commission has recommended approval.

Motion by Grunig second by Joyce to approve the Conditional Use Permit for 812 Prospect Avenue for a garage. Motion carried 4 – 0 (Johnson absent).

Motion by Joyce second by Sherman to approve a variance for the garage at 812 Prospect Avenue. Motion carried 4 – 0 (Johnson absent).

Grunig asked if the property on Prospect where the house collapsed and the clean-up on 16th Street had been completed. Spielman said the City did the clean-up on the 16th Street site and the property owner on Prospect Avenue is working on getting the hole filled in.

Spielman and Brent Brown, Electric Utility Manager\Street Superintendent, said that they had reviewed the City form for permitting placement and repair of driveways and sidewalks. They are recommending that the inspection fee of \$50 for sidewalks and \$100 for driveways be eliminated. If there is any digging into the Street a \$300 deposit is required so they felt this covers potential issues. They also have a new form to use that is streamlined.

Motion by Joyce second by Sherman to approve the elimination of sidewalk and driveway placement\repairs inspection fees and the new form as presented. Motion carried 4 – 0 (Johnson absent).

11. Street Department Items:

Brown said that there are street closing requests for Riverfest for the parade route and along the Courthouse Square. The Windom Police Department has been consulted and has no objections. The parade route will be closed on June 10th from approximately 3:50 pm to 8:30 pm. Events on the Courthouse Square will be June 10th from 6:00 am and continuing all day. Additional closures on June 10th will be on 9th Street from 3rd Avenue to 4th Avenue all day; 4th Avenue from 9th Street to 10th Street for Special Events. The intersections at 9th and 10th Streets will be open to traffic. The section of 4th Avenue between 9th and 10th Streets will be closed periodically as needed.

Motion by Grunig second by Sherman to approve the closure of City streets as presented for the Riverfest events on June 10, 2017. Motion carried 4 – 0 (Johnson absent).

Brown said the next item is to approve the plans and specifications for the 2017 Seal-coating Project as identified in the DGR Engineering Report. The bids\quotes will be opened on June 6th. He noted an alternate to include seal-coating at the EDA Riverbluff Apartments has also been included.

Jones said the EDA was looking at seal-coating its parking area so this opportunity came up to include it in the City project to see if they could save money.

Council member Sherman introduced the Resolution No. 2017-40, entitled “RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR BIDS FOR THE 2017 SEAL COATING PROJECT” and moved its adoption. The resolution was seconded by Grunig and on roll call vote: Yes: Grunig, Sherman, Joyce and Byam. No: None. Absent: Johnson. Abstain: None. Resolution passed 4 - 0.

12. Call for Public Hearing – Vacation of City Right of Way – Windom East Addition:

Nasby said that the City had previously purchased property from Carl Bjorklund and there was an agreement to vacate the unopened 13th Street right of way and deed it to him as part of the City's purchase. There is a complex process for the vacation, reversion of property to the EDA and then conveyance to Mr. Bjorklund, but the first step is to set a public hearing on the vacation and to then notify property owners.

Joyce thanked staff for following up on this item.

Jones asked if easements were going to be maintained as part of the deal. Nasby said that the City Attorney is aware of the need for easements and those would be retained for the City.

Council member Joyce introduced the Resolution No. 2017-41, entitled “RESOLUTION CALLING FOR A PUBLIC HEARING ON A PROPOSED VAAATION OF A PORTION OF 13TH STREET RIGHT-OF-WAY” and moved its adoption. The resolution was seconded by Byam and on roll call vote: Yes: Sherman, Joyce, Byam and Grunig. No: None. Absent: Johnson. Abstain: None. Resolution passed 4 - 0.

13. Reclamation and Relocation Project – 1405 Cottonwood Lake Drive:

Drew Hage, Development Director, said that the fill agreements between the City and Cemstone and Mathiowetz Construction had been drafted and are ready for approval. These were handed out at the meeting. The estimated cost is \$381,000 which will cover the cost of the fill, placement and compaction. On the Cemstone site the fill will be used to create a bank on the East, West and South sides of the property using about one-half of the fill and the balance of the fill will be stored on-site for future use in reclamation of the quarry. The fill can be paid for over a two year period and he has worked with the Housing & Redevelopment Authority on assisting financially with the project. The banks will be sloped at 2:1 which will add to safety and appearance. Cemstone is still completing its purchase from Consolidated Ready Mix so there is an addendum they will need to get completed. Hage said that the City Administrator will cover some funding items.

Nasby said the approval of the fill agreements commits the City to the estimated \$381,000 cost. The HRA is willing to provide a long-term loan of \$125,000 to cover the first payment due in 2017. In 2018 there is \$160,000 due and then \$92,000 in 2019. The plan to cover the 2018 and 2019 expenses has not been determined. He said the options consist of using General Fund Reserves, requesting a loan from enterprise funds or including it in the 2018/2019 budgets. If the expenses are to be part of the 2018 and 2019 budgets this will reduce the amount the Council has available for other projects. Also, if the funds are taken from the reserve account that too will impact the City Council's ability to use those funds for other projects. The 2016 numbers show that the City could have about \$400,000 to \$500,000 in reserves for use in projects and still be within the thresholds for the required reserves. Nasby said he is recommending that the City Council, if they want to move forward on this project, use General Fund reserves but ask the Utility Commission for an inter-fund loan as this project will eventually add customers.

Preliminary

Hage added that the HRA could also have other funds available, but they need to complete projects they are working on before they want to commit to more funding.

Joyce said he felt the reserve funds are there to be used for projects and he is comfortable with this proposal so he is in favor of moving ahead.

Sherman said this is a unique opportunity and the risk is measureable. This also sets up the City to be positioned well for meeting the population goal.

Grunig said that there may be some wellhead protection that can be looked at and maybe funds.

Nasby clarified that the approval of this project will initially be a commitment of \$160,000 in General Fund reserves.

Byam said the ability to get the fill at a reduced price is a one-time opportunity and the reclamation project is wonderful so he is in agreement to move ahead.

Schramel noted that Cemstone is still completing its purchase of properties from Consolidated Ready Mix so technically they do not own it. As such, Consolidated will need to sign off on the agreement.

Hage said the Cemstone and Consolidated attorneys are working on this and have agreed to sign.

Motion by Joyce second by Byam to approve the Fill Agreement between the City of Windom and Cemstone Concrete Materials, LLC contingent upon signature by Consolidated Ready Mix. Motion carried 4 – 0 (Johnson absent).

Motion by Grunig second by Sherman to approve the Fill Agreement between the City of Windom and Mathiowetz Construction Company, contingent on the Fill Agreement with Cemstone and Consolidated being executed. Motion carried 4 – 0 (Johnson absent).

Motion by Grunig second by Sherman to approve the Amendment to the Fill Agreement between the City of Windom and Mathiowetz Construction Company, contingent on the Fill Agreement with Cemstone and Consolidated being executed. Motion carried 4 – 0 (Johnson absent).

14. Windom Area Hospital – Amended Budget:

Ryan McNamara, Board Chair; Shelby Medina, CEO and Kim Armstrong, CFO introduced themselves.

Armstrong said that the City Council had previously approved the hospital budget, but changes to that budget have been made as follows:

- Remove the hiring of a doctor and the cost of buying out his contract
- Grant received for a chiller which reduced cost

Preliminary

- Increase contracted services to off-set the doctor hiring
- Increased department budgets for additional staffing costs

Armstrong said there were no revenue adjustments and the bottom line of the budget is \$351,000 net income versus \$391,000 in the prior budget.

Grunig asked Armstrong how long she had done the hospital budget. Armstrong said 16 years. Grunig asked how many times in those years has she seen a \$1 million increase in salaries. Armstrong replied that changes to the organizational chart and new service lines are included so costs are up more than usual.

Motion by Joyce second by Sherman to approve the Windom Area Hospital budget as amended. Motion carried 4 – 0 (Johnson absent).

Jones thanked the Hospital Board and staff for all their work.

15. Donations:

Council member Joyce introduced the Resolution No. 2017-42, entitled “AUTHORIZATION TO ACCEPT A DONATION FROM SCHWARTZ FARMS FOR THE WINDOM FIRE DEPARTMENT” and moved its adoption. The resolution was seconded by Sherman and on roll call vote: Yes: Sherman, Joyce, Byam and Grunig. No: None. Absent: Johnson. Abstain: None. Resolution passed 4 - 0.

Council member Joyce introduced the Resolution No. 2017-43, entitled “AUTHORIZATION TO ACCEPT A DONATION IN MEMORY OF BETTY MORFITT FOR THE WINDOM POLICE DEPARTMENT” and moved its adoption. The resolution was seconded by Sherman and on roll call vote: Yes: Joyce, Byam, Grunig and Sherman. No: None. Absent: Johnson. Abstain: None. Resolution passed 4 - 0.

Jones thanked Schwartz Farms and the Betty Morfitt Estate for the generous gifts.

16. New Business:

Byam said that he would like to see the City conduct soil borings for the Pool site and not rely on the consultant's information.

Joyce said the discussion with the Pool will come to Park & Recreation Commission meeting.

Byam said that Toro would like to see painted cross-walks at 2nd Avenue and 16th Street intersection and that the Housing & Redevelopment Authority would like to discuss the City parking lot between the HRA and the new Emergency Services Building.

17. Old Business:

Jones noted the July 4 holiday is a scheduled meeting date and that meeting was moved to July 3rd. He asked if the City Council wanted to hold the July 3 meeting, reschedule it or cancel the

Preliminary

meeting as had been done the last few years. Jones said the July meetings could be shifted a week to July 11 and 25.

Joyce noted he would be absent in early July.

Sherman said he too would be unavailable.

Motion by Joyce second by Sherman to cancel the first City Council meeting in July scheduled for July 3, 2017. Motion carried 4 – 0 (Johnson absent).

Jones noted a special City Council meeting could be called if needed.

18. Regular Bills:

Motion by Joyce second by Grunig to approve the regular bills. Motion carried 4 – 0 (Johnson absent).

19. Contractor Payments and Change Orders:

Jones said there are a number of items to address.

Dan Ortmann, Fire Chief said that change order #8 for the Emergency Services Facility is for a change to the SCBA intake piping needed as it must have a four inch outside intake. The cost is \$1,677.50.

Jones said this appears to be an item that was missed by the architects and asked how much is left in the contingency budget. Nasby replied that if all the change orders presented tonight are approved there would be about \$93,000 left in the contingency budget.

Motion by Grunig second by Byam to approve Change Order #8 for the Emergency Services Facility as presented. Motion carried 4 – 0 (Johnson absent).

Ortmann said that change order #9 is to construct a fuel containment system for the generator that was gotten through a State grant. This was not originally planned and is an added cost of \$2,253.00.

Motion by Sherman second by Byam to approve Change Order #9 for the Emergency Services Facility as presented. Motion carried 4 – 0 (Johnson absent).

Ortmann said that change order #10 is for a change in the tile for the meeting room, kitchen, hallway and other common areas. The tile selected by the Building Committee could be slippery when wet and the upgraded tile is better. The cost is \$1,039.50.

Motion by Grunig second by Joyce to approve Change Order #10 for the Emergency Services Facility as presented. Motion carried 4 – 0 (Johnson absent).

Preliminary

Ortmann said there is a possible donation of sod and/or irrigation equipment for the facility by a local contractor. This just came up for discussion and if there is an irrigation system added there would need to be minor work to extend water outside of the building, which will have a cost. He does not have information yet so he cannot ask for a change order or specific amount.

Nasby said that he and Ortmann had also talked about long-term maintenance of the landscaped area surrounding the parking lot and this may be better done in rock than grass as to be maintenance free and require less irrigation if that project were to happen.

Jones agreed that irrigation is not needed on the rear of the facility.

Joyce said he likes working with local contractors, but if the price is not affordable it may not be possible.

Motion by Joyce second by Sherman to grant authority to the City Administrator and Fire Chief to use their discretion on approving costs for extension of water and/or power for an irrigation system. Motion carried 4 – 0 (Johnson absent).

Mike Haugen, Water/Wastewater Superintendent, said that there was an issue with water lines in the intersection of 5th Avenue and 12th Street. The proposal was to stub the water outside of the intersection. As such, a change order was needed for Holtmeier Construction as part of the 2017 Street Project of \$7,957.50.

Jones noted the City Council discussed this change order on May 8 at the Special Meeting and this is a formalization of that change order.

Motion by Grunig second by Byam to approve change order #3 for Holtmeier Construction as presented. Motion carried 4 – 0 (Johnson absent).

Joyce said he appreciated the website project updates.

Jones said there is a contractor payment, pay request #7 for Gosewisch Construction in the amount of \$154,387.24 for the Emergency Services Facility.

Motion by Joyce second by Sherman to approve pay request #7 for Gosewisch Construction in the amount of \$154,387.24. Motion carried 4 – 0 (Johnson absent).

20. Personnel Items:

Jones noted memorandums and hiring recommendations from the Liquor Store Manager and Recreation Director for part-time and seasonal help.

Motion by Joyce second by Sherman to hire William Mielke at \$9.50/hour for a part-time clerk position at the Liquor Store. Motion carried 4 – 0 (Johnson absent).

Motion by Byam second by Sherman to hire temporary, seasonal positions as presented. Motion carried 4 – 0 (Johnson absent).

21. Council Concerns:

Maras thanked the City Council for the opportunity to be a student representative.

Joyce noted the Personnel Committee is working to wrap up the Compensation & Classification Study and make recommendations to the Council on June 6. Flaherty & Hood would be present to review the study and answer questions. The committee is meeting on May 23 with department heads that had requested a follow up meeting. He noted that on May 23 the Hospital is having a kick-off of a Super Bowl grant with cheerleaders and a Vikings player. He congratulated the 2017 Windom High graduates.

Grunig noted the Board of Review meeting on May 8 and that higher sales values are good but it does impact tax rates. He thanked County Assessor Gale Bondus and her staff for their work.

22. Recess:

Jones said the Council would take a 10 minute recess and reconvene to go into closed session for the City Administrator evaluation.

23. Closed Session – City Administrator Evaluation:

Motion by Joyce second by Grunig to go into closed session at 9:35 pm to evaluate an employee subject to its authority under MS 13D.05. Motion carried 4 – 0 (Johnson absent).

Motion by Grunig second by Sherman to come out of closed session at 11:08 pm. Motion carried 4 – 0 (Johnson absent).

Joyce noted that a summary will be provided of the evaluation at the next Council meeting according to Minnesota Statute.

24. Adjournment:

Mayor Jones adjourned the meeting by unanimous consent at 11:10 pm.

Dominic Jones, Mayor

Attest: _____
Steve Nasby, City Administrator

Windom Library Board Meeting

Windom Library

Tuesday, May 9, 2017

5:05 p.m.

1. Call to order: The meeting was called to order by John Duscher.
2. Roll Call: Members Present: Steve Fresk, Kathy Hiley, Sue Ebeling, Barb Henning, Anita Winkel and John Duscher

Members Absent: Terri Jones

Library Staff Present: Dawn Aamot

City Council Member Present: Jayesun Sherman

3. Agenda and Minutes:

Motion by Anita Winkel and seconded by Sue Ebeling to approve the Agenda and Minutes.

4. Financial Report:

Dawn reviewed the Financial Report.

Motion by Sue Ebeling and seconded by Barb Henning to accept the Financial Report.

5. Librarian's Report

Dawn reported that the Book Sale netted \$725. The Bag and Box sale on Friday and Saturday went well. 25 to 30 boxes of donated books that were unsaleable due to moldy smell were taken to recycling. Some books will be sold at the City Wide Garage sale.

Dawn will be attending the Friends of the Windom Library annual meeting @ 5:15pm at Jack Slade's. She will share the guidelines for the Friend's organization with them.

MN author, Lorna Landvick, will be presenting a program on May 11 @ 7pm. Her appearance and the publicity for this event have been paid by the MN Legacy Fund. Two of her autographed books will be given away that evening.

Nancy reported on her efforts to obtain great prizes to be given away to summer reading participants. The following have responded: 4 child tickets to the Butterfly House in Sioux Falls, 2 tickets to the MN Zoo, voucher for 4 tickets to the Sioux Falls Canaries, 4 tickets to the Kerby Science Discovery Center, voucher for 8 tickets to any sporting event except hockey at MSU Mankato and voucher for 4 tickets to a home football game at MSU Mankato. She is still waiting to hear from the MN Lynx, MN Twins and the Chanhassen Dinner Theater. Summer readers will be entered into a drawing for these prizes for each week that they turn in their completed reading logs. Parents who bring their children to the library may enter their name to win tickets to the Chanhassen Theater if these tickets are received. The board applauded Nancy on her work to enhance the summer reading program.

Nancy reported on the following program lined up for the summer: Week 1 will feature a ventriloquist. Each attendee will receive a hand puppet to practice what they have learned. Week 4 will feature a Fairy Garden clinic. Each participant will make a Fairy Garden. This event is limited to 12 participants. If there are more than 12 interested, Nancy can apply for funds to repeat the event. July will feature the CLIMB Theater. All these programs are paid for by the MN Legacy fund.

Motion by Kathy Hiley and seconded by Sue Ebeling to accept the librarian's report.

6. Old Business:

The board reviewed and discussed sample library surveys. Motion by Anita Winkel and seconded by Sue Ebeling to accept the Dawn's proposed Windom Public Library Survey. Motion passed. This survey will be available the first week of June when the summer reading program is kicked off. The survey will be available at the library and on the library's website. The survey will be advertised and Dawn plans on appearing on Kaleidoscope.

First grade classes have not scheduled a trip to the library this month. Nancy will attempt to schedule her going to the school to promote library services, cards and the summer reading program.

7. New Business:

Dawn attended the Plum Creek directors meeting and learned that fees for automation and delivery may be going up. The state has not increased their contribution since 2009 and Plum Creek does not anticipate the state to offer an increase this year. Plum Creek intends to go to the counties first in their quest for additional funding. Cottonwood County is the lowest or one of the lowest contributors to libraries per capita in the state.

8. New Book Suggestions:

Book suggestions were given to Dawn.

9. Adjourn:

Motion by Susan Ebeling and seconded by Barb Henning to adjourn the meeting.

Meeting adjourned at 5:38 p.m.

Respectfully submitted,

Kathy Hiley, recording secretary

**TELECOMMUNICATIONS COMMISSION MEETING
CITY OF WINDOM COMMUNITY CENTER
MAY 22, 2017 6:00 P.M.**

I. Call Meeting to Order. The meeting was called to order by Lund at

II. Roll Call:

President:	Jeremy Lund	City Staff:	Steve Nasby
V President:	Kent Kelly <i>Absent</i>	City Staff:	Jeff Dahna
Secretary:	Travis Eichstadt <i>Absent</i>	SMBS Liaison:	Donny <i>Absent</i>
Commissioner:	Jerry White	SMBS Liaison:	Travis Thies <i>Absent</i>
Commissioner:	George Rogotzke	Media:	Dirk Abraham
Council Liaison:	Bryan Joyce	Media:	Rahn Larson <i>Absent</i>
Council Liaison:	Marv Grunig	Others Present:	-

III. Approval of Minutes from meeting

**Motion by Rogotzke to approve minutes from the April 24th, 2017 meeting.
Seconded by White. Motion approved 3-0.**

IV. SMBS Liaison Report

Dahna states that he was not at the meeting and that Joyce was coming later to report. Joyce states that he was not able to make the SMBS board meeting.

V. Project Updates

Surplus material: Dahna reports that old service van has been sold. Metaswitch- still waiting for MS to send shipping container for the cards that they want back. The power supply system will most likely just be scrapped and monies used to purchase water pipe for bollards.

Core upgrade- Bond have been sold and funds will be available after June 15th, 2017.
DSI upgrade- a new replacement PC for the channel 16 guide rollup has be ordered and installed.

VI. Manager's Report

Dahna states he continues to keep working on the fiber route to Jeffers. Dahna shares than the Verizon Wireless Transport Engineer is now reaching out to another VZW real estate personnel for a response.

Dahna covers that there is another COLO customer interested in a half rack. If rented, all caged COLO racks are rented out. Dahna would like to add two additional caged COLO racks into the lineup. Dahna shares that if a 110VAC inverter system is installed into the CO/NOC. Dahna covers the estimated \$500 cost to replace one CO/NOC building cracked window and window seal replacement and re-sealing of the other four windows.

Dahna shares the telecom customer counts with the Commission.

VII. New Business

-Innovative Solutions eLation ACS Proposal. Dahna shares that this will tie in the Gigacenters, eLation Billing system and SDP Provisioning System. We are currently using Calix Consumer Connect Plus, but are considering cancelling the subscription and using the ACS.

Motion by White to approve and recommend moving forward with the Innovative Solutions eLation ACS Proposal be accepted and direct Telecom General Manager to sign the acceptance. Second by Rogotzke. Motion carries 3-0.

-Project TEL 005 DC Power Plant. Dahna recommends that Telecom should move forward on this project. Replace batteries and add power inverter (-48VDC to 110AC). The current batteries are 12+ years old and due for replacement. Proposed replacements are lead acid batteries with a 20-year warranty. Inverter system will replace 5 UPS units that are 12+ years old and allow Telecom the ability to sell continuous 110 VAC power option to COLO customers. Estimated 25-year cycle on the wet batteries. Dahna states that telecom can just get the batteries replaced and add the inverter system later and/or self-install inverter system.

Motion by Rogotzke to approve and recommend moving forward with Project TEL 005 DC Power Plant. General Manager to proceed with replacing the DC power plant batteries and install Inverter System at a later date. Second by White. Motion carries 3-0.

-Email accounts. Currently, business and residential inet accounts are the same for email accounts. 5 free with internet account. Going forward, the 6th email address or more will be \$4.00 MRC with a \$5.00 NRC setup fee per email address. Existing internet accounts with 6 or more email addresses, the NRC will be waved, but will pay the \$4.00 MRC each. Internet accounts wanting to add a 6th new email address or more will be charged \$4.00 MRC and \$5.00 NRC for each.

Motion by Rogotzke to approve and recommend to council the email account rate changes: 6th email address or more will be \$4.00 MRC with a \$5.00 NRC setup fee per new email address. Existing internet accounts with 6 or more email addresses, the NRC will be waved, but will pay the \$4.00 MRC each. Internet accounts wanting to add a 6th new email address or more will be charged \$4.00 MRC and \$5.00 NRC for each. Second by Rogotzke. Motion carries 3-0.

VIII. Old Business

- School Housing addition- Dahna shared the requested itemized spreadsheet to provide fiber services to the 10 lots. Initial estimated cost was about \$2,600 per lot. Dahna proposes that in the interest of the council's 5,000 population by 2020 effort

that Telecom would just have a set fee for new service connections. \$1,000 per new construction. Discussion ensues.

Motion by White to approve and recommend new standard fiber optic service drop connections are \$1,000, include up to a 300-foot fiber drop, 3 months of one Gigabit internet service at the lowest internet rate. Second by Rogotzke. Motion carries 3-0.

- Service changes – I am working on 195 service rates/charges for video/data in residential and business service settings. Continuing to write policies on customer premise installation and services.
- Fiber Drive to E7 migration – Dahna updates status.

X. Commissioners Questions and Concerns

Grunig thanks Dahna for putting together the itemized costs for the school housing lot project.

Dahna states the next Telecom Commissioners Meeting is June 26nd, 2017 at 6pm

Lund adjourned the meeting at 7:08 pm.

Jeremy Lund, Telecom Committee President

Travis Eichstadt, Telecom Committee Secretary

Attest: _____
Jeff Dahna, Telecom General Manager

UTILITY COMMISSION MINUTES

Windom Council Chamber

May 24, 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 (arrived late), Mike Schwalbach
Member Absent:
City Council Liaison: Paul Johnson (absent)
Staff Present: Steve Nasby, City Administrator; Mike Haugen, Water/Wastewater Superintendent; Glenn Lund, Water\Wastewater Foreman; Brent Brown, Electric Utility Manager\Street Superintendent; Chelsie Carlson, Finance Director;

APPROVE MINUTES

Motion by Riordan, seconded by Schwalbach, to approve the April 24, 2017 Utility Commission minutes. Motion carried 2 – 0.

WATER/WASTEWATER ITEMS

2017 Street Project Update

DGR was present to provide an update on the 2017 street project. There were some delays due to rain but overall the project is going well. Toro is at peak production and are not allowing for any downtime. There is a change order in process due to additional work needed to keep service on for Toro.

Winter and Spring 2017 Sampling Results

The winter sampling event for the Former Windom Municipal Dump was performed on January 26, 2017 and the spring sampling event was taken on April 27, 2017. There were consecutive results of cis-1-2, dichloroethene of 0.221 ug/L during both samples. In the past two years the value at MW-5A has ranged from a high of 0.40 ug/L in April 2015 to the most recent non-detect in April 2016. MW-9B has been slightly increasing in concentration since October 2016 from 0.331 ug/L to 0.867 ug/L in July 2016. CW-7 has not produced a detection of cis-1, 2 dichloroethene since July 2016. A detection of cis-1, dichloroethene was recorded at CW-10 at a concentration of 0.114 ug/L. This is well below the EPA maximum containment level of 70 ug/L. Schwalbach questioned why well 10 would show higher than well 7.

The only detection of Vinyl chloride during the 2017 winter and spring sampling events were at MW-5A. The detections at MW-5A in January and April 2017 were 0.242 ug/L and 0.336 ug/L, respectively. The concentration of Vinyl chloride has remained below 1.0ug/L for the past three years.

The recovery wells were last operated from April 4, 2016 to November 1, 2016. The City resumed pumping operations at the recovery wells on April 3, 2017.

Other Water/Wastewater Items

Haugen reported one resident is seeding lawns and has requested credits on sewer charges. Haugen is going to get more details and bring to Commission if needed.

Haugen reported the temporary SIU agreements with Windom Wash and Prime Pork have been signed.

Nasby provided an update on the bonding bill and Windom Wastewater request did not get included. There will be another bonding bill in 2018.

ELECTRIC ITEMS

Temporary Apprentice Lineman Position –

Brown recommended hiring Conner Knigge for the Temporary Apprentice Lineman Position. Knigge completed Line school May 9th. The starting pay is 66% of Step 1 Lineman. Brown would like the effective date of hiring to be May 9th.

Motion by Riordan, seconded by Francis, to approve hiring Conner Knigge for Temporary Apprentice Lineman Position effective May 9th, 2016. Motion carried 3-0.

Other Electric Items

Brown would like to move forward with bidding of Substation Switchgear Building. The plans and specs would be approved by the Council at their June 20th meeting. The bid opening would be July 11th and bids approved by Council at July 18th meeting. The Commission will have a meeting at 1:00 on July 14th to review the bids.

Brown informed Commission the old transformer was removed. The new transformer is placed in substation but still needs to be installed.

NEW BUSINESS

Utility Commission Authority in City Charter

Glenn Lund informed the Commission the Water/Wastewater staff is collecting market compensation data. Commission would like the information to be presented to them first and they will make a recommendation to the Personnel Committee.

OLD BUSINESS

Transfers or Payments in Lieu of Tax (PILOT)

Nasby provided information showing what other communities are doing for Payments in Lieu of Tax (PILOT). Schwalbach suggested additional data should be collected to show if these utility departments are making other contributions to the General Fund such as through in-kind service or payroll allocations. Brown suggested exploring the possibility of the payment being in the form of a franchise tax.

This item will be discussed further as the 2018 budget is developed.

REGULAR BILLS

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

NEXT MEETING

The next meeting date will be June 21th at 10:00 a.m.

ADJOURN

Schwalbach adjourned the meeting at 11:00 a.m.

Attest: _____
Steve Nasby, City Administrator

Mike Schwalbach, Chairperson

Capital Finance Committee Minutes Thursday, May 25, 2017

Roll Call: Present: Marv Grunig, Howard Davis, Paul Johnson and Tim Hiley.
City Staff – Steve Nasby, Denise Nichols and Drew Hage.

Absent: Dominic Jones, Shelby Medina, Jim Garrison and Tom White.

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

1. Approval of Minutes: Vice Chair Davis requested from the Committee any changes to the April 27, 2017, Minutes. Two changes were requested including the correction of the square footage for the liquor store and Facility Tour attendance should not include Tim Hiley. Motion by Grunig, second by Hiley, to approve the minutes, with the previous corrections, Ayes – 4, Nay – 0, Absent 3.
2. AEM Financial Solutions, LLC – Jean McGann – Government Fundamentals and Long-Term Planning Presentation: McGann reviewed Fund Accounting and different types of government funds including General, Special Revenue, Enterprise, Fiduciary, Debt Service and Capital Project Funds. Also provided was information for Long-Term Financial Planning and the Components of Long-Term Plans which included:
 - Strategic Planning
 - Defining Vision/Mission
 - SWOT
 - Strengths
 - Weaknesses
 - Opportunities
 - Threats
 - Building Data
 - Identify reserve needs
 - Project cash sources and uses with assumptions
 - Review policies
 - Debt Management
 - Special Assessment
 - Business Subsidy
 - Investment
 - Fund Reserves
 - Debt service projections
 - Cash flow projections
 - Create of use long term plan

- Elements of a Capital Plan
 - Good Data
 - Project Description
 - Year Planned
 - Current Cost
 - New or Maintenance
 - Financing Source
 - Prioritization reviewed and indicated
 - Organized by fund
 - Incorporate use of Comprehensive Plan

3. City Council Capital Project Priorities: Vice Chair Davis reviewed the discussion from the previous meeting that project priorities for the Committee had not been defined and the City Council was going to determine Capital Improvement Projects and provide a priority list to the Committee.

Grinig stated that the Council will be discussing project priorities at the next Council Meeting in June. Following the Council discussion, more information will be provided to the Committee.

4. New Business: None
5. Set Next Meeting Date and Time: The next meeting date was set for June 19th at 12:00 noon.
6. Adjourn: Vice Chairman Davis declared the meeting adjourned at 1:03 p.m.

Howard Davis, Vice Chairman

Attest: _____
Steve Nasby, City Administrator

STATE OF MINNESOTA
AMENDMENT OF LEASE

Amendment No. 1

Lease No. 12054

THIS AMENDMENT No. 1 to Lease No. 12054 is made by and between City of Windom, hereinafter referred to as Landlord (previously known as Lessor), and the State of Minnesota, Department of Administration, hereinafter referred to as Tenant (previously known as Lessee), acting for the benefit of the Department of Human Services, Continuing Care Administration, Home and Community Based Services, Adult Protection.

WHEREAS, Landlord and Tenant entered into Lease No. 12054, dated September 24, 2014, as may subsequently be amended, involving the lease of approximately sixty-five (65) usable square feet of office space in the building known as the Windom Public Library located at 904 4th Avenue South, Windom MN 56101;

WHEREAS, the parties deem certain amendments and additional terms and conditions mutually beneficial for the effective continuation of said Lease;

NOW THEREFORE, Landlord and Tenant agree to substitution and/or addition of the following terms and conditions, which shall become a part of Lease No. 12054 effective as of the date set forth herein.

1. **RENEWAL TERM** This Lease shall be renewed for a period of one (1) year, commencing October 1, 2017 and continuing through September 30, 2018 ("Renewal Term"), at the same terms and conditions as set forth in the Lease, except as otherwise provided herein.
2. **RENT** Tenant shall pay Landlord rent for the Renewal Term in the sum of one thousand five hundred and no/100 dollars (\$1,500.00), payable in equal monthly installments of one hundred twenty-five and no/100 dollars (\$125.00), representing an annual gross rent rate of \$23.08 per usable square foot.
3. **OPTION TO RENEW**
 - 3.1 Landlord grants and Tenant accepts the right to one (1) option to renew this Lease for a period of one (1) year, commencing October 1, 2018 and continuing through September 30, 2019 ("Option Period") at the same terms, conditions and rental rate as this Lease.
 - 3.2 To exercise the above noted Option Period, Tenant must indicate in writing its intent to exercise said option no later than August 1, 2018.

3.3 Option Period Rent Tenant shall pay Landlord rent for the Option Period in the sum of one thousand five hundred sixty and no/100 dollars (\$1,560.00), payable in equal monthly installments of one hundred thirty and no/100 dollars (\$130.00), representing an annual gross rent rate of \$24.00 per usable square foot.

4. **INSURANCE AND LIABILITY**

4.1 Deletion Section 16 of the Lease are hereby deleted and of no further force or effect and is replaced with the following Section 4.2.

4.2 Replacement

a. Property Damage

(i) It shall be the duty of Landlord and Tenant to maintain insurance or self-insurance on their own property, both real and personal. Notwithstanding anything apparently to the contrary in this Lease, but subject to subsection b, Landlord and Tenant hereby release one another and their respective partners, officers, employees and property manager from any and all liability or responsibility to the other or anyone claiming through or under them by way of subrogation or otherwise for loss or damage, even if such loss or damage shall have been caused by the fault or negligence of the other party or anyone for whom such party may be responsible.

(ii) Landlord shall indemnify, defend and hold Tenant harmless from any and all claims, loss, damage and expense arising from water or water-related incidents affecting the Leased Premises, except for those arising from Tenant's negligent or intentional acts or omissions.

b. Liability Subject to subsection 4.2.a.(ii) above, Landlord and Tenant agree that each party will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of any others and the results thereof. Tenant's liability shall be governed by the provisions of the Minnesota Tort Claims Act, Minn. Stat. §3.736, and other applicable law.

5. **EXECUTION IN COUNTERPARTS** This Amendment may be executed in any number of counterparts, each of which when so executed and delivered shall be deemed to be an original and all of which counterparts of this Amendment taken together shall constitute but one and the same Amendment. Delivery of an executed counterpart of this Amendment by facsimile or email or a PDF file shall be equally as effective as delivery of an original executed counterpart of this Amendment.

6. Except as modified by the provisions of this Amendment, said Lease is ratified and confirmed as originally written. All capitalized terms used but not defined herein shall have the meanings assigned to them as set forth in the Lease, unless otherwise stated.

NO ATTACHMENTS

IN WITNESS WHEREOF, the parties have set their hands on the date(s) indicated below intending to be bound thereby.

LANDLORD:
CITY OF WINDOM

Landlord certifies that the appropriate person(s) have executed the Lease on behalf of Landlord as required by applicable articles, bylaws, resolutions or ordinances.

By _____

Title _____

Date _____

By _____

Title _____

Date _____

TENANT:
STATE OF MINNESOTA
DEPARTMENT OF ADMINISTRATION
COMMISSIONER

By _____
Real Estate and Construction Services

Date _____

APPROVED:
STATE OF MINNESOTA
DEPARTMENT OF HUMAN SERVICES

By _____

Title _____

Date _____

RECOMMENDED:
DEPARTMENT OF HUMAN SERVICES;
CONTINUING CARE ADMINISTRATION,
HOME AND COMMUNITY BASED
SERVICES, ADULT PROTECTION

By _____

Title _____

Date _____

STATE ENCUMBRANCE VERIFICATION
Individual signing certifies that funds have been encumbered as required by Minn. Stat. §16A.15 and §16C.05.

By _____

Date _____

SWIFT P.O. _____

Contract No. _____



Windom, MN

Expense Approval Report

By Fund

Payment Dates 05/11/2017 - 05/31/2017

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL					
MN REVENUE	20170510	05/11/2017	SALES TAX - APRIL 2017	100-20202	8,807.44
MN REVENUE	20170510	05/11/2017	SALES TAX - APRIL 2017	100-20202	129.37
MN REVENUE	20170510	05/11/2017	SALES TAX - APRIL 2017	100-20202	17,567.48
					<u>26,504.29</u>
Activity: 41110 - Mayor & Council					
INNOVATIVE SYSTEMS LLC	32462	05/09/2017	INSERTS	100-41110-350	132.49
MN CITY/COUNTY MANAGEM	20170501-20180430	05/16/2017	MEMBERSHIP FEES	100-41110-433	129.82
CONVENT. & VISITOR BUREAU	20170530	05/30/2017	LODGING TAX - RED CARPET I	100-41110-491	519.81
CONVENT. & VISITOR BUREAU	20170530A	05/30/2017	LODGING TAX - GUARDIAN IN	100-41110-491	1,113.93
					<u>1,896.05</u>
Activity 41110 - Mayor & Council Total:					
Activity: 41310 - Administration					
NCPERS MINNESOTA	8446617	05/31/2017	INSURANCE #844600 - JUNE 2	100-41310-133	80.00
INDOFF, INC	2950976	05/02/2017	SUPPLIES	100-41310-200	8.70
INDOFF, INC	2957473	05/23/2017	OFFICE SUPPLIES	100-41310-200	77.34
SELECTACCOUNT	20170523	05/23/2017	PARTICIPANT FEE	100-41310-217	125.28
ELECTRIC FUND	20170523	05/23/2017	MONTHLY UTILITY & TELECO	100-41310-321	102.84
ELECTRIC FUND	20170523	05/23/2017	MONTHLY UTILITY & TELECO	100-41310-326	72.39
MCFOA REGION V	20170516	05/16/2017	MEMBERSHIP FEES	100-41310-433	40.00
TYLER TECHNOLOGIES, INC	025-189076	05/23/2017	ANNUAL SUBSCRIPTION	100-41310-444	3,192.25
					<u>3,698.80</u>
Activity 41310 - Administration Total:					
Activity: 41910 - Building & Zoning					
NCPERS MINNESOTA	8446617	05/31/2017	INSURANCE #844600 - JUNE 2	100-41910-133	24.00
INDOFF, INC	2950975	05/02/2017	SUPPLIES	100-41910-200	10.36
CENTURY BUSINESS PRODUCT	374070	05/16/2017	COPIER CONTRACT SERVICES	100-41910-200	25.96
STEVEN J CARSON	20167	05/31/2017	MAY 2017 BLDG INSPECTION	100-41910-301	450.00
ELECTRIC FUND	20170523	05/23/2017	MONTHLY UTILITY & TELECO	100-41910-321	96.13
INTERNATIONAL CODE COUN	3148511	05/23/2017	MEMBERSHIP DUES	100-41910-433	135.00
					<u>741.45</u>
Activity 41910 - Building & Zoning Total:					
Activity: 41940 - City Hall					
CHELSE CARLSON	20170516	05/16/2017	SUPPLIES - REIMBURSEMENT	100-41940-211	137.94
ELECTRIC FUND	20170523	05/23/2017	MONTHLY UTILITY & TELECO	100-41940-381	409.02
ELECTRIC FUND	20170523	05/23/2017	MONTHLY UTILITY & TELECO	100-41940-382	60.04
MN ENERGY RESOURCES	20170516E	05/16/2017	HEATING #0505105084	100-41940-383	212.61
HOMETOWN SANITATION SER	0000244698	05/08/2017	GARBAGE SERVICE - CITY HAL	100-41940-384	85.04
ELECTRIC FUND	20170523	05/23/2017	MONTHLY UTILITY & TELECO	100-41940-385	119.51
					<u>1,024.16</u>
Activity 41940 - City Hall Total:					
Activity: 42120 - Crime Control					
NCPERS MINNESOTA	8446617	05/31/2017	INSURANCE #844600 - JUNE 2	100-42120-133	160.00
INDOFF, INC	2950324	05/02/2017	SUPPLIES	100-42120-200	38.50
INDOFF, INC	2957471	05/23/2017	SUPPLIES	100-42120-200	58.99
INDOFF, INC	2959510	05/23/2017	SUPPLIES	100-42120-200	31.98
RITA HACKER	606	05/31/2017	SERVICE	100-42120-218	115.00
WINDOM AREA HOSPITAL	298558104	05/16/2017	LAB SERVICES	100-42120-305	120.00
ELECTRIC FUND	20170523	05/23/2017	MONTHLY UTILITY & TELECO	100-42120-321	69.24
VERIZON WIRELESS	9785319131	05/16/2017	SERVICE LAP TOPS	100-42120-321	93.49
MIKE'S LLC	94	05/23/2017	SERVICE - MOVE RADIO UNITS	100-42120-323	279.36
LEASE FINANCE PARTNERS	20170519	05/23/2017	#3250 SERVICE	100-42120-326	411.35
DONNA MARCY	20170513	05/23/2017	REIMBURSEMENT OF EXPENS	100-42120-334	38.97
CORY HILLESHEIM	20170518	05/23/2017	REIMBURSEMENT OF EXPENS	100-42120-334	202.81
COTTONWOOD CO AUD/TREA	20170516	05/16/2017	RENT JUNE 2017	100-42120-412	1,875.00
FLEET SERVICES DIVISION	2017100003	05/23/2017	SERVICE	100-42120-419	1,259.20

Expense Approval Report

Payment Dates: 05/11/2017 - 05/31/2017

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
SCHWALBACH HARDWARE	20170516	05/16/2017	MAINTENANCE	100-42120-480	24.11
Activity 42120 - Crime Control Total:					4,778.00
Activity: 42220 - Fire Fighting					
MN FIRE SERVICE CERTIFICATI	4819	05/31/2017	FIRE INSPEC III CERTIFICATION	100-42220-308	215.00
HARTBERG MEDICAL CLINIC	20170516	05/16/2017	MEDICAL SERVICES - RABBE	100-42220-310	287.00
ELECTRIC FUND	20170523	05/23/2017	MONTHLY UTILITY & TELECO	100-42220-321	27.89
VERIZON WIRELESS	9785319131	05/16/2017	SERVICE LAP TOPS	100-42220-321	21.14
VERIZON WIRELESS	9785319131	05/16/2017	SERVICE LAP TOPS	100-42220-326	10.02
ELECTRIC FUND	20170523	05/23/2017	MONTHLY UTILITY & TELECO	100-42220-381	16.00
HIGLEY FORD	125574	05/23/2017	SERVICE	100-42220-404	14.45
JOHNSON HARDWARE	5739	05/11/2017	MAINTENANCE	100-42220-404	11.74
Activity 42220 - Fire Fighting Total:					603.24
Activity: 42500 - Civil Defense					
ELECTRIC FUND	20170523	05/23/2017	MONTHLY UTILITY & TELECO	100-42500-381	24.83
Activity 42500 - Civil Defense Total:					24.83
Activity: 43100 - Streets					
NCPERS MINNESOTA	8446617	05/31/2017	INSURANCE #844600 - JUNE 2	100-43100-133	64.00
RUNNINGS SUPPLY, INC	20170424	05/23/2017	MAINTENANCE -	100-43100-217	51.37
SCHWALBACH HARDWARE	20170516	05/16/2017	MAINTENANCE	100-43100-217	72.98
JON KETZENBERG	20170519	05/23/2017	REIMBURSEMENT - PPE	100-43100-217	100.00
ELECTRIC FUND	20170523	05/23/2017	MONTHLY UTILITY & TELECO	100-43100-217	60.00
MN MUNICIPAL UTILITIES ASS	49173	05/16/2017	RANDOM TESTING	100-43100-217	124.00
RUNNINGS SUPPLY, INC	20170424	05/23/2017	MAINTENANCE -	100-43100-224	69.99
REGENTS OF THE UNIVERSITY	2110003048	05/16/2017	REGISTRATION FEES TOM VOT	100-43100-308	125.00
ELECTRIC FUND	20170523	05/23/2017	MONTHLY UTILITY & TELECO	100-43100-321	55.83
RUNNINGS SUPPLY, INC	20170424	05/23/2017	MAINTENANCE -	100-43100-322	13.07
ELECTRIC FUND	20170523	05/23/2017	MONTHLY UTILITY & TELECO	100-43100-381	234.02
ELECTRIC FUND	20170523	05/23/2017	MONTHLY UTILITY & TELECO	100-43100-381	2,099.41
ELECTRIC FUND	20170523	05/23/2017	MONTHLY UTILITY & TELECO	100-43100-382	22.66
MN ENERGY RESOURCES	20160517E	05/16/2017	HEATING #0505064121	100-43100-383	206.13
HOMETOWN SANITATION SER	0000244699	05/08/2017	GARBAGE SERVICE - STREET D	100-43100-384	84.73
HOMETOWN SANITATION SER	0000244700	05/08/2017	GARBAGE SERVICE - SQUARE	100-43100-384	46.12
ELECTRIC FUND	20170523	05/23/2017	MONTHLY UTILITY & TELECO	100-43100-385	48.52
RUNNINGS SUPPLY, INC	20170424	05/23/2017	MAINTENANCE -	100-43100-404	3.29
MILLER SELLNER EQUIP	87994B	05/31/2017	MAINTENANCE	100-43100-404	74.00
MILLER SELLNER EQUIP	88606B	05/23/2017	REPAIRS	100-43100-404	74.78
MILLER SELLNER EQUIP	88892B	05/31/2017	MAINTENANCE	100-43100-404	99.88
MACQUEEN EQUIP. CO.	P06117	05/09/2017	MAINTENANCE	100-43100-404	824.70
RUNNINGS SUPPLY, INC	20170424	05/23/2017	MAINTENANCE -	100-43100-406	40.93
Activity 43100 - Streets Total:					4,595.41
Activity: 43210 - Sanitation					
WAYNE ERICKSON	20170523	05/23/2017	COMPOST SITE MANAGER	100-43210-307	168.00
Activity 43210 - Sanitation Total:					168.00
Activity: 45202 - Park Areas					
NCPERS MINNESOTA	8446617	05/31/2017	INSURANCE #844600 - JUNE 2	100-45202-133	16.00
SCHWALBACH HARDWARE	20170516	05/16/2017	MAINTENANCE SUPPLIES	100-45202-200	23.88
JOHNSON HARDWARE	20170516	05/16/2017	SUPPLIES	100-45202-212	12.99
MN MUNICIPAL UTILITIES ASS	49173	05/16/2017	RANDOM TESTING	100-45202-217	31.00
ELECTRIC FUND	20170523	05/23/2017	MONTHLY UTILITY & TELECO	100-45202-381	469.36
ELECTRIC FUND	20170523	05/23/2017	MONTHLY UTILITY & TELECO	100-45202-382	514.60
HOMETOWN SANITATION SER	0000244708	05/08/2017	GARBAGE SERVICE - ISLAND P	100-45202-384	76.50
HOMETOWN SANITATION SER	0000244709	05/08/2017	GARBAGE SERVICE - TEGELS P	100-45202-384	38.25
HOMETOWN SANITATION SER	0000244710	05/08/2017	GARBAGE SERVICE - WRA	100-45202-384	79.20
HOMETOWN SANITATION SER	0000244711	05/09/2017	GARBAGE SERVICE - KASTLE KI	100-45202-384	46.53
HOMETOWN SANITATION SER	0000244717	05/08/2017	GARBAGE SERVICE - MAYFLO	100-45202-384	35.99
ELECTRIC FUND	20170523	05/23/2017	MONTHLY UTILITY & TELECO	100-45202-385	522.57
RUNNINGS SUPPLY, INC	20170424	05/23/2017	MAINTENANCE -	100-45202-402	8.08
SCHWALBACH HARDWARE	20170516	05/16/2017	MAINTENANCE	100-45202-402	252.86
FAST GLOBAL SOLUTIONS, INC	058274	05/16/2017	MAINTENANCE	100-45202-404	17.69

Expense Approval Report

Payment Dates: 05/11/2017 - 05/31/2017

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
MTI DISTRIBUTING, INC	1111814-00	05/10/2017	MAINTENANCE	100-45202-404	414.47
MILLER SELLNER EQUIP	88884B	05/31/2017	MAINTENANCE	100-45202-404	151.95
GDF ENTERPRISES, INC	A11986	05/16/2017	MAINTENANCE	100-45202-404	57.57
P.M. REPAIR & DETAILING	4630	05/16/2017	SERVICE	100-45202-405	12.00
GRAHAM TIRE CO	8510565	05/16/2017	REPAIR	100-45202-405	159.44
Activity 45202 - Park Areas Total:					2,940.93
Fund 100 - GENERAL Total:					46,975.16

Fund: 211 - LIBRARY

Activity: 45501 - Library

NCPERS MINNESOTA	8446617	05/31/2017	INSURANCE #844600 - JUNE 2	211-45501-133	16.00
INDOFF, INC	2957479	05/23/2017	OFFICE SUPPLIES	211-45501-200	38.50
PLUM CREEK LIBRARY	IV24694	05/16/2017	SUPPLIES	211-45501-200	42.30
ELECTRIC FUND	20170523	05/23/2017	MONTHLY UTILITY & TELECO	211-45501-321	27.55
ELECTRIC FUND	20170523	05/23/2017	MONTHLY UTILITY & TELECO	211-45501-326	65.00
ELECTRIC FUND	20170523	05/23/2017	MONTHLY UTILITY & TELECO	211-45501-381	157.11
ELECTRIC FUND	20170523	05/23/2017	MONTHLY UTILITY & TELECO	211-45501-382	18.23
MN ENERGY RESOURCES	20170516B	05/08/2017	HEATING #0504542703	211-45501-383	767.49
ELECTRIC FUND	20170523	05/23/2017	MONTHLY UTILITY & TELECO	211-45501-385	36.38
READER'S DIGEST	20170523	05/23/2017	SUBSCRIPTION	211-45501-433	29.96
AGRI NEWS	20170530	05/30/2017	SUBSCRIPTION	211-45501-433	30.00
GALE	60398544	05/31/2017	BOOKS	211-45501-435	19.00
MICROMARKETING, LLC	671487	05/16/2017	BOOKS	211-45501-435	302.46
MICROMARKETING, LLC	673229	05/31/2017	BOOKS	211-45501-435	89.99
Activity 45501 - Library Total:					1,639.97
Fund 211 - LIBRARY Total:					1,639.97

Fund: 225 - AIRPORT

Activity: 45127 - Airport

SOUTHWEST MN BROADBAN	20170515	05/16/2017	PHONE SERVICE	225-45127-321	26.51
SOUTH CENTRAL ELECTRIC	20170331B	05/11/2017	MERCHANDISE	225-45127-381	378.95
SOUTH CENTRAL ELECTRIC	20170331C	05/11/2017	SERVICE #26-12-112-04	225-45127-381	570.59
O'DAY EQUIPMENT, LLC	SRVCE0057625	05/16/2017	SERVICE LIGHTNING STRIKE R	225-45127-406	2,662.51
SCHWALBACH HARDWARE	20170516	05/16/2017	MAINTENANCE	225-45127-409	19.99
BARCO PRODUCTS CO	BP00057388	05/23/2017	MAINTENANCE SUPPLIES	225-45127-409	102.04
Activity 45127 - Airport Total:					3,760.59
Fund 225 - AIRPORT Total:					3,760.59

Fund: 230 - POOL

Activity: 45124 - Pool

ELECTRIC FUND	20170523	05/23/2017	MONTHLY UTILITY & TELECO	230-45124-381	16.00
ELECTRIC FUND	20170523	05/23/2017	MONTHLY UTILITY & TELECO	230-45124-382	16.03
ELECTRIC FUND	20170523	05/23/2017	MONTHLY UTILITY & TELECO	230-45124-385	30.00
MN REVENUE	20170510	05/11/2017	SALES TAX - APRIL 2017	230-45124-460	147.00
Activity 45124 - Pool Total:					209.03
Fund 230 - POOL Total:					209.03

Fund: 235 - AMBULANCE

Activity: 42153 - Ambulance

ALPHA WIRELESS - MANKATO	690015	05/30/2017	SUPPLIES	235-42153-217	73.00
BOUND TREE MEDICAL, LLC	82489040	05/16/2017	SUPPLIES	235-42153-217	48.00
RITA HACKER	598	05/11/2017	SERVICE - UNIFORMS	235-42153-218	66.00
TIM HACKER	20170523	05/23/2017	REIMBURSEMENT OF EXPENS	235-42153-308	5.32
ELECTRIC FUND	20170523	05/23/2017	MONTHLY UTILITY & TELECO	235-42153-321	24.85
VERIZON WIRELESS	9785319131	05/16/2017	SERVICE LAP TOPS	235-42153-321	123.49
EXPERT T BILLING	3513	05/08/2017	SERVICE	235-42153-326	1,296.00
TIM HACKER	20170531	05/31/2017	EXPENSE - SW-EMS MANAGE	235-42153-331	57.14
DONNA MARCY	20170522	05/23/2017	REIMBURSEMENT OF EXPENS	235-42153-334	10.69
BUCKWHEAT JOHNSON	20170523	05/23/2017	REIMBURSEMENT OF EXPENS	235-42153-334	103.49
KIM POWERS	20170523	05/23/2017	REIMBURSEMENT OF EXPENS	235-42153-334	92.12

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
JODI JOHNSON	20170523	05/23/2017	REIMBURSEMENT OF EXPENS	235-42153-334	49.27
			Activity 42153 - Ambulance Total:		1,949.37
			Fund 235 - AMBULANCE Total:		1,949.37
Fund: 250 - EDA GENERAL					
Activity: 46520 - EDA					
NCPERS MINNESOTA	8446617	05/31/2017	INSURANCE #844600 - JUNE 2	250-46520-133	24.00
INDOFF, INC	2950975	05/02/2017	SUPPLIES	250-46520-200	2.17
INDOFF, INC	2957500	05/23/2017	OFFICE SUPPLIES	250-46520-200	7.74
CENTURY BUSINESS PRODUCT	374070	05/16/2017	COPIER CONTRACT SERVICES	250-46520-200	51.90
ELECTRIC FUND	20170523	05/23/2017	MONTHLY UTILITY & TELECO	250-46520-321	96.13
ELECTRIC FUND	20170523	05/23/2017	MONTHLY UTILITY & TELECO	250-46520-321	55.65
DREW HAGE	20170516	05/16/2017	REIMBURSEMENT - MILEAGE	250-46520-331	86.67
DREW HAGE	20170516A	05/16/2017	MILEAGE REIMBURSEMENT -	250-46520-331	171.20
DREW HAGE	20170522	05/31/2017	EXPENSE - MN MFG EVENT-M	250-46520-331	71.16
ELECTRIC FUND	20170523	05/23/2017	MONTHLY UTILITY & TELECO	250-46520-381	63.57
MN DEPT OF TRANSPORTATIO	105026	05/31/2017	ADVERTISING DEVICES PERMI	250-46520-443	120.00
			Activity 46520 - EDA Total:		750.19
			Fund 250 - EDA GENERAL Total:		750.19
Fund: 254 - NORTH IND PARK					
Activity: 46520 - EDA					
SOUTH CENTRAL ELECTRIC	20170430A	05/31/2017	SERVICE #26-24-123-04	254-46520-381	121.19
			Activity 46520 - EDA Total:		121.19
			Fund 254 - NORTH IND PARK Total:		121.19
Fund: 268 - TIF 1-12 PM WINDOM					
PRIME PORK	20170524	05/23/2017	TIF 1-12 PAYMENT	268-20210	87,004.36
					87,004.36
			Fund 268 - TIF 1-12 PM WINDOM Total:		87,004.36
Fund: 307 - 2017 STREET PROJECT					
Activity: 41000 - General Government					
DGR ENGINEERING	00223923	05/23/2017	ENGINEERING	307-41000-500	38,739.07
			Activity 41000 - General Government Total:		38,739.07
			Fund 307 - 2017 STREET PROJECT Total:		38,739.07
Fund: 402 - CAPITAL PROJECT - ESF					
Activity: 49950 - Capital Outlay					
GOSEWISCH CONSTRUCTION,	20170517	05/17/2017	WINDOM EMS BUILDING PAY	402-49950-500	154,387.24
			Activity 49950 - Capital Outlay Total:		154,387.24
			Fund 402 - CAPITAL PROJECT - ESF Total:		154,387.24
Fund: 601 - WATER					
HD SUPPLY WATERWORKS LTD	H071118	05/23/2017	SUPPLIES - INVENTORY	601-14200	2,200.00
					2,200.00
Activity: 49400 - Water					
NCPERS MINNESOTA	8446617	05/31/2017	INSURANCE #844600 - JUNE 2	601-49400-133	40.00
HAWKINS, INC	4073093	05/23/2017	CHEMICAL	601-49400-216	3,211.38
MN MUNICIPAL UTILITIES ASS	49173	05/16/2017	RANDOM TESTING	601-49400-217	62.00
ELECTRIC FUND	20170523	05/23/2017	MONTHLY UTILITY & TELECO	601-49400-321	49.70
RUNNINGS SUPPLY, INC	20170424	05/23/2017	MAINTENANCE -	601-49400-322	17.66
INNOVATIVE SYSTEMS LLC	32462	05/09/2017	POSTAGE	601-49400-322	234.20
ELECTRIC FUND	20170523	05/23/2017	MONTHLY UTILITY & TELECO	601-49400-326	60.00
INNOVATIVE SYSTEMS LLC	32221	05/02/2017	BILLING SYSTEM ANNUAL AP	601-49400-326	833.33
INNOVATIVE SYSTEMS LLC	32232	05/02/2017	BILLING SYSTEM MAINTENAN	601-49400-326	760.50
INNOVATIVE SYSTEMS LLC	32462	05/09/2017	INVOICE PROCESSING	601-49400-326	198.72
HP DATAONE, LLC	5	05/31/2017	BILLING CONTRACT SERVICE	601-49400-326	1,328.13
ELECTRIC FUND	20170523	05/23/2017	MONTHLY UTILITY & TELECO	601-49400-381	4,196.86
ELECTRIC FUND	20170523	05/23/2017	MONTHLY UTILITY & TELECO	601-49400-382	16.74
MN ENERGY RESOURCES	20170516A	05/11/2017	HEATING #0505923431	601-49400-383	418.80
ELECTRIC FUND	20170523	05/23/2017	MONTHLY UTILITY & TELECO	601-49400-385	32.06

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
WENCK ASSOCIATES, INC.	11702493	05/31/2017	WINDOM LANDFILL	601-49400-386	3,053.92
RUNNINGS SUPPLY, INC	20170424	05/23/2017	MAINTENANCE -	601-49400-386	11.18
ELECTRIC FUND	20170523	05/23/2017	MONTHLY UTILITY & TELECO	601-49400-386	994.04
RUNNINGS SUPPLY, INC	20170424	05/23/2017	MAINTENANCE -	601-49400-404	64.95
SCHWALBACH HARDWARE	20170516	05/16/2017	MAINTENANCE	601-49400-404	15.98
AMUNDSON DIG	04291701	05/11/2017	MAINTENANCE	601-49400-408	157.11
TYLER TECHNOLOGIES, INC	025-189076	05/23/2017	ANNUAL SUBSCRIPTION	601-49400-444	1,915.35

Activity 49400 - Water Total: 17,672.61

Fund 601 - WATER Total: 19,872.61

Fund: 602 - SEWER

Activity: 49450 - Sewer

NCPERS MINNESOTA	8446617	05/31/2017	INSURANCE #844600 - JUNE 2	602-49450-133	56.00
EXPRESSWAY WINDOM	3271	05/11/2017	FUEL - UNIT 60	602-49450-212	65.50
HAWKINS, INC	4073106	05/23/2017	CHEMICAL	602-49450-216	465.00
MN MUNICIPAL UTILITIES ASS	49173	05/16/2017	RANDOM TESTING	602-49450-217	93.00
BOLTON & MENK, INC.	0202284	05/30/2017	WINDOM / 2016 SANITARY SE	602-49450-303	1,375.00
BOLTON & MENK, INC.	0202675	05/30/2017	WINDOM /WTF REHBILITATIO	602-49450-303	10,990.00
MN WASTEWATER OPERATOR	20170531	05/31/2017	REGISTRATION-GLENN LUND	602-49450-308	250.00
MN VALLEY TESTING	860513	05/02/2017	TESTING	602-49450-310	241.60
MN VALLEY TESTING	860926	05/02/2017	TESTING	602-49450-310	241.60
MN VALLEY TESTING	862127	05/11/2017	TESTING	602-49450-310	241.60
MN VALLEY TESTING	862386	05/11/2017	TESTING	602-49450-310	158.40
MN VALLEY TESTING	862800	05/11/2017	TESTING	602-49450-310	67.50
MN VALLEY TESTING	863226	05/16/2017	TESTING	602-49450-310	127.20
MN VALLEY TESTING	863273	05/16/2017	TESTING	602-49450-310	158.40
ELECTRIC FUND	20170523	05/23/2017	MONTHLY UTILITY & TELECO	602-49450-321	155.32
RUNNINGS SUPPLY, INC	20170424	05/23/2017	MAINTENANCE -	602-49450-322	35.46
INNOVATIVE SYSTEMS LLC	32462	05/09/2017	POSTAGE	602-49450-322	234.18
ELECTRIC FUND	20170523	05/23/2017	MONTHLY UTILITY & TELECO	602-49450-326	60.00
INNOVATIVE SYSTEMS LLC	32221	05/02/2017	BILLING SYSTEM ANNUAL AP	602-49450-326	833.33
INNOVATIVE SYSTEMS LLC	32232	05/02/2017	BILLING SYSTEM MAINTENAN	602-49450-326	760.50
INNOVATIVE SYSTEMS LLC	32462	05/09/2017	INVOICE PROCESSING	602-49450-326	198.72
HP DATAONE, LLC	5	05/31/2017	BILLING CONTRACT SERVICE	602-49450-326	1,328.11
SOUTH CENTRAL ELECTRIC	20170430	05/31/2017	SERVICE #26-24-125-04	602-49450-381	103.52
ELECTRIC FUND	20170523	05/23/2017	MONTHLY UTILITY & TELECO	602-49450-381	12,801.25
ELECTRIC FUND	20170523	05/23/2017	MONTHLY UTILITY & TELECO	602-49450-382	670.28
MN ENERGY RESOURCES	20170505	05/11/2017	HEATING #0506646838	602-49450-383	681.50
MN ENERGY RESOURCES	20170516	05/11/2017	HEATING #0504488160	602-49450-383	25.52
MN ENERGY RESOURCES	20170516C	05/09/2017	HEATING #0506746718	602-49450-383	9.08
HOMETOWN SANITATION SER	0000244702	05/08/2017	GARBAGE SERVICE - WASTEW	602-49450-384	85.04
RUNNINGS SUPPLY, INC	20170424	05/23/2017	MAINTENANCE -	602-49450-404	69.30
SCHWALBACH HARDWARE	20170516	05/16/2017	MAINTENANCE	602-49450-404	26.18
TYLER TECHNOLOGIES, INC	025-189076	05/23/2017	ANNUAL SUBSCRIPTION	602-49450-444	1,915.35
JOSEPH JOHN ROSENHAMME	20170510	05/23/2017	SLUDGE SERVICE	602-49450-446	9,050.00

Activity 49450 - Sewer Total: 43,573.44

Fund 602 - SEWER Total: 43,573.44

Fund: 604 - ELECTRIC

J. H. LARSON	5101474508.001	05/09/2017	INVENTORY	604-14200	96.09
ELECTRIC FUND	12	05/31/2017	EL CONSTR-NEW #1-FORD ALL	604-16300	9,748.80
ELECTRIC FUND	12	05/31/2017	EL CONSTR-NEW #1-FORD ALL	604-16300	1,984.70
ELECTRIC FUND	15	05/31/2017	EL CONST NEW #2-COLLINS A	604-16300	6,678.79
ELECTRIC FUND	15	05/31/2017	EL CONST NEW #2-COLLINS A	604-16300	19,497.60
WESCO DISTRIBUTION, INC	658373	05/10/2017	ELECTRIC - SWITCHES, NEW C	604-16300	40,170.00
WESCO DISTRIBUTION, INC	658373	05/10/2017	ELECTRIC - SWITCHES, NEW C	604-16300	40,170.00
OTC SERVICES INC.	L9405	05/23/2017	ELECTRIC NEW SUBSTATION	604-16300	420,039.81
MN REVENUE	20170510	05/11/2017	SALES TAX - APRIL 2017	604-20202	27.52

538,413.31

Activity: 49550 - Electric

NCPERS MINNESOTA	8446617	05/31/2017	INSURANCE #844600 - JUNE 2	604-49550-133	96.00
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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
MN MUNICIPAL UTILITIES ASS	49173	05/16/2017	RANDOM TESTING	604-49550-217	155.00
SHI INTERNATIONAL CORP	806479433	05/16/2017	SUPPLIES	604-49550-217	456.00
RUNNINGS SUPPLY, INC	20170424	05/23/2017	MAINTENANCE -	604-49550-218	9.99
RUNNINGS SUPPLY, INC	20170424	05/23/2017	MAINTENANCE -	604-49550-241	32.99
CMP - CENTRAL MUNICIPAL P	05909	05/16/2017	TRANSMISSION	604-49550-263	105,200.26
CMP - CENTRAL MUNICIPAL P	05909	05/16/2017	ENERGY	604-49550-263	92,532.08
DEPARTMENT OF ENERGY	BFP8000800417	05/09/2017	POWER COST	604-49550-263	69,590.00
MN MUNICIPAL UTILITIES ASS	49060	05/10/2017	REGISTRATION - BRENT BROW	604-49550-308	275.00
ELECTRIC FUND	20170523	05/23/2017	MONTHLY UTILITY & TELECO	604-49550-321	197.32
INNOVATIVE SYSTEMS LLC	32462	05/09/2017	POSTAGE	604-49550-322	234.20
ELECTRIC FUND	20170523	05/23/2017	MONTHLY UTILITY & TELECO	604-49550-326	139.47
INNOVATIVE SYSTEMS LLC	32221	05/02/2017	BILLING SYSTEM ANNUAL AP	604-49550-326	1,666.67
INNOVATIVE SYSTEMS LLC	32232	05/02/2017	BILLING SYSTEM MAINTENAN	604-49550-326	1,521.00
INNOVATIVE SYSTEMS LLC	32462	05/09/2017	INVOICE PROCESSING	604-49550-326	198.72
HP DATAONE, LLC	5	05/31/2017	BILLING CONTRACT SERVICE	604-49550-326	1,328.13
ELECTRIC FUND	20170523	05/23/2017	MONTHLY UTILITY & TELECO	604-49550-381	145.27
ELECTRIC FUND	20170523	05/23/2017	MONTHLY UTILITY & TELECO	604-49550-382	24.07
MN ENERGY RESOURCES	20170523A	05/23/2017	GAS SERVICE 0506419706	604-49550-383	28.29
HOMETOWN SANITATION SER	0000244703	05/09/2017	GARBAGE SERVICE - ELECTRIC	604-49550-384	84.75
ELECTRIC FUND	20170523	05/23/2017	MONTHLY UTILITY & TELECO	604-49550-385	48.38
RUNNINGS SUPPLY, INC	20170424	05/23/2017	MAINTENANCE -	604-49550-402	6.99
SCHWALBACH HARDWARE	20170516	05/16/2017	MAINTENANCE	604-49550-402	28.06
RUNNINGS SUPPLY, INC	20170424	05/23/2017	MAINTENANCE -	604-49550-404	351.66
RUNNINGS SUPPLY, INC	20170424	05/23/2017	MAINTENANCE -	604-49550-405	69.99
RAGE INC	05-010904	05/23/2017	SERVICE	604-49550-406	34.17
ELECTRIC FUND	13	05/31/2017	EL TRUCK STOCK	604-49550-408	249.62
RUNNINGS SUPPLY, INC	20170424	05/23/2017	MAINTENANCE -	604-49550-408	199.00
TYLER TECHNOLOGIES, INC	025-189076	05/23/2017	ANNUAL SUBSCRIPTION	604-49550-444	1,915.35
MN DEPT OF NAT RES - ECO-	20170523	05/23/2017	PROTECTIVE WATERWAY UWA	604-49550-444	147.00
RETROFIT RECYCLING, INC	0092536-IN	05/02/2017	CONSERVATION	604-49550-450	262.93
CMP - CENTRAL MUNICIPAL P	05897	05/16/2017	CIP PROGRAM CHARGES	604-49550-450	1,419.00
MISSOURI RIVER ENERGY SER	SM00000003993	05/16/2017	SERVICE SURVEY TORO DIECA	604-49550-450	2,378.40
MISSOURI RIVER ENERGY SER	SM00000003994	05/16/2017	SERVICE TORO ASSEMBLY/PAI	604-49550-450	5,419.25
MN REVENUE	20170510	05/11/2017	SALES TAX - APRIL 2017	604-49550-460	77.25
Activity 49550 - Electric Total:					286,522.26
Fund 604 - ELECTRIC Total:					824,935.57

Fund: 609 - LIQUOR STORE

SCHWALBACH HARDWARE	20170516	05/16/2017	MAINTENANCE BATHROOM I	609-16200	2,985.62
MN REVENUE	20170510	05/11/2017	SALES TAX - APRIL 2017	609-20202	12,521.00
					15,506.62

Activity: 49751 - Liquor Store

NCPERS MINNESOTA	8446617	05/31/2017	INSURANCE #844600 - JUNE 2	609-49751-133	32.00
SCHWALBACH HARDWARE	20170516	05/16/2017	MAINTENANCE	609-49751-211	8.99
BARCO PRODUCTS CO	BP00053804	05/23/2017	SERVICE - CLEANING	609-49751-211	816.80
AH HERMEL COMPANY	645585	05/09/2017	MERCHANDISE	609-49751-217	73.68
DACOTAH PAPER CO	81121	05/16/2017	SUPPLIES	609-49751-217	104.78
BREAKTHRU BEVERAGE MN	1080629922	05/09/2017	MERCHANDISE	609-49751-251	2,314.69
SOUTHERN GLAZER'S OF MN	1536293	05/02/2017	MERCHANDISE	609-49751-251	3,954.37
SOUTHERN GLAZER'S OF MN	1541954	05/16/2017	MERCHANDISE - LIQUOR	609-49751-251	2,841.15
PHILLIPS WINE & SPIRITS	2160435	05/16/2017	MERCHANDISE	609-49751-251	2,368.57
JOHNSON BROS.	5709468	05/02/2017	MERCHANDISE	609-49751-251	458.42
JOHNSON BROS.	5715433	05/09/2017	MERCHANDISE	609-49751-251	840.37
JOHNSON BROS.	5720871	05/16/2017	MERCHANDISE	609-49751-251	1,288.15
DOLL DISTRIBUTING, LLC	213117	05/11/2017	MERCHANDISE	609-49751-252	3,430.75
DOLL DISTRIBUTING, LLC	217632	05/16/2017	MERCHANDISE	609-49751-252	7,150.88
DOLL DISTRIBUTING, LLC	221835	05/23/2017	MERCHANDISE	609-49751-252	9,812.10
DOLL DISTRIBUTING, LLC	226118	05/31/2017	MERCHANDISE	609-49751-252	16,964.05
JOHNSON BROS.	5720873	05/16/2017	MERCHANDISE	609-49751-252	166.98
BEVERAGE WHOLESALERS	649561	05/11/2017	MERCHANDISE	609-49751-252	5,905.30

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
BEVERAGE WHOLESALERS	650590	05/16/2017	MERCHANDISE	609-49751-252	13,082.29
BEVERAGE WHOLESALERS	651629	05/23/2017	MERCHANDISE	609-49751-252	6,721.10
BEVERAGE WHOLESALERS	652683	05/30/2017	MERCHANDISE	609-49751-252	9,596.63
BREAKTHRU BEVERAGE MN	1080629922	05/09/2017	MERCHANDISE	609-49751-253	120.00
SOUTHERN GLAZER'S OF MN	1536294	05/02/2017	MERCHANDISE	609-49751-253	1,249.83
SOUTHERN GLAZER'S OF MN	1541955	05/16/2017	MERCHANDISE	609-49751-253	524.58
PHILLIPS WINE & SPIRITS	2160436	05/10/2017	MERCHANDISE	609-49751-253	1,140.40
ROUND LAKE VINEYARDS & W	484	05/10/2017	MERCHANDISE	609-49751-253	225.00
ROUND LAKE VINEYARDS & W	495	05/23/2017	MERCHANDISE	609-49751-253	306.00
JOHNSON BROS.	5709469	05/02/2017	MERCHANDISE	609-49751-253	1,490.96
JOHNSON BROS.	5715434	05/09/2017	MERCHANDISE	609-49751-253	1,224.25
JOHNSON BROS.	5720872	05/16/2017	MERCHANDISE	609-49751-253	490.81
WINE MERCHANTS	7130998	05/10/2017	MERCHANDISE	609-49751-253	120.00
BREAKTHRU BEVERAGE MN	1080629922	05/09/2017	MERCHANDISE	609-49751-254	123.66
ATLANTIC COCA-COLA	177050	05/23/2017	MERCHANDISE	609-49751-254	209.50
AH HERMEL COMPANY	645585	05/09/2017	MERCHANDISE	609-49751-254	159.08
PBC - PEPSI BEVERAGES COM	97143356	05/16/2017	MERCHANDISE	609-49751-254	173.60
RED BULL DISTRIBUTION CO, I	K-24581628	05/16/2017	MERCHANDISE	609-49751-254	193.00
AH HERMEL COMPANY	645585	05/09/2017	MERCHANDISE	609-49751-256	83.18
AH HERMEL COMPANY	645442	05/23/2017	MERCHANDISE	609-49751-261	47.24
AH HERMEL COMPANY	645585	05/09/2017	MERCHANDISE	609-49751-261	31.24
ELECTRIC FUND	20170523	05/23/2017	MONTHLY UTILITY & TELECO	609-49751-321	100.06
ELECTRIC FUND	20170523	05/23/2017	MONTHLY UTILITY & TELECO	609-49751-326	129.47
BREAKTHRU BEVERAGE MN	1080629922	05/09/2017	MERCHANDISE	609-49751-333	71.07
SOUTHERN GLAZER'S OF MN	1536293	05/02/2017	MERCHANDISE	609-49751-333	94.64
SOUTHERN GLAZER'S OF MN	1536294	05/02/2017	MERCHANDISE	609-49751-333	37.24
SOUTHERN GLAZER'S OF MN	1541954	05/16/2017	FREIGHT	609-49751-333	41.02
SOUTHERN GLAZER'S OF MN	1541955	05/16/2017	FREIGHT	609-49751-333	10.59
PHILLIPS WINE & SPIRITS	2160435	05/16/2017	FREIGHT	609-49751-333	25.88
PHILLIPS WINE & SPIRITS	2160436	05/10/2017	MERCHANDISE	609-49751-333	37.02
JOHNSON BROS.	5709468	05/02/2017	MERCHANDISE	609-49751-333	6.68
JOHNSON BROS.	5709469	05/02/2017	MERCHANDISE	609-49751-333	55.11
JOHNSON BROS.	5715433	05/09/2017	MERCHANDISE	609-49751-333	10.15
JOHNSON BROS.	5715434	05/09/2017	MERCHANDISE	609-49751-333	26.72
JOHNSON BROS.	5720871	05/16/2017	FREIGHT	609-49751-333	18.65
JOHNSON BROS.	5720872	05/16/2017	FREIGHT	609-49751-333	20.04
WINE MERCHANTS	7130998	05/10/2017	MERCHANDISE	609-49751-333	1.67
ELECTRIC FUND	20170523	05/23/2017	MONTHLY UTILITY & TELECO	609-49751-381	467.31
ELECTRIC FUND	20170523	05/23/2017	MONTHLY UTILITY & TELECO	609-49751-382	19.05
HOMETOWN SANITATION SER	0000244701	05/09/2017	GARBAGE SERVICE - RIVER BE	609-49751-385	48.06
ELECTRIC FUND	20170523	05/23/2017	MONTHLY UTILITY & TELECO	609-49751-385	35.28
SCHWALBACH HARDWARE	20170516	05/16/2017	MAINTENANCE	609-49751-402	171.00
RAGE INC	05-010383	05/11/2017	SERVICE - RIVER BEND LIQ	609-49751-406	48.89
TYLER TECHNOLOGIES, INC	025-189076	05/23/2017	ANNUAL SUBSCRIPTION	609-49751-444	1,915.35
MN REVENUE	20170510	05/11/2017	SALES TAX - APRIL 2017	609-49751-460	31.69

Activity 49751 - Liquor Store Total: 99,267.02

Fund 609 - LIQUOR STORE Total: 114,773.64

Fund: 614 - TELECOM

POWER & TEL	6205756-01	05/03/2017	CORE UP-GRADE	614-16400	657.01
POWER & TEL	6205766-01	05/03/2017	INVENTORY - CORE UP-GRADE	614-16400	313.35
INTERNAL REVENUE SERVICE	20170512	05/11/2017	EXCISE TAX POSTING	614-20201	500.00
MN REVENUE	20170510	05/11/2017	SALES TAX - APRIL 2017	614-20202	38.56
BOND TRUST SERVICE CORP	35195-35078	04/25/2017	2012B PRIN	614-23100	475,000.00

475,000.00

476,508.92

Activity: 49870 - Telecom

NCPERS MINNESOTA	8446617	05/31/2017	INSURANCE #844600 - JUNE 2	614-49870-133	64.00
MN MUNICIPAL UTILITIES ASS	49173	05/16/2017	RANDOM TESTING	614-49870-217	124.00
POWER & TEL	6200436-00	05/23/2017	SUPPLIES	614-49870-227	338.79
POWER & TEL	6205756-02	05/23/2017	SUPPLIES	614-49870-227	61.61

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
POWER & TEL	6205766-02	05/23/2017	SUPPLIES	614-49870-227	122.30
POWER & TEL	6213802-00	05/10/2017	MAINTENANCE	614-49870-227	53.88
POWER & TEL	6213802-01	05/23/2017	SUPPLIES	614-49870-227	400.18
NATIONAL CABLE TV COOP	SI-535763	05/23/2017	SUPPLIES	614-49870-227	43.29
NATIONAL CABLE TV COOP	SI-535935	05/23/2017	SUPPLIES	614-49870-227	173.71
NATIONAL CABLE TV COOP	SI-536119	05/23/2017	MAINTENANCE	614-49870-227	534.47
SHI INTERNATIONAL CORP	806514339	05/23/2017	SMALL TOOLS	614-49870-241	669.00
INTERSTATE TRS FUND	82580705170	05/23/2017	ASSESSMENT FPR 499-A FILIN	614-49870-304	179.97
MN TELECOM ALLIANCE	200004519	05/23/2017	REGISTRATION-JEFF DAHNA	614-49870-308	260.00
ELECTRIC FUND	20170523	05/23/2017	MONTHLY UTILITY & TELECO	614-49870-321	417.78
RUSHMORE INDUSTRIES, INC	20170525	05/31/2017	FREIGHT	614-49870-322	101.42
INNOVATIVE SYSTEMS LLC	32462	05/09/2017	POSTAGE	614-49870-322	234.20
INNOVATIVE SYSTEMS LLC	32221	05/02/2017	BILLING SYSTEM ANNUAL AP	614-49870-326	1,666.67
INNOVATIVE SYSTEMS LLC	32232	05/02/2017	BILLING SYSTEM MAINTENAN	614-49870-326	875.00
INNOVATIVE SYSTEMS LLC	32232	05/02/2017	BILLING SYSTEM MAINTENAN	614-49870-326	1,521.00
INNOVATIVE SYSTEMS LLC	32462	05/09/2017	INVOICE PROCESSING	614-49870-326	198.72
HP DATAONE, LLC	5	05/31/2017	BILLING CONTRACT SERVICE	614-49870-326	1,328.13
NEUSTAR, INC.	L-0000021115	05/23/2017	NUMBER PORTS	614-49870-326	21.00
INNOVATIVE SYSTEMS LLC	32462	05/09/2017	INSERTS	614-49870-350	149.43
ELECTRIC FUND	20170523	05/23/2017	MONTHLY UTILITY & TELECO	614-49870-381	1,789.81
ELECTRIC FUND	20170523	05/23/2017	MONTHLY UTILITY & TELECO	614-49870-382	18.18
MN ENERGY RESOURCES	20170523	05/23/2017	GAS SERVICE 0507509833	614-49870-383	20.17
HOMETOWN SANITATION SER	0000244704	05/10/2017	GARBAGE SERVICE - TELECOM	614-49870-384	73.92
ELECTRIC FUND	20170523	05/23/2017	MONTHLY UTILITY & TELECO	614-49870-385	32.92
RUNNINGS SUPPLY, INC	20170424	05/23/2017	MAINTENANCE -	614-49870-401	77.63
SCOTT COUNTY TREASURER	IN20107	05/23/2017	DUES	614-49870-433	1,500.00
MLB NETWORK	082538	05/16/2017	SUBSCRIBERS	614-49870-442	990.44
NEXSTAR BROADCASTING GR	1154-1159	05/16/2017	SUBSCRIBERS	614-49870-442	6,398.74
TEGNA	1211-1129	05/16/2017	SUBSCRIBERS	614-49870-442	5,434.00
NATIONAL CABLE TV COOP	17050886	05/31/2017	SUBSCRIBER	614-49870-442	91,407.54
CBS TELEVISION STATIONS	201704	05/16/2017	SUBSCRIBERS	614-49870-442	4,569.50
UNITED COMMUNICATIONS C	201704	05/16/2017	SUBSCRIBERS	614-49870-442	864.50
HUBBARD BROADCASTING IN	201704	05/16/2017	SUBSCRIBERS	614-49870-442	7,286.50
DISH NETWORK	20170518	05/18/2017	MONTHLY LOCALS TV	614-49870-442	3,400.03
RFD TV	2506-1252	05/16/2017	SUBSCRIBERS	614-49870-442	382.67
FOX TELEVISION STATIONS, IN	284-1031	05/16/2017	SUBSCRIBERS	614-49870-442	5,137.60
NATIONAL CABLE TV COOP	377681	05/31/2017	SUPPLIES	614-49870-442	76.72
TOWER DISTRIBUTION COMP	593710	05/16/2017	SUBSCRIBERS	614-49870-442	675.30
FOX SPORTS	M30754	05/16/2017	SUBSCRIBERS	614-49870-442	19,156.01
BTN - BIG TEN NETWORK	M34144	05/16/2017	SUBSCRIBERS	614-49870-442	4,164.35
UNIVERSAL SERVICE ADMIN C	UBDI0000909810	05/31/2017	499A CONTRIBUTION	614-49870-443	1,481.48
TYLER TECHNOLOGIES, INC	025-189076	05/23/2017	ANNUAL SUBSCRIPTION	614-49870-444	1,915.35
SHI INTERNATIONAL CORP	806477479	05/23/2017	LICENSE FEES	614-49870-447	845.59
JEFFREY DAHNA	20170530	05/31/2017	EXPENSE - INTERNET SUPPOR	614-49870-448	90.00
ZAYO BANDWIDTH	20170501	05/10/2017	TRANSPORT 5/1-5/31	614-49870-451	381.36
CENTURY LINK	20170516	05/31/2017	SERVICE 507- 831-1075 104	614-49870-451	77.76
MN REVENUE	20170510	05/11/2017	SALES TAX - APRIL 2017	614-49870-460	31.69
SOUTHWEST MN BROADBAN	20170523	05/23/2017	QVC COMM-MAR 2017	614-49870-480	57.37
SOUTHWEST MN BROADBAN	20170531	05/31/2017	QVC COMMISSIONS-APR 2017	614-49870-480	117.80
BOND TRUST SERVICE CORP	35195-35078	04/25/2017	2012B ADMIN FEE	614-49870-480	450.00
NATIONAL CABLE TV COOP	377681	05/31/2017	SUPPLIES	614-49870-480	78.28
				Activity 49870 - Telecom Total:	168,521.76
Activity: 49980 - Debt Service					
BOND TRUST SERVICE CORP	35195-35078	04/25/2017	2012B INTEREST	614-49980-611	160,190.63
				Activity 49980 - Debt Service Total:	160,190.63
				Fund 614 - TELECOM Total:	805,221.31
Fund: 615 - ARENA					
Activity: 49850 - Arena					
NCPERS MINNESOTA	8446617	05/31/2017	INSURANCE #844600 - JUNE 2	615-49850-133	32.00

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
RUNNINGS SUPPLY, INC	20170424	05/23/2017	MAINTENANCE -	615-49850-211	15.28
GREAT AMERICAN LUMBER, I	55735	05/09/2017	SUPPLIES	615-49850-215	4,968.00
SCHWALBACH HARDWARE	20170516	05/16/2017	MAINTENANCE	615-49850-241	34.98
ELECTRIC FUND	20170523	05/23/2017	MONTHLY UTILITY & TELECO	615-49850-321	123.80
ELECTRIC FUND	20170523	05/23/2017	MONTHLY UTILITY & TELECO	615-49850-326	125.00
ELECTRIC FUND	20170523	05/23/2017	MONTHLY UTILITY & TELECO	615-49850-381	2,460.05
ELECTRIC FUND	20170523	05/23/2017	MONTHLY UTILITY & TELECO	615-49850-382	19.83
HOMETOWN SANITATION SER	0000244705	05/08/2017	GARBAGE SERVICE - ARENA	615-49850-384	130.88
ELECTRIC FUND	20170523	05/23/2017	MONTHLY UTILITY & TELECO	615-49850-385	30.00
SCHWALBACH HARDWARE	20170516	05/16/2017	MAINTENANCE	615-49850-402	56.80
SCHWALBACH HARDWARE	20170516	05/16/2017	MAINTENANCE	615-49850-404	18.46
RUNNINGS SUPPLY, INC	20170424	05/23/2017	MAINTENANCE -	615-49850-406	90.57
MN REVENUE	20170510	05/11/2017	SALES TAX - APRIL 2017	615-49850-460	1,559.00
Activity 49850 - Arena Total:					9,664.65
Fund 615 - ARENA Total:					9,664.65

Fund: 617 - M/P CENTER

MN REVENUE	20170510	05/11/2017	SALES TAX - APRIL 2017	617-20202	30.25
					<u>30.25</u>

Activity: 49860 - M/P Center

NCPERS MINNESOTA	8446617	05/31/2017	INSURANCE #844600 - JUNE 2	617-49860-133	48.00
MN DEPT OF HEALTH	711959	05/23/2017	STATEWIDE HOSPITALITY FEE	617-49860-217	35.00
ELECTRIC FUND	20170523	05/23/2017	MONTHLY UTILITY & TELECO	617-49860-321	110.90
ELECTRIC FUND	20170523	05/23/2017	MONTHLY UTILITY & TELECO	617-49860-326	60.00
ELECTRIC FUND	20170523	05/23/2017	MONTHLY UTILITY & TELECO	617-49860-381	929.68
ELECTRIC FUND	20170523	05/23/2017	MONTHLY UTILITY & TELECO	617-49860-382	68.86
MN ENERGY RESOURCES	20170516D	05/16/2017	HEATING #0503741572	617-49860-383	345.63
HOMETOWN SANITATION SER	0000244706	05/08/2017	GARBAGE SERVICE - COMM C	617-49860-384	103.03
ELECTRIC FUND	20170523	05/23/2017	MONTHLY UTILITY & TELECO	617-49860-385	74.40
RAGE INC	05-010905	05/23/2017	SERVICE	617-49860-406	61.50
DOUG'S LAWN & LANDSCAPI	56895	05/10/2017	SERVICE - COMM CENTER	617-49860-406	135.43
MN REVENUE	20170510	05/11/2017	SALES TAX - APRIL 2017	617-49860-460	571.75
Activity 49860 - M/P Center Total:					2,544.18
Fund 617 - M/P CENTER Total:					2,574.43

Fund: 700 - PAYROLL

Internal Revenue Service-Payr	INV0001097	05/12/2017	Federal Tax Withholding	700-21701	11,027.00
Internal Revenue Service-Payr	INV0001107	05/26/2017	Federal Tax Withholding	700-21701	11,359.38
MN Department of Revenue -	INV0001096	05/12/2017	State Withholding	700-21702	4,447.08
MN Department of Revenue -	INV0001106	05/26/2017	State Withholding	700-21702	4,596.40
Internal Revenue Service-Payr	INV0001098	05/12/2017	Social Security	700-21703	11,667.20
Internal Revenue Service-Payr	INV0001108	05/26/2017	Social Security	700-21703	11,711.24
MN Pera	INV0001088	05/12/2017	PERA	700-21704	12,607.30
MN Pera	INV0001089	05/12/2017	PERA	700-21704	6,116.12
MN Pera	INV0001090	05/12/2017	PERA	700-21704	647.60
MN Pera	INV0001091	05/12/2017	PERA	700-21704	25.00
MN Pera	INV0001099	05/26/2017	PERA	700-21704	12,575.01
MN Pera	INV0001100	05/26/2017	PERA	700-21704	6,502.96
MN Pera	INV0001101	05/26/2017	PERA	700-21704	586.28
MN State Deferred	INV0001092	05/12/2017	Deferred Compensation	700-21705	4,848.07
MN State Deferred	INV0001093	05/12/2017	Deferred Roth	700-21705	475.00
MN State Deferred	INV0001102	05/26/2017	Deferred Compensation	700-21705	4,848.07
MN State Deferred	INV0001103	05/26/2017	Deferred Roth	700-21705	475.00
LOCAL UNION #949	20170525	05/31/2017	UNION DUES - MAY 2017	700-21707	1,825.74
LAW ENFORCEMENT LABOR SE	20170525	05/31/2017	POLICE UNION DUES	700-21708	343.00
MN Child Support Payment C	INV0001094	05/12/2017	Child Support Payment	700-21709	606.17
MN Child Support Payment C	INV0001104	05/26/2017	Child Support Payment	700-21709	606.17
Internal Revenue Service-Payr	INV0001095	05/12/2017	Medicare Withholding	700-21711	3,360.10
Internal Revenue Service-Payr	INV0001105	05/26/2017	Medicare Withholding	700-21711	3,408.08
SELECTACCOUNT	20170516	05/16/2017	FLEX SPENDING	700-21712	219.09
SELECTACCOUNT	20170525	05/25/2017	FLEX SPENDING	700-21712	1,020.08

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
SELECTACCOUNT	38431559	05/23/2017	FLEX SPENDING	700-21712	352.20
AFLAC	459169	05/16/2017	INSURANCE MAY AFTER TAX	700-21715	204.00
AFLAC	459169	05/16/2017	INSURANCE MAY PRE TAX	700-21716	334.59
MN BENEFIT ASSOCIATION	20170523	05/23/2017	INSURANCE JUNE 2017 - PRE	700-21717	4.34
NCPERS MINNESOTA	8446617	05/31/2017	INSURANCE #844600 - JUNE 2	700-21718	16.00
NCPERS MINNESOTA	8446617	05/31/2017	INSURANCE #844600 - JUNE 2	700-21718	16.00
MN BENEFIT ASSOCIATION	20170523	05/23/2017	INSURANCE JUNE 2017 - AFTE	700-21719	106.52
MII LIFE	20170515	05/16/2017	VEBA MAY 2017	700-21720	13,876.35
					<u>130,813.14</u>
				Fund 700 - PAYROLL Total:	<u>130,813.14</u>
				Grand Total:	<u><u>2,286,964.96</u></u>

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL	46,975.16
211 - LIBRARY	1,639.97
225 - AIRPORT	3,760.59
230 - POOL	209.03
235 - AMBULANCE	1,949.37
250 - EDA GENERAL	750.19
254 - NORTH IND PARK	121.19
268 - TIF 1-12 PM WINDOM	87,004.36
307 - 2017 STREET PROJECT	38,739.07
402 - CAPITAL PROJECT - ESF	154,387.24
601 - WATER	19,872.61
602 - SEWER	43,573.44
604 - ELECTRIC	824,935.57
609 - LIQUOR STORE	114,773.64
614 - TELECOM	805,221.31
615 - ARENA	9,664.65
617 - M/P CENTER	2,574.43
700 - PAYROLL	130,813.14
Grand Total:	2,286,964.96

Account Summary

Account Number	Account Name	Payment Amount
100-20202	Sales Tax Payable	26,504.29
100-41110-350	Printing & Design	132.49
100-41110-433	Dues & Subscriptions	129.82
100-41110-491	Payments to Other Orga	1,633.74
100-41310-133	Employer Paid Insurance	80.00
100-41310-200	Office Supplies	86.04
100-41310-217	Other Operating Supplie	125.28
100-41310-321	Telephone	102.84
100-41310-326	Data Processing	72.39
100-41310-433	Dues & Subscriptions	40.00
100-41310-444	License Fees	3,192.25
100-41910-133	Employer Paid Insurance	24.00
100-41910-200	Office Supplies	36.32
100-41910-301	Auditing & Consulting Se	450.00
100-41910-321	Telephone	96.13
100-41910-433	Dues & Subscriptions	135.00
100-41940-211	Cleaning Supplies	137.94
100-41940-381	Electric Utility	409.02
100-41940-382	Water Utility	60.04
100-41940-383	Gas Utility	212.61
100-41940-384	Refuse Disposal	85.04
100-41940-385	Sewer Utility	119.51
100-42120-133	Employer Paid Insurance	160.00
100-42120-200	Office Supplies	129.47
100-42120-218	Uniforms	115.00
100-42120-305	Medical & Dental Fees	120.00
100-42120-321	Telephone	162.73
100-42120-323	Radio Units	279.36
100-42120-326	Data Processing	411.35
100-42120-334	Meals/Lodging	241.78
100-42120-412	Rentals - Building	1,875.00
100-42120-419	Vehicle Lease	1,259.20
100-42120-480	Other Miscellaneous	24.11
100-42220-308	Training & Registrations	215.00
100-42220-310	Lab Testing	287.00

Account Summary

Account Number	Account Name	Payment Amount
100-42220-321	Telephone	49.03
100-42220-326	Data Processing	10.02
100-42220-381	Electric Utility	16.00
100-42220-404	Repairs & Maint - M&E	26.19
100-42500-381	Electric Utility	24.83
100-43100-133	Employer Paid Insurance	64.00
100-43100-217	Other Operating Supplie	408.35
100-43100-224	Street Maint Materials	69.99
100-43100-308	Training & Registrations	125.00
100-43100-321	Telephone	55.83
100-43100-322	Postage	13.07
100-43100-381	Electric Utility	2,333.43
100-43100-382	Water Utility	22.66
100-43100-383	Gas Utility	206.13
100-43100-384	Refuse Disposal	130.85
100-43100-385	Sewer Utility	48.52
100-43100-404	Repairs & Maint - M&E	1,076.65
100-43100-406	Repairs & Maint - Groun	40.93
100-43210-307	Management Fees	168.00
100-45202-133	Employer Paid Insurance	16.00
100-45202-200	Office Supplies	23.88
100-45202-212	Motor Fuels	12.99
100-45202-217	Other Operating Supplie	31.00
100-45202-381	Electric Utility	469.36
100-45202-382	Water Utility	514.60
100-45202-384	Refuse Disposal	276.47
100-45202-385	Sewer Utility	522.57
100-45202-402	Repairs & Maint - Struct	260.94
100-45202-404	Repairs & Maint - M&E	641.68
100-45202-405	Repairs & Maint - Vehicl	171.44
211-45501-133	Employer Paid Insurance	16.00
211-45501-200	Office Supplies	80.80
211-45501-321	Telephone	27.55
211-45501-326	Data Processing	65.00
211-45501-381	Electric Utility	157.11
211-45501-382	Water Utility	18.23
211-45501-383	Gas Utility	767.49
211-45501-385	Sewer Utility	36.38
211-45501-433	Dues & Subscriptions	59.96
211-45501-435	Books and Pamphlets	411.45
225-45127-321	Telephone	26.51
225-45127-381	Electric Utility	949.54
225-45127-406	Repairs & Maint - Groun	2,662.51
225-45127-409	Repairs & Maint - Utilitie	122.03
230-45124-381	Electric Utility	16.00
230-45124-382	Water Utility	16.03
230-45124-385	Sewer Utility	30.00
230-45124-460	Miscellaneous Taxes	147.00
235-42153-217	Other Operating Supplie	121.00
235-42153-218	Uniforms	66.00
235-42153-308	Training & Registrations	5.32
235-42153-321	Telephone	148.34
235-42153-326	Data Processing	1,296.00
235-42153-331	Travel Expense	57.14
235-42153-334	Meals/Lodging	255.57
250-46520-133	Employer Paid Insurance	24.00
250-46520-200	Office Supplies	61.81
250-46520-321	Telephone	151.78

Account Summary

Account Number	Account Name	Payment Amount
250-46520-331	Travel Expense	329.03
250-46520-381	Electric Utility	63.57
250-46520-443	Intergovernmental Fees	120.00
254-46520-381	Electric Utility	121.19
268-20210	Accrued Expense	87,004.36
307-41000-500	Capital Outlay	38,739.07
402-49950-500	Capital Outlay	154,387.24
601-14200	Inventory	2,200.00
601-49400-133	Employer Paid Insurance	40.00
601-49400-216	Chemicals and Chemical	3,211.38
601-49400-217	Other Operating Supplie	62.00
601-49400-321	Telephone	49.70
601-49400-322	Postage	251.86
601-49400-326	Data Processing	3,180.68
601-49400-381	Electric Utility	4,196.86
601-49400-382	Water Utility	16.74
601-49400-383	Gas Utility	418.80
601-49400-385	Sewer Utility	32.06
601-49400-386	Landfill	4,059.14
601-49400-404	Repairs & Maint - M&E	80.93
601-49400-408	Repairs & Maint - Distrib	157.11
601-49400-444	License Fees	1,915.35
602-49450-133	Employer Paid Insurance	56.00
602-49450-212	Motor Fuels	65.50
602-49450-216	Chemicals and Chemical	465.00
602-49450-217	Other Operating Supplie	93.00
602-49450-303	Engineering and Surveyi	12,365.00
602-49450-308	Training & Registrations	250.00
602-49450-310	Lab Testing	1,236.30
602-49450-321	Telephone	155.32
602-49450-322	Postage	269.64
602-49450-326	Data Processing	3,180.66
602-49450-381	Electric Utility	12,904.77
602-49450-382	Water Utility	670.28
602-49450-383	Gas Utility	716.10
602-49450-384	Refuse Disposal	85.04
602-49450-404	Repairs & Maint - M&E	95.48
602-49450-444	License Fees	1,915.35
602-49450-446	Sludge Hauling	9,050.00
604-14200	Inventory	96.09
604-16300	Improvements Other Th	538,289.70
604-20202	Sales Tax Payable	27.52
604-49550-133	Employer Paid Insurance	96.00
604-49550-217	Other Operating Supplie	611.00
604-49550-218	Uniforms	9.99
604-49550-241	Small Tools	32.99
604-49550-263	Merchandise for Resale -	267,322.34
604-49550-308	Training & Registrations	275.00
604-49550-321	Telephone	197.32
604-49550-322	Postage	234.20
604-49550-326	Data Processing	4,853.99
604-49550-381	Electric Utility	145.27
604-49550-382	Water Utility	24.07
604-49550-383	Gas Utility	28.29
604-49550-384	Refuse Disposal	84.75
604-49550-385	Sewer Utility	48.38
604-49550-402	Repairs & Maint - Struct	35.05
604-49550-404	Repairs & Maint - M&E	351.66

Account Summary

Account Number	Account Name	Payment Amount
604-49550-405	Repairs & Maint - Vehicl	69.99
604-49550-406	Repairs & Maint - Groun	34.17
604-49550-408	Repairs & Maint - Distrib	448.62
604-49550-444	License Fees	2,062.35
604-49550-450	Conservation	9,479.58
604-49550-460	Miscellaneous Taxes	77.25
609-16200	Buildings	2,985.62
609-20202	Sales Tax Payable	12,521.00
609-49751-133	Employer Paid Insurance	32.00
609-49751-211	Cleaning Supplies	825.79
609-49751-217	Other Operating Supplie	178.46
609-49751-251	Liquor	14,065.72
609-49751-252	Beer	72,830.08
609-49751-253	Wine	6,891.83
609-49751-254	Soft Drinks & Mix	858.84
609-49751-256	Tobacco Products	83.18
609-49751-261	Other Merchandise	78.48
609-49751-321	Telephone	100.06
609-49751-326	Data Processing	129.47
609-49751-333	Freight and Express	456.48
609-49751-381	Electric Utility	467.31
609-49751-382	Water Utility	19.05
609-49751-385	Sewer Utility	83.34
609-49751-402	Repairs & Maint - Struct	171.00
609-49751-406	Repairs & Maint - Grcun	48.89
609-49751-444	License Fees	1,915.35
609-49751-460	Miscellaneous Taxes	31.69
614-16400	Machinery & Equipment	970.36
614-20201	Excise Tax Payable	500.00
614-20202	Sales Tax Payable	38.56
614-23100	Bond Payable - Noncurre	475,000.00
614-49870-133	Employer Paid Insurance	64.00
614-49870-217	Other Operating Supplie	124.00
614-49870-227	Utility System Maint Sup	1,728.23
614-49870-241	Small Tools	669.00
614-49870-304	Legal Fees	179.97
614-49870-308	Training & Registrations	260.00
614-49870-321	Telephone	417.78
614-49870-322	Postage	335.62
614-49870-326	Data Processing	5,610.52
614-49870-350	Printing & Design	149.43
614-49870-381	Electric Utility	1,789.81
614-49870-382	Water Utility	18.18
614-49870-383	Gas Utility	20.17
614-49870-384	Refuse Disposal	73.92
614-49870-385	Sewer Utility	32.92
614-49870-401	Repairs & Maint - Buildi	77.63
614-49870-433	Dues & Subscriptions	1,500.00
614-49870-442	Subscriber Fees	149,943.90
614-49870-443	Intergovernmental Fees	1,481.48
614-49870-444	License Fees	1,915.35
614-49870-447	Internet Expense	845.59
614-49870-448	On-Call Support	90.00
614-49870-451	Call Completion	459.12
614-49870-460	Miscellaneous Taxes	31.69
614-49870-480	Other Miscellaneous	703.45
614-49980-611	Bond Interest	160,190.63
615-49850-133	Employer Paid Insurance	32.00

Account Summary

Account Number	Account Name	Payment Amount
615-49850-211	Cleaning Supplies	15.28
615-49850-215	Materials & Equipment	4,968.00
615-49850-241	Small Tools	34.98
615-49850-321	Telephone	123.80
615-49850-326	Data Processing	125.00
615-49850-381	Electric Utility	2,460.05
615-49850-382	Water Utility	19.83
615-49850-384	Refuse Disposal	130.88
615-49850-385	Sewer Utility	30.00
615-49850-402	Repairs & Maint - Struct	56.80
615-49850-404	Repairs & Maint - M&E	18.46
615-49850-406	Repairs & Maint - Groun	90.57
615-49850-460	Miscellaneous Taxes	1,559.00
617-20202	Sales Tax Payable	30.25
617-49860-133	Employer Paid Insurance	48.00
617-49860-217	Other Operating Supplie	35.00
617-49860-321	Telephone	110.90
617-49860-326	Data Processing	60.00
617-49860-381	Electric Utility	929.68
617-49860-382	Water Utility	68.86
617-49860-383	Gas Utility	345.63
617-49860-384	Refuse Disposal	103.03
617-49860-385	Sewer Utility	74.40
617-49860-406	Repairs & Maint - Groun	196.93
617-49860-460	Miscellaneous Taxes	571.75
700-21701	Federal Withholding	22,386.38
700-21702	State Withholding	9,043.48
700-21703	FICA Tax Withholding	23,378.44
700-21704	PERA Contributions	39,060.27
700-21705	Retirement	10,646.14
700-21707	Union Dues	1,825.74
700-21708	PD Union Dues	343.00
700-21709	Wage Levy	1,212.34
700-21711	Medicare Tax Withholdi	6,768.18
700-21712	Flex Account	1,591.37
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
700-21720	VEBA Contributions	13,876.35
	Grand Total:	2,286,964.96

Project Account Summary

Project Account Key	Payment Amount
None	2,286,964.96
Grand Total:	2,286,964.96

HA
6-1-17

ACTION ITEM



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

TO: City Council
FROM: City Administrator
DATE: June 2, 2017
RE: Vacation of Right-of-Way – Public Hearing & Resolution
DEPT: Administration\Electric\EDA
CONTACT: City Administrator at 831-6129 or snasby@windom-mn.com

Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action regarding the vacation of a portion of right-of-way on 13th Street:

1. Hold Public Hearing on the proposed street vacation.
 2. Approve resolution vacating a portion of 13th Street as proposed.
-

Issue Summary/Background

In 2004-2005 the City of Windom (Electric Department) acquired property from Carl Bjorkland for a pole storage yard. At that time the City and Mr. Bjorkland had agreed to transfer a section of unopened right-of-way on 13th Street to Mr. Bjorkland. The City would retain access and utility easements across said right-of-way.

The Utility Commission has been made aware of the issue and has no objection to the proposed action. Since right-of-way in this area was originally provided to the City by the railroad the City has use of the property for a public purpose. Upon vacation of the portion of 13th Street right-of-way the property will be owned by the Windom EDA according to an agreement with the railroad. Should the property be vacated the EDA will own the property and then will need to process a transfer\sale of the property to Mr. Bjorkland.

Fiscal Impact

Costs associated with the vacation and transfer\sale of the property will be paid for by the Electric Utility and are estimated to be approximately \$2,500.

Attachments

1. Resolution approving the vacation of a portion of 13th Street.
2. Map showing the area around the proposed street vacation.
3. Notice of Public Hearing

RESOLUTION # 2017-

INTRODUCED:

SECONDED:

VOTED: Aye:

Nay:

Absent:

A RESOLUTION APPROVING THE VACATING OF A PORTION OF 13TH STREET RIGHT-OF-WAY

WHEREAS, pursuant to Minnesota Statute §412.851, the City Council adopted a Resolution on May 16, 2017, setting a public hearing for June 6, 2017, at the City Council Meeting beginning at 7:30 p.m., to consider the proposed vacation of 13th Street right-of-way in Windom East Addition, City of Windom, Cottonwood County, Minnesota, legally described as follows:

LEGAL DESCRIPTION OF STREET TO BE VACATED

All that part of the following-described street which was dedicated in the Plat of East Addition in the City of Windom, Cottonwood County, Minnesota:

Commencing at the Northwest corner of Lot 1 in Block 26 of the East Addition in the City of Windom, Cottonwood County, Minnesota; thence Northerly on and along the Easterly line of the Sioux City and Saint Paul Rail Road Company right-of-way as originally located and established for a distance of 33.00 feet, more or less, to the North line of the Southwest Quarter of Section 25, Township 105 North, Range 36 West of the Fifth Principal Meridian in the City of Windom, Cottonwood County, Minnesota; thence East on and along the North line of the Southwest Quarter (SW ¼) of said Section 25, a distance of 286.5 feet, more or less, to the Westerly right-of-way line of Miller Avenue, as extended Northerly; thence Southerly on and along said Westerly right-of-way line of Miller Avenue, a distance of 33.00 feet, more or less, to the Northeast corner of said Lot 1 in Block 26 of the East Addition; thence Westerly on and along the North line of said Lot 1 in Block 26 of the East Addition, a distance of 286.5 feet, more or less, to the point of beginning.

WHEREAS, notice of the public hearing was published and posted at least 14 days before the hearing, and copies of the notice of public hearing were mailed to each of the property owners affected by the proposed vacation at least 10 days before the hearing, all as required by statute; and

WHEREAS, the public hearing to consider the proposed vacation of a portion of 13th Street right-of-way in Windom East Addition was held on June 6, 2017, during the regularly-scheduled City Council Meeting which began at 7:30 p.m., and all persons in attendance at the hearing were given an opportunity to voice their concerns and be heard; and

WHEREAS, any person, corporation or public body owning or controlling easements, including utility easements, contained in or upon the property vacated wishes to reserve the right to continue to maintain the same and to enter upon the vacated portion thereof to maintain, repair, replace or otherwise attend thereto; and

WHEREAS, the Council, in its discretion, has determined that the proposed vacation will benefit the public interest.

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

1. The aforementioned vacation is in the best interests of the public, and therefore the vacation of 13th Street right-of-way in Windom East Addition in the City of Windom, as described above, is hereby approved.

2. Any existing easements in the vacated portion of 13th Street right-of-way in Windom East Addition shall continue to be reserved as set forth above.

3. The City Administrator shall prepare a Notice of Completion of the proceedings which shall contain the name of the city, identification of the real estate to be vacated, a statement of the time of completion thereof, and a description of the real estate and lands affected thereby. Further, the City Administrator shall present said Notice of Completion to the Cottonwood County Auditor for the purpose of entering the same into the transfer records for Cottonwood County, Minnesota.

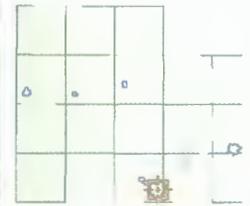
Adopted this 6th day of June, 2017.

Dominic Jones, Mayor

Attest: _____
Steven Nasby, City Administrator



Overview



Legend

-  Corporate Limits
-  Political Township
-  Parcels

Date created: 5/19/2017
 Last Data Uploaded: 5/13/2017 8:01:09 PM



**NOTICE OF PUBLIC HEARING
PROPOSED VACATION OF A PORTION
OF 13TH STREET RIGHT-OF-WAY
CITY OF WINDOM, MINNESOTA**

NOTICE IS HEREBY GIVEN that the City Council of the City of Windom, Minnesota, will hold a public hearing on **Tuesday, June 6, 2017**, during the regularly-scheduled City Council Meeting beginning at **7:30 P.M.** in the **Council Chambers** located at **444 9th Street** in the **City of Windom, Minnesota**, to consider vacating the following portion of 13th Street right-of-way legally described as follows:

LEGAL DESCRIPTION OF STREET TO BE VACATED

All that part of the following-described street which was dedicated in the Plat of East Addition in the City of Windom, Cottonwood County, Minnesota:

Commencing at the Northwest corner of Lot 1 in Block 26 of the East Addition in the City of Windom, Cottonwood County, Minnesota; thence Northerly on and along the Easterly line of the Sioux City and Saint Paul Rail Road Company right-of-way as originally located and established for a distance of 33.00 feet, more or less, to the North line of the Southwest Quarter of Section 25, Township 105 North, Range 36 West of the Fifth Principal Meridian in the City of Windom, Cottonwood County, Minnesota; thence East on and along the North line of the Southwest Quarter (SW $\frac{1}{4}$) of said Section 25, a distance of 286.5 feet, more or less, to the Westerly right-of-way line of Miller Avenue, as extended Northerly; thence Southerly on and along said Westerly right-of-way line of Miller Avenue, a distance of 33.00 feet, more or less, to the Northeast corner of said Lot 1 in Block 26 of the East Addition; thence Westerly on and along the North line of said Lot 1 in Block 26 of the East Addition, a distance of 286.5 feet, more or less, to the point of beginning.

All persons who desire to be heard on the proposed vacation of the above-described portion of the 13th Street right-of-way are requested to attend this meeting.

By Order of the Windom City Council:

Steve Nasby, City Administrator



ACTION ITEM



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: Utility Commission and Brent Brown, Electric Superintendent
DATE: May 30, 2017
RE: Hiring Recommendation for Temporary Apprentice Lineman Position
DEPT: Electric
CONTACT: Brent Brown

Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action regarding Temporary Apprentice Lineman Position:

1. Hire Connor Knigge for Temporary Apprentice Lineman position.
 2. Rate of pay 66% of Grade 15, Step 1 pay rate.
 3. The new pay rate retroactive to May 9, 2017.
-

Issue Summary/Background

On 5/24/2017, the Utility Commission met and reviewed a hiring recommendation from the Electric Department. After review of the recommendation, the Utility Commission has approved the hiring of Conner Knigge for the Apprentice Lineman position.

Conner is currently working for the City of Windom as a Temporary Seasonal employee. This spring he completed the Power Line course with Minnesota West Community and Technical College in Jackson MN.

The employment offer would be made to Connor as a temporary position and not expected to exceed six consecutive months. The effective date for the position would be May 9, 2017. The effective date was his course completion date at Minnesota West Community and Technical College.

Fiscal Impact

Reviewed and approved by the Utility Commission.

Attachments

1. None.

ACTION ITEM



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: June 1, 2017
RE: Compensation and Classification Study
DEPT: Administration
CONTACT: Council Member Joyce – bjoyce.wincouncil@windom-mn.com

Recommendations/Options/Action Requested

The Personnel Committee recommends that the City Council take the following action regarding the Compensation and Classification Study:

1. Motion accepting the Final Report from Flaherty & Hood dated May 26, 2017
 2. Approve the placement of Department Heads on the 2017 Supervisory Pay Plan as proposed
-

Issue Summary/Background

The Compensation and Classification study has been completed by Flaherty & Hood and reviewed by the Personnel Committee. The goal of the City Council is to compensate employees fairly with a reasonable assurance that Windom is in line with other comparable communities. To reach this goal Flaherty & Hood were engaged to solicit wage and benefit data. To accomplish this they identified comparable communities, which were shared with the Department Heads, along with the opportunity for them to suggest other comparable communities.

This study includes the market data from the cities that responded to the survey with a job that matched the Windom questionnaire that each Department Head completed. The list of cities that matched for each job are shown within the study. Flaherty & Hood used this market data to draft a pay plan. The pay plan is broken down by position so each one is in its own range based on the market data.

The data collected by Flaherty & Hood was done in 2016 so the Personnel Committee directed staff to have Flaherty & Hood update their numbers by adding a 2% across-the-board increase to arrive at 2017 numbers for the pay scale as shown in the study in Appendix G (page 50).

The Personnel Committee has met to review the pay plan and place Department Heads upon the new scale and met with the Department Heads to discuss the proposed salary placements. The factors the Personnel Committee used to “slot” everyone on the new scale were as follows:

1. 2015 Annual Evaluation, 2016 Annual Evaluation and 2016 Self Evaluation
2. Current Salary and Position on 2016 Pay Plan
3. Position Factors (e.g. market demand, number of employees supervised, budgets, etc.)
4. Longevity

The following is an alphabetical listing of the positions and proposed placement on the 2017 Supervisory Pay Plan:

Assistant Police Chief	Step 11
Building Official	Step 1
City Administrator	Step 10
Community Center Director	Step 11+ (due to general wage increase)
Development Director (EDA Director)	Step 2
Electric Utility Manager\Street Supt.	Step 4
Finance Director\Controller	Step 7
Library Director	Step 3
Liquor Store Manager	Step 10
Police Chief	Step 9
Recreation Director	Step 3
Telecom General Manager	Step 3
Water\Wastewater Superintendent	Step 11+ (due to general wage increase)

Fiscal Impact

The fiscal impact to the City is \$1,121,266.67 which includes the 2% general wage increase for 2017, a market adjustment (if any) and any associated benefit costs such as FICA, Medicaid and PERA. If the former Supervisory Pay Plan had been retained the fiscal impact of Department Head salaries and benefits would have been \$1,092,311.71 so the increase due to the implementation of the Compensation and Classification Study is \$28,954.96.

Attachment(s)

1. Windom Compensation and Classification Study

To: City Council
From: Personnel Committee
Date: 6-1-2017
Re: City Administrator Evaluation

Windom City Administrator Steve Nasby was evaluated by the council & mayor in accordance with the agreement made at the April 13 city council meeting. The city council, including the mayor, completed evaluations and the department heads of each respective city department were consulted for comments related to relevant categories as outlined on the evaluation. The evaluation of City Administrator Steve Nasby was discussed in a closed session of the Windom City Council on Tuesday, may 16. The overall evaluation Met Expectations of the council and the following categories were discussed with Mr. Nasby:

1. **Inclusiveness and Building Relationships**
2. **Managing Municipal Finances**
3. **Stewardship and Managing Resources**
4. **Problem Solving / Decision Making**
5. **Strategic Thinking, Planning and Organizing**
6. **Communication**
7. **Quality Improvement**
8. **Leadership**
9. **Teamwork**
10. **Customer Service Focus**

RESOLUTION #2017-

INTRODUCED:

SECONDED:

VOTED: Aye:

Nay:

Absent:

**A RESOLUTION AWARDING THE CONTRACT FOR A PROJECT ENTITLED
"2017 SEAL COATING PROJECT"**

WHEREAS, pursuant to an advertisement for bids for the project entitled "2017 Seal Coating Project", bids were received, opened and tabulated according to law, and the following bids were in compliance with the advertisement:

	Base Bid	Alternate Bid	Total Bid
M.R. Paving & Excavating Inc.	\$34,192.80	\$3,222.00	\$37,414.80
Caldwell Asphalt Co. Inc.	\$36,409.00	\$6,408.00	\$42,817.00

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

	Base Bid	Alternate Bid	Total Bid
M.R. Paving & Excavating, Inc.	\$34,192.80	\$3,222.00	\$37,414.80

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

1. Pursuant to the bid advertisement, the total bid of \$37,414.80 submitted by M.R. Paving & Excavating, Inc. 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 "2017 Seal Coating 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 6th day of June, 2017.

Dominic Jones, Mayor

Attest: _____
Steven Nasby, City Administrator



June 1, 2017

Steven Nasby, City Administrator
City of Windom
444 9th Street
P.O. Box 38
Windom, MN 56101-0038

**RE: 2017 Seal Coat Improvements
Windom, Minnesota
DGR Project No. 367103**

Dear Steve:

MR Paving and Excavating of New Ulm, Mn is the low bidder for the above referenced project with a bid of **\$37,414.80** (Base Bid- \$34,192.80 and the alternate- \$3,222.00). DGR recommends the City Council award the construction contract for the Base bid and Alternate (if selected to proceed) to the low bidder subject to receipt of all contract documents in proper form.

Please feel free to call me if you have any questions.

Sincerely,

DGR Engineering

A handwritten signature in black ink, appearing to read 'Dan L. Van Schepen'.

Dan L. Van Schepen, P.E.

cc: MR Paving and Excavating, Inc.

**2017 SEAL COAT IMPROVEMENTS
WINDOM STREETS
PROJECT NUMBER 367103**

BID COMPANY	BASE BID AMOUNT	BID ALTERNATE	TOTAL BID	SALES TAX IN BID	EXCEPTIONS ADDITIONS	COMPLETION DATE	BID SECURITY	ADDENDA	REMARKS
Caldwell Asphalt Hawick MN	\$36,409.00	\$6,408.00	\$42,817.00	N/A	N/A	N/A	Yes	N/A	
M.R. Paving New Ulm, MN	\$34,192.80	\$3,222.00	\$37,414.80	N/A	N/A	N/A	Yes	N/A	
Allied Blacktop Co Maple Grove MN	\$33,559.60	\$2,124.00	\$35,683.60	N/A	N/A	N/A	Not Original	N/A	Bid was Emailed in, Not Submitted as sealed bid per specifications.
			\$0.00						
			\$0.00						
			\$0.00						
			\$0.00						
			\$0.00						

ADVERTISEMENT FOR BIDS

Sealed proposals will be received by the City Council of Windom, Cottonwood County, Minnesota at the Windom City Offices, 444 9th Street, P.O. Box 38, Windom, MN 56101-0038, on Wednesday, the 31st of May, 2017 before 10:00 A.M. for the 2017 Seal Coat Improvements, Windom, Minnesota, at which time the proposals shall be publicly opened and read aloud.

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

Base Bid

31,660 S.Y. – Seal Coat

Bid Alternate

1,800 S.Y. – Seal Coat

and other related items of construction.

All bids shall be made on proposal forms furnished by the Engineer and shall be accompanied by bid security in the form of a certified check or bid bond, made payable to the City of Windom, Minnesota, in the amount of ten percent (10%) of the bid, which security becomes the property of the City in the event the successful bidder fails to enter into contract and post satisfactory bond. Work shall commence on or after July 5, 2017 and completed on or before September 1, 2017.

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

The City is an Equal Opportunity Employer.

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

Complete digital project bidding documents are available at www.questcdn.com. You may download the digital plan documents for \$15.00 by inputting Quest project #5133487 on the website's Project Search page. 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. An optional paper set of the proposal forms and specifications for individual use may be obtained from the office of the Engineer, DGR Engineering, 1302 South Union, P.O. Box 511, Rock Rapids, Iowa 51246, telephone 712-472-2531, Fax 712-472-2710, e-mail: dgr@dgr.com, upon payment of \$15.00, none of which is refundable.

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

CITY OF WINDOM, MINNESOTA

By /s/ Dominic Jones

Mayor

RESOLUTION #2017-

INTRODUCED:

SECONDED:

VOTED: Aye:

Nay:

Absent:

CITY OF WINDOM

**RESOLUTION ESTABLISHING
RATES, CHARGES AND FEES FOR
TELECOMMUNICATIONS ENTERPRISE FUND**

WHEREAS, City Code Section 3.02 authorizes the City Council to establish rates and charges for municipal utilities (including, but not limited to, services, permit fees, connection and meter reading and checking fees, disconnection fees, reconnection fees including penalties for non-payment); and

WHEREAS, the City Council periodically establishes rates and fees for municipal utilities; and

WHEREAS, the Windom Telecommunications Commission recommends to the Windom City Council to change the monthly rate for Telecommunications services; and

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

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

Change the monthly rate for services offered by WindomNet to the rates set forth below effective July 1, 2017.

Email Address Fee

1-5 Addresses	\$.00/free
Additional Address (6 or more)	\$ 4.00 per month/each address-applies to existing and new accounts.
Set-up Fee (6 or more)	\$ 5.00 one-time non-recurring fee applies to new email addresses only. Setup fee will not apply to existing email accounts.

Adopted this 6th day of June, 2017.

Dominic Jones, Mayor

ATTEST:

Steven Nasby, City Administrator

RESOLUTION #2017-

INTRODUCED:

SECONDED:

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

**RESOLUTION APPROVING PLANS AND SPECIFICATIONS
AND ORDERING ADVERTISEMENT FOR BIDS FOR THE
“GIGABIT PASSIVE OPTICAL NETWORK (GPON) FIBER CORE PROJECT”**

WHEREAS, pursuant to a recommendation approved by the Telecom Commission at their May 22, 2017 meeting, Telecom Director Jeff Dahna has prepared plans and specifications for the Project and has presented such plans and specifications to the Council for approval.

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

1. Such plans and specifications, which are made a part hereof by reference as if fully set forth herein, are hereby approved.
2. The City Clerk/Administrator shall prepare an advertisement for bids for the making of such improvements, pursuant to the approved plans and specifications, and cause such advertisement to be published in the official paper.
3. Bids will be received and accepted by the City Clerk/Administrator until 2:00 p.m. on June 19, 2017. At said time, the bids will be publicly opened by the City Clerk/Administrator and Telecom Manager in the City Hall Council Chambers. Bids will then be tabulated and will thereafter be considered by the City Council. Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to address the Council on the issue of responsibility. The bid for such improvements will be awarded on or before July 18, 2017, at the City Council Meeting scheduled for 7:30 p.m.

Adopted by the Council this 6th day of June, 2017.

Dominic Jones, Mayor

Attest: _____
Steven Nasby, City Administrator

Gigabit Passive Optical Network (GPON) Core Equipment Upgrade Project

Estimated Bid Quantities and Product Specifications:

Outdoor ONT	Description	Quantity	Price per Unit	Total
	ONT, 2 POTS, 2 GE, 1RF	225	\$ -	\$ -
	ONT, 4 POTS, 4 GE, 1RF	75	\$ -	\$ -
	ONT, 8 POTS, 4 GE, 8 DS1, 4 RF, 1 RFX	106	\$ -	\$ -
	ONT, 8 POTS, 8 GE, 4 RF, 1 RFX	25	\$ -	\$ -
	Rack Mt ONT, 8POTS, 4GE, 8DS1,4RF, 1RFX	1	\$ -	\$ -
	SFU ONT Enclosure with Splice Tray	250	\$ -	\$ -
Section Total				\$ -

Indoor ONT	Description	Quantity	Price per Unit	Total
	2 POTS, 4 GE, Dual Wi-Fi, 1 USB -UPS	1370	\$ -	\$ -
	2 POTS, 4 GE, Dual Wi-Fi, 1 USB -UPS Power Interface	1	\$ -	\$ -
	Indoor UPS, Wall Mount or Desktop, 12V 7.2AH 36W, Black AMType B Grounded	200	\$ -	\$ -
	Indoor UPS Power Cord, 7 pin UPS to 8 pin ONT Male, 1M Black	200	\$ -	\$ -
Section Total				\$ -

Main system	Description	Quantity	Price per Unit	Total
	Field Install PKG(CO & ODC/RT): Shelf with BlankCard, FTA, and Field installation Kit	4	\$ -	\$ -
	GPON-8 card (8xGPON OIM,4xGE SFP,2x10GE SFP+)	7	\$ -	\$ -
	10GE-4 card (12xGE SFP, 2x10GE XFP, 2x10GE SFP +)	2	\$ -	\$ -
	GPON SFP OIM, Class B+, 1490/1310nm Single Fiber Transceiver, C-Temp (CO), C- & E-Series	56	\$ -	\$ -
Section Total				\$ -

Spares	Description	Quantity	Price per Unit	Total
	Field Install Package (CO & ODC/RT): Shelf with BlankCard, FTA, and Field installation Kit	1	\$ -	\$ -
	GPON-8 card (8xGPON OIM, 4xGE SFP, 2x10GE SFP+)	1	\$ -	\$ -
	10GE-4 card (12xGE SFP, 2x10GE XFP, 2x10GE SFP +)	1	\$ -	\$ -
	Direct Attach SFP/SFP+ copper cable, 0.5 m, 30AWG, I-Temp	1	\$ -	\$ -
	10GE SFP+, Multi-Mode dual fiber transceiver, 300m,850nm, LC, C-temp	1	\$ -	\$ -
	Direct Attach SFP/SFP+ copper cable, 1 m, 30AWG, I-Temp	1	\$ -	\$ -
	GPON SFP OIM, Class B+, 1490/1310nm Single Fiber Transceiver, C-Temp (CO), C- & E-Series	3	\$ -	\$ -
Section Total				\$ -

Fiber Optic

Description	Quantity	Price per Unit	Total
CHASSIS 19" & 23" MOUNTING TXFS, Clearfield rack mount fiber boxes	3	\$ -	\$ -
CHASSIS 19&23" MT NO SLK BASK FT/REAR PROT	3	\$ -	\$ -
SPL MOD 4X1X2 FBT SCAPC 50/50 SPLI RATIO	8	\$ -	\$ -
SPLITTER PLANAR 1X32 IN CABINET	4	\$ -	\$ -
PATCHCORD,FIBER,SC/APC to pushable SC/APC,standard boots, simplex SM in/outdoor EZ-Bend 3mm black jacket UV rated cable 60 feet	1200	\$ -	\$ -
JUMPER 50' FLEXDROP SM SCAPC TO PUSHABLE SCAPC		\$ -	\$ -
PATCHCORD,FIBER,SC/APC to pushable SC/APC,standard boots, simplex SM in/outdoor EZ-Bend 3mm black jacket UV rated cable 50 feet	30	\$ -	\$ -
REEL STRONG FIBER SCAPC ADPTR W/CLEARCOVER & PIN	1200	\$ -	\$ -
Section Total			\$ -

Total Cost	\$ -
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MEMORANDUM



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

TO: City Council
FROM: City Administrator *Joe*
DATE: May 10, 2017
RE: City Council Discussion on Priorities for City Facilities

The City Council and members of the Capital Finance Committee recently completed a tour of City facilities. This tour was to view the capital infrastructure (bricks and mortar) and look at the needs of these facilities and review proposed projects.

Attached is a listing of the current 5-year Capital Improvement Program (CIP) that was approved as part of the 2017 City Budget.

At the May 2, 2016 City Council meeting the Mayor requested that the City Council set aside some time for the City Council to discuss and prioritize projects. In addition, the Capital Investment Committee may be asked to assist with taking the lead on funding strategies for some priority projects identified by the City Council.

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

PROJECTS BY DEPARTMENT

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

Department	Project#	Priority	2017	2018	2019	2020	2021	Total
City Hall Rear Parking Lot Rehabilitation	CH 009	2	165,000					165,000
EDA\Building Office Windows	CH 010	2		3,000				3,000
Foundation\Sidewalk Repair	CH 011	1		5,900				5,900
City Hall Total			225,000	78,900				303,900

Community Center

Meeting Room Maintenance\Improvements	COMM 001	2		21,512	40,000	20,000		81,512
Dance Floor Replacement	COMM 002	3		14,800				14,800
Sound System	COMM 003	3	0		60,000			60,000
Stage	COMM 006	3		8,500				8,500
Equipment Replacement\Upgrades	COMM 007	1	0	15,000	15,000	15,000		45,000
Mechanical Systems	COMM 009	1	10,000	30,000	30,000	30,000		100,000
Roof Replacement	COMM 010	1				85,000		85,000
Garage Doors w\ Openers	COMM 011	2			9,800			9,800
Gym Renovation	COMM 012	2			85,000			85,000
Outdoor - Grounds and Equipment	COMM 014	2	0	4,000	4,000	4,000	4,000	16,000
Storage Shed	COMM 016	1	7,500					7,500
Community Center Total			17,500	93,812	243,800	154,000	4,000	513,112

EDA

NWIP Expansion	EDA 003	1		1,860,000				1,860,000
Prairie Meadow Subdivision	EDA 004	1				420,000		420,000
NWIP Monument Sign	EDA 005	2	40,000					40,000
EDA Total			40,000	1,860,000		420,000		2,320,000

Electric

Distribution System Upgrades	ELE 001	1	300,000	300,000	300,000	330,000		1,230,000
Skid Loader Replacement	ELE 002	2					50,000	50,000
Misc Equipment - Unidentified	ELE 004	3	40,000	40,000	40,000	40,000		160,000
69KV\13.8KV Substation Transformer	ELE 006	3	1,500,000	800,000				2,300,000
Vac Replacement	ELE 013	3	80,000					80,000
Unit 30 Replacement	ELE 014	1			40,000			40,000
Replace Unit 34	ELE 015	1				133,000		133,000
Generation	ELE 016	1				2,000,000		2,000,000
Trailer	ELE 017	2		15,000				15,000
Electric Total			1,920,000	1,155,000	380,000	2,503,000	50,000	6,008,000

Fire

Emergency Services Building	FIRE 001	1	3,900,000					3,900,000
Engine Pumper Truck (rural) - Unit 21	FIRE 003	1	50,000	365,000				415,000
First Response Truck - Unit 24	FIRE 005	3		175,000				175,000
City Engine\Pumper - Unit 23	FIRE 006	1		450,000				450,000
Radio Replacement	FIRE 007	1			75,000			75,000
Turn Out Gear	FIRE 008	1	0	0	0			0
Fire Total			3,950,000	990,000	75,000			5,015,000

Library

Heating System	LIB 001	2	16,900					16,900
Window Replacement	LIB 002	2	20,000	100,000				120,000
Computer Replacement	LIB 007	1		2,000				2,000
Library Remodel Project	LIB 008	2		30,000	30,000	30,000	7,000	97,000

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

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

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: Council Member Grunig
DATE: May 15, 2017
RE: Capital Improvement Projects – Consideration for Prioritization

For an introduction to the City Council discussion on upcoming priorities the following is a list of points for discussion. Please note the order does not indicate a priority as that will be determined by City Council.

1. Arena – Required replacement of the ice-making equipment and coolant system used. This is based on new Federal regulations effective in 2020. Cost of ice-making equipment and concrete for the rink with circulation tubing estimated at \$800,000. Windom Youth Hockey Association has partnered with the City on Arena improvements with a budget of \$400,000 for new locker rooms. Additional financial participation could come from the Arena Booster Club, Figure Skating Club and other fundraising or in-kind or reduced cost materials. Other financial resources should include the application for a Mighty Ducks grant (\$50,000 to \$250,000).
2. Single and Multi-Family Housing – I believe there has been enough discussion relating to this issue by the City Council and conveyed to the public to understand the priority and the critical need for additional new housing and the continued push towards the 5,000-population growth goal by 2020. The Economic Development Authority continues to work towards that effort. Partnering with the Housing & Redevelopment Authority will also be beneficial.
3. Library – Due to the deteriorated condition of the windows the need here is a complete replacement of the buildings' windows. A primary concern is the current size of windows is driving up the replacement cost, which is projected at \$120,000. Additional window size design options might lower cost. The Library currently has \$40,000 unspent 2016 and 2017 tax levy dollars that are earmarked as available for this project.
4. Swimming Pool – Two feasibility studies have indicated a need to repair or replace the existing pool, which is 50+ years old. The studies, Management and site visits verify some areas of the pool and building as being completely deficient. Replacement cost projected at \$3.2 million with questions of a new pool site being part of the discussion. A complete renovation of the existing pool is also costly at \$2 million. Public opinion of the pool project seems positive so this may require a special fundraising campaign by concerned community groups to meet this challenge.

5. Re-purpose of Old Fire Hall – Three major options have been identified in this process.
 - a. Relocation of the Police Department
 - b. Additional Telecom office space and vehicle parking
 - c. New Council Chambers with offices for EDA and Building & Zoning

All three options would be real positive improvements for each of those Departments but there are concerns also, with each; including specific costs yet to be determined.

6. Community Center – Outdoor patio improvements including landscaping to attract additional wedding reception usage being discussed. Possible public fundraising effort as a funding source. There is approximately \$50,000 that has been donated by Daisy Jacobs and Wally Rofxxxx that could be used to get this project started.
7. Airport – Runway extension and additional airplane hangar space has been a Council discussion for a while. The Airport is going through a FAA required Master Plan and runway study which will need to be completed prior to the runway extension being addressed. The cost share is currently 90% FAA and 10% City (local match), but this could be augmented with State funds. Total cost to City could be \$100,000 - \$200,000 depending on the project and required match.
8. Liquor Store –Relocation of the Liquor Store would solve at least a couple issues. It would make the available remaining lot size more desirable for new development and a move to a new or different building could create additional floor space (which has been identified as an issue) for increased Liquor Store sales revenues.
9. Public Works (On-going Street re-construction projects)
10. Park and Recreation –Funds amounting to \$60,000 have been previously set-aside for additional lighting for the fields at the Windom Rec Area by Cottonwood Lake. Additional fundraising or grants can be used to assist with this project.
11. Telecom (rack space) –Needed to accommodate hosting of third party hardware, which generates revenue for Telecom and helps provide additional connectivity and business opportunities.
12. City Hall – Windows on the 4th Avenue side of the building need to be replaced. The older portion of the building (housing Council Chamber, EDA and Building\Zoning) needs tuck pointing, foundation repair and roof repairs.
13. Tennis Courts – There currently is \$150,000 within the ESF project budget for tennis courts/park relocation.

Additional Capital Improvement Projects for prioritization are listed by Department in the 2017 City of Windom approved budget.



Site Development-Utilities-Excavating-Aggregates
 Holtmeier Construction Inc. 3301 Third Ave Mankato, MN 56001
 Ph 507-389-9112 Fx 507-389-9703 www.holtmeierinc.com

CHANGE ORDER

TO: DGR Engineering	DATE REV 5-31-17	HCI CHANGE ORDER NO. 5
	PHONE	FAX
Attn: Dan Van Schepen	JOB NAME/LOCATION 2017 Street Improvements City of Windom, MN	

We hereby submit specifications and estimates for:

Cost for additional work associated with 16th St. plan revisions due to changed conditions of existing watermain

Item	Unit	Quantity	Unit Price	Amount
8" 45d Bend	EA	4	\$323.25	\$1,293.00
12" 45d Bend	EA	2	\$530.75	\$1,061.50
12" 90d Bend	EA	1	\$578.50	\$578.50
12" Tee Bend	EA	1	\$837.60	\$837.60
Additional Crew Time required for cross connection at 2nd Avenue including pumping substantially larger volume of water due to increased shutdown area	HR	0.75	\$600.00	\$450.00

WE PROPOSE hereby to furnish material and labor - complete in accordance with the above specifications, for the sum of:

dollars \$ **\$4,220.60**

All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Worker's Compensation Insurance.

Authorized Signature

Note: This proposal may be withdrawn by us if not accepted within ___ days.

ACCEPTANCE OF PROPOSAL - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.

Signature _____

Date of Acceptance: _____

Added Contract Bid Units

8" 45° Bend 4 x \$323.25	\$1,293.00
12" 45° Bend 2 x \$530.75	1,061.50
12" 90° Bend 1 x \$578.50	578.50
12" Tee Bend 1 x \$837.60	837.60
Additional Labor, cross connection including dewatering added based on increased shutdown area \$450.00 L.S.	450.00
Subtotal	\$4,220.60

GOSEWISCH Construction, Inc.

901 Summit Avenue
 Mankato, MN 56001
 Ph : (507)625-2634

Change Request

To: Darin Botts
 Brunton Architects & Engineers
 225 Belgrade Ave
 North Mankato, MN 56003
 Ph: (507)386-7996 Fax: (507)386-7992

Number: 12
Date: 6/2/17
Job: 16-0675 Windom EMS
Phone:

Description: 1" Irrigation Line

We are pleased to offer the following specifications and pricing to make the following changes:

- 1" Irrigation Line
- Provide and Install
- (1) 2 1/2" x 1" copper press T
- 100' of 1" type L copper
- (1) 1" press ballvalve
- Core drill (1) 3" hole and (1) 2" hole through concrete
- Fiberglass Insulation
- Includes all labor materials and taxes

Description	Labor	Material	Equipment	Subcontract	Other	Price
Mechanical Complete				\$2,500.00		\$2,500.00
					Subtotal:	\$2,500.00
			Markup	\$2,500.00	10.00%	\$250.00
					Total:	\$2,750.00

If you have any questions, please contact me at (507)625-2634.

Submitted by: Brian Gosewisch
 Gosewisch Construction Inc

Approved by: _____
 Date: _____

Cc:



Mailing Address:
 53920 208th Ln Suite C
 Mankato, MN 56001

PROPOSAL

PROPOSAL SUBMITTED TO Gosewisch Construction		TODAY'S DATE May 30, 2017	DATE OF PLANS/PAGE #'S
PHONE NUMBER	FAX NUMBER	JOB NAME 1" Irrigation Line	
ADDRESS, CITY, STATE, ZIP		JOB LOCATION Windom EMS	

We propose hereby to furnish material and labor necessary for the work listed below:

1" Irrigation Line:

- Provide and install
- (1) 2 1/2" x 1" copper press T
- 100' of 1" type L copper
- (1) 1" press ballvalve
- Core drill (1) 3" hole and (1) 2" hole through concrete
- Fiberglass insulation
- Includes all labor materials and taxes

Exclusions: Overtime

We propose hereby to furnish material and labor – complete in accordance with above specifications for the sum of:

Two thousand five hundred dollars ----- dollars (\$ 2,500.00)

Payment as follows: 30 days from billing date. 1.5% Finance Charges on all unpaid amounts past 30 days

All material is guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to specifications submitted, per standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance. If either party commences legal action to enforce its rights pursuant to this agreement, the prevailing party in said legal action shall be entitled to recover its reasonable attorney's fees and costs of litigation relating to said legal action, as determined by a court of competent jurisdiction.

Authorized Signature Mike Malterer

Note: this proposal may be withdrawn by us if not accepted within 30 days.

ACCEPTANCE OF PROPOSAL The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

Signature _____

Date of Acceptance _____

CERTIFICATE FOR PAYMENT NO. 2

Holtmeier Construction
3301 Third Ave.
Mankato, MN 56001

Project: 2017 Street Improvements
Windom, MN

DGR Project No. 366090

Owner: City of Windom, Minnesota

For Period From: April 25, 2017 to May 24, 2017

<u>Line No.</u>	<u>Estimated Units</u>	<u>Description</u>	<u>Unit Price</u>	<u>Contract Price</u>	<u>This Application Units</u>	<u>Value</u>	<u>Completed to Date Units</u>	<u>Value</u>
Schedule 1 - Bid Items (Brian Avenue, 15th Avenue, 5th Avenue, 7th Street, Plum Avenue and 16th Street)								
1.	JOB	Mobilization	L.S.	\$75,720.00	15%	11,358.00	35%	26,502.00
2.	JOB	Maint & Restoration of Access	L.S.	3,500.00		0.00		0.00
4.	14,002 S.Y.	Remove Bituminous Pavement	2.00	28,004.00	5,525.00	11,050.00	9,125.00	18,250.00
5.	2,047 S.Y.	Remove Concrete Pavement	8.00	16,376.00	653.20	5,225.60	1,402.20	11,217.60
6.	4 Ea.	Remove, Salvage and Reinstall Sign	150.00	600.00		0.00		0.00
7.	5,525 C.Y.	Common Excavation (P)	12.35	68,233.75	1,350.00	16,672.50	2,050.00	25,317.50
9.	16,625 S.Y.	Subgrade Preparation	1.50	24,937.50	2,990.00	4,485.00	2,990.00	4,485.00
10.	16,023 S.Y.	12" Aggregate Base Class 5	7.30	116,967.90	2,100.00	15,330.00	2,100.00	15,330.00
11.	600 S.Y.	8" Aggregate Base Class 5	5.10	3,060.30		0.00		0.00
12.	1,620 Ton	Type SP 12.5 Wearing Course Mix	74.15	120,123.30		0.00		0.00
13.	2,065 Ton	Type SP 12.5 Non Wear Course Mix	71.50	147,647.50		0.00		0.00
14.	10 S.Y.	Concrete Patch (6")	226.35	2,263.50		0.00		0.00
15.	10 Ea.	Adjust Frame & Ring Casting	548.00	5,480.00		0.00		0.00
16.	438 S.Y.	4" Concrete Walk	50.50	22,119.00		0.00		0.00
17.	66 S.Y.	6" Concrete Walk	94.75	6,253.50		0.00		0.00
18.	5,119 L.F.	Concrete Curb and Gutter Design B624	23.00	117,737.00		0.00		0.00
19.	505 L.F.	Concrete Curb and Gutter Match	26.95	13,609.75		0.00		0.00
20.	26 S.Y.	4" Gravel Driveway	13.00	338.00		0.00		0.00
21.	522 S.Y.	6" Concrete Driveway Pavement	62.65	32,703.30		0.00		0.00
22.	107 S.Y.	7" Concrete Driveway Pavement	68.55	7,334.85		0.00		0.00
23.	113 S.Y.	8" Concrete Valley Gutter	79.90	9,028.70		0.00		0.00
24.	207 S.F.	Truncated Domes	54.40	11,260.80		0.00		0.00
25.	1 Ea.	Install 15" RCP Apron	503.20	503.20	1.00	503.20	1.00	503.20
26.	5,293 L.F.	4" Perforated Drain Pipe	7.60	40,226.80	971.00	7,379.60	1,592.00	12,099.20
27.	38 Ea.	4" Non Perforated Service	112.75	4,284.50	6.00	676.50	15.00	1,691.25
28.	18 Ea.	Subdrain Outlet	52.00	936.00	7.00	364.00	9.00	468.00
30.	42 L.F.	12" PVC Pipe Sewer, SDR-26	36.65	1,539.30		0.00	42.00	1,539.30
31.	735 L.F.	12" RC Pipe Sewer, Class III	32.15	23,630.25		0.00		0.00
32.	1,050 L.F.	15" RC Pipe Sewer, Class III	39.60	41,580.00	678.00	26,848.80	813.00	32,194.80

<u>Line No.</u>	<u>Estimated Units</u>	<u>Description</u>	<u>Unit Price</u>	<u>Contract Price</u>	<u>This Application</u>		<u>Completed to Date</u>	
					<u>Units</u>	<u>Value</u>	<u>Units</u>	<u>Value</u>
33.	13 L.F.	18" RC Pipe Sewer, Class III	41.80	543.40		0.00		0.00
34.	16 L.F.	18" RC Arch Pipe Sewer, Class III	61.40	982.40		0.00		0.00
35.	424 L.F.	24" RC Pipe Sewer, Class III	49.70	21,072.80		0.00		0.00
36.	10 Ea.	Connect to Existing Storm Sewer	300.00	3,000.00	3.00	900.00	6.00	1,800.00
38.	11 Ea.	4' x 4' Storm Manhole	1,418.50	15,603.50	2.00	2,837.00	4.00	5,674.00
40.	28 Ea.	Single Grate Intake	1,214.00	33,992.00	5.00	6,070.00	9.00	10,926.00
41.	2 Ea.	Single Grate Intake - Special	2,084.00	4,168.00		0.00	2.00	4,168.00
44.	707 L.F.	4" PVC Sanitary Sewer Pipe	27.60	19,513.20	312.00	8,611.20	418.00	11,536.80
45.	31 Ea.	Preformed Service Wye	289.55	8,976.05	12.00	3,474.60	18.00	5,211.90
46.	683 L.F.	8" PVC Pipe Sewer SDR-26	32.45	22,163.35	363.00	11,779.35	569.00	18,464.05
47.	420 L.F.	12" PVC Pipe Sewer, SDR-26	39.05	16,401.00	476.00	18,587.80	476.00	18,587.80
48.	11 Ea.	Connect to Existing Sanitary Sewer	380.50	4,185.50	8.50	3,234.25	10.00	3,805.00
49.	3 Ea.	Sanitary Sewer Manhole	3,618.25	10,854.75	1.50	5,427.38	3.00	10,854.75
50.	1 Ea.	Sanitary Sewer Manhole Rehab	4,272.35	4,272.35		0.00		0.00
51.	24 Ea.	Connect to Existing Water Main	1,585.40	38,049.60	6.00	9,512.40	10.50	18,646.70
52.	39 Ea.	1" Curb Stop	206.20	8,041.80	15.00	3,093.00	18.00	3,711.60
54.	39 Ea.	1" Corp Stop	215.75	8,414.25	16.00	3,452.00	19.00	4,099.25
56.	1,085 L.F.	1" Water Service	26.45	28,698.25	409.00	10,818.05	507.00	13,410.15
58.	14 Ea.	6" Gate Valve & Box	1,324.00	18,536.00	10.00	13,240.00	13.00	17,212.00
59.	7 Ea.	8" Gate Valve & Box	1,656.25	11,593.75		0.00	1.50	2,484.38
60.	5 Ea.	10" Gate Valve & Box	2,163.50	10,817.50		0.00		0.00
61.	2 Ea.	12" Gate Valve & Box	2,595.25	5,190.50		0.00		0.00
62.	7 Ea.	Furnish and Install Hydrant (CO #1)	3,163.30	22,143.10	4.00	12,653.20	4.00	12,653.20
63.	2 Ea.	Adjust Gate Valve & Box	550.00	1,100.00		0.00		0.00
65.	4 Ea.	6" Tee	426.30	1,705.20	6.00	2,557.80	7.50	3,197.25
66.	3 Ea.	8" Tee	567.00	1,701.00		0.00	1.00	567.00
67.	2 Ea.	10" Tee	834.80	1,669.60		0.00		0.00
68.	2 Ea.	8" x 6" Tee	552.20	1,104.40		0.00		0.00
69.	2 Ea.	10" x 6" Tee	668.20	1,336.40		0.00		0.00
70.	4 Ea.	12" x 6" Tee	760.50	3,042.00		0.00		0.00
71.	1 Ea.	12" x 8" Tee	823.80	823.80		0.00		0.00
72.	1 Ea.	6" x 4" Reducer	223.60	223.60	3.00	670.80	3.00	670.80
73.	5 Ea.	8" x 4" Reducer	287.70	1,438.50		0.00	1.00	287.70
74.	2 Ea.	10" x 6" Reducer	374.80	749.60		0.00	1.50	562.20
75.	2 Ea.	10" x 8" Reducer	430.00	860.00		0.00		0.00
76.	1 Ea.	12" x 8" Reducer	483.50	483.50		0.00		0.00
77.	3 Ea.	6" 45 Deg. Bend	290.30	870.90	1.00	290.30	3.00	870.90
79.	1,944 L.F.	6" PVC Water Main	28.90	56,181.60	1,342.00	38,783.80	1,837.00	53,089.30

Line No.	Estimated Units	Description	Unit Price	Contract Price	This Application		Completed to Date	
					Units	Value	Units	Value
80.	465 L.F.	8" PVC Water Main	31.85	14,810.25		0.00	222.00	7,070.70
81.	506 L.F.	10" PVC Water Main	36.40	18,418.40		0.00		0.00
82.	320 L.F.	12" PVC Water Main	46.25	14,800.00		0.00		0.00
83.	JOB	Temporary Water Service	L.S.	11,700.00	45%	5,265.00	65%	7,605.00
84.	5,448 S.Y.	Terrace Grading	1.00	5,448.00		0.00		0.00
85.	50 Ton	Special Rock Bedding	22.40	1,120.00		0.00		0.00
86.	20 Ton	Random Riprap Class III	44.55	891.00	10.00	445.50	10.00	445.50
87.	JOB	Temporary Mail Service	L.S.	250.00		0.00		0.00
89.	JOB	Traffic Control	L.S.	5,500.00	20%	1,100.00	40%	2,200.00
91.	JOB	SWPPP Management	L.S.	500.00		0.00	50%	250.00
92.	222 L.F.	Silt Fence/Bio Wattles/Filter Socks	2.00	444.00		0.00	122.00	244.00
93.	34 Ea.	Storm Drain Inlet Protection	175.00	5,950.00		0.00	6.00	1,050.00
94.	1.13 Acre	Seeding, Fertilizing and Mulching	5,250.00	5,932.50		0.00		0.00
95.	30 S.Y.	Erosion Control Blankets Category 4	1.85	55.50		0.00		0.00
97.	120 L.F.	Pavement Marking - 4" Solid Line	1.00	120.00		0.00		0.00
98.	20 C.Y.	Excavate and Dispose of Contaminated Soil	100.00	2,000.00		0.00		0.00
CO#3_1	1 Ea.	6" Cap w/ 1.5" Corp Stop	406.15	406.15	1.00	406.15	1.00	406.15
CO#3_2	1 Ea.	Connect to Ex. 1.5" Service	176.10	176.10	1.00	176.10	1.00	176.10
CO#3_3	4 Ea.	6" 45d Bend	290.30	1,161.20	4.00	1,161.20	4.00	1,161.20
CO#3_4	1 Ea.	Vertical Water Main Drop	2,010.00	2,010.00	1.00	2,010.00	1.00	2,010.00
CO#4_5	1 Ea.	Exploratory Digging	1,825.00	1,825.00	1.00	1,825.00	1.00	1,825.00
SCHEDULE 1 - TOTAL BID				\$1,424,440.90		\$268,275.08		\$394,532.23

Schedule 2 - Bid Items (5th Street, 6th Avenue, City Hall parking and alley, 3rd Avenue Alley)

1.	JOB	Mobilization	L.S.	\$42,760.00	10%	4,276.00	60%	25,656.00
2.	JOB	Maint & Restoration of Access	L.S.	1,500.00		0.00		0.00
3.	620 L.F.	Remove Guard Rail	4.00	2,480.00		0.00	620	2,480.00
4.	9,010 S.Y.	Remove Bituminous Pavement	2.00	18,020.00		0.00	5,440.00	10,880.00
5.	768 S.Y.	Remove Concrete Pavement	9.00	6,912.00		0.00	450.00	4,050.00
6.	2 Ea.	Remove, Salvage and Reinstall Sign	150.00	300.00		0.00		0.00
7.	3,061 C.Y.	Common Excavation (P)	12.35	37,803.35	400.00	4,940.00	1,850.00	22,847.50
8.	200 S.Y.	Geotextile Fabric Type IV	1.15	230.00		0.00		0.00
9.	10,620 S.Y.	Subgrade Preparation	1.50	15,930.00	3,135.00	4,702.50	6,335.00	9,502.50
10.	6,137 S.Y.	12" Aggregate Base Class 5	7.30	44,800.10	5,100.00	37,230.00	5,100.00	37,230.00
11.	4,453 S.Y.	8" Aggregate Base Class 5	5.10	22,710.30	300.00	1,530.00	300.00	1,530.00
12.	820 Ton	Type SP 12.5 Wearing Course Mix	83.50	68,470.00		0.00		0.00
13.	1,370 Ton	Type SP 12.5 Non Wear Course Mix	76.50	104,805.00		0.00		0.00
15.	6 Ea.	Adjust Frame & Ring Casting	549.00	3,294.00		0.00		0.00
16.	748 S.Y.	4" Concrete Walk	50.00	37,400.00		0.00		0.00
17.	6 S.Y.	6" Concrete Walk	123.85	743.10		0.00		0.00
18.	2,891 L.F.	Concrete Curb and Gutter Design B624	23.30	67,360.30		0.00		0.00
19.	189 L.F.	Concrete Curb and Gutter Match	29.45	5,566.05		0.00		0.00

<u>Line No.</u>	<u>Estimated</u>		<u>Unit Price</u>	<u>Contract Price</u>	<u>This Application</u>		<u>Completed to Date</u>	
	<u>Units</u>	<u>Description</u>			<u>Units</u>	<u>Value</u>	<u>Units</u>	<u>Value</u>
21.	235 S.Y.	6" Concrete Driveway Pavement	63.85	15,004.75		0.00		0.00
23.	58 S.Y.	8" Concrete Valley Gutter	83.75	4,857.50		0.00		0.00
24.	21 S.F.	Truncated Domes	68.40	1,436.40		0.00		0.00
26.	2,765 L.F.	4" Perforated Drain Pipe	7.60	21,014.00	1,203.00	9,142.80	2,765.00	21,014.00
28.	8 Ea.	Subdrain Outlet	52.00	416.00		0.00	6.00	312.00
29.	67 L.F.	8" PVC Pipe Sewer, SDR-26	47.00	3,149.00		0.00		0.00
32.	723 L.F.	15" RC Pipe Sewer, Class IV	49.10	35,499.30		0.00	333.00	16,350.30
33.	112 L.F.	18" RC Pipe Sewer, Class III	46.80	5,241.60		0.00	112.00	5,241.60
36.	6 Ea.	Connect to Existing Storm Sewer	600.00	3,600.00		0.00	5.00	3,000.00
37.	176 L.F.	Connect to Existing Roof Drain	55.60	9,785.60		0.00	98.00	5,448.80
38.	2 Ea.	4' x 4' Storm Manhole	1,418.50	2,837.00		0.00		0.00
39.	1 Ea.	5' x 5' Storm Manhole	3,406.00	3,406.00		0.00	1.00	3,406.00
40.	12 Ea.	Single Grate Intake	1,214.00	14,568.00		0.00	8.00	9,712.00
42.	1 Ea.	Area Intake	685.00	685.00		0.00		0.00
43.	2 Ea.	Sidewalk Trench Drain	3,832.35	7,664.70		0.00		0.00
51.	1 Ea.	Connect to Existing Water Main	665.40	665.40		0.00	2.00	1,330.80
52.	11 Ea.	1" Curb Stop and Box	206.20	2,268.20		0.00	13.00	2,680.60
53.	1 Ea.	2" Curb Stop	516.60	516.60		0.00		0.00
54.	11 Ea.	1" Corp Stop	202.50	2,227.50		0.00	13.00	2,632.50
55.	1 Ea.	2" Corp Stop	365.90	365.90		0.00		0.00
56.	340 L.F.	1" Water Service	27.20	9,248.00		0.00	406.00	11,043.20
57.	5 L.F.	2" Water Service	85.70	428.50		0.00		0.00
58.	2 Ea.	6" Gate Valve & Box	1,324.00	2,648.00		0.00	3.00	3,972.00
62.	1 Ea.	Furnish and Install Hydrant (CO #1)	3,163.30	3,163.30		0.00	1.00	3,163.30
63.	3 Ea.	Adjust Gate Valve & Box	500.00	1,500.00		0.00		0.00
64.	1 Ea.	6" Cap	152.00	152.00		0.00		0.00
78.	1 Ea.	6" 90 Deg. Bend	301.00	301.00		0.00	1.00	301.00
79.	307 L.F.	6" PVC Water Main	26.60	8,166.20		0.00	328.00	8,724.80
83.	JOB	Temporary Water Service	L.S.	4,000.00		0.00	100%	4,000.00
84.	3,545 S.Y.	Terrace Grading	1.00	3,545.00		0.00		0.00
87.	JOB	Temporary Mail Service	L.S.	300.00		0.00	50%	150.00
88.	900 L.F.	Install Guard Rail	30.50	27,450.00		0.00		0.00
89.	JOB	Traffic Control	L.S.	1,200.00	20%	240.00	40%	480.00
90.	4 Ea.	Install Handicap Sign	350.00	1,400.00		0.00		0.00
91.	JOB	SWPPP Management	L.S.	500.00		0.00	50%	250.00
92.	1,010 L.F.	Silt Fence/Bio Wattles/Filter Socks	1.95	1,969.50		0.00	970.00	1,891.50
93.	14 Ea.	Storm Drain Inlet Protection	175.00	2,450.00		0.00	8.00	1,400.00
94.	0.99 Acre	Seeding, Fertilizing and Mulching	5,250.00	5,197.50		0.00		0.00

Line No.	Estimated		Unit Price	Contract Price	This Application		Completed to Date	
	Units	Description			Units	Value	Units	Value
95.	865 S.Y.	Erosion Control Blankets Category 4	1.85	1,600.25		0.00		0.00
96.	4 Ea.	Pavement Marking - Accessible Parking Symbol	75.00	300.00		0.00		0.00
97.	1,221 L.F.	Pavement Marking - 4" Solid Line	1.00	1,221.00		0.00		0.00
98.	20 C.Y.	Excavate and Dispose of Contaminated Soil	100.00	2,000.00		0.00		0.00
CO#2	1 LS	Roof Drain Extensions	L.S.	6,105.00		0.00	100%	6,105.00
SCHEDULE 2 - TOTAL BID				\$695,032.90	\$62,061.30			\$226,785.40

Schedule 2 - Alternate Bid Items (7th Avenue)

4.	32 S.Y.	Remove Bituminous Pavement	10.00	320.00		0.00		0.00
7.	1,000 C.Y.	Common Excavation (P)	12.35	12,350.00		0.00	900.00	11,115.00
9.	1,505 S.Y.	Subgrade Preparation	1.50	2,257.50		0.00		0.00
10.	1,505 S.Y.	12" Aggregate Base Class 5	7.30	10,986.50		0.00		0.00
12.	110 Ton	Type SP 12.5 Wearing Course Mix	103.70	11,407.00		0.00		0.00
13.	175 Ton	Type SP 12.5 Non Wear Course Mix	86.20	15,085.00		0.00		0.00
15.	1 Ea.	Adjust Frame & Ring Casting	649.00	649.00		0.00		0.00
18.	670 L.F.	Concrete Curb and Gutter Design B624	22.95	15,376.50		0.00		0.00
20.	56 S.Y.	4" Gravel Driveway	8.00	448.00		0.00		0.00
26.	840 L.F.	4" Perforated Drain Pipe	7.60	6,384.00		0.00		0.00
28.	1 Ea.	Subdrain Outlet	52.00	52.00		0.00		0.00
63.	1 Ea.	Adjust Gate Valve & Box	550.00	550.00		0.00		0.00
84.	740 S.Y.	Terrace Grading	1.00	740.00		0.00		0.00
92.	60 L.F.	Silt Fence/Bio Wattles/Filter Socks	3.00	180.00		0.00	46.00	138.00
93.	3 Ea.	Storm Drain Inlet Protection	175.00	525.00		0.00	3.00	525.00
94.	0.19 Acre	Seeding, Fertilizing and Mulching	5,250.00	997.50		0.00		0.00
SCHEDULE 2 - ALTERNATE - TOTAL BID				\$78,308.00	\$0.00			\$11,778.00

SCHEDULE 1, SCHEDULE 2 AND SCHEDULE 2 ALTERNATE - TOTAL BID **\$2,197,781.80** **\$330,336.38** **\$633,095.63**

Total Work Completed	\$633,095.63
Materials Stored on Site	0.00
Less Retainage	5 % 31,654.78
	\$601,440.84
Less Previous Payments	287,621.29
TOTAL AMOUNT DUE THIS PAY REQUEST	\$313,819.55

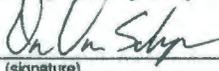
Payment Requested by:

Holtmeier Construction
(Contractor)


(signature)

Date 5/26/17

Payment Recommended by: DGR, Engineering


(signature)

Date 5/30/17

Payment Approved by: City of Windom, Minnesota

(signature)

Date _____

REQUEST FOR PAYMENT

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

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

Billing: 5053
 Draw: 8
 Invoice date: 5/31/2017
 Period ending date: 5/31/2017

Contract For: Windom EMS Building

Request for payment:

Original contract amount	\$3,191,500.00	
Approved changes	\$56,301.30	
Revised contract amount		\$3,247,801.30
Contract completed to date		\$2,415,579.36
Add-ons to date	\$0.00	
Taxes to date	\$0.00	
Less retainage	\$120,779.02	
Total completed less retainage		\$2,294,800.34
Less previous requests	\$2,070,994.02	
Current request for payment		\$223,806.32
Current billing		\$235,585.60
Current additional charges	\$0.00	
Current tax	\$0.00	
Less current retainage	\$11,779.28	
Current amount due		\$223,806.32
Remaining contract to bill	\$953,000.96	

Project: 16-0675
 Windom EMS Building

Contract date: 9/9/2016

Architect:

Scope:

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Changes approved in previous months by Owner	65,001.30	-8,700.00
Total approved this Month		
TOTALS	65,001.30	-8,700.00
NET CHANGES by Change Order	56,301.30	

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

CONTRACTOR: GOSEWISCH Construction, Inc.

State Of Minnesota

County Of Blue Earth

By: [Signature]

Subscribed and sworn to before me this 31 day of May 2017

Date: 5-31-17

Notary Public
 My commission expires: Jan 31, 2022



REQUEST FOR PAYMENT DETAIL

Project: 16-0675 / Windom EMS Building

Billing: 5053

Draw: 8

Period Ending Date: 5/31/2017 Detail Page 2 of 3 Pages

Item ID	Description	Total Contract Amount	Previously Completed Work	Work Completed This Period	Presently Stored Materials	Completed And Stored To Date	% Comp	Balance To Finish	Retainage Balance
1000	General Conditions	304,629.00	206,460.05	19,759.64		226,219.69	74.26	78,409.31	11,310.99
2200	Earthwork	231,487.00	182,036.20			182,036.20	78.64	49,450.80	9,101.82
2500	Asphalt Paving	216,849.00	18,257.52			18,257.52	8.42	198,591.48	912.88
2900	Landscaping	11,700.00						11,700.00	
3310	Concrete	169,110.00	116,295.00	52,815.00		169,110.00	100.00		8,455.50
3420	Precast Concrete	983,400.00	949,173.00			949,173.00	96.52	34,227.00	47,458.66
5122	Steel Erection	17,995.00	15,295.75	2,699.25		17,995.00	100.00		899.75
5500	Metal Fabrication	57,270.00	57,270.00			57,270.00	100.00		2,863.50
6000	Rough Carpentry & Blocking	49,530.00	33,526.68	7,186.01		40,712.69	82.20	8,817.31	2,035.65
6400	Architectural Wood Work	48,050.00						48,050.00	
6401	Shelving Allowance	3,000.00						3,000.00	
7210	Insulation	5,465.00	5,465.00			5,465.00	100.00		273.25
7460	Cladding	5,551.00						5,551.00	
7500	EPDM Roof & Trims	130,700.00	127,373.00			127,373.00	97.45	3,327.00	6,368.65
7920	Caulking	6,370.00						6,370.00	
8110	HM Doors/Frames/Hardware	51,401.00		6,317.20		6,317.20	12.29	45,083.80	315.86
8360	Overhead Doors	64,280.00	52,640.00			52,640.00	81.89	11,640.00	2,632.00
8400	Aluminum Entrances	38,860.00	32,000.00			32,000.00	82.35	6,860.00	1,600.00
9250	Drywall	83,777.00		65,888.50		65,888.50	78.65	17,888.50	3,294.43
9310	Ceramic Tile	18,000.00						18,000.00	
9510	Acoustical Ceiling	19,320.00						19,320.00	
9650	VCT, Carpet & Base	21,212.00						21,212.00	
9900	Painting & Wallcovering	53,400.00						53,400.00	
10000	Specialties	34,674.00	1,362.66			1,362.66	3.93	33,311.34	68.13
10400	Signage Allowance	7,500.00						7,500.00	
11170	Bridge Crane & Hoist	8,220.00						8,220.00	
11400	Kitchen Allowance	8,000.00						8,000.00	
15100	Plumbing & HVAC	300,945.00	210,592.60	37,625.00		248,217.60	82.48	52,727.40	12,410.88
15300	Fire Sprinkler System	32,000.00	2,500.00			2,500.00	7.81	29,500.00	125.00
16100	Electrical	208,805.00	104,745.00	43,295.00		148,040.00	70.90	60,765.00	7,402.00
C0101	Sitework CO per soil rec.	46,181.30	46,181.30			46,181.30	100.00		2,309.07
C0201	Insulate Parapet Wall	10,120.00	10,120.00			10,120.00	100.00		506.00
C0301	Precast Deduct for Steel	-8,700.00						-8,700.00	

REQUEST FOR PAYMENT DETAIL

Project: 16-0675 / Windom EMS Building

Billing: 5053

Draw: 8

Period Ending Date: 5/31/2017 Detail Page 3 of 3 Pages

Item ID	Description	Total Contract Amount	Previously Completed Work	Work Completed This Period	Presently Stored Materials	Completed And Stored To Date	% Comp	Balance To Finish	Retainage Balance
C0302	Extra Steel for Precast	8,700.00	8,700.00			8,700.00	100.00		435.00

Totals	3,247,801.30	2,179,993.76	235,585.60			2,415,579.36	74.38	832,221.94	120,779.02
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