

Council Meeting
Tuesday, July 18, 2017
City Council Chambers
7:30 p.m.
AGENDA



Call to Order

Pledge of Allegiance

1. Approval of Minutes – June 20, 2017
2. Consent Agenda

- Minutes

- Capital Finance Committee – June 19 & July 11, 2017
- Street Committee – June 28, 2017
- Telecom Commission – June 26
- Community Center Commission – June 26 & July 10, 2017
- HRA – June 14, 2017
- EDA – July 10, 2017
- Library Board – July 11, 2017
- Planning Commission – July 11, 2017

- Regular Bills
- HRA – SCDP Cooperative Agreement
- License – Liquor License Plaza Jalisco II
- Exempt Gambling Permit- Windom Youth Hockey

3. Department Heads
4. 2016 City Audit – Clifton Larson Allen
5. 2016-2017 Windom Area Hospital Annual Audit Presentation
6. Riverbend Liquor Store LED Sign Approval
7. Wastewater Plant PSIG Application
8. Tax Forfeited Property – 2017 Designation
9. Building & Zoning – Variance – 1125 Prospect Avenue
10. Ordinance Amendments
 - Second Reading Ordinance No. 163, 2nd Series - Amending Section 94.02 Discharge of Firearms and Explosives; Exception
 - First Reading Ordinance No. 164, 2nd Series - Amending Section 34.18 Fire Service Fees
 - First Reading Ordinance No. 165, 2nd Series – Accessory Structures in Residential Districts
11. Personnel Recommendations
 - Apprentice Training Program Agreement
 - Evaluation of Electric/Street Combined Supervisor Position
 - Street Foreman Grade Adjustment
12. Contractor Change Order – Gosewisch Construction Inc. #13 – Landscape & Sodding \$-12,870.00
 - Correspondence from Jack Kelly
13. Contractor Payments
 - Rice Lake Contracting Corp. #2 - \$195,327.31 – Water Treatment Facility Rehab Project
 - Holtmeier Construction #4 – \$271,542.53 - 2017 Street Project
 - Gosewisch Construction Inc.#9 \$174,258.80 – Emergency Services Building
14. New Business
 - Emergency Services Facility Open House
15. Old Business
 - Mayor Re-Appointment – Hospital Board – Michael B. Fisher
16. Council Concerns

17. Adjourn



**Regular Council Meeting
City Hall, Council Chamber
June 20, 2017
7:30 p.m.**

1. Call to Order:

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

2. Roll Call:

Council Present: Mayor Dominic Jones, Paul Johnson, Marv Grunig, Rod Byam and Jayesun Sherman

Council Absent: Bryan Joyce

City Staff Present: Steve Nasby, City Administrator; Brent Brown, Electric Utility Manager\Street Superintendent; Mike Haugen Water\Wastewater Superintendent; Jeff Dahna, Windomnet General Manager; Al Baloun, Recreation Director; Drew Hage, Development Director; Joe Audette, Liquor Store Mgr., Tim Hacker, Ambulance Director; Dan Ortmann, Fire Chief and Devin Kopperud, Police Officer

3. Pledge of Allegiance

4. Consent Calendar:

Jones noted the minutes from the following Boards and Commissions.

- Housing & Redevelopment Authority – May 10, 2017
- Economic Development Authority – June 12, 2017
- Parks & Recreation Commission – May 17, 2017 and June 14, 2017
- City Council – June 6, 2017
- Regular Bills
- Street Closures (Night to Unite, Relay for Life and Farmer's Market)

Motion by Byam second by Johnson approving the Consent Calendar. Motion carried 4 – 0 (Joyce absent).

5. Department Heads:

None.

6. Telecom – GPON Fiber Core Update Project – Bid Award:

Jeff Dahna, Windomnet General Manager, said that the project received one bid from Calix in the amount of \$730,058 which was below the estimated \$788,452 expense. This equipment will

enable Windomnet to complete the fiber upgrade and enhance services to customers. He is recommending the award of the bid to Calix for \$730,058.25.

Grunig asked if other bids were anticipated. Dahna said he fielded some calls, but those were mostly for other equipment and parts.

Jones noted that equipment bonds had already been sold to finance this project.

Council member Grunig introduced the Resolution No. 2017-48, entitled “A RESOLUTION AWARDING THE CONTRACT FOR A PROJECT ENTITLED GIGABIT PASSIVE OPTICAL NETWORK (GPON) FIBER CORE PROJECT” and moved its adoption. The resolution was seconded by Sherman and on roll call vote: Yes: Byam, Grunig, Johnson and Sherman. No: None. Absent: Joyce. Abstain: None. Resolution passed 4 - 0.

7. Electric Department – Authorize Advertisement for Bids – Substation Switchgear Building:

Brent Brown, Electric Utility Manager, said that this is part of the substation project that is underway.

Grunig asked if the new building would replace the old switchgear cubical. Brown said yes.

Jones stated that this project is being funded with Electric reserves as part of the Capital project approved this year. He also clarified that the resolution in the Council packet had been modified to provide for a longer bidding period and that correction was on the resolution at the desks.

Council member Johnson introduced the Resolution No. 2017-49, entitled “RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR BIDS FO THE SUBSTATION SWITCH GEAR BUILDING PROJECT” and moved its adoption. The resolution was seconded by Grunig and on roll call vote: Yes: Byam, Grunig, Johnson and Sherman. No: None. Absent: Joyce. Abstain: None. Resolution passed 4 - 0.

8. Arena – Engineering Services:

Al Baloun, Recreation Director, said that a committee of facility users and Park & Recreation Committee members reviewed Requests for Proposals from two engineering firms specializing in ice-making and refrigeration. The committee is recommending that Stevens Engineering be engaged to provide pre-design services for the renovations at the Arena related to the ice-making and refrigeration systems to include concrete flooring. The cost is not to exceed \$6,900. He noted that the funds would need to come from the General Fund Reserve as the Arena had not budgeted for these expenses.

Jones asked if the seven percent of construction cost for the design services is a commitment in this pre-design agreement. Baloun said the \$6,900 is for the tasks labeled A – D and did not commit the City to additional services.

Grunig said the scope of service should also identify energy savings as there may be energy conservation program funds that can be accessed for the project.

Nasby said the \$6,900 requested should be approved by the City Council as to come from the General Fund Reserve or be forward-funded from the 2018 Arena budget.

Jones said there are other projects the City Council has considered for using the General Fund.

Motion by Byam second by Grunig to approve entering into an agreement between the City and Stevens Engineering for pre-design services not to exceed \$6,900 with the expense forward-funded from the 2018 Arena budget. Motion carried 4 – 0 (Joyce absent).

9. EDA – Small Cities Development Program (SCDP) Application:

Drew Hage, Development Director, said that the EDA is requesting approval to apply for SCDP funds for single-family rehabilitation. The City has had successful projects in the past and this agreement would be for the Southwest Minnesota Housing Partnership to submit the application. The cost is \$5,000 and covers three steps and if the City does not submit a full application the cost would be less. The EDA has funds in the Special Projects account to cover these costs. The target area is on the east hill as that is where there is most need and the SW MN Housing Partnership will be doing a survey to formalize the need and eligibility.

Council member Johnson introduced the Resolution No. 2017-50, entitled “RESOLUTION IDENTIFYING COMMUNITY DEVELOPMENT PRIORITY AND APPROVING GRANT DEVELOPMENT AGREEMENT AND SUBMISSION OF APPLICATIONS” and moved its adoption. The resolution was seconded by Byam and on roll call vote: Yes: Grunig, Johnson, Sherman and Byam. No: None. Absent: Joyce. Abstain: None. Resolution passed 4 - 0.

10. Fire Department:

Windom Area Fire District - Jones said that there is a memo in the packet with an overview of the proposal. He noted that representatives of the City (City Administrator, City Attorney, Fire Chief and himself) had met with the representatives of the Windom Area Fire District to negotiate an agreement for fire protection. There was agreement on most items with the exception of how to fund future equipment. The main engine, Unit 21, is used on all calls and is due for replacement.

Dan Ortmann, Fire Chief, said that Unit 21 is set up on a 20-year rotation and they are now past the point it should be replaced as it is 25 years old. He will try to extend the life until 2020 or 2021 but that depends on the reliability of the truck. When this one gets pushed back in the replacement cycle it pushes back everything else they need to replace, which is not good.

Ron Schramel, City Attorney, said that the Fire District’s position is that they are purchasing a service only and not equipment but equipment is needed to provide the service.

Preliminary

Jones noted that the Windom Area Fire District was invited to attend the meeting tonight to hear the City Council discussion and thanked them for coming. Both parties want to get an agreement done and the Fire District has recognized the need for new trucks. His opinion is that going to a three-year agreement is a compromise.

Sherman clarified that this three-year proposal would not include any funds for new equipment. Jones replied that is correct and the equipment purchase would have to be handled in the future.

Byam asked about the conditions of the pumps on the trucks. Ortmann said there is annual inspection and routine maintenance done. Byam asked if there were any issues with Unit 21. Ortmann replied that the foam feature on that unit is not working and they have had tank issues with another truck.

Grunig asked if the cost of the new truck can be worked into the fire call fees. Ortmann said that would not generate enough revenue.

Schramel asked about the cost of a new engine. Ortmann said approximately \$425,000.

Grunig asked if this is the first time for an agreement. Nasby replied that formerly there were agreements but those were with the individual townships and they have since formed a joint powers group as Windom Area Fire District so this would be the first agreement with the Windom Area Fire District. He noted that the formation of the Windom Area Fire District was a very good step and would help both parties.

Sherman asked about the re-opener language. Jones replied that he had suggested a re-opener in the event of equipment failure and set a timeframe for resolving anything that came up. The Fire District was not receptive of this concept.

Jones noted it is a year to build a fire truck so working to get the equipment issue resolved sooner than later is needed.

Grunig asked about the Windom Area Fire District position. Nasby replied they were in agreement with the language in the proposed agreement that included the five-years.

Johnson asked about the new amount paid by the townships versus the old payment. Nasby said the memo had shown that the amount is similar and there is an escalation factor in the new agreement.

Motion by Byam second by Sherman to offer the Fire Services Agreement to the Windom Area Fire District with a three-year term and then re-negotiate for future years. Motion carried 4 – 0.

Grunig said that as this is the first contract he is okay with three years as there maybe things to discuss that come up.

Preliminary

Johnson asked if the agreement would go back to the Windom Area Fire District. Nasby said he would contact their attorney with the City Council's action.

Fire Call Fees – Ortmann said that the City would be collecting fire call fees for both the City and township residents to off-set fire costs. A survey of other departments shows that Windom's rate of \$500 per call is low. Most are \$750 to \$1,000 and he is recommending that Windom goes to \$1,000.

Jones noted that most insurance carriers pay for the fire call.

Grunig asked if there is discretion by the Fire Chief in applying the fire call fee. Ortmann said that their policy is if the fire truck leaves the hall the call is billed, but if the call is rescinded prior to that time there is no charge. This keeps it fair and consistent for everyone.

Motion by Byam second by Grunig to approve a rate change for fire calls as stated in Windom City Code 34.18 from \$500 to \$1,000. Motion carried 4 – 0 (Joyce absent).

11. Sunday Liquor Sales:

Joe Audette, Liquor Store Manager, said that the State law restricting liquor sales on Sundays had been repealed and hours of operations allowed from 11:00 am to 6:00 pm. He said the Liquor Committee and he are recommending that the Windom Municipal Liquor Store do a trial period from July until September with hours of operations of 1:00 pm to 5:00 pm. He would then look at the sales data to determine benefits or costs of being open Sundays.

Jones asked about the 1 – 5 pm hours. Johnson said the Liquor Committee thought opening after noon was reasonable and the four hours would be half of a shift which is easier for scheduling.

Grunig asked about the criteria for determining if opening on Sunday is a success. Audette said he will compare sales numbers from the prior year. He anticipates that sales from week to week will hold steady and not see a large increase in sales as people will spend the same just now over seven days a week instead of six.

Johnson said we will not know the impact of Sunday sales until we try so he is supportive of moving ahead. Some cities are electing to open and others are not, so who knows.

Sherman agreed that a trial period is needed to see if sales increase.

Motion by Grunig second by Johnson to approve the Windom Municipal Liquor Store having Sunday sales from 1:00 pm until 5:00 pm from July – September 2017. Motion carried 4 – 0 (Joyce absent).

12. Resolution Approving Submission of a Bonding Request for Wastewater Facility Project: ...

Nasby said that the City Council authorized staff to submit a 2018 State Bonding Request for the Wastewater Treatment Plant Project. A resolution of support and bonding priority ranking is required to be submitted to the State.

Council member Grunig introduced the Resolution No. 2017-51, entitled “A LOCAL GOVERNMENT RESOLUTION APPROVING SUBMISSION OF A BUDGET REQUEST TO THE MINNESOTA DEPARTMENT OF MANAGEMENT AND BUDGET FOR CONSIDERATION IN THE 2018 LEGISLATIVE SESSION” and moved its adoption. The resolution was seconded by Sherman and on roll call vote: Yes: Johnson, Sherman, Byam and Grunig. No: None. Absent: Joyce. Abstain: None. Resolution passed 4 - 0.

13. First Reading Ordinance No. 163 2nd Series – Amending Section 94.02 Discharge of Firearms:

Nasby said Windom City Code prohibits fireworks and the discharge of firearms in City limits. It was brought to the City’s attention that some funeral services include the discharge of firearms and this ordinance revision would provide an exemption for the discharge of firearms firing blanks for formal, recognized funerals.

Motion by Johnson second by Sherman to approve the 1st Reading Ordinance No. 163 2nd Series – Amending Section 94.02 Discharge of Firearms. Motion carried 4 – 0 (Joyce absent).

14. Hospital Board – Appointment:

Jones said he is recommending the appointment of Cindy Jensen to the Hospital Board.

Motion by Grunig second by Johnson to appoint Cindy Jensen to the Hospital Board. Motion carried 4 – 0 (Joyce absent).

15. Contractor Change Orders and Payments:

Mike Haugen, Water\Wastewater Superintendent, said that Rice Lake had completed the backwash piping and will be doing additional in the fall. The pay request is for the first part of the work at the water plant.

Jones noted two change orders and asked if that is yet coming to the City Council. Haugen replied that he will follow up on the paperwork for the change orders.

Motion by Johnson second by Grunig to approve pay request #1 for Rice Lake Contracting Corporation for \$85,224.63. Motion carried 4 – 0 (Joyce absent).

Nasby said the engineer has recommended payment #3 for Holtmeier Construction for the 2017 Street project and read a status update from the engineer.

Motion by Sherman second by Johnson to approve Holtmeier Construction pay request #3 for \$364,756.00 for the 2017 Street Project. Motion carried 5 – 0.

16. New Business:

Summer Intern Hiring – Nasby said that the offer extended at the last Council meeting was declined and he is recommending the hiring of Rylea Minion as an intern at a rate of \$10/hour.

Motion by Sherman second by Byam to approve hiring Rylea Minion as an intern at the rate of \$10/hour. Motion carried 4 – 0 (Joyce absent).

Nasby said the Telecom Department is also requesting the hiring of an intern for the summer and their recommendation is Reid Goeman also at a rate of \$10/hour.

Motion by Byam second by Sherman to approve hiring Reid Goeman as an intern at the rate of \$10/hour. Motion carried 4 – 0 (Joyce absent).

Tax Forfeited Property – Nasby said Cottonwood County had notified the City of a property that is on the tax forfeit list. He said the HRA may have some interest in the property and he would bring back any action, if needed, for the July 18 meeting. Otherwise there was no interest from the City.

17. Old Business:

HRA Loan Agreement – Hage said that due to the City Council not having another meeting until July 18 he had a late addition to this agenda consisting of a loan agreement between the City and the HRA for \$125,000 to be used as part of the Cemstone project. The City Council had previously approved the fill agreements and this HRA loan is part of the funding package. The loan is at 1.5% for years 1-5 and then 3% thereafter. The note is callable at the end of 10 years. This is a good deal for both the City and the HRA as it furthers both of their missions.

Jones asked about the zero percent interest rate. Hage said the HRA had done 1.5% loans previously and wanted some return on their funds, but the trade-off is that the callable feature is 10 years instead of five.

Motion by Byam second by Grunig to approve the loan agreement between the City and the Housing and Redevelopment Authority as presented. Motion carried 4 – 0 (Joyce absent).

MPCA Wastewater Meeting – Jones said that the temporary Significant Industrial User agreements expire in September as all parties were awaiting legislative action and funding information from the State.

Haugen said that Windom would be on the 2018 funding list and that with regulatory certainty there should be funding and the State wants to know the actual numbers before they will get the PFA grant.

Preliminary

Johnson noted that there is point source grant funds involved as well.

Sherman asked if the City bids the project as planned does it have to award the bid even if the State funding is unknown. Haugen said the City does not have to award the bid.

Nasby said he and Haugen had discussed the need to get the MPCA to discuss this project with the Significant Industrial Users, City Council, Utility Commission and staff.

Emergency Services Facility Irrigation System – Ortmann said that a local contractor, Jack Kelly, wanted to assist with getting an irrigation system for the facility. A change order for extension of a water line was brought up to the City Council at the last meeting and declined at the recommendation of staff due to the \$2,750 cost. Ortmann said there is an \$11,700 budget for the landscaping.

Jones asked if the \$11,700 is for all the landscaping. Ortmann said that is just the cost of sod. Jones asked if the contractor would agree to drop that from the contract. Ortmann said yes.

Johnson clarified the City would be free to use that \$11,700 for other options at the site. Ortmann said that is his understanding.

Jack Kelly said the timing is key as concrete work and rough landscaping will start soon. The fire department can lay sod to save costs and he has worked with a local group to fund \$3,000 and has asked Toro for a contribution of irrigation parts. He feels the use of rocks around the facility will be expensive and have weeds. He said the whole project he is proposing will cost no more than the \$11,700 already budgeted.

Jones asked about on-going maintenance of the irrigation system. Kelly said the City has an air compressor and he can show someone how to do it. The system at the Windom Recreation Area has worked well and had little problem.

Grunig said he is confident Kelly can do the project, but wants to make sure all is okay with the contractor and that the City tracks expenses.

Motion by Byam second by Sherman to approve a change order with Gosewisch to deduct the sod and allowing Jack Kelly to do an irrigation system and sod at a cost not to exceed \$11,700. Motion carried 4 – 0 (Joyce absent).

18. Council Concerns:

Byam encouraged everyone to get their pets licensed.

Grunig noted that in support of the population goal of 5,000 the Telecom Department has lowered its installation charge for new homes to a flat \$1,000 and provide three months free service.

Preliminary

Sherman said that he supports pet licenses and inquired if there were many complaints or compliments on the street project. Nasby said there had been some complaints about wanting the project completed, but it is ahead of schedule and with the pavers coming that should help.

Jones asked that a Joint Government Meeting be scheduled and that Coffee with Council was done on both Friday and Saturday and he won the challenge of having more people between him and Council member Joyce.

19. Adjournment:

Mayor Jones adjourned the meeting by unanimous consent at 9:10 pm.

Dominic Jones, Mayor

Attest: _____
Steve Nasby, City Administrator

**Capital Finance Committee
Minutes
Monday, June 19, 2017**

Roll Call: Present: Marv Grunig, Howard Davis, Dominic Jones, Jim Garrison and Tom White. City Staff – Steve Nasby and Denise Nichols.
Absent: Paul Johnson, Shelby Medina and Tim Hiley.
Presenters – Northland Security – Rusty Fifield and Jessica Green.

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

1. Approval of Minutes: Chair White requested from the Committee any changes to the May 25, 2017, Minutes. Motion by Grunig, second by Garrison, to approve the minutes, Ayes – 4, Nay – 0, Absent - 3.

2. Northland Securities – Rusty Fifield & Jessica Green – Government Fundamentals and Long-Term Planning Presentation:

Issuing and Managing Debt – Material was authored by Fifield to be used as a guide and resource for Minnesota Cities.

Financial Management

- Utility Management
- Debt Management
- Property Tax Management
- Capital Improvement Plan

Planning

- Avoid Problems
- Educates
- Builds Commitment
- Important Element of Bond Ratings
- Helps ID Funding and Opportunities
- Coordinates Partners (County or others)

Bond Ratings

- Criteria
- Effects from Bond Ratings

Debt Management

- Create Policies of Debt Issuance
- Importance of Debt
- State Law – Statutory Authority
- Types of Bonds
- Building a Bond Issue
 - Project Costs
 - Cost of Issuance
 - Discount
 - Premium
 - Capitalized Interest
 - Revenue Support

3. City Council Capital Project Priorities: The Council discussion regarding Capital Project priorities was reviewed. The top Council priorities were the Arena and Library windows. These priorities are dependent on funding opportunities for all CIP projects.

Chair White said that he would consider moving revenue-producing projects first as these projects could create revenue for other projects.

It was agreed to conduct a joint meeting with the Library Board to discuss the window project and possible historic preservation.

Davis reported that the Park and Rec Commission have been invited to a joint meeting with the Community Center Commission to discuss ideas for the pool. It was noted that the recent survey has shown a strong interest to keep the pool at the current location in Island Park.

4. New Business: None
5. Set Next Meeting Date and Time: The next meeting date was set as a Joint Meeting with the Library Board at their monthly meeting on July 11th at 5:00 p.m.
6. Adjourn: Chairman White declared the meeting adjourned at 1:50 p.m.

Tom White, Chairman

Attest: _____
Steve Nasby, City Administrator

Library Board & Capital Finance Committee

Joint Meeting Minutes

Tuesday, July 11, 2017

Roll Call: Present: Capital Finance Committee - Marv Grunig, Howard Davis, Dominic Jones, Tom White and Tim Hiley.

Library Board –Teri Jones, Kathy Hiley, Steve Fresk, Anita Winkel and Barb Henning.

City Staff – Steve Nasby, Dawn Aamot and Denise Nichols.

Absent: Capital Finance Committee - Jim Garrison, Paul Johnson and Shelby Medina.

Library Board -Susan Ebeling and Jayesun Sherman.

The Joint Meeting was called to order by Barb Henning, Library Board Vice-Chair.

Library CIP Discussion: During the meeting the following items were identified and reviewed. The Library window project was discussed including the possible designation of the building as a Historical Significant Building. The process for a Historical Evaluation was shared by the Library Board. The Library Board reviewed its findings regarding the application fee and time to complete the evaluation. The estimated time for completion of the evaluation is 2-3 years. It was noted that these estimates are for the historical evaluation only and do not include the process and estimated time to complete the designation.

The project scope, taking into consideration a plan to maintain the current appearance of the building, includes the type of windows, changing the size of the windows, energy efficiency and adding the renovation of the bathroom to accommodate handicap accessibility to the project.

Possible building material suppliers and installers were identified. The bidding requirements were reviewed. The current estimate for replacement of the windows is \$120,000. It was noted that any project over \$100,000 would require that the City bid the project. It was also noted that an engineer is not required but would be helpful to create plans and specs and oversee construction of the project. It was suggested that costs should be obtained for several window options including filling in a portion of the window.

Current available funding was discussed. The Council has budgeted \$20,000 for the last two years for the project for a total of \$40,000.

Additional Funding opportunities were examined including fund raising. The City cannot solicit donations. However, non-profit groups such as Friends of the Library could start a campaign. Aamot shared her discussion with a representative from the Friends of the Library. The group is willing to start a donation campaign for the project. It was suggested that a goal be set for fund raising by the Friends Group.

Roles were discussed and it was determined that the Capital Finance Committee will provide assistance to identify potential funding resources including applying for grants, energy

rebates and other possible funding sources based on cost estimates. The Library Director will seek quotes/proposals for the project. The Library Board and Library Director will work with the Friends of the Library group to assist with a fund raising campaign. It was also suggested that a cost estimate be obtained for a consultant to determine historical designation.

Call to Order – Following the conclusion of the Library Board Joint Meeting, Capital Finance Committee Chair White called the Capital Finance Committee Meeting to order at 6:05 p.m.

1. Approval of Minutes: Chair White requested from the Committee any changes to the June 19, 2017, Minutes. The following change to the minutes was requested - Chair White said that he would consider moving revenue-producing projects to the top of the list as these projects could create revenue for other projects. Motion by Hiley, second by Davis, to approve the minutes as amended, Ayes – 4, Nay – 0, Absent - 3.
2. New Business: It was agreed by the Capital Finance Committee members that in order to assist in communication between the Committee and the Library Board, a liaison should be appointed to attend the Library Board meetings. Tim Hiley volunteered to serve as the Library Board Liaison. Davis indicated that he would be willing to assist if Hiley was unable to attend the meetings. Chair White appointed Tim Hiley as the Library Board Liaison and Howard Davis as the alternate.
3. Set Next Meeting Date and Time: The next meeting date was set for July 19th at 12:00 p.m.
4. Adjourn: Chair White declared the meeting adjourned at 6:15 p.m.

Tom White, Chairman

Attest: _____
Steve Nasby, City Administrator

**STREET COMMISSION MEETING
MINUTES JUNE 28TH, 2017**

1. Call to Order: The meeting was called to order at 5:30 P.M. at Windom Street Shop.
2. Roll Call:
Commission Present: Paul Johnson, Jayesun Sherman

Commission Absent: None

City Staff Present: Street Superintendent Brent Brown

Public: N/A
3. Motion to Approve: Agenda by Johnson, seconded by Sherman
Motion Carried Unanimous
4. Motion to Approve Minutes: Minutes approved by Johnson, seconded by Sherman
Motion Carried Unanimous
5. Park Superintendent's Report; Brent Brown
 - a. **Street Vacate discussion 936 Des Moines** Brent Brown shared with the committee about the possibility of a street vacate for lot #9 located at 936 Des Moines. Building and zoning director had shared with Brent this property had sold and the home owner will likely be asking for a street vacate. **Motion by Johnson, seconded by Sherman to approve vacating said lot pending a request from the home owner.**
Motion Carried Unanimous
 - b. **Discussion on noise signage on west Hwy 62** Brent Brown shared with the committee that they had revived a request to install no Jake Breaking on West Hwy 62. The committee reviewed the information presented which included the cost of the sign at \$883.80 and other MenDOT requirements. Committee recommended visiting Police Chief Peterson about patrolling and monitoring this concern. No other action taken.
 - c. **Discussion on Department Structure, Compensation and long range plan for staffing** Brent Brown shared with the commission that he will be meeting with personnel committee on June 29th to review the structure of the street department and any possible changes needed. No action taken.
6. Open Mike: None

Meeting adjourned at 7:00 P.M.

TELECOM COMMISSION MEETING
JUNE 26, 2017, 6:00 P.M.
CITY OF WINDOM COMMUNITY CENTER, WINDOM, MN 56101

I. Call to Order – Kelly calls meeting to order at 6:09PM

II. Roll Call:

President:	Jeremy Lund <i>Absent</i>	City Staff:	Steve Nasby <i>Absent</i>
Vice President:	Kent Kelly	City Staff:	Jeff Dahna
Secretary:	Travis Eichstadt	SMBS Liaison:	Donnie Schoenrock <i>Absent</i>
Commissioner:	Jerry White <i>Absent</i>	SMBS Liaison:	Travis Thies <i>Absent</i>
Commissioner:	George Rogotzke	Media:	Dirk Abraham
Council Liaison:	Bryan Joyce <i>Absent</i>		
Council Liaison:	Marv Grunig		

III. Approval of Minutes

Motion by Eichstadt to approve minutes from the May 22nd, 2017 meeting.
Seconded by Rogotzke. Motion approved 3-0.

IV. SMBS Liaison Report

Dahna did not attend, no report at this time.

V. Project Updates

Dahna provides an update on a number of projects Windomnet staff are currently working on.

FD-500 to E7 migration - The Telecommunications General Manager and City Administrator reviewed a single bid on June 19, 2017 for the Estimated Bid Quantities and Product Specifications for the GPON Fiber Core Equipment Upgrade. The single bid was from Calix. Bid came in at \$730,058.25. An earlier Telecom staff estimated equipment price for the GPON Fiber Core equipment upgrade was at \$788,452.25.

The fiber optic equipment (splitters, jumpers, etc.) was not bid on as Telecom staff can source the optical equipment at a better price point than Calix.

The GO Equipment Certificates, Series 2017B total funds received by the City is \$880,420.14. The Telecom General Manager is recommended that City Council accept the bid from Calix. City Council accepted the bid from Calix.

General Obligation Equipment Certificates, Series 2017B. We will have access to the funds in the amount of \$880,420.14 after June 15th, 2017.

- Because the bid came in at a rate that was lower than the GO Bond, Windomnet could have options to hire a cutover crew to expedite the migration if Telecom Committee and City Council wish. Grunig asks if crews are available. Dahna said he's looking at all available options right now.

Dahna had a meeting with Calix engineer, will need more 10gig links for new equipment. More to come in the future as additional information is gathered.

VI. Manager's report

Dahna shares his manager's report.

-NOC building – a window glass has been replaced.

-Replace customer freezer due to damage by technician during installation of telecom services at a cost of \$590.38. Dahna states he's going to see if other departments need a deep freeze and would do a transfer of funds to help pay cover part of the expense.

-Dahna offers a wage comparison is coming up this year. Job descriptions being updated, network has changed, duties have changed quite a bit. Dahna states Windomnet staff would like to come to telecom committee to discuss these changes as staff feel they're not being compensated fairly for the jobs.

-Dahna shares Windomnet customer counts, inserted below. Customer counts for June, customers for video dropped off a bit, internet customers are up.

Customer Counts	Jan	Feb	Mar	Apr	May	Jun
Video customers	1073	1074	1073	1072	1060	1046
Internet customers	1384	1383	1389	1400	1397	1405
Phone customers	1070	1061	1062	1061	1053	1057
Pkg. Data/Video	93	96	99	101	287	285
Pkg. Voice/Data	44	45	45	46	93	96
Pkg. Voice/Video	83	84	84	84	83	83
Pkg. Voice/Video/Data	466	465	463	464	464	459

VII. New Business

-Dahna states he asked the City Council to approve the request for a summer intern with the request being approved at the June 20th, 2017 City Council meeting. Dahna offers Windomnet has had a summer intern in the past with two interns being budgeted for previously and now only a single intern is in the budget. Dahna shares the intern will assist with outside plant maintenance (removal of CATV pedestals, re-labeling/inspection pedestals, GPS mapping of undocumented fiber cable plant, etc.), assisting telecom technicians with network documentation, labeling, digitization of documents, SDP plant information updates to customer premises, barcode scanning equipment, and other duties as assigned.

-Dahna shares developing information on the KEYC Retransmission Agreement with more to come in the future.

-MAV TV renewal on NCTC June 30, 2017. Channels 61 and 436

-Channels that are being discontinued by the broadcaster. Esquire ch 132 and Universal HD ch 421.

-NBCU has also announced that they are launching a new network - The Olympic Channel – which is scheduled to launch July 15, 2017.

-MAV TV renewal on NCTC June 30, 2017. Channels 61 and 436. Currently \$.12 Service Subscribers Volume Discount3

Year One 5/1/17-4/30/18	\$0.123
Year Two 5/1/18-4/30/19	\$0.128
Year Three 5/1/19-4/30/20	\$0.133
Year Four 5/1/20-4/30/21	\$0.138

Motion by Rogotzke to approve and recommend that the General Manager renew the MAV TV contract with NCTC, seconded by Eichstadt. Motion approved 3-0.

Grunig asks if there's anyway to track who's watching what channel. Dahna states he does not have that ability.

CATV Headend – Dahna shares there are several dishes that need to be realigned, lasers adjusted and other maintenance issues that need to be completed for optimum video. These are normally done by a contractor/consultant. Estimated cost is \$5,100. Dahna offers he's also looking into necessary equipment changes to add more HD channels. Consultant can assist as needed. Windomnet techs aligned one Satellite but having issues with the other. Looking to have company come in for assistance to optimize video feed.

Motion by Eichstadt to approve and recommend that the General Manager move ahead and have necessary repairs and adjustments to the CATV Headend by use of contract/consultant. Seconded by Rogotzke. Motion approved 3-0.

VIII. Old Business

Dahna discusses new Gigacenter MRC vs tiered service charge and the confusion that might bring to staff along with customers. Chelie Carlson, Finance Director for City of Windom, mentions changing the rate and incorporating that into the new rate. Kelly states the chance of error increases with the MRC on the Gigacenter. Grunig asks about optimum time of having rate change take effect. Dahna states his concern is customers paying the updated rate without having the new hardware that the increased rate is paying for. Grunig shares he would like to see a crew in place to cover the city to make the installs done in an efficient manner.

Dahna clarifies from the last meeting some cost estimates on the school housing addition and fiber drops. 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.

IX. Commissioners Questions and Concerns

Eichstadt asks about an overall speed increase for existing internet customers to make cost increases easier to explain to customers. Eichstadt shares he has heard concerns from customers on the Windomnet internet rates as compared to other providers offering similar or faster speeds. Dahna states that's not possible with existing hardware, the old equipment is maxed out for bandwidth. New hardware will be able to accommodate new bandwidth speeds and can then look for additional speeds.

Kelly adjourned the meeting at 6:54pm.

Community Center Commission Minutes
Monday June 26, 2017

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

2. Roll Call: President: Wayne Maras
CC Director: Brad Bussa
Commission Members: Linda Stuckenbroker
JoAnn Ray-Absent
Mitch Voehl
Lenny Thiner
Commission Liaisons: Rod Byam
Paul Johnson-Absent
Brent Brown
EDA Director: Drew Hage
Public: Kim Nielson, Howard Davis, Karen Knigge

3. Approval of Minutes:

Motion by Lenny Thiner, seconded by Mitch Voehl to approve the April 24, 2017 Community Center Commission Minutes. Motion carried 4-0.

4. Additions to the agenda:

Nothing to Report

5. President's Report:

No Report Available

6. Director's Report:

- a. Pool Survey Results-Mitch Voehl discussed importance to work to together with Park and Rec Commission for what is best for Community and both Committees. Council member Rod Byam discussed looking for Community input for all projects involved in the City, City Council looking for Community driven projects.
- b. Outdoor Wedding Patio-Motion by Linda Stuckenbroker, seconded by Lenny Thiner to have special meeting July 10, 2017 at 5:30pm to work on Wedding Garden plan for Comprehensive Planning Meeting.

7. Resource Management:

Schedule of Events: Reviewed Schedule of Events

Income & Expense: Reviewed Income and Expense

8. Miscellaneous:

Nothing to Report

9. Open Forum:

Nothing to Report

10. Next Meeting:

Monday July 10, 2017 @ 5:30 pm

Adjourn:

Motion by Lenny Thiner, seconded by Mitch Voehl, to adjourn the meeting at 7:00 pm. Motion carried 4-0.

Wayne Maras, WCC President

Linda Stuckenbroker, WCC Secretary

Attest: _____
Brad Bussa, WCC Director

Community Center Commission Minutes
Monday July 10, 2017

1. Call to Order: The meeting was called to order by President Wayne Maras at 5:40 p.m.

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

3. Approval of Minutes:

Nothing to Report

4. Additions to the agenda:

Nothing to Report

5. President's Report:

a. Long Term Usage-WCC Director Bussa had been approached by a group with questions on long term room rental usage. WCC Commission would like to have WCC Director Bussa to meet with group and find out information and needs. WCC Director Bussa will report back to Commission.

b. WCC Commission looked at outdoor building plans and landscape question will meet with Comprehensive Study Group with their foot print plan. WCC Commission was asked about their thoughts on how much of WCC land they would need and want. **Motion by Linda Stuckenbroker to keep all land from south side of existing parking lot to lot line to the north of WCC, Seconded by Lenny Thiner. Motion passed 4-0**

6. Director's Report:

Nothing to Report

7. Resource Management:

Schedule of Events: No Report available

Income & Expense: No Report available

8. Miscellaneous:

Nothing to Report

9. Open Forum:

Nothing to Report

10. Next Meeting:

Monday July 24, 2017 @ 5:30 pm

Adjourn:

Motion by Lenny Thiner, seconded by Mitch Voehl, to adjourn the meeting at 6:35 pm. Motion carried 4-0.

Wayne Maras, WCC President

Linda Stuckenbroker, WCC Secretary

Attest: _____
Brad Bussa, WCC Director

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

June 14, 2017 ~ 4:00 pm

A regular meeting of the Board of Directors was held on Wednesday, June 14, 2017, at Hillside Manor, Community Room. Board Members present: Frank Dorpinghaus, Linda Jaakola, Margaret McDonald, Dave Olson and Resident Liaison, Mike Meyer. Also present were: Executive Director, DeeAnna Peterson, Deputy Director, Connie Clausen, Operations Manager, Linda Loewen and City Liaison, Rob Byam; Absent: Board Member, Pam Dobson - excused.

The Monthly Meeting was called to order at 4:02 pm with approval of the consent agenda (includes: minutes from the previous meeting, agenda and bills report). (McDonald/Jaakola)

Guests: Drew Hage, Windom EDA

Drew brought updated information to the board regarding housing at the Cemstone location. The EDA is requesting that the Windom HRA loan them \$125,000.00 for a down payment on fill to be used at the Cemstone location, by June 15, 2017. A motion was made to close the meeting at 4:23 pm (McDonald/Jaakola). A motion was made to reopen the meeting at 4:30 pm (Jaakola/Olson). It was decided that the board would offer an interest rate of 1.5% up to 5 years and 3% after 5 years, up to 10 years. It was also agreed that the callable date can be moved from 5 years to 10 years. The city will have 180 days to pay back after the call. A motion was made to pay loan the \$125,000.00 to the EDA and Frank, Board Chair, was authorized to sign once the contract is reviewed by the board. (Jaakola/McDonald)

Old business consisted of:

1. POHP Grant update: Threshold issues have been discussed between the Architects and Contractors and a final change order will go into place for rubber sweeps. The project is to be substantially complete June 15, 2017. The Contractors will have two additional weeks to complete punch list items.
2. New "commissioner handbook" has been emailed out. It was used to do Commissioner and Resident Liaison training and a few things were missing so it will be updated again.
3. We are still waiting for the final inspection after energy updates were completed for a rebate opportunity. A call was made to the City of Windom Utilities Department regarding inspection but no information was offered. We continue to wait for the inspection.
4. Tri-State was awarded the bid for the Hillside Sidewalk Project and will begin the end of June.
5. DeeAnna was checking to see if anyone remembers updating our Mission Statement. Nobody seemed to recall so this will be discussed at the August meeting.

New Business consisted of:

1. Rebecca Shade has been hired as the new part-time cleaning person as of May 22, 2017. Heidi, Operations Manager in Jackson, has turned in her resignation so Connie and Linda will be helping out in the interim. The position is being advertised in the local newspaper and interviews will be held on the 29th of June.
2. Strategic planning was discussed and it was agreed upon to do the planning on August 2, 2017 from 10-2:30 with a lunch break. The location will be determined later.
3. Drew Hage with the Windom EDA has contacted the HRA regarding an Audubon Housing Survey. This will be filled out during the Strategic Planning in August.
4. Board member, Pam Dobson, attended the recent Audubon International Kickoff Event. We will have her report in July.
5. We received bids for the repair in the Hillside parking lot. A motion was made to award the bid to Tri-State for \$1,500.00. (Jaakola/Olson)
6. Approval is needed for next step in the process regarding the lawsuit with HUD for loss of 2012 operating funds. WHRA is eligible to receive \$118,156.00. To collect, we need to file a new suit with a fee of \$1,000.00.

If we don't participate, we won't receive any funds. A motion was made to approve the \$1,000.00.
(Jaakola/Olson)

7. The Windom Street Department has verbally approved transferring ownership of the Municipal Lot to us. They are currently reviewing documents before bringing it to the Windom City Council for approval.
8. Riverview Parking Lot was discussed. Drawings of the five possibilities were shared with the board along with the cost for each. We would need \$92,835.00 in addition to the other \$100,000.00 that has been allotted for the project. A motion was made to go with #5 and open up for bids. The motion was also to use the CD at FCU if the bid is accepted. (McDonald/Olson)
9. Annual insurance bids went out and we received one bid back, from Bank Midwest, who we currently have our insurance through. The cost is lower than the past and came in at \$19,441.00. A motion was made to accept the bid. (McDonald/Jaakola)
10. We started sharing "on call duties" with Jackson. The four maintenance staff and our cleaning staff will rotate on call for a week at a time and will use a shared phone, owned by JHRA. Steve will be changing his personal number and the Verizon account will be closed.
11. We are currently working on an eviction through the courts.
12. The overview of our summer project plan was discussed.
13. DeeAnna asked for suggestions for deliverance of notices to the RV tenants. We are currently struggling with best delivery process after the project and maintain privacy without opening their doors.
14. Upcoming Board Meetings: July 12th (RV) and August 19th (HS).

With no further business, the meeting was adjourned at 5:50 pm. (McDonald/Jaakola).

Frank Dorpinghaus, Chairman

DeeAnna Peterson, Executive Director

ECONOMIC DEVELOPMENT AUTHORITY OF WINDOM
MINUTES
JULY 10, 2017

1. Call to Order: The meeting was called to order by President Espenson at 12:02 p.m.

2. Roll Call & Guest Introductions:

EDAWN Commissioners: Justin Espenson, Betsy Herding, Rick Clerc, Marv Grunig, and Paul Johnson.

Also Present: EDA Staff – Drew Hage, EDA Executive Director, and Mary Hensen, Admin. Asst.; Mayor Dominic Jones, City Administrator Steve Nasby, Kathy Hanson (WADC Liaison), and Rahn Larson.

3. Approval of Minutes:

Motion by Commissioner Herding, seconded by Commissioner Grunig, to approve the Minutes of the EDA Meeting held on June 12, 2017. Motion carried 4-0. (Commissioner Clerc arrived after the vote.)

4. Public Hearing – 12:10 P.M.

A. Sale of Land – Vacated Extension of 13th Street

President Espenson opened the public hearing at 12:10 p.m. regarding the sale of land – vacated extension of 13th Street. The Board received copies of the public hearing notice, memorandum concerning the history of the property, copies of aerials of the area, and a proposed resolution. EDA Executive Director Hage advised that the property is located between Miller Avenue and the railroad right-of-way. Carl Bjorklund, Jr. owns property on both sides of this strip of land which is approximately 33’ wide by 286.5’ long.

In the late 1990’s there was a transaction between Carl Bjorklund, Jr. and the City whereby there was an agreement for an exchange of property in that area. Mr. Bjorklund had traded two blocks of a street (to the West of his property) to the City of Windom in exchange for the “alley” (which is this strip of land) lying between his parcels. The transfer of title to this strip of land had never been completed. The land is undeveloped and Mr. Bjorklund has been mowing the land.

The City Attorney determined that this land was platted as an extension of 13th Street and therefore the City needed to vacate the street right-of-way for this platted extension of 13th Street. On June 6th, the City Council held a public hearing and vacated this strip of land. Commissioner Grunig advised that there is a transmission line on this strip of land. In its Resolution, the City Council reserved a utility easement within the boundaries of the vacated street right-of-way. There is also to be an ingress/egress easement on the west side of the property.

Because the EDA holds title to the street right-of-ways in the East Addition, the EDA needs to hold a public hearing to approve the sale of this strip of land. President Espenson asked for comments from the public present for the public hearing and there were no comments. President Espenson closed the public hearing at 12:20 p.m. and referred the matter to the EDA Board for consideration. After a brief discussion, the following action was taken.

B. Follow-up Action to Public Hearing:

1) Resolution No. 2017-01 (Re: Sale of Land)

Resolution introduced and motion by Commissioner Clerc, seconded by Commissioner Grunig, to adopt EDA Resolution No. 2017-01, entitled “Resolution Approving Sale of Property Described as Vacated Extension of 13th Street Between Miller Avenue and the Railroad Right-of-Way in the City of Windom, Cottonwood County, Minnesota”.

Upon roll call vote being taken, the following voted in favor thereof: Commissioners Johnson, Herding, Clerc, Espenson, and Grunig; the following voted against the same: None; and the following were absent: None. (The Resolution was adopted.)

5. Prairie Meadow

A. Amendment to Development Agreement – Update: Director Hage reported that the School District has been busy with other items. To date, the Building & Grounds Committee has not taken formal action regarding the draft amendment to the Development Agreement submitted by the EDA.

6. Reclamation Project – Update -1405 Cottonwood Lake Drive: Director Hage updated the Board concerning the progress of the fill project. If Mathiowetz Construction continues to deliver loads at the current rate, the addition and stockpiling of fill should be completed in 1 to 1½ weeks. In response to a question, Director Hage advised that a Phase I environmental study of the property had been completed in the past.

7. Small Cities Residential Rehab

A. 2017 SCDP Pre-Application Process: Director Hage reported that on June 20th the City Council approved the Grant-Development Agreement with the Southwest Minnesota Housing Partnership and authorized submission of a pre-application in the Small Cities Development Program for rehab of owner-occupied residential property. The pre-application would be submitted to DEED in November 2017.

As the next step in the process, the Southwest Minnesota Housing Partnership is in Windom today conducting a windshield survey of residential property on the East Hill. After the target area has been defined, address information will be gathered concerning the property owners in that area. Notice of a public informational meeting will be mailed to those property owners together with surveys. These surveys will assist in determining need and interest in the program. The public meeting will probably be scheduled for late August or September. Information from the surveys submitted by the property owners in the target area will be used in preparation of the pre-application.

8. Economic Development Finance Class

A. August – Finance II – Authorization: Director Hage attended the Economic Development Finance Class sponsored by the National Development Council on June 6th through June 9th. Finance Class-II is scheduled for August 14th – 18th and will also be held in the Twin Cities. The cost of this class is approximately \$1,375. City Administrator Nasby advised the Board regarding these classes as he had previously attended a similar series of four classes when he was employed in Iowa. There is funding available in the EDA’s Special Projects Account.

Motion by Commissioner Clerc, seconded by Commissioner Herding, authorizing EDA Executive Director Drew Hage to attend the Finance Class-II in August in the Twin Cities sponsored by the National Development Council. Motion carried 5-0.

9. Hotel Project Update: Director Hage provided a photo of the new AmericInn prototype which recently opened in Winona. He also updated the Board concerning the status of the potential funding for the hotel project.

10. Grow Our Own: Director Hage advised that the Southwest Initiative Foundation (SWIF) has a new initiative entitled “*Grow Our Own*”. Information from SWIF’s program materials: The American Dream is moving out of reach for children across the country, including here in rural Minnesota. A division of the economic classes is widening and children born into families with fewer resources and support systems are unable to access the opportunities they need to reach their full potential.

Southwest Initiative Foundation is taking a holistic approach to support all Southwest Minnesota kids—from cradle to career. They are focusing on five areas that impact a child’s life including: Family & Parenting, Early Childhood, K-12 Years, Communities and Successful Careers.

Director Hage reported that he is working with the 60-90 Corridor Committee regarding some potential funding from a metro United Way grant for technical training in area community colleges.

11. Transportation Economic Development Grants

A. East Highway 60 Development: Director Hage recapped that last year an East Highway 60 Approach Plan was developed with MnDOT and existing businesses along the corridor. The purpose of the Approach Plan was to work with MnDOT and secure a new approach for Windom Wash. The parties were successful in securing the new approach.

The East Highway 60 Approach Plan also led to a plan to develop this area when grant funding became available. The Transportation Economic Development (TED) Program (MnDOT) and the Transportation Economic Development Infrastructure (TEDI) Program were funded at higher levels than past years. Pursuant to program requirements, the project area needs to be used for warehousing and light industrial. Applications are due September 15, 2017.

B. Road Acquisition – Closed Session: Director Hage announced that because the EDA Board will be discussing potential acquisition of road right-of-way, the Board will go into closed session.

Present for Closed Session: EDA Commissioners Justin Espenson, Betsy Herding, Rick Clerc, Marv Grunig, and Paul Johnson; Drew Hage, Dominic Jones, Steve Nasby, and Mary Hensen.

Motion by Commissioner Grunig, seconded by Commissioner Johnson, authorizing the Board to go into closed session. Motion carried 5-0.

President Espenson closed the meeting to the public at 12:30 p.m.

Motion by Commissioner Grunig, seconded by Commissioner Johnson, authorizing the President to re-open the meeting to the public. Motion carried 5-0.

President Espenson re-opened the meeting to the public at 12:50 p.m.

Recap of Closed Session: The EDA discussed options for acquiring property under 2.2 acres of potential roadway. More updates will be provided in the future.

12. Shovel Ready Advertisement: Director Hage advised that DEED presented all Shovel Ready sites with a template for an ad. DEED uses these ads in brochures at trade shows, etc. Director Hage provided a copy of the ad prepared by the EDA.

13. Supply Chain & Distribution Analysis: Director Hage presented information on a “Supply Chain and Distribution Analysis” that could assist the City of Windom in understanding how a regionally significant industry (larger employer in Windom) is connected to other industries located both inside and outside of the region. Through this analysis, new business leads could be developed and an added benefit would be increased efficiencies for local manufacturing and processing companies. The end goal is an attraction and expansion campaign to contact suppliers for local businesses.
14. New Business: Director Hage reported that he attended a meeting on housing this morning held in Jackson.
15. Miscellaneous Information:
 - A. EDA Monthly Financial Recap: The Board received copies of the EDA’s Account Activity through June 30, 2017.
 - B. River Bluff Townhomes – Monthly Financial Report: The Board received copies of the financial reports for May 2017 provided by Van Binsbergen & Associates.
16. Adjourn: On consensus, President Espenson adjourned the meeting at 1:06 p.m.

Attest: _____
Drew Hage, EDA Executive Director

Rick Clerc, EDA Secretary-Treasurer

Windom Library Board Meeting

City of Windom Council Chamber

Tuesday, July 11, 2017

5:05 p.m.

1. Call to order: The meeting was called to order by Barb Henning.

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

Members Absent: John Duscher and Sue Ebeling

Library Staff Present: Dawn Aamot

City Council Member Present:

Members present from Capital Finance Committee: Marv Grunig, Dominick Jones, Howard Davis, Tim Hiley and Tom White.

City of Windom: Steve Nasby and Denise Nichols

3. Agenda and Minutes:

Motion by Steve Fresk and seconded by Terri Jones to approve the amended agenda. Motion by Terri Jones and seconded by Steve Fresk to approve the May 9 minutes. (No meeting in June due to lack of quorum.)

4. Financial Report:

Motion by Kathy Hiley and seconded by Anita Winkel to accept the Financial Report.

5. Library CIP discussion

Steve Fresk reported that in May of 2016, the Windom Library received a bid of \$120,000 to replace all the windows with energy efficient windows that will retain the historic look of the building. Dawn reported that this is a total of 13 windows and includes the front second floor windows where Dave Strom has his art studio. This company was chosen for their reputation of working on large historic buildings.

Dominic Jones shared the desire of the City Council to explore the process of having the library building placed on the National Historic Registry. Dawn shared that this process can take up to 3 years and that there is a cost to apply. The window replacement needs to take place ASAP. A recent rainfall produced water sitting on the window ledges and wet books.

Discussion was held on whether the windows can be replaced by some type of filler and smaller windows. The library board expressed their desire to have the windows replaced as they presently are configured. Marv Grunig shared pictures that he took in Iowa where windows had been replaced with smaller windows with filler around them. Discussion was held on how this would look. If smaller windows with filler are pursued, a priority would be that this be done tastefully and have a classy look. It is possible that this option price could be similar or more expensive than 100% window replacement. One benefit from smaller windows may be utility savings in the future.

Tom White suggested that we get bids (proposals) for both options. He also brought up the need for a handicap accessible bathroom and that this needs to be part of the discussion.

Dominick Jones informed the group that when a project exceeds \$100,000, a bidding process must be held. This would include the need to hire a structural engineer or architect to draw up the plans for companies to create their bid from.

The following companies were suggested to approach for proposals: The Pella Window distributor in Mankato, Anderson Windows and Fairmont Glass. We will ask for a proposal at this time as there is not an engineer's report to create a bid format.

Marv Grunig shared that energy rebates would come from the gas company.

Discussion was held on raising funds for this project. There presently is \$40,000 in the city budget for library windows. Dawn reported that the Friends of the Windom Library are willing to conduct a fund raising campaign. The Friends do have a 501(c) (3) designation. Different donor levels would be set to recognize donors. Dawn has already contacted Toro and the Taylor Corporation. Their donations have already been designated for 2017. Tom White suggested that Ruan Trucking in Des Moines be contacted. They have a strong desire to help fund handicap accessibility because of their family's history with MS.

Action going forward:

Dawn, as Department Head, will pursue proposals that will include both replacement windows and the second option of smaller windows with fillers. A tentative goal of September 1 was set for these bids.

Dawn will gather facts pertaining to pursuing a National Historic status to present to the City Council.

Once the proposals are in hand, The Friends of the Library can structure their fundraising campaign and Denise Nichols can start looking for grant money.

The Friends of the Library will be invited to attend the library board's on Aug. 8 meeting. A member of the Capital Finance Committee will also attend.

9. Adjourn:

Meeting adjourned at 6:03 p.m.

Respectfully submitted,

Kathy Hiley, recording secretary

**CITY OF WINDOM
PLANNING COMMISSION
MINUTES
JULY 11, 2017**

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

2. Roll Call & Guest Introductions:

Planning Commission: Marilyn Wahl, Lorri Cole, Ben Derickson, Andy Harries, Brett Mattson, Ryan McNamara, and Kevin Rose.

Absent: Greg Pfeffer.

Also Present: Zoning Admin. Andy Spielman, Admin. Asst. Mary Hensen, Mayor Dominic Jones (Council Liaison), City Administrator Steve Nasby, Bruce Caviness, Sasha Nelson, and Terry Fredin.

3. Approval of Minutes:

Motion by Commissioner Harries, seconded by Commissioner Derickson, to approve the Planning Commission Minutes for the meeting held on May 9, 2017. Motion carried 7-0.

4. Public Hearing

A. 7:05 P.M.: Zoning Application – Bruce Caviness – 1125 Prospect Avenue (Variance – Fence Height): Chairperson Wahl opened the public hearing at 7:05 p.m. The Commissioners had received copies of the application, notice of hearing, and photos of the fence area. Zoning Admin. Spielman advised that this is the public hearing concerning the application submitted by Bruce Caviness requesting a variance to allow his side fence height to be increased up to eight feet - eight feet six inches (8' – 8'6"). Zoning Admin. Spielman explained that the City Code provides that fences in residential districts can only be six feet (6') in height. He said that the Applicant wanted to construct a six foot (6') fence right away and installed higher posts at that time. If the variance is approved, the Application could then construct the upper portion of the fence. The fence is currently pitched quite sharply to follow the grade of the Applicant's property. The section of fence that would be over six feet (6') in height is approximately 12 to 14 feet. Zoning Admin. Spielman displayed the photos of the fence area and proximity of the two properties on the Powerpoint screen and reviewed the dimensions with those in attendance. Chairperson Wahl asked if the Applicant would like to comment. Sasha Nelson (Applicant's wife) explained the reasons for the fence including to keep their 2-year old son safe from the neighbors' dog and for privacy reasons. She spoke of the treatment that she had received from the neighbor's wife. She said that they don't want problems with the neighbors but just want their privacy and want their son to feel comfortable outside. In response to a question, Bruce Caviness advised that the upper portion of the fence would be constructed of the same material as the lower portion. Zoning Admin. Spielman advised that William Crispin of 1134 Drake Avenue had stopped in the office. His main concerns were the final height of the fence as he had seen the taller posts and the condition of the fence. He understands the reason for the higher fence and is okay with the fence as long as it's sturdy, built well, and looks good. No other comments were received from anyone concerning the proposed fence height. Chairperson Wahl closed the public hearing at 7:10 p.m. and referred the matter to the Planning Commission for consideration. Zoning Admin. Spielman explained that the Minnesota Statutes talk about "practical difficulties" in relation to variances. He explained the Minnesota Statutes' definition of practical difficulties. He further advised that the Applicant complies with the aspects of that definition: The property owner proposes to use the property in a reasonable manner, the sharp change in grade and the close proximity of the properties are due to circumstances unique to the property not created by the property owner, and that the variance, if granted, will not alter the essential character of the locality. After a brief discussion, the following action was taken.

Motion by Commissioner Harries, seconded by Commissioner Derickson, and carried to recommend to the City Council the approval of the variance application submitted by Bruce Caviness to allow the overall height of the fence on the side of his property to be eight feet to eight feet six inches (8' to 8' 6") in height. The property is located at 1125 Prospect Avenue and is described as: Lot 10, Block 9 of Hutton & Collins Subdivision to the City of Windom, Cottonwood County, Minnesota. (Parcel No. 25-352-1100).

Findings of Fact for Variance:

1. As stated in the narrative herein.
2. The Applicants propose to use the property in a reasonable manner.
3. The Applicants have established that there are practical difficulties, as defined by state statute, in complying with the ordinance.
4. The unique circumstances of the property were not created by the Landowners.
5. The variance is in harmony with the general purposes and intent of this ordinance.
6. The variance is consistent with the comprehensive plan.
7. The variance will not alter the essential character of the locality.

The motion includes that the jurisdictional documents and the findings of fact be made a part of the hearing record.

Motion was declared carried 7-0.

Chairperson Wahl advised that the Planning Commission approves recommendations to the City Council and that the Windom City Council will make the final decision concerning this application at its meeting on Tuesday evening, July 18, 2017. They can attend the City Council Meeting if they wish. Sasha Nelson asked if they could receive a written copy of the City Council's decision on the variance application by mail.

5. Rental Housing

A) Review of Preliminary Provisions: The Commissioners had received a copy of the draft of the proposed language for the rental housing ordinance. Zoning Admin. Spielman also provided a Powerpoint display of the proposed language and supporting materials at the meeting. He reviewed the revisions to the sections the Commission had previously approved in 2016. He reiterated that the main goal of the ordinance is the life, health and safety of the occupants of rental housing units. He also reviewed new language that has been added. The Commissioners submitted input as to proposed wording and asked questions for clarification of certain provisions. Zoning Admin. Spielman asked if the Commissioners had any other items that should be added to the ordinance language. Commissioner Harries suggested exterior appearance of rentals, no broken out windows, etc.

B) Review of Draft Forms: Zoning Admin. Spielman reviewed a chart showing a comparison of information on the lengths of rental license periods and license fees for area towns. He also began the review of the inspection form. After additional discussion, Chairperson Wahl requested that Zoning Admin. Spielman provide the proposed forms to the Commissioners. They will then continue their review at the August Planning Commission Meeting.

6. Unfinished Business:

A) Update on Elevator Car Size Recommendation: Zoning Admin. Spielman recapped the request received from Ambulance Director Tim Hacker that a new section be added to the City Code concerning elevator car size. At the April Meeting, the Planning Commission approved this addition and requested that the proposed language be reviewed by the City Attorney. Zoning Admin. Spielman advised that he had made an inquiry of the Minnesota Department of Labor and Industry. A representative from DLI advised that this provision could not be added to the Windom City Code because it is not required in the Minnesota Building Code for buildings less than 4 stories above or below ground. Thus, the proposed new section cannot be added to the ordinance and incorporated into the City Code.

7. New Business: The next Planning Commission Meeting is scheduled for Tuesday, August 8th, at 7:00 p.m.

8. Adjourn: On consensus, Chairperson Wahl adjourned the meeting at 8:20 p.m.

Marilyn Wahl, Chairperson

Attest: _____
Andy Spielman, Zoning Administrator



Windom, MN

Expense Approval Report

By Fund

Payment Dates 06/15/2017 - 06/28/2017

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL					
JAMIE L ANDERSON	20170621	06/21/2017	REFUND - REC PROGRAM	100-34781	63.00
JENNIFER WALINGA	20170621	06/21/2017	REFUND-OVERPAID REC PROG	100-34781	52.00
LORRAINE LOHSE	20170621	06/21/2017	REFUND - RECREATION REGIS	100-34781	63.00
					178.00
Activity: 41110 - Mayor & Council					
SCHRAMMEL LAW OFFICE	20170605	06/20/2017	LEGAL FEES - MAYOR & COUN	100-41110-304	1,462.50
US BANK	20170522	06/20/2017	CR CARD - #8263- GRANDVIE	100-41110-334	248.34
MARV GRUNIG	20170618	06/26/2017	EXPENSE-LMC ANNUAL MEETI	100-41110-334	331.29
INNOVATIVE SYSTEMS LLC	32796	06/07/2017	INSERTS	100-41110-350	263.95
					2,306.08
Activity: 41310 - Administration					
US BANK	20170522	06/20/2017	CR CARD - #8263- FIXED ASSE	100-41310-200	259.00
US BANK	20170522	06/20/2017	CR CARD - #8263- AMAZON -B	100-41310-200	31.70
US BANK	20170522	06/20/2017	CR CARD - #8263- HY VEE-OFF	100-41310-200	10.77
US BANK	20170522	06/20/2017	CR CARD - #8263- AMAZON -I	100-41310-200	107.99
ROBIN SHAW	20170614	06/19/2017	EXPENSE - OFFICE SUPPLIES	100-41310-200	13.98
SECR REV FUND/CITY OF WD	20170626	06/26/2017	PETTY CASH OFFICE SUPPLIES	100-41310-200	1.35
SELECTACCOUNT	1190160	06/21/2017	ADMIN FEE	100-41310-217	125.28
COALITION OF GREATER MN C	20170619	06/26/2017	REGISTRATION - STEVE NASBY	100-41310-308	65.00
ELECTRIC FUND	201706012017	06/20/2017	MONTHLY UTILITY & TELECO	100-41310-321	102.01
SECR REV FUND/CITY OF WD	20170626	06/26/2017	PETTY CASH OFFICE POSTAGE	100-41310-322	17.07
SECR REV FUND/CITY OF WD	20170626	06/26/2017	PETTY CASH OFFICE POSTAGE	100-41310-322	0.58
US BANK	20170522	06/20/2017	CR CARD - #8263- CRASH PLA	100-41310-326	19.99
ELECTRIC FUND	201706012017	06/20/2017	MONTHLY UTILITY & TELECO	100-41310-326	92.52
STEVE NASBY	20170621	06/21/2017	EXPENSE - LMC	100-41310-331	175.48
BLUE CROSS/BLUE SHIELD	170602186177	06/21/2017	INSURANCE PREM- JULY 2017	100-41310-480	490.00
BLUE CROSS/BLUE SHIELD	170602186177	06/21/2017	INSURANCE PREM- JULY 2017	100-41310-480	490.00
US BANK	20170522	06/20/2017	CR CARD - #8263- BEST WEST	100-41310-480	-159.06
HY-VEE, INC.	20170619	06/19/2017	SUPPLIES - 2017 WELLNESS	100-41310-480	100.00
INTERNAL REVENUE SERVICE	20170626	06/26/2017	ANNUAL PCORI TAXES 2017	100-41310-480	282.50
					2,226.16
Activity: 41910 - Building & Zoning					
US BANK	20170522	06/20/2017	CR CARD - #8263- TIGER SUPP	100-41910-200	72.39
CENTURY BUSINESS PRODUCT	378128	06/13/2017	SUPPLIES	100-41910-200	30.82
US BANK	20170522	06/20/2017	CR CARD - #8263- DEPT OF LA	100-41910-308	85.00
ELECTRIC FUND	201706012017	06/20/2017	MONTHLY UTILITY & TELECO	100-41910-321	95.48
					283.69
Activity: 41940 - City Hall					
ELECTRIC FUND	201706012017	06/20/2017	MONTHLY UTILITY & TELECO	100-41940-381	466.61
ELECTRIC FUND	201706012017	06/20/2017	MONTHLY UTILITY & TELECO	100-41940-382	60.06
MN ENERGY RESOURCES	20170609	06/19/2017	HEATING #0505105084	100-41940-383	223.56
HOMETOWN SANITATION SER	0000249840	06/06/2017	GARBAGE SERVICE - CITY HAL	100-41940-384	85.04
ELECTRIC FUND	201706012017	06/20/2017	MONTHLY UTILITY & TELECO	100-41940-385	118.21
ELECTRIC FUND	21	06/19/2017	EL CITY HALL	100-41940-409	64.14
					1,017.62
Activity: 42120 - Crime Control					
INDOFF, INC	2966040	06/13/2017	SUPPLIES	100-42120-200	110.75
US BANK	20170522	06/20/2017	CR CARD - #8263- POLICE BIK	100-42120-218	379.90
US BANK	20170522	06/20/2017	CR CARD - #8263- PERFORMA	100-42120-218	87.00
US BANK	20170522	06/20/2017	CR CARD - #8263- GALLS-CLOT	100-42120-218	224.70
SCHRAMMEL LAW OFFICE	20170605	06/20/2017	LEGAL FEES - POLICE	100-42120-304	3,023.75
WINDOM AREA HOSPITAL	298812503	06/20/2017	SERVICE #30005319	100-42120-305	40.00

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
US BANK	20170522	06/20/2017	CR CARD - #8263- PHILLIP CH	100-42120-308	125.00
ELECTRIC FUND	201706012017	06/20/2017	MONTHLY UTILITY & TELECO	100-42120-321	68.80
SECR REV FUND/CITY OF WD	20170626	06/26/2017	PETTY CASH POLICE POSTAGE	100-42120-322	2.85
SECR REV FUND/CITY OF WD	20170626	06/26/2017	PETTY CASH POLICE POSTAGE	100-42120-322	19.77
SECR REV FUND/CITY OF WD	20170626	06/26/2017	PETTY CASH -POLICE POSTAG	100-42120-322	6.59
SECR REV FUND/CITY OF WD	20170626	06/26/2017	PETTY CASH POLICE POSTAGE	100-42120-322	7.17
SECR REV FUND/CITY OF WD	20170626	06/26/2017	PETTY CASH POLICE POSTAGE	100-42120-322	2.67
SECR REV FUND/CITY OF WD	20170626	06/26/2017	PETTY CASH POLICE POSTAGE	100-42120-322	2.85
US BANK	20170522	06/20/2017	CR CARD - #8263- LIQUIDATIO	100-42120-326	119.90
VERIZON WIRELESS	9787111231	06/19/2017	SERVICE FOR LAP TOPS	100-42120-326	93.49
US BANK	20170522	06/20/2017	CR CARD - #8263- COUNTRY I	100-42120-334	549.78
US BANK	20170522	06/20/2017	CR CARD - #8263- BUBBA GU	100-42120-334	45.67
US BANK	20170522	06/20/2017	CR CARD - #8263- HARD ROCK	100-42120-334	40.07
US BANK	20170522	06/20/2017	CR CARD - #8263- FOREMOST	100-42120-340	93.08
US BANK	20170522	06/20/2017	CR CARD - #8263- FOREMOST	100-42120-340	180.00
US BANK	20170522	06/20/2017	CR CARD - #8263- AMMUNITI	100-42120-404	43.02
US BANK	20170522	06/20/2017	CR CARD - #8263- POLICE BIK	100-42120-404	1,404.93
WINDOM TOWING LLC	3709	06/26/2017	SERVICE	100-42120-405	89.10
LUND'S BODY SHOP	3743	06/19/2017	ACCIDENT INS CLAIM	100-42120-405	3,490.92
FLEET SERVICES DIVISION	2017110003	06/26/2017	SERVICE	100-42120-419	1,599.29
BLUE CROSS/BLUE SHIELD	170602186177	06/21/2017	INSURANCE PREM- JULY 2017	100-42120-480	490.00
US BANK	20170522	06/20/2017	CR CARD - #8263- WRONG CC	100-42120-480	35.99
SCHWALBACH HARDWARE	20170525	06/19/2017	MAINTENANCE- POLICE	100-42120-480	15.98
Activity 42120 - Crime Control Total:					12,393.02
Activity: 42220 - Fire Fighting					
US BANK	20170522	06/20/2017	CR CARD - #8263- DAVE'S OIL	100-42220-212	47.51
COUNTRY PRIDE SERVICE	20170531	06/21/2017	MAINTENANCE	100-42220-212	70.59
US BANK	20170522	06/20/2017	CR CARD - #8263- STREICHER'	100-42220-218	99.98
BRITTANY ESPENSON	20170601	06/19/2017	SERVICE	100-42220-218	30.00
SCHRAMMEL LAW OFFICE	20170605	06/20/2017	LEGAL FEES - FIRE	100-42220-304	90.00
ELECTRIC FUND	201706012017	06/20/2017	MONTHLY UTILITY & TELECO	100-42220-321	27.89
VERIZON WIRELESS	9787111231	06/19/2017	SERVICE FOR LAP TOPS	100-42220-321	21.14
LUCAN COMMUNITY TV INC	2654	06/19/2017	SERVICE	100-42220-323	340.00
VERIZON WIRELESS	9787111231	06/19/2017	SERVICE FOR LAP TOPS	100-42220-326	10.02
US BANK	20170522	06/20/2017	CR CARD - #8263- SQUIRREL C	100-42220-334	27.15
ELECTRIC FUND	201706012017	06/20/2017	MONTHLY UTILITY & TELECO	100-42220-381	16.00
Activity 42220 - Fire Fighting Total:					780.28
Activity: 42500 - Civil Defense					
ELECTRIC FUND	201706012017	06/20/2017	MONTHLY UTILITY & TELECO	100-42500-381	25.64
Activity 42500 - Civil Defense Total:					25.64
Activity: 43100 - Streets					
CLARKE MOSQUITO CONTROL	5077077	06/13/2017	SERVICE #W00444	100-43100-215	941.63
CLARKE MOSQUITO CONTROL	5077078	06/13/2017	SERVICE #W00444	100-43100-215	399.75
ELECTRIC FUND	201706012017	06/20/2017	MONTHLY UTILITY & TELECO	100-43100-217	60.00
SCHWALBACH HARDWARE	20170525	06/19/2017	MAINTENANCE- STREET	100-43100-241	79.99
SCHRAMMEL LAW OFFICE	20170605	06/20/2017	LEGAL FEES - STREETS	100-43100-304	165.00
ELECTRIC FUND	201706012017	06/20/2017	MONTHLY UTILITY & TELECO	100-43100-321	55.83
ELECTRIC FUND	201706012017	06/20/2017	MONTHLY UTILITY & TELECO	100-43100-381	2,018.86
ELECTRIC FUND	201706012017	06/20/2017	MONTHLY UTILITY & TELECO	100-43100-381	237.18
ELECTRIC FUND	201706012017	06/20/2017	MONTHLY UTILITY & TELECO	100-43100-382	22.89
MN ENERGY RESOURCES	20170607A	06/13/2017	SERVICE #0505064121	100-43100-383	696.33
ELECTRIC FUND	201706012017	06/20/2017	MONTHLY UTILITY & TELECO	100-43100-385	48.81
US BANK	20170522	06/20/2017	CR CARD - #8263- LONDON F	100-43100-404	143.11
O'REILLY AUTOMOTIVE, INC	20170528	06/19/2017	MAINTENANCE - STREET	100-43100-404	130.88
JERRY'S REPAIR	8865	06/27/2017	MAINTENANCE	100-43100-404	475.94
DGR ENGINEERING	00224428	06/26/2017	2017 SEAL COAT IMPROVEME	100-43100-407	1,595.00
BLUE CROSS/BLUE SHIELD	170602186177	06/21/2017	INSURANCE PREM- JULY 2017	100-43100-480	490.00
Activity 43100 - Streets Total:					7,561.20

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Activity: 43210 - Sanitation					
WAYNE ERICKSON	20170621	06/21/2017	COMPOST SITE MANAGER	100-43210-307	168.00
HOMETOWN SANITATION SER	0000249883	06/13/2017	GARBAGE SERVICE - CITY WID	100-43210-384	11,142.92
Activity 43210 - Sanitation Total:					11,310.92
Activity: 45120 - Recreation					
GRAPHIC EDGE	1110916	06/13/2017	SERVICE - #9708	100-45120-217	354.72
GRAPHIC EDGE	1110919	06/13/2017	SERVICE #9708	100-45120-217	438.29
GRAPHIC EDGE	1111359	06/13/2017	SERVICE #9708	100-45120-217	1,063.52
GRAPHIC EDGE	1111590	06/13/2017	SERVICE #9708	100-45120-217	127.35
GRAPHIC EDGE	1111593	06/13/2017	SERVICE #9708	100-45120-217	181.87
US BANK	20170522	06/20/2017	CR CARD - #8263- AM RED CR	100-45120-217	300.00
Activity 45120 - Recreation Total:					2,465.75
Activity: 45202 - Park Areas					
COUNTRY PRIDE SERVICE	20170531	06/21/2017	MAINTENANCE	100-45202-212	597.00
COUNTRY PRIDE SERVICE	20170531	06/21/2017	MAINTENANCE	100-45202-216	295.84
ELECTRIC FUND	201706012017	06/20/2017	MONTHLY UTILITY & TELECO	100-45202-381	531.94
ELECTRIC FUND	201706012017	06/20/2017	MONTHLY UTILITY & TELECO	100-45202-382	1,127.13
HOMETOWN SANITATION SER	0000249841	06/13/2017	GARBAGE SERVICE - STREET D	100-45202-384	84.73
HOMETOWN SANITATION SER	0000249842	06/13/2017	GARBAGE SERVICE - SQUARE	100-45202-384	46.12
HOMETOWN SANITATION SER	0000249849	06/13/2017	GARBAGE SERVICE - ISLAND P	100-45202-384	76.50
HOMETOWN SANITATION SER	0000249850	06/13/2017	GARBAGE SERVICE - TEGELS P	100-45202-384	38.25
HOMETOWN SANITATION SER	0000249851	06/13/2017	GARBAGE SERVICE - WRA	100-45202-384	79.20
HOMETOWN SANITATION SER	0000249852	06/13/2017	GARBAGE SERVICE - KASTLE KI	100-45202-384	46.53
HOMETOWN SANITATION SER	0000249858	06/13/2017	GARBAGE SERVICE - MAYFLO	100-45202-384	35.99
ELECTRIC FUND	201706012017	06/20/2017	MONTHLY UTILITY & TELECO	100-45202-385	1,148.72
MTI DISTRIBUTING, INC	1121633-00	06/19/2017	MAINTENANCE	100-45202-402	17.95
SCHWALBACH HARDWARE	20170525	06/19/2017	MAINTENANCE- PARKS	100-45202-402	434.98
WERNER ELECTRIC	S9664319.001	06/14/2017	MAINTENANCE-BALLFIELD SP	100-45202-402	167.97
WERNER ELECTRIC	S9664408.001	06/20/2017	MAINTENANCE	100-45202-402	153.99
JERRY'S REPAIR	8885	06/27/2017	MAINTENANCE	100-45202-404	23.49
GDF ENTERPRISES, INC	A12275	06/27/2017	MAINTENANCE	100-45202-404	37.41
NICKLASSON ATHLETIC/A+ DE	27452	06/19/2017	MAINTENANCE	100-45202-406	225.85
Activity 45202 - Park Areas Total:					5,169.59
Fund 100 - GENERAL Total:					45,717.95
Fund: 211 - LIBRARY					
Activity: 45501 - Library					
US BANK	20170522	06/20/2017	CR CARD - #8263- AMAZON -S	211-45501-200	59.21
ELECTRIC FUND	201706012017	06/20/2017	MONTHLY UTILITY & TELECO	211-45501-321	28.13
ELECTRIC FUND	201706012017	06/20/2017	MONTHLY UTILITY & TELECO	211-45501-326	65.00
ELECTRIC FUND	201706012017	06/20/2017	MONTHLY UTILITY & TELECO	211-45501-381	155.57
ELECTRIC FUND	201706012017	06/20/2017	MONTHLY UTILITY & TELECO	211-45501-382	18.18
MN ENERGY RESOURCES	20170608	06/13/2017	SERVICE #0504542703	211-45501-383	75.96
ELECTRIC FUND	201706012017	06/20/2017	MONTHLY UTILITY & TELECO	211-45501-385	36.24
J & K WINDOWS	8788-19	06/20/2017	SERVICE	211-45501-402	20.00
SCHWALBACH HARDWARE	20170525	06/19/2017	MAINTENANCE- LIBRARY	211-45501-409	247.15
US BANK	20170522	06/20/2017	CR CARD - #8263- AMAZON -B	211-45501-435	271.47
MICROMARKETING, LLC	676266	06/19/2017	BOOKS	211-45501-435	75.00
MICROMARKETING, LLC	676845	06/26/2017	BOOKS	211-45501-435	35.00
Activity 45501 - Library Total:					1,086.91
Fund 211 - LIBRARY Total:					1,086.91
Fund: 225 - AIRPORT					
Activity: 45127 - Airport					
CITY SERVICE VALCON	0204300	06/27/2017	5000 GAS - JET FUEL	225-45127-264	9,813.21
SOUTHWEST MN BROADBAN	20170615	06/19/2017	SERVICE #886	225-45127-321	26.61
ELECTRIC FUND	22	06/19/2017	EL AIRPORT	225-45127-409	10.20
Activity 45127 - Airport Total:					9,850.02

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Activity: 49950 - Capital Outlay					
SEH	333243	06/21/2017	WINDOM MASTER PLAN & AL	225-49950-500	11,104.00
Activity 49950 - Capital Outlay Total:					11,104.00
Fund 225 - AIRPORT Total:					20,954.02
Fund: 230 - POOL					
RACHEL ENGLER	20170621	06/21/2017	REFUND - SWIM LESSONS LEV	230-34721	10.00
					10.00
Activity: 45124 - Pool					
HAWKINS, INC	4089487	06/13/2017	CHEMICALS	230-45124-216	1,341.40
ELECTRIC FUND	201706012017	06/20/2017	MONTHLY UTILITY & TELECO	230-45124-381	42.82
ELECTRIC FUND	201706012017	06/20/2017	MONTHLY UTILITY & TELECO	230-45124-382	324.34
HOMETOWN SANITATION SER	0000249853	06/13/2017	GARBAGE SERVICE - SWIMMI	230-45124-384	131.34
ELECTRIC FUND	201706012017	06/20/2017	MONTHLY UTILITY & TELECO	230-45124-385	30.00
SCHWALBACH HARDWARE	20170525	06/19/2017	MAINTENANCE- POOL	230-45124-401	18.47
HORIZON CHEMICAL CO. INC	170530058	06/16/2017	SERVICE - MAINTENANCE	230-45124-402	2,951.70
SCHWALBACH HARDWARE	20170525	06/19/2017	MAINTENANCE- POOL	230-45124-402	79.91
MARK PETERSON	299946	06/19/2017	SERVICE - POOL	230-45124-402	3,650.00
SCHWALBACH HARDWARE	20170525	06/19/2017	MAINTENANCE- POOL	230-45124-404	6.37
SCHWALBACH HARDWARE	20170525	06/19/2017	MAINTENANCE- POOL	230-45124-409	69.70
SECR REV FUND/CITY OF WD	20170626	06/26/2017	PETTY CASH POOL PETTY CAS	230-45124-480	75.00
Activity 45124 - Pool Total:					8,721.05
Fund 230 - POOL Total:					8,731.05
Fund: 235 - AMBULANCE					
MARILYN STOFFERAHN	20170626	06/26/2017	REFUND - AMBULANCE OVER	235-34205	190.50
					190.50
Activity: 42153 - Ambulance					
US BANK	20170522	06/20/2017	CR CARD - #8263 - BROWN IN	235-42153-217	233.75
US BANK	20170522	06/20/2017	CR CARD - #8263- POSITIVE P	235-42153-217	781.05
US BANK	20170522	06/20/2017	CR CARD - #8263- SAM'S CLU	235-42153-217	54.73
SCHWALBACH HARDWARE	20170525	06/19/2017	MAINTENANCE- AMBULANCE	235-42153-217	2.79
TIM HACKER	20170626	06/26/2017	EXPENSE - SUPPLIES	235-42153-217	88.86
BOUND TREE MEDICAL, LLC	82514798	06/02/2017	SUPPLIES	235-42153-217	304.80
ELECTRIC FUND	201706012017	06/20/2017	MONTHLY UTILITY & TELECO	235-42153-321	24.85
VERIZON WIRELESS	9787111231	06/19/2017	SERVICE FOR LAP TOPS	235-42153-321	123.49
JUSTIN HARRINGTON	20170619	06/19/2017	EXPENSE	235-42153-334	18.56
KIM POWERS	20170619	06/19/2017	EXPENSE	235-42153-334	18.76
TIM HACKER	20170619	06/19/2017	EXPENSE	235-42153-334	90.86
LANDON JOHNSON	20170619	06/19/2017	EXPENSE	235-42153-334	16.80
WINDOM QUICK PRINT	20170607	06/20/2017	BANNERS -	235-42153-340	148.64
SANFORD HEALTH	NI 178	06/19/2017	SERVICE # S-000831	235-42153-404	101.65
O'REILLY AUTOMOTIVE, INC	20170528	06/19/2017	MAINTENANCE - AMBULANCE	235-42153-405	23.98
Activity 42153 - Ambulance Total:					2,033.57
Fund 235 - AMBULANCE Total:					2,224.07
Fund: 250 - EDA GENERAL					
Activity: 46520 - EDA					
CENTURY BUSINESS PRODUCT	378128	06/13/2017	SUPPLIES	250-46520-200	61.62
EHLERS & ASSOC., INC.	73896	06/16/2017	TAX ABATEMENT & TIF DISCL	250-46520-301	660.00
SCHRAMMEL LAW OFFICE	20170605	06/20/2017	LEGAL FEES - EDA	250-46520-304	1,140.00
ELECTRIC FUND	201706012017	06/20/2017	MONTHLY UTILITY & TELECO	250-46520-321	55.66
ELECTRIC FUND	201706012017	06/20/2017	MONTHLY UTILITY & TELECO	250-46520-321	95.48
SECR REV FUND/CITY OF WD	20170626	06/26/2017	PETTY CASH EDA POSTAGE	250-46520-322	6.65
DREW HAGE	20170626	06/26/2017	EXPENSE - MN DOT REG PLAN	250-46520-331	31.03
DREW HAGE	20170626A	06/26/2017	EXPENSE -TED/TEDI TRANSP	250-46520-331	75.97
WINDOM QUICK PRINT	20170601B	06/20/2017	FAIRBOOK AD -EDA	250-46520-340	199.00
ELECTRIC FUND	201706012017	06/20/2017	MONTHLY UTILITY & TELECO	250-46520-381	62.88
US BANK	20170522	06/20/2017	CR CARD - #8263- GODATHER'	250-46520-438	46.51
SECR REV FUND/CITY OF WD	20170626	06/26/2017	PETTY CASH EDA POP - MEET	250-46520-438	4.00
SOUTHWEST MN STATE UNIV	00191080	06/19/2017	SMAC	250-46520-480	170.00

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
MATHIOWETZ CONSTRUCTIO	20170626	06/26/2017	DOWNPAYMENT FOR FILL & C	250-46520-491	125,000.00
				Activity 46520 - EDA Total:	127,608.80
				Fund 250 - EDA GENERAL Total:	127,608.80

Fund: 306 - 2013 STREET IMPROVEMENT

Activity: 41000 - General Government

EHLERS & ASSOC., INC.	73739	06/26/2017	ARBITRAGE REPORTING	306-41000-480	4,000.00
				Activity 41000 - General Government Total:	4,000.00
				Fund 306 - 2013 STREET IMPROVEMENT Total:	4,000.00

Fund: 307 - 2017 STREET PROJECT

Activity: 41000 - General Government

DGR ENGINEERING	00224424	06/26/2017	2017 STREET IMPROVEMENTS	307-41000-500	35,906.98
HOLTMEIER CONSTRUCTION I	20170621	06/21/2017	2017 STREET PROJECT	307-41000-500	364,756.00
				Activity 41000 - General Government Total:	400,662.98
				Fund 307 - 2017 STREET PROJECT Total:	400,662.98

Fund: 601 - WATER

RICE LAKE CONTRACTING COR	20170621	06/21/2017	WATER TREATMENT FAC REHA	601-16300	85,224.63
					85,224.63

Activity: 49400 - Water

HAWKINS, INC	4089475	06/13/2017	CHEMICALS	601-49400-216	3,295.88
MN VALLEY TESTING	867208	06/13/2017	TESTING	601-49400-310	67.50
ELECTRIC FUND	201706012017	06/20/2017	MONTHLY UTILITY & TELECO	601-49400-321	49.70
GOPHER STATE ONE CALL	7050811	06/06/2017	LOCATES	601-49400-321	30.38
INNOVATIVE SYSTEMS LLC	32796	06/07/2017	POSTAGE	601-49400-322	233.23
ELECTRIC FUND	201706012017	06/20/2017	MONTHLY UTILITY & TELECO	601-49400-326	60.00
INNOVATIVE SYSTEMS LLC	32284	06/23/2017	BILLING SYSTEM SOFTWARE S	601-49400-326	517.50
INNOVATIVE SYSTEMS LLC	32552	06/06/2017	BILLING SYSTEM MAINTENAN	601-49400-326	760.50
INNOVATIVE SYSTEMS LLC	32573	06/06/2017	BILLING SYSTEM SOFTWARE S	601-49400-326	517.50
INNOVATIVE SYSTEMS LLC	32796	06/07/2017	PROCESSING	601-49400-326	197.92
HP DATAONE, LLC	6	06/27/2017	BILLING CONTRACT SERVICE -	601-49400-326	1,328.13
INNOVATIVE SYSTEMS LLC	32796	06/07/2017	INSERTS	601-49400-350	367.27
ELECTRIC FUND	201706012017	06/20/2017	MONTHLY UTILITY & TELECO	601-49400-381	4,259.70
ELECTRIC FUND	201706012017	06/20/2017	MONTHLY UTILITY & TELECO	601-49400-382	16.99
MN ENERGY RESOURCES	20170612	06/19/2017	HEATING #0505923431	601-49400-383	312.52
ELECTRIC FUND	201706012017	06/20/2017	MONTHLY UTILITY & TELECO	601-49400-385	32.78
ELECTRIC FUND	201706012017	06/20/2017	MONTHLY UTILITY & TELECO	601-49400-386	1,101.45
SCHWALBACH HARDWARE	20170525	06/19/2017	MAINTENANCE- WATER	601-49400-404	30.97
				Activity 49400 - Water Total:	13,179.92
				Fund 601 - WATER Total:	98,404.55

Fund: 602 - SEWER

TECH SALES CO	321784	06/21/2017	EQUIPMENT	602-16400	5,938.00
					5,938.00

Activity: 49450 - Sewer

SCHRAMMEL LAW OFFICE	20170605	06/20/2017	LEGAL FEES - SEWER	602-49450-304	1,755.00
MN VALLEY TESTING	865716	06/01/2017	TESTING	602-49450-310	158.40
MN VALLEY TESTING	867048	06/13/2017	TESTING	602-49450-310	158.40
MN VALLEY TESTING	867221	06/13/2017	TESTING	602-49450-310	241.60
MN VALLEY TESTING	867535	06/13/2017	TESTING	602-49450-310	137.20
ELECTRIC FUND	201706012017	06/20/2017	MONTHLY UTILITY & TELECO	602-49450-321	159.20
GOPHER STATE ONE CALL	7050811	06/06/2017	LOCATES	602-49450-321	30.38
INNOVATIVE SYSTEMS LLC	32796	06/07/2017	POSTAGE	602-49450-322	233.22
ELECTRIC FUND	201706012017	06/20/2017	MONTHLY UTILITY & TELECO	602-49450-326	60.00
INNOVATIVE SYSTEMS LLC	32284	06/23/2017	BILLING SYSTEM SOFTWARE S	602-49450-326	517.50
INNOVATIVE SYSTEMS LLC	32552	06/06/2017	BILLING SYSTEM MAINTENAN	602-49450-326	760.50
INNOVATIVE SYSTEMS LLC	32573	06/06/2017	BILLING SYSTEM SOFTWARE S	602-49450-326	517.50
INNOVATIVE SYSTEMS LLC	32796	06/07/2017	PROCESSING	602-49450-326	197.92
HP DATAONE, LLC	6	06/27/2017	BILLING CONTRACT SERVICE -	602-49450-326	1,328.11
INNOVATIVE SYSTEMS LLC	32796	06/07/2017	INSERTS	602-49450-350	20.78

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ELECTRIC FUND	201706012017	06/20/2017	MONTHLY UTILITY & TELECO	602-49450-381	12,836.82
ELECTRIC FUND	201706012017	06/20/2017	MONTHLY UTILITY & TELECO	602-49450-382	543.63
MN ENERGY RESOURCES	20170607	06/13/2017	SERVICE #0506646838	602-49450-383	168.79
MN ENERGY RESOURCES	20170609A	06/19/2017	HEATING #0506746718	602-49450-383	18.00
MN ENERGY RESOURCES	20170615	06/19/2017	HEATING #0504488160	602-49450-383	32.07
HOMETOWN SANITATION SER	0000249844	06/13/2017	SERVICE - WASTEWATER	602-49450-384	85.04
JEN'S CLEANING SERVICE	0000001	06/13/2017	SERVICE	602-49450-404	112.50
US BANK	20170522	06/20/2017	CR CARD - #8263- HACH CO -S	602-49450-404	315.58
SCHWALBACH HARDWARE	20170525	06/19/2017	MAINTENANCE- SEWER	602-49450-404	146.46
O'REILLY AUTOMOTIVE, INC	20170528	06/19/2017	MAINTENANCE - SEWER	602-49450-404	14.98
Activity 49450 - Sewer Total:					20,549.58
Fund 602 - SEWER Total:					26,487.58

Fund: 604 - ELECTRIC

BORDER STATES	913229887	06/21/2017	INVENTORY	604-14200	353.19
CENTRAL FARM SERVICE	20170616	06/16/2017	SERVICE - CRANE OPERATION	604-16300	2,925.00
ELECTRIC FUND	24	06/19/2017	EL CONSTRUCT #1 - COLLINS	604-16300	10,114.19
ELECTRIC FUND	24	06/19/2017	EL CONSTRUCT #1 - COLLINS	604-16300	9,748.80
ELECTRIC FUND	26	06/26/2017	RL CONST-NEW #2 RIVER RD -	604-16300	822.94
ELECTRIC FUND	28	06/27/2017	EL CONST #1-RIVER RD	604-16300	22,823.03
ZIESKE LAND SURVEYING	C 1719 S	06/27/2017	SUBSTATION-SURVEY 11TH ST	604-16300	2,272.00
DRAKE BORSGARD	20170623	06/23/2017	REFUND - UTILTY PREPAYME	604-22000	300.00
					49,359.15

Activity: 49550 - Electric

US BANK	20170522	06/20/2017	CR CARD - #8263- AMAZON T	604-49550-200	64.58
JOANNE NELSON	632296	06/21/2017	SERVICE	604-49550-218	120.00
ULINE SHIPPING SUPPY SPECI	87675160	06/23/2017	UNIFORMS	604-49550-218	236.00
CMP - CENTRAL MUNICIPAL P	05933	06/16/2017	ENERGY	604-49550-263	91,477.04
CMP - CENTRAL MUNICIPAL P	05933	06/16/2017	TRANSMISSION	604-49550-263	151,530.99
DEPARTMENT OF ENERGY	BFPB000800517	06/13/2017	POWER COST	604-49550-263	93,539.00
SCHRAMMEL LAW OFFICE	20170605	06/20/2017	LEGAL FEES - ELECTRIC	604-49550-304	517.50
BRENT BROWN	20170626	06/27/2017	EXPENSE- CMMPA	604-49550-315	149.80
DAKOTA SUPPLY GROUP	D060913	06/27/2017	ENERGY DEVELOPMENT	604-49550-315	1,260.00
ELECTRIC FUND	201706012017	06/20/2017	MONTHLY UTILITY & TELECO	604-49550-321	197.32
GOPHER STATE ONE CALL	7050811	06/06/2017	LOCATES	604-49550-321	30.38
INNOVATIVE SYSTEMS LLC	32796	06/07/2017	POSTAGE	604-49550-322	233.23
ELECTRIC FUND	201706012017	06/20/2017	MONTHLY UTILITY & TELECO	604-49550-326	139.47
INNOVATIVE SYSTEMS LLC	32284	06/23/2017	BILLING SYSTEM SOFTWARE S	604-49550-326	223.90
INNOVATIVE SYSTEMS LLC	32552	06/06/2017	BILLING SYSTEM MAINTENAN	604-49550-326	1,521.00
INNOVATIVE SYSTEMS LLC	32573	06/06/2017	BILLING SYSTEM SOFTWARE S	604-49550-326	223.90
INNOVATIVE SYSTEMS LLC	32796	06/07/2017	PROCESSING	604-49550-326	197.92
HP DATAONE, LLC	6	06/27/2017	BILLING CONTRACT SERVICE -	604-49550-326	1,328.13
US BANK	20170522	06/20/2017	CR CARD - #8263- MADDENS	604-49550-334	461.96
US BANK	20170522	06/20/2017	CR CARD - #8263- COMFORT I	604-49550-334	84.75
INNOVATIVE SYSTEMS LLC	32796	06/07/2017	INSERTS	604-49550-350	20.78
ELECTRIC FUND	201706012017	06/20/2017	MONTHLY UTILITY & TELECO	604-49550-381	121.65
ELECTRIC FUND	201706012017	06/20/2017	MONTHLY UTILITY & TELECO	604-49550-382	25.63
MN ENERGY RESOURCES	20170612B	06/21/2017	HEATING #0506419706	604-49550-383	125.50
HOMETOWN SANITATION SER	0000249845	06/13/2017	GARBAGE SERVICE - ELECTRIC	604-49550-384	84.75
ELECTRIC FUND	201706012017	06/20/2017	MONTHLY UTILITY & TELECO	604-49550-385	50.25
US BANK	20170522	06/20/2017	CR CARD - #8263- AMAZON-H	604-49550-404	19.87
US BANK	20170522	06/20/2017	CR CARD - #8263- AMAZON-H	604-49550-404	19.87
ULINE SHIPPING SUPPY SPECI	87675160	06/23/2017	MAINTENANCE	604-49550-404	49.15
DITCH WITCH OF MN	P23598	06/21/2017	MAINTENANCE	604-49550-404	157.99
RDO EQUIPMENT CO	P66656	06/21/2017	MAINTENANCE	604-49550-404	235.40
SCHWALBACH HARDWARE	20170525	06/19/2017	MAINTENANCE- ELECTRIC	604-49550-405	5.16
RAGE INC	06-010669	06/13/2017	SERVICE - POWER PLANT	604-49550-406	34.17
BRAD BUSSA	20170627	06/27/2017	CLEANING - JUNE 2017	604-49550-406	184.60
ELECTRIC FUND	19	06/16/2017	EL TRUCK STOCK	604-49550-408	75.88
ELECTRIC FUND	20	06/16/2017	EL DISTRIBUTION	604-49550-408	1,620.71

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
US BANK	20170522	06/20/2017	CR CARD - #8263- CARQUEST-	604-49550-408	37.38
US BANK	20170522	06/20/2017	CR CARD - #8263- FAST FLOBA	604-49550-408	167.75
SCHWALBACH HARDWARE	20170525	06/19/2017	MAINTENANCE- ELECTRIC	604-49550-408	6.98
ELECTRIC FUND	23A	06/23/2017	EL RL REPAIR	604-49550-408	30.66
ELECTRIC FUND	29	06/27/2017	EL TRUCK STOCK	604-49550-408	56.94
ELECTRIC FUND	30	06/27/2017	EL DISTRIBUTION	604-49550-408	788.74
DITCH WITCH OF MN	P23621	06/13/2017	MAINTENANCE	604-49550-408	133.98
GRUNEWALD FRAME & GLASS	2017-232	06/27/2017	MAINTENANCE	604-49550-410	581.44
MN DEPT OF COMMERCE	1000037199	06/21/2017	WINDOM MUNI UTIL #330 -1	604-49550-433	215.46
CMP - CENTRAL MUNICIPAL P	05946	06/27/2017	CONSERVATION	604-49550-450	1,419.00
MN DEPT OF COMMERCE	1000037199	06/21/2017	WINDOM MUNI UTIL #330 -1	604-49550-450	950.79
WERNER ELECTRIC	59660123.002	06/14/2017	CONSERVATION	604-49550-450	4,853.36
BLUE CROSS/BLUE SHIELD	170602186177	06/21/2017	INSURANCE PREM- JULY 2017	604-49550-480	490.00
WERNER ELECTRIC	59665629.001	06/27/2017	SUPPLIES - WINDOM BASEBAL	604-49550-480	349.63

Activity 49550 - Electric Total: 356,450.34

Fund 604 - ELECTRIC Total: 405,809.49

Fund: 609 - LIQUOR STORE

Activity: 49751 - Liquor Store

AH HERMEL COMPANY	649579	06/15/2017	MERCHANDISE	609-49751-217	99.41
BREAKTHRU BEVERAGE MN	1080642765	06/06/2017	MERCHANDISE	609-49751-251	1,238.41
PHILLIPS WINE & SPIRITS	2175648	06/19/2017	MERCHANDISE	609-49751-251	5,702.72
JOHNSON BROS.	5738733	06/01/2017	MERCHANDISE	609-49751-251	4,144.10
JOHNSON BROS.	5738735	06/01/2017	MERCHANDISE	609-49751-251	3,434.00
JOHNSON BROS.	5738738	06/07/2017	MERCHANDISE	609-49751-251	310.05
JOHNSON BROS.	5743623	06/07/2017	MERCHANDISE	609-49751-251	995.36
JOHNSON BROS.	629676	06/26/2017	CREDIT - MERCHANDISE	609-49751-251	-6.33
BREAKTHRU BEVERAGE MN	1080642766	06/06/2017	MERCHANDISE	609-49751-252	55.40
DOLL DISTRIBUTING, LLC	234093	06/16/2017	MERCHANDISE	609-49751-252	5,704.60
DOLL DISTRIBUTING, LLC	238849	06/23/2017	MERCHANDISE	609-49751-252	5,463.05
DOLL DISTRIBUTING, LLC	238851	06/27/2017	MERCHANDISE	609-49751-252	28.90
DOLL DISTRIBUTING, LLC	243151	06/26/2017	MERCHANDISE	609-49751-252	27,974.50
DOLL DISTRIBUTING, LLC	243152	06/26/2017	MERCHANDISE	609-49751-252	172.00
ARTISAN BEER COMPANY	3182050	06/27/2017	MERCHANDISE	609-49751-252	441.70
ARTISAN BEER COMPANY	3183532	06/07/2017	MERCHANDISE	609-49751-252	514.15
JOHNSON BROS.	5738737	06/01/2017	MERCHANDISE	609-49751-252	61.35
JOHNSON BROS.	5738740	06/07/2017	MERCHANDISE	609-49751-252	21.99
JOHNSON BROS.	5743625	06/07/2017	MERCHANDISE	609-49751-252	123.00
BEVERAGE WHOLESALERS	653743	06/15/2017	MERCHANDISE	609-49751-252	6,028.55
BEVERAGE WHOLESALERS	654831	06/15/2017	MERCHANDISE	609-49751-252	4,237.95
BEVERAGE WHOLESALERS	656943	06/27/2017	MERCHANDISE	609-49751-252	9,834.10
PHILLIPS WINE & SPIRITS	2175649	06/19/2017	MERCHANDISE	609-49751-253	971.83
ROUND LAKE VINEYARDS & W	514	06/19/2017	MERCHANDISE	609-49751-253	216.00
JOHNSON BROS.	5738734	06/01/2017	MERCHANDISE	609-49751-253	380.00
JOHNSON BROS.	5738736	06/16/2017	MERCHANDISE	609-49751-253	352.05
JOHNSON BROS.	5738739	06/07/2017	MERCHANDISE	609-49751-253	757.81
JOHNSON BROS.	5743624	06/07/2017	MERCHANDISE	609-49751-253	1,172.45
JOHNSON BROS.	629676	06/26/2017	CREDIT - MERCHANDISE	609-49751-253	-9.56
JOHNSON BROS.	629678	06/26/2017	CREDIT - MERCHANDISE	609-49751-253	-19.44
BREAKTHRU BEVERAGE MN	1080642765	06/06/2017	MERCHANDISE	609-49751-254	208.05
ATLANTIC COCA-COLA	192817	06/27/2017	MERCHANDISE	609-49751-254	214.00
AH HERMEL COMPANY	649579	06/15/2017	MERCHANDISE	609-49751-254	75.50
AH HERMEL COMPANY	649579	06/15/2017	MERCHANDISE	609-49751-256	166.36
AH HERMEL COMPANY	649579	06/15/2017	MERCHANDISE	609-49751-261	6.67
SCHRAMMEL LAW OFFICE	20170605	06/20/2017	LEGAL FEES - LIQUOR	609-49751-304	90.00
ELECTRIC FUND	201706012017	06/20/2017	MONTHLY UTILITY & TELECO	609-49751-321	100.29
ELECTRIC FUND	201706012017	06/20/2017	MONTHLY UTILITY & TELECO	609-49751-326	129.47
BREAKTHRU BEVERAGE MN	1080642765	06/06/2017	MERCHANDISE	609-49751-333	30.12
PHILLIPS WINE & SPIRITS	2175648	06/19/2017	MERCHANDISE	609-49751-333	88.51
PHILLIPS WINE & SPIRITS	2175649	06/19/2017	MERCHANDISE	609-49751-333	33.40
JOHNSON BROS.	5738733	06/01/2017	MERCHANDISE	609-49751-333	77.65

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
JOHNSON BROS.	5738734	06/01/2017	MERCHANDISE	609-49751-333	15.30
JOHNSON BROS.	5738735	06/01/2017	MERCHANDISE	609-49751-333	55.11
JOHNSON BROS.	5738736	06/16/2017	MERCHANDISE	609-49751-333	13.36
JOHNSON BROS.	5738738	06/07/2017	MERCHANDISE	609-49751-333	3.89
JOHNSON BROS.	5738739	06/07/2017	MERCHANDISE	609-49751-333	26.72
JOHNSON BROS.	5743623	06/07/2017	MERCHANDISE	609-49751-333	12.39
JOHNSON BROS.	5743624	06/07/2017	MERCHANDISE	609-49751-333	26.73
AH HERMEL COMPANY	649579	06/15/2017	MERCHANDISE	609-49751-333	4.95
WINDOM QUICK PRINT	20170601C	06/26/2017	SUPPLIES	609-49751-340	224.00
ELECTRIC FUND	201706012017	06/20/2017	MONTHLY UTILITY & TELECO	609-49751-381	649.97
ELECTRIC FUND	201706012017	06/20/2017	MONTHLY UTILITY & TELECO	609-49751-382	19.77
HOMETOWN SANITATION SER	0000249843	06/16/2017	GARBAGE SERVICE - RIVER BE	609-49751-384	96.13
ELECTRIC FUND	201706012017	06/20/2017	MONTHLY UTILITY & TELECO	609-49751-385	37.24
SCHWALBACH HARDWARE	20170525	06/19/2017	MAINTENANCE- LIQUOR	609-49751-402	269.98
ENVIROMASTER, INC	535881	06/21/2017	SERVICE	609-49751-402	18.17
RAGE INC	06-010099	06/13/2017	SERVICE - RIVER BEND LIQUO	609-49751-406	48.89
Activity 49751 - Liquor Store Total:					83,142.72
Fund 609 - LIQUOR STORE Total:					83,142.72

Fund: 614 - TELECOM

Activity: 49870 - Telecom

RAGE INC	05-011983	06/16/2017	SERVICE - WINDOM NET	614-49870-200	21.33
RAGE INC	06-010671	06/16/2017	SERVICE - WINDOM NET	614-49870-200	21.33
US BANK	20170522	06/20/2017	CR CARD - #8263- HY VEE-SUP	614-49870-200	40.54
COTTONWOOD CO HWY DEPT	20170612	06/16/2017	COPIES	614-49870-200	12.00
US BANK	20170522	06/20/2017	CR CARD - #8263- EBAY-HEAD	614-49870-227	160.00
SCHWALBACH HARDWARE	20170525	06/19/2017	MAINTENANCE- TELECOM	614-49870-227	9.98
POWER & TEL	6221549-00	06/07/2017	MAINTENANCE	614-49870-227	145.01
POWER & TEL	6221549-01	06/19/2017	MAINTENANCE	614-49870-227	1,010.31
POWER & TEL	6228860-00	06/07/2017	MAINTENANCE	614-49870-227	1,441.01
US BANK	20170522	06/20/2017	CR CARD - #8263- ARENA.CO	614-49870-241	100.06
OLSEN THIELEN & CO.,LTD	35039	06/19/2017	SERVICE	614-49870-301	735.00
MN DEPT OF COMMERCE	1000036874	06/21/2017	CITY OF WINDOM #6412 -1ST	614-49870-304	304.20
INTERSTATE TRS FUND	82580706171	06/16/2017	ASSESSMENT FOR 499-A FILIN	614-49870-304	179.97
ELECTRIC FUND	201706012017	06/20/2017	MONTHLY UTILITY & TELECO	614-49870-321	386.31
GOPHER STATE ONE CALL	7050811	06/06/2017	LOCATES	614-49870-321	30.36
INNOVATIVE SYSTEMS LLC	32796	06/07/2017	POSTAGE	614-49870-322	233.23
INNOVATIVE SYSTEMS LLC	32284	06/23/2017	BILLING SYSTEM SOFTWARE S	614-49870-326	1,846.10
INNOVATIVE SYSTEMS LLC	32552	06/06/2017	BILLING SYSTEM MAINTENAN	614-49870-326	1,521.00
INNOVATIVE SYSTEMS LLC	32552	06/06/2017	BILLING SYSTEM MAINTENAN	614-49870-326	875.00
INNOVATIVE SYSTEMS LLC	32573	06/06/2017	BILLING SYSTEM SOFTWARE S	614-49870-326	1,846.10
INNOVATIVE SYSTEMS LLC	32796	06/07/2017	PROCESSING	614-49870-326	197.92
INNOVATIVE SYSTEMS LLC	32804	06/16/2017	JUNE 2017 ACS CONFIGURATI	614-49870-326	2,000.00
HP DATAONE, LLC	6	06/27/2017	BILLING CONTRACT SERVICE -	614-49870-326	1,328.13
NEUSTAR, INC.	L-0000021360	06/21/2017	NUMBER PORTS	614-49870-326	20.50
US BANK	20170522	06/20/2017	CR CARD - #8263- VISTA PRINT	614-49870-340	51.26
WINDOM QUICK PRINT	20170601A	06/20/2017	FAIRBOOK AD - WINDOM NET	614-49870-340	289.00
INNOVATIVE SYSTEMS LLC	32796	06/07/2017	INSERTS	614-49870-350	20.78
ELECTRIC FUND	201706012017	06/20/2017	MONTHLY UTILITY & TELECO	614-49870-381	2,041.31
ELECTRIC FUND	201706012017	06/20/2017	MONTHLY UTILITY & TELECO	614-49870-382	18.16
MN ENERGY RESOURCES	20170608A	06/19/2017	HEATING #0507509833	614-49870-383	15.56
HOMETOWN SANITATION SER	0000249846	06/13/2017	GARBAGE SERVICE - TELECOM	614-49870-384	73.92
ELECTRIC FUND	201706012017	06/20/2017	MONTHLY UTILITY & TELECO	614-49870-385	32.88
WORTHINGTON GLASS INC	44030	06/21/2017	MAINTENANCE	614-49870-402	425.35
SMITH APPLIANCE SERVICE LL	20170616	06/21/2017	REPLACEMENT OF DAMAGED	614-49870-404	628.12
SCHWALBACH HARDWARE	20170525	06/19/2017	MAINTENANCE- TELECOM	614-49870-406	59.97
CENTURY LINK	447545	06/21/2017	SERVICE #MN COWM 72 - MA	614-49870-441	154.79
CENTURY LINK	447545A	06/21/2017	SERVICE #MN COWM 72 - JU	614-49870-441	155.61
MLB NETWORK	084135	06/26/2017	SUBSCRIBER	614-49870-442	984.72
NEXSTAR BROADCASTING GR	1173-1160	06/26/2017	SUBSCRIBER	614-49870-442	6,350.30
TEGNA	1212-1052	06/26/2017	SUBSCRIBER	614-49870-442	5,396.60

Expense Approval Report

Payment Dates: 06/15/2017 - 06/28/2017

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
UNITED COMMUNICATIONS C	20170531	06/26/2017	SUBSCRIBER	614-49870-442	858.55
HUBBARD BROADCASTING IN	20170531	06/26/2017	SUBSCRIBER	614-49870-442	7,236.35
CBS TELEVISION STATIONS	20170531	06/26/2017	SUBSCRIBER	614-49870-442	4,538.05
CONSOLIDATED COMMUNICA	20170601	06/16/2017	JUNE 2017 CONNECTION	614-49870-442	2,950.00
RFD TV	2509-1252	06/26/2017	SUBSCRIBER	614-49870-442	380.46
FOX TELEVISION STATIONS, IN	303-1031	06/26/2017	SUBSCRIBER	614-49870-442	5,102.24
TOWER DISTRIBUTION COMP	599898	06/26/2017	SUBSCRIBER	614-49870-442	671.40
FOX SPORTS	M46760	06/26/2017	SUBSCRIBER	614-49870-442	19,045.38
BTN - BIG TEN NETWORK	M51027	06/26/2017	SUBSCRIBER	614-49870-442	4,140.30
UNIVERSAL SERVICE ADMIN C	UBDI0000914798	06/28/2017	499A CONTRIBUTION	614-49870-443	1,481.48
NEUSTAR, INC.	M-10909116, M-10909117	06/19/2017	LNP SERVICE	614-49870-445	5.65
NEUSTAR, INC.	M-10909116, M-10909117	06/19/2017	SOW SERVICE	614-49870-445	184.85
US BANK	20170522	06/20/2017	CR CARD - #8263- DREAMHOS	614-49870-447	139.00
US BANK	20170522	06/20/2017	CR CARD - #8263- AMAZON R	614-49870-447	148.43
CONSOLIDATED COMMUNICA	20170601	06/16/2017	JUNE 2017 10 GB TRANSPORT	614-49870-447	5,987.50
ZAYO BANDWIDTH	20170601	06/20/2017	TRANSPORT 6/1 - 6/30	614-49870-451	381.36
Activity 49870 - Telecom Total:					84,414.72
Fund 614 - TELECOM Total:					84,414.72

Fund: 615 - ARENA

Activity: 49850 - Arena

US BANK	20170522	06/20/2017	CR CARD - #8263- HY VEE	615-49850-260	39.22
US BANK	20170522	06/20/2017	CR CARD - #8263- HY VEE	615-49850-260	87.35
ELECTRIC FUND	201706012017	06/20/2017	MONTHLY UTILITY & TELECO	615-49850-321	123.80
ELECTRIC FUND	201706012017	06/20/2017	MONTHLY UTILITY & TELECO	615-49850-326	125.00
ELECTRIC FUND	201706012017	06/20/2017	MONTHLY UTILITY & TELECO	615-49850-381	1,897.13
ELECTRIC FUND	201706012017	06/20/2017	MONTHLY UTILITY & TELECO	615-49850-382	131.38
HOMETOWN SANITATION SER	0000249847	06/13/2017	GARBAGE SERVICE - ARENA	615-49850-384	130.88
ELECTRIC FUND	201706012017	06/20/2017	MONTHLY UTILITY & TELECO	615-49850-385	30.00
SCHWALBACH HARDWARE	20170525	06/19/2017	MAINTENANCE- ARENA	615-49850-402	89.99
COTTONWOOD VET CLINIC	173882	06/13/2017	SERVICE	615-49850-404	60.00
SCHWALBACH HARDWARE	20170525	06/19/2017	MAINTENANCE-ARENA	615-49850-404	57.10
SCHWALBACH HARDWARE	20170525	06/19/2017	MAINTENANCE- ARENA	615-49850-405	151.29
SCHWALBACH HARDWARE	20170525	06/19/2017	MAINTENANCE- ARENA	615-49850-480	31.98
Activity 49850 - Arena Total:					2,955.12
Fund 615 - ARENA Total:					2,955.12

Fund: 617 - M/P CENTER

SWEDE'S	20170612	06/14/2017	GARAGE	617-16200	8,495.00
					8,495.00

Activity: 49860 - M/P Center

US BANK	20170522	06/20/2017	CR CARD - #8263- HY VEE SUP	617-49860-211	21.32
US BANK	20170522	06/20/2017	CR CARD - #8263- SCHWALBA	617-49860-211	20.27
US BANK	20170522	06/20/2017	CR CARD - #8263- HY VEE	617-49860-217	25.12
US BANK	20170522	06/20/2017	CR CARD - #8263- HY VEE	617-49860-254	12.00
US BANK	20170522	06/20/2017	CR CARD - #8263- HY VEE	617-49860-254	242.60
ELECTRIC FUND	201706012017	06/20/2017	MONTHLY UTILITY & TELECO	617-49860-321	110.87
ELECTRIC FUND	201706012017	06/20/2017	MONTHLY UTILITY & TELECO	617-49860-326	60.00
BRAD BUSSA	20170626	06/26/2017	EXPENSE - MILEAGE	617-49860-331	25.68
US BANK	20170522	06/20/2017	CR CARD - #8263- SPRINGFIEL	617-49860-334	15.66
WINDOM QUICK PRINT	20170601	06/20/2017	FAIRBOOK AD - COMM CENTE	617-49860-340	219.00
ELECTRIC FUND	201706012017	06/20/2017	MONTHLY UTILITY & TELECO	617-49860-381	1,072.24
US BANK	20170522	06/20/2017	CR CARD - #8263- RUNNINGS-	617-49860-382	100.25
ELECTRIC FUND	201706012017	06/20/2017	MONTHLY UTILITY & TELECO	617-49860-382	65.97
MN ENERGY RESOURCES	20170612A	06/19/2017	HEATING #0503741572	617-49860-383	134.16
ELECTRIC FUND	201706012017	06/20/2017	MONTHLY UTILITY & TELECO	617-49860-385	69.60
TOWN 'N COUNTRY	7892	06/19/2017	MAINTENANCE	617-49860-404	135.00
US BANK	20170522	06/20/2017	CR CARD - #8263- TARGET - CL	617-49860-406	84.41
US BANK	20170522	06/20/2017	CR CARD - #8263- SCHWALBA	617-49860-406	129.56
SCHWALBACH HARDWARE	20170525	06/19/2017	MAINTENANCE- MP	617-49860-406	678.70
US BANK	20170522	06/20/2017	CR CARD - #8263- SCHWALBA	617-49860-409	25.63

Expense Approval Report

Payment Dates: 06/15/2017 - 06/28/2017

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
US BANK	20170522	06/20/2017	CR CARD - #8263- SCHWALBA	617-49860-409	16.02
					Activity 49860 - M/P Center Total: 3,264.06
					Fund 617 - M/P CENTER Total: 11,759.06
Fund: 700 - PAYROLL					
Internal Revenue Service-Payr	INV0001128	06/23/2017	Federal Tax Withholding	700-21701	15,949.18
MN Department of Revenue -	INV0001127	06/23/2017	State Withholding	700-21702	6,284.59
Internal Revenue Service-Payr	INV0001129	06/23/2017	Social Security	700-21703	15,381.20
MN Pera	CM0000016	06/23/2017	PERA	700-21704	-14.97
MN Pera	INV0001120	06/23/2017	PERA	700-21704	15,125.92
MN Pera	INV0001121	06/23/2017	PERA	700-21704	7,039.24
MN Pera	INV0001122	06/23/2017	PERA	700-21704	616.86
MN State Deferred	INV0001123	06/23/2017	Deferred Compensation	700-21705	4,848.07
MN State Deferred	INV0001124	06/23/2017	Deferred Roth	700-21705	475.00
BLUE CROSS/BLUE SHIELD	170602186177	06/21/2017	INSURANCE PREM- JULY 2017	700-21706	50,497.50
LOCAL UNION #949	20170623	06/23/2017	UNION DUES - JUNE 2017	700-21707	1,828.36
LAW ENFORCMENT LABOR SE	20170623	06/23/2017	POLICE UNION DUES -JUNE 20	700-21708	343.00
MN Child Support Payment C	INV0001125	06/23/2017	Child Support Payment	700-21709	606.17
Internal Revenue Service-Payr	INV0001126	06/23/2017	Medicare Withholding	700-21711	4,318.16
SELECTACCOUNT	38448893	06/21/2017	FLEX SPENDING	700-21712	1,015.76
AFLAC	892835	06/19/2017	JUNE 2017 -INSURANCE - AFT	700-21715	204.00
AFLAC	892835	06/19/2017	JUNE 2017 -INSURANCE - PRE	700-21716	334.59
					124,852.63
					Fund 700 - PAYROLL Total: 124,852.63
					Grand Total: 1,448,811.65

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL	45,717.95
211 - LIBRARY	1,086.91
225 - AIRPORT	20,954.02
230 - POOL	8,731.05
235 - AMBULANCE	2,224.07
250 - EDA GENERAL	127,608.80
306 - 2013 STREET IMPROVEMENT	4,000.00
307 - 2017 STREET PROJECT	400,662.98
601 - WATER	98,404.55
602 - SEWER	26,487.58
604 - ELECTRIC	405,809.49
609 - LIQUOR STORE	83,142.72
614 - TELECOM	84,414.72
615 - ARENA	2,955.12
617 - M/P CENTER	11,759.06
700 - PAYROLL	124,852.63
Grand Total:	1,448,811.65

Account Summary

Account Number	Account Name	Payment Amount
100-34781	Recreation Fees Non Tax	178.00
100-41110-304	Legal Fees	1,462.50
100-41110-334	Meals/Lodging	579.63
100-41110-350	Printing & Design	263.95
100-41310-200	Office Supplies	424.79
100-41310-217	Other Operating Supplie	125.28
100-41310-308	Training & Registrations	65.00
100-41310-321	Telephone	102.01
100-41310-322	Postage	17.65
100-41310-326	Data Processing	112.51
100-41310-331	Travel Expense	175.48
100-41310-480	Other Miscellaneous	1,203.44
100-41910-200	Office Supplies	103.21
100-41910-308	Training & Registrations	85.00
100-41910-321	Telephone	95.48
100-41940-381	Electric Utility	466.61
100-41940-382	Water Utility	60.06
100-41940-383	Gas Utility	223.56
100-41940-384	Refuse Disposal	85.04
100-41940-385	Sewer Utility	118.21
100-41940-409	Repairs & Maint - Utilitie	64.14
100-42120-200	Office Supplies	110.75
100-42120-218	Uniforms	691.60
100-42120-304	Legal Fees	3,023.75
100-42120-305	Medical & Dental Fees	40.00
100-42120-308	Training & Registrations	125.00
100-42120-321	Telephone	68.80
100-42120-322	Postage	41.90
100-42120-326	Data Processing	213.39
100-42120-334	Meals/Lodging	635.52
100-42120-340	Advertising & Promotion	273.08
100-42120-404	Repairs & Maint - M&E	1,447.95
100-42120-405	Repairs & Maint - Vehicl	3,580.02
100-42120-419	Vehicle Lease	1,599.29
100-42120-480	Other Miscellaneous	541.97
100-42220-212	Motor Fuels	118.10
100-42220-218	Uniforms	129.98

Account Summary

Account Number	Account Name	Payment Amount
100-42220-304	Legal Fees	90.00
100-42220-321	Telephone	49.03
100-42220-323	Radio Units	340.00
100-42220-326	Data Processing	10.02
100-42220-334	Meals/Lodging	27.15
100-42220-381	Electric Utility	16.00
100-42500-381	Electric Utility	25.64
100-43100-215	Materials & Equipment	1,341.38
100-43100-217	Other Operating Supplie	60.00
100-43100-241	Small Tools	79.99
100-43100-304	Legal Fees	165.00
100-43100-321	Telephone	55.83
100-43100-381	Electric Utility	2,256.04
100-43100-382	Water Utility	22.89
100-43100-383	Gas Utility	696.33
100-43100-385	Sewer Utility	48.81
100-43100-404	Repairs & Maint - M&E	749.93
100-43100-407	Repairs & Maint - Seal C	1,595.00
100-43100-480	Other Miscellaneous	490.00
100-43210-307	Management Fees	168.00
100-43210-384	Refuse Disposal	11,142.92
100-45120-217	Other Operating Supplie	2,465.75
100-45202-212	Motor Fuels	597.00
100-45202-216	Chemicals and Chemical	295.84
100-45202-381	Electric Utility	531.94
100-45202-382	Water Utility	1,127.13
100-45202-384	Refuse Disposal	407.32
100-45202-385	Sewer Utility	1,148.72
100-45202-402	Repairs & Maint - Struct	774.89
100-45202-404	Repairs & Maint - M&E	60.90
100-45202-406	Repairs & Maint - Groun	225.85
211-45501-200	Office Supplies	59.21
211-45501-321	Telephone	28.13
211-45501-326	Data Processing	65.00
211-45501-381	Electric Utility	155.57
211-45501-382	Water Utility	18.18
211-45501-383	Gas Utility	75.96
211-45501-385	Sewer Utility	36.24
211-45501-402	Repairs & Maint - Struct	20.00
211-45501-409	Repairs & Maint - Utilitie	247.15
211-45501-435	Books and Pamphlets	381.47
225-45127-264	Merchandise For Resale	9,813.21
225-45127-321	Telephone	26.61
225-45127-409	Repairs & Maint - Utilitie	10.20
225-49950-500	Capital Outlay	11,104.00
230-34721	Pool Instruction	10.00
230-45124-216	Chemicals and Chemical	1,341.40
230-45124-381	Electric Utility	42.82
230-45124-382	Water Utility	324.34
230-45124-384	Refuse Disposal	131.34
230-45124-385	Sewer Utility	30.00
230-45124-401	Repairs & Maint - Buildi	18.47
230-45124-402	Repairs & Maint - Struct	6,681.61
230-45124-404	Repairs & Maint - M&E	6.37
230-45124-409	Repairs & Maint - Utilitie	69.70
230-45124-480	Other Miscellaneous	75.00
235-34205	Ambulance Revenues -	190.50
235-42153-217	Other Operating Supplie	1,465.98

Account Summary

Account Number	Account Name	Payment Amount
235-42153-321	Telephone	148.34
235-42153-334	Meals/Lodging	144.98
235-42153-340	Advertising & Promotion	148.64
235-42153-404	Repairs & Maint - M&E	101.65
235-42153-405	Repairs & Maint - Vehicl	23.98
250-46520-200	Office Supplies	61.62
250-46520-301	Auditing & Consulting 5e	660.00
250-46520-304	Legal Fees	1,140.00
250-46520-321	Telephone	151.14
250-46520-322	Postage	6.65
250-46520-331	Travel Expense	107.00
250-46520-340	Advertising & Promotion	199.00
250-46520-381	Electric Utility	62.88
250-46520-438	Meeting Expense	50.51
250-46520-480	Other Miscellaneous	170.00
250-46520-491	Payments to Other Orga	125,000.00
306-41000-480	Other Miscellaneous	4,000.00
307-41000-500	Capital Outlay	400,662.98
601-16300	Improvements Other Th	85,224.63
601-49400-216	Chemicals and Chemical	3,295.88
601-49400-310	Lab Testing	67.50
601-49400-321	Telephone	80.08
601-49400-322	Postage	233.23
601-49400-326	Data Processing	3,381.55
601-49400-350	Printing & Design	367.27
601-49400-381	Electric Utility	4,259.70
601-49400-382	Water Utility	16.99
601-49400-383	Gas Utility	312.52
601-49400-385	Sewer Utility	32.78
601-49400-386	Landfill	1,101.45
601-49400-404	Repairs & Maint - M&E	30.97
602-16400	Machinery & Equipment	5,938.00
602-49450-304	Legal Fees	1,755.00
602-49450-310	Lab Testing	695.60
602-49450-321	Telephone	189.58
602-49450-322	Postage	233.22
602-49450-326	Data Processing	3,381.53
602-49450-350	Printing & Design	20.78
602-49450-381	Electric Utility	12,836.82
602-49450-382	Water Utility	543.63
602-49450-383	Gas Utility	218.86
602-49450-384	Refuse Disposal	85.04
602-49450-404	Repairs & Maint - M&E	589.52
604-14200	Inventory	353.19
604-16300	Improvements Other Th	48,705.96
604-22000	Prepayments	300.00
604-49550-200	Office Supplies	64.58
604-49550-218	Uniforms	356.00
604-49550-263	Merchandise for Resale -	336,547.03
604-49550-304	Legal Fees	517.50
604-49550-315	Energy Development	1,409.80
604-49550-321	Telephone	227.70
604-49550-322	Postage	233.23
604-49550-326	Data Processing	3,634.32
604-49550-334	Meals/Lodging	546.71
604-49550-350	Printing & Design	20.78
604-49550-381	Electric Utility	121.65
604-49550-382	Water Utility	25.63

Account Summary

Account Number	Account Name	Payment Amount
604-49550-383	Gas Utility	125.50
604-49550-384	Refuse Disposal	84.75
604-49550-385	Sewer Utility	50.25
604-49550-404	Repairs & Maint - M&E	482.28
604-49550-405	Repairs & Maint - Vehicl	5.16
604-49550-406	Repairs & Maint - Groun	218.77
604-49550-408	Repairs & Maint - Distrib	2,919.02
604-49550-410	Repairs & Maint - Gener	581.44
604-49550-433	Dues & Subscriptions	215.46
604-49550-450	Conservation	7,223.15
604-49550-480	Other Miscellaneous	839.63
609-49751-217	Other Operating Supplie	99.41
609-49751-251	Liquor	15,818.31
609-49751-252	Beer	60,661.24
609-49751-253	Wine	3,821.14
609-49751-254	Soft Drinks & Mix	497.55
609-49751-256	Tobacco Products	166.36
609-49751-261	Other Merchandise	6.67
609-49751-304	Legal Fees	90.00
609-49751-321	Telephone	100.29
609-49751-326	Data Processing	129.47
609-49751-333	Freight and Express	388.13
609-49751-340	Advertising & Promotion	224.00
609-49751-381	Electric Utility	649.97
609-49751-382	Water Utility	19.77
609-49751-384	Refuse Disposal	96.13
609-49751-385	Sewer Utility	37.24
609-49751-402	Repairs & Maint - Struct	288.15
609-49751-406	Repairs & Maint - Groun	48.89
614-49870-200	Office Supplies	95.20
614-49870-227	Utility System Maint Sup	2,766.31
614-49870-241	Small Tools	100.06
614-49870-301	Auditing & Consulting Se	735.00
614-49870-304	Legal Fees	484.17
614-49870-321	Telephone	416.67
614-49870-322	Postage	233.23
614-49870-326	Data Processing	9,634.75
614-49870-340	Advertising & Promotion	340.26
614-49870-350	Printing & Design	20.78
614-49870-381	Electric Utility	2,041.31
614-49870-382	Water Utility	18.16
614-49870-383	Gas Utility	15.56
614-49870-384	Refuse Disposal	73.92
614-49870-385	Sewer Utility	32.88
614-49870-402	Repairs & Maint - Struct	425.35
614-49870-404	Repairs & Maint - M&E	628.12
614-49870-406	Repairs & Maint - Groun	59.97
614-49870-441	Transmission Fees	310.40
614-49870-442	Subscriber Fees	57,654.35
614-49870-443	Intergovernmental Fees	1,481.48
614-49870-445	Switch Fees	190.50
614-49870-447	Internet Expense	6,274.93
614-49870-451	Call Completion	381.36
615-49850-260	Concessions	126.57
615-49850-321	Telephone	123.80
615-49850-326	Data Processing	125.00
615-49850-381	Electric Utility	1,897.13
615-49850-382	Water Utility	131.38

Account Summary

Account Number	Account Name	Payment Amount
615-49850-384	Refuse Disposal	130.88
615-49850-385	Sewer Utility	30.00
615-49850-402	Repairs & Maint - Struct	89.99
615-49850-404	Repairs & Maint - M&E	117.10
615-49850-405	Repairs & Maint - Vehicl	151.29
615-49850-480	Other Miscellaneous	31.98
617-16200	Buildings	8,495.00
617-49860-211	Cleaning Supplies	41.59
617-49860-217	Other Operating Supplie	25.12
617-49860-254	Soft Drinks & Mix	254.60
617-49860-321	Telephone	110.87
617-49860-326	Data Processing	60.00
617-49860-331	Travel Expense	25.68
617-49860-334	Meals/Lodging	15.66
617-49860-340	Advertising & Promotion	219.00
617-49860-381	Electric Utility	1,072.24
617-49860-382	Water Utility	166.22
617-49860-383	Gas Utility	134.16
617-49860-385	Sewer Utility	69.60
617-49860-404	Repairs & Maint - M&E	135.00
617-49860-406	Repairs & Maint - Groun	892.67
617-49860-409	Repairs & Maint - Utilitie	41.65
700-21701	Federal Withholding	15,949.18
700-21702	State Withholding	6,284.59
700-21703	FICA Tax Withholding	15,381.20
700-21704	PERA Contributions	22,767.05
700-21705	Retirement	5,323.07
700-21706	Medical Insurance	50,497.50
700-21707	Union Dues	1,828.36
700-21708	PD Union Dues	343.00
700-21709	Wage Levy	606.17
700-21711	Medicare Tax Withholdi	4,318.16
700-21712	Flex Account	1,015.76
700-21715	Individual Insurance-Afla	204.00
700-21716	Individual Insurance-Afla	334.59
	Grand Total:	1,448,811.65

Project Account Summary

Project Account Key	Payment Amount
None	1,448,711.65
Program Expense 2017	100.00
Grand Total:	1,448,811.65

6/28/17
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Windom, MN

Expense Approval Report

By Fund

Payment Dates 06/29/2017 - 07/11/2017

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL					
ISAAC MOONEY	20170710	07/10/2017	REFUND - STATEMENT CREDIT	100-20191	41.28
JOLENE WIRKUS	20170710	07/10/2017	REFUND BAL OF UTILITY PREP	100-20191	214.32
BARRY & JO VOXLAND	20170710	07/10/2017	REFUND - STATEMENT CREDIT	100-20191	90.06
CJ ROSENKRANZ	20170710	07/10/2017	REFUND - BALANCE OF UTIL P	100-20191	226.38
BRIAN MILLER	20170710	07/10/2017	REFUND - STATEMENT CREDIT	100-20191	72.92
LEORA PAPLOW	20170711	07/11/2017	REFUND - BALANCE OF UTIL P	100-20191	153.16
SHERYL DOUGHERTY	20170711	07/11/2017	REFUND - BALANCE OF UTIL P	100-20191	253.67
RONNIE THOMAS-SMITH	20170711	07/11/2017	REFUND - BALANCE OF UTIL P	100-20191	89.24
NORBERTO OREA	20170711	07/11/2017	REFUND - STATEMENT CREDIT	100-20191	37.50
MATT CUFF	20170711	07/11/2017	REFUND - BALANCE OF UTIL P	100-20191	231.08
KAITLIN MARKL	20170711	07/11/2017	REFUND - BALANCE OF UTIL P	100-20191	228.63
KASSIDY TSCHETTER	20170711	07/11/2017	REFUND - STATEMENT CREDIT	100-20191	112.63
MIKE & TIFFANY FAILLA	20170711	07/11/2017	REFUND - STATEMENT CREDIT	100-20191	95.22
					1,846.09
Activity: 41110 - Mayor & Council					
CONVENT. & VISITOR BUREAU	20170630	06/30/2017	LODGING TAX - RED CARPET I	100-41110-491	500.49
CONVENT. & VISITOR BUREAU	20170630	06/30/2017	LODGING TAX - GUARDIAN IN	100-41110-491	1,509.47
					Activity 41110 - Mayor & Council Total: 2,009.96
Activity: 41310 - Administration					
NCPERS MINNESOTA	20170623	06/29/2017	INSURANCE #844600 - JULY 2	100-41310-133	80.00
CULLIGAN	20170630	07/10/2017	SERVICE #1957	100-41310-200	54.00
INDOFF, INC	2974580	06/26/2017	SUPPLIES	100-41310-200	15.77
TOSHIBA FINANCIAL SERVICES	333880136	06/30/2017	COPIER LEASE 6/20 - 7/20	100-41310-217	29.45
VERIZON WIRELESS	9787844701	06/30/2017	TELEPHONE -	100-41310-321	50.71
BLUE CROSS/BLUE SHIELD	170630378837	07/10/2017	INSURANCE PREM- AUG 2017	100-41310-480	490.00
BLUE CROSS/BLUE SHIELD	170630378837	07/10/2017	INSURANCE PREM- AUG 2017	100-41310-480	490.00
					Activity 41310 - Administration Total: 1,209.93
Activity: 41910 - Building & Zoning					
NCPERS MINNESOTA	20170623	06/29/2017	INSURANCE #844600 - JULY 2	100-41910-133	24.00
WINDOM QUICK PRINT	1282	07/11/2017	SUPPLIES	100-41910-200	103.22
INDOFF, INC	2968845	06/13/2017	SUPPLIES	100-41910-200	28.47
STEVEN J CARSON	20168	06/30/2017	SERVICE - JUNE 2017	100-41910-301	462.50
VERIZON WIRELESS	9787844701	06/30/2017	TELEPHONE -	100-41910-321	50.71
MN DEPT OF LABOR & INDUS	20170711	07/11/2017	QUARTERLY BLDG PERMIT SU	100-41910-443	168.50
					Activity 41910 - Building & Zoning Total: 837.40
Activity: 41940 - City Hall					
SANDRA HERDER	20170703	07/05/2017	CLEANING	100-41940-406	409.50
MELISSA PENAS	20170703	07/05/2017	CLEANING	100-41940-406	409.50
					Activity 41940 - City Hall Total: 819.00
Activity: 42120 - Crime Control					
NCPERS MINNESOTA	20170623	06/29/2017	INSURANCE #844600 - JULY 2	100-42120-133	160.00
INDOFF, INC	2970576	06/26/2017	SUPPLIES	100-42120-200	49.38
VERIZON WIRELESS	9787844701	06/30/2017	TELEPHONE -	100-42120-321	181.72
ALPHA WIRELESS - MANKATO	690597	07/11/2017	SERVICE #00681	100-42120-323	108.00
LEASE FINANCE PARTNERS	20170620	06/29/2017	SERVICE	100-42120-326	433.00
KEVIN L. PATTERSON	20170705	07/05/2017	EXPENSE - NEW SQUAD CAR	100-42120-334	22.65
NAVAL SURFACE WARFARE CE	20170628	06/29/2017	LEASING CAMERA - WINDOM,	100-42120-404	300.00
TOSHIBA FINANCIAL SERVICES	333880136	06/30/2017	COPIER LEASE 6/20 - 7/20	100-42120-404	14.73
BLUE CROSS/BLUE SHIELD	170630378837	07/10/2017	INSURANCE PREM- AUG 2017	100-42120-480	490.00
SHOPKO STORES OPERATING	20170630	07/11/2017	#90000046130010	100-42120-480	19.96
					Activity 42120 - Crime Control Total: 1,779.44

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Activity: 42220 - Fire Fighting					
EXPRESSWAY WINDOM	05312017	06/29/2017	MAINTENANCE -	100-42220-212	27.95
MN WEST COLLEGE - CANBY	00212395	06/29/2017	TRAINING-CONFINED SPACE R	100-42220-308	325.00
TOSHIBA FINANCIAL SERVICES	333880136	06/30/2017	COPIER LEASE 6/20 - 7/20	100-42220-404	23.56
ADVANCE AUTO PARTS	2789-317796	07/10/2017	MAINTENANCE - UNIT 24	100-42220-405	261.19
Activity 42220 - Fire Fighting Total:					637.70
Activity: 42500 - Civil Defense					
MN DEPT OF EMPLY & ECON	11386734	07/10/2017	DOC #106-002	100-42500-480	567.35
Activity 42500 - Civil Defense Total:					567.35
Activity: 43100 - Streets					
NCPERS MINNESOTA	20170623	06/29/2017	INSURANCE #844600 - JULY 2	100-43100-133	64.00
UNIQUE PAVING MATERIALS	265242	06/27/2017	STREET MATERIALS MAINTEN	100-43100-224	770.78
O'REILLY AUTOMOTIVE, INC	20170628	07/11/2017	MAINTENANCE #1510318	100-43100-241	130.71
VERIZON WIRELESS	9787844701	06/30/2017	TELEPHONE -	100-43100-321	72.72
WINDOM TOWING LLC	602	07/11/2017	SERVICE	100-43100-404	255.46
OFFICE DEPOT	938537124001	06/29/2017	SUPPLIES- MAINTENANCE	100-43100-407	40.59
OFFICE DEPOT	938538298001	06/29/2017	SUPPLIES - MAINTENANCE	100-43100-407	74.11
BLUE CROSS/BLUE SHIELD	170630378837	07/10/2017	INSURANCE PREM- AUG 2017	100-43100-480	490.00
Activity 43100 - Streets Total:					1,898.37
Activity: 43210 - Sanitation					
WAYNE ERICKSON	20170711	07/11/2017	COMPOST SITE MANAGER	100-43210-307	141.75
Activity 43210 - Sanitation Total:					141.75
Activity: 45120 - Recreation					
TOSHIBA FINANCIAL SERVICES	333880136	06/30/2017	COPIER LEASE 6/20 - 7/20	100-45120-217	14.73
Activity 45120 - Recreation Total:					14.73
Activity: 45202 - Park Areas					
NCPERS MINNESOTA	20170623	06/29/2017	INSURANCE #844600 - JULY 2	100-45202-133	16.00
FAST GLOBAL SOLUTIONS, INC	061602	06/27/2017	MAINTENANCE	100-45202-404	35.35
O'REILLY AUTOMOTIVE, INC	20170628	07/11/2017	MAINTENANCE #1510318	100-45202-405	27.98
DIAMOND VOGEL PAINT	295175258	07/10/2017	MAINTENANCE	100-45202-406	789.15
Activity 45202 - Park Areas Total:					868.48
Fund 100 - GENERAL Total:					12,630.20
Fund: 211 - LIBRARY					
Activity: 45501 - Library					
NCPERS MINNESOTA	20170623	06/29/2017	INSURANCE #844600 - JULY 2	211-45501-133	16.00
TOSHIBA FINANCIAL SERVICES	333880136	06/30/2017	COPIER LEASE 6/20 - 7/20	211-45501-217	7.36
SANDRA HERDER	20170703	07/05/2017	CLEANING	211-45501-402	420.00
MELISSA PENAS	20170703	07/05/2017	CLEANING	211-45501-402	420.00
MICROMARKETING, LLC	678436	07/05/2017	BOOKS	211-45501-435	35.00
CLIFTON-LARSON-ALLEN, LLP	1576424	07/10/2017	AUDIT SERVICE -	211-45501-480	409.57
Activity 45501 - Library Total:					1,307.93
Fund 211 - LIBRARY Total:					1,307.93
Fund: 225 - AIRPORT					
Activity: 45127 - Airport					
RED ROCK RURAL WATER	20170703	07/05/2017	SERVICE #106026	225-45127-200	29.00
SOUTH CENTRAL ELECTRIC	20170531C	07/05/2017	SERVICE #26-12-112-04	225-45127-381	199.00
SOUTH CENTRAL ELECTRIC	20170531D	07/05/2017	SERVICE #26-12-116-04	225-45127-381	166.57
CLIFTON-LARSON-ALLEN, LLP	1576424	07/10/2017	AUDIT SERVICE -	225-45127-480	770.00
Activity 45127 - Airport Total:					1,164.57
Fund 225 - AIRPORT Total:					1,164.57
Fund: 230 - POOL					
Activity: 45124 - Pool					
TOSHIBA FINANCIAL SERVICES	333880136	06/30/2017	COPIER LEASE 6/20 - 7/20	230-45124-217	7.36
CLIFTON-LARSON-ALLEN, LLP	1576424	07/10/2017	AUDIT SERVICE -	230-45124-480	770.00
Activity 45124 - Pool Total:					777.36
Fund 230 - POOL Total:					777.36

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 235 - AMBULANCE					
Activity: 42153 - Ambulance					
PRAXAIR DISTRIBUTION INC	78026235	07/11/2017	SUPPLIES	235-42153-217	405.63
BOUND TREE MEDICAL, LLC	82534567	06/26/2017	SUPPLIES	235-42153-217	167.83
VERIZON WIRELESS	9787844701	06/30/2017	TELEPHONE -	235-42153-321	50.49
EXPERT T BILLING	3596	06/13/2017	SERVICE	235-42153-326	1,836.00
REAL TIME TRANSLATION, INC	111050	07/11/2017	SERVICE	235-42153-327	34.00
JIM AXFORD	20170710	07/10/2017	EXPENSE - AMB	235-42153-334	36.22
HEATHER JANSSEN	20170710	07/10/2017	EXPENSE - AMB	235-42153-334	9.43
BUCKWHEAT JOHNSON	20170710	07/10/2017	EXPENSE-AMB	235-42153-334	34.75
ROBIN SHAW	20170711	07/11/2017	EXPENSE - AMB	235-42153-334	25.82
LANDON JOHNSON	20170711	07/11/2017	EXPENSE - AMB	235-42153-334	6.72
KRISTEN PORATH	20170711	07/11/2017	EXPENSE - AMB	235-42153-334	19.46
JUSTIN HARRINGTON	20170711	07/11/2017	EXPENSE - AMB	235-42153-334	12.62
GRAHAM TIRE CO	8514390	06/29/2017	MAINTENANCE #29	235-42153-405	89.95
CLIFTON-LARSON-ALLEN, LLP	1576424	07/10/2017	AUDIT SERVICE -	235-42153-480	770.00
Activity 42153 - Ambulance Total:					3,498.92
Fund 235 - AMBULANCE Total:					3,498.92
Fund: 250 - EDA GENERAL					
Activity: 46520 - EDA					
NCPERS MINNESOTA	20170623	06/29/2017	INSURANCE #844600 - JULY 2	250-46520-133	24.00
INDOFF, INC	2968845	06/13/2017	SUPPLIES	250-46520-200	28.46
CLIFTON-LARSON-ALLEN, LLP	1576320	07/05/2017	AUDIT SERVICE -FINANCIAL ST	250-46520-301	1,000.00
VERIZON WIRELESS	9787844701	06/30/2017	TELEPHONE -	250-46520-321	26.83
DREW HAGE	20170630	06/30/2017	EXPENSE- MN MARKETING PA	250-46520-331	27.29
KDOM RADIO	KDOM0361170643005	07/05/2017	ADVERTISING - ECONOMIC DE	250-46520-340	237.50
FEDERATED RURAL ELECTRIC	20170628A	07/05/2017	SERVICE #112954	250-46520-381	15.00
Activity 46520 - EDA Total:					1,359.08
Activity: 49980 - Debt Service					
FULDA CREDIT UNION	20170710	07/10/2017	SPEC BLDG LOAN - JULY 2017-	250-49980-602	2,160.93
FULDA CREDIT UNION	20170710	07/10/2017	SPEC BLDG LOAN - JULY 2017-	250-49980-612	1,199.07
Activity 49980 - Debt Service Total:					3,360.00
Fund 250 - EDA GENERAL Total:					4,719.08
Fund: 254 - NORTH IND PARK					
Activity: 46520 - EDA					
SOUTH CENTRAL ELECTRIC	20170531	06/30/2017	SERVICE #26-24-123-04	254-46520-381	108.27
Activity 46520 - EDA Total:					108.27
Fund 254 - NORTH IND PARK Total:					108.27
Fund: 270 - TIF 1-16 GDF DISTRICT					
Activity: 46530 - TIF Districts					
GDF PROPERTIES LLC	20170710A	07/10/2017	GDF PROPERTIES TIF 1-16	270-46530-482	4,989.88
Activity 46530 - TIF Districts Total:					4,989.88
Fund 270 - TIF 1-16 GDF DISTRICT Total:					4,989.88
Fund: 271 - TIF 1- 18 AG BUILDERS GDF					
Activity: 46530 - TIF Districts					
GDF PROPERTIES LLC	20170710	07/10/2017	TIF 1-18	271-46530-482	4,088.18
Activity 46530 - TIF Districts Total:					4,088.18
Fund 271 - TIF 1- 18 AG BUILDERS GDF Total:					4,088.18
Fund: 307 - 2017 STREET PROJECT					
Activity: 41000 - General Government					
FEDERAL EXPRESS CORP	5-849-38825	07/05/2017	SERVICE #1702-5771-5	307-41000-480	40.39
Activity 41000 - General Government Total:					40.39
Fund 307 - 2017 STREET PROJECT Total:					40.39

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Fund: 402 - CAPITAL PROJECT - ESF						
Activity: 49950 - Capital Outlay						
AMERICAN ENGINEERING TES	805586	06/30/2017	EMERGENCY SERVICES BUILDI	402-49950-500	3,057.70	
					Activity 49950 - Capital Outlay Total:	3,057.70
					Fund 402 - CAPITAL PROJECT - ESF Total:	3,057.70

Fund: 601 - WATER						
Activity: 49400 - Water						
NCPERS MINNESOTA	20170623	06/29/2017	INSURANCE #844600 - JULY 2	601-49400-133	40.00	
CLIFTON-LARSON-ALLEN, LLP	1576424	07/10/2017	AUDIT SERVICE -	601-49400-301	300.00	
VERIZON WIRELESS	9787844701	06/30/2017	TELEPHONE -	601-49400-321	96.24	
FEDERATED RURAL ELECTRIC	20170628	07/05/2017	SERVICE #112843	601-49400-381	21.00	
RON'S ELECTRIC INC	135345	07/11/2017	MAINTENANCE	601-49400-402	1,064.80	
RON'S ELECTRIC INC	135346	07/11/2017	MAINTENANCE	601-49400-402	948.30	
RON'S ELECTRIC INC	135347	07/11/2017	MAINTENANCE	601-49400-402	127.25	
HD SUPPLY WATERWORKS LTD	H378117	06/29/2017	MAINTENANCE	601-49400-402	265.00	
HD SUPPLY WATERWORKS LTD	H379051	07/10/2017	MAINTENANCE	601-49400-402	1,316.90	
HD SUPPLY WATERWORKS LTD	H407405	07/10/2017	MAINTENANCE	601-49400-402	1,055.65	
TOSHIBA FINANCIAL SERVICES	333880136	06/30/2017	COPIER LEASE 6/20 - 7/20	601-49400-404	29.45	
COLBERT'S SERVICES	3907	06/30/2017	MAINTENANCE	601-49400-404	2,118.08	
DAKOTA SUPPLY GROUP	D108535	06/29/2017	MAINTENANCE	601-49400-408	1,132.26	
MN RURAL WATER ASSOC	20170628	06/30/2017	MEMBERSHIP AUG 2017-AUG	601-49400-433	250.00	
MN DEPT OF HEALTH	20170707	07/11/2017	WATER SURCHARGE Q2 - WIN	601-49400-443	3,296.00	
					Activity 49400 - Water Total:	12,060.93
					Fund 601 - WATER Total:	12,060.93

Fund: 602 - SEWER						
Activity: 49450 - Sewer						
NCPERS MINNESOTA	20170623	06/29/2017	INSURANCE #844600 - JULY 2	602-49450-133	56.00	
INDOFF, INC	2970590	06/19/2017	SUPPLIES	602-49450-200	25.99	
EXPRESSWAY WINDOM	05312017	06/29/2017	MAINTENANCE -	602-49450-212	11.64	
HAWKINS, INC	4094597	06/21/2017	CHEMICALS	602-49450-216	1,060.00	
CLIFTON-LARSON-ALLEN, LLP	1576424	07/10/2017	AUDIT SERVICE -	602-49450-301	300.00	
MN VALLEY TESTING	861147	07/11/2017	TESTING	602-49450-310	158.40	
MN VALLEY TESTING	867710	06/13/2017	TESTING	602-49450-310	241.60	
MN VALLEY TESTING	867951	06/13/2017	TESTING	602-49450-310	158.40	
MN VALLEY TESTING	868399	06/19/2017	TESTING	602-49450-310	127.20	
MN VALLEY TESTING	869323	06/23/2017	TESTING	602-49450-310	158.40	
MN VALLEY TESTING	869653	06/26/2017	TESTING	602-49450-310	241.60	
VERIZON WIRELESS	9787844701	06/30/2017	TELEPHONE -	602-49450-321	86.24	
SOUTH CENTRAL ELECTRIC	20170531B	07/05/2017	SERVICE #26-24-125-04	602-49450-381	77.26	
AUTOMATIC SYSTEMS CO	31091	06/29/2017	MAINTENANCE	602-49450-404	850.00	
TOSHIBA FINANCIAL SERVICES	333880136	06/30/2017	COPIER LEASE 6/20 - 7/20	602-49450-404	23.56	
PLUNKETT'S PEST CONTROL	5698622	07/11/2017	SERVICE - MAINTENANCE	602-49450-404	135.20	
GDF ENTERPRISES, INC	A12299	06/30/2017	MAINTENANCE	602-49450-404	56.80	
COLBERT'S SERVICES	3908	06/30/2017	MAINTENANCE	602-49450-408	275.08	
COLBERT'S SERVICES	3909	06/30/2017	MAINTENANCE	602-49450-408	285.31	
					Activity 49450 - Sewer Total:	4,328.68
					Fund 602 - SEWER Total:	4,328.68

Fund: 604 - ELECTRIC					
J. H. LARSON	5101503500.001	06/16/2017	INVENTORY	604-14200	44.81
ELECTRIC FUND	100	07/10/2017	NEW CONSTRUCT-RIVER RD -	604-16300	45,088.20
UTILITIES PLUS ENERGY SERVI	11774	06/27/2017	SUBSTATION	604-16300	12,757.50
ZIESKE LAND SURVEYING	20170629	07/11/2017	PROJECT: C 1719 S	604-16300	448.00
BRIAN MILLER	20170710A	07/10/2017	REFUND-UTILITY PREPAYMEN	604-22000	300.00
					58,638.51
Activity: 49550 - Electric					
NCPERS MINNESOTA	20170623	06/29/2017	INSURANCE #844600 - JULY 2	604-49550-133	96.00
COTTONWOOD CO RECORDER	280489	07/10/2017	P20154 DOC 280489 6-8-17	604-49550-217	46.00
SKARSHAUG TESTING LAB	218901	06/21/2017	TESTING	604-49550-310	414.64

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VERIZON WIRELESS	9787844701	06/30/2017	TELEPHONE -	604-49550-321	120.72
TOSHIBA FINANCIAL SERVICES	333880136	06/30/2017	COPIER LEASE 6/20 - 7/20	604-49550-404	29.45
ACCURATE CALIBRATION SERV	73274	06/21/2017	MAINTENANCE	604-49550-404	900.00
RAGE INC	06-012077	06/29/2017	SERVICE - POWER PLANT	604-49550-406	34.17
ELECTRIC FUND	31	06/29/2017	EL -ACCIDENT @ 1133 MILLER	604-49550-408	428.47
J. H. LARSON	S101503500.001	06/16/2017	MAINTENANCE	604-49550-408	7.45
JULENE HOCKEL	20170629	06/29/2017	ENERGY REBATE	604-49550-450	312.50
BLUE CROSS/BLUE SHIELD	170630378837	07/10/2017	INSURANCE PREM- AUG 2017	604-49550-480	490.00
Activity 49550 - Electric Total:					2,879.40
Fund 604 - ELECTRIC Total:					61,517.91

Fund: 609 - LIQUOR STORE

Activity: 49751 - Liquor Store

NCPERS MINNESOTA	20170623	06/29/2017	INSURANCE #844600 - JULY 2	609-49751-133	32.00
AH HERMEL COMPANY	652091	06/26/2017	MERCHANDISE	609-49751-217	135.37
AH HERMEL COMPANY	654809	06/26/2017	MERCHANDISE	609-49751-217	212.60
BREAKTHRU BEVERAGE MN	1080648589	06/27/2017	MERCHANDISE	609-49751-251	3,436.40
SOUTHERN GLAZER'S OF MN	1553150	06/14/2017	MERCHANDISE	609-49751-251	7,127.39
SOUTHERN GLAZER'S OF MN	1558910	06/26/2017	MERCHANDISE	609-49751-251	2,325.41
PHILLIPS WINE & SPIRITS	2182559	06/27/2017	MERCHANDISE	609-49751-251	6,963.12
JOHNSON BROS.	5749228	06/23/2017	MERCHANDISE	609-49751-251	5,057.98
JOHNSON BROS.	5754885	06/26/2017	MERCHANDISE	609-49751-251	774.20
BELLBOY CORP	59366000	06/27/2017	MERCHANDISE	609-49751-251	1,040.00
SOUTHERN GLAZER'S OF MN	9106531	06/26/2017	CREDIT - MERCHANDISE	609-49751-251	-37.50
BREAKTHRU BEVERAGE MN	1080648590	06/26/2017	MERCHANDISE	609-49751-252	83.10
DOLL DISTRIBUTING, LLC	247411	07/05/2017	MERCHANDISE	609-49751-252	5,777.20
DOLL DISTRIBUTING, LLC	253335	07/10/2017	MERCHANDISE	609-49751-252	64.80
ARTISAN BEER COMPANY	3185267	06/23/2017	MERCHANDISE	609-49751-252	156.50
ARTISAN BEER COMPANY	3187011	06/26/2017	MERCHANDISE	609-49751-252	104.75
JOHNSON BROS.	5754887	06/26/2017	MERCHANDISE	609-49751-252	21.99
BEVERAGE WHOLESALERS	655887	07/05/2017	MERCHANDISE	609-49751-252	10,211.25
BEVERAGE WHOLESALERS	658038	07/10/2017	MERCHANDISE	609-49751-252	12,824.70
SOUTHERN GLAZER'S OF MN	1553151	06/14/2017	MERCHANDISE	609-49751-253	521.75
SOUTHERN GLAZER'S OF MN	1555991	06/27/2017	MERCHANDISE	609-49751-253	1,320.00
SOUTHERN GLAZER'S OF MN	1555992	06/27/2017	MERCHANDISE	609-49751-253	728.00
SOUTHERN GLAZER'S OF MN	1558911	06/26/2017	MERCHANDISE	609-49751-253	88.00
PHILLIPS WINE & SPIRITS	2182560	06/27/2017	MERCHANDISE	609-49751-253	675.03
PHILLIPS WINE & SPIRITS	266457	06/26/2017	CREDIT - MERCHANDISE	609-49751-253	-84.17
PHILLIPS WINE & SPIRITS	267289	06/26/2017	CREDIT - MERCHANDISE	609-49751-253	-70.00
PHILLIPS WINE & SPIRITS	267290	06/26/2017	CREDIT - MERCHANDISE	609-49751-253	-14.00
JOHNSON BROS.	5749229	06/23/2017	MERCHANDISE	609-49751-253	2,060.63
JOHNSON BROS.	5754886	06/26/2017	MERCHANDISE	609-49751-253	1,580.61
SOUTHERN GLAZER'S OF MN	9107060	06/27/2017	CREDIT - MERCHANDISE	609-49751-253	-123.75
AH HERMEL COMPANY	652091	06/26/2017	MERCHANDISE	609-49751-254	41.87
AH HERMEL COMPANY	654809	06/26/2017	MERCHANDISE	609-49751-254	69.73
PBC - PEPSI BEVERAGES COM	82211005	07/05/2017	MERCHANDISE	609-49751-254	217.50
AH HERMEL COMPANY	652091	06/26/2017	MERCHANDISE	609-49751-256	119.15
AH HERMEL COMPANY	654809	06/26/2017	MERCHANDISE	609-49751-256	83.18
PHILLIPS WINE & SPIRITS	2182560	06/27/2017	MERCHANDISE	609-49751-259	40.50
AH HERMEL COMPANY	652091	06/26/2017	MERCHANDISE	609-49751-261	37.85
AH HERMEL COMPANY	654809	06/26/2017	MERCHANDISE	609-49751-261	50.89
BELLBOY CORP	95991800	06/27/2017	MERCHANDISE	609-49751-261	98.00
BREAKTHRU BEVERAGE MN	1080648589	06/27/2017	MERCHANDISE	609-49751-265	104.00
VERIZON WIRELESS	9787844701	06/30/2017	TELEPHONE -	609-49751-321	55.89
BREAKTHRU BEVERAGE MN	1080648589	06/27/2017	MERCHANDISE	609-49751-333	84.65
SOUTHERN GLAZER'S OF MN	1553150	06/14/2017	MERCHANDISE	609-49751-333	125.50
SOUTHERN GLAZER'S OF MN	1553151	06/14/2017	MERCHANDISE	609-49751-333	10.25
SOUTHERN GLAZER'S OF MN	1555991	06/27/2017	MERCHANDISE	609-49751-333	67.65
SOUTHERN GLAZER'S OF MN	1555992	06/27/2017	MERCHANDISE	609-49751-333	53.30
SOUTHERN GLAZER'S OF MN	1558910	06/26/2017	MERCHANDISE	609-49751-333	37.31
SOUTHERN GLAZER'S OF MN	1558911	06/26/2017	MERCHANDISE	609-49751-333	2.05

Expense Approval Report

Payment Dates: 06/29/2017 - 07/11/2017

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
PHILLIPS WINE & SPIRITS	2182559	06/27/2017	MERCHANDISE	609-49751-333	122.36
PHILLIPS WINE & SPIRITS	2182560	06/27/2017	MERCHANDISE	609-49751-333	23.78
JOHNSON BROS.	5749228	06/23/2017	MERCHANDISE	609-49751-333	109.90
JOHNSON BROS.	5749229	06/23/2017	MERCHANDISE	609-49751-333	65.97
JOHNSON BROS.	5754885	06/26/2017	MERCHANDISE	609-49751-333	7.69
JOHNSON BROS.	5754886	06/26/2017	MERCHANDISE	609-49751-333	69.60
BELLBOY CORP	59366000	06/27/2017	MERCHANDISE	609-49751-333	12.00
AH HERMEL COMPANY	652091	06/26/2017	MERCHANDISE	609-49751-333	4.95
AH HERMEL COMPANY	654809	06/26/2017	MERCHANDISE	609-49751-333	4.95
BELLBOY CORP	95991800	06/27/2017	MERCHANDISE	609-49751-333	2.46
WINDOM FIRE DEPT.	20170701	07/11/2017	AD - RIVER BEND LIQUOR	609-49751-340	175.00
TOSHIBA FINANCIAL SERVICES	333880136	06/30/2017	COPIER LEASE 6/20 - 7/20	609-49751-404	29.45
RAGE INC	06-011220	06/26/2017	SERVICE - RIVER BEND LIQUO	609-49751-406	48.89
ENVIROMASTER, INC	538443	06/26/2017	MAINTENANCE	609-49751-406	16.03

Activity 49751 - Liquor Store Total: 64,985.66

Fund 609 - LIQUOR STORE Total: 64,985.66

Fund: 614 - TELECOM

eNETWORK SUPPLY LLC	15680	06/21/2017	CORE UPGRADE	614-16400	5,055.55
eNETWORK SUPPLY LLC	15681	06/21/2017	CORE UPGRADE	614-16400	2,392.99
eNETWORK SUPPLY LLC	15690	06/28/2017	CORE UPGRADE	614-16400	2,432.08
INTERNAL REVENUE SERVICE	20170707	07/10/2017	EXCISE TAX POSTING - JULY 20	614-20201	440.58
MN 9-1-1 PROGRAM	20170630	07/11/2017	JUNE 2017 - 911 SERVICE	614-20206	1,226.80

11,548.00

Activity: 49870 - Telecom

NCPERS MINNESOTA	20170623	06/29/2017	INSURANCE #844600 - JULY 2	614-49870-133	64.00
ADVANCED SYSTEMS, INC.	551672	06/26/2017	SUPPLIES	614-49870-200	41.90
EXPRESSWAY WINDOM	05312017	06/29/2017	MAINTENANCE -	614-49870-212	-37.45
EXPRESSWAY WINDOM	05312017	06/29/2017	MAINTENANCE -	614-49870-212	123.83
RON'S ELECTRIC INC	135261	07/05/2017	MAINTENANCE	614-49870-227	190.47
POWER & TEL	6205766-00	06/21/2017	MAINTENANCE	614-49870-227	32.98
POWER & TEL	6233704-00	06/28/2017	MAINTENANCE	614-49870-227	458.41
VERIZON WIRELESS	9787844701	06/30/2017	TELEPHONE -	614-49870-321	318.83
WINDOM FIRE DEPT.	20170701A	07/11/2017	AD - WINDOM NET	614-49870-340	300.00
KDOM RADIO	KDOM0073170643008	07/05/2017	ADVERTISING - WINDOM NET	614-49870-340	99.00
TOSHIBA FINANCIAL SERVICES	333880136	06/30/2017	COPIER LEASE 6/20 - 7/20	614-49870-404	44.18
ADVANTAGE COLLECTION PR	20170630	07/05/2017	SERVICE - #3796	614-49870-432	6.00
CENTURY LINK	446190A	07/10/2017	MN-COWM-72 ACCOUNT BAL	614-49870-441	4.94
CENTURY LINK	7242105d-d-17168	06/30/2017	CABS	614-49870-441	62.06
SHOWTIME NETWORKS INC	9002731-0517	06/26/2017	SUBSCRIBER	614-49870-442	491.59
WOODSTOCK COMMUNICATI	10069110	07/05/2017	SPECIAL ACCESS CIRCUITS 7/1	614-49870-445	205.10
E-911 - INDEPENDENT EMERG	20170703	07/05/2017	SERVICE #0010143	614-49870-445	40.00
NENA - CID	300004083	06/30/2017	COMPANY IDENTIFIER SUBSC	614-49870-445	250.00
MANKATO NETWORKS, LLC	387818	06/28/2017	SERVICE	614-49870-447	341.64
SWWC - SOUTHWEST WEST C	54128	06/07/2017	SERVICE	614-49870-448	950.00
CENTURY LINK	20170616	07/05/2017	#507-831-1075-104	614-49870-451	77.76
SOUTHWEST MN BROADBAN	QVC-MAY 2017	07/05/2017	QVC COMMISSIONS-MAY 201	614-49870-480	118.10

Activity 49870 - Telecom Total: 4,183.34

Fund 614 - TELECOM Total: 15,731.34

Fund: 615 - ARENA

Activity: 49850 - Arena

NCPERS MINNESOTA	20170623	06/29/2017	INSURANCE #844600 - JULY 2	615-49850-133	32.00
TOSHIBA FINANCIAL SERVICES	333880136	06/30/2017	COPIER LEASE 6/20 - 7/20	615-49850-217	26.51
CLIFTON-LARSON-ALLEN, LLP	1576424	07/10/2017	AUDIT SERVICE -	615-49850-301	770.00
VERIZON WIRELESS	9787844701	06/30/2017	TELEPHONE -	615-49850-321	67.84

Activity 49850 - Arena Total: 896.35

Fund 615 - ARENA Total: 896.35

Expense Approval Report

Payment Dates: 06/29/2017 - 07/11/2017

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 617 - M/P CENTER					
Activity: 49860 - M/P Center					
NCPERS MINNESOTA	20170623	06/29/2017	INSURANCE #844600 - JULY 2	617-49860-133	48.00
INDOFF, INC	2974582	06/29/2017	SUPPLIES	617-49860-200	16.99
CLIFTON-LARSON-ALLEN, LLP	1576424	07/10/2017	AUDIT SERVICE -	617-49860-301	770.00
VERIZON WIRELESS	9787844701	06/30/2017	TELEPHONE -	617-49860-321	16.83
KDOM RADIO	KDOM0563170643004	07/05/2017	ADVERTISING - COMM CENTE	617-49860-340	171.50
TOSHIBA FINANCIAL SERVICES	333880136	06/30/2017	COPIER LEASE 6/20 - 7/20	617-49860-404	14.73
TOSHIBA FINANCIAL SERVICES	333880136	06/30/2017	COPIER LEASE 6/20 - 7/20	617-49860-404	60.00
MESSER MACHINE & MFG. CO	9743	07/11/2017	MAINTENANCE	617-49860-404	16.50
RAGE INC	06-012078	07/10/2017	SERVICE -COMM CENTER	617-49860-406	61.50
PLUNKETT'S PEST CONTROL	5701626	07/11/2017	SERVICE - MAINTENANCE	617-49860-406	363.66
DOUG'S LAWN & LANDSCAPI	57692	06/19/2017	SERVICE	617-49860-406	135.43
Activity 49860 - M/P Center Total:					1,675.14
Fund 617 - M/P CENTER Total:					1,675.14
Fund: 651 - RIVERLBUFF TOWNHOMES					
Activity: 46520 - EDA					
CLIFTON-LARSON-ALLEN, LLP	1576424	07/10/2017	AUDIT SERVICE -	651-46520-480	770.00
Activity 46520 - EDA Total:					770.00
Fund 651 - RIVERLBUFF TOWNHOMES Total:					770.00
Fund: 700 - PAYROLL					
Internal Revenue Service-Payr	INV0001138	07/07/2017	Federal Tax Withholding	700-21701	13,946.94
MN Department of Revenue -	INV0001137	07/07/2017	State Withholding	700-21702	5,441.70
Internal Revenue Service-Payr	INV0001139	07/07/2017	Social Security	700-21703	13,866.92
MN Pera	INV0001130	07/07/2017	PERA	700-21704	13,429.90
MN Pera	INV0001131	07/07/2017	PERA	700-21704	5,932.79
MN Pera	INV0001132	07/07/2017	PERA	700-21704	695.32
MN State Deferred	INV0001133	07/07/2017	Deferred Compensation	700-21705	4,973.07
MN State Deferred	INV0001134	07/07/2017	Deferred Roth	700-21705	475.00
BLUE CROSS/BLUE SHIELD	170630378837	07/10/2017	INSURANCE PREM- AUG 2017	700-21706	50,497.50
MN Child Support Payment C	INV0001135	07/07/2017	Child Support Payment	700-21709	606.17
Internal Revenue Service-Payr	INV0001136	07/07/2017	Medicare Withholding	700-21711	3,947.44
SELECTACCOUNT	20170630	06/30/2017	FLEX SPENDING	700-21712	8.79
SELECTACCOUNT	38457444	07/11/2017	FLEX SPENDING	700-21712	349.40
SELECTACCOUNT	38460385	07/11/2017	FLEX SPENDING	700-21712	2,960.71
NCPERS MINNESOTA	20170623	06/29/2017	INSURANCE #844600 - JULY 2	700-21718	16.00
NCPERS MINNESOTA	20170623	06/29/2017	INSURANCE #844600 - JULY 2	700-21718	16.00
MII LIFE	20170707	07/11/2017	VEBA	700-21720	13,876.35
Fund 700 - PAYROLL Total:					131,040.00
Grand Total:					329,388.49

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL	12,630.20
211 - LIBRARY	1,307.93
225 - AIRPORT	1,164.57
230 - POOL	777.36
235 - AMBULANCE	3,498.92
250 - EDA GENERAL	4,719.08
254 - NORTH IND PARK	108.27
270 - TIF 1-16 GDF DISTRICT	4,989.88
271 - TIF 1- 18 AG BUILDERS GDF	4,088.18
307 - 2017 STREET PROJECT	40.39
402 - CAPITAL PROJECT - ESF	3,057.70
601 - WATER	12,060.93
602 - SEWER	4,328.68
604 - ELECTRIC	61,517.91
609 - LIQUOR STORE	64,985.66
614 - TELECOM	15,731.34
615 - ARENA	896.35
617 - M/P CENTER	1,675.14
651 - RIVERLBUFF TOWNHOMES	770.00
700 - PAYROLL	131,040.00
Grand Total:	329,388.49

Account Summary

Account Number	Account Name	Payment Amount
100-20191	Unapplied Cash	1,846.09
100-41110-491	Payments to Other Orga	2,009.96
100-41310-133	Employer Paid Insurance	80.00
100-41310-200	Office Supplies	69.77
100-41310-217	Other Operating Supplie	29.45
100-41310-321	Telephone	50.71
100-41310-480	Other Miscellaneous	980.00
100-41910-133	Employer Paid Insurance	24.00
100-41910-200	Office Supplies	131.69
100-41910-301	Auditing & Consulting Se	462.50
100-41910-321	Telephone	50.71
100-41910-443	Intergovernmental Fees	168.50
100-41940-406	Repairs & Maint - Groun	819.00
100-42120-133	Employer Paid Insurance	160.00
100-42120-200	Office Supplies	49.38
100-42120-321	Telephone	181.72
100-42120-323	Radio Units	108.00
100-42120-326	Data Processing	433.00
100-42120-334	Meals/Lodging	22.65
100-42120-404	Repairs & Maint - M&E	314.73
100-42120-480	Other Miscellaneous	509.96
100-42220-212	Motor Fuels	27.95
100-42220-308	Training & Registrations	325.00
100-42220-404	Repairs & Maint - M&E	23.56
100-42220-405	Repairs & Maint - Vehicl	261.19
100-42500-480	Other Miscellaneous	567.35
100-43100-133	Employer Paid Insurance	64.00
100-43100-224	Street Maint Materials	770.78
100-43100-241	Small Tools	130.71
100-43100-321	Telephone	72.72
100-43100-404	Repairs & Maint - M&E	255.46
100-43100-407	Repairs & Maint - Seal C	114.70
100-43100-480	Other Miscellaneous	490.00

Account Summary

Account Number	Account Name	Payment Amount
100-43210-307	Management Fees	141.75
100-45120-217	Other Operating Supplie	14.73
100-45202-133	Employer Paid Insurance	16.00
100-45202-404	Repairs & Maint - M&E	35.35
100-45202-405	Repairs & Maint - Vehicl	27.98
100-45202-406	Repairs & Maint - Groun	789.15
211-45501-133	Employer Paid Insurance	16.00
211-45501-217	Other Operating Supplie	7.36
211-45501-402	Repairs & Maint - Struct	840.00
211-45501-435	Books and Pamphlets	35.00
211-45501-480	Other Miscellaneous	409.57
225-45127-200	Office Supplies	29.00
225-45127-381	Electric Utility	365.57
225-45127-480	Other Miscellaneous	770.00
230-45124-217	Other Operating Supplie	7.36
230-45124-480	Other Miscellaneous	770.00
235-42153-217	Other Operating Supplie	573.46
235-42153-321	Telephone	50.49
235-42153-326	Data Processing	1,836.00
235-42153-327	Interpretation Fees	34.00
235-42153-334	Meals/Lodging	145.02
235-42153-405	Repairs & Maint - Vehicl	89.95
235-42153-480	Other Miscellaneous	770.00
250-46520-133	Employer Paid Insurance	24.00
250-46520-200	Office Supplies	28.46
250-46520-301	Auditing & Consulting Se	1,000.00
250-46520-321	Telephone	26.83
250-46520-331	Travel Expense	27.29
250-46520-340	Advertising & Promotion	237.50
250-46520-381	Electric Utility	15.00
250-49980-602	Other Long-Term Obliga	2,160.93
250-49980-612	Other Interest	1,199.07
254-46520-381	Electric Utility	108.27
270-46530-482	TIF Payments	4,989.88
271-46530-482	TIF Payments	4,088.18
307-41000-480	Other Miscellaneous	40.39
402-49950-500	Capital Outlay	3,057.70
601-49400-133	Employer Paid Insurance	40.00
601-49400-301	Auditing & Consulting Se	300.00
601-49400-321	Telephone	96.24
601-49400-381	Electric Utility	21.00
601-49400-402	Repairs & Maint - Struct	4,777.90
601-49400-404	Repairs & Maint - M&E	2,147.53
601-49400-408	Repairs & Maint - Distrib	1,132.26
601-49400-433	Dues & Subscriptions	250.00
601-49400-443	Intergovernmental Fees	3,296.00
602-49450-133	Employer Paid Insurance	56.00
602-49450-200	Office Supplies	25.99
602-49450-212	Motor Fuels	11.64
602-49450-216	Chemicals and Chemical	1,060.00
602-49450-301	Auditing & Consulting Se	300.00
602-49450-310	Lab Testing	1,085.60
602-49450-321	Telephone	86.24
602-49450-381	Electric Utility	77.26
602-49450-404	Repairs & Maint - M&E	1,065.56
602-49450-408	Repairs & Maint - Distrib	560.39
604-14200	Inventory	44.81
604-16300	Improvements Other Th	58,293.70

Account Summary

Account Number	Account Name	Payment Amount
604-22000	Prepayments	300.00
604-49550-133	Employer Paid Insurance	96.00
604-49550-217	Other Operating Supplie	46.00
604-49550-310	Lab Testing	414.64
604-49550-321	Telephone	120.72
604-49550-404	Repairs & Maint - M&E	929.45
604-49550-406	Repairs & Maint - Groun	34.17
604-49550-408	Repairs & Maint - Distrib	435.92
604-49550-450	Conservation	312.50
604-49550-480	Other Miscellaneous	490.00
609-49751-133	Employer Paid Insurance	32.00
609-49751-217	Other Operating Supplie	347.97
609-49751-251	Liquor	26,687.00
609-49751-252	Beer	29,244.29
609-49751-253	Wine	6,682.10
609-49751-254	Soft Drinks & Mix	329.10
609-49751-256	Tobacco Products	202.33
609-49751-259	Non- Alcoholic	40.50
609-49751-261	Other Merchandise	186.74
609-49751-265	Merchandise Returned f	104.00
609-49751-321	Telephone	55.89
609-49751-333	Freight and Express	804.37
609-49751-340	Advertising & Promotion	175.00
609-49751-404	Repairs & Maint - M&E	29.45
609-49751-406	Repairs & Maint - Groun	64.92
614-16400	Machinery & Equipment	9,880.62
614-20201	Excise Tax Payable	440.58
614-20206	911 TAP & TACIP Fees CI	1,226.80
614-49870-133	Employer Paid Insurance	64.00
614-49870-200	Office Supplies	41.90
614-49870-212	Motor Fuels	86.38
614-49870-227	Utility System Maint Sup	681.86
614-49870-321	Telephone	318.83
614-49870-340	Advertising & Promotion	399.00
614-49870-404	Repairs & Maint - M&E	44.18
614-49870-432	Uncollectible	6.00
614-49870-441	Transmission Fees	67.00
614-49870-442	Subscriber Fees	491.59
614-49870-445	Switch Fees	495.10
614-49870-447	Internet Expense	341.64
614-49870-448	On-Call Support	950.00
614-49870-451	Call Completion	77.76
614-49870-480	Other Miscellaneous	118.10
615-49850-133	Employer Paid Insurance	32.00
615-49850-217	Other Operating Supplie	26.51
615-49850-301	Auditing & Consulting Se	770.00
615-49850-321	Telephone	67.84
617-49860-133	Employer Paid Insurance	48.00
617-49860-200	Office Supplies	16.99
617-49860-301	Auditing & Consulting Se	770.00
617-49860-321	Telephone	16.83
617-49860-340	Advertising & Promotion	171.50
617-49860-404	Repairs & Maint - M&E	91.23
617-49860-406	Repairs & Maint - Groun	560.59
651-46520-480	Other Miscellaneous	770.00
700-21701	Federal Withholding	13,946.94
700-21702	State Withholding	5,441.70
700-21703	FICA Tax Withholding	13,866.92

Account Summary

Account Number	Account Name	Payment Amount
700-21704	PERA Contributions	20,058.01
700-21705	Retirement	5,448.07
700-21706	Medical Insurance	50,497.50
700-21709	Wage Levy	606.17
700-21711	Medicare Tax Withholdi	3,947.44
700-21712	Flex Account	3,318.90
700-21718	Individual Insurance-NC	32.00
700-21720	VEBA Contributions	13,876.35
	Grand Total:	329,388.49

Project Account Summary

Project Account Key	Payment Amount
None	329,388.49
Grand Total:	329,388.49

7-11-17
ES

Cooperative Agreement

The City of Windom ("The City"), on behalf of the Housing & Redevelopment Authority of Windom (WHRA), agrees to submit a joint Small Cities Development Project (SCDP) application for fiscal year 2016 funds.

The City and WHRA agree to submit a comprehensive application for the activity of commercial rehabilitation of the WHRA property, Riverview Apartments, located at 605 Tenth Street, Windom MN. The SCDP funds are one of multiple sources of funding for this project.

The City of Windom and the WHRA agree to have the WHRA administrate the grant in accordance with the "Common Rule," Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments, at 24 CFR, Part 85, as amended.

The City of Windom and the WHRA agree that the City of Windom will be the fiscal agent for the project by requesting, receiving and processing grant funds from the Minnesota Department of Employment and Economic Development (DEED).

The City of Windom and the WHRA agree that the WHRA will be responsible for requesting funds through The City of Windom to be disbursed to the Contractor per the contract agreement between the Contractor and the WHRA.

The City of Windom acknowledges that a Single Audit (A-133) may need to be conducted on all DEED funds, and that the audit will be of the City of Windom.

The City of Windom and the WHRA agree that the WHRA will be responsible for the submission of annual post-closeout program income reports and post closeout program income expenditure reports to DEED after the grant is closed. Furthermore, The City of Windom and the WHRA understand that post-closeout program income reports and post closeout program income expenditure reports will need to be made to DEED for an indefinite period of time.

The City of Windom agrees that as the lead recipient of the grant that the mayor of The City of Windom will be the legal, environmental certifying officer in order to conduct an environmental review for the entire project.

SIGNED:

Dominic Jones, Mayor

Date

WITNESSED:

Steve Nasby, Windom City Administrator

Date

SIGNED:

Connie Clausen, Deputy Director

Date

WITNESSED:

Windom HRA Board President

Date



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division (AGED)
 444 Cedar Street, Suite 222, St. Paul, MN 55101-5133
 Telephone 651-201-7507 Fax 651-297-5259 TTY 651-282-6555

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

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

Name of City or County Issuing Liquor License WINDOM License Period From: _____ To: 12/31/2017

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

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

Fee(s): On Sale License fee: \$2000.00 Sunday License fee: \$200.00 3.2% On Sale fee: \$ _____ 3.2% Off Sale fee: \$ _____

Licensee Name: Plaza Jalisco II DOB _____ Social Security # _____
(corporation, partnership, LLC, or Individual)

Business Trade Name Plaza Jalisco II Business Address 821 4TH AVE. City Windom

Zip Code 56101 County Cottonwood Business Phone 507-832-8060 Home Phone 6414302370

Home Address 123 27th St SW City MASON CITY IA Licensee's MN Tax ID # 5115236
(To Apply call 651-296-6181)

Licensee's Federal Tax ID # 82-1844157
(To apply call IRS 800-829-4933)

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

Luis A. Ruiz 08/03/1976 50401 123 27th St SW, Mason City IA - 50401

Partner/Officer Name (First Middle Last) DOB Social Security # Home Address
Everaldo Magallanes Hidalgo 06/05/95 _____ 608 1st Ave S, St. James MN 56081

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

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

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

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

Workers Compensation Insurance is also required by all licensees: Please complete the following:
 Workers Compensation Insurance Company Name: Ginnell Mutual Policy # 761648

I Certify that this license(s) has been approved in an official meeting by the governing body of the city or county.
 City Clerk or County Auditor Signature _____ Date _____
(title)

On Sale Intoxicating liquor licensees must also purchase a \$20 Retailer Buyers Card. To obtain the application for the Buyers Card, please call 651-201-7504, or visit our website at www.dps.state.mn.us.

3046 council meeting 2.

MINNESOTA LAWFUL GAMBLING
LG220 Application for Exempt Permit

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

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

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

Application Fee (non-refundable)

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

ORGANIZATION INFORMATION

Organization Name: Windom Youth Hockey Assoc Previous Gambling Permit Number: 00998
Minnesota Tax ID Number, if any: _____ Federal Employer ID Number (FEIN), if any: 41-1290460
Mailing Address: Box 41
City: Windom State: MN Zip: 56101 County: Cottonwood
Name of Chief Executive Officer (CEO): Jenny Hedquist
Daytime Phone: 507-822-1678 Email: hedquist@mvtwireless.com

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

- Fraternal Religious Veterans Other Nonprofit Organization

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

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

- A current calendar year Certificate of Good Standing**
Don't have a copy? Obtain this certificate from:
MN Secretary of State, Business Services Division Secretary of State website, phone numbers:
60 Empire Drive, Suite 100 www.sos.state.mn.us
St. Paul, MN 55103 651-296-2803, or toll free 1-877-551-6767
- IRS income tax exemption (501(c)) letter in your organization's name**
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.
- IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**
If your organization falls under a parent organization, attach copies of both of the following:
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Phat Pheasant Pub
Physical Address (do not use P.O. box): 2370 Hwy 60 E
City or Township: Windom Zip: MN County: Cottonwood
Date(s) of activity (for raffles, indicate the date of the drawing): 8-27-2017

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

- Bingo Paddlewheels Pull-Tabs Tipboards

Raffle (total value of raffle prizes awarded for the calendar year, including this raffle: \$ 9,400)

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

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

**CITY APPROVAL
for a gambling premises
located within city limits**

The application is acknowledged with no waiting period.

The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).

The application is denied.

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

The city or county must sign before submitting application to the Gambling Control Board.

**COUNTY APPROVAL
for a gambling premises
located in a township**

The application is acknowledged with no waiting period.

The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.

The application is denied.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)
On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: *Jenny Hedquist* Date: 7-11-17

(Signature must be CEO's signature; designee may not sign)

Print Name: Jenny Hedquist

REQUIREMENTS

Complete a separate application for:

- all gambling conducted on two or more consecutive days, or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:
A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

- _____ a copy of your proof of nonprofit status, and
- _____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

To: Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions?
Call the Licensing Section of the Gambling Control Board at 651-539-1900.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

This form will be made available in alternative format (i.e. large print, braille) upon request.

Come join us at the Windom Pool for a Movie in the Park!

The movie is FREE!!

When: Thursday, July 27th

Where: Island Park

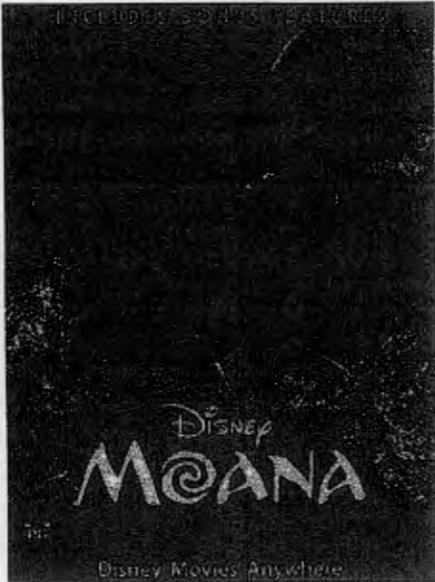
Family swim starts at 6:30-8:30 Families can come and swim for only \$5!

Events on the outside of the pool will start at 7:30 with games, crafts, costume contest and more!

Popcorn and concessions available at the pool!
Movie will start at sundown!



Thank you to all the businesses who sponsored this event!



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: Steve Nasby, City Administrator
DATE: July 10, 2017
RE: 2016 City Audit Report
DEPT: Finance
CONTACT: Steve Nasby 832-8650 or Chelsie Carlson 832-8651

Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action regarding the 2016 City Audit Report:

1. Following the presentation of the Audit by CliftonLarsonAllen, the Council accepts and approves by motion the 2016 City Audit Report.
-

Issue Summary/Background

The 2016 Annual City Audit Report has been completed by CliftonLarsonAllen LLP. Craig Popenhagen from their firm will provide the Council with a review of the financial statements and will answer Council questions regarding the Audit Report.

Fiscal Impact

None

Attachments

1. 2016 City Audit Report.
2. Independent Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards.
3. Letter of Significant Audit Findings.



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CliftonLarsonAllen LLP
CLAAconnect.com

**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

Honorable Mayor and
Members of the City Council
City of Windom
Windom, Minnesota

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of City of Windom, Minnesota as of and for the year ended December 31, 2016, and the related notes to the financial statements, which collectively comprise City of Windom's basic financial statements, and have issued our report thereon dated June 28, 2017.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered City of Windom's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of City of Windom's internal control. Accordingly, we do not express an opinion on the effectiveness of City of Windom's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the City's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as described in the accompanying schedule of findings and responses, we identified a deficiency in internal control as item 2016-001 that we considered to be a material weakness.

Honorable Mayor and
Members of the City Council
City of Windom

Compliance and Other Matters

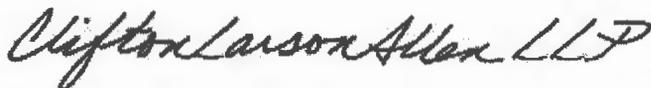
As part of obtaining reasonable assurance about whether City of Windom's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

City of Windom's Response to Finding

The City of Windom's response to the finding identified in our audit is described in the accompanying schedule of findings and responses. The City of Windom's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on the responses.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the result of that testing, and not to provide an opinion on the effectiveness of the City's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



CliftonLarsonAllen LLP

Austin, Minnesota
June 28, 2017

**CITY OF WINDOM
SCHEDULE OF FINDINGS AND RESPONSES
YEAR ENDED DECEMBER 31, 2016**

2016-001 Annual Financial Reporting Under Generally Accepted Accounting Principles (GAAP)

- Criteria:** Management is responsible for establishing and maintaining internal controls and for the fair presentation of the financial statements including the related disclosures, in conformity with U.S. generally accepted accounting principles.
- Condition:** The City does not have an internal control policy in place over annual financial reporting that would enable management to prepare its annual financial statements and related footnote disclosures are complete and presented in accordance with accounting principles generally accepted in the United States of America.
- Context:** Management has informed us that they do not have an internal control policy in place over the annual financial reporting and that they do not have the necessary staff capacity to prepare the annual financial statements including footnote disclosures.
- Cause:** The City relies on the audit firm to prepare the annual financial statements and related footnote disclosures. However, they have reviewed and approved the annual financial statements and the related footnote disclosures.
- Effect:** The potential exists that a material disclosure could be omitted from the financial statements and not be prevented or detected by the City's internal controls.
- Recommendation:** Management should continue to evaluate their internal staff capacity to determine if an internal control policy over the annual financial reporting is beneficial.

CORRECTIVE ACTION PLAN (CAP):

Explanation of Disagreement with Audit Finding:

There is no disagreement with the audit finding.

Actions Planned in Response to Finding:

The City will continue to rely upon the audit firm to prepare the financial statements and related footnote disclosures and will review and approve these prior to the issuance of the annual financial statements.

Official Responsible for Ensuring CAP:

The governing board is responsible for ensuring corrective action of the deficiency.

Planned Completion Date for CAP:

The CAP is ongoing.

Plan to Monitor Completion of CAP:

The governing board will monitor this corrective action plan.



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CliftonLarsonAllen LLP
CLAAconnect.com

Honorable Mayor and
Members of the City Council
City of Windom
Windom, Minnesota

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, the discretely presented component unit and the aggregate remaining fund information of City of Windom, Minnesota (City) as of and for the year ended December 31, 2016, and have issued our report thereon dated June 28, 2017. We have previously communicated to you information about our responsibilities under auditing standards generally accepted in the United States of America and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. Professional standards also require that we communicate to you the following information related to our audit.

Significant audit findings

Qualitative aspects of accounting practices

Accounting policies

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by City of Windom are described in Note 1 to the financial statements.

As described in Note 14, the Windom Area Hospital changed accounting policies related to pensions by adopting Statement of Governmental Accounting Standards (GASB Statement) No. 68, *Accounting and Financial Reporting for Pensions* and GASB Statement No. 71, *Pension Transition for Contributions Made Subsequent to the Measurement Date—an Amendment of GASB Statement No. 68* in 2016. Accordingly, the cumulative effect of the accounting change as of the beginning of the year is reported in the statement of activities and the statement of revenues, expenses, and changes in net position — Windom Area Hospital proprietary fund.

We noted no transactions entered into by the City during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were:

- Management's estimate of depreciation expense on capital assets is based on management's estimates of useful lives on those assets. We evaluated the key factors and assumptions used to develop the useful lives in determining that it is reasonable in relation to the financial statements taken as a whole.

- Management's estimate of the allowance for doubtful accounts is based on historical loss levels and an analysis of the collectability of individual accounts. We evaluated the key factors and assumptions used to develop the allowance in determining that it is reasonable in relation to the financial statements taken as a whole.
- Management's estimate of the compensated absences liability is based on management's estimates of accumulated hours and pay rates for City employees. We evaluated the key factors and assumptions used to develop the liability in determining that it is reasonable in relation to the financial statements taken as a whole.
- Management's estimate of the net pension liability is based on an actuarially determined calculation of the City's proportionate share of the net pension liability of cost-sharing multiple-employer pension plans sponsored by the Public Employees Retirement Association of Minnesota, in which the City participates. We evaluated the key factors and assumptions used to develop the allowance in determining that it is reasonable in relation to the financial statements taken as a whole.
- Management's estimate of the Fire Relief Association's net pension asset is based on an actuarial study performed by an independent third-party and the City's current year contributions. We evaluated the key factors and assumptions used to develop the net pension asset in determining that it is reasonable in relation to the financial statements taken as a whole.

Financial statement disclosures

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the financial statements were the stewardship and accountability disclosure in Note 7.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties encountered in performing the audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Uncorrected misstatements

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has determined that their effects are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. The following summarizes uncorrected misstatements of the financial statements:

- The estimate for other postemployment benefit liability has not been recorded in the financial statements. The understated liability for the governmental activities is \$53,351, business-type activities is \$48,121, Liquor Fund is \$4,184, Electric Fund \$10,461, Water Fund is \$4,184, Telecom Fund is \$10,461, Sewer Fund is \$8,369 and other aggregate remaining fund information is \$10,461.

Corrected misstatements

None of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole.

Disagreements with management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors' report. No such disagreements arose during our audit.

Management representations

We have requested certain representations from management that are included in the management representation letter dated June 28, 2017.

Management consultations with other independent accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the City's financial statements or a determination of the type of auditors' opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Significant issues discussed with management prior to engagement

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to engagement as the City's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our engagement.

Other audit findings or issues

We have provided a separate letter to you dated June 28, 2017, communicating internal control related matters identified during the audit.

The Telecom Fund's ability to continue as a going concern

The deficit net position of the Telecom Fund caused us to consider in more depth the Telecom Fund's ability to continue as a going concern for a reasonable time. A deficit net position in an enterprise fund such as the Telecom Fund could raise questions about the reliability of assets and the settlement of liabilities at amounts materially different than their carrying values in the financial statements which were prepared on a going concern basis. We understand that the deficit net position is partially due to the estimated life of some of the technology equipment used in the Telecom Fund's operations being of a shorter life than the related bonds used to finance the Telecom Fund. Further, the Telecom Fund had an increase in net position in 2016 from revenues in excess of expenditures as a result of past debt restructuring and revenue growth.

We concluded that management's assumption of the Telecom Fund to be a going concern for a reasonable time to be appropriate.

Other information in documents containing audited financial statements

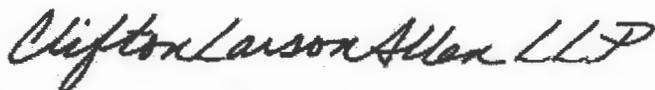
With respect to the required supplementary information (RSI) accompanying the financial statements, we made certain inquiries of management about the methods of preparing the RSI, including whether the RSI has been measured and presented in accordance with prescribed guidelines, whether the methods of measurement and preparation have been changed from the prior period and the reasons for any such changes, and whether there were any significant assumptions or interpretations underlying the measurement or presentation of the RSI. We compared the RSI for consistency with management's responses to the foregoing inquiries, the basic financial statements, and other knowledge obtained during the audit of the basic financial statements. Because these limited procedures do not provide sufficient evidence, we did not express an opinion or provide any assurance on the RSI.

With respect to the combining and individual nonmajor fund financial statements (collectively, the supplementary information) accompanying the financial statements, on which we were engaged to report in relation to the financial statements as a whole, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period or the reasons for such changes, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves. We have issued our report thereon dated June 28, 2017.

Our auditors' opinion, the audited financial statements, and the notes to financial statements should only be used in their entirety. Inclusion of the audited financial statements in a document you prepare, such as an annual report, should be done only with our prior approval and review of the document.

* * *

This communication is intended solely for the information and use of the City Council and management of City of Windom and is not intended to be, and should not be, used by anyone other than these specified parties.



CliftonLarsonAllen LLP

Austin, Minnesota
June 28, 2017

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: Joe Audette Liquor Manager
DATE: July 12, 2017
RE: LED Sign
DEPT: Liquor
CONTACT: Joe Audette / Liquor Committee 831-6132 or jaudette@windomnet.com

Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action regarding the installation of a new LED sign on the liquor store pole:

1. Approve the cost of purchasing and installing a new LED sign and disposing of the old sign. The Liquor Committee recommendation is in favor of the new sign.
 2. Approve advance Capital Improvement Plan funding for 2018 out of Liquor Fund reserves.
-

Issue Summary/Background

The electronic sign currently up has been “dead” for quite some time, the City Council previously approved the buying of the sign from the Convention and Visitor’s Bureau (CVB) with the intent of replacing that sign with a new LED sign. The Liquor Store will realize some “trade-in” value for the old sign.

The liquor committee has meet with Scenic Signs on a few occasions and has put together the feasibility study, cost analysis and made a recommendation on what size sign to buy based off of our current sign, and needs for the future.

Fiscal Impact

The feasibility study shows a huge amount of possible growth. The sign should pay for itself well before it is half way through its life cycle. The hope is that with it being active again we can display things like “Open Sundays” or have promotions on the sign. It is also the direction of the liquor committee that we can use the sign at some capacity for community pieces/announcements.

Attachments

1. June 6 2016 Memorandum
2. Financing options for LED Sign Purchase

DAKTRONICS LED SIGN FEASIBILITY STUDY

Windom Liquor Store

575 2nd Ave S, Windom, Minnesota 56101

This analysis was prepared especially for Windom Liquor Store as an economic feasibility study of a Daktronics LED Sign 575 2nd Ave S, Windom, Minnesota 56101.

LED Signs have never been a more potent advertising medium in large part due to the dilution of other forms of advertising. This report provides relevant data and an ROI formula.



Data Note: A traffic count is defined as the two-way Average Daily Traffic (ADT) that passes that location.

Demographics

City-Data.com

An understanding of local population buying habits lead to the effective use of this advertising medium.

Population	4005
Households	1732
Median Age	43.2
Owner Occupied Housing Units	1188
Population Trend Est.	0.15%
Median Household Income	39172
Average Household Income	56219
Per Capita Income	24471

DAKTRONICS LED SIGN ROI

Windom Liquor Store 575 2nd Ave S, Windom, Minnesota 56101

Traffic Count on 575 2nd Ave S

10700 Cars Per Day -- 321000 Cars Per Month x 1.2 Persons Per Car

385200 impressions per month

Media Comparison

	Cost per thousand exposures
Newspaper	\$20.00 - \$30.00
Radio	\$1.80 - \$5.10
Direct Mail	\$0.65-\$0.75
Television	\$5.00 - \$6.00
Digital Sign \$351.63 per month over a 10 year span	\$0.91

Return on Investment

The following equation helps to determine what return on investment may look like for an individual store:

$$\frac{(\text{Gross Annual Sales X Project Lift}) \times \text{Gross Margin \%}}{\text{Annual Cost of Investment}}$$

As such, if we estimate a conservative sales lift of 0.08% per year, a store with gross annual sales of \$1800000 and a 0.27% gross margin may have a digital display return on investment that looks like this:

$$\frac{(1800000 \times 0.08) \times 0.27}{10,116} = \frac{38880}{10,116} = 384\% \text{ ROI/year}$$

After 1.4 years the sign is paid for.
Add possible coop dollars for added revenue.

DAKTRONICS LED SIGN ROI

Advertising Plan:

What to display?

Daktronics and Scenic Sign Corporation offer the unique ability to consult in signage advertising best practices to help convert passersby to customers. These are some of the questions and ideas we focus on to help you create the best advertising plan for your business needs.

Who are your current customers?

What products or services do you want to sell more of?

What products do you need to turn over quickly? (Does it have a shelf life?)

What products or services generate the most profit?

What do you want to be known for? Service? Product availability? Low Prices?

Customers Are Really Everything (C.A.R.E). "When customers see you as a friend, they will increase their spend." They will do that by returning more often, by asking for your advice, and by recommending your store to others. As you probably know, most businesses live and die with their "big whales" — the regular customers who buy in significant quantities. Reach out to those customers and make sure you give them a reason to return to your store time and time again.

ExpansionCapitalGroup 

How to display it?

Experience has shown us that its not enough just to install an LED Sign, the content displayed must be captivating and engage the customer. There are many ways to program a display using

DAKTRONICS LED SIGN FEASIBILITY STUDY

Windom Liquor Store

575 2nd Ave S, Windom, Minnesota 56101

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Average Household Income	56219
Per Capita Income	24471

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As such, if we estimate a conservative sales lift of 0.05% per year, a store with gross annual sales of \$1800000 and a 0.27% gross margin may have a digital display return on investment that looks like this:

$$\frac{(1800000 \times 0.05) \times 0.27}{10,116} = \frac{24300}{10,116} = 240\% \text{ ROI/year}$$

After 2.1 years the sign is paid for.
Add possible coop dollars for added revenue.

DAKTRONICS LED SIGN ROI

Advertising Plan:

What to display?

Daktronics and Scenic Sign Corporation offer the unique ability to consult in signage advertising best practices to help convert passersby to customers. These are some of the questions and ideas we focus on to help you create the best advertising plan for your business needs.

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What products or services generate the most profit?

What do you want to be known for? Service? Product availability? Low Prices?

Customers Are Really Everything (C.A.R.E). "When customers see you as a friend, they will increase their spend." They will do that by returning more often, by asking for your advice, and by recommending your store to others. As you probably know, most businesses live and die with their "big whales" —the regular customers who buy in significant quantities. Reach out to those customers and make sure you give them a reason to return to your store time and time again.

ExpansionCapitalGroup 

How to display it?

Experience has shown us that its not enough just to install an LED Sign, the content displayed must be captivating and engage the customer. There are many ways to program a display using

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: Mike Haugen, Water/Wastewater Superintendent
DATE: July 14, 2017
RE: Application for Point Source Implementation Grant (PSIG)
DEPT: Wastewater
CONTACT: Mike Haugen at 822-1675 or winwater@windom-mn.com

Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action regarding an application for State grant funding:

1. Approve resolution authorizing the submission of a PSIG application to the State of Minnesota.
-

Issue Summary/Background

In March 2017 the City Council authorized the submission of a facilities plan to the State to address the compliance issues outstanding with the issuance of our permit to discharge treated wastewater. At that time, Bolton & Menk Engineering were also authorized to conduct design services for the purposes of constructing the necessary improvements.

The Minnesota Pollution Control Agency (MPCA) has given the City until May 2020 to come into compliance with new standards. The City has also worked with two Significant Industrial Users to insure the system will meet their needs and addresses the State's standards. The users of the Windom wastewater system, residential, commercial and industrial, will be paying for their pro-rata share of the estimated \$14 million of improvements.

State grant funds are available to help off-set the costs of wastewater system improvements. The primary funding program is the Point Source Implementation Grant (PSIG). The staff and engineering firm are seeking these funds to lower the costs to the system users.

Fiscal Impact

The PSIG application has a fee of 0.05% of the requested amount, which is \$7 million, making the fee \$35,000. This fee is payable upon acceptance of the grant if it is awarded.

Should the PSIG funding be awarded the City must also verify that that the non-PSIG funding for the project is committed. As the total project is estimated to be \$14 million the PSIG funds would be a maximum of \$7 million leaving the City authorization for the balance at \$7 million as well to be funded through the users of the system.

Attachments

1. Resolution authorizing the submission of the PSIG application
2. Memorandum from Bolton & Menk Engineering
3. PSIG Program Description

RESOLUTION #2017-

INTRODUCED:

SECONDED:

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

**A RESOLUTION AUTHORIZING THE CITY OF WINDOM TO SUBMIT A
POINT SOURCE IMPLEMENTATION GRANT APPLICATION TO THE
MINNESOTA PUBLIC FACILITIES AUTHORITY (PFA) FOR THE
WASTEWATER TREATMENT IMPROVEMENT PROJECT.**

WHEREAS, the Point Source Implementation Program, established in Minnesota Statutes §446A.073, as amended, provides funds for construction projects; and

WHEREAS, the City of Windom is hereby applying to the Minnesota Public Facilities Authority for funds to be used for eligible costs for the wastewater treatment improvement project.

BE IT RESOLVED, that the City of Windom has the legal authority to apply for the grant, and the financial, technical, and managerial capacity to ensure proper construction, operation and maintenance of the project for its design life.

BE IT FURTHER RESOLVED, that upon approval of its application by the PFA, the City of Windom may enter into an agreement with the PFA for the above-referenced project, and that the City of Windom certifies that it will comply with all applicable laws and regulations as stated in all contract agreements described in the Compliance listing of the grant application.

NOW, THEREFORE BE IT FURTHER RESOLVED, that the Mayor and City Administrator of Windom, or their successors in office, are hereby authorized to execute such agreements, and amendments thereto, as are necessary to implement the above project on behalf of the City of Windom.

Adopted this 18th day of July, 2017.

Dominic Jones, Mayor

ATTEST: _____
Steven Nasby, City Administrator

PFA Grant Funding Option Wastewater Treatment Improvements

Below is a summary of the current Grant PFA Funding Options available thru PFA:

1. Regulatory Certainty (20 year moratorium on changes to effluent limits):
 - a. City would need to accept the following limits:
 - i. 10 mg/l Total Nitrogen
 - ii. 1 mg/l Total Phosphorous
 - b. PSIG Grant:
 - i. Estimated Project Cost eligible for PSIG Grant - \$11,000,000, includes denitrification, BNR (biological nutrient removal) process and phosphorous treatment processes (Total Estimated Project Cost - \$13,830,000)
 - ii. 80% up to \$7,000,000 (City will receive maximum grant of \$7,000,000)
 - iii. Includes Construction and Engineering Costs
 - c. Estimated Share of Project Loan Cost:
 - i. Project Eligible Costs - \$6,830,000
 - ii. PSIG Grant Application Fee - \$35,000
 - iii. Total Estimated Project Loan Costs - \$6,865,000
2. Regulatory Certainty Part II (16 year moratorium on changes to effluent limits):
 - a. City would need to accept the following limits:
 - i. 1 mg/l Total Phosphorous
 - ii. To meet the requirements of the TRE the City would need to produce an effluent with 20 mg/l or less of Total Nitrogen
 - b. PSIG Grant:
 - i. Estimated Project Cost eligible for PSIG Grant - \$3,500,000, includes phosphorous treatment process (Total Estimated Project Costs - \$12,250,000)
 - ii. 80% up to \$7,000,000 (City will receive a grant of \$2,800,000)
 - iii. Includes Construction and Engineering Costs
 - c. Estimated Share of Project Loan Cost:
 - i. Project Eligible Costs - \$9,450,000
 - ii. PSIG Grant Application Fee - \$14,000
 - iii. Total Estimated Project Loan Costs - \$9,464,000
3. PSIG Grant Program:
 - a. City pays an application fee of 0.5% of total loan received
 - b. Application fee due at time of grant execution, after bid has been opened and PFA has confirmed all funding status
 - c. Application fee not a PSIG grant eligible cost
 - d. MPCA/ PFA does not see any issue with PSIG grant money for 2018
 - e. Grant must be applied for on or before July 31, 2017
 - f. City does not have to accept grant even if they have applied for the grant
 - g. Based on discussion with the MPCA, the City of Windom has 73 points on the Project Priority Ranking List which should be above the minimum PSIG Gant funding level. Therefore, the City of Windom should receive the total \$7,000,000 grant.



Real People. Real Solutions.

Funding

Funding Source:

Minnesota Public Facilities Authority (PFA)

Amount Available:

\$7 million maximum

Matching Requirement:

20 Percent of Project Costs

Application Due Date:

July 31, 2017

Eligible Applicants:

- City
- County
- Tribal Authority
- Watershed District
- SWCD

Prerequisites:

- Ranked on the 2018 Project Priority List (PPL)
- Applicant Resolution

Program Website:

<http://bit.ly/2tbWlGc>

Note: Notice is valid until the application deadline listed above.

Point Source Implementation Grants (PSIG) FY2018

Overview

The Point Source Implementation Grant (PSIG) Program provides grants for 80% of eligible costs up to \$7 million to governmental units to assist with the cost of water infrastructure projects necessary to:

- meet wasteload reductions prescribed under a total maximum daily load (TMDL) plan required by Section 303(d) of the federal Clean Water Act;
- reduce the discharge of total phosphorus to one milligram per liter or less;
- meet any other water quality-based effluent limit established under section Minnesota Statute Section 115.03, subd 1, (e)(8), that is incorporated into a permit issued by MPCA that exceeds secondary treatment limits; or
- meet a total nitrogen limit of ten milligrams per liter or less at permitted design flow.

This program is jointly administered by the PFA and the Minnesota Pollution Control Agency (MPCA).

Grants are awarded based on the estimated cost at the time of certification or the as-bid cost, whichever is less.

State prevailing wage rates apply to projects using this funding source.

Application Process/Cycle

Applications must be postmarked or sent via email no later than July 31, 2017.

Applicants must document that total project funding is in place before the PFA can award the grant. Documentation may include, local government resolutions, or award letters and grant agreements for other state or federal funds.

Grant recipients must pay an application fee to the PFA equal to one-half of one percent of the grant amount. Fees are due at the time of execution of the grant agreement. The fee is not an eligible PSIG cost.

Applicants with projects seeking PSIG funds and a loan through the Clean Water or Drinking Water Revolving Fund must also follow the CWRF/DWRF application process. This includes being listed on PFA's Intended Use Plan (IUP) within the fundable range and submitting a separate CWRF/DWRF loan application.

Questions about project eligibility and MPCA certification requirements should be directed to Bill Dunn at 651-757-2324 (bill.dunn@state.mn.us). For questions regarding funding and the application process, contact the appropriate PFA loan officer shown on the map in attachment "FY2018 Point Source Implementation Grant Notice" under Additional Resources.

MINNESOTA PUBLIC FACILITIES AUTHORITY
Point Source Implementation Grant Program
Form 5 – Compliance with Laws, Rules and Regulations

Point Source Implementation grantees are required to comply and ensure their contractor(s) comply with certain state laws, rules and regulations including but not limited to those described below which will be invoked as a condition of the grant.

1. Minnesota Statutes, Section 16B.31, subdivision 2 requires that all project funding be in place prior to execution of grant agreement.
2. Minnesota Statutes, Section 471.345 Uniform Municipal Contracting Law.
3. Minnesota Statutes, Section 574.26 to 574.32, the Public Contractors' Performance and Payment Bond Act, as applicable.
4. Minnesota Statutes, Chapter 16C.285, as amended. Responsible Contractor Requirements. Solicitation documents must include the specified language for contracts
5. Minnesota Statutes, Chapter 16A.695, State Bond Financed Property.
6. Minnesota Statutes, Chapter 13, the Minnesota Government Data Practices Act.
7. Minnesota Statutes, Section 181.59, discrimination on account of race, creed, or color prohibited in contracts. Minnesota Statutes, Section 363A.08 prohibits unfair discrimination practices related to employment or unfair employment practices.
8. Minnesota Statutes Chapter 363 Minnesota Human Rights Act. Requires that all public services be operated in such a manner that does not discriminate against any person in the access to, admission to, full utilization of or benefit from such public service.
9. The recipient's Minnesota Pollution Control Agency permit construction schedule submissions. Submissions may include as-built plans and specifications, revised operation and maintenance manual or a certification of completion. Refer to the MPCA permit and construction schedule.
10. Minnesota Statutes Section 16A.633, subdivision 4, Report on Jobs Created or Retained.
11. Minnesota Statutes sections 176.181 - 176.182 - Requires recipients and subcontractors to have worker's compensation insurance coverage.
12. Minnesota Statutes 177.41 - 177.43 Prevailing Wage Rate Law. Requires that contractors pay laborers and mechanics prevailing wages established by the Minnesota Department of Labor and Industry for public works projects. The Grantee will ensure that the proper state prevailing wages and required contract conditions are included in bidding documents and in construction contracts.

13. Minnesota Statutes, Section 16B.31, subdivision 2 requires that all project funding be in place prior to execution of grant agreement.
14. Minnesota Statutes 290.9705. Requires that 8 percent of payments made to out-of-state contractors be withheld once cumulative payments made to the contractor for work done in Minnesota exceed \$50,000 in a calendar year, unless an exemption is granted by the Department of Revenue.
15. Laws of Minnesota 2010 Chapter 361, article 3, section 5(b). Clean Water Fund sign posting requirements.

The **City of Windom** certifies that it has or will comply with the above requirements
(Name of Grantee)

(Signature of Authorized Official)

Date

(If digital signature is not available, print, sign and return signed form with application)

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: Housing and Redevelopment Authority
DATE: July 14, 2017
RE: Tax Forfeited Property – 957 River Road
DEPT: Housing and Redevelopment Authority\EDA
CONTACT: Connie Clausen, HRA Assistant Director at 831-1016 or cclausenhra@outlook.com
Drew Hage, Development Director at 831-6125 or dhage@windom-mn.com

Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action regarding a tax forfeited property at 957 River Road:

1. Approve a Resolution regarding the Sale of a Tax Forfeited Property
-

Issue Summary/Background

Annually Cottonwood County notifies the City of Windom of any tax forfeited properties within the municipality. Such property may be claimed by the City for a public use for no or minimal cost. A property located at 957 River Road is subject to this forfeiture and the Housing and Redevelopment Authority (HRA) is interested in the property for use in its affordable rental housing program.

If the City approves a claim on the property there would need to be documentation of the public use (affordable housing) and an agreement between the HRA, City and possibly Cottonwood County and the State Department of Revenue. In addition, the MN Department of Natural Resources (MN DNR) also has the right to the property as it is adjacent to the Des Moines River. Should the MN DNR pursue its rights or the public purpose not be qualified the property would not go to the City and HRA, but would become State property or be sold at a public auction.

On July 12, 2017 the HRA Board voted to approve the proposal and request that the City provide Cottonwood County with notice of its interest in the property at 957 River Road.

Fiscal Impact

Cost to the City will be staff time to coordinate the request with Cottonwood County and \$100 fee to obtain the property from the County. The HRA would be responsible for legal costs and those expenses directly related to obtaining the property and incorporating it into their rental housing programs.

Attachments

1. Resolution Approving the Sale of Tax-Forfeited Property

RESOLUTION #2017-

INTRODUCED:

SECONDED:

VOTED: Aye:
 Nay:
 Absent:

**A RESOLUTION APPROVING THE SALE OF
TAX-FORFEITED PARCELS AT PUBLIC AUCTION**

WHEREAS, the City Council of the City of Windom has received correspondence from the Cottonwood County Auditor/Treasurer listing tax-forfeited parcels; and

WHEREAS, the parcel on the list is located in the City of Windom and is described as follows:

Parcel # 25-674-0100 - Lot 9 River View Subdivision

WHEREAS, the City Council has considered the value of this parcel to the City of Windom in terms of location, size, and desirability; and

WHEREAS, it would be in the best interest of the City that the parcel be acquired by the City of Windom Housing and Redevelopment Authority (HRA) for the public purpose of providing rental housing for low income individuals.

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

1. That the tax-forfeited parcel listed above is acquired by the City on behalf of the HRA for the public purpose of providing rental housing for low income individuals.
2. The City of Windom waives any statutory time requirements contained therein.
3. The City of Windom reserves the right to reassess special assessments, if applicable.
4. The City Administrator is authorized to submit required forms to the Minnesota Department of Revenue to obtain the property on behalf of the HRA.

Adopted this 18th day of July, 2017.

Dominic Jones, Mayor

ATTEST: _____
Steven 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: ANDY SPIELMAN, BUILDING & ZONING OFFICIAL
CC MEETING DATE: JULY 18, 2017
RE: VARIANCE APPLICATION
DEPT: BUILDING & ZONING
CONTACT: ANDY SPIELMAN (aspelman@windom-mn.com) (507-832-8660)

Recommendations/Options/Action Requested

The Planning Commission and Staff recommend that the City Council approve the zoning application submitted by Bruce Caviness for a variance of fence height.

Issue Summary/Background

Applicant & Owner: Bruce Caviness
Property Address: 1125 Prospect Avenue
Legal Description: Lot 10, Block 9 of Hutton & Collins Subdivision to the City of Windom,
Cottonwood County, Minnesota
Parcel No.: 25-352-1100

The Applicant is requesting a variance from the City Code limitation of 6' in height for a residential fence to allow the height of the fence on the side of his property to be from 8' to 8' 6". Reasons for the Request: Sharp change in grade between Applicant's property and neighbors' property, close proximity of the houses on the two properties, and privacy reasons.

The Applicant (property owner) has established that there are "practical difficulties" as defined in Minnesota Statutes as used in connection with the granting of a variance: The property owner proposes to use the property in a reasonable manner...; the plight of the landowner is due to circumstances unique to the property not created by the landowner; and the variance, if granted, will not alter the essential character of the locality.

Please refer to the Planning Commission Minutes from the July 11, 2017, Meeting for further details and discussion on these matters.

Fiscal Impact

There should be no fiscal impact to the City.

Attachments

1. Notice of Public Hearing,
2. Zoning Application,
3. Two photos of the fence area (Powerpoint slides showing dimensions).

**Building & Zoning Office
City Hall, 444 9th Street, P.O. Box 38
Windom, MN 56101
Phone: 507-831-6125**

**CITY OF WINDOM PLANNING COMMISSION
PUBLIC HEARING NOTICE
VARIANCE APPLICATION- FENCE HEIGHT**

Pursuant to City of Windom, City Code Sections 152.525-152.530 and 152.565-152.568, notice is hereby given that the Applicant and Owner, BRUCE CAVINESS, of 1125 Prospect Avenue, Windom, Minnesota, has submitted a zoning application for a variance for property located in an R-2 District. The Applicant requests a variance of the height of a fence to allow the installation of a fence which will have a height greater than maximum set forth in City Code Section 152.424.

A public hearing to consider this application will be held before the Planning Commission in the City Council Chambers at City Hall, 444 9th Street, Windom, MN 56101 on Tuesday, July 11, 2017, at 7:05 p.m.

Those persons wishing to be heard on this application for consideration of a variance are requested to be at this meeting. The application may be reviewed in the Building & Zoning Office at City Hall prior to the Public Hearing.

Legally described as follows: Lot 10, Block 9 of Hutton & Collins Subdivision to the City of Windom, Cottonwood County, Minnesota.

Parcel ID #: 25-352-1100

Address of the Property is: 1125 Prospect Avenue, Windom, MN 56101

By Order of the City of Windom
Andrew W. Spielman, Zoning Administrator

Published: Cottonwood County Citizen (June 28, 2017)

CITY OF WINDOM, MINNESOTA

**444 9th Street
Windom, MN 56101
507-831-6125**

APPLICATION FOR CONSIDERATION OF ZONING/SUBDIVISION REQUEST

Applicant(s): Name(s) Bruce Caviness

Address 1125 Prospect Avenue

City Windom State MN Zip 56101 (Phone: 507-291-4470)

Owner(s): (If other than Applicant)

Name(s) Same as Applicant

Address _____

City _____ State _____ Zip _____ (Phone: _____)

Property Address: 1125 Prospect Avenue, Windom, MN

Legal Description of Property: Lot(s) 10 Block(s) 9 Addition Hutton and Collins
Subdivision _____

Parcel No. 25-352-1100

(If metes and bounds, attach description.)

Existing Use of Property: Single-Family Residence Present Zoning: R-2

Action Requested: Conditional Use Permit _____ Variance X

Subdivision (Sketch Plat) _____ Preliminary Plat _____ Final Plat _____

Planned Unit Development (PUD) _____

Amendment (Text, Rezoning, Comprehensive Plan) – SPECIFY: _____

Other (Specify): _____

Description and Reason for Request (Attach Additional Information if necessary and/or required) Request a variance to allow construction of a fence of 8' to 8'6" in height which is higher than allowed in City Code. Reason for Request: Privacy Issues - Elevation of neighbors' property is higher than my property.

In signing this Application, I/we hereby acknowledge that I/we have been advised concerning the applicable provisions of the Windom Zoning and Subdivision Ordinances, current administrative procedures, and the required filing fee. I/we hereby acknowledge that the information provided in this Application is true and correct to the best of my/our knowledge.

X Bruce Caviness X _____
[SIGNATURES OF APPLICANT(S)]

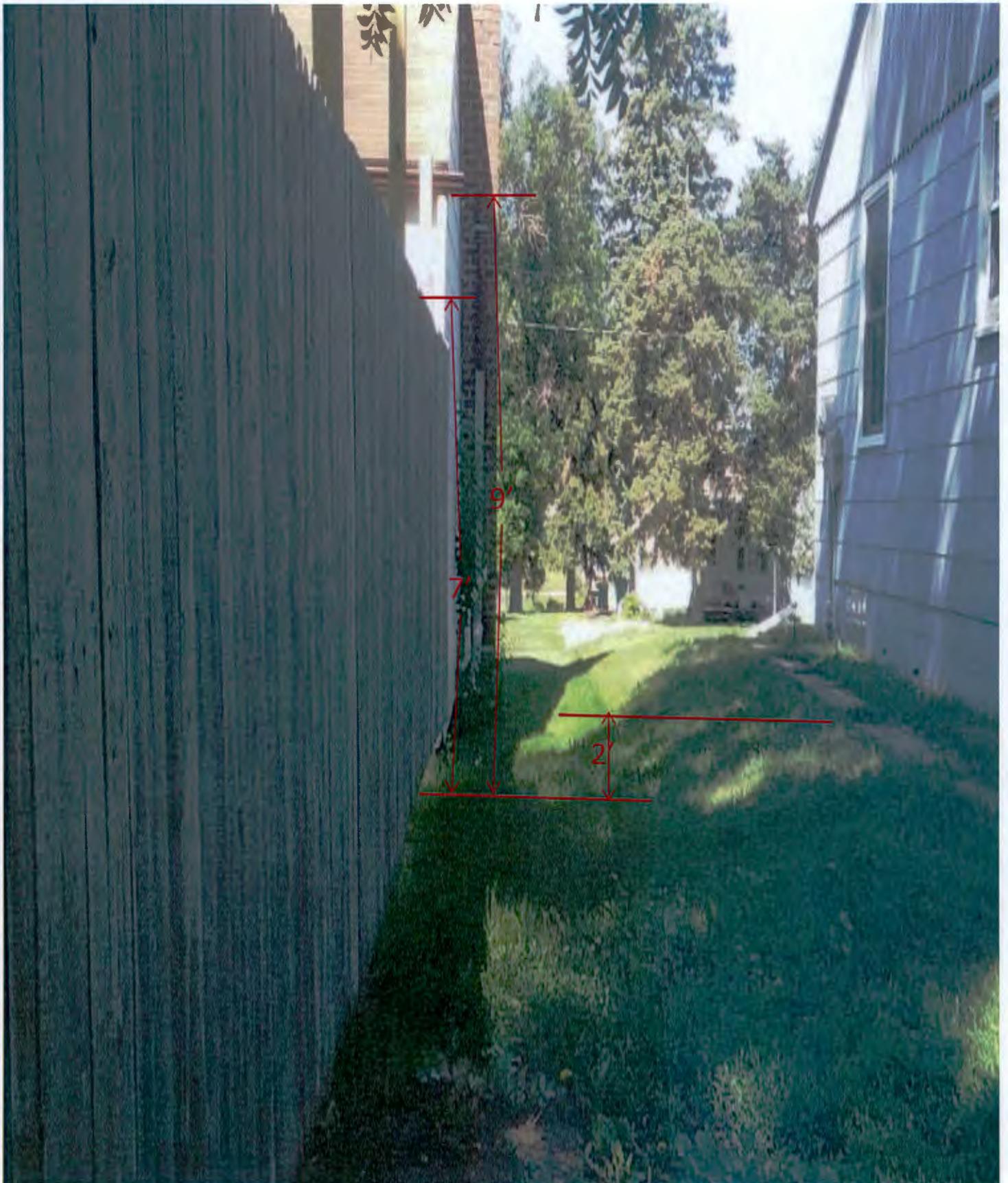
Date: June 20, 2017

Fee: \$150.00 Paid: Ck. Cash Date: 6-20-17

Upon receipt of the Application, all required supporting documents, and the filing fee, this APPLICATION IS ACCEPTED FOR FILING on this 20th day of June, 2017.

WINDOM BUILDING & ZONING OFFICIAL: Andy W. [Signature]





ORDINANCE No. 163, 2ND SERIES

**AN ORDINANCE OF THE CITY OF WINDOM, MINNESOTA, AMENDING CITY
CODE CHAPTER 94, FIREWORKS AND OTHER DANGEROUS ARTICLES**

**THE COUNCIL OF THE CITY OF WINDOM, MINNESOTA, ORDAINS:
TO REVISE CHAPTER 94: FIREWORKS AND OTHER DANGEROUS ARTICLES
AS FOLLOWS:**

**SECTION 94.02 ENTITLED "DISCHARGE OF FIREARMS AND EXPLOSIVES;
EXCEPTION" BY ADDING (C).**

City Code is amended as follows:

CHAPTER 94 – FIREWORKS AND OTHER DANGEROUS ARTICLES

**SECTION 94.02, ENTITLED “DISCHARGE OF FIREARMS AND EXPLOSIVES;
EXCEPTION”**

- (C) Nothing in division (A) above shall apply to a veterans group, military personnel, or similar group firing blanks as part of a formal funeral or memorial service.

Adopted by the City Council of the City of Windom, Minnesota, this 18 day of July, 2017.

Dominic Jones, Mayor

Attest: _____
Steven Nasby, City Administrator

1st Reading: June 20, 2017
2nd Reading: July 18, 2017
Adoption: July 18, 2017
Published: July 26, 2017

§ 94.02 DISCHARGE OF FIREARMS AND EXPLOSIVES; EXCEPTION.

(A) It is unlawful for any person to fire or discharge any cannon, gun, pistol or other firearm, firecracker, sky rocket or other fireworks, air gun, air rifle or other similar device commonly referred to as a BB gun. It is equally unlawful to fire or discharge any prohibited object or device whether it is fired or discharged within the city, or from a point without the city into the city.

(B) Nothing in division (A) above shall apply to a display of fireworks by an organization or group of organizations authorized in writing by the Council, or to a peace officer in the discharge of his or her duty, or to a person in the lawful defense of his or her person or family. This section shall not apply to the discharge of firearms in a range authorized in writing by the Council.

(C) Nothing in division (A) above shall apply to a veterans group, military personnel, or similar group firing blanks as part of a formal funeral or memorial service.

(Prior Code, § 10.10) Penalty, see § 10.99

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: Dan Ortmann, Fire Chief & Steve Nasby, City Administrator
DATE: July 10, 2017
RE: Fire Service Call Rate
DEPT: Administration
CONTACT: Steve Nasby 832-8650 or snasby@windom-mn.com

Recommendations/Options/Action Requested

Staff recommends that the City Council conduct the First Reading of Ordinance No 164, 2nd Series:

1. Conduct the First Reading of Ordinance No. 164, 2nd Series and approve the First Reading by motion.
-

Issue Summary/Background

At the June 20th Council Meeting, the Council approved the rate change for fire calls as stated in Windom City Code 34.18 from \$500 to \$1,000.

Fiscal Impact

The City collected \$4,500 in fire call fees in 2016. With the fee change from \$500 to \$1,000 and strict enforcement of collecting the fees, City staff estimates revenue of \$20,000. As in the past, these fire call fees will be used to reduce the amount of General Funds (property taxes) used for the Fire Department budget.

Attachments

1. Ordinance No. 164, 2nd Series
2. Windom City Code –Section 34.18 RATES

ORDINANCE NO. 164, 2ND SERIES

AN ORDINANCE OF THE CITY OF WINDOM, MINNESOTA, AMENDING CITY CODE TITLE III: ADMINISTRATION, CHAPTER 34: EMERGENCIES; MANAGEMENT AND SERVICES

THE CITY COUNCIL OF THE CITY OF WINDOM, MINNESOTA, DOES ORDAIN: TO REVISE CHAPTER 34: EMERGENCIES; MANAGEMENT AND SERVICES, SECTION 34.18 RATES, BY REMOVING THE EXISTING SECTION AND REPLACING IT WITH THE FOLLOWING:

34.18 RATES.

- (A) Fire calls within the city limits will be billed \$1,000 per call.
- (B) Fire calls outside of the city limits will be billed pursuant to the city or town (township) fire protection agreements.

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

Adopted and passed by the City Council of the City of Windom, Minnesota, this 1st day of August, 2017.

Dominic Jones, Mayor

ATTEST:

Steve Nasby, City Administrator

1st Reading: July 18, 2017
2nd Reading: August 1, 2017
Adoption: August 1, 2017
Published: August 9, 2017

§ 34.17 PARTIES AFFECTED.

Parties affected are hereby designated to include:

(A) Owners of property within the city who receive fire service;

(B) Anyone who receives fire service as a result of a motor vehicle accident or fire within the city;
and

(C) Owners of property in towns (townships) or cities to which the city provides fire service pursuant to a fire protection agreement.

(Ord. 128, 2nd Series, passed 5-15-2007)

§ 34.18 RATES.

(A) Fire calls within the city limits will be billed \$500 per call.

(B) Fire calls outside of the city limits will be billed pursuant to the city or town (township) fire protection agreements.

(Ord. 128, 2nd Series, passed 5-15-2007)

§ 34.19 BILLING AND COLLECTION.

(A) Parties requesting and receiving fire services may be billed directly by the city. Additionally, if the party receiving fire services did not request services, but a fire or other situation exists which, at the discretion of the Fire Department personnel in charge requires fire service, the party will be charged and billed. All parties will be billed whether or not the fire service is covered by insurance. Any billable amount of the fire charge not covered by a party's insurance remains a debt of the party receiving the fire service.

(B) Parties billed for fire service will have 60 days to pay. If the fire service charge is not paid by that time, it will be considered delinquent and the city will send a notice of delinquency.

(C) If the fire service charge remains unpaid for 30 days after this notice of delinquency is sent, the city will use all practical and reasonable legal means to collect the fire service charge. The party receiving fire service shall be liable for all collection costs incurred by the city including, but not limited to, reasonable attorney fees and court costs.

(D) If the fire service charge remains unpaid for 30 days after the notice of delinquency is sent, the City Council may also, on or before October 15 of each year, certify the unpaid fire service charge to the County Auditor in which the recipient of the services owns real property for collection with property taxes. The County Auditor is responsible for remitting to the city all charges collected on behalf of the

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: ANDY SPIELMAN, BUILDING & ZONING OFFICIAL
CC MEETING DATE: JULY 18, 2017
RE: PROPOSED NEW ORDINANCE – ACCESSORY STRUCTURES
DEPT: BUILDING & ZONING
CONTACT: ANDY SPIELMAN (aspelman@windom-mn.com) (507-832-8660)

Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action regarding a proposed new ordinance:

1. Review and approve the first reading of **Ordinance No. 165, 2nd Series** revising provisions governing “**Accessory Structures in Residential Districts**”.
-

Issue Summary/Background

The City Code Sections concerning accessory structures were adopted in December 2003 and since that time the needs for accessory space have changed. There are numerous updates to these Code Sections which the Planning Commission has recommended to the City Council. Their recommendations have been incorporated into a proposed new ordinance which has been reviewed by the City Attorney. The ordinance revises the existing provisions for accessory structures in residential districts and also covers other related Code Sections that make reference to accessory structures.

Fiscal Impact

There should be no fiscal impact to the City.

Attachments

1. Ordinance No. 165, 2nd Series.

ORDINANCE NO. 165, 2ND SERIES

AN ORDINANCE OF THE CITY OF WINDOM, MINNESOTA,
AMENDING CITY CODE SECTIONS 152.325 THROUGH 152.336,
ENTITLED "ACCESSORY STRUCTURES IN RESIDENTIAL DISTRICTS",
AND RELATED SECTIONS

THE CITY COUNCIL OF THE CITY OF WINDOM ORDAINS:

WHEREAS, these City Code Sections were originally adopted by the City Council in December 2003 and since that time the needs for accessory space have changed; and

WHEREAS, there are numerous updates to these Code Sections which the Planning Commission has recommended to the City Council; and

WHEREAS, it is in the best interests of the citizens of Windom that these Code Sections be amended as set forth herein.

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

THE CITY CODE OF THE CITY OF WINDOM IS HEREBY AMENDED BY DELETING CITY CODE SECTIONS 152.325 THROUGH 152.336, ENTITLED "ACCESSORY STRUCTURES IN RESIDENTIAL DISTRICTS", IN THEIR ENTIRETY AND INSERTING THE FOLLOWING IN LIEU THEREOF:

"ACCESSORY STRUCTURES IN RESIDENTIAL DISTRICTS"

§152.325 GENERAL REQUIREMENTS

(A) Each residential lot on which a principal dwelling has been constructed shall be allowed an accessory building not exceeding 200 square feet in area without a building permit.

(B) All accessory buildings shall be constructed of new materials and shall comply with all the requirements of the following Code Sections. Prior to the construction or installation of an accessory building or any structure listed in Section C. below, the property owner shall contact Gopher State One Call to determine the location of underground utilities.

(C) Buildings such as gazebos, outdoor living rooms, pool enclosures and similar buildings are not included in the calculation of total accessory floor area, but are subject to the ground coverage and setback requirements in the following Code Sections.

(D) No more than two detached accessory buildings and one structure listed in Section C. above shall be constructed or installed on any lot without a variance.

(E) Accessory buildings shall not occupy over thirty percent (30%) of the area of the rear yard.

(F) All structures on a lot, including the dwelling, any accessory building(s), and any structure listed in Section C. above, shall not occupy over thirty-five percent (35%) of the total lot area in R-1 Districts and shall not occupy over forty percent (40%) of the total lot area in R-2 and R-3 Districts.

(G) No accessory building or structure, other than a fence or temporary construction, may be constructed prior to the time of construction of the principal building or structure on the lot.

(H) No commercial business shall be conducted in a garage or accessory building on a residential lot except as permitted under the "Home Occupations" sections of the City Code.

(I) No accessory building, other than a new building, may be moved into Windom without a prior inspection of the building by the Windom Building Official. No accessory building may be relocated from one lot to another lot in Windom without a prior inspection of the building by the Windom Building Official.

§152.326 ACCESSORY BUILDING SETBACKS

(A) No accessory use, garage, accessory building, gazebo, outdoor living room, pool enclosure, or any other structure shall be placed in the required front yard setback of a property. Neither any detached garage nor accessory building shall extend further than the front of the dwelling on the property.

(B) The property owner(s) must have sufficient space on his/her/their own property to access any detached garage in the rear yard.

(C) Any detached garage or accessory building shall be placed at least five (feet) from side and rear property lines.

(D) Any detached garage or accessory building cannot be placed on a utility easement without a conditional use permit. If a conditional use permit to allow placement on a utility easement is granted, the building must be movable (on skids) and must not be placed on a concrete slab in the event that utility work is necessary.

(E) Any detached garage and/or accessory building, including those less than 200 square feet, shall be placed at least six feet (6') from any attached garage, dwelling, and any other structure on the property.

§152.327 ACCESSORY BUILDING STANDARDS

(A) The construction of garages and accessory buildings in excess of 200 square feet shall include: The type of construction and building materials similar to the principal building

on the lot. Approved building materials include new dimensional lumber or new material that has been approved by the City's Building Department. Metal buildings and pole buildings in excess of 200 square feet to be constructed in R-1, R-2 or R-3 Districts will require a variance.

(B) Truck and/or van boxes are not approved accessory buildings and will not be allowed for use as accessory buildings. No temporary storage container may be placed on any lot without prior approval of the Building Department and then only for a period of not more than sixty (60) days.

(C) The total square footage of any one detached garage or accessory building on any lot shall not exceed 1,152 square feet (36' X 32') without a variance.

(D) The height of any detached garage or accessory building shall not exceed fifteen feet (15'), except that the height of any detached garage or accessory building on lots exceeding 15,000 square feet shall not exceed twenty feet (20') without a variance. Height shall be measured from grade to the uppermost peak of the building or structure.

§152.328 ACCESSORY SPACE FOR TWO-FAMILY DWELLINGS

The total area of garages and accessory buildings for a two-family dwelling shall be limited to 776 square feet per unit without a variance.

§152.329 ACCESSORY BUILDINGS ON UNDEVELOPED LOTS

If a property owner(s) own(s) an undeveloped lot which adjoins the lot on which his/her/their personal residence is located ("principal lot") and would like to construct an additional garage or accessory building on the undeveloped lot, the undeveloped lot shall be combined with the principal lot under one parcel number. The total square footage of the combined lots shall be used in calculating the total accessory space (detached garage and/or accessory buildings) allowable on the combined lots. Construction of the additional accessory building is subject to requirements of the City Code.

§152.330 GROUND COVERAGE OF ACCESSORY SPACE

(A) For purposes of these Code Sections, accessory ground coverage includes the total floor area of any detached garage and accessory building on the lot (or combined lots included under one parcel number). The maximum accessory ground coverage (total accessory floor area) for residential lots shall not exceed the following or thirty percent (30%) of the area of the rear yard, whichever is less, without a variance:

(1) Lots 8,000 square feet or less in area: Total accessory floor area shall not exceed 900 square feet without a variance.

(2) Lots over 8,000 square feet and not exceeding 10,000 square feet in area: Total accessory floor area shall not exceed 1,000 square feet without a variance.

(3) Lots over 10,000 square feet and not exceeding 12,000 square feet in area: Total accessory floor area shall not exceed 1,200 square feet without a variance.

(4) Lots over 12,000 square feet and not exceeding 15,000 square feet in area: Total accessory floor area shall not exceed 1,500 square feet without a variance.

(5) Lots over 15,000 square feet and not exceeding 17,000 square feet in area: Total accessory floor area shall not exceed 1,700 square feet without a variance.

(6) Lots over 17,000 square feet and not exceeding 20,000 square feet in area: Total accessory floor area shall not exceed 1,900 square feet without a variance.

(7) Lots over 20,000 square feet in area: Total accessory floor area shall not exceed 2,000 square feet without a variance.”

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WINDOM, MINNESOTA, FURTHER ORDAINS:

THE CITY CODE OF THE CITY OF WINDOM IS HEREBY AMENDED BY DELETING THE DEFINITIONS OF “*ACCESSORY BUILDING OR STRUCTURE*” AND “*ACCESSORY USE*” CONTAINED IN CITY CODE SECTION 152.002 (B), ENTITLED “DEFINITIONS”, IN THEIR ENTIRETY AND INSERTING THE FOLLOWING IN LIEU THEREOF:

“*ACCESSORY BUILDING OR STRUCTURE.* Any detached building, structure or improvement subordinate to a principal building which is situated on the same parcel as the principal building.

ACCESSORY USE. A subordinate use that is located upon the same parcel on which the main building or use is situated and which is reasonably necessary and incidental to the conduct of the primary use of the building or main use.”

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WINDOM, MINNESOTA, FURTHER ORDAINS:

THE CITY CODE OF THE CITY OF WINDOM IS HEREBY AMENDED BY DELETING CITY CODE SECTION 152.279, ENTITLED “ACCESSORY BUILDINGS”, IN ITS ENTIRETY AND INSERTING THE FOLLOWING IN LIEU THEREOF:

“§152.279 ACCESSORY BUILDINGS.

(A) In case an accessory building is attached to the principal building, it shall be made structurally a part of the principal building and shall comply in all respects with the

requirements of this chapter applicable to the principal building. See Code Sections under “*ACCESSORY STRUCTURES IN RESIDENTIAL DISTRICTS*” for additional provisions regulating accessory structures.”

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WINDOM, MINNESOTA, FURTHER ORDAINS:

THE CITY CODE OF THE CITY OF WINDOM IS HEREBY AMENDED BY DELETING THE LANGUAGE OF CITY CODE SECTIONS 152.054 (D), 152.069 (D), 152.084 (C), and 152.369 (D) IN ITS ENTIRETY AND INSERTING THE FOLLOWING LANGUAGE IN THOSE SECTIONS IN LIEU THEREOF:

“See §§ 152.325 through 152.330 for additional restrictions.”

The numbering of these sections shall remain the same.

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

This ordinance, or an approved Title and Summary of this ordinance, shall be published in the COTTONWOOD COUNTY CITIZEN and this ordinance shall be effective immediately upon publication.

ADOPTED AND PASSED by the City Council of the City of Windom, Minnesota, this 1st day of August, 2017.

Dominic Jones, Mayor

ATTEST:

Steven Nasby, City Administrator

1st Reading: July 18, 2017
2nd Reading: August 1, 2017
Adoption: August 1, 2017
Published: August 9, 2017

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 and Utility Commission
DATE: July 12, 2017
RE: Apprentice Program
DEPT: Administration\Electric
CONTACT: Council Member Bryan Joyce at 507-380-3891 or bjoyce.wincouncil@windom-mn.com
Steve Nasby, City Administrator at 831-6129 or snasby@windom-mn.com
Brent Brown, Electric Utility Manager at 831-6137 or brentb@windom-mn.com

Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action regarding the implementation of an apprentice program:

1. Approval of an Apprentice Agreement between the City of Windom and the International Brotherhood of Electrical Workers (IBEW) Local 949.
-

Issue Summary/Background

The changing demographics of the workforce across the State indicate that the large generation of baby-boomers are retiring. The City of Windom has a number of positions within the organization that will be impacted by impending retirements over the next 10 years. To help insure that there are available workers with the skills necessary to replace these workers education and training programs are needed. The City and IBEW have worked together to help address this issue for succession planning as it relates to electrical line persons. Together we are proposing the implementation of an apprentice program that will assist the process of finding qualified replacement workers.

Fiscal Impact

The proposed apprentice program covers a four year timeframe for line persons with steps along the IBEW wage scale as shown on page 13 of the agreement. As this apprentice will be a replacement there is not anticipated to be any additional salary or benefit cost to the City. However, the City is agreeing to provide tuition reimbursement for educational fees estimated to be less than \$1,000 per year for each of the four years upon satisfactory completion of the training modules.

Attachments

1. Proposed Apprentice Agreement between the City of Windom and IBEW.

CITY OF WINDOM MUNICIPAL UTILITIES

Apprenticeship Training Program

FOREWORD

The utility industry presents a complex and changing work environment. Employees' work skills must include mechanical, technical, and professional attributes. New employees are chosen on the basis of a demonstrated aptitude and interest in the development of the appropriate skills. Such expertise can best be developed and enhanced through a commitment of the new employee and the company to the completion of a defined program encompassing classroom study, written exercises on theory, work practices, and field training under the supervision of experienced lead workers.

Management and the union recognize that it is necessary to work jointly to establish and maintain the desired training programs, agree to establish an Apprenticeship Training Program, and to administer the program in accordance with the following provisions.

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SECTION 1: DEFINITIONS

“Employer”:	The “Employer” shall mean the apprenticeship sponsor, City of Windom.
“Committee”:	The “Committee” shall mean the Labor-Management Relations Committee (LMRC) as described in Section 3 herein.
“Approval Agency” or “Registration Agency”:	The “Approval Agency” or “Registration Agency” shall mean the Minnesota Apprenticeship Council.
“Apprenticeship Agreement”:	“Apprenticeship Agreement” shall mean a written agreement Form LI40001-02 between the employer and the apprentice and approved by the approval agency, (Form LI40001-02 may be obtained from the Minnesota Division of Apprenticeship, Department of Labor and Industry, St Paul, Minnesota).
“Apprentice”:	“Apprentice” shall mean a person meeting the qualifications who has entered into an apprenticeship agreement with the employer, which apprenticeship agreement provides for not less than 2,000 hours of reasonably continuous employment for such persons and for their participation in an approved program of training through education in related and supplemental subjects.
“Apprenticeship Program Director”:	“Apprenticeship Program Director” shall mean the individual designated by their employer to perform the duties described in Section 8 herein. Unless otherwise designated, the Apprenticeship Program Director shall be the director of the division in which the apprentice is working.
“Standards”:	“Standards” shall mean these entire standards of apprenticeship including these definitions.

SECTION 2: POLICY

It shall be the policy of the City of Windom:

- a. That all apprentices employed in trades covered herein shall be governed by the terms of these standards and by the provisions of the Minnesota Voluntary Apprenticeship Law.
- b. That the recruitment, selection, employment, and training of apprentices during their apprenticeship, shall be without discrimination because of race, color, creed, religion, national origin, sex, disability, age, marital status, or status with regard to public assistance. The employer will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the code of Federal Regulations, Part 30, and under the Minnesota Plan for Equal Employment Opportunity in apprenticeship.

SECTION 3: COMPOSITION AND DUTIES OF COMMITTEE

Labor-Management Relations Committee (LMRC):

- a. The Committee shall consist of three (3) representatives from the bargaining unit and three (3) representatives from management.
- b. The Committee shall meet at mutually agreed upon times and locations as necessary to accomplish the purposes of the Committee. A minimum of one (1) meeting shall be held per year.
- c. The Chairperson shall be selected from rotating the role every other year from the bargaining unit one year and from management the following year. The Secretary shall be provided by management.
- d. The purposes of the Committee are as follows:
 1. To discuss and, where possible, reach mutually acceptable solutions for common problems and concerns relative to the intent and administration of the Agreement.
 2. To discuss and develop training programs for recommendations to the Apprenticeship Program Director.
 3. To discuss such other matters that are of mutual benefit and concern.

SECTION 4: QUALIFICATIONS AND SELECTION OF APPRENTICES

In the interest of developing competent journeymen in this program, entrance requirements have been established. These requirements are as follows:

- a. Selection of apprentices under this program shall be made from qualified applicants who were initially hired by the City of Windom on a completely non-discriminatory basis without regard to race, color, creed, religion, national origin, sex, disability, age, marital status, or status with regard to public assistance. The successful candidates will be

selected in compliance with the Labor Agreement between City of Windom and Local 949. All hiring will be done on a non-discriminating basis.

- b. Applicants for the apprenticeship must be at least eighteen (18) years of age.
- c. Applicants for the apprenticeship may be required to take a job-related examination pertaining to the apprenticeship job involved.
- d. Applicants shall have a high school education or the equivalent. In those cases when management records are not complete with regard to the establishment of the fact that a prospective apprentice has completed high school, it will be necessary for the prospective apprentice to satisfy management of such equivalency.
- e. Preference may be given to applicants who have attended an Apprentice Training Program.
- f. Applicants shall be physically able to perform the requirements of the classification as listed in the job description.

SECTION 5: APPRENTICESHIP AGREEMENT

- a. At the time an apprentice is assigned under this program, they shall be furnished a complete copy of the Standards and Procedures for the program as well as a schedule outlining the on-the-job training program which applies to their respective apprenticeship, and shall also be furnished a schedule of the schooling or supplemental training requirements for the apprenticeship involved. The apprentice shall also be advised that they should feel free at any time to consult their immediate supervisor, or the union committee member in their division regarding various matters that may arise that would apply to the program (see Appendix A).
- b. The apprentice shall sign the properly completed Apprenticeship Agreement, which shall also be signed by the employer and submitted for approval to the Approval Agency. The Apprenticeship Agreement shall contain a clause making the Standards and Procedures a part of said agreement.
- c. The Approval Agency shall furnish approved copies of said agreement to:
 - 1. The employer
 - 2. The local union
 - 3. The apprentice
 - 4. The registration agency
 - 5. The Veteran's Administration (if applicable)

SECTION 6: ADVANCED STANDING

- a. Management may grant advance standing in an apprenticeship to any applicant who has had previous training and/or experience directly related to the classification wherein the apprenticeship is sought.
- b. Advance standing credit must be established prior to the applicant signing the Apprenticeship Agreement.

SECTION 7: PROBATIONARY PERIOD

An apprentice under these standards shall be subject to a probationary period which shall extend 6 months from the date of hire. During such period, the apprenticeship agreement may be terminated by the Windom City Council at the request in writing of either party; and providing that after such probationary period, the apprenticeship agreement may be terminated by the Windom City Council by mutual agreement of all parties hereto, or canceled by the Windom City Council for good and sufficient cause.

SECTION 8: ADVANCEMENT OF APPRENTICE

- a. It is recognized by both management and the union that before an apprentice can become a qualified journeyman, the apprentice must successfully complete the on-the-job and supplementary training program for their apprenticeship classification as prescribed within these standards. It is agreed that an apprentice cannot be permanently classified as a journeyman until the entire apprenticeship training is completed.
- b. If an apprentice, in the opinion of The Department Head, fails to show proper progress under the Apprenticeship Training Program during any phase of the training, this will be called to the attention of the apprentice who will be given a specified period of time (mutually agreed upon) to bring themselves into compliance with the standards of this program. Management, however, recognizes that there may be extreme cases wherein sickness or other extenuating circumstances may justify an extension of this time period; but for practical purposes, it is the intention to apply the mutually agreed time period.
- c. When it is determined that an apprentice is behind in the correspondence course or is not maintaining the minimum passing requirements of the evening school, the apprentice is said to be delinquent in the supplementary training and will not be advanced to the next step until the acceptable standards are met. Procedures for administering this detail are:
 1. The Apprenticeship Program Director will review all individual progress cards and quarterly evening school reports.
 2. If the Apprenticeship Program Director finds any apprentice to be delinquent, the department head will be notified. The department head will then notify the apprentice's immediate supervisor, who will notify the apprentice of being delinquent in meeting the standards.
 3. Failure by an apprentice to comply with these requirements will be just cause for employment termination.
- d. If a last step apprentice is delinquent, that apprentice will be held on the last apprenticeship step until all supplementary training has met the program standards.
- e. If the supplementary training is satisfactorily completed within ninety days of the end of the apprentice's normal apprenticeship date, the completion date, for purpose of seniority, shall be made retroactive to the normal date of the end of the apprenticeship.
- f. After 90 days, the Apprenticeship may be cancelled and employment may be subject to termination.
- g. The pay shall not be retroactive.

- h. Satisfactory completion of a supplementary school subject is contingent upon the rules of the school regarding admissibility, attendance, grades, and student conduct.
- i. Upon successful completion of the formal apprenticeship program as detailed in these standards, the apprentice shall be issued a certificate of completion of the apprenticeship.
- j. Procedure for termination or transfer of apprenticeship agreements.
 - 1. The Minnesota Division of Apprenticeship shall be notified in writing by the Apprenticeship sponsor of all terminations, cancellations or transfer of apprenticeship agreements.
 - 2. All terminations, cancellations, and transfers shall be approved by the Windom City Council per the recommendation of The City Administrator, Electric Utility Manager or the Utility Commission. The Apprenticeship Program Director shall notify the sponsor and all other concerned parties in writing. Any decision to terminate, cancel or transfer an agreement by the Windom City Council may be appealed under the Voluntary Apprenticeship Law, Section 178.09.

SECTION 9: TYPE AND TERM OF APPRENTICESHIP

- a. The term of apprenticeship shall be designated in hours, months, or years for the individual trades included in these standards. For each trade to be so included, a job process schedule, including the total training term applicable thereto, shall be attached to these standards as Appendix A.
- b. An apprentice whose training is interrupted by compulsory or voluntary service in the U.S. Armed Forces shall have the right to return to the apprenticeship program after the expiration date of their first tour of duty, in accordance with applicable provisions of state and federal rules and regulations.
- c. The apprenticeship classifications are those contained in the current Labor Agreement between the parties. Said list is a part of these standards (see Appendix A).

SECTION 10: APPRENTICE STEP

Apprentice Wage Step Increment refers to the pay of the apprentice at a particular stage of training. It is expected that the apprentice who progresses at the normal rate would obtain an increase in hourly wage each six months, in accordance with the Job Training Program (processes) contained in Appendix A.

The apprentice will receive pay at one and one-half times (1.5) base rate of pay for overtime incurred while performing related on-the-job training.

SECTION 11: RATIO OF APPRENTICES TO JOURNEYMEN

Every effort will be made to maintain a ratio of journeymen to apprentices of 3:1. This may be subject to variance depending upon needs of the City of Windom.

SECTION 12: TRAINING RECORDS

A record system is established that provides for records to be kept on a daily basis by the apprentices with provision being made for a breakdown in code of the various items that the apprentice is to cover in the Job Training Program (see Appendix B). Permanent records will be retained at the WMU Office, 1105 First Ave N, Windom, MN 56101.

SECTION 13: ON THE JOB TRAINING

- a. A Job Training Program (see Appendix A) is established with minimum requirements as to the number of hours of training to be spent in the related phases of work. It is recognized that these standards will be applied with some flexibility depending upon type of work available at a given time.
- b. All work shall be performed in compliance with WMU standards and specific job rules.
- c. Every effort shall be made to rotate the apprentice's training through all the tasks indicated in the training schedule so that upon completion of the apprenticeship, the apprentice will have become proficient in all operations which make up the journeyman classification.
- d. Once a training project or group of training projects have been started, the apprentice shall, so far as it is practical to do so, be kept on the project until the training is completed. When the needs of the department require assignment to other work prior to the completion of training, such work will take precedence and apprenticeship training will then continue in the temporary assignment.
- e. Whenever the needs of the department require an apprentice to work in an assignment in which the apprentice has completed the on-the-job training, this assignment shall take precedence until such time as it is practical to release the apprentice for further on-the-job training in other phases of the training schedule.
- f. All apprentices shall complete the on-the-job training. Exceptions may be made for apprentices who have had previous training in the prescribed work or course and they will be given credit for same.
- g. The apprentice shall be under the direct supervision of their immediate supervisor, or an employee who has established journeyman qualifications.

SECTION 14: SUPPLEMENTARY TRAINING

- a. Apprentices may be required to attend off-the-job supplementary training during the entire period of their apprenticeship in subjects relating to their field of endeavor. This could include evening schools, correspondence school courses, in-plant courses, or on-site classes. Exceptions may be made for apprentices who have had previous schooling in the prescribed courses and they may be given credit for same.
- b. Whenever a prescribed supplementary training subject is not available, the apprentice will enroll in an optional subject listed for that classification or will otherwise be assigned a different job-related subject.
- c. Whenever supplementary training is not available for class study or an apprentice's work prevents attendance at school, the apprentice will complete equivalent training with approved correspondence courses.

- d. An apprentice must complete the prescribed supplementary training program even though it may for any reason extend beyond the completion of his apprenticeship.
- e. Time spent by apprentices in supplementary training or in related instruction shall not be considered as hours of work and shall not be paid for unless the apprentice is required to attend classes during regular hours of work.

SECTION 15: OVERTIME PAY

Time spent by apprentices in supplementary training or in related instruction shall not be paid for at the overtime rate of one and one-half (1.5) times regular pay (see Section 14 e.).

SECTION 16: TUITION REFUND

- a. The policy will be for the apprentices to pay 100% of the tuition cost at enrollment. Upon satisfactory completion of the course, the apprentice will receive 100% refund.
- b. The City of Windom will also include any fees that the student must absolutely pay in order to take the course.

SECTION 17: PERFORMANCE APPRAISAL

Each apprentice will have a performance appraisal every six months while on apprenticeship. It will be administered by the immediate supervisor.

SECTION 18: SAFETY

- a. Safety being of paramount importance to management and all City of Windom employees, the study of utility safety practices and their application to specific jobs shall be required in all phases of apprentice training.
- b. The City of Windom subscribes to the standards of the Occupational Safety and Health Act (OSHA) and will be governed according to these standards.

SECTION 19: REVISION OF STANDARDS AND PROCEDURES

All revisions shall automatically become a part of the Apprenticeship Agreement in effect on the date of the revisions, and all parties to the agreement be notified of all such revisions. Revisions of these standards and procedures become effective upon approval by the employer, the union, and the Minnesota Apprenticeship Council.

SECTION 20: COMPLAINTS AND APPEALS

Controversies or differences concerning the terms of this Apprenticeship Agreement that cannot be resolved by the parties hereto, or that are not covered by the collective bargaining agreement, may be submitted to the Director of Voluntary Apprenticeship for determination.

SECTION 21: OFFICIAL AUTHORIZATION

All of the foregoing sections contained within these standards and procedures shall not be implemented, changed, or enforced in whole or part, without the approval of the Windom Utility Commission, Windom City Council and the Local Union.

The general provisions set forth herein first became effective August 1st^h 2017, and have been revised from time to time as stated on the cover sheet.

City of Windom

Electrical Workers L.U. 949 IBEW

City Administrator

President, L.U. 949 I.B.E.W.

Business Manager, L.U. 949 I.B.E.W.

Reviewed by the Minnesota Apprenticeship Council

Secretary

Date

CITY OF WINDOM

APPENDIX A

SCHEDULE OF TRAINING HOURS AND COURSES

JOB TRAINING PROGRAM

APPRENTICE LINEMAN

POLES: 200 Hours

Setting and removing poles, anchors and ground rods.

FRAMING: 1,000 Hours

Install secondary hardware, single and double cross arms, frame dead end poles, transformer poles, installing single and gang-operated switches.

SERVICES: 700 Hours

Install overhead and underground services. Program, read and install meters.

CONDUCTORS: 1,000 Hours

Install secondary and primary conductors.

STREET LIGHTS: 240 Hours

Installation and maintenance of street lighting, parking lot lights and traffic signals.

TRANSFORMERS: 1,200 Hours

Installation and maintenance of single-phase transformers, three-phase transformers and capacitor banks.

TRANSFERS: 800 Hours

Transferring secondary and primary conductors and services.

PROTECTIVE EQUIPMENT: 400 Hours

Grounding of lines and cables, lock-out tag-out procedures. Use and care of hot sticks, tools and rubber protective equipment.

MAPS: 200 Hours

Reading and updating maps and system diagrams.

MAINTENANCE RESIDENTIAL: 200 Hours

General maintenance of overhead and underground lines, transformers and related equipment that serve residential loads.

MAINTENANCE HEAVY INDUSTRIAL/COMMERCIAL: 300 Hours

General maintenance to overhead and underground lines, transformers and related equipment that serve Commercial and Industrial loads.

USE AND CARE OF MECHANICAL EQUIPMENT: 680 Hours

Operation and maintenance of aerial lift trucks, digger derricks, plows, trenchers, directional drill, backhoe and all other equipment.

CABLE SPLICING AND TERMINATING: 300 Hours

Terminating and splicing primary and secondary cables.

UNDERGROUND SYSTEM AND TECHNIQUES: 350 Hours

Installation and troubleshooting of underground systems including fault locating and service restoration.

SAFETY TRAINING: 200 Hours

MISCELLANEOUS: 230 Hours

80% adherence to above schedule shall be considered adequate.

TOTAL HOURS: Not Less than 8,000

Supplemental Training Program

Each apprentice shall enroll in and attend classes not less than a minimum of 144 hours per year over the apprenticeship term. If suitable classroom instruction is not available, home study courses, ICS correspondence courses or similar material directly related to the training program of equal classroom time will be considered equal to the 144 hours of classroom instruction.

Wage Schedule – IBEW Union Contract - Grade 15 - Lineman

1st six months	Step 1
2nd six months	Step 3
3rd six months	Step 4
4th six months	Step 6
5th six months	Step 7
6th six months	Step 9
7th six months	Step 10
8th six months	Step 12

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 30, 2017
RE: Evaluation of Electric Utility Manager\Street Superintendent Position
DEPT: Administration
CONTACT: Council Member Bryan Joyce at 507-380-3891 or bjoyce.wincouncil@windom-mn.com
Steve Nasby, City Administrator at 831-6129 or snasby@windom-mn.com

Recommendations/Options/Action Requested

The Personnel Committee and City Administrator recommend that the City Council take the following action regarding an organizational change:

1. Continue with a combined Electric Utility Manager and Street Superintendent Position
-

Issue Summary/Background

In December 2016 upon the retirement of Bruce Caldwell, Street Superintendent, the Personnel Committee recommended an organizational change to combine the Street Superintendent position with the Electric Utility Manager position. This combination position was approved by the City Council conditioned on a six month trial. The trial period of January – June is now completed and the Personnel Committee met on June 29, 2017 to provide their thoughts and input into the evaluation.

As this combination position is new to the organization, there were initial concerns about adequate coverage and management of two departments. Evaluating the new position using measurable items to determine the success or failure of the trial are broadly scoped; however, the criteria that were considered are as follows:

- 1) Any noticeable change in timeliness of street repairs, snow removal or park prep from prior years;
- 2) Has the Electric system reliability been maintained, daily operations consistent with past practices and business model managed?
- 3) Deficiencies or delays in daily operations (e.g. processing invoices, assigning work schedules, time sheets or completing information for City Council\Utility Commission\Street Committee);
- 4) Have planned Capital Projects in both Departments proceeded as envisioned;
- 5) Complaints\concerns from others about delays or deficiency of information\assistance\direction;
- 6) Problems coordinating\attending meetings of oversight committees or City Council. Coordination issues with other departments or others?
- 7) Last, comparison of job duties for further criteria was also applicable.

The Personnel Committee, with input from staff, did not experience or recognize deficiencies or issues arising from the combination of these management functions over the last six months. Input from the Utility Commission was positive as to their expectations for the Electric Department being met. Planning and coordination between the two departments has improved and efficiencies gained for mutual benefit (e.g tree-trimming and 2017 Street Project). Capital projects that were approved for both departments are moving forward as scheduled. As such, the Personnel Committee is recommending the continuation of the combined position of Electric Utility Manager\Street Superintendent.

Fiscal Impact

The compensation for this combination position will be determined following City Council action.

If a Street Superintendent only position were to be hired the estimated annual salary and benefits (family health) would range between \$81,859 to \$98,348 based on the new compensation and classification study.

If the continuation of the combination position is approved, the estimated increase in compensation to Mr. Brown will be \$10,800 to \$12,900 per year depending on the step negotiated between the Personnel Committee and Mr. Brown subject to future City Council approval. The split between the Electric and Street Departments is proposed be 66.67% Electric and 33.33% Street, which would equal a cost of \$45,203 to \$46,036 for the Street Department. Thus, a savings of \$35,823 to \$53,145 per year for a combination position Department Head.

The savings in the Street Department has been discussed for possible use to fund a part-time Street Maintenance position and pay for an adjustment in compensation for the Street Foreman. Both of these items would require City Council approval. The additional compensation for the Street Foreman is \$1,456.

Attachments

1. Job descriptions for Electric Utility Manager and Street Superintendent

**Electric Department
City of Windom**

Job Title: Electric Utility Manager
Grade: 22
Department: Electric Department
Supervisor: Works under direction/approval of the Utility Commission/City Council
Works in association with: City Administration
Hours worked: 40 Hrs. (Additional hours may be necessary to fulfill requirements of the job)

General Purpose of Duties:

Responsible for management, staffing, administration and operation of the Utility's power supply, transmission, production and distribution systems.

Supervision Received:

Works under the direction/approval of the Utility Commission/City Council and in association with City Administration.

DESCRIPTION OF WORK:

ESSENTIAL DUTIES AND RESPONSIBILITIES of managing the electric transmission, energy and capacity *supply side* for Windom's Electric Utility as a member of the Project Oriented Central Minnesota Municipal Power Agency (CMMPA):

The Windom Electric Utility provides its customers with electric capacity and energy thru power contracts with Western Area Power Administration, CMMPA/Utilities Plus (CMMPA/UP), Northern States Power (NSP/Xcel), the Nebraska City II Power Plant and the Midwest Independent System Operator's (MISO) Day-Ahead and Real-Time energy markets, all scheduled thru CMMPA. Electric transmission is provided by the International Transmission Company (ITC).

As an Agency member [Windom] of the Central Minnesota Municipal Power Agency, the Electric Utility Manager serves as a Director on the CMMPA Board. Director participation and decision making responsibilities are to guide and assist CMMPA, as a municipal corporation and political subdivision of the State of Minnesota, in the purpose of providing a means for its members to secure, by individual or joint action among themselves or by contract with other public or private entities within or outside the State of Minnesota, an adequate, economical and dependable supply of electric capacity and energy, and to have that energy delivered both reliably and affordably.

Additional participation and decision making duties and responsibilities as a CMMPA Board Director are in overseeing Agency functions and operations, especially pertaining to the negotiation and contract development for power supply opportunities, Agency membership, Agency services, CMMPA legal, financial and consultant requirements and for the common good of the members, the CMMPA employees and the Agency itself.

Additionally, the Electric Utility Manager represents the City's interests and participates at gatherings and/or meetings where required including the Minnesota Department of Commerce and the Minnesota Legislature plus meetings of the International Transmission Company, Western Area Power Administration, Xcel Energy, Missouri River Energy Systems, Utilities Plus Energy Services, Midwest Municipal Transmission Group, CMMPA Administration and Financial Staff and the sub-committees of the CMMPA Agency, with varying degrees of commitment.

Supply side duties also includes managing the purchase of electric energy thru CMMPA/UP in a non-complacent, responsible manner via the web-based CMMPA/UP Energy Management System (UP EMS) to provide economical, cost-effective energy for Windom's electric utility customers. Requires coordinating with CMMPA/UP Energy Schedulers and the running of local generation at times of high demand, high cost or interrupted electric service.

Supply side responsibly also includes compliance with the Minnesota Legislature's 2007 Next Generation Energy Act and the mandated requirements for renewable energy, demand-side management and energy conservation.

ESSENTIAL DUTIES AND RESPONSIBILITIES of the *distribution side* of managing Windom's electric transmission, production and distribution systems:

Responsible for the operation and maintenance of the Utility, monitors compliance of these systems/department with all required regulations and guidelines, maintains detailed records and prepares summaries and reports concerning operations and activities of the department, and reports to the Utility Commission and/or City Council.

Accurately prepares and files all required Utility operational reports with State and Federal Agencies.

Responsible for personnel in the department, including determining work procedures, priorities, work schedules, training, and safety measures.

Responsible for the operation, construction and maintenance of equipment and facilities associated with the electric transmission system, generation equipment and the distribution of utility services.

Evaluates the work activities of department personnel plus the performance and suitability of machinery and equipment to ensure efficient use of personnel time and equipment.

Additional *distribution side* management requirements include assisting the City Administrator and Finance Director/Controller in the preparation of budget recommendations and capital improvement plans, provides supporting information, and ensures that expenditures are consistent with approved budget.

Assists the Utility Billing Staff with customer inquiries and concerns, the collection of metering data, billing system operations and the collection of delinquent accounts. Includes tracking/recording monthly wholesale power cost invoices in spreadsheet to develop Power Cost Adjustment (PCA) as part of the electric retail energy rate billed to utility customers.

Accurately prepares department payroll/time sheets and maintains employee pay and benefit history to accurately coordinate with City records.

Attends meetings such as Staff meetings, Utility Commission and City Council meetings, and participates as required. Receives and presents electric utility business at such meetings.

Added *distribution side* management requires consulting with construction managers, project engineers and with County, State and Federal Agencies when/where required in the construction of residential, commercial and industrial developments.

Works willingly with other City departments and organizations when and where necessary.

Performs all other reasonable duties as directed by Utility Commission, City Council and those coordinated thru City Administration.

ADDITIONAL SPECIAL UTILITY MANAGEMENT REQUIREMENTS*

- A. Must possess a valid Minnesota driver's license.
- B. Must attain all licenses and certifications required for utility operations within a reasonable timeframe.
- C. Minimum of six (6) years' experience in the operation and maintenance of electrical transmission, generation and distribution system equipment.
- D. Four-year college degree or two-year vocational degree in programs relating to electrical work.
- E. Supervisory experience.
- F. Ability to communicate effectively, in whatever form required.
- G. Must be capable of safely performing physical actions necessary to construct, repair and maintain electric generation and distribution systems.

*The Windom City Council and Utility Commission shall have the right to waive any of the above requirements.

KNOWLEDGE, SKILL AND ABILITIES:

Thorough knowledge of the principles, practices, methods, techniques, tools, materials and equipment used in electric transmission, generation and distribution facility operations.

Experienced in the operation, maintenance and repair of generation, transmission and distribution systems.

Knowledge of applicable regulatory codes.

Considerable knowledge of occupational hazards and safe working practices.

Ability to keep accurate records and prepare reports.

Ability to independently establish priorities and meet such priorities within specific target dates.

Ability to establish and maintain effective working relationships with the public, supervisors, department heads, support personnel and council and commission members.

Basic knowledge of engineering, surveying and design, and the ability to review engineering plans, blueprints and diagrams as they relate to field problems, and make recommendations.

Must have considerable knowledge of the operation of computers, computer screens and keyboards, including word processing (Word), spreadsheets (Excel) and database software.

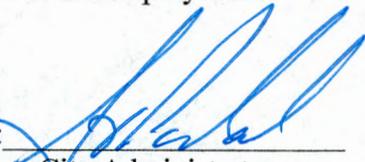
Ability to communicate effectively, electronically and in oral and written forms with employees, consultants, city officials and the general public.

Ability to occasionally lift and move up to 40 pounds.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of statements concerning specific duties does not exclude them from inclusion in this position if the work is similar, related or a logical assignment for this position.

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

Approval: _____
Mayor

Approval: 
City Administrator

**Street/Park Superintendent
City of Windom
January 8, 2008**

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

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

DESCRIPTION OF WORK:

General Purpose of Duties:

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

SUPERVISION RECEIVED:

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

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

Direct supervision of all full-time, part-time and temporary personnel in the Street/Park Department and the city mechanic. Schedule and evaluate the activities of the department personnel to ensure efficient use of personnel and equipment.

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

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

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

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

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

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

Attend meetings such as Street Commission, Park and Recreation Commission, City Council, Utility Commission, HRA and Economic Development Commission, and participate as required. Research street and park items. Assist with procedures concerning street and park issues. Record Street Commission minutes, receive and present all Street Commission business. Write all Street Commission correspondence.

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

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

SPECIAL REQUIREMENTS:

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

KNOWLEDGE, SKILL AND ABILITIES:

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

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

Thorough knowledge of the operational functions and capabilities of light and heavy construction and maintenance equipment.

Thorough knowledge of occupational safety and precautions necessary to conduct assigned activities safely.

An understanding of City Ordinances and appropriate statutes.

A basic knowledge of engineering, surveying and design.

Ability to work independently and make independent decisions based on established city policies, standards and requirements.

Ability to independently establish priorities and meet such priorities within specific target dates.

Ability to establish and maintain effective working relationships with supervisors, department heads, support person, commission members and the public.

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

Approval: _____
Mayor

Approval:  _____
City Administrator

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: July 11, 2017
RE: Street Foreman – Grade Adjustment
DEPT: Administration
CONTACT: Council Member Bryan Joyce at 507-380-3891 or bjoyce.wincouncil@windom-mn.com
Steve Nasby, 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 a grade adjustment for Tom Voth, Street Foreman:

1. Approve change from Grade 7, Step 12 to Grade 8, Step 12 retro-active to January 1, 2017.
-

Issue Summary/Background

In late December 2016 the Street Superintendent retired and the position was replaced by Brent Brown with a combination of the Electric Utility Manager and Street Superintendent. This combination of duties was approved by the City Council for a six-month trial and evaluation. During this transition to a new organizational structure there were discussions with the Street Foreman and the IBEW union about the job duties and tasks for that position. The Personnel Committee and IBEW agreed to evaluate the impacts on the Street Foreman position from January 2017 – June 2017 and make changes (if any) in compensation retro-active to January 1. The Personnel Committee is recommending that the Street Foreman be adjusted from Grade 7, Step 12 (current grade and step) to Grade 8, Step 12 retro-active to January 1 for additional time spent on daily supervision.

On July 11, 2017 IBEW union steward Glenn Lund informed the City Administrator that this proposed grade change was acceptable for the Street Foreman and any other changes would be brought up during the contract negotiations scheduled for later this year.

Fiscal Impact

The impact of this one grade adjustment is \$0.70/hour for an annual total of \$1,456.

Attachments

1. None.

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: 13
Date: 6/21/17
Job: 16-0675 Windom EMS
Phone:

Description: Deduct to remove landscaping and sod from contract

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

- Remove Landscaping to include the following:
- Sod
 - Edging
 - Rock
 - Pavers

Soil will be rough graded and the final fine grading will be the responsibility of the owner/contractor taking over the work scope listed above. Work completed by that separate contract must be conducted within a timely manner as directed by Gosewisch Construction. The site must be fully stabilized to an acceptable level allowing the termination of the MPCA permit currently held by Gosewisch Construction within the contract time with the city to allow for proper closeout of the project. Proposed irrigation that is being added will be the responsibility of the contractor conducting that scope of work and they will be responsible for any and all permits, warranty issues and maintenance that may be needed.

Description	Labor	Material	Equipment	Subcontract	Other	Price
Landscape & Sodding Deduct				\$-11,700.00		\$-11,700.00
					Subtotal:	\$-11,700.00
			Markup	-\$11,700.00	10.00%	\$-1,170.00
					Total:	\$-12,870.00

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

Submitted by: Brian Gosewisch
 Gosewisch Construction Inc

Approved by: _____
 Date: _____

Cc:

To the Mayor and the Council Members
as requested by Steven Nasby

July 12,2017

Enclosed is a list of all the parts and equipment for the installation of the irrigation system totaling \$5,192.75. This does not include shipping, fuel and labor.

My understanding of our agreement at the council meeting was that I was providing you with the parts and equipment for cost and that you would also be responsible to cover any extra cost for shipping. Once the rough grading is in place, being the last thing on the contractor's agenda, I would be responsible for final grading and installation of a loop irrigation system. The sod will provided to the city of windom for cost at 5,000\$, this does not include shipping. It will be installed by the fire department with the savings to go toward the installation of the irrigation system.

At the time of the meeting there was no mention of placing rock at certain areas of the building as a part of the agreement. However, when the sod and sprinkler system are installed, I will see what money I have raised, and if after I meet my labor obligations, I will see if we can include the river rock and still stay within the budget.

There are a couple of options for the area that you want to place rock. The total square foot area of river rock is 836.25 square feet. The river rock is supplied by Mark Amundson at \$35 a yard and it takes 7.4 yards to cover the square footage. We can place ruby red wood chips in place of the river rock and it would be \$29 a yard which covers 100 square feet, this would also require additional cost for shipping and installation. The individual size of the edgers are 4x4x11.5 inches at 1.55 per edger, the total cost for materials would be around \$1,294.00 whether it was used for rock or mulch. A weed barrier is also recommended, which would cost an additional 55.98\$ for two four foot roles.

In my estimation the rocking or mulch would be the last thing on the project. We would not need to make that decision until we get to that point when we know what we have

left in the budget. The city has voted for the budget of \$11,700 for the project. My goal is to be able to stay within that total cost. The total cost will possibly have some gifting that will be turned over to the city to increase the total budget.

Thank You,
Jack Kelly



**BOLTON
& MENK**

Real People. Real Solutions.

12224 Nicollet Avenue
Burnsville, MN 55337-1649

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

July 11, 2017

Via Email

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

Re: Payment Request No. 2
Water Treatment Facility Rehabilitation
Windom, Minnesota
BMI Project No. T22.113308

Dear Mike:

Please find attached Application for Payment No. 2 from Rice Lake Contracting Corp. for the work completed to date for the construction of the Water Treatment Facility Rehabilitation. We reviewed this application and find it acceptable for payment. We recommend making a payment of \$195,327.31 to Rice Lake Contracting Corp. Please sign the first page of the application, forward copy along with the payment to Rice Lake Contracting Corp., a copy to Bolton & Menk, and keep one copy for your records.

Sincerely,

Bolton & Menk, Inc.

R. Kelly Yahnke
Project Manager

RKY

Enclosure

Contractor's Application For Payment No. 2

Application Period To: 6/9/2017	Application Date: 6/29/2017
To (Owner): City of Windom, Minnesota	From (Contractor): Rice Lake Contracting Corp.
Project: Water Treatment Facility (WTF) Rehabilitation	Via (Engineer): Bolton Menk
Contract: All Construction	
Owner's Contract No.: T22.113308 - Windom, MN	Contractor's Project No.: 1706

Application for Payment

Change Order Summary

Approved Change Orders		
Number	Additions	Deductions
1		
TOTALS	\$0.00	\$0.00
NET CHANGE BY CHANGE ORDERS		\$0.00

1. ORIGINAL CONTRACT PRICE	\$439,400.00
2. Net change by Change Orders	\$0.00
3. CURRENT CONTRACT PRICE (Line 1 ± 2)	\$439,400.00
4. TOTAL COMPLETED AND STORED TO DATE (Column F on Progress Estimate)	\$295,317.83
5. RETAINAGE:	
a. 5% x \$295,317.83 Work Completed	\$14,765.89
b. 5% x \$0.00 Stored Materials	\$0.00
c. Total Retainage (Line 5a + Line 5b)	\$14,765.89
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5c)	\$280,551.94
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)	\$85,224.63
8. AMOUNT DUE THIS APPLICATION	\$195,327.31
9. BALANCE TO FINISH, PLUS RETAINAGE (Column G on Progress Estimate + Line 5 above)	\$158,848.06

Contractor's Certification

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

Payment of: \$195,327.31
(Line 8 or other - attach explanation of other amount)

is recommended by: *R. Kelly Gald* 7-11-2017
(Engineer) (Date)

Payment of: _____
(Line 8 or other - attach explanation of other amount)

is approved by: _____
(Public Works Director) (Date)

Approved by: _____
Funding Agency (if applicable) (Date)

By: <u><i>[Signature]</i></u>	Date: 7/11/17
-------------------------------	---------------

Rice Lake Construction, Schedule of Values

Date of application 6/29/2017

Pay App #1

Work completed through: 6/9/2017

Item		B	C	D	E	Total Completed and Stored to Date (C + D + E)	% (E)	Balance to Finish
Pay Item Number	Description	Scheduled Value	From Previous Application (C+D)	This Period	Materials Presently Stored (not in Col D)			
1	Mobilization	\$39,300.00	\$19,650.00	\$0.00		\$19,650.00	50	\$19,650.00
2	Mechanical Direct Backwash Piping Revision	\$161,400.00	\$46,000.00	\$110,400.00		\$156,400.00	97	\$5,000.00
3	Filter Media and Underdrain System	\$104,800.00	\$0.00	\$0.00		\$0.00	0	\$104,800.00
4	Base Bid Electrical	\$13,100.00	\$0.00	\$13,100.00		\$13,100.00	100	\$0.00
5	Electrical - Controls and Instrumentation	\$63,000.00	\$0.00	\$63,000.00		\$63,000.00	100	\$0.00
6	Add Item 1 - Well Flow Meters	\$32,800.00	\$16,400.00	\$16,400.00	\$0.00	\$32,800.00	100	\$0.00
7	Design Allowances	\$14,632.17	\$0.00	\$0.00		\$0.00	0	\$14,632.17
						\$0.00	#DIV/0!	\$0.00
						\$0.00	#DIV/0!	\$0.00
						\$0.00	#DIV/0!	\$0.00
						\$0.00	#DIV/0!	\$0.00
	CHANGE ORDERS							
01001	Proposal Request 1 - Well Check Valves	\$4,884.57	\$2,442.29	\$2,442.28		\$4,884.57	100	\$0.00
01002	Proposal Request 2A - Backwash Piping Modification	\$4,676.97	\$2,338.49	\$2,338.48		\$4,676.97	100	\$0.00
01003	Install 6" spool and owner supplied Flow Meter	\$806.29		\$806.29		\$806.29	100	\$0.00
01004						\$0.00	#DIV/0!	\$0.00
01005						\$0.00	#DIV/0!	\$0.00
01006						\$0.00	#DIV/0!	\$0.00
		\$439,400.00	\$86,830.78	\$208,487.05	\$0.00	\$295,317.83	67	\$144,082.17

EJCDC No. C-620 (2002 Edition)

Prepared by the Engineers' Joint Contract Documents Committee and endorsed by the Associated General Contractors of America and the Construction Specifications Institute.

CERTIFICATE FOR PAYMENT NO. 4

**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: June 13, 2017 to July 10, 2017

<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>
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		0.00	50%	37,860.00
2.	JOB	Maint & Restoration of Access	L.S.	3,500.00	50%	1,750.00	50%	1,750.00
4.	14,002 S.Y.	Remove Bituminous Pavement	2.00	28,004.00	945.00	1,890.00	13,455.00	26,910.00
5.	2,047 S.Y.	Remove Concrete Pavement	8.00	16,376.00	112.00	896.00	1,880.50	15,044.00
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	1,615.00	19,945.25	5,145.00	63,540.75
9.	16,625 S.Y.	Subgrade Preparation	1.50	24,937.50	4,880.00	7,320.00	15,335.00	23,002.50
10.	16,023 S.Y.	12" Aggregate Base Class 5	7.30	116,967.90	4,310.00	31,463.00	13,210.00	96,433.00
11.	600 S.Y.	8" Aggregate Base Class 5	5.10	3,060.00	253.00	1,290.30	253.00	1,290.30
12.	1,620 Ton	Type SP 12.5 Wearing Course Mix	74.15	120,123.00		0.00		0.00
13.	2,065 Ton	Type SP 12.5 Non Wear Course Mix	71.50	147,647.50	285.13	20,386.80	285.13	20,386.80
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	1,025.00	23,575.00
19.	505 L.F.	Concrete Curb and Gutter Match	26.95	13,609.75		0.00	169.00	4,554.55
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	69.00	4,322.85
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		0.00	1.00	503.20
26.	5,293 L.F.	4" Perforated Drain Pipe	7.60	40,226.80	1,522.00	11,567.20	5,077.00	38,585.20
27.	38 Ea.	4" Non Perforated Service	112.75	4,284.50	4.00	451.00	31.00	3,495.25
28.	18 Ea.	Subdrain Outlet	52.00	936.00	3.00	156.00	15.00	780.00
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	669.00	21,508.35
32.	1,050 L.F.	15" RC Pipe Sewer, Class III	39.60	41,580.00	122.00	4,831.20	1,042.00	41,263.20

Line No.	Estimated Units	Description	Unit Price	Contract Price	This Application		Completed to Date	
					Units	Value	Units	Value
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	12.00	736.80
35.	424 L.F.	24" RC Pipe Sewer, Class III	49.70	21,072.80	424.00	21,072.80	424.00	21,072.80
36.	10 Ea.	Connect to Existing Storm Sewer	300.00	3,000.00	1.00	300.00	9.00	2,700.00
38.	11 Ea.	4' x 4' Storm Manhole	1,418.50	15,603.50	3.00	4,255.50	10.00	14,185.00
40.	28 Ea.	Single Grate Intake	1,214.00	33,992.00	5.00	6,070.00	25.00	30,350.00
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		0.00	418.00	11,536.80
45.	31 Ea.	Preformed Service Wye	289.55	8,976.05		0.00	18.00	5,211.90
46.	683 L.F.	8" PVC Pipe Sewer SDR-26	32.45	22,163.35	59.00	1,914.55	628.00	20,378.60
47.	420 L.F.	12" PVC Pipe Sewer, SDR-26	39.05	16,401.00		0.00	476.00	18,587.80
48.	11 Ea.	Connect to Existing Sanitary Sewer	380.50	4,185.50	2.00	761.00	13.00	4,946.50
49.	3 Ea.	Sanitary Sewer Manhole	3,618.25	10,854.75		0.00	3.00	10,854.75
50.	1 Ea.	Sanitary Sewer Manhole Rehab	4,272.35	4,272.35		0.00	1.00	4,272.35
51.	24 Ea.	Connect to Existing Water Main	1,585.40	38,049.60	8.00	12,683.20	23.00	36,464.20
52.	39 Ea.	1" Curb Stop	206.20	8,041.80	3.00	618.60	31.00	6,392.20
54.	39 Ea.	1" Corp Stop	215.75	8,414.25	3.00	647.25	31.00	6,688.25
58.	1,085 L.F.	1" Water Service	26.45	28,698.25	92.00	2,433.40	874.00	23,117.30
58.	14 Ea.	6" Gate Valve & Box	1,324.00	18,536.00	1.00	1,324.00	19.00	25,156.00
59.	7 Ea.	8" Gate Valve & Box	1,656.25	11,593.75		0.00	4.00	6,625.00
60.	5 Ea.	10" Gate Valve & Box	2,163.50	10,817.50	3.00	6,490.50	3.00	6,490.50
61.	2 Ea.	12" Gate Valve & Box	2,595.25	5,190.50		0.00	3.00	7,785.75
62.	7 Ea.	Furnish and Install Hydrant (CO #1)	3,163.30	22,143.10	1.00	3,163.30	7.00	22,143.10
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		0.00	9.00	3,836.70
66.	3 Ea.	8" Tee	567.00	1,701.00		0.00	2.00	1,134.00
67.	2 Ea.	10" Tee	834.80	1,669.60	2.00	1,669.60	2.00	1,669.60
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	1.00	668.20	1.00	668.20
70.	4 Ea.	12" x 6" Tee	760.50	3,042.00	4.00	3,042.00	4.00	3,042.00
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		0.00	4.00	894.40
73.	5 Ea.	8" x 4" Reducer	287.70	1,438.50		0.00	2.00	575.40
74.	2 Ea.	10" x 6" Reducer	374.80	749.60	1.00	374.80	3.00	1,124.40
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	1.00	483.50
77.	3 Ea.	6" 45 Deg. Bend	290.30	870.90		0.00	3.00	870.90
79.	1,944 L.F.	6" PVC Water Main	28.90	56,181.60	34.00	982.60	1,969.00	56,904.10

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	24.00	764.40	469.00	14,937.65
81.	506 L.F.	10" PVC Water Main	36.40	18,418.40	490.00	17,836.00	490.00	17,836.00
82.	320 L.F.	12" PVC Water Main	46.25	14,800.00	2.00	92.50	362.00	16,742.50
83.	JOB	Temporary Water Service	L.S.	11,700.00	15%	1,755.00	90%	10,530.00
84.	5,448 S.Y.	Terrace Grading	1.00	5,448.00	775.00	775.00	775.00	775.00
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		0.00	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		0.00	50%	2,750.00
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		0.00	1.00	406.15
CO#3_2	1 Ea.	Connect to Ex. 1.5" Service	178.10	178.10		0.00	1.00	178.10
CO#3_3	4 Ea.	6" 45d Bend	290.30	1,161.20		0.00	4.00	1,161.20
CO#3_4	1 Ea.	Vertical Water Main Drop	2,010.00	2,010.00		0.00	1.00	2,010.00
CO#4_5	1 Ea.	Exploratory Digging	1,825.00	1,825.00		0.00	1.00	1,825.00
SCHEDULE 1 - TOTAL BID				\$1,424,440.90		\$191,640.95		\$658,550.15

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

1.	JOB	Mobilization	L.S.	\$42,760.00		0.00	60%	25,656.00
2.	JOB	Maint & Restoration of Access	L.S.	1,500.00	25%	375.00	50%	750.00
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	250.00	500.00	6,492.00	12,984.00
5.	768 S.Y.	Remove Concrete Pavement	9.00	6,912.00	11.00	99.00	537.00	4,833.00
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	70.00	864.50	1,945.00	24,020.75
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		0.00	6,591.00	9,866.50
10.	6,137 S.Y.	12" Aggregate Base Class 5	7.30	44,800.10	927.00	6,767.10	6,203.00	45,281.90
11.	4,453 S.Y.	8" Aggregate Base Class 5	5.10	22,710.30		0.00	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	741.00	56,686.50	741.00	56,686.50
15.	6 Ea.	Adjust Frame & Ring Casting	549.00	3,294.00		0.00	2.00	1,098.00
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	2,891.00	67,360.30
19.	189 L.F.	Concrete Curb and Gutter Match	29.45	5,566.05		0.00	37.00	1,089.65

Line No.	Estimated Units	Description	Unit Price	Contract Price	This Application		Completed to Date	
					Units	Value	Units	Value
21.	235 S.Y.	6" Concrete Driveway Pavement	63.85	15,004.75		0.00	132.00	8,428.20
23.	58 S.Y.	8" Concrete Valley Gutter	83.75	4,857.50		0.00	58.00	4,857.50
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		0.00	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	67.00	3,149.00
32.	723 L.F.	15" RC Pipe Sewer, Class IV	49.10	35,499.30		0.00	723.00	35,499.30
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	6.00	3,600.00
37.	176 L.F.	Connect to Existing Roof Drain	55.60	9,785.60		0.00	164.00	9,118.40
38.	2 Ea.	4' x 4' Storm Manhole	1,418.50	2,837.00		0.00	1.00	1,418.50
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	12.00	14,568.00
42.	1 Ea.	Area Intake	685.00	685.00		0.00	1.00	685.00
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	25%	75.00	75%	225.00
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		0.00	50%	600.00
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 Units	Description	Unit Price	Contract Price	This Application		Completed to Date	
					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- 3rd Ave Alley	L.S.	6,105.00		0.00	100%	6,105.00
CO#2	1 LS	Roof Drain Extensions- City Hall Alley	L.S.	1,813.40		0.00	100%	1,813.40
SCHEDULE 2 - TOTAL BID				\$702,951.30	\$65,367.10			\$415,087.20

Schedule 2 - Alternate Bid Items (7th Avenue)

4.	32 S.Y.	Remove Bituminous Pavement	10.00	320.00	20.00	200.00	20.00	200.00
7.	1,000 C.Y.	Common Excavation (P)	12.35	12,350.00	100.00	1,235.00	1,000.00	12,350.00
9.	1,505 S.Y.	Subgrade Preparation	1.50	2,257.50	1,400.00	2,100.00	1,400.00	2,100.00
10.	1,505 S.Y.	12" Aggregate Base Class 5	7.30	10,986.50	1,200.00	8,760.00	1,200.00	8,760.00
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	667.00	5,069.20	667.00	5,069.20
28.	1 Ea.	Subdrain Outlet	52.00	52.00	2.00	104.00	2.00	104.00
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	\$17,468.20			\$29,248.20

SCHEDULE 1, SCHEDULE 2 AND SCHEDULE 2 ALTERNATE - TOTAL BID **\$2,205,700.20** **\$274,476.25** **\$1,302,883.55**

Total Work Completed	\$1,302,883.55
Materials Stored on Site	0.00
Less Retainage	5 % 65,144.18
	\$1,237,739.37
Less Previous Payments	966,196.84
TOTAL AMOUNT DUE THIS PAY REQUEST	\$271,542.53

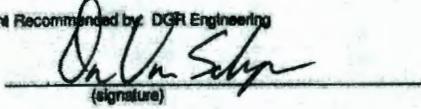
Payment Requested by:

Holmes Construction
(Contractor)


(signature)

Date 7/11/17

Payment Recommended by: DGR Engineering


(signature)

Date 7-12-17

Payment Approved by: City of Winona, 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: 5070
 Draw: 9
 Invoice date: 6/30/2017
 Period ending date: 6/30/2017

Contract For: Windom EMS Building

Request for payment:

Original contract amount	\$3,191,500.00	
Approved changes	\$65,990.85	
Revised contract amount		\$3,257,490.85
Contract completed to date		\$2,599,009.69
Add-ons to date	\$0.00	
Taxes to date	\$0.00	
Less retainage	\$129,950.55	
Total completed less retainage		\$2,469,059.14
Less previous requests	\$2,294,800.34	
Current request for payment		\$174,258.80
Current billing		\$183,430.33
Current additional charges	\$0.00	
Current tax	\$0.00	
Less current retainage	\$9,171.53	
Current amount due		\$174,258.80
Remaining contract to bill	\$788,431.71	

Project: 16-0675
 Windom EMS Building

Contract date: 9/9/2016

Architect:

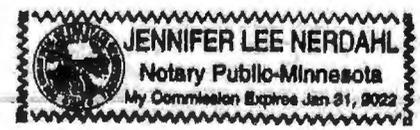
Scope:

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Changes approved in previous months by Owner	66,403.30	-8,700.00
Total approved this Month	8,287.55	
TOTALS	74,690.85	-8,700.00
NET CHANGES by Change Order	65,990.85	

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

CONTRACTOR: **GOSEWISCH Construction, Inc.**
 By: *[Signature]*
 Date: 6-30-17

State Of Minnesota County Of Blue Earth
 Subscribed and sworn to before me this 30 day of June 2017
 Notary Public: *[Signature]*
 My commission expires: Jan 31, 2022



REQUEST FOR PAYMENT DETAIL

Project: 16-0675 / Windom EMS Building

Billing: 5070

Draw: 9

Period Ending Date: 6/30/2017 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	226,219.69	17,483.51		243,703.20	80.00	60,925.80	12,185.17
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	169,110.00			169,110.00	100.00		8,455.50
3420	Precast Concrete	983,400.00	949,173.00	12,763.50		961,936.50	97.82	21,463.50	48,096.84
5122	Steel Erection	17,995.00	17,995.00			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	40,712.69	1,339.26		42,051.95	84.90	7,478.05	2,102.61
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		5,551.00	100.00		277.55
7500	EPDM Roof & Trims	130,700.00	127,373.00	3,327.00		130,700.00	100.00		6,535.00
7920	Caulking	6,370.00		1,332.29		1,332.29	20.92	5,037.71	66.61
8110	HM Doors/Frames/Hardware	51,401.00	6,317.20	34,160.72		40,477.92	78.75	10,923.08	2,023.90
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	17,888.50		83,777.00	100.00		4,188.86
9310	Ceramic Tile	18,000.00						18,000.00	
9510	Acoustical Ceiling	19,320.00		5,000.00		5,000.00	25.88	14,320.00	250.00
9650	VCT, Carpet & Base	21,212.00						21,212.00	
9900	Painting & Wallcovering	53,400.00		26,000.00		26,000.00	48.69	27,400.00	1,300.00
10000	Specialties	34,674.00	1,362.66	13,004.55		14,367.21	41.44	20,306.79	718.36
10400	Signage Allowance	7,500.00						7,500.00	
11170	Bridge Crane & Holst	8,220.00		4,678.00		4,678.00	56.91	3,542.00	233.90
11400	Kitchen Allowance	8,000.00						8,000.00	
15100	Plumbing & HVAC	300,945.00	248,217.60			248,217.60	82.48	52,727.40	12,410.88
15300	Fire Sprinkler System	32,000.00	2,500.00	27,200.00		29,700.00	92.81	2,300.00	1,485.00
16100	Electrical	208,805.00	148,040.00	21,000.00		169,040.00	80.96	39,765.00	8,452.00
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		-8,700.00	100.00		-435.00

REQUEST FOR PAYMENT DETAIL

Project: 16-0675 / Windom EMS Building

Billing: 5070

Draw: 9

Period Ending Date: 6/30/2017 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
C0303	Change Order #3	1,402.00		1,402.00		1,402.00	100.00		70.10
C0401	Change Order #4	2,972.20						2,972.20	
C0501	Change Order #5	345.35						345.35	
C0601	Change Order #6	1,677.50						1,677.50	
C0701	Change Order #7	2,253.00						2,253.00	
C0801	Change Order #8	1,039.50						1,039.50	

Totals	3,257,490.85	2,415,579.36	183,430.33			2,599,009.69	79.79	658,481.16	129,950.55
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