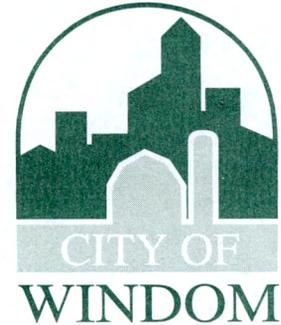


Council Meeting
Tuesday, September 19, 2017
City Council Chambers

7:30 p.m.

AGENDA



Call to Order

Pledge of Allegiance

1. Consent Agenda

- Minutes

- Council Minutes – September 5, 2017
- Telecom Commission – August 28, 2017
- EDA– September 11, 2017
- Library Board – September 12, 2017
- Planning Commission – September 12, 2017
- Tree Commission – September 13, 2017

- Regular Bills

2. Department Heads

3. Resolution Accepting Donations

- Emergency Services Facility – Mark Veurink/CPM Farms LLC
- Fire Department – Fire Relief Association

4. Conditional Use Permit – 2270 Highway 60

5. Telecom Commission Rate Change Recommendations - Resolutions

6. Re-Use of Old Fire Hall Space

7. Wastewater Bonding Project – Lobbying Agreement

8. Library – Grant Application Resolution – Window Replacement

9. Annual Firefighters Relief Association Report

10. Set Preliminary 2018 Budget Levy

11. Establish 2018 Budget Hearing Dates

- 7:00 p.m. – December 5, 2017 – Presentation and Public Input
- December 19, 2017 – Adoption of 2018 Budget Levy
- 2018 Budget Workshop Date(s)

12. Contractor Change Order – GM Contracting Inc. - #3 \$194,148.72

13. Contractor Payment –

- Holtmeier Construction #6 \$209,140.20 - 2017 Street Project
- Gosewisch Construction Inc. #11 \$283,754.23
- GM Contracting Inc. #4 Final - \$104,219.31 – 2016 Sanitary Sewer Rehabilitation

14. SourceOne Mediation Settlement

15. Personnel Item

- Hire Part-time Liquor Store Clerk
- Employee Recognition Policy Amendment

16. New Business

17. Old Business

18. Council Concerns

Adjourn



**Regular Council Meeting
City Hall, Council Chamber
September 5, 2017
7:30 p.m.**

1. Call to Order:

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

2. Roll Call:

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

Council Absent: None

City Staff Present: Steve Nasby, City Administrator; Scott Peterson, Police Chief; Brent Brown, Electric Manager/Street Superintendent; Drew Hage, EDA Director, Jeff Dahna, Telecom General Manager; Andy Spielman, Building Official; Joe Audette, Liquor Store Manager and Cory Hillesheim, Police Officer.

3. Pledge of Allegiance

4. Consent Calendar:

- Minutes
 - Council Minutes- August 15, 2017
 - Park and Recreation Commission – August 9, 2017
 - Community Center Commission – August 28, 2017
 - Utility Commission – August 30, 2017
- Regular Bills

Motion by Joyce, second by Sherman, approving the Consent Calendar. Motion carried 5 – 0.

5. Department Heads:

Joe Audette, Liquor Store Manager, provided an update on the Ein Beer Bitte II event that will be held on Saturday, September 16th. Supplier representatives have confirmed their attendance. Audette said he only needs six additional volunteers to assist with the event. He informed the Council that he will not be present for the event. He will be attending an event in the cities learning about new products, making contacts and finding support for the local event next year. This year the Windom event will be run by the Assistant Liquor Store Manager. Volunteers will be lined up and all the coordination will be completed by Audette prior to the event. There will be 4-6 items per table with at least 100 items maybe 140 items. Tickets are available prior to the event for \$20 and \$25 the day of the event.

Drew Hage, Development Director, updated the Council on the scheduled public meeting for the Small Cities Residential Rehab Program. The meeting will be held on Monday, September 11th, 7:00 p.m. at the Community Center. Anyone living on the East Hill area may be eligible for the program. On Friday, an informational mailing and meeting notice was sent to all the property owners within the target area. Previous interest in the program generated pre-applications totaling \$350,000. The target area for the application was based on previous demand and the windshield survey that was completed by SW Minnesota Housing Partnership. Flyers and news articles are being distributed regarding the Small Cities Program and the upcoming meeting.

6. A Resolution Awarding Contract – Electric Dept. Substation Switch Gear Building Project:

Brent Brown, Electric Utility Manager\Street Superintendent, advised that included in the packet is a request and recommendation from the Utility Commission and Electric Department Staff to approve awarding the bid for the Substation Switch Gear Building Project. The bid includes the items and services needed to complete the Substation Project including the building, terminating controls and cables, testing, placing equipment in service and removal of old equipment.

Despite extending the bid opening date, the City received only one bid for the project. The bid that was received was over the engineer's cost estimate and, as such, the Utility Commission requested that the City Staff, Utility Plus engineers and the contractor review the information and identify the difference in the engineer's estimate and the bid amount.

Upon review it was determined that the the contractor included items not included in the engineer's original estimate. An additional item included in the bid was site work for shoring the existing building. Following review it was agreed that this item was not necessary for the project and it will be removed through a change order deduction.

It was also determined that there were items included in the bid and not in the estimate that were necessary for completion of the project resulting in the bid exceeding the engineer's estimate. Those additional items consisted of testing polarity and phasing in of the individual circuits.

Council member Johnson introduced the Resolution No. 2017-56, entitled "RESOLUTION AWARDING A CONTRACT FOR THE SUBSTATION SWITCH GEAR BUILDING PROJECT", and moved its adoption. The resolution was seconded by Grunig and on roll call vote: Yes: Johnson, Sherman, Joyce, Byam and Grunig No: None. Absent: None. Abstain: None. Resolution passed 5 – 0.

Joyce asked if the bid included contingencies. He stated that it appears the bid is now the same amount as the engineer's estimate. Brown replied that with the change order deduction, the bid for this portion of the project is still over the engineer's estimate. The total cost is very near the engineer's estimate for both phases of the project and the amount approved in the CIP over a two-year period. Overall, the entire project cost is within the CIP two-year budget amount.

Johnson requested Brown share additional information regarding the difficulty to obtain bids for the project. Brown said that it was difficult to obtain bids for the project due to requirements and

the complexity of the project to make the circuit cutovers a few at a time. This requirement was made to eliminate the potential for outages and make the change over as seamless as possible.

Grunig noted that it is necessary for the project to go forward otherwise the transformer will not be connected to the grid this winter. Brown agreed that the transformer is in place and it is not connected to the grid. The department is relying on one transformer. If this project is not done at this time, the city would incur costs for temporary connection of the transformer including energizing, controls and safety features. If the project is rebid and the work completed, the temporary measures would then need to be removed.

Motion by Johnson second by Sherman to approve the change order deduction of \$85,210 to remove the site prep shoring work for the existing building. Motion carried 5 – 0.

7. Economic Development Authority - Call for Public Hearing - Modification of Development District No. 1 and Establishing TIF District 1-21:

Hage said that in 2014 a hotel study was completed to determine potential occupancy and rates to create projections for a new hotel. A developer for a potential hotel project is requesting TIF Funding assistance. The hotel project would create a new investment in Windom of \$5.2M and would have an approximate 5-year payback. The developer is requesting \$400,000 in TIF assistance to be paid by the district. A public hearing would be scheduled for October 3rd for the establishment of a TIF District.

The area designated for the district includes the former Dino's Diner property, a city-owned parcel, Windom Floor and Sleep, Phat Pheasant Pub and Jack Slade's Steakhouse and the right-of-way adjacent to Highway 60. The purpose of the \$400,000 in funding is for demolition on the Dino's Diner site and fill to bring the site to a buildable grade above of the flood plain elevation.

Council member Grunig introduced the Resolution No. 2017-57, entitled "RESOLUTION CALLING FOR A PUBLIC HEARING ON THE PROPOSED MODIFICATION TO THE DEVELOPMENT PROGRAM FOR DEVELOPMENT DISTRICT NO. 1, AND THE PROPOSED ESTABLISHMENT OF TIF DISTRICT NO. 1-21", and moved its adoption. The resolution was seconded by Johnson and on roll call vote: Yes: Sherman, Joyce, Byam, Grunig and Johnson. No: None. Absent: None. Abstain: None. Resolution passed 5 – 0.

8. River Bend Liquor – Sunday Sales:

Joe Audette, Liquor Store Manager, provided sales data during the trial Sunday sales period. The average Sunday sales total about \$1,800. Staff is recommending extending the trial period until March 1, 2018.

Joyce suggested ending the trial period and setting the regular hours to include the Sunday hours. Sherman noted concerns with many aspects of Sunday liquor sales and the effect of the sales within the area, including health and safety issues. Sherman stated interest in obtaining more information before considering making Sunday sales permanent. Johnson questioned if

additional staffing would be needed if Sunday sales continue. Audette said he is currently in the process of hiring additional staff and stated that Sunday hours would most likely become part of the normal work week. Joyce said he would like the Liquor Committee to research Sunday sales aspects and report back to the Council.

Motion by Joyce second by Byam to extend the temporary Sunday liquor sales period until March 1, 2018. Motion carried 5 – 0.

9. MN Dept. of Transportation Airport Maintenance And Operation Grant Resolution:

Nasby said each year the City receives a grant from the State of Minnesota to maintain the airport. The city is reimbursed for 75% of the eligible maintenance and operation costs of \$22,248 each year for the next two years for a total of \$44,496.

Council member Johnson introduced the Resolution No. 2017-58, entitled “RESOLUTION AUTHORIZING EXECUTION OF MINNESOTA DEPARTMENT OF TRANSPORTATION GRANT CONTRACT FOR AIRPORT MAINTENANCE AND OPERATION”, and moved its adoption. The resolution was seconded by Sherman and on roll call vote: Yes: Joyce, Byam, Grunig, Johnson and Sherman. No: None. Absent: None. Abstain: None. Resolution passed 5 – 0.

10. Resolution Accepting Donation – Union Pacific Concrete Slabs:

Hage has been working on the Windom Water Trail Project and would like to use the concrete slabs to make steps and a hand rail into the river at Island Park to launch canoes and kayaks. Union Pacific has offered to donate concrete slabs for the project.

Council member Joyce introduced the Resolution No. 2017-59, entitled “AUTHORIZATION TO ACCEPT A DONATION FROM UNION PACIFIC RAILROAD COMPANY FOR THE WINDOM PARK DEPARTMENT”, and moved its adoption. The resolution was seconded by Byam and on roll call vote: Yes: Byam, Grunig, Johnson, Sherman and Joyce. No: None. Absent: none. Abstain: None. Resolution passed 5 – 0.

Motion by Sherman second by Joyce to approve the Donation Agreement with Union Pacific Railroad Company for the concrete slabs. Motion carried 5 – 0.

11. Second Reading Ordinance No. 166, 2nd Series - Amending Chapter 96:

Nasby said at the August 1st Council Meeting, the Council declared the old Ambulance Unit #28 as surplus equipment. The Council approved the donation of the unit to Boyd First Responders pending completion of an amendment to City Code. The amendment would allow for the donation of equipment to a government entity or non-profit organization. Ordinance No 166, 2nd Series amends the City Code to allow the donation to eligible organizations.

Motion by Johnson second by Grunig to approve the Second Reading of Ordinance No. 166, 2nd Series – Amending Chapter 96. Motion carried 5 – 0.

12. Donation Policy:

Nasby said the Amended City Code §96.71 references a City Policy adopted by the City Council for the disposition of the property/equipment by donation to an eligible organization.

Motion by Johnson second by Sherman to approve the Donation Policy for the disposition of the property/equipment by donation to an eligible organization. Motion carried 5 – 0.

13. Contractor Change Order - Gosewisch Construction Inc. #15 Electrical Changes:

Jones said three items are included in the change order, a separation of switches for lights in the second floor kitchenette and meeting room and an exit sign that needed to be changed to a double-sided sign.

Motion by Joyce second by Sherman to approve the Change Order #15 of \$2,112.00. Motion carried 5 – 0.

14. Contractor Payment - GM Contracting Inc. #4 Final - \$104,219.31 – 2016 Sanitary Sewer Rehabilitation:

Jones said that staff is requesting the item to be tabled to obtain additional paperwork.

Motion by Johnson second by Joyce to table item until the September 19, 2017, City Council Meeting. Motion carried 5 – 0.

15. Completed Capital Improvement Projects Memorandum:

Nasby shared with the Council a list of completed Capital Improvement Projects from the last five years. The projects from 2013-2017 totaled \$15.3M. Not included in the total are the 2017 Street Project and the Water Plant Filter Project which will add another \$3M to the total of completed projects. Mayor Jones thanked the Council and staff for the accomplishments of the projects and the public for supporting the projects that were an investment in the community.

16. Mayor Appointment – Hospital Board:

Mayor Jones recommended appointing Kay Gross to the Hospital Board.

Motion by Joyce second by Grunig to appoint Kay Gross to fill the vacant position on the Hospital Board. Motion carried 5 – 0.

17. Personnel Items:

- Assistant Police Chief Hiring Recommendation

Scott Peterson, Police Chief, shared with the Council the hiring/interview process to fill the vacant position of Assistant Chief of Police due to the retirement of Kevin Patterson. Following the hiring/interview process, a recommendation was made to offer the position to Officer Cory Hillesheim.

Motion by Byam second by Sherman to hire Officer Cory Hillesheim as Assistant Police Chief effective October 1, 2017 according to the terms presented. Motion carried 5 – 0.

- Patrol Officer Hiring Process Authorization

Chief Peterson requested authorization to start the hiring process to fill the vacant Patrol Officer position.

Motion by Byam second by Grunig to authorize the hiring process to fill the vacant Patrol Officer position. Motion carried 5 – 0.

18. Building Items:

Substandard Building Resolutions -- Andy Spielman, Building and Zoning Official, and Drew Hage, Development Department, provided information, Spielman discussed proposed Redevelopment TIF District 1-21 requirements which include certain criteria. Property has to be occupied by improvements, buildings, site work, utilities, sidewalks, parking lots, etc. Buildings within the district must be classified as substandard buildings to be included in the district. Inspections were completed on the three existing buildings located in the proposed district. Inspection reports were provided in the packet.

Johnson clarified the buildings are classified as substandard which is completely different than unsafe.

Spielman noted the buildings are fit for the purposes they are being used for and are safe to occupy. Hage noted the property owners could benefit from inclusion in the district for future development, updating and marketability. The three properties included are the Phat Pheasant Pub, Jack Slade's and Windom Floor & Sleep.

Council member Johnson introduced the Resolution No. 2017-60 entitled "RESOLUTION FINDING PARCELS TO BE OCCUPIED BY IMPROVEMENTS AND SUBSTANDARD BUILDINGS", for the Windom Floor and Sleep Shop and moved its adoption. The resolution was seconded by Sherman and on roll call vote: Yes: Grunig, Johnson, Sherman, Joyce and Byam. No: None. Absent: None. Abstain: None. Resolution passed 5 – 0.

Council member Grunig introduced the Resolution No. 2017-61 entitled “RESOLUTION FINDING PARCEL TO BE OCCUPIED BY IMPROVEMENTS AND A SUBSTANDARD BUILDING”, for the Phat Pheasant Pub and moved its adoption. The resolution was seconded by Johnson and on roll call vote: Yes: Johnson, Sherman, Joyce, Byam and Grunig. No: None. Absent: None. Abstain: None. Resolution passed 5 – 0.

Council member Johnson introduced the Resolution No. 2017-62, entitled “RESOLUTION FINDING PARCEL TO BE OCCUPIED BY IMPROVEMENTS AND A SUBSTANDARD BUILDING”, for Jack Slade’s Steakhouse and moved its adoption. The resolution was seconded by Sherman and on roll call vote: Yes: Sherman, Joyce, Byam, Grunig and Johnson. No: None. Absent: None. Abstain: None. Resolution passed 5 – 0.

Call for Public Meeting – Rental Housing Ordinance -- Spielman discussed holding a public informational meeting for the proposed Rental Housing Ordinance on October 3rd at 7:00 p.m. in the Council Chambers.

Motion by Grunig, second by Joyce to hold a public meeting on the Rental Housing Ordinance on October 3rd at 7:00 p.m. Motion carried 5 – 0.

Motion by Johnson, second by Sherman to reorder the agenda and move the Telecom – MN Border-to-Border Broadband Development Grant Application to the end of the agenda. Motion carried 5 – 0.

19. New Business:

2018 Budget Workshop Dates -- Preliminary levy amounts are due to the County Auditor by September 30th. Staff has reviewed the preliminary budgets with the Department Heads. A Staff levy range and rationale are usually provided to the Council to assist in setting a maximum levy amount. The preliminary levy amount can be reduced as the budget is developed but can never be increased.

Jones noted that priority projects have been identified and those estimated costs should be included in the preliminary levy amount along with the options for health insurance and labor agreement costs. Nasby said he is anticipating some issue of debt for the Arena project. He also suggested there are some reserve funds that the Council could be using for the budget.

Nasby will send out a poll to Council members to determine dates for the budget meetings.

TEDI Grant Application -- Hage said the EDA is applying for a transportation grant from DEED through the “Transportation Economic Development Infrastructure Program” for construction of a street between Runnings and the existing private road that goes to the truck wash.

Hage discussed Option #1 for 6-8 new lots and potential of additional lots developed around the truck wash. Estimated project cost of \$1.9M. The grant match is 20% and would be distributed between the developer, Electric, Water and Sewer Departments. The City would provide a match of \$300,000 and the developer’s match would be \$79,400. The Utility Commission

Preliminary

agreed to pay for 70% of the work for the development not to exceed \$64,000. The application is due September 15, 2017. A TIF District may be created for the project to capture the TIF dollars to repay the General Fund the \$300,000 used for the project. Nasby noted that General funds reserves could be used for the project, but the City Council has other priority projects and it is a judgement call on use of those resources.

Council member Byam introduced the Resolution No. 2017-64, entitled “A LOCAL GOVERNMENT RESOLUTION TRANSPORTATION ECONOMIC DEVELOPMENT INFRASTRUCTURE (“TEDI”) PROGRAM APPLICATION” and moved its adoption. The resolution was seconded by Sherman and on roll call vote: Yes: Sherman, Byam, Grunig and Johnson. No: Joyce. Absent: None. Abstain: None. Resolution passed 4 – 1.

Joyce requested a report indicating the impact on the general fund if the reserves are used to pay for the project with cash of \$300,000.

Corridor Study -- Hage told the Council that MN DOT is requesting that the City complete a Corridor Study of Highway 60. A study was completed in 2001-2002 but MN DOT noted that the City has not accomplished any recommendations from the study. The study supported consolidated approaches to create frontage and backage roads. MN DOT would like to update the existing study. A full reconstruction could not be completed until 2030. But smaller projects could be included such as a controlled intersection at 16th Street and a roundabout at Hwy 71. In order to obtain potential funding for future projects, MN DOT requires the City complete an updated Corridor study. The current estimated cost for the study is \$180,000. MN DOT proposed the City's share could be set as not to exceed \$100,000. The City has previously budgeted \$15,000 for the study. Hage noted there are many other priority items and he is looking for Council discussion for direction as to how to proceed with MN DOT's request to complete the Study. Sherman questioned if the City could wait 1-2 years to complete the study. Johnson felt that the City does not currently have the resources to help MN DOT with the cost of the Study. The Council agreed to discuss this item further during the upcoming budget meetings.

Old Fire Hall Re-Use -- Nasby provided a memo for the future re-use of the old Fire Hall space. Several temporary uses were identified for the building which included department requests and the leasing of two of the bays to Cottonwood County Sheriff's Department for storage.

20. Council Concerns:

Johnson – Invited the public to attend the EMS Open House on September 9th.

Sherman – Noticed that Windom does not have a theme or logo. Nasby said there are two themes that were used in the past “Crossroads of Opportunity” and “Connecting our Community”.

Joyce – Coffee with the Council at the Country Club with Jones and Joyce on Saturday, September 9th. He had participated in a recent meeting with Senator Bill Weber discussing the wastewater issues. Weber heard Windom's concerns regarding MPCA's wastewater regulations. Aired concerns with \$15M price tag and said Weber shares those concerns.

Preliminary

Jones – Council, Utility Commission and Staff attended the Capital Finance Committee Tour for the Bonding Funding Request. Congressmen in attendance were very surprised by the upcoming regulation and decisions made by MPCA and how to fund these projects in rural Minnesota.

Nasby – Thirteen of the twenty-two Legislators from the Committee were present for the tour. Questions centered on statewide wastewater issues. They questioned the need for so much funding for the project. Engineer Kelly Yahnke explained the required processes needed to meet the strict discharge limits. The Legislators questioned why these limits are being constantly reduced and creating this state-wide discharge issue which is creating a large unfunded mandate throughout the state. The City made a very good case as to why we are asking for funding due to their funding cap requirements. The activities Windom is undertaking are grant eligible but the funding caps do not allow for the City to obtain enough grant funds for the project.

21. Telecom – MN Border-to-Border Broadband Development Grant Application:

Jeff Dahna, Telecom Operations Manager, provided information regarding the opportunity for WindomNet to apply for grant funds through DEED for Broadband Development. Jeffers, MN, is identified as an unserved area. The City of Jeffers approved by resolution support for the submission of a grant application for Broadband Development.

The grant is due September 11th. A preliminary engineering estimate for the project is \$1.6M. The preliminary cost does not include a loop ring connection from Windom to Jeffers. This cost will need to be added to the project. The City has the capacity needed for the additional customers and would not incur any additional costs for bandwidth. Estimated total match is \$800,000. Funding would be provided by bonds and cash contributions to the project. The Jeffers, Cottonwood County and other businesses will be contacted to obtain funding.

Council member Joyce introduced the Resolution No. 2017-63, entitled “A RESOLUTION SUPPORTING THE SUBMISSION OF A GRANT APPLICATION TO THE MINNESOTA BORDER-TO-BORDER BROADBAND DEVELOPMENT GRANT PROGRAM ON BEHALF OF THE CITY OF WINDOM/WINDOMNET”, and moved its adoption. The resolution was seconded by Grunig and on roll call vote: Yes: Joyce, Byam, Grunig, Johnson and Sherman. No: None. Absent: None. Abstain: None. Resolution passed 5 – 0.

22. Adjournment:

Mayor Jones adjourned the meeting by unanimous consent at 10:00 pm.

Dominic Jones, Mayor

Attest: _____
Steve Nasby, City Administrator

**TELECOMMUNICATIONS COMMISSION MEETING
CITY OF WINDOM COMMUNITY CENTER August 28th 2017**

I. Call Meeting to Order. The meeting was called to order by Pres. Lund at 6:09 PM

II. Roll Call:

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

III. Approval of Minutes from July 7th 2017 meeting

Motion by Kelly, to approve minutes from the August 7th, 2017 meeting. Seconded by White. Motion approves 3 to 0.

IV. SMBS Liaison Report: Joyce and Thies cover SMBS expansion in the Fish Lake area with the REA. SMBS in checking into Over The Top (OTT) research. Thies and Dahna discuss local channel retransmission agreements. Dahna updates committee on the status of retransmission agreements.

V. Project Updates: -Project # TEL005 DC Power plant- Battery Replacement. The batteries (8,000 pounds worth) will be installed. The contractor should be onsite late in the week of the 28th to do the installation.
-NOC Shoretel phone system- system will be upgraded to resolve bug issues causing system outages and allow the newer style phones to function. First part of the upgrade will be on Friday, August 25, 2017 and the second will be Saturday, September 2nd 2017. Telecom staff has been working on getting the EMS building network up and installing computers, monitors, printers and Wi-Fi access points. Shoretel phones will be installed after the Shoretel system is upgraded.
-Core System Switches-The Juniper EX-4600 switches have been received and telecom staff will install them into the NOC.

VI. Manager's Report: -Summer intern's last day was August 18th, 2017. Intern was helping techs, mowing, building maintenance painting NOC building doors and bollards. Dahna states that he has spent several days going through office files and minutes researching Windom/SMBS CATV franchises and retransmission agreement for Sioux Falls DMA station KTTW. Dahna has reached out to Cinnamon Mueller for assistance.

VII. New Business: Dahna covers that these rates need to be approved by committee and council. Transparent LAN Services (TLS).

-TLS service rate

2017 Pricing for TLS services						
			2%	4%		NRC
Service Level		Monthly	3yr MRC	5yr MRC		259
10	MB	\$102.00	\$99.96	\$97.92		\$259.00
20	MB	\$159.60	\$156.41	\$153.22		\$271.95
30	MB	\$269.40	\$264.01	\$258.62		\$285.55
50	MB	\$360.50	\$353.29	\$346.08		\$299.82
100	MB	\$489.00	\$479.22	\$469.44		\$314.82
200	MB	\$876.00	\$858.48	\$840.96		\$330.56
500	MB	\$1,930.00	\$1,891.40	\$1,852.80		\$347.08
1000	MB	\$3,350.00	\$3,283.00	\$3,216.00		\$364.44

Motion by Kelly, to approve and recommend to city council to adopt the TLS rates. Seconded by White. Motion approves 3 to 0.

-CITY CAMERA SYSTEM NETWORK

Dahna covers the network impact of the City Camera System (CCS) Network on the Windomnet system to carry the network usage. GPON resources are used for transport of the CCS. Dahna outlines that the CCS participants have not had to pay for the service connections since the installation of the CCS. Dahna would like to have the participants in the CCS start paying for using the Windomnet system to transport the CCS. It is a service just like electric and water and should be paid for the usage. Dahna covers that Windomnet installed equipment for the CCS at an estimated cost of \$8,500 in equipment in the beginning of the project and transporting the CCS on the Windomnet system.

CITY CAMERA SYSTEM NETWORK

	Bandwidth	Overhead allowed 20%	Total bandwidth	Install Cost Estimate	MRC	Number of Cameras
City Hall	Internal					
NOC to City Hall Link	240	48			\$200.00	3
Library	16	3.2	19.2	\$500.00	\$159.60	2
Pool	16	3.2	19.2	\$500.00	\$159.60	2
Electric Department	[40]	[8]	0	[899]	[490]	[5]
Liquor Store	24	4.8	28.8	\$500.00	\$360.50	6
Arena	24	4.8	28.8	\$500.00	\$159.60	3
Skate Park	32	6.4	38.4	\$1,400.00	\$159.60	5
Tegles Park	24	4.8	28.8	\$2,700.00	\$269.40	3
Community Center	40	8	48	\$1,200.00	\$360.50	5
EDA Spec Building	24	4.8	28.8	\$1,200.00	\$269.40	3
Total	440	136	240	\$8,500.00	\$2,098.20	32
			Additional Labor	\$2,500		
			Cross Connect		\$150	
			CAPX total	\$11,000		
			Monthly Recurring		\$2,248.20	
			Annually Recurring		\$26,978.40	

TLS MB rates	MRC
20	\$159.60
30	\$269.40
50	\$360.50

Motion by White, Telecom Committee recommends that the City Council review CCS charge rates and to decide how the reoccurring charges can be paid. Seconded by Kelly. Motion approves 3 to 0.

VIII. Old Business:

-Rates: Dahna covers recommended rate adjustments to generate funds to cover the bond debt service for the core system upgrade. Proposed increase on all internet accounts by

\$5.00 and video by \$5.00 to cover the core upgrade bond debt. Other rate adjustments will occur in 2018. Committee members discuss. Recommended action is to increase internet by \$7.00 and video by \$3.00.

Motion by White, that the Telecom Committee recommend to City Council to increase the internet rate by \$7.00 per account and increase video rate by \$3.00 per account for the next billing cycle. Seconded by Kelly. Motion approves 3 to 0.

IX. Commissioner's concerns and questions: None.

X. Set Next Telecom meeting: September 23rd, 2017 at 6pm at the Community Center.

X1. Adjourn: Meeting adjourned by unanimous consent at 7:22 pm.

Jeremy Lund, Telecom Committee President

Travis Eichstadt, Telecom Committee Secretary

Attest: _____
Jeff Dahna, Telecom General Manager

ECONOMIC DEVELOPMENT AUTHORITY OF WINDOM
MINUTES
SEPTEMBER 11, 2017

1. Call to Order: The meeting was called to order by President Espenson at 4:32 p.m.

2. Roll Call & Guest Introductions:

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

Also Present: EDA Staff – Drew Hage, EDA Executive Director, and Mary Hensen, Admin. Asst.;
City Administrator Steve Nasby, and Rahn Larson.

3. Approval of Minutes:

Motion by Commissioner Herding, seconded by Commissioner Clerc, to approve the Minutes of the EDA Meeting held on August 7, 2017. Motion carried 4-0.

4. Land Option – East Highway 60 Property: This option was discussed in closed session at the EDA's August 7th Meeting. EDA Staff was authorized to proceed with the preparation of an Option Agreement. Staff worked with the City Attorney's Office on the drafting of the agreement. This Option Agreement was approved and executed by the Personal Representatives of the Estate of Kermit E. Pankonin and Mr. Pankonin's surviving spouse, Evelyn Soupir Pankonin. Director Hage briefly reviewed the provisions of the Option Agreement with the Board. After further discussion the following action was taken.

Motion by Commissioner Clerc, seconded by Commissioner Grunig, approving the Option Agreement with the Estate of Kermit E. Pankonin covering a tract of land in the Northeast Quarter of the Southeast Quarter of Section 24-105-36 in the City of Windom, Minnesota, for an option term which continues through March 31, 2018, with an option payment of \$2,500.00; and if the option is exercised, a total purchase price of \$210,000; and further authorizing the EDA President and EDA Secretary to sign this Option Agreement. Motion carried 4-0.

5. TEDI Grant Application – Resolution of Support: Director Hage advised that the EDA is working on a Transportation Economic Development Infrastructure (TEDI) Grant through DEED. The grant is due September 15, 2017. The TEDI Program is a competitive grant program available to communities for road and public infrastructure projects that create jobs and support economic development. Funds appropriated for the program must be used to fund predesign, design, acquisition of land, construction, reconstruction, and infrastructure improvements that will promote economic development, increase employment, and improve transportation systems to accommodate private investment and job creation. There was a discussion concerning the match sources for the grant, letters of support received, etc. The City Council adopted a Resolution of Support for the grant application, including a match commitment, on September 5, 2017. It is necessary that the EDA also adopt a Resolution of Support for the grant application.

Resolution introduced and motion by Commissioner Clerc, seconded by Commissioner Herding, to adopt EDA Resolution No. 2017-02, entitled "Resolution in Support of an Application to the Minnesota Department of Employment and Economic Development in the "Transportation Economic Development Infrastructure (TEDI) Program".

Upon roll call vote being taken, the following voted in favor thereof: Commissioners Grunig, Espenson, Herding, and Clerc; the following voted against the same: None; and the following

were absent: Commissioner Johnson. (The Resolution was adopted.)

6. Old Business: Director Hage advised that the EDA had been working on a right-of-way acquisition agreement concerning the East Highway 60 Development Project. The City Attorney is currently reviewing the draft of the agreement. The terms of the negotiations in to purchase 2.2 acres of street right-of-way and land for detention/retention ponds. This had previously been discussed in closed session by the EDA Board at the August 7th EDA Meeting. Director Hage related the contingencies in this right-of-way acquisition agreement.

Motion by Commissioner Clerc, seconded by Commissioner Grunig, approving the terms of a right-of-way acquisition agreement for 2.2 acres of street right-of-way and land for detention/retention ponds in the East Highway 60 Development for the sum of \$200,000 subject to the City Attorney’s approval of the agreement, and authorizing the EDA President and EDA Secretary to sign this Agreement. The motion further stated that the EDA’s actions and the Developer’s actions, pursuant to this Agreement, are contingent upon receipt by the EDA of an award in the TEDI Grant Program from the Minnesota Department of Employment and Economic Development; and the Agreement is subject to the following contingencies on the part of the Developer which are set forth in the Agreement: (a) accept assignment of the EDA’s Option Agreement with the Pankonin Estate; (b) act as the Developer pursuant to the Option Agreement; (c) exercise the Option Agreement by February 28, 2017; (d) complete the purchase of the Pankonin Property on or before March 31, 2018; and (e) fully execute and deliver a general Warranty Deed to EDA on the date of closing which conveys marketable title to the 2.2 acre road right-of-way tract and the detention pond area as set forth herein, free and clear of all mortgages, liens, and other encumbrances. Motion carried 4-0.

Pursuant to a question from Commissioner Grunig, Director Hage and City Administrator Steve Nasby updated the Board on the status of the Prairie Meadow Development Agreement with the School.

7. Schedule Special Meeting: Due to the time required for the preparation of the TEDI Grant Application, a short meeting of the EDA Board had been scheduled for Monday, September 11th, at 4:30 p.m. The additional items for the regular September EDA Meeting will be reviewed at a later date. The Board scheduled a Special Meeting for Monday, September 18th, at noon in the City Council Chambers to cover the remainder of the September agenda items.
8. Adjourn. On consensus, President Espenson adjourned the meeting at 4:47 p.m.

Attest: _____
 Drew Hage, EDA Executive Director

 Rick Clerc, EDA Secretary-Treasurer

LIBRARY BOARD MEETING
Tuesday, September 12, 2017, 5:05 p.m.
Windom Library

1. Call to Order: the meeting was called to order by John Duscher.
2. Roll Call: Members Present: Steve Fresk, Terri Jones, Sue Ebeling, and John Duscher

Members Absent: Barb Henning, Anita Winkel, and Kathy Hiley

Library Staff Present: Dawn Aamot

City Council: Jaysun Sherman Howard Davis, CIP committee, Steve Nasby, City Administrator

3. Agenda and Minutes:

Motion by Susan Ebeling and seconded by Steve Fresk to accept the agenda and approve the minutes from the previous meeting. Motion passed.

4. Financial Report:

Dawn reviewed the financial report.

Motion by Steve Fresk and seconded by Susan Ebeling to approve the financial report. Motion passed.

5. Librarian's Report: Dawn Aamot reported that August was a busy month at the library. She met with the Historical Society and put together RFP's to see if we're approved. RFP's were sent to 5 consulting companies. The bids deadline is 9-20-17. Once a firm was chosen, the library would apply for a grant to pay for the evaluation of the building.

The Friends of the Library began fund raising and has raised \$2300.00 as of yesterday. The average amount raised has been \$300-400/week. Steve Nasby suggested the Friends set a goal for the fundraising effort. Cottonwood County is looking for space to house the law library. Dawn told them that in a year we might be able to look at creating space for them. The summer reading program went well. The Library has Rockin' Red (singing and dancing) scheduled for Spirit in the Park on September 16th at 4:00. Legacy funds were used for this event. The 2018 budget meeting with the city Council is scheduled for October 9th.

Motion by Susan Ebeling and seconded by Steve Fresk to accept the Librarian's Report. Motion passed.

6. Old Business: Just received a bid from Worthington Glass for replacement of Library windows. Fairmont Glass also bid on the project. Miller Architect has been to the site but has not submitted a bid as of yet. Dawn will apply for a Library Construction Grant by the end of September. We can go forward with the two bids in hand. Dawn reported that there are not bids back on updating the bathroom yet. Funding for the windows: We currently have \$40,000 in Capital Outlay. Motion by Steve Fresk to authorize Dawn to seek a letter of submission from the City Council and a letter of intent from the Friends of the Library and apply for matching funds grant for our window project. Seconded by Susan Ebeling. Motion passed.
7. New Business: Nancy is scheduling Fall Family Fun@ the Library, Saturday, October 21. The Friends of the Library will provide funding for snacks for this program. The staff wants to inspire library use on Saturdays. Other programs will be scheduled on Saturdays each month. There will be two programs this fall using MN Legacy funds. Dawn reported the first is "The Sutter Brothers" will have a program on October 18th at the Community Center. The second program will be an arm knitting program on Monday, November 27th, this class is limited to 12 participants, 15 years and older.
8. Adjourn: Motion by Terri Jones, seconded by Susan Ebeling to adjourn meeting.

Respectfully submitted,

Terri Jones, substituting for Kathy Hiley

**CITY OF WINDOM
PLANNING COMMISSION
MINUTES
SEPTEMBER 12, 2017**

1. Call to Order: The meeting was called to order by Vice Chairman Pfeffer at 7:02 p.m.

2. Roll Call & Guest Introductions:

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

Absent: Marilyn Wahl.

Also Present: Zoning Admin. Andy Spielman, Admin. Asst. Mary Hensen, EDA Executive Director Drew Hage, Mayor Dominic Jones (Council Liaison), City Administrator Steve Nasby, Jim Johnson, and David Harchanko.

3. Approval of Minutes:

Motion by Commissioner Harries, seconded by Commissioner Derickson, to approve the Planning Commission Minutes for the meeting held on August 8, 2017. Motion carried 7-0.

4. Public Hearing – 7:05 P.M.: Zoning Application – J.R.K.K. Properties, L.L.C. – 2270 Highway 60 East (Conditional Use Permit – Addition of Fill): The Commissioners had received copies of the Application, Public Hearing Notice, and Beacon aerial of the property. Vice Chairman Pfeffer opened the public hearing at 7:05 p.m. Zoning Admin. Spielman advised that a zoning application requesting a conditional use permit for the placement of fill in the floodplain was filed by the Applicant. The address of the property is 2270 Highway 60 and it is the old Dino's Diner property. The reason for the request is to add fill to the building site and raise the elevation to bring the structure above the regulatory flood elevation. The property owner, Jim Johnson, and the hotel developer, David Harchanko, were in attendance at the public hearing. EDA Executive Director Drew Hage said that there are improvements, including the addition of fill, needed at the proposed hotel site to make it a buildable site. He said that this is a 1.67 acre parcel covered with gravel and there's asphalt underneath in places so it is basically an impervious site. Currently there is little water storage on the lot. The property is in a flood fringe. Director Hage gave a Powerpoint presentation with slides showing the location of the lot, elevations, etc. The developer has proposed that the hotel be constructed on the northeast corner of the site. The parking lot would be located to the south of the building. Most of the hotel structure would be out of the area where the former gas station is located. They are anticipating bringing in approximately one foot of fill on the proposed building site and some fill tapering from that site. The gas station site may require 17.5" of fill if that area was used for the hotel. They are estimating that the maximum amount of fill they should need is 6,700 cubic yards. However they will be receiving final engineering plans to verify the exact amount of fill required and the locations for placement of the fill. On the site plan, there are potentially two areas where detention/retention ponds could be constructed. Zoning Admin. Spielman advised that this property is shown on the County floodplain map and that map is not as detailed as the City map. The closest cross section on the map listing elevations is on the hospital property and shows a regulatory flood elevation of 1,367 feet. The lowest floor of a structure needs to be one foot (1') above the regulatory flood elevation. Director Hage advised that the rest of the fill would be dissipated around the site so there is not as much of an increase in elevation from the surrounding area. The conditional use permit is contingent on adequate water retention/detention on this property. Director Hage said that there is an opportunity to install detention/retention ponds and make the water storage better for properties both upstream and downstream from this parcel.

The following comments were made in response to questions from the Commissioners: One property owner who lives on 17th Street had come in to the Building & Zoning Office to verify the location of the property requesting fill. He was concerned that if fill was placed on one site, other property owners on down the line may come in and request a conditional use to add fill to their properties. After he verified the location of the site, he was less concerned about the proposed addition of fill. A copy of the public hearing notice was sent to the area hydrologist for the DNR. To date, no response has been received from the DNR. The properties to the Northeast of the site (Windom Floor & Sleep, Phat Pheasant Pub, Jack Slade's Steakhouse) sit slightly higher in elevation and a one foot increase of fill on the proposed hotel site should have minimal impact for them. Director Hage advised that the City will be receiving engineering on the elevations and proposed

placement of the fill in the near future. A plan will be submitted to MPCA concerning storm water. Zoning Admin. Spielman said that some water storage can be recovered off the parking lot areas. David Harchanko provided pictures of a hotel in Winona where they have planted grass in the lower boulevard area. That area provides greenspace that they mow and it's also used for water retention.

Vice Chairman Pfeffer asked if anyone else wanted to comment during the public hearing. Jim Johnson said that he had talked to the property owners in that area and they are happy with the proposed plans for a new hotel there. He feels that this new project will bring business to other business owners in the area and possibly encourage them to improve their properties. He has received many inquiries about his property, but feels that the hotel project is the only one that will improve the site. Director Hage said that the site is a good place for an infill project and the new hotel will provide lodging to support the Hospital's services. The timeline on the project hinges on approval of the new TIF District by the City Council at its October 3rd Meeting. After the TIF District has been established, excavation work will begin. They hope to open the hotel in the Spring of 2018. There being no further comments from anyone present, Vice Chairman Pfeffer closed the public hearing at 7:25 p.m.

Motion by Commissioner McNamara, seconded by Commissioner Harries, to recommend City Council approval of the conditional use permit application as presented.

Zoning Admin. Spielman asked if the Commissioners are confident that the site is large enough to provide sufficient space for water retention/detention even if they bring in fill. There was a discussion regarding the amount of fill to be brought in and whether there should be a cap placed on the amount. After further discussion, Commissioner Harries suggested putting the cap for the fill at 6,700 cubic yards.

Commissioner McNamara amended his motion to recommend City Council approval of the conditional use permit application submitted by J.R.K.K. Properties, L.L.C., as presented, to allow the addition of fill on property in a B-2 District located at 2270 Highway 60 East, Windom, Minnesota, upon the condition that up to 6,700 cubic yards of fill can be placed on the property. Commissioner Harries concurred and seconded this motion. (Brief legal description of the property is attached.) Parcel No. 25-752-0020.

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

Findings of Fact for Conditional Use Permit:

- (1) As stated in the narrative herein.**
- (2) The proposed project has been considered in relation to the specific policies and provisions of and has been found to be consistent with the official comprehensive land use plan.**
 - (1) The proposed project is compatible with present land uses and will be compatible with future land uses of the area.**
 - (2) The proposed project will conform with all performance standards as contained in the City Ordinance.**
 - (3) The proposed project will not tend to or actually depreciate the area in which it is proposed.**
 - (4) The proposed project can be accommodated with existing public services and will not overburden the City's service capacity.**

Motion was declared carried 7-0.

Vice Chairman Pfeffer advised that this recommendation will now come before the City Council at its next meeting (September 19th).

5. Review of TIF Plans

A. Modified Program for Development District No. 1

B. Tax Increment Financing Plan for TIF District No. 1-21

The Planning Commission received copies of the proposed Modification to the Development Program for Development District No. 1, the proposed Tax Increment Financing Plan for TIF District 1-21 (including a map of the sites), a proposed resolution, and a map with an outline of the proposed TIF district. Development District No. 1 is the entire City of Windom and within the Development District, there are numerous smaller TIF districts. This is a redevelopment TIF District. Director Hage explained that the area encompassed by the proposed TIF District includes a strip of land that runs in front of the Vet Clinic and connects the Hospital property to the old Dino's Diner site, the Dino's Diner property, the Windom Floor & Sleep property, the Phat Pheasant property, and the Jack Slade's Restaurant property. The purpose of the TIF district is to assist the hotel developer with eligible site improvement costs, such as demolition, utility installation, parking lots, sidewalks, etc. The anticipated tax increment to be paid to the hotel developer is the sum of \$400,000. Tax increment captures the increase in real estate taxes generated by the new improvements on the property after the TIF district is established. In the future, it is possible that excess increment could be used to install a shared approach for the Vet Clinic and emergency ambulance entrance to the Hospital and parking lot improvements for the other existing businesses, etc. Director Hage has spoken with the existing property owners in the proposed TIF district. Separate redevelopment agreements would be entered into with them in the future regarding eligible improvements to their properties.

Director Hage advised that all of the property to be included in the proposed TIF district is zoned as B-2 Highway Business District. The EDA, City Staff, and community members are currently reviewing the City's existing comprehensive plan including future land use for the City. Under the new plan, the zoning of these properties would remain the same.

There was a discussion concerning the Vet Clinic property which is outside of city limits and whether there would be any benefits from the TIF district for that property. Director Hage explained that because the Vet Clinic property is outside the city limits, it could not be included in the proposed new TIF district. However, sewer main improvements could be installed in the right-of-way in front of the property if the frontage road is constructed. All the property in that area is in the city limits except the Vet Clinic and the property extending beyond the hospital to the North and West.

As part of the process to establish a new TIF district, the Planning Commission is asked to review the proposed Modification of Development District No. 1 to include TIF 1-21 and the proposed plan for the new TIF District to verify that they conform to the City's comprehensive plan. After review of the documents and information presented, the following actions were taken.

Resolution introduced and motion by Commissioner Pfeffer, seconded by Commissioner McNamara, to adopt Planning Commission Resolution No. 2017-01, entitled "RESOLUTION OF THE CITY OF WINDOM PLANNING COMMISSION FINDING THAT A MODIFICATION TO THE DEVELOPMENT PROGRAM FOR DEVELOPMENT DISTRICT NO. 1 AND A TAX INCREMENT FINANCING PLAN FOR TAX INCREMENT FINANCING DISTRICT NO. 1-21 CONFORM TO THE GENERAL PLANS FOR THE DEVELOPMENT AND REDEVELOPMENT OF THE CITY."

Upon roll call vote being taken, the following voted in favor thereof: Commissioners Mattson, Rose, Derickson, Pfeffer, Cole, Harries, and McNamara; the following voted against the same: None; Commissioner Wahl was not present for the vote. The Resolution was adopted.

6. Unfinished Business:

A) Update on Status of Rental Housing Ordinance: Zoning Admin. Spielman reported that on September 5th, the City Council approved moving forward and sending the proposed ordinance to the City Attorney for review. The City Attorney has reviewed the ordinance and suggested some additional language for the “fines and penalties” section. The City Council has scheduled a public meeting for October 3rd at 7:00 p.m. before the regular Council Meeting for landlords, tenants, and residents to provide input concerning the proposed new ordinance. Mayor Jones and City Administrator Nasby encouraged Planning Commissioners to attend the public meeting on October 3rd. After the public meeting, the rental housing sections will come back to the Planning Commission in October in ordinance form. The purpose is for final review of the recommendations by the City Attorney and any other applicable revisions or additions to the ordinance from suggestions provided by public input. There was a discussion concerning feedback that Zoning Admin. Spielman has received from landlords. Basically the response to date has been favorable except for two landlords who were not in favor of the ordinance.

7. Planning Commission Comments, Concerns, Suggestions: Commissioner Pfeffer and other Commissioners commented on the nice open house at the Emergency Services Facility on Saturday, September 9th. Commissioner Derickson spoke about the room in the facility for all of the equipment, said that all equipment has been moved into the facility, and they are completing the small organizational things.

Director Hage informed the Commissioners of the upcoming “Grow Our Own” community meetings to be held on September 21st and October 11th. The meetings are sponsored by the Southwest Initiative Foundation. These meetings are centered around job creation and educating our youth concerning jobs and available training opportunities through vocational education, etc.

8. Adjourn: On consensus, Vice Chairman Pfeffer adjourned the meeting at 7:45 p.m.

Greg Pfeffer, Vice Chairman

Attest: _____
Andy Spielman, Zoning Administrator

25-752-0020	All of the vacated Arlington Avenue between Blocks 1 and 3; All of Block 1; Lots 1, 2, 3 of Block 3 Except DOT Parcel 207E; All of Block 5; the vacated alley between Blocks 3 and 5; and the West Half of the vacated Ash Street, all in Tibodeau's Center to the City of Windom, Cottonwood County, Minnesota. <u>Address: 2270 Highway 60 East</u>	J.R.K.K. Properties LLC	
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Legal Description of Property in CUP Application.

CITY OF WINDOM TREE COMMISSION MEETING MINUTES

September 13, 2017

1. Call to Order: The meeting was called to order at 5:30 p.m. at the City of Windom council chamber by Vice-Chairperson Jim Knigge

2. Roll Call:

Commission Present:	Jim Knigge, Deborah Polzin
Commission Absent:	Eldon Moon, Joanne Kaiser, Steve Fresk
City Staff Present:	Brent Brown
Council Liaisons:	Marvin Grunig, Absent
Public Present:	David Bucklin

3. Approve Minutes of April 26, 2017

No quorum present to approve minutes.

4. Treasurer Report: \$2,500 will be budgeted beginning in 2018

5. Old Business:

- a. 9 trees are spoken for of the 30 to be ordered for planting in 2018. 3 on private lots, 2 at Dynamite Park, 2 at the Recreation Center and 2 at the new fire hall.
- b. As with elm trees, maples have enjoyed massive popularity with homeowners. Arborists are now suggesting maple trees could suffer a decimating disease or infestation. On that note, only 5 maples per year will be offered to homeowners. Swamp White Oak and Kentucky Coffee Bean trees are suggested as alternative species but both have undesirable traits such as over-sized seed pods and acorns.

6. New Business:

- a. Because no quorum was present, no elections could be held but Joanne Kaiser, Jim Knigge and Deborah Polzin have indicated they are willing to continue to hold the offices of chair, vice-chair and secretary respectively.
- b. Jim Knigge agrees to another three year term on the board.

7. Open Mic: Welcome, MN has discovered emerald ash borers are present within the city limits. David Bucklin informed the committee the City of Mountain Lake has waived the \$25 planting fee to insure young trees are replacing those trees which are expected to be lost to emerald ash borer infestation. Discussion was held on city policy concerning home owners' responsibility to remove diseased or dead trees on their property. Trees that have been planted within the past three years should continue be watered until the ground freezes to ensure adequate moisture and less stress on the tree.

8. Meeting adjourned at 6:05 pm.

Next Tree Commission Meeting January 3, 2018 at 5:30 p.m. at Council Chambers.

ATTEST:

Tree Commission Chair _____

Tree Commission Secretary _____



Windom, MN

Expense Approval Report

By Fund

Payment Dates 09/02/2017 - 09/13/2017

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL					
DON FITZGERALD	20170912	09/12/2017	REFUND - STATEMENT CREDIT	100-20191	6.79
DANIEL QUADE	20170912	09/12/2017	REFUND - STATEMENT CREDIT	100-20191	31.92
AMBER ROSSOW	20170912	09/12/2017	REFUND - STATEMENT CREDIT	100-20191	5.81
CAROLINE EWERT	20170912	09/12/2017	REFUND - STATEMENT CREDIT	100-20191	3.04
RACHEL TABER	20170913	09/13/2017	REFUND - STATEMENT CREDIT	100-20191	74.97
KATHLEEN TOBIAS	20170913	09/13/2017	REFUND - STATEMENT CREDIT	100-20191	36.67
KDOM RADIO	20170913 STMT CR	09/13/2017	REFUND - STATEMENT CREDIT	100-20191	139.55
					298.75
Activity: 41110 - Mayor & Council					
MN MAYORS ASSOCIATION	20170906	09/06/2017	MEMBERSHIP DUES - DOMINI	100-41110-433	30.00
LEAGUE OF MN CITIES	257860	09/06/2017	MEMBERSHIP DUES 2017-201	100-41110-433	4,945.00
					Activity 41110 - Mayor & Council Total: 4,975.00
Activity: 41310 - Administration					
CULLIGAN	20170831 #1957	09/12/2017	SERVICE #1957	100-41310-200	33.75
INDOFF, INC	2994378	08/22/2017	SUPPLIES	100-41310-200	19.68
INDOFF, INC	2997094	08/30/2017	SUPPLIES	100-41310-200	9.18
INDOFF, INC	2997102	09/08/2017	SUPPLIES	100-41310-200	232.45
INDOFF, INC	2998460	08/30/2017	SUPPLIES	100-41310-200	44.18
MAIL FINANCE	N6713211	09/06/2017	LEASE PAYMENT	100-41310-200	23.99
TOSHIBA FINANCIAL SERVICES	338355365	09/06/2017	COPIER LEASE 8/20 - 9/20	100-41310-217	29.45
TOSHIBA FINANCIAL SERVICES	338355365A	09/06/2017	EXTRA USAGE	100-41310-217	12.26
VERIZON WIRELESS	9791333828	09/06/2017	TELEPHONE #486357723-000	100-41310-321	60.74
BLUE CROSS/BLUE SHIELD	170901305392	09/12/2017	INSURANCE PREM- OCT 2017	100-41310-480	490.00
BLUE CROSS/BLUE SHIELD	170901305392	09/12/2017	INSURANCE PREM- OCT 2017	100-41310-480	490.00
BARGEN INC	20170907	09/07/2017	REFUND-BLDG PERMIT #17-1	100-41310-480	4.36
BARGEN INC	20170907A	09/07/2017	REFUND-BLDG PERMIT #17-1	100-41310-480	7.21
					Activity 41310 - Administration Total: 1,457.25
Activity: 41910 - Building & Zoning					
INDOFF, INC	2994596	08/22/2017	SUPPLIES	100-41910-200	6.59
INDOFF, INC	2997093	08/30/2017	SUPPLIES	100-41910-200	4.00
INDOFF, INC	2997103	08/30/2017	SUPPLIES	100-41910-200	113.70
MAIL FINANCE	N6713211	09/06/2017	LEASE PAYMENT	100-41910-200	23.99
VERIZON WIRELESS	9791333828	09/06/2017	TELEPHONE #486357723-000	100-41910-321	50.74
					Activity 41910 - Building & Zoning Total: 199.02
Activity: 41940 - City Hall					
MELISSA PENAS	20170905	09/06/2017	CLEANING	100-41940-406	409.50
SANDRA HERDER	20170906	09/06/2017	CLEANING	100-41940-406	409.50
					Activity 41940 - City Hall Total: 819.00
Activity: 42120 - Crime Control					
INDOFF, INC	2995530	08/23/2017	SUPPLIES	100-42120-200	52.99
INDOFF, INC	2995533	08/23/2017	SUPPLIES	100-42120-200	32.98
INDOFF, INC	2997095	08/30/2017	SUPPLIES	100-42120-200	20.49
INDOFF, INC	2998402	09/01/2017	SUPPLIES	100-42120-200	44.95
INDOFF, INC	2998459	09/01/2017	SUPPLIES	100-42120-200	36.89
MAIL FINANCE	N6713211	09/06/2017	LEASE PAYMENT	100-42120-200	23.99
RELENTLESS DBA DESERT SNO	6025	09/06/2017	TRAINING - REGISTRATIONS	100-42120-308	599.00
VERIZON WIRELESS	9791333828	09/06/2017	TELEPHONE #486357723-000	100-42120-321	892.96
ALPHA WIRELESS - MANKATO	691435	09/08/2017	SERVICE	100-42120-323	108.00
CDW GOVERNMENT	JVF3800	08/22/2017	SERVICE	100-42120-326	137.04
CORY HILLESHEIM	20170905	09/05/2017	EXPENSE-SOTA TACTICAL OFFI	100-42120-334	82.28
DONNA MARCY	20170910	09/12/2017	EXPENSE-UC STING-WGTN	100-42120-334	7.70
TOSHIBA FINANCIAL SERVICES	338355365	09/06/2017	COPIER LEASE 8/20 - 9/20	100-42120-404	14.73

Expense Approval Report

Payment Dates: 09/02/2017 - 09/13/2017

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
BLUE CROSS/BLUE SHIELD	170901305392	09/12/2017	INSURANCE PREM- OCT 2017	100-42120-480	490.00
Activity 42120 - Crime Control Total:					2,544.00
Activity: 42220 - Fire Fighting					
INDOFF, INC	2998457	08/30/2017	SUPPLIES	100-42220-200	78.72
DALCO	790PZ/00	09/06/2017	SUPPLIES	100-42220-211	238.36
CREATIVE AD SOLUTIONS INC.	19-1862	09/05/2017	UNIFORMS	100-42220-218	60.00
MN FIRE SERVICE CERTIFICATI	20170906	09/06/2017	RECERTIFICATION - MARK R M	100-42220-308	25.00
MN FIRE SERVICE CERTIFICATI	20170906A	09/06/2017	RECERTIFICATION - JON JURG	100-42220-308	25.00
TOSHIBA FINANCIAL SERVICES	338355365	09/06/2017	COPIER LEASE 8/20 - 9/20	100-42220-404	23.56
MUNICIPAL EMERGENCY SER	IN1156033	08/30/2017	MAINTENANCE	100-42220-404	714.50
HIGLEY FORD	80586	09/12/2017	MAINTENANCE	100-42220-405	463.34
Activity 42220 - Fire Fighting Total:					1,628.48
Activity: 42500 - Civil Defense					
AG BUILDERS	A15169	09/06/2017	CIVIL DEFENSE	100-42500-217	225.00
Activity 42500 - Civil Defense Total:					225.00
Activity: 42700 - Animal Control					
COTTONWOOD VET CLINIC	177949	09/08/2017	SERVICE #328	100-42700-300	22.00
Activity 42700 - Animal Control Total:					22.00
Activity: 43100 - Streets					
MAIL FINANCE	N6713211	09/06/2017	LEASE PAYMENT	100-43100-200	23.99
JOHNSON HARDWARE	20170830B	09/06/2017	MATERIALS	100-43100-225	112.86
VERIZON WIRELESS	9791333828	09/06/2017	TELEPHONE #486357723-000	100-43100-321	72.76
RDO EQUIPMENT CO	W11557	09/08/2017	MAINTENANCE	100-43100-404	2,430.04
BARGEN INC	217430	08/22/2017	MAINTENANCE	100-43100-407	2,395.00
BLUE CROSS/BLUE SHIELD	170901305392	09/12/2017	INSURANCE PREM- OCT 2017	100-43100-480	490.00
BLUE CROSS/BLUE SHIELD	170901305392	09/12/2017	INSURANCE PREM- OCT 2017	100-43100-480	1,307.50
JUSTIN CROWELL	20160629	06/29/2016	EXPENSE - SHOES	100-43100-480	100.00
Activity 43100 - Streets Total:					6,932.15
Activity: 43210 - Sanitation					
WAYNE ERICKSON	20170906	09/06/2017	COMPOST SITE MANAGER	100-43210-307	168.00
WAYNE ERICKSON	20170913	09/13/2017	COMPOST SITE MANAGER	100-43210-307	168.00
Activity 43210 - Sanitation Total:					336.00
Activity: 45120 - Recreation					
MAIL FINANCE	N6713211	09/06/2017	LEASE PAYMENT	100-45120-200	23.99
TOSHIBA FINANCIAL SERVICES	338355365	09/06/2017	COPIER LEASE 8/20 - 9/20	100-45120-217	14.73
Activity 45120 - Recreation Total:					38.72
Activity: 45202 - Park Areas					
MAIL FINANCE	N6713211	09/06/2017	LEASE PAYMENT	100-45202-200	23.99
COUNTRY PRIDE SERVICE	70237	09/08/2017	FUEL #970744	100-45202-212	695.57
COUNTRY PRIDE SERVICE	70238	09/08/2017	FUEL #970744	100-45202-212	640.80
JOHNSON HARDWARE	20170830	09/06/2017	MAINTENANCE	100-45202-404	19.30
JOHNSON HARDWARE	20170830A	09/06/2017	MAINTENANCE	100-45202-405	86.35
Activity 45202 - Park Areas Total:					1,466.01
Fund 100 - GENERAL Total:					20,941.38
Fund: 211 - LIBRARY					
Activity: 45501 - Library					
TOSHIBA FINANCIAL SERVICES	338355365	09/06/2017	COPIER LEASE 8/20 - 9/20	211-45501-217	7.36
MELISSA PENAS	20170905	09/06/2017	CLEANING	211-45501-402	409.50
SANDRA HERDER	20170906	09/06/2017	CLEANING	211-45501-402	409.50
J & K WINDOWS	7150-39	09/01/2017	SERVICE	211-45501-402	20.00
WERNER ELECTRIC	5009709360.001	09/08/2017	MAINTENANCE - LIBRARY	211-45501-409	205.07
THE LAND MAGAZINE	20170908 #28368	09/08/2017	SUBSCRIPTION #28368	211-45501-433	25.00
DISCOVER MAGAZINE	20170913	09/13/2017	SUBSCRIPTION - WINDOM PU	211-45501-433	24.95
INGRAM	20170901 #2004243	09/08/2017	BOOKS #2004243	211-45501-435	1,585.21
OLYMPIA BOOK CORP	343805	08/30/2017	#80317 - BOOKS	211-45501-435	108.78
MICROMARKETING, LLC	682558	09/08/2017	BOOKS	211-45501-435	79.99
MICROMARKETING, LLC	685950	09/08/2017	BOOKS	211-45501-435	74.98

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
MICROMARKETING, LLC	686267	09/08/2017	BOOKS	211-45501-435	59.99
				Activity 45501 - Library Total:	3,010.33
				Fund 211 - LIBRARY Total:	3,010.33

Fund: 225 - AIRPORT

Activity: 45127 - Airport

RED ROCK RURAL WATER	20170901 #106026	09/06/2017	WATER USAGE #106026	225-45127-200	32.20
CITY SERVICE VALCON	0220017-IN	09/05/2017	JET A FUEL #0074550	225-45127-264	26,599.48
SOUTH CENTRAL ELECTRIC	20170731 #367400	09/08/2017	SERVICE #26-12-112-04	225-45127-381	173.03
SOUTH CENTRAL ELECTRIC	20170731 #367403	09/08/2017	SERVICE #26-12-116-04	225-45127-381	174.03
				Activity 45127 - Airport Total:	26,978.74
				Fund 225 - AIRPORT Total:	26,978.74

Fund: 230 - POOL

Activity: 45124 - Pool

TOSHIBA FINANCIAL SERVICES	338355365	09/06/2017	COPIER LEASE 8/20 - 9/20	230-45124-217	7.36
				Activity 45124 - Pool Total:	7.36
				Fund 230 - POOL Total:	7.36

Fund: 235 - AMBULANCE

Activity: 42153 - Ambulance

INDOFF, INC	2997102	09/08/2017	SUPPLIES	235-42153-200	33.90
MAIL FINANCE	N6713211	09/06/2017	LEASE PAYMENT	235-42153-200	23.99
BRITTANY ESPENSON - RIVERS	20170831	09/08/2017	SERVICE - AMBULANCE	235-42153-217	30.00
ZOLL MEDICAL CORPORATION	2564766	09/06/2017	SUPPLIES	235-42153-217	374.49
ZOLL MEDICAL CORPORATION	2564921	09/06/2017	SUPPLIES	235-42153-217	34.00
PRAXAIR DISTRIBUTION INC	78802381	09/08/2017	SUPPLIES	235-42153-217	552.27
BOUND TREE MEDICAL, LLC	82593146	08/23/2017	SUPPLIES	235-42153-217	302.70
BOUND TREE MEDICAL, LLC	82603547	08/29/2017	SUPPLIES	235-42153-217	610.66
DONNA MARCY	20170908	09/08/2017	AMB-CLOTHING	235-42153-218	74.99
DONNA MARCY	20170908	09/08/2017	AMB-CLOTHING	235-42153-218	59.99
RITA HACKER	610	09/12/2017	SERVICE	235-42153-218	31.00
MEMSA	1000A	09/06/2017	2017 MEMSA SQUAD MEMBE	235-42153-308	250.00
WINDOM AREA HOSPITAL	734-0024-08-2017-24	09/08/2017	NURSING SERVICE - AMBULA	235-42153-312	1,832.98
VERIZON WIRELESS	9791333828	09/06/2017	TELEPHONE #486357723-000	235-42153-321	50.52
REAL TIME TRANSLATION, INC	111316	09/06/2017	SERVICE	235-42153-327	34.00
JIM AXFORD	20170830	08/30/2017	EXPENSE - AMB	235-42153-334	15.32
BUCKWHEAT JOHNSON	20170910	09/12/2017	AMB - EXPENSE	235-42153-334	72.76
HEATHER JANSSEN	20170912	09/12/2017	EXPENSE - AMB	235-42153-334	33.00
KIM POWERS	20170913	09/13/2017	EXPENSE - AMB	235-42153-334	35.07
TIM HACKER	20170913	09/13/2017	EXPENSE - AMB	235-42153-334	18.55
ARROW MANUFACTURING IN	4133	08/29/2017	NEW UNIT #28	235-42153-405	138.37
O'REILLY AUTOMOTIVE, INC	4425-199201	08/30/2017	MAINTENANCE	235-42153-405	35.97
				Activity 42153 - Ambulance Total:	4,644.53

Activity: 49950 - Capital Outlay

ARROW MANUFACTURING IN	4133	08/29/2017	NEW UNIT #28	235-49950-500	1,490.00
				Activity 49950 - Capital Outlay Total:	1,490.00
				Fund 235 - AMBULANCE Total:	6,134.53

Fund: 250 - EDA GENERAL

Activity: 46520 - EDA

INDOFF, INC	2994596	08/22/2017	SUPPLIES	250-46520-200	6.59
INDOFF, INC	2997093	08/30/2017	SUPPLIES	250-46520-200	3.99
INDOFF, INC	2997103	08/30/2017	SUPPLIES	250-46520-200	113.70
MAIL FINANCE	N6713211	09/06/2017	LEASE PAYMENT	250-46520-200	23.99
VERIZON WIRELESS	9791333828	09/06/2017	TELEPHONE #486357723-000	250-46520-321	26.84
FEDERATED RURAL ELECTRIC	20170828 #112954	09/05/2017	SERVICE #112954	250-46520-381	15.00
WW COMMUNICATIONS AND	2984	09/13/2017	SERVICE	250-46520-402	446.25
				Activity 46520 - EDA Total:	636.36

Activity: 49980 - Debt Service

FULDA CREDIT UNION	20170905	09/05/2017	SPEC BLDG LOAN-SEPT 2017 -	250-49980-602	2,138.82
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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
FULDA CREDIT UNION	20170905	09/05/2017	SPEC BLDG LOAN-SEPT 2017 -	250-49980-612	1,221.18
			Activity 49980 - Debt Service Total:		3,360.00
			Fund 250 - EDA GENERAL Total:		3,996.36
Fund: 301 - 2003 IMPROVEMENT BOND					
Activity: 47000 - Debt Service					
EHLERS & ASSOC., INC.	74617	09/12/2017	2017 CONTINUING DISCLOSUR	301-47000-480	475.00
			Activity 47000 - Debt Service Total:		475.00
			Fund 301 - 2003 IMPROVEMENT BOND Total:		475.00
Fund: 302 - 4TH AVENUE IMPROVEMENT					
Activity: 47000 - Debt Service					
EHLERS & ASSOC., INC.	74617	09/12/2017	2017 CONTINUING DISCLOSUR	302-47000-480	475.00
			Activity 47000 - Debt Service Total:		475.00
			Fund 302 - 4TH AVENUE IMPROVEMENT Total:		475.00
Fund: 304 - 2006A REFUNDING BOND					
Activity: 47000 - Debt Service					
EHLERS & ASSOC., INC.	74617	09/12/2017	2017 CONTINUING DISCLOSUR	304-47000-480	475.00
			Activity 47000 - Debt Service Total:		475.00
			Fund 304 - 2006A REFUNDING BOND Total:		475.00
Fund: 305 - 2009 STREET IMPROVEMENT					
Activity: 47000 - Debt Service					
EHLERS & ASSOC., INC.	74617	09/12/2017	2017 CONTINUING DISCLOSUR	305-47000-480	475.00
			Activity 47000 - Debt Service Total:		475.00
			Fund 305 - 2009 STREET IMPROVEMENT Total:		475.00
Fund: 306 - 2013 STREET IMPROVEMENT					
Activity: 41000 - General Government					
EHLERS & ASSOC., INC.	74617	09/12/2017	2017 CONTINUING DISCLOSUR	306-41000-480	475.00
EHLERS & ASSOC., INC.	74617	09/12/2017	2017 CONTINUING DISCLOSUR	306-41000-480	475.00
			Activity 41000 - General Government Total:		950.00
			Fund 306 - 2013 STREET IMPROVEMENT Total:		950.00
Fund: 401 - GENERAL CAPITAL PROJECTS					
Activity: 49950 - Capital Outlay					
ROBIN SHAW	20170906	09/06/2017	FURNISHINGS - ESF	401-49950-502	30.72
LEESA ARNDT	20170913	09/13/2017	REIMBURSE-ESF FURNISHING	401-49950-502	118.73
LUCAN COMMUNITY TV INC	2690	09/08/2017	ESF - SERVICE	401-49950-502	158.00
LUCAN COMMUNITY TV INC	2691	09/08/2017	ESF - SERVICE	401-49950-502	225.00
INDOFF, INC	2994952	08/22/2017	SUPPLIES	401-49950-502	4,730.82
HANSON PLUMBING	4679	09/12/2017	SERVICE -	401-49950-502	209.19
RON VOUGHT	568407	09/06/2017	SERVICE	401-49950-502	385.60
BDS LAUNDRY SYSTEMS	V340277	09/05/2017	EXTRACTOR GRANT	401-49950-502	6,877.00
			Activity 49950 - Capital Outlay Total:		12,735.06
			Fund 401 - GENERAL CAPITAL PROJECTS Total:		12,735.06
Fund: 402 - CAPITAL PROJECT - ESF					
Activity: 49950 - Capital Outlay					
LUCAN COMMUNITY TV INC	2692	09/08/2017	ESF - COMPUTER - DATA	402-49950-500	771.00
LUCAN COMMUNITY TV INC	2698	09/08/2017	ESF-COMPUTER -DATA	402-49950-500	112.00
AGC NETWORKS, INC.	9100005531	09/05/2017	PHONE SYSTEM	402-49950-500	2,550.98
PCM-G GLOBAL GOV/EDUCATI	80459323010	09/06/2017	COMPUTER - DATA	402-49950-500	410.00
SHI INTERNATIONAL CORP	B06858470	09/06/2017	CAPITAL OUTLAY	402-49950-500	9,251.00
SHI INTERNATIONAL CORP	B06862462	09/06/2017	CAPITAL OUTLAY	402-49950-500	6,498.55
SHI INTERNATIONAL CORP	B06893943	09/06/2017	CAPITAL OUTLAY	402-49950-500	28.84
A & B BUSINESS	in427303	09/05/2017	COPIER - PRINTER	402-49950-500	3,746.00
			Activity 49950 - Capital Outlay Total:		23,368.37
			Fund 402 - CAPITAL PROJECT - ESF Total:		23,368.37

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 601 - WATER					
Activity: 49400 - Water					
INDOFF, INC	2997102	09/08/2017	SUPPLIES	601-49400-200	116.23
MAIL FINANCE	N6713211	09/06/2017	LEASE PAYMENT	601-49400-200	23.99
GOPHER STATE ONE CALL	7080813	09/06/2017	LOCATES	601-49400-321	23.63
VERIZON WIRELESS	9791333828	09/06/2017	TELEPHONE #486357723-000	601-49400-321	96.29
FEDERATED RURAL ELECTRIC	20170828 #112843	09/06/2017	SERVICE #112843	601-49400-381	23.00
WENCK ASSOCIATES, INC.	11704839	09/06/2017	WINDOM LANDFILL	601-49400-386	1,899.00
GARY MEYER - SCANDIA CON	INSP 17-08	09/13/2017	MAINTENANCE	601-49400-402	800.00
TOSHIBA FINANCIAL SERVICES	338355365	09/06/2017	COPIER LEASE 8/20 - 9/20	601-49400-404	29.45
TOSHIBA FINANCIAL SERVICES	338355365A	09/06/2017	EXTRA USAGE	601-49400-404	12.25
ADVANTAGE COLLECTION PR	20170901 #3796	09/05/2017	SERVICE #3796	601-49400-432	19.94
MN DEPT OF HEALTH	20170908	09/08/2017	WATER - SERVICE CONN FEE	601-49400-443	3,320.00
EHLERS & ASSOC., INC.	74617	09/12/2017	2017 CONTINUING DISCLOS	601-49400-480	237.50
Activity 49400 - Water Total:					6,601.28
Fund 601 - WATER Total:					6,601.28
Fund: 602 - SEWER					
RON'S ELECTRIC INC	135825	09/13/2017	FURNITURE & FIXTURES	602-16460	9,091.62
					9,091.62
Activity: 49450 - Sewer					
INDOFF, INC	2997102	09/08/2017	SUPPLIES	602-49450-200	116.23
MAIL FINANCE	N6713211	09/06/2017	LEASE PAYMENT	602-49450-200	23.99
HAWKINS, INC	4133887	08/23/2017	CHEMICALS	602-49450-216	924.50
MN VALLEY TESTING	877785	08/15/2017	TESTING	602-49450-310	158.40
MN VALLEY TESTING	878002	08/22/2017	TESTING	602-49450-310	127.20
MN VALLEY TESTING	878609	08/23/2017	TESTING	602-49450-310	241.60
MN VALLEY TESTING	878843	08/30/2017	TESTING	602-49450-310	158.40
MN VALLEY TESTING	879689	08/30/2017	TESTING	602-49450-310	241.60
GOPHER STATE ONE CALL	7080813	09/06/2017	LOCATES	602-49450-321	23.63
VERIZON WIRELESS	9791333828	09/06/2017	TELEPHONE #486357723-000	602-49450-321	86.28
GILBERT MEDIATION CENTER,	205764	09/12/2017	SERVICE - MEDIATION	602-49450-326	131.55
MARK STEVEN DYKES	11692	09/12/2017	MAINTENANCE	602-49450-404	489.50
SUNSHINE FILTERS	128476	09/06/2017	MAINTENANCE	602-49450-404	544.12
BDG, INC. - FLEXIBLE PIPE TO	21454	08/15/2017	MAINTENANCE	602-49450-404	255.00
TOSHIBA FINANCIAL SERVICES	338355365	09/06/2017	COPIER LEASE 8/20 - 9/20	602-49450-404	23.56
ATCO INTERNATIONAL CO	10492235	08/29/2017	MAINTENANCE	602-49450-404	135.00
CUMMINS NPOWER	100-92426	09/08/2017	MAINTENANCE	602-49450-408	4,659.60
COALITION OF GREATER MN C	20170811	09/06/2017	2018 VOL ASSESSMENT FOR E	602-49450-480	1,200.00
EHLERS & ASSOC., INC.	74617	09/12/2017	2017 CONTINUING DISCLOS	602-49450-480	237.50
Activity 49450 - Sewer Total:					9,777.66
Fund 602 - SEWER Total:					18,869.28
Fund: 604 - ELECTRIC					
WERNER ELECTRIC	S009715675.001	09/06/2017	INVENTORY	604-14200	8.31
IRBY ELECTRICAL DISTRIBUTO	S010349758.001	08/30/2017	INVENTORY	604-14200	192.00
J. H. LARSON	S101550131.001	08/23/2017	INVENTORY	604-14200	190.32
J. H. LARSON	S101556038.001	08/30/2017	INVENTORY	604-14200	206.05
J. H. LARSON	S101557449.001	08/30/2017	INVENTORY	604-14200	28.69
LEGACY POWER LINE INC	2476	09/13/2017	NEW CONST-RIVER ROAD	604-16300	4,836.10
ELECTRIC FUND	63	09/01/2017	EL CONST-NEW #1 RIVER RD-	604-16300	286.43
OTC SERVICES INC.	L9588B	09/06/2017	IMPROVEMENTS	604-16300	8,800.00
OTC SERVICES INC.	N16085	09/06/2017	IMPROVEMENTS	604-16300	46,671.09
CARA ZAMZOW	20170905	09/05/2017	REFUND - UTILITY PREPAYME	604-22000	300.00
DANIEL QUADE	20170911	09/12/2017	REFUND - UTILITY PREPAYME	604-22000	300.00
HEIDI MATTISON	20170912	09/12/2017	REFUND - UTILITY PREPAYME	604-22000	300.00
ALEXA GOLDIE	20170912	09/12/2017	REFUND BALANCE OF UTILITY	604-22000	151.92
CORA VUE	20170912	09/12/2017	REFUND - BALANCE OF UTILIT	604-22000	228.26
JOHN SATER	20170912	09/12/2017	REFUND - UTILITY PREPAYME	604-22000	300.00
AMY BEER	20170912	09/12/2017	REFUND - UTILITY PREPAYME	604-22000	300.00
MICHAEL BULL	20170913	09/13/2017	REFUND - UTILITY PREPAYME	604-22000	300.00

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KIMBERLY EMERSON	20170913	09/13/2017	REFUND - UTILITY PREPAYME	604-22000	300.00
LATINOS OREO	20170913	09/13/2017	REFUND - BALANCE OF UTILIT	604-22000	188.16
LEAH LUGO	20170913	09/13/2017	REFUND - BALANCE OF UTILIT	604-22000	77.99
LOGAN ARNDT	20170913	09/13/2017	REFUND - UTILITY PREPAYME	604-22000	300.00
					64,265.32

Activity: 49550 - Electric

INDOFF, INC	2997102	09/08/2017	SUPPLIES	604-49550-200	116.23
MAIL FINANCE	N6713211	09/06/2017	LEASE PAYMENT	604-49550-200	23.99
BORDER STATES	913688536	09/06/2017	UNIFORMS	604-49550-218	184.17
SKARSHAUG TESTING LAB	220329	08/30/2017	TESTING	604-49550-310	44.53
GOPHER STATE ONE CALL	7080813	09/06/2017	LOCATES	604-49550-321	23.63
VERIZON WIRELESS	9791333828	09/06/2017	TELEPHONE #486357723-000	604-49550-321	120.76
GOLDEN WEST TECH & INT SO	170810417	09/06/2017	SERVICE #990802742	604-49550-325	44.25
GILBERT MEDIATION CENTER,	205764	09/12/2017	SERVICE - MEDIATION	604-49550-326	131.55
GILBERT MEDIATION CENTER,	205764	09/12/2017	SERVICE - MEDIATION	604-49550-326	131.55
TOSHIBA FINANCIAL SERVICES	338355365	09/06/2017	COPIER LEASE 8/20 - 9/20	604-49550-404	29.45
TOSHIBA FINANCIAL SERVICES	338355365A	09/06/2017	EXTRA USAGE	604-49550-404	12.25
ALTEC INDUSTRIES, INC.	10806370	09/12/2017	MAINTENANCE	604-49550-405	54.75
HIGLEY FORD	80767	09/12/2017	MAINTENANCE	604-49550-405	179.97
RAGE INC - CAMPUS CLEANER	08-011595	08/23/2017	SERVICE - POWER PLANT	604-49550-406	34.17
BRAD BUSSA	20170830	09/01/2017	SERVICE	604-49550-406	184.60
JOHNSON HARDWARE	3731327 - ELECTRIC	09/13/2017	MAINTENANCE	604-49550-408	112.86
ELECTRIC FUND	64	09/01/2017	EL ELCTRIC SHOP	604-49550-408	12.76
DOUG BERGENDAHL	9369	09/01/2017	MAINTENANCE	604-49550-408	1,786.43
RDO EQUIPMENT CO	P68216	09/06/2017	MAINTENANCE	604-49550-408	726.42
ADVANTAGE COLLECTION PR	20170901 #3796	09/05/2017	SERVICE #3796	604-49550-432	19.94
MN DEPT OF COMMERCE	1000037640	09/13/2017	WINDOM MUNICIPAL #330 -	604-49550-433	237.44
MN DEPT OF COMMERCE	1000037640	09/13/2017	WINDOM MUNICIPAL #330 -	604-49550-450	778.86
DON & DEB ZIMMER	20170906	09/06/2017	ENERGY REBATE	604-49550-450	30.00
CHERYL NELSON	20170906	09/06/2017	ENERGY REBATE	604-49550-450	30.00
BLUE CROSS/BLUE SHIELD	170901305392	09/12/2017	INSURANCE PREM- OCT 2017	604-49550-480	490.00
WINDOM AREA DEVELOPME	20170906	09/06/2017	INDUSTRIAL DEVELOPMENT -	604-49550-491	1,200.00
Activity 49550 - Electric Total:					6,740.56
Fund 604 - ELECTRIC Total:					71,005.88

Fund: 609 - LIQUOR STORE

Activity: 49751 - Liquor Store

INDOFF, INC	2997102	09/08/2017	SUPPLIES	609-49751-200	116.23
MAIL FINANCE	N6713211	09/06/2017	LEASE PAYMENT	609-49751-200	23.99
AH HERMEL COMPANY	664999	08/22/2017	MERCHANDISE	609-49751-217	105.53
BREAKTHRU BEVERAGE MN	1080680013	08/29/2017	MERCHANDISE	609-49751-251	1,570.30
SOUTHERN GLAZER'S OF MN	1580078	08/22/2017	MERCHANDISE	609-49751-251	5,620.66
PHILLIPS WINE & SPIRITS	2219181	09/06/2017	MERCHANDISE	609-49751-251	13,637.99
PHILLIPS WINE & SPIRITS	2219989	09/06/2017	MERCHANDISE	609-49751-251	307.95
PHILLIPS WINE & SPIRITS	2610788	09/06/2017	MERCHANDISE	609-49751-251	12.79
PHILLIPS WINE & SPIRITS	261081B	09/06/2017	MERCHANDISE	609-49751-251	13.83
JOHNSON BROS.	5799600	08/22/2017	MERCHANDISE	609-49751-251	751.75
JOHNSON BROS.	5805133	08/23/2017	MERCHANDISE	609-49751-251	1,153.30
JOHNSON BROS.	637768	09/06/2017	CREDIT - MERCHANDISE	609-49751-251	-72.06
JOHNSON BROS.	640268	09/06/2017	CREDIT - MERCHANDISE	609-49751-251	-10.75
SOUTHERN GLAZER'S OF MN	9112280	09/06/2017	CREDIT - MERCHANDISE	609-49751-251	-37.50
BREAKTHRU BEVERAGE MN	1080677187	08/29/2017	MERCHANDISE	609-49751-252	189.10
BREAKTHRU BEVERAGE MN	1080680034	08/29/2017	MERCHANDISE	609-49751-252	55.40
DOLL DISTRIBUTING, LLC	285932	09/05/2017	MERCHANDISE	609-49751-252	6,146.55
DOLL DISTRIBUTING, LLC	289970	09/12/2017	MERCHANDISE	609-49751-252	12,144.30
ARTISAN BEER COMPANY	3201966	09/01/2017	MERCHANDISE	609-49751-252	483.70
JOHNSON BROS.	5799602	08/22/2017	MERCHANDISE	609-49751-252	117.40
BEVERAGE WHOLESALERS	667759	09/05/2017	MERCHANDISE	609-49751-252	8,125.70
BREAKTHRU BEVERAGE MN	1080680013	08/29/2017	MERCHANDISE	609-49751-253	488.00
SOUTHERN GLAZER'S OF MN	1580079	08/22/2017	MERCHANDISE	609-49751-253	200.00

Expense Approval Report

Payment Dates: 09/02/2017 - 09/13/2017

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
PHILLIPS WINE & SPIRITS	2219182	09/06/2017	MERCHANDISE	609-49751-253	1,012.36
PHILLIPS WINE & SPIRITS	261079B	09/06/2017	MERCHANDISE	609-49751-253	14.00
PHILLIPS WINE & SPIRITS	261080B	09/06/2017	MERCHANDISE	609-49751-253	3.42
PHILLIPS WINE & SPIRITS	261082B	09/06/2017	MERCHANDISE	609-49751-253	6.88
JOHNSON BROS.	5799601	08/22/2017	MERCHANDISE	609-49751-253	161.01
JOHNSON BROS.	5805134	08/23/2017	MERCHANDISE	609-49751-253	1,338.97
JOHNSON BROS.	641203	08/25/2017	CREDIT - MERCHANDISE	609-49751-253	-80.02
ROUND LAKE VINEYARDS & W	656	08/22/2017	MERCHANDISE	609-49751-253	432.00
PAUSTIS WINE COMPANY	8600205-IN	08/30/2017	MERCHANDISE	609-49751-253	887.00
BREAKTHRU BEVERAGE MN	1080680013	08/29/2017	MERCHANDISE	609-49751-254	26.71
AH HERMEL COMPANY	664999	08/22/2017	MERCHANDISE	609-49751-254	166.36
AH HERMEL COMPANY	664999	08/22/2017	MERCHANDISE	609-49751-256	135.02
AH HERMEL COMPANY	664999	08/22/2017	MERCHANDISE	609-49751-261	110.20
ARTISAN BEER COMPANY	3201966	09/01/2017	MERCHANDISE	609-49751-265	60.00
ARTISAN BEER COMPANY	393728	09/05/2017	MERCHANDISE	609-49751-265	-60.00
VERIZON WIRELESS	9791333828	09/06/2017	TELEPHONE #486357723-000	609-49751-321	55.92
BREAKTHRU BEVERAGE MN	1080680013	08/29/2017	MERCHANDISE	609-49751-333	28.83
SOUTHERN GLAZER'S OF MN	1580078	08/22/2017	MERCHANDISE	609-49751-333	109.26
SOUTHERN GLAZER'S OF MN	1580079	08/22/2017	MERCHANDISE	609-49751-333	4.10
PHILLIPS WINE & SPIRITS	2219181	09/06/2017	MERCHANDISE	609-49751-333	254.32
PHILLIPS WINE & SPIRITS	2219182	09/06/2017	MERCHANDISE	609-49751-333	32.63
JOHNSON BROS.	5799600	08/22/2017	MERCHANDISE	609-49751-333	12.18
JOHNSON BROS.	5799601	08/22/2017	MERCHANDISE	609-49751-333	5.22
JOHNSON BROS.	5805133	08/23/2017	MERCHANDISE	609-49751-333	13.92
JOHNSON BROS.	5805134	08/23/2017	MERCHANDISE	609-49751-333	43.50
AH HERMEL COMPANY	664999	08/22/2017	MERCHANDISE	609-49751-333	4.95
PAUSTIS WINE COMPANY	8600205-IN	08/30/2017	MERCHANDISE	609-49751-333	12.50
MN MUNICIPAL BEVERAGE AS	20170908	09/08/2017	REGISTRATION - JOE AUDETTE	609-49751-334	15.00
TOSHIBA FINANCIAL SERVICES	338355365	09/06/2017	COPIER LEASE 8/20 - 9/20	609-49751-404	29.45
TOSHIBA FINANCIAL SERVICES	338355365A	09/06/2017	EXTRA USAGE	609-49751-404	12.26
Activity 49751 - Liquor Store Total:					55,992.11
Fund 609 - LIQUOR STORE Total:					55,992.11

Fund: 614 - TELECOM

INTERNAL REVENUE SERVICE	20170907	09/08/2017	EXCISE TAX POSTING - SEPT 2	614-20202	438.36
MN 9-1-1 PROGRAM	20170908	09/08/2017	AUGUST 2017 - 911 SERVICE	614-20206	1,224.74
					1,663.10

Activity: 49870 - Telecom

CULLIGAN	20170831 #5647	09/06/2017	SERVICE #5647	614-49870-200	33.75
INDOFF, INC	2997102	09/08/2017	SUPPLIES	614-49870-200	116.23
ADVANCED SYSTEMS, INC.	562942	08/29/2017	SUPPLIES	614-49870-200	41.90
MAIL FINANCE	N6713211	09/06/2017	LEASE PAYMENT	614-49870-200	23.99
ELECTRIC FUND	61	09/06/2017	EL - TELECOM	614-49870-227	12.22
NATIONAL CABLE TV COOP	SI-549503	09/13/2017	MAINTENANCE	614-49870-227	74.32
MN DEPT OF COMMERCE	1000037314	09/06/2017	#6412-WINDOM - 2ND Q FY 2	614-49870-304	304.20
GOPHER STATE ONE CALL	7080813	09/06/2017	LOCATES	614-49870-321	23.61
VERIZON WIRELESS	9791333828	09/06/2017	TELEPHONE #486357723-000	614-49870-321	318.97
VERIZON WIRELESS	9791333828	09/06/2017	TELEPHONE #486357723-000	614-49870-321	67.72
GILBERT MEDIATION CENTER,	205764	09/12/2017	SERVICE - MEDIATION	614-49870-326	131.56
KDOM RADIO	KDOM0073170843453	09/06/2017	ADVERTISING - WINDOM NET	614-49870-340	99.00
HEARTLAND SECURITY SERVIC	488706	08/30/2017	SERVICE #602016517	614-49870-401	281.51
TOSHIBA FINANCIAL SERVICES	338355365	09/06/2017	COPIER LEASE 8/20 - 9/20	614-49870-404	44.18
TOSHIBA FINANCIAL SERVICES	338355365A	09/06/2017	EXTRA USAGE	614-49870-404	12.25
CENTURY LINK	7242105D-D-17229	09/06/2017	CABS #5142105DD3	614-49870-441	55.30
AZAR COMPUTER SOFTWARE	141187	09/06/2017	CATV SUPPORT 10/1 TO 12/3	614-49870-442	2,145.00
NATIONAL CABLE TV COOP	17080899	09/06/2017	SUBSCRIBER	614-49870-442	89,860.55
DISPLAY SYSTEMS INTERNATI	29049	09/06/2017	SERVICE #3142012	614-49870-442	198.44
SHOWTIME NETWORKS INC	9002731-0717	08/30/2017	SUBSCRIBER	614-49870-442	491.59
ADARA TECHNOLOGIES INC	AP100223CW-31	09/08/2017	SET TOP BOX HOSTING	614-49870-442	10,500.00
WOODSTOCK COMMUNICATI	10071369 #17668-1	09/06/2017	SPEC ACCESS CIRCUITS #0001	614-49870-445	205.10

Expense Approval Report

Payment Dates: 09/02/2017 - 09/13/2017

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ONVOY VOICE SERVICES	170905008508	09/13/2017	SS7 SERVICES 9/2 - 10/1	614-49870-445	1,342.25
E-911 - INDEPENDENT EMERG	20170901 #100-0141	09/06/2017	MONTHLY 911 SERVICE 9/1-9	614-49870-445	40.00
COGENT COMMUNICATIONS,	20170901 #CITYOFWI00001	09/08/2017	1 GB INTERNET CONN AT 511	614-49870-447	1,750.00
MANKATO NETWORKS, LLC	387891	09/06/2017	SERVICE	614-49870-447	1,495.05
HURRICANE ELECTRIC LLC	98254112-IN	09/06/2017	10 GB INTERNET CONN AT 51	614-49870-447	4,000.00
GOLDEN WEST TECH & INT SO	170710335	09/13/2017	SERVICE	614-49870-448	134.25
GOLDEN WEST TECH & INT SO	170810333	09/06/2017	SERVICE #990802522	614-49870-448	134.30
JEREMY ROLFES	20170913	09/13/2017	EXPENSE - INTERNET ON-CALL	614-49870-448	55.94
SWWC - SOUTHWEST WEST C	54787	08/09/2017	SERVICE #1849	614-49870-448	950.00
ONVOY VOICE SERVICES	170905009032	09/13/2017	SWITCHING SERVICES 9/1/17	614-49870-451	4,001.00
SOUTHWEST MN BROADBAN	7-2017 QVC COMM	08/30/2017	QVC COMM - JULY 2017	614-49870-480	96.57
EHLERS & ASSOC., INC.	74617	09/12/2017	2017 CONTINUING DISCLOSUR	614-49870-480	475.00
NATIONAL CABLE TV COOP	SI-549320	09/06/2017	SUPPLIES	614-49870-480	33.82
				Activity 49870 - Telecom Total:	119,549.57
				Fund 614 - TELECOM Total:	121,212.67
Fund: 615 - ARENA					
Activity: 49850 - Arena					
MAIL FINANCE	N6713211	09/06/2017	LEASE PAYMENT	615-49850-200	23.99
TOSHIBA FINANCIAL SERVICES	338355365	09/06/2017	COPIER LEASE 8/20 - 9/20	615-49850-217	26.51
				Activity 49850 - Arena Total:	50.50
				Fund 615 - ARENA Total:	50.50
Fund: 617 - M/P CENTER					
Activity: 49860 - M/P Center					
MAIL FINANCE	N6713211	09/06/2017	LEASE PAYMENT	617-49860-200	23.99
VERIZON WIRELESS	9791333828	09/06/2017	TELEPHONE #486357723-000	617-49860-321	16.84
KDOM RADIO	KDOM0563170843449	09/08/2017	ADVERTISING - COMM CENTE	617-49860-340	171.50
TOSHIBA FINANCIAL SERVICES	338355365	09/06/2017	COPIER LEASE 8/20 - 9/20	617-49860-404	14.73
TOSHIBA FINANCIAL SERVICES	338355365A	09/06/2017	EXTRA USAGE	617-49860-404	12.26
TOSHIBA FINANCIAL SERVICES	338355365B	09/07/2017	LEASE 357 - COMM CENTER	617-49860-404	60.00
TOWN 'N COUNTRY	8067	09/08/2017	MAINTENANCE	617-49860-404	184.99
RAGE INC - CAMPUS CLEANER	08-011596	08/29/2017	SERVICE - COMM CENTER	617-49860-406	61.50
DIAMOND VOGEL PAINT	295177438	09/06/2017	MAINTENANCE	617-49860-406	224.95
				Activity 49860 - M/P Center Total:	770.76
				Fund 617 - M/P CENTER Total:	770.76
Fund: 700 - PAYROLL					
BLUE CROSS/BLUE SHIELD	170901305392	09/12/2017	INSURANCE PREM- OCT 2017	700-21706	49,190.00
MN Child Support Payment C	INV0001175	09/01/2017	Child Support Payment	700-21709	606.17
SELECTACCOUNT	38497158	09/06/2017	FLEX SPENDING	700-21712	3,854.44
SELECTACCOUNT	38500370	09/13/2017	FLEX SPENDING	700-21712	1,752.85
MII LIFE	20170912	09/13/2017	VEBA - SEPT 2017	700-21720	13,876.35
					69,279.81
				Fund 700 - PAYROLL Total:	69,279.81
				Grand Total:	443,804.42

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL	20,941.38
211 - LIBRARY	3,010.33
225 - AIRPORT	26,978.74
230 - POOL	7.36
235 - AMBULANCE	6,134.53
250 - EDA GENERAL	3,996.36
301 - 2003 IMPROVEMENT BOND	475.00
302 - 4TH AVENUE IMPROVEMENT	475.00
304 - 2006A REFUNDING BOND	475.00
305 - 2009 STREET IMPROVEMENT	475.00
306 - 2013 STREET IMPROVEMENT	950.00
401 - GENERAL CAPITAL PROJECTS	12,735.06
402 - CAPITAL PROJECT - ESF	23,368.37
601 - WATER	6,601.28
602 - SEWER	18,869.28
604 - ELECTRIC	71,005.88
609 - LIQUOR STORE	55,992.11
614 - TELECOM	121,212.67
615 - ARENA	50.50
617 - M/P CENTER	770.76
700 - PAYROLL	69,279.81
Grand Total:	443,804.42

Account Summary

Account Number	Account Name	Payment Amount
100-20191	Unapplied Cash	298.75
100-41110-433	Dues & Subscriptions	4,975.00
100-41310-200	Office Supplies	363.23
100-41310-217	Other Operating Supplie	41.71
100-41310-321	Telephone	60.74
100-41310-480	Other Miscellaneous	991.57
100-41910-200	Office Supplies	148.28
100-41910-321	Telephone	50.74
100-41940-406	Repairs & Maint - Groun	819.00
100-42120-200	Office Supplies	212.29
100-42120-308	Training & Registrations	599.00
100-42120-321	Telephone	892.96
100-42120-323	Radio Units	108.00
100-42120-326	Data Processing	137.04
100-42120-334	Meals/Lodging	89.98
100-42120-404	Repairs & Maint - M&E	14.73
100-42120-480	Other Miscellaneous	490.00
100-42220-200	Office Supplies	78.72
100-42220-211	Cleaning Supplies	238.36
100-42220-218	Uniforms	60.00
100-42220-308	Training & Registrations	50.00
100-42220-404	Repairs & Maint - M&E	738.06
100-42220-405	Repairs & Maint - Vehicl	463.34
100-42500-217	Other Operating Supplie	225.00
100-42700-300	Charges for Services	22.00
100-43100-200	Office Supplies	23.99
100-43100-225	Landscaping Materials	112.86
100-43100-321	Telephone	72.76
100-43100-404	Repairs & Maint - M&E	2,430.04
100-43100-407	Repairs & Maint - Seal C	2,395.00
100-43100-480	Other Miscellaneous	1,897.50
100-43210-307	Management Fees	336.00

Account Summary

Account Number	Account Name	Payment Amount
100-45120-200	Office Supplies	23.99
100-45120-217	Other Operating Supplie	14.73
100-45202-200	Office Supplies	23.99
100-45202-212	Motor Fuels	1,336.37
100-45202-404	Repairs & Maint - M&E	19.30
100-45202-405	Repairs & Maint - Vehicl	86.35
211-45501-217	Other Operating Supplie	7.36
211-45501-402	Repairs & Maint - Struct	839.00
211-45501-409	Repairs & Maint - Utilitie	205.07
211-45501-433	Dues & Subscriptions	49.95
211-45501-435	Books and Pamphlets	1,908.95
225-45127-200	Office Supplies	32.20
225-45127-264	Merchandise For Resale	26,599.48
225-45127-381	Electric Utility	347.06
230-45124-217	Other Operating Supplie	7.36
235-42153-200	Office Supplies	57.89
235-42153-217	Other Operating Supplie	1,904.12
235-42153-218	Uniforms	165.98
235-42153-308	Training & Registrations	250.00
235-42153-312	Nursing	1,832.98
235-42153-321	Telephone	50.52
235-42153-327	Interpretation Fees	34.00
235-42153-334	Meals/Lodging	174.70
235-42153-405	Repairs & Maint - Vehicl	174.34
235-49950-500	Capital Outlay	1,490.00
250-46520-200	Office Supplies	148.27
250-46520-321	Telephone	26.84
250-46520-381	Electric Utility	15.00
250-46520-402	Repairs & Maint - Struct	446.25
250-49980-602	Other Long-Term Obliga	2,138.82
250-49980-612	Other Interest	1,221.18
301-47000-480	Other Miscellaneous	475.00
302-47000-480	Other Miscellaneous	475.00
304-47000-480	Other Miscellaneous	475.00
305-47000-480	Other Miscellaneous	475.00
306-41000-480	Other Miscellaneous	950.00
401-49950-502	Capital Outlay - Fire	12,735.06
402-49950-500	Capital Outlay	23,368.37
601-49400-200	Office Supplies	140.22
601-49400-321	Telephone	119.92
601-49400-381	Electric Utility	23.00
601-49400-386	Landfill	1,899.00
601-49400-402	Repairs & Maint - Struct	800.00
601-49400-404	Repairs & Maint - M&E	41.70
601-49400-432	Uncollectible	19.94
601-49400-443	Intergovernmental Fees	3,320.00
601-49400-480	Other Miscellaneous	237.50
602-16460	Furniture & Fixtures	9,091.62
602-49450-200	Office Supplies	140.22
602-49450-216	Chemicals and Chemical	924.50
602-49450-310	Lab Testing	927.20
602-49450-321	Telephone	109.91
602-49450-326	Data Processing	131.55
602-49450-404	Repairs & Maint - M&E	1,447.18
602-49450-408	Repairs & Maint - Distrib	4,659.60
602-49450-480	Other Miscellaneous	1,437.50
604-14200	Inventory	625.37
604-16300	Improvements Other Th	60,593.62

Account Summary

Account Number	Account Name	Payment Amount
604-22000	Prepayments	3,046.33
604-49550-200	Office Supplies	140.22
604-49550-218	Uniforms	184.17
604-49550-310	Lab Testing	44.53
604-49550-321	Telephone	144.39
604-49550-325	Dispatching	44.25
604-49550-326	Data Processing	263.10
604-49550-404	Repairs & Maint - M&E	41.70
604-49550-405	Repairs & Maint - Vehicl	234.72
604-49550-406	Repairs & Maint - Groun	218.77
604-49550-408	Repairs & Maint - Distrib	2,638.47
604-49550-432	Uncollectible	19.94
604-49550-433	Dues & Subscriptions	237.44
604-49550-450	Conservation	838.86
604-49550-480	Other Miscellaneous	490.00
604-49550-491	Payments to Other Orga	1,200.00
609-49751-200	Office Supplies	140.22
609-49751-217	Other Operating Supplie	105.53
609-49751-251	Liquor	22,948.26
609-49751-252	Beer	27,262.15
609-49751-253	Wine	4,463.62
609-49751-254	Soft Drinks & Mix	193.07
609-49751-256	Tobacco Products	135.02
609-49751-261	Other Merchandise	110.20
609-49751-265	Merchandise Returned f	0.00
609-49751-321	Telephone	55.92
609-49751-333	Freight and Express	521.41
609-49751-334	Meals/Lodging	15.00
609-49751-404	Repairs & Maint - M&E	41.71
614-20202	Sales Tax Payable	438.36
614-20206	911 TAP & TACIP Fees Cl	1,224.74
614-49870-200	Office Supplies	215.87
614-49870-227	Utility System Maint Sup	86.54
614-49870-304	Legal Fees	304.20
614-49870-321	Telephone	410.30
614-49870-326	Data Processing	131.56
614-49870-340	Advertising & Promotion	99.00
614-49870-401	Repairs & Maint - Buildi	281.51
614-49870-404	Repairs & Maint - M&E	56.43
614-49870-441	Transmission Fees	55.30
614-49870-442	Subscriber Fees	103,195.58
614-49870-445	Switch Fees	1,587.35
614-49870-447	Internet Expense	7,245.05
614-49870-448	On-Call Support	1,274.49
614-49870-451	Call Completion	4,001.00
614-49870-480	Other Miscellaneous	605.39
615-49850-200	Office Supplies	23.99
615-49850-217	Other Operating Supplie	26.51
617-49860-200	Office Supplies	23.99
617-49860-321	Telephone	16.84
617-49860-340	Advertising & Promotion	171.50
617-49860-404	Repairs & Maint - M&E	271.98
617-49860-406	Repairs & Maint - Groun	286.45
700-21706	Medical Insurance	49,190.00
700-21709	Wage Levy	606.17
700-21712	Flex Account	5,607.29
700-21720	VEBA Contributions	13,876.35
	Grand Total:	443,804.42

Project Account Summary

Project Account Key
None

Grand Total:

Payment Amount
443,804.42
443,804.42

GA
9-13-17



Windom, MN

Check Register

Packet: APPKT01774 - Payroll Ck Dated 091517

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-APBNK						
30341	Internal Revenue Service-Payroll	09/15/2017	Bank Draft	0.00	28,415.23	DFT0001362
30343	MN Pera	09/15/2017	Bank Draft	0.00	20,239.48	DFT0001363
30340	MN State Deferred	09/15/2017	Bank Draft	0.00	5,478.07	DFT0001364
30342	MN Department of Revenue - Payro	09/15/2017	Bank Draft	0.00	4,810.74	DFT0001365

Bank Code APBNK Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	10	4	0.00	58,943.52
EFT's	0	0	0.00	0.00
	10	4	0.00	58,943.52

Fund Summary

Fund	Name	Period	Amount
999	POOLED CASH	9/2017	58,943.52
			<u>58,943.52</u>

RESOLUTION #2017-

INTRODUCED:

SECONDED:

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

**AUTHORIZATION TO ACCEPT A DONATION FROM
MARK VEURINK/CPM FARMS LLC FOR THE
EMERGENCY SERVICES FACILITY**

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

WHEREAS, Mark Veurink/CPM Farms LLC is a supporter of the City of Windom; and

WHEREAS, the City of Windom has recently received a donation from Mark Veurink/CPM Farms LLC of \$250.00 for the Emergency Services Facility; and

WHEREAS, Mark Veurink/CPM Farms LLC designated the donation is to be used as deemed appropriate for the Emergency Services Facility.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WINDOM, MINNESOTA, that the City Council accepts the donation of \$250.00 offered by Mark Veurink/CPM Farms LLC for the Emergency Services Facility.

Adopted by the Council this 19th day of September, 2017.

Dominic Jones, Mayor

Attest: _____
Steven Nasby, City Administrator

RESOLUTION #2017-

INTRODUCED:

SECONDED:

VOTED: Aye:
 Nay:
 Absent:

**AUTHORIZATION TO ACCEPT A DONATION FROM
FIRE DEPARTMENT RELIEF ASSOCIATION
FOR THE WINDOM FIRE DEPARTMENT**

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

WHEREAS, the Windom Fire Relief Association is a supporter of the City of Windom and the Windom Fire Department; and

WHEREAS, the Windom Fire Department has received a donation of a 7' x 14' enclosed cargo trailer valued at \$5,000.00 from the Windom Fire Relief Association.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WINDOM, MINNESOTA, that the City Council accepts the donation of a 7' x 14' enclosed cargo trailer valued at \$5,000.00 from the Windom Fire Relief Association for the Windom Fire Department.

Adopted by the Council this 19th day of September, 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: SEPTEMBER 19, 2017
RE: P. C. RECOMMENDATION – CUP APPLICATION
DEPT: BUILDING & ZONING
CONTACT: ANDY SPIELMAN (aspielman@windom-mn.com) (507-832-8660)

Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action regarding a conditional use permit application requesting addition of fill to property:

1. Approval of the Conditional Use Permit upon the condition recommended by the Planning Commission (as set forth below).

Issue Summary/Background

Applicants & Owners: J.R.K.K. Properties LLC
Address of Property: 2270 Highway 60 East, Windom, MN
Legal Description: All of the vacated Arlington Avenue between Blocks 1 and 3; All of Block 1; Lots 1, 2, 3 of Block 3 Except DOT Parcel 207E; All of Block 5; the vacated alley between Blocks 3 and 5; and the West Half of the vacated Ash Street, all in Tibodeau's Center to the City of Windom, Cottonwood County, Minnesota.
Parcel ID#: 25-752-0020

The Applicant is requesting a Conditional Use Permit to add fill to the property in the area of the proposed building so that the building will be above the regulatory flood elevation. The Planning Commission held a public hearing on September 12th and made the following recommendation to the City Council: Approval of the conditional use permit application to allow the addition of fill on property in a B-2 District located at 2270 Highway 60 East, Windom, Minnesota, upon the condition that up to 6,700 cubic yards of fill can be placed on the property.

SEE PLANNING COMMISSION **MINUTES FOR THE SEPTEMBER 12TH** MEETING FOR DISCUSSION AND FINDINGS OF FACT ON THIS RECOMMENDATION.

I plan to be present at the September 19th City Council Meeting to answer questions that the City Council may have at that time.

Fiscal Impact

There should be no fiscal impact to the City.

Attachments

1. Zoning Application for Conditional Use Permit
2. Public Hearing Notice
3. Beacon Aerial of the Property

AWS:mah

CITY OF WINDOM, MINNESOTA

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

APPLICATION FOR CONSIDERATION OF ZONING/SUBDIVISION REQUEST

Applicant(s): Name(s) J.R.K.K. Properties LLC
Address 605 5th St
City Windom State MN Zip 56101 (Phone: 507-830-0748)

Owner(s): (If other than Applicant)
Name(s)
Address
City State Zip (Phone:)

Property Address: 2270 Hwy 60, Windom, MN 56101

Legal Description of Property: All of the Vacated Arlington Avenue Between Blocks 1 and 3; All
Lot(s) XXX Block(s) XX Addition- of Block 1; Lots 1, 2, 3
of Block 3 Except DOT Parcel 207F; All of Block 5; the Vacated Alley Between Blocks
3 and 5; and the West Half of the Vacated Ash Street. Parcel No. 257520020

(If metes and bounds, attach description.) all in Tibodeau's Center Subdivision to the City of Windom,
Cottonwood Co., Minnesota. Highway business district Present Zoning: B-2

Action Requested: Conditional Use Permit add fill to flood plain (flood fringe) Variance
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)
To bring parcel out of flood zone to make lot buildable, specifically to add fill to
the property in the area of the proposed building so that the building will be
above the regulatory flood elevation.

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.

By X J.R.K.K. Properties LLC X James J. Johnson
Date: 8-29-2017 [SIGNATURES OF APPLICANT(S)] (Printed Name)

Fee: \$150.00 Paid: Ck. 8802 Date: 8-30-17

Upon receipt of the Application, all required supporting documents, and the filing fee, this APPLICATION
IS ACCEPTED FOR FILING on this 1st day of September, 2017.

WINDOM BUILDING & ZONING OFFICIAL: AWS

**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
CONDITIONAL USE PERMIT
(ADDITION OF FILL)**

Pursuant to City of Windom, City Code Sections 152.525-152.530 and 152.545–152.551, notice is hereby given that the Applicant and Owner, J.R.K.K. PROPERTIES, L.L.C., of 605 Fifth Street, P. O. Box 70, Windom, Minnesota, has submitted a zoning application for a conditional use permit concerning property located at 2270 Highway 60, Windom, Minnesota. This property is located in a B-2 District. The Applicants request a conditional use permit to allow the addition of fill on property a portion of which is located in a flood fringe district (City Code Sections 153.025-153.028 and 153.065). The purpose of the addition of the fill is to elevate the area of the property proposed for a new building so that the lowest floor of any proposed structure is at or above the “regulatory flood protection elevation” as defined in Section 153.011.

The application, plat and map of the area are on file in the Building & Zoning Office in City Hall.

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 the 12th day of September, 2017, at 7:05 p.m.

Those persons wishing to be heard on this application for consideration of a conditional use permit are requested to attend this meeting. The lot area is shown on the plat and map which may be reviewed in the Building & Zoning Office at City Hall prior to the Public Hearing.

Legally described as follows: All of the Vacated Arlington Avenue Between Blocks 1 and 3; All of Block 1; Lots 1, 2, 3, of Block 3 Except DOT Parcel 207E; All of Block 5; the Vacated Alley Between Blocks 3 and 5; and the West Half of the Vacated Ash Street, all in Tibodeau’s Center Subdivision to the City of Windom, Cottonwood County, Minnesota. *(abbreviated description)*

Parcel ID #: 25-752-0020

Address of the Property: 2270 Highway 60, Windom, MN 56101

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

Published: Cottonwood County Citizen (August 30, 2017)



Parcel ID	257520020	Alternate ID	n/a	Owner Address	J.R.K.K PROPERTIES LLC
Sec/Twp/Rng	0-0-0	Class	COMM LAND/BLD		605 5TH ST
Property Address	2270 HWY 60 56101	Acreage	n/a		WINDOM MN 56101
District	n/a				
Brief Tax Description	ALL VAC ARLINGTON AVE BTW BLK 1 & 3; ALL BLK 1; LOTS 1,2,3 BLK 3 EX DOT PAR 207E; ALL BLK 5; VAC ALLEY BTW BLK 3 & 5; W1/2 VAC ASH ST				
	(Note: Not to be used on legal documents)				

Date created: 9/8/2017
 Last Data Uploaded: 9/2/2017 8:14:03 PM

 **Developed by**
 The Schneider Corporation

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: Jeff Dahna, Telecom General Manager
DATE: 9/14/17
RE: Telecom Rate Increase, Internet and Video Services
DEPT: Telecom
CONTACT: Jeff Dahna

Recommendations/Options/Action Requested

Telecom Staff and the Commission recommends that the City Council take the following action to increase the rates for Internet and Video services.

Rate Increase

All Internet Service	\$7.00
All Video Service	\$3.00

Issue Summary/Background

The Telecom Commission met on August 28, 2017, and determined that in order to generate revenue to fund the bond debt service for the core system upgrade project a rate increase was needed.

The Commission voted unanimously to recommend to the City Council a rate adjustment. The Commission proposed an increase on all internet and video accounts to take effect November 2017. Other rate adjustments will occur in 2018.

Rate Increase

All Internet Service	\$7.00
All Video Service	\$3.00

Fiscal Impact

The increase in revenue will provide funding for the bond debt service needed to complete the core system upgrade.

Attachments

None

RESOLUTION #2017-

INTRODUCED:

SECONDED:

VOTED: Aye:

Nay:

Absent:

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

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

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

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

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

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

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

Subscriber Rate Increase - including all bundles and stand-alone service offerings

All Internet Service	\$7.00
All Video Service	\$3.00

Adopted this 19th day of September, 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: Jeff Dahna, Telecom General Manager
DATE: 9/14/17
RE: Telecom Rate, Transparent LAN Services
DEPT: Telecom
CONTACT: Jeff Dahna

Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action regarding adoption of a rate structure for Transparent LAN (Local Access Network) Services (TLS).

Issue Summary/Background

The Telecom Dept. has requested approval of rates for TLS Monthly Reoccurring Charge (MRC), 3yr MRC, 5yr MRC and Non-Reoccurring Charge (NRC). The Telecom Commission met on August 28, 2017 and voted unanimously to approve and recommend to the City Council the following TLS rates.

Fiscal Impact

2017 Pricing for TLS services						
			2%	4%		NRC
Service Level		Monthly	3yr MRC	5yr MRC		259
10	MB	\$102.00	\$99.96	\$97.92		\$259.00
20	MB	\$159.60	\$156.41	\$153.22		\$271.95
30	MB	\$269.40	\$264.01	\$258.62		\$285.55
50	MB	\$360.50	\$353.29	\$346.08		\$299.82
100	MB	\$489.00	\$479.22	\$469.44		\$314.82
200	MB	\$876.00	\$858.48	\$840.96		\$330.56
500	MB	\$1,930.00	\$1,891.40	\$1,852.80		\$347.08
1000	MB	\$3,350.00	\$3,283.00	\$3,216.00		\$364.44

RESOLUTION #2017-

INTRODUCED:

SECONDED:

VOTED: Aye:

Nay:

Absent:

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

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

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

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

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

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

Adopt the rate for TLS services offered by WindomNet to the rates set forth below.

Transparent LAN (Local Access Network) Services (TLS).

2017 Pricing for TLS services						
			2%	4%		NRC
Service Level		Monthly	3yr MRC	5yr MRC		259
10	MB	\$102.00	\$99.96	\$97.92		\$259.00
20	MB	\$159.60	\$156.41	\$153.22		\$271.95
30	MB	\$269.40	\$264.01	\$258.62		\$285.55
50	MB	\$360.50	\$353.29	\$346.08		\$299.82
100	MB	\$489.00	\$479.22	\$469.44		\$314.82
200	MB	\$876.00	\$858.48	\$840.96		\$330.56
500	MB	\$1,930.00	\$1,891.40	\$1,852.80		\$347.08
1000	MB	\$3,350.00	\$3,283.00	\$3,216.00		\$364.44

Adopted this 19th day of September, 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: Jeff Dahna, Telecom General Manager
DATE: 9/15/17
RE: City Camera System TLS Service Rate
DEPT: Telecom
CONTACT: Jeff Dahna at 832-8000 or jdahna@windomnet.com

Recommendations/Options/Action Requested

1. Staff and Telecom Committee recommends that the City Council review the proposed City Camera System (CCS) charge rates.
 2. Approve reoccurring charges can be paid to the Telecom fund.
-

Issue Summary/Background

The CCS was installed and put into operation in 2015. Telecom Department installed an estimated \$8,500 of capital equipment to connect the CCS (which was done in-kind) with TLS connections back to the recording server located in the Network Operations Center (NOC). Although there was capital cost at that time, the equipment installed would have had to be upgraded now due to the core system upgrade.

Telecom has not charged for the TLS for the last 23 months. If a Telecom customer wanted the same TLS service, it would be \$2,248.20 per month. This would be \$51,708.60 for the 23 months of operation of the CCS TLS. The CCS TLS connections use GPON bandwidth resources in the Calix system and can limit what Telecom can sell as a service to other customers. Telecom Manager and Committee would like to charge CCS participants for the TLS services.

Telecom Committee met August 28, 2017 and voted unanimously to recommend that the City Council review CCS charge rates and to decide how the reoccurring charges can be paid.

Fiscal Impact

Improve Telecom Fund budget though fees for services incurred by other municipal departments.

Attachments

1. Table showing estimated bandwidth use, cost of installation and monthly services.

CITY CAMERA SYSTEM NETWORK
(Telecom normal TLS customer pricing)

	Bandwidth	Overhead allowed 20%	Total bandwidth	Install Cost Estimate	MRC	Number of Cameras
City Hall	Internal					
NOC to City Hall Link	240	48			\$200.00	3
Library	16	3.2	19.2	\$500.00	\$159.60	2
Pool	16	3.2	19.2	\$500.00	\$159.60	2
Liquor Store	24	4.8	28.8	\$500.00	\$360.50	6
Arena	24	4.8	28.8	\$500.00	\$159.60	3
Skate Park	32	6.4	38.4	\$1,400.00	\$159.60	5
Tegles Park	24	4.8	28.8	\$2,700.00	\$269.40	3
Community Center	40	8	48	\$1,200.00	\$360.50	5
EDA Spec Building	24	4.8	28.8	\$1,200.00	\$269.40	3
Total	440	136	240	\$8,500.00	\$2,098.20	32
			Monthly Recurring		\$2,248.20	
			Annually Recurring		\$26,978.40	

TLS MB rates	MRC
20	\$159.60
30	\$269.40
50	\$360.50

Suggested City Camera Rates	MRC
20	\$80
30	\$125
50	\$150

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: September 15, 2017
RE: Temporary Use of Old Fire Hall Space
DEPT: Administration
CONTACT: Steve Nasby: Steve.Nasby@windommn.com

Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action:

1. Approve the temporary use (1-3 years) of the old fire hall space as recommended.
2. Authorization to enter into a lease with Cottonwood County for storage.

Issue Summary/Background

The fire and ambulance departments have nearly moved into the new facility. As you will recall, the City Council looked into several uses for the space that included moving Windom PD, expanding Telecom and moving the Development Department & Council Chamber. All of these uses will require significant funds for renovation.

At this time I am recommending that the old fire hall space be used for several temporary uses (approximately 1 – 3 years). Last week, I discussed the availability of space with the Department Heads and asked if there were other uses/requests for the space. Following that discussion, my plan for your consideration is as follows:

- For telecom to move their vehicles over so they have more floor space at the Network Operations Center (NOC) for additional racks and other operations. They would have the two bays in the stand-alone, attached double garage which has door openers.
- Police Department will use two bays on the south end of the old fire hall for squad cars to get them out of the weather. The EDA has two unused garage door openers (from the spec building) that could be used to open/close the two bay doors for Windom PD use. There would be some expense for installation and wiring.
- The Building Official's pick up will be housed in the old fire hall in the north bay. This bay has an existing garage door opener.
- The Arena and the Community Center also expressed an interest. The Arena's Zamboni would be seasonal storage and their unit can be parked along the back or side walls without any issues with the other proposed uses. The Community Center would also have some seasonal storage items

that can be placed along the walls or in the single stall garage behind the fire hall. The single stall garage does have a minor roof leak that will need to be fixed.

- Cottonwood County Sheriff's Department has contacted the City about leasing two of the bays for storage of their boat and all-terrain vehicles. With the City uses identified herein, there would still be two bays (#3 and #4 from the south) that could be leased at \$100/month per bay.

Fiscal Impact

Cost for heating\cooling the space is already part of the systems and expense for the City Hall building. Expenses for installing two garage door openers (with the used mechanisms being provided by the EDA from the Spec Building) is estimated at \$1,000 and may be paid out of 2017 City Hall maintenance funds if any remain at year end or from rental income. Rent from the two bays leased to the County would be \$2,400 per year.

Attachments

1. None.

ACTION ITEM



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

TO: City Council
FROM: Steve Nasby, City Administrator *SN*
DATE: September 12, 2017
RE: Wastewater Treatment Plant – Bonding Request
DEPT: Wastewater
CONTACT: Steve Nasby: Steve.Nasby@windommn.com

Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action:

1. Approve agreement for services between the City of Windom and Flaherty & Hood.

Issue Summary/Background

The City Council approved the submission of a 2018 Bonding request to the State for the upcoming Wastewater Treatment Plant (WWTP) project. Legislation supporting State funding for the project was introduced (HF1528 and SF1388) in February 2017. The bonding request was submitted in June 2017 and in August 2017 the Minnesota House Capital Investment Committee visited Windom to gather information about our WWTP and bonding request. The total project cost is estimated at \$14M to \$15.5M. Funding requested includes a Point Source Implementation Grant (PSIG) of \$7M and \$7M requested from State bonding.

To support the bonding request and pending legislation staff is recommending that Flaherty & Hood be engaged to advocate, educate and lobby on behalf of the City. As members of the Coalition of Greater Minnesota Cities the rate for services is \$145\hour with a not to exceed amount of \$15,000. This firm previously assisted the City of Windom with the 2016 bonding request for the Emergency Services Facility. Although the 2016 bonding request was unsuccessful (but no cities got emergency service building funds) the assistance we received from Flaherty & Hood to access legislators and promote our bonding request was well received.

Fiscal Impact

Agreement not to exceed \$15,000 with costs to be incurred within the Wastewater budget. Should any State bonding funds be obtained or an increase in the PSIG limit be realized the potential is high for this to be a worthwhile risk\cost.

Attachments

1. Agreement between Flaherty & Hood and the City of legislative services.



September 12, 2017

Steve Nasby
City of Windom
444 9th Street
Windom, MN 56101

Dear Mr. Nasby,

Thank you for your inquiry regarding legislative services for the 2018 legislative session. This letter serves as both a proposal and agreement for Flaherty & Hood P.A. to provide services to the City of Windom related to its' state capital investment request for funding for the Windom Wastewater Treatment Plant Upgrade.

Our firm has significant experience and success in securing bonding dollars for clients across Minnesota. The following are several examples of clients that Flaherty & Hood, P.A. has represented to advance bonding requests at the State Capitol: **City of Rochester** (several projects), **City of Wadena** (Community Health and Wellness Center), **City of Mankato** (Civic Center expansion, other projects), **City of Crookston** (ice arena relocation and construction), **Spirit Mountain Recreation Area** (water infrastructure system) and the **Cities of Detroit Lakes and Frazee** (Heartland Trail extension).

Term of Services

Services would begin upon execution of this agreement by the City of Windom and would continue through June 1, 2018 or through a special session if one was needed to complete a bonding bill.

Scope of Services

Lobbying

- Legislative drafting as necessary
- Developing and Executing a Legislative Strategy
- Direct Lobbying of Committee Chairs, Key Legislators, and the Dayton Administration
- Monitoring Progress of Bonding Bill Through the Legislative Process
- Coordinating Testimony at Legislative Hearings
- Other services as required to achieve the objective

Project Management and Costs

Firm member Marty Seifert will have day to day responsibility for conducting the project and will be the city of Windom's primary point of contact for this project. Other Flaherty & Hood, P.A. staff would assist as needed.

For legislative services performed, City of Windom would be billed at a rate of \$145 per hour with a maximum contract amount for legislative services of \$15,000, including expenses. Expenses include but are not limited to travel time, mileage, copies, and postage. Flaherty & Hood, P.A. will submit a monthly billing statement to the city for any accrued fees and expenses.

Termination

Either party may terminate this agreement by giving 14 days written notice to the other. Any compensation due Flaherty & Hood, P.A. will be due for services rendered through the termination date.

Conflict of Interest

The City of Windom acknowledges that The Firm does work for other cities related to the bonding bill. The Firm is not aware of any direct conflict of interest in representing Windom in this matter. If the firm becomes aware of a conflict or potential conflict, it will notify both parties immediately and will seek a waiver of the conflict from both parties.

Extension of Agreement

This agreement may be extended by the parties. Any terms of the extension must be agreed to in writing.

Conclusion

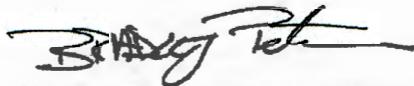
Flaherty & Hood, P.A. would be pleased to provide legislative services to the City of Windom. We believe that our expertise and experience can have a significant impact in advancing your legislative request.

If the proposal contained in this letter meets your approval, please sign and return one copy to Flaherty & Hood, P.A. and retain a copy for your records.

Very truly yours,

FLAHERTY & HOOD, P.A.

By:



Bradley Peterson, Shareholder

Accepted By:

City of Windom

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: Dawn Aamot, Library Director
DATE: 9/15/2017
RE: Minnesota Department of Education Library Construction Grant Application
DEPT: Library
CONTACT: Dawn Aamot 831-6131

Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action regarding the proposed grant application:

1. Adopt the resolution supporting the submission of a grant application to Minnesota Department of Education for the Library Construction Grant.

Issue Summary/Background

The Library Board met on September 12, 2017, and reviewed quotes received from Worthington Glass and Fairmont Glass for the replacement of the Library windows. The Board agreed to recommend to the Council the submission of a grant application through the Library Construction Grant program for a total project cost of \$100,000. The Grant would require a dollar-for-dollar match of \$50,000.

Fiscal Impact

CIP Funds allocated to the Project	\$40,000
Friends of the Library Fund Raising Project	<u>\$10,000</u>
	\$50,000 matching grant funds

Attachments

1. Resolution Supporting the Submission of a Grant Application to the Minnesota Department of Education Library Construction Grant Program.

RESOLUTION #2017-

INTRODUCED:

SECONDED:

VOTED:

Aye:

Nay:

Absent:

**A RESOLUTION SUPPORTING THE SUBMISSION OF A GRANT APPLICATION TO
"THE MINNESOTA DEPARTMENT OF EDUCATION LIBRARY CONSTRUCTION
GRANT PROGRAM" ON BEHALF OF THE CITY OF WINDOM**

WHEREAS, the City Council of Windom, Minnesota, supports the Windom Library Board in its efforts in pursuing funding through the Minnesota Department of Education Library Construction Grant Program for funds to replace the windows at the public library; and

WHEREAS, the estimated total project cost for the Windom project is One Hundred Thousand Dollars (\$100,000); and

WHEREAS, if the grant is awarded, there is a dollar-for-dollar match requirement; and

WHEREAS, the City of Windom and the Friends of the Library have committed funds for the local match requirement.

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

1. The City of Windom will act as the legal sponsor for the grant application and the project described in the application to the Minnesota Department of Education Library Construction Grant Program to be submitted on September 29, 2017; and that the Mayor and the City Administrator are hereby authorized to submit a grant application through the Minnesota Department of Education Library Construction Grant Program for funding of this project on behalf of the City of Windom.
2. The City of Windom has legal authority to apply for financial assistance, and the institutional, managerial, and financial capacity to ensure adequate project administration, compliance with the grant requirements and completion of the proposed project.
3. The City of Windom has title to the site and building where the Windom Public Library is located.
4. The sources and amounts of the local match, identified in the application, are committed to the project identified upon acceptance of the grant by the Windom City Council.
5. The City of Windom understands and agrees to adhere to the list of assurances as stated in the grant application.
6. The City of Windom has not violated any Federal, State, or local laws pertaining to fraud, bribery, graft, kickbacks, collusion, conflict of interest or other unlawful or corrupt practice.
7. Upon approval of the application, the City of Windom certifies that it will comply with all applicable laws, policies and regulations as stated in the application and subsequent agreements.
8. The Mayor and City Administrator are hereby authorized, on behalf of the City of Windom, to execute such agreements and contracts as are necessary to implement the project.

ADOPTED this 19th day of September, 2017.

Dominic Jones, Mayor

ATTEST: _____
Steve Nasby, City Administrator

Windom Fire Relief Association
2017 Schedule Form for Lump-Sum Pension Plans (Form SC-17)
Financial Projections

Calculation of Normal Cost	2017	2018
Total Active Member Liabilities	948,150	1,017,850
Total Deferred Member Liabilities	50,000	50,000
Total Unpaid Installments	0	0
Grand Total Special Fund Liability	A. <u>998,150</u>	B. <u>1,067,850</u>
Normal Cost (Cell B - Cell A)		C. 69,700
Projection of Net Assets for Year Ending December 31, 2017		
Special Fund Assets at December 31, 2016 (FIRE-16 ending assets)		1. 1,211,976
Projected Income for 2017		
Fire State Aid	D. 40,000	
Supplemental State Aid (actual 2016 supplemental state aid)	E. 9,396	
Municipal / Independent Fire Dept. Contributions	F. 0	
Interest / Dividends	G. 16,000	
Appreciation / (Depreciation)	H. 0	
Member Dues	I. 0	
Other Revenues	J. 5,000	
Total Projected Income for 2017 (Add Lines D through J)		2. <u>70,396</u>
Projected Expenses for 2017		
Service Pensions	K. 0	
Other Benefits	L. 0	
Administrative Expenses	M. 3,888	
Total Projected Expenses for 2017 (Add Lines K through M)		3. <u>3,888</u>
Projected Net Assets at December 31, 2017 (Line 1 + Line 2 - Line 3)		4. 1,278,484
Projection of Surplus or (Deficit) as of December 31, 2017		
Projected Assets (Line 4)		5. 1,278,484
2017 Accrued Liability (Page 4, cell A)		6. <u>998,150</u>
Surplus or (Deficit) (Line 5 - Line 6)		7. 280,334

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 and Chelsie Carlson, Finance Director\Controllor
DATE: September 14, 2017
RE: 2018 Budget Proposal and Preliminary Levy
DEPT: Administration and Finance
CONTACT: Steve Nasby: snasby@windom-mn.com

Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action:

1. Set the 2018 Preliminary Tax Levy for a not to exceed amount of 9.88%.

Issue Summary/Background

2018 Budget Proposal

Attached for your reference are the preliminary budget data for 2018 (Exhibit A). The 2018 budget numbers are based upon budget adjustments in operational costs for salaries/benefits, goods & services and expectations for contracted items (e.g. property and casualty insurance, workers compensation, billing, etc.). Additions include two budgeted part-time positions for the Community Center and Streets\Parks Departments; however, the costs for these positions will be off-set largely with savings from reductions in seasonal and temporary staff. Costs for personnel are estimated as both union labor agreements are up for negotiation this year to include health insurance which is quoted as 29% higher for 2018. Positives are that the EDA levy is down by about \$39,000 due to some internal TIF loans being repaid and the \$32,000 increase in Local Government Aid (LGA) Windom will get this year.

Budget for Capital Improvements Plan (CIP)

Attached is the CIP Summary by Department (Exhibit B) and a detailed listing of the projects (Exhibit C). The detailed listing is important as it provides additional detail and shows the anticipated funding sources for the projects. These projects will be discussed and ranked by the City Council in October, but the budgeted amount for General Fund expenditure is \$200,000.

Preliminary Tax Levy Range

The proposed budget for 2018 shows that a tax levy increase of 4.88% is needed for operations, traditional capital expenditures and debt service. This includes paying off the \$130,000 internal loan with the Electric Fund for the grader and the new debt service in 2018 of \$61,758 for the Emergency Services Facility (in 2017 this figure was \$35,626). Please note that this Emergency Service Facility debt payment is based on realizing the previously discussed transfers from the hospital, electric fund and liquor fund. At this time there is \$88,858 remaining in the contingency fund for the Emergency Services Facility that appears to be left over after expenses. These contingency funds could be used to reduce the tax levy impact of the debt service in 2018 and future years as shown in Exhibit D. The reduction in the 2018 levy

would be 1.62% should the contingency funds be used to off-set the debt service levy over the next three years as shown.

The City Council has also discussed the priority capital projects consisting of the library windows and Arena upgrades. Currently, there is \$40,000 in the CIP fund for the library windows and a fundraising effort by the Friends of the Library. These monies are included in an application to the State for matching funds. If the grant is received the Library window project would be funded. The engineer's estimate for the Arena upgrades is approximately \$1.5M. If the Arena project were to be 100% funded through a General Obligation bond the tax levy increase needed to make the \$100,000 annual payment is projected to be five percent.

The City Council needs to set the preliminary property tax levy by September 30, 2017. **Staff's recommendation is for the City Council to set a 9.88% preliminary levy to allow the City Council the opportunity to include the Arena upgrade project in the 2018 budget.** The final property tax levy can always go down, but not up, from the preliminary levy.

5 Year Budget Projection

Based on the 2018 budget proposal a five year projection shows the property tax changes needed to maintain the provision of services and accommodate existing debt service is shown on Exhibit E.

General Fund Reserve

The City Council requested a table showing the General Fund Reserve and the various levels of available funds depending on the City Council adopted range of 35-60%. Exhibit F shows this information along with the previously committed expenditures.

Fiscal Impact

The City tax impact to a \$100,000 tax-valued residential unit is estimated at \$62.50 per year at 9.88% levy increase and \$131.50 for each \$100,000 of commercial value.

Attachments

1. 2018 Proposed Summary Budget and Worksheets

RESOLUTION #2017-

INTRODUCED:

SECONDED:

VOTED: Aye:

Nay:

Absent:

A RESOLUTION ADOPTING PROPOSED PROPERTY TAX LEVY

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WINDOM, COTTONWOOD COUNTY, MINNESOTA, AS FOLLOWS:

1. That the following sums of money are hereby proposed to be levied for the current year, collectible in 2018, upon the taxable property in said City of Windom for the following purposes:

Levy Purpose	Levy After all Aids and Reserves
General	
Special Revenue	
Capital Outlay	
Debt Service	
PERA Rate Increase	
LGA Recapture	
TOTALS	\$2,088,044

BE IT FURTHER RESOLVED AS FOLLOWS:

1. The City Administrator/Clerk is hereby instructed to transmit a certified copy of this resolution to the County Auditor of Cottonwood County, Minnesota.

Adopted this 19th day of September, 2017.

Dominic Jones, Mayor

Attest: _____
Steven Nasby, City Administrator

**BUDGET
CITY OF WINDOM
2018 BUDGET YEAR**

REVENUE BUDGET

	<u>2018</u>	<u>2017</u>	<u>Change</u>
<u>General Fund</u>			
Local Government Aid	\$ 1,481,660	\$ 1,449,139	2.24%
Small Cities Assistance	\$ 36,044	\$ -	0.00%
Fees, Fines and Permits	\$ 466,530	\$ 457,070	2.07%
Transfers from Enterprise	\$ 245,000	\$ 245,000	0.00%
Tax Levy (Operations)	\$ 348,282	\$ 370,602	-6.02%
Tax Levy (Capital Outlay)	\$ 180,000	\$ 148,200	21.46%
Bonds (Capital Outlay)	\$ -	\$ -	0.00%
	\$ 2,757,516	\$ 2,670,011	3.28%
<u>Special Revenue/Levy Funds</u>			
User Fees	\$ 1,019,484	\$ 889,455	14.62%
Federal/State Aids	\$ 167,000	\$ 159,500	4.70%
Tax Levy (Operations)	\$ 751,846	\$ 784,435	-4.15%
Tax Levy (Capital Outlay)	\$ 20,000	\$ 65,400	-69.42%
Ambulance Reserve Funds (Capital Outlay)	\$ -	\$ -	0.00%
	\$ 1,958,330	\$ 1,898,790	3.14%
<u>Enterprise Funds</u>			
User Fees	\$ 13,946,356	\$ 13,853,788	0.67%
Special Assessments	\$ 7,185	\$ 20,850	-65.54%
	\$ 13,953,541	\$ 13,874,638	0.57%
<u>Debt Service</u>			
Special Assessments	\$ 161,498	\$ 116,155	39.04%
Other Revenues	\$ 10,000	\$ -	0.00%
Interfund Transfers for Debt Service	\$ 94,020	\$ 68,400	0.00%
Tax Levy - Bonded Projects	\$ 447,003	\$ 389,301	14.82%
Tax Levy - Intra-Fund Repayment	\$ 159,000	\$ 59,000	169.49%
	\$ 871,521	\$ 632,856	37.71%
<u>Special Projects</u>			
TIF Revenues & Revolving Loan Funds	\$ 776,196	\$ 386,496	100.83%
Grand Total	<u>\$ 20,317,104</u>	<u>\$ 19,462,791</u>	<u>4.39%</u>

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Note: \$2,000,000 in lease proceeds were received in 2016 to finance the Emergency Services Facility. \$800,000 was expended in 2016 and \$1,200,000 is included in the 2017 Expense Budget.

**BUDGET
CITY OF WINDOM
2018 BUDGET YEAR**

EXPENSE BUDGET

	<u>2018</u>	<u>2017</u>	<u>Change</u>
<u>General Fund</u>			
Operational Expenses	\$ 2,577,516	\$ 2,521,811	2.21%
Capital Outlay	\$ 180,000	\$ 148,200	21.46%
Capital Outlay - ESF	\$ -	\$ 1,200,000	-100.00%
Transfers	\$ -	\$ -	0.00%
	\$ 2,757,516	\$ 3,870,011	-28.75%
<u>Special Revenue/Levy Funds</u>			
Operational Expenses	\$ 1,612,515	\$ 1,560,620	3.33%
Capital Outlay	\$ 265,000	\$ 525,400	-49.56%
Debt Service	\$ 40,300	\$ 40,300	0.00%
Depreciation	\$ 75,000	\$ 75,000	0.00%
	\$ 1,992,815	\$ 2,201,320	-9.47%
<u>Enterprise Funds</u>			
Operational Expenses	\$ 10,631,432	\$ 10,476,751	1.48%
Capital Outlay	\$ 870,000	\$ 2,145,000	-59.44%
Debt Service	\$ 1,479,135	\$ 1,391,810	6.27%
Transfers	\$ 300,000	\$ 245,000	22.45%
Depreciation	\$ 1,606,000	\$ 1,607,270	-0.08%
	\$ 14,886,567	\$ 15,865,831	-6.17%
<u>Debt Service</u>			
Bond/Loan Payments & Fees	\$ 716,194	\$ 711,861	0.61%
Tax Levy - Intra-Fund Repayment	\$ 159,000	\$ 59,000	0.00%
	\$ 875,194	\$ 770,861	13.53%
<u>Special Projects</u>			
TIF Revenues & Revolving Loan Funds	\$ 608,591	\$ 229,082	165.67%
Grand Total	<u>\$ 21,120,682</u>	<u>\$ 22,937,105</u>	-7.92%

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**BUDGET
CITY OF WINDOM
2018 BUDGET YEAR**

GENERAL FUND

Operational Revenue and Expenses

<u>Revenue</u>	<u>2018</u>	<u>2017</u>	<u>Change</u>	
Local Govt Aid (LGA)	\$ 1,481,660	\$ 1,449,139	2.24%	
*Small Cities Assistance	\$ 36,044	\$ -	0.00%	
Operational Tax Levy	\$ 348,282	\$ 370,602	-6.02%	
Interfund Transfers	\$ 245,000	\$ 245,000	0.00%	
Misc. Revenue	\$ 466,530	\$ 457,070	2.07%	
Use of Reserves	\$ -	\$ -	0.00%	
TOTAL	\$ 2,577,516	\$ 2,521,811	2.21%	

<u>Expenses</u>	<u>2018</u>	<u>2017</u>	<u>Change</u>	
Mayor & Council	\$ 106,670	\$ 105,070	1.52%	\$ 1,600
Elections	\$ 6,800	\$ -	0.00%	\$ 6,800
City Office	\$ 132,400	\$ 126,115	4.98%	\$ 6,285
Planning & Zoning	\$ 138,200	\$ 139,720	-1.09%	\$ (1,520)
Legal**	\$ -	\$ -	0.00%	\$ -
City Hall	\$ 36,050	\$ 35,470	1.64%	\$ 580
Police Department	\$ 1,119,000	\$ 1,095,640	2.13%	\$ 23,360
Fire Department	\$ 171,886	\$ 157,231	9.32%	\$ 14,655
Emergency Mgmt	\$ 5,875	\$ 6,425	-8.56%	\$ (550)
Animal Control	\$ 2,700	\$ 2,700	0.00%	\$ -
Street Department	\$ 586,366	\$ 590,820	-0.75%	\$ (4,454)
*Small Cities Assistance Exp	\$ 36,044	\$ -	0.00%	\$ 36,044
Health/Sanitation	\$ 22,000	\$ 22,000	0.00%	\$ -
Recreation	\$ 40,825	\$ 40,120	1.76%	\$ 705
Parks	\$ 172,700	\$ 200,500	-13.87%	\$ (27,800)
Transfers	\$ -	\$ -	0.00%	\$ -
TOTAL	\$ 2,577,516	\$ 2,521,811	2.21%	

<u>General Fund Capital</u>	\$ 180,000	\$ 148,200	21.46%
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*State Funding for Streets

**BUDGET
CITY OF WINDOM
2018 BUDGET YEAR**

ENTERPRISE FUNDS

Telecom

	<u>2018</u>	<u>2017</u>	<u>Change</u>
+ Revenue	\$ 3,153,660	\$ 2,986,100	5.61%
+ Special Assessments	\$ -	\$ -	0.00%
+ Reserves	\$ -	\$ -	0.00%
- Expenses	\$ (2,487,900)	\$ (2,417,080)	2.93%
- Capital Outlay	\$ (100,000)	\$ (100,000)	0.00%
- Debt Service	\$ (817,710)	\$ (788,260)	3.74%
- Transfer to General	\$ -	\$ -	0.00%
+ Depreciation	\$ 332,050	\$ 332,050	0.00%
Cash Flow	\$ 80,100	\$ 12,810	

Water

+ Revenue	\$ 1,107,500	\$ 1,177,500	-5.94%
+ Special Assessments	\$ 3,116	\$ 11,000	-71.67%
+ Reserves	\$ -	\$ -	0.00%
- Expenses	\$ (997,690)	\$ (967,140)	3.16%
- Capital Outlay	\$ (30,000)	\$ (35,000)	-14.29%
- Debt Service	\$ (296,320)	\$ (295,575)	0.25%
- Transfer to General	\$ -	\$ -	0.00%
+ Depreciation	\$ 384,730	\$ 386,000	-0.33%
Cash Flow	\$ 171,336	\$ 276,785	

Sewer

+ Revenue	\$ 1,556,300	\$ 1,546,300	0.65%
+ Special Assessments	\$ 4,069	\$ 9,850	-58.69%
+ Reserves	\$ -	\$ -	0.00%
- Expenses	\$ (1,260,745)	\$ (1,212,650)	3.97%
- Capital Outlay	\$ (40,000)	\$ (40,000)	0.00%
- Debt Service	\$ (365,105)	\$ (307,975)	18.55%
- Transfer to General	\$ -	\$ -	0.00%
+ Depreciation	\$ 361,220	\$ 361,220	0.00%
Cash Flow	\$ 255,739	\$ 356,745	

Electric

+ Revenue	\$ 6,290,896	\$ 6,371,688	-1.27%
+ Special Assessments	\$ -	\$ -	0.00%
+ Reserves	\$ -	\$ 1,093,193	-100.00%
- Expenses	\$ (5,762,597)	\$ (5,875,881)	-1.93%
- Capital Outlay	\$ (650,000)	\$ (1,920,000)	-66.15%
- Debt Service	\$ -	\$ -	0.00%
- Transfer to General	\$ (200,000)	\$ (175,000)	0.00%
+ Depreciation	\$ 506,000	\$ 506,000	0.00%
Cash Flow	\$ 184,299	\$ -	

Liquor

+ Revenue	\$ 1,838,000	\$ 1,772,200	3.71%
+ Special Assessments	\$ -	\$ -	0.00%
+ Reserves	\$ -	\$ -	0.00%
- Expenses	\$ (1,728,500)	\$ (1,611,270)	7.28%
- Capital Outlay	\$ (50,000)	\$ (50,000)	0.00%
- Debt Service	\$ -	\$ -	0.00%
- Transfer to General	\$ (100,000)	\$ (70,000)	0.00%
+ Depreciation	\$ 22,000	\$ 22,000	0.00%
Cash Flow	\$ (18,500)	\$ 62,930	

**BUDGET
CITY OF WINDOM
2018 BUDGET YEAR**

SPECIAL REVENUE/LEVY FUNDS

	<u>2018</u>	<u>2017</u>	<u>Change</u>
<u>Library</u>			
+ Tax Levy	\$ 188,230	\$ 216,880	-13.21%
+ Other Revenue	\$ 21,850	\$ 17,350	25.94%
- Expenses	\$ (205,080)	\$ (197,330)	3.93%
- Capital Outlay	\$ (5,000)	\$ (36,900)	-86.45%
- Debt Service	\$ -	\$ -	
	\$ -	\$ -	
<u>Airport</u>			
+ Tax Levy	\$ 5,000	\$ 7,500	-33.33%
+ Other Revenue	\$ 267,750	\$ 242,750	10.30%
- Expenses	\$ (99,675)	\$ (95,160)	4.74%
- Capital Outlay	\$ (150,000)	\$ (150,000)	0.00%
- Debt Service	\$ -	\$ -	
	\$ 23,075	\$ 5,090	
<u>Pool</u>			
+ Tax Levy	\$ 59,625	\$ 76,135	-21.69%
+ Other Revenue	\$ 48,800	\$ 46,300	5.40%
+ Reserves	\$ -	\$ -	0.00%
- Expenses	\$ (108,425)	\$ (122,435)	-11.44%
- Capital Outlay	\$ -	\$ -	0.00%
- Debt Service	\$ -	\$ -	
	\$ -	\$ -	
<u>Ambulance</u>			
+ Tax Levy	\$ -	\$ -	0.00%
+ Other Revenue	\$ 509,250	\$ 473,250	7.61%
+ Reserves	\$ -	\$ 178,220	-100.00%
- Expenses	\$ (352,810)	\$ (341,470)	3.32%
- Capital Outlay	\$ (100,000)	\$ (310,000)	0.00%
- Debt Service	\$ -	\$ -	
	\$ 56,440	\$ -	
<u>EDA</u>			
+ Tax Levy	\$ 53,986	\$ 111,425	-51.55%
+ Other Revenue	\$ 144,514	\$ 62,485	131.28%
+ Reserves	\$ -	\$ 40,000	
+ Interfund Loan Receipts	\$ 59,000	\$ 14,400	0.00%
- Expenses	\$ (197,200)	\$ (188,010)	4.89%
+ Non Cash Exp	\$ -	\$ -	0.00%
- Capital Outlay	\$ -	\$ -	0.00%
- Debt Service	\$ (40,300)	\$ (40,300)	0.00%
	\$ -	\$ -	
<u>Arena</u>			
+ Tax Levy	\$ 219,325	\$ 193,975	13.07%
+ Other Revenue	\$ 107,225	\$ 139,225	-22.98%
+ Reserves	\$ -	\$ -	0.00%
- Expenses	\$ (341,550)	\$ (342,200)	-0.19%
- Capital Outlay	\$ (5,000)	\$ (11,000)	-54.55%
- Debt Service	\$ -	\$ -	0.00%
+ Depreciation	\$ 20,000	\$ 20,000	
	\$ -	\$ -	
<u>Multi-Purpose</u>			
+ Tax Levy	\$ 245,680	\$ 243,920	0.72%
+ Other Revenue	\$ 87,095	\$ 67,595	28.85%
+ Reserves	\$ -	\$ -	0.00%
- Expenses	\$ (382,775)	\$ (349,015)	9.67%
- Capital Outlay	\$ (5,000)	\$ (17,500)	-71.43%
- Debt Service	\$ -	\$ -	0.00%
+ Depreciation	\$ 55,000	\$ 55,000	0.00%
	\$ -	\$ -	
Total Levy	\$ 771,846	\$ 849,835	-9.18%

**BUDGET
CITY OF WINDOM
2018 BUDGET YEAR
SPECIAL PROJECTS**

(Tax Increment Finance, Revolving Loan Funds and Other)

<u>Name</u>	<u>Revenue</u>	<u>Expense</u>
256 River Bluff Estates Revolving Loan	\$ -	\$ 250
252 Small Cities Development Program	\$ -	\$ 400
254 North Industrial Park Project	\$ 46,604	\$ 37,580
253 RiverBluff Estates	\$ 10,000	\$ 1,850
251 RBEG\Remick Revolving Loan	\$ 2,500	\$ -
651 Riverbluff Townhomes	\$ -	\$ -
1-8 Downtown TIF	\$ 6,592	\$ 230
1-10 Runnings TIF	\$ 43,206	\$ 41,410
1-12 Prime Pork, LLC. TIF	\$ 290,229	\$ 272,287
1-13 River Bluff TIF	\$ 32,386	\$ 6,000
1-14 Spec Building II TIF	\$ 30,724	\$ 1,188
1-15 Fulda Area Credit Union TIF	\$ 28,883	\$ 28,882
1-16 GDF District TIF	\$ 13,349	\$ 11,743
1-17 NWIP TIF	\$ 91,693	\$ 37,136
1-18 AG Builders TIF	\$ 12,370	\$ 11,767
1-19 NWIP II TIF	\$ 151,430	\$ 141,473
1-20 NEW VISION TIF	<u>\$ 16,230</u>	<u>\$ 16,395</u>
TOTAL	\$ 776,196	\$ 608,591

**BUDGET
CITY OF WINDOM
2018 BUDGET YEAR**

	<u>2018 Levy Uses</u>	<u>Percent Of Levy</u>
General Fund Operational	\$ 348,282	18.17%
General Fund Capital	\$ 180,000	9.39%
Less: Use of General Fund Reserves	\$ -	0.00%
Special Revenue Fund Operational	\$ 751,846	39.23%
Special Revenue Fund Capital	<u>\$ 20,000</u>	1.04%
 <i>Sub Total</i>	 \$ 1,300,128	
 Tax Abatement	 \$ 10,550	 0.55%
Plus Debt Service*	<u>\$ 606,003</u>	31.62%
 Levy Total	 \$ 1,916,681	 100.00%

<i>2017 Levy Total</i>	\$ 1,827,488	95.35%
<i>Adjustment for Tax Abatement Change</i>	\$ -	0.00%
<i>City Operation & Capital Levy Addition</i>	<u>\$ 89,193</u>	4.88%
<i>2018 Levy Total</i>	\$ 1,916,681	
*Total Levy Increase	\$ 89,193	4.88%

Debt Service Levy

402 Capital - ESF Loan	\$ 61,758
401 Street Shop - Loader & Grader Interfund Payment	\$ 159,000
301 2003 Street Project (2011B Refi)	\$ 80,250
302 2005 Street Project (2012A Refi)	\$ 44,551
303 2007 Street Project (2012A Refi)	\$ 78,720
305 2009 Street Project	\$ 59,770
306 2013 Street Project	\$ 94,600
307 2017 Street Project	\$ -
406 2013 Equip Bond - Fire Truck & SCBA	<u>\$ 27,354</u>
Total	\$ 606,003

City of Windom, Minnesota
City of Windom -- Capital Improvement Plan
 2018 thru 2022

PROJECTS BY DEPARTMENT

Department	Project #	Priority	2018	2019	2020	2021	2022	Total
Administration								
Computer Replacement	ADMIN 002	1	3,000	3,000	3,000			9,000
Administration Total			3,000	3,000	3,000			9,000
Airport								
Land Acquisition - Runway Extension	AIRPORT 003	2		200,000				200,000
Runway Extension - Construction	AIRPORT 004	2			1,400,000			1,400,000
Instrument Landing Equipment	AIRPORT 005	1				250,000		250,000
Runway Extension Design	AIRPORT 006	1		100,000				100,000
Crosswind Runway Design	AIRPORT 007	3					150,000	150,000
Crosswind Runway Land Acquisition	AIRPORT 008	2					600,000	600,000
Mower Replacement	AIRPORT 009	3	20,000					20,000
FAA Master Planning	AIRPORT 010	1	150,000					150,000
Runway Extension Environmental Reivew	AIRPORT 011	1	50,000					50,000
Airport Total			220,000	300,000	1,400,000	250,000	750,000	2,920,000
Ambulance								
Radio & Pager Equipment	AMB 006	1	100,000	125,000				225,000
Ambulance Total			100,000	125,000				225,000
Arena								
Install Rink Floor	ARENA 008	3	550,000					550,000
Roof Repair/Rehabilitation	ARENA 009	1		160,000				160,000
Parking Lot Rehabilitation	ARENA 010	2	65,000					65,000
Livestock Building\Riding Rink	ARENA 011	3				200,000		200,000
Ice System Replacement	ARENA 013	1	950,000					950,000
Arena Total			1,565,000	160,000		200,000		1,925,000
Building\Zoning								
Computer Replacement	BUILD 003	1	1,800					1,800
Color Copier Replacement	BUILD 004	1			7,000			7,000
Dilapidated Housing Demolition Program	BUILD 005	2	30,000	30,000	30,000	30,000	30,000	150,000
Building\Zoning Total			31,800	30,000	37,000	30,000	30,000	158,800
City Hall								
Window Replacement	CH 001	2	20,000					20,000
Tuckpointing and Foundation Repair	CH 008	2		50,000				50,000
EDA\Building Office Windows	CH 010	2	5,000					5,000
City Hall Total			25,000	50,000				75,000
Community Center								

Department	Project #	Priority	2018	2019	2020	2021	2022	Total
Meeting Room Maintenance/Improvements	COMM 001	2	21,512	40,000	20,000			81,512
Dance Floor Replacement	COMM 002	3	14,800					14,800
Sound System	COMM 003	3		60,000				60,000
Stage	COMM 006	3	8,500					8,500
Equipment Replacement/Upgrades	COMM 007	1	15,000	15,000	15,000			45,000
Mechanical Systems	COMM 009	1	30,000	30,000	30,000			90,000
Roof Replacement	COMM 010	1			85,000			85,000
Garage Doors w/ Openers	COMM 011	2		9,800				9,800
Gym Renovation	COMM 012	2		85,000				85,000
Outdoor - Grounds and Equipment	COMM 014	2	4,000	4,000	4,000	4,000	4,000	20,000
Outdoor Event Garden	COMM 017	3	50,000					50,000
Community Center Total			143,812	243,800	154,000	4,000	4,000	549,612

EDA								
NWIP South 80 Addition	EDA 003	1	969,000	250,000				1,219,000
Prairie Meadow Subdivision	EDA 004	1			420,000			420,000
NWIP Monument Sign	EDA 005	2		40,000				40,000
East Highway 60 Development	EDA 006	2	1,986,400					1,986,400
Cottonwood Lake Site Reclamation	EDA 007	2	2,068,000					2,068,000
EDA Total			5,023,400	290,000	420,000			5,733,400

Electric								
Distribution System Upgrades	ELE 001	1	300,000	300,000	330,000			930,000
Misc Equipment - Unidentified	ELE 004	3	40,000	40,000	40,000			120,000
69KV\13.8KV Substation Transformer	ELE 006	3	1,576,621					1,576,621
Unit 30 Replacement	ELE 014	1		40,000				40,000
Replace Unit 34	ELE 015	1			44,000			44,000
Generation	ELE 016	1	110,000		2,000,000			2,110,000
Electric Total			2,026,621	380,000	2,414,000			4,820,621

Fire								
Rural Engine/Pumper Truck - Unit 21	FIRE 003	1				450,000		450,000
First Response Truck - Unit 24	FIRE 005	3					200,000	200,000
City Engine/Pumper - Unit 23	FIRE 006	1		450,000				450,000
Radio Replacement	FIRE 007	1		75,000				75,000
Fire Total				525,000		450,000	200,000	1,175,000

Library								
Window Replacement	LIB 002	2	120,000					120,000
Computer Replacement	LIB 007	1	2,000					2,000
Library Remodel Project	LIB 008	2		30,000	30,000	30,000	7,000	97,000
Library Total			122,000	30,000	30,000	30,000	7,000	219,000

Liquor								
New Store	LIQUOR 014	3			2,000,000			2,000,000
Computer Replacement	LIQUOR 015	1	2,000					2,000
Liquor Total			2,000		2,000,000			2,002,000

Multiple Depts								
City-wide Network & Server Upgrades	MULTI 003	1	6,000	6,000	6,000	6,000	6,000	30,000

Department	Project #	Priority	2018	2019	2020	2021	2022	Total
Multiple Depts Total			6,000	6,000	6,000	6,000	6,000	30,000
Parks								
Park Restroom Improvements	PARK 001	2	35,000	35,000				70,000
Windom Rec Area - Lighting	PARK 005	4			160,300			160,300
Windom Rec Area - Parking Lot & Trail Improvements	PARK 006	4				250,000		250,000
Toro Groundsmaster Mower (328D)	PARK 010	1		25,000				25,000
Unit 70 Pick-up Truck	PARK 011	2	32,000					32,000
Playground Equipment Replacement Fund	PARK 014	3	0	0	10,000	10,000	10,000	30,000
Toro Groundsmaster Mower (3280D)	Park 015	2			26,000			26,000
Dog Park	PARK 017	5	1,000					1,000
Tennis Court Construction	PARK 018	2		150,000				150,000
Parks Total			68,000	210,000	196,300	260,000	10,000	744,300
Police								
SUV Replacement	POLICE 005	3				35,000		35,000
Computer Replacement - Mobile Units	POLICE 006	2			10,000			10,000
IT Data Download System	POLICE 012	1	4,600					4,600
Police Total			4,600		10,000	35,000		49,600
Pool								
Renovated Pool	POOL 003	3			2,500,000			2,500,000
Heater Replacement	POOL 005	1	6,500					6,500
Chemical Controller Replacement/Upgrade	POOL 006	1	2,400					2,400
Pool Total			8,900		2,500,000			2,508,900
Recreation								
Software Upgrade	REC 003	2	7,000	3,000	3,000	3,000	3,000	19,000
Recreation Total			7,000	3,000	3,000	3,000	3,000	19,000
Streets								
2020 Street Project	STR 003	1			1,800,000			1,800,000
Equipment Fund Reserve	STR 005	2	50,000	50,000	50,000	50,000	50,000	250,000
Pick-up Replacement 3/4 Ton (Unit 40-05)	STR 009	2	30,000					30,000
2.5 Ton Dump Trucks (Units 42-04; 43-04 and 44-04)	STR 010	1		360,000		190,000		550,000
Street Sweeper Replacement	STR 011	1	180,000					180,000
Insect Sprayer Replacement	STR 012	2					12,000	12,000
Sno-Go Snow Blower Replacement	STR 013	1				135,000		135,000
Skid Loader Replacement	STR 022	2	35,000					35,000
Traffic Signal Lights	STR 025	1		500,000	250,000			750,000
Streets Total			295,000	910,000	2,100,000	375,000	62,000	3,742,000
Telecom								
Headend Digital Conversion - IPTV	TEL 010	1			695,000			695,000
Office Space Upgrade	TEL 014	2	5,000					5,000
System Expansion - Co Road 13	TEL 021	2	35,000					35,000
Telecom Total			40,000		695,000			735,000
Wastewater								
General Plant Improvement/Maintenance	SEWER 001	2	5,000	5,000	5,000	5,000		20,000

Department	Project #	Priority	2018	2019	2020	2021	2022	Total
Treatment Plant Upgrade	SEWER 002	1		13,800,000				13,800,000
Jetter Truck Replacement	SEWER 005	1			100,000			100,000
General Equipment	SEWER 006	3	20,000	20,000	20,000			60,000
Interceptor/Collection System Improvements	SEWER 007	1	10,000	10,000	10,000	10,000		40,000
Unit #60 Replacent - 1½ Ton Pick-up Truck	SEWER 009	2	15,000					15,000
Lift Station Improvements	SEWER 010	1	5,000	5,000	5,000	5,000		20,000
Wastewater Total			55,000	13,840,000	140,000	20,000		14,055,000
Water								
Wells and Well Site	WATER 001	1	5,000	5,000	5,000	5,000		20,000
Pumping Equipment	WATER 002	1	5,000	5,000	5,000	5,000	5,000	25,000
Filter Plant Improvements	WATER 004	1	10,000	10,000	10,000			30,000
Water Main Improvements	WATER 005	1	5,000	5,000	5,000	5,000		20,000
Hydrants	WATER 008	2	5,000	5,000	5,000	5,000		20,000
Mower Replacement	WATER 011	3			15,000			15,000
Water Total			30,000	30,000	45,000	20,000	5,000	130,000
GRAND TOTAL			9,777,133	17,135,800	12,153,300	1,683,000	1,077,000	41,826,233

City of Windom -- Capital Improvement Pl

2018 thru 2022

Department Administration

City of Windom, Minnesota

Contact City Administrator

Project #	ADMIN 002
Project Name	Computer Replacement

Type Equipment

Useful Life 5 years

Category Equipment: Computers

Priority 1 Critical

Description	Total Project Cost: \$13,750
Replace computers for city office staff (7 pcs) and 1 server.	

Justification
Existing PCs were purchased in 2012. Useful life is 4-5 years due to technology upgrades, software changes and wear/tear from daily use. Server was purchased in 2008 and has a life expectancy of 10 years, but is not upgradable from Windows 2003 which is no longer supported.

Prior	Expenditures	2018	2019	2020	2021	2022	Total
4,750	Equipment	3,000	3,000	3,000			9,000
Total	Total	3,000	3,000	3,000			9,000

Prior	Funding Sources	2018	2019	2020	2021	2022	Total
4,750	Electric Fund	750	750	750			2,250
	General Fund	500	500	500			1,500
	Liquor Fund	250	250	250			750
	Sewer Fund	500	500	500			1,500
	Telecom Fund	500	500	500			1,500
	Water Fund	500	500	500			1,500
	Total	3,000	3,000	3,000			9,000

Budget Impact/Other

City of Windom -- Capital Improvement Pl

2018 thru 2022

City of Windom, Minnesota

Department Airport
 Contact Airport Manager
 Type Improvement
 Useful Life 40 years
 Category Unassigned
 Priority 2 Very Important

Project # AIRPORT 003
 Project Name Land Acquisition - Runway Extension

Total Project Cost: \$200,000

Description

Purchase of 20 acres of land for the extension of the runway.

Justification

Additional property is needed to extend the runway to accommodate larger aircraft.

Expenditures	2018	2019	2020	2021	2022	Total
Land Acquisition		200,000				200,000
Total		200,000				200,000

Funding Sources	2018	2019	2020	2021	2022	Total
Federal Government		180,000				180,000
General Fund		20,000				20,000
Total		200,000				200,000

Budget Impact/Other

City of Windom -- Capital Improvement Pl

2018 thru 2022

Department Airport

City of Windom, Minnesota

Contact Airport Manager

Project # **AIRPORT 004**
 Project Name **Runway Extension - Construction**

Type Improvement

Useful Life 40 years

Category Street: Paving\Overlay

Priority 2 Very Important

Description	Total Project Cost: \$1,400,000
Construction of 1400 feet of runway extension.	

Justification
Accommodation of larger aircraft and safety for all aircraft.

Expenditures	2018	2019	2020	2021	2022	Total
Construction/Maintenance			1,400,000			1,400,000
Total			1,400,000			1,400,000

Funding Sources	2018	2019	2020	2021	2022	Total
Federal Government			1,260,000			1,260,000
General Fund			140,000			140,000
Total			1,400,000			1,400,000

Budget Impact/Other

City of Windom -- Capital Improvement Pl

2018 thru 2022

City of Windom, Minnesota

Department Airport

Contact Airport Manager

Type Improvement

Useful Life 20 years

Category Equipment: Miscellaneous

Priority 1 Critical

Project #	AIRPORT 005
Project Name	Instrument Landing Equipment

Description	Total Project Cost: \$250,000
Installation of instrument landing and navigational equipment.	

Justification
Improve safety and allow for all-weather capability.

Expenditures	2018	2019	2020	2021	2022	Total
Equipment				250,000		250,000
Total	<hr/>				250,000	250,000

Funding Sources	2018	2019	2020	2021	2022	Total
Federal Government				225,000		225,000
General Fund				25,000		25,000
Total	<hr/>				250,000	250,000

Budget Impact/Other

City of Windom -- Capital Improvement Pl

2018 thru 2022

Department Airport

City of Windom, Minnesota

Contact Airport Manager

Project #	AIRPORT 006
Project Name	Runway Extension Design

Type Improvement

Useful Life 40 years

Category Street: New Construction

Priority 1 Critical

Description	Total Project Cost: \$100,000
Design work by engineers for the runway extension project.	

Justification

Expenditures	2018	2019	2020	2021	2022	Total
Planning/Design		100,000				100,000
Total		100,000				100,000

Funding Sources	2018	2019	2020	2021	2022	Total
Federal Government		90,000				90,000
General Fund		10,000				10,000
Total		100,000				100,000

Budget Impact/Other

City of Windom -- Capital Improvement Pl

2018 thru 2022

Department Airport

City of Windom, Minnesota

Contact Airport Manager

Project # **AIRPORT 007**
 Project Name **Crosswind Runway Design**

Type Improvement

Useful Life 1 year

Category Unassigned

Priority 3 Important

Description	Total Project Cost: \$150,000
Design work by engineers for the crosswind runway	

Justification

Expenditures	2018	2019	2020	2021	2022	Total
Planning/Design					150,000	150,000
Total					150,000	150,000

Funding Sources	2018	2019	2020	2021	2022	Total
Federal Government					135,000	135,000
General Fund					15,000	15,000
Total					150,000	150,000

Budget Impact/Other

City of Windom -- Capital Improvement Pl

2018 thru 2022

Department Airport
 Contact Airport Manager
 Type Improvement
 Useful Life 40 years
 Category Unassigned
 Priority 2 Very Important

City of Windom, Minnesota

Project # **AIRPORT 008**
 Project Name **Crosswind Runway Land Acquisition**

Description	Total Project Cost: \$600,000
Acquisition of land for the crosswind runway.	

Justification

Expenditures	2018	2019	2020	2021	2022	Total
Land Acquisition					600,000	600,000
Total					600,000	600,000

Funding Sources	2018	2019	2020	2021	2022	Total
Federal Government					540,000	540,000
General Fund					60,000	60,000
Total					600,000	600,000

Budget Impact/Other

City of Windom -- Capital Improvement Pl

2018 thru 2022

Department Airport

City of Windom, Minnesota

Contact Airport Manager

Project # **AIRPORT 009**
 Project Name **Mower Replacement**

Type Equipment

Useful Life 5 years

Category Equipment: Miscellaneous

Priority 3 Important

Description	Total Project Cost: \$20,000
Replace mower used at the Airport for grounds maintenance.	

Justification
Mower wears out over time and replacement schedule is estimated to be 5 years.

Expenditures	2018	2019	2020	2021	2022	Total
Equipment	20,000					20,000
Total	20,000					20,000

Funding Sources	2018	2019	2020	2021	2022	Total
General Fund	6,000					6,000
State Aid\Grant	14,000					14,000
Total	20,000					20,000

Budget Impact/Other

City of Windom -- Capital Improvement Pl

2018 thru 2022

City of Windom, Minnesota

Department Airport
 Contact Airport Manager
 Type Improvement
 Useful Life 20 years
 Category Unassigned
 Priority 1 Critical

Project # **AIRPORT 010**
 Project Name **FAA Master Planning**

Total Project Cost: **\$300,000**

Description

Required 20 year Master Plan for FAA.

Justification

Required FAA Master Plan for Windom Municipal Airport

Prior	Expenditures	2018	2019	2020	2021	2022	Total
150,000	Planning/Design	150,000					150,000
Total	Total	150,000					150,000

Prior	Funding Sources	2018	2019	2020	2021	2022	Total
150,000	Federal Government	135,000					135,000
	General Fund	7,500					7,500
	State Aid\Grant	7,500					7,500
Total	Total	150,000					150,000

Budget Impact/Other

City of Windom -- Capital Improvement Pl
City of Windom, Minnesota

2018 thru 2022

Department Airport
 Contact Airport Manager
 Type Improvement
 Useful Life 20 years
 Category Unassigned
 Priority 1 Critical

Project # AIRPORT 011
Project Name Runway Extension Environmental Reivew

Description **Total Project Cost: \$50,000**
 Environmenal review for runway extension.

Justification
 Required by State and Federal governments for FAA projects.

Expenditures	2018	2019	2020	2021	2022	Total
Planning/Design	50,000					50,000
Total	50,000					50,000

Funding Sources	2018	2019	2020	2021	2022	Total
Federal Government	45,000					45,000
General Fund	5,000					5,000
Total	50,000					50,000

Budget Impact/Other

City of Windom -- Capital Improvement Pl

2018 thru 2022

City of Windom, Minnesota

Department Ambulance

Contact Ambulance Director

Type Equipment

Useful Life 7 years

Category Equipment: Miscellaneous

Priority 1 Critical

Project # AMB 006

Project Name Radio & Pager Equipment

Total Project Cost: \$225,000

Description

Replacement of radios and/or pagers or other communications equipment

Justification

Equipment will wear out and reach the end of its useful life and need to be replaced. Radios purchased in 2012 and anticipating 7-10 year life.

Expenditures	2018	2019	2020	2021	2022	Total
Equipment	100,000	125,000				225,000
Total	100,000	125,000				225,000

Funding Sources	2018	2019	2020	2021	2022	Total
Ambulance Fund	100,000	125,000				225,000
Total	100,000	125,000				225,000

Budget Impact/Other

City of Windom -- Capital Improvement Pl

2018 thru 2022

Department Arena
 Contact Recreation Director
 Type Improvement
 Useful Life 25 years
 Category Buildings
 Priority 3 Important

City of Windom, Minnesota

Project # ARENA 008
 Project Name Install Rink Floor

Description **Total Project Cost: \$550,000**
 Install a concrete floor in the Arena building with cooling coils.

Justification
 The existing floor is sand/dirt and it is inefficient for the installation/removal of ice. In addition, the coils used for the making of ice are decades old and experiencing maintenance issues. This project would address both the needs for the flooring and the cooling coils.
 Feb. 2012 cost estimate.

Expenditures	2018	2019	2020	2021	2022	Total
Construction/Maintenance	550,000					550,000
Total	550,000					550,000

Funding Sources	2018	2019	2020	2021	2022	Total
GO Bonds	550,000					550,000
Total	550,000					550,000

Budget Impact/Other

City of Windom -- Capital Improvement Pl

2018 thru 2022

City of Windom, Minnesota

Department Arena
 Contact Recreation Director
 Type Maintenance
 Useful Life 15 years
 Category Buildings
 Priority 1 Critical

Project # ARENA 009
 Project Name Roof Repair/Rehabilitation

Total Project Cost: \$160,000

Description
 Restoration of the existing metal roof with ER System (does not include replacing the metal sheeting on the roof).

Justification
 Original roof is on the Arena building from 1975. Some areas have been patched or roofing material applied to prolong the life of the roof. This project is proposed to add life expectancy to the roof.

Expenditures	2018	2019	2020	2021	2022	Total
Construction/Maintenance		160,000				160,000
Total		160,000				160,000

Funding Sources	2018	2019	2020	2021	2022	Total
General Fund		160,000				160,000
Total		160,000				160,000

Budget Impact/Other

City of Windom -- Capital Improvement Pl
City of Windom, Minnesota

2018 thru 2022

Department Arena
Contact Recreation Director
Type Maintenance
Useful Life 25 years
Category Street: Paving/Overlay
Priority 2 Very Important

Project # ARENA 010
Project Name Parking Lot Rehabilitation

Description **Total Project Cost: \$65,000**
 Mill and overlay for parking and access at Arena.

Justification
 Parking lot and access roads need to be milled and overlaid with new asphalt as there are cracks and areas of deteriorated asphalt. There is approximately 3,500 square feet of area to be done at a cost of \$39/square foot.
 Feb 2012 estimate

Expenditures	2018	2019	2020	2021	2022	Total
Construction/Maintenance	65,000					65,000
Total	65,000					65,000

Funding Sources	2018	2019	2020	2021	2022	Total
General Fund	65,000					65,000
Total	65,000					65,000

Budget Impact/Other

City of Windom -- Capital Improvement Pl

2018 thru 2022

City of Windom, Minnesota

Department Arena
 Contact Recreation Director
 Type Improvement
 Useful Life 25 years
 Category Buildings
 Priority 3 Important

Project # ARENA 011
 Project Name Livestock Building/Riding Rink

Description **Total Project Cost: \$200,000**
 Construct a new livestock building that can be used for a riding area, house stalls for horse/livestock shows and be used for storage in the winter.

Justification
 Construction of a new building would provide an additional option for horse and livestock shows and reduce the City's dependency on the County Fair buildings for hosting events.

Expenditures	2018	2019	2020	2021	2022	Total
Building				200,000		200,000
Total	<hr/>				200,000	200,000

Funding Sources	2018	2019	2020	2021	2022	Total
General Fund				200,000		200,000
Total	<hr/>				200,000	200,000

Budget Impact/Other

City of Windom -- Capital Improvement Pl

2018 *thru* 2022

City of Windom, Minnesota

Department Arena
Contact Recreation Director
Type Improvement
Useful Life 25 years
Category Equipment: Arena
Priority 1 Critical

Project # ARENA 013
Project Name Ice System Replacement

Description	Total Project Cost: \$950,000
Replacement of the Arena's ice making system (distribution and compressors)	

Justification
R-22 coolant will be banned by federal law in 2020.

Expenditures	2018	2019	2020	2021	2022	Total
Equipment	950,000					950,000
Total	950,000					950,000

Funding Sources	2018	2019	2020	2021	2022	Total
GO Bonds	950,000					950,000
Total	950,000					950,000

Budget Impact/Other

City of Windom -- Capital Improvement Pl

2018 thru 2022

Department Building/Zoning

City of Windom, Minnesota

Contact Building Official

Project # **BUILD 003**
 Project Name **Computer Replacement**

Type Equipment

Useful Life 5 years

Category Equipment: Computers

Priority 1 Critical

Description	Total Project Cost: \$1,800
Computer Replacement	

Justification
Computer for Development Department Administrative Assistant is 5+ years old and needs to be replaced. New computer for Development Director.

Expenditures	2018	2019	2020	2021	2022	Total
Equipment	1,800					1,800
Total	1,800					1,800

Funding Sources	2018	2019	2020	2021	2022	Total
General Fund	1,800					1,800
Total	1,800					1,800

Budget Impact/Other

City of Windom -- Capital Improvement Pl

2018 thru 2022

City of Windom, Minnesota

Department Building/Zoning

Contact Building Official

Type Unassigned

Useful Life 5 years

Category Unassigned

Priority 1 Critical

Project #	BUILD 004
Project Name	Color Copier Replacement

Description	Total Project Cost: \$7,000
Color Copier Replacement	

Justification
Current maching reaching end of lilfe. Unit is shared between Building and EDA.

Expenditures	2018	2019	2020	2021	2022	Total
Equipment			7,000			7,000
Total	<hr/>					7,000

Funding Sources	2018	2019	2020	2021	2022	Total
EDA Budget			3,500			3,500
General Fund			3,500			3,500
Total	<hr/>					7,000

Budget Impact/Other

Department Building/Zoning

Contact Building Official

Type Improvement

Useful Life 40 years

Category Buildings

Priority 2 Very Important

Project # BUILD 005
Project Name Dilapidated Housing Demolition Program

Description

Total Project Cost: \$180,000

There are a number of dilapidated homes in Windom. We have discussed the possibility of a demolition program. The Housing Study estimated there are at least 12 homes in Windom that are in very poor condition and may be physically and/or functionally obsolete. Removing these old homes may be good for the neighborhood and may also create some infill lots that could potentially be redeveloped with single-family or twinhomes, particular lots located within walking distance of Downtown Windom. The Housing Study recommends exploring the potential to create a demolition program for dilapidated homes in Windom.

Justification

The Development Department recommends starting with properties that will be given to the city. These parcels can be sold or developed into neighborhood/pocket parks. We have received two estimates for demolition that range from \$7,000 to \$10,000, depending on the amount of trash in the house.

Expenditures	2018	2019	2020	2021	2022	Total	Future
Building	30,000	30,000	30,000	30,000	30,000	150,000	30,000
Total	30,000	30,000	30,000	30,000	30,000	150,000	Total

Funding Sources	2018	2019	2020	2021	2022	Total	Future
General Fund	30,000	30,000	30,000	30,000	30,000	150,000	30,000
Total	30,000	30,000	30,000	30,000	30,000	150,000	Total

Budget Impact/Other

If the property is given to the City the majority of the demolition costs should be recouped when the property sells. Some properties will not be as desirable for a new home. These parcels can be split and acquired by the two adjoining properties to create larger lots. If the parcel cannot be sold the property can be developed into a neighborhood/pocket park.
 This program will help to improve the aesthetic character of the City.
 Partnering with a private developer to fund this project will result in the City getting new tax revenue off 8 lots, and the City would acquire a 2 million dollar street for \$240,000.

City of Windom -- Capital Improvement Pl

2018 thru 2022

Department City Hall
 Contact City Administrator
 Type Maintenance
 Useful Life 25 years
 Category Buildings
 Priority 2 Very Important

City of Windom, Minnesota

Project # CH 001
 Project Name Window Replacement

Description **Total Project Cost: \$20,000**
 Replace windows at City Hall

Justification
 Original windows in the building have been in place for 45+ years. New windows needed due to some mold caused by condensation and to gain energy efficiencies.

Prior	Expenditures	2018	2019	2020	2021	2022	Total
0	Construction/Maintenance	20,000					20,000
Total	Total	20,000					20,000

Funding Sources	2018	2019	2020	2021	2022	Total
General Fund	20,000					20,000
Total	20,000					20,000

Budget Impact/Other
 New windows will help to lower future heating\cooling costs

City of Windom -- Capital Improvement Pl

2018 thru 2022

City of Windom, Minnesota

Department City Hall
 Contact City Administrator
 Type Maintenance
 Useful Life 20 years
 Category Buildings
 Priority 2 Very Important

Project # CH 008
 Project Name Tuckpointing and Foundation Repair

Description **Total Project Cost: \$50,000**
 Tuckpointing the brick exterior of the City Hall, Fire Hall and Building/Zoning offices.

Justification
 Brick mortar is crumbling from many sections of the building. If left unchecked additional moisture will get in between the bricks and cause additional damage to the façade and foundation.

Expenditures	2018	2019	2020	2021	2022	Total
Construction/Maintenance		50,000				50,000
Total		50,000				50,000

Funding Sources	2018	2019	2020	2021	2022	Total
General Fund		50,000				50,000
Total		50,000				50,000

Budget Impact/Other

City of Windom -- Capital Improvement Pl

2018 thru 2022

City of Windom, Minnesota

Department City Hall
 Contact Development Director
 Type Maintenance
 Useful Life 20 years
 Category Buildings
 Priority 2 Very Important

Project # CH 010
 Project Name EDA\Building Office Windows

Description **Total Project Cost: \$5,000**
 Replace two windows in the Development Dept (EDA & Building Official) offices.

Justification
 The existing windows are in poor condition and not energy efficient.

Expenditures	2018	2019	2020	2021	2022	Total
Construction/Maintenance	5,000					5,000
Total	5,000					5,000

Funding Sources	2018	2019	2020	2021	2022	Total
General Fund	5,000					5,000
Total	5,000					5,000

Budget Impact/Other

City of Windom -- Capital Improvement Pl

2018 thru 2022

City of Windom, Minnesota

Department Community Center
 Contact Community Center Director
 Type Maintenance
 Useful Life 10 years
 Category Buildings
 Priority 2 Very Important

Project # COMM 001
 Project Name Meeting Room Maintenance\Improvements

Total Project Cost: \$81,512

Description

Meeting Room 105, Room 120 (senior dining), Room 117 (senior center) and Office maintenance and improvements of worn interiors. Painting, wall coverings, blinds, carpet and small appliances (microwave, frige and stove).

Justification

Center was built in 1999 and minor repairs\upgrades\updating is needed.

Expenditures	2018	2019	2020	2021	2022	Total
Equipment	21,512					21,512
Furnishings		40,000	20,000			60,000
Total	21,512	40,000	20,000			81,512

Funding Sources	2018	2019	2020	2021	2022	Total
General Fund	21,512	40,000	20,000			81,512
Total	21,512	40,000	20,000			81,512

Budget Impact/Other

City of Windom -- Capital Improvement Pl

2018 thru 2022

City of Windom, Minnesota

Department Community Center
 Contact Community Center Director
 Type Equipment
 Useful Life 15 years
 Category Equipment: Miscellaneous
 Priority 3 Important

Project # COMM 002
 Project Name Dance Floor Replacement

Total Project Cost: \$14,800

Description
 Replacement of dance floor. Original floor from 1999.

Justification
 Floor is original in 1999 and updating is needed.

Expenditures	2018	2019	2020	2021	2022	Total
Equipment	14,800					14,800
Total	14,800					14,800

Funding Sources	2018	2019	2020	2021	2022	Total
General Fund	14,800					14,800
Total	14,800					14,800

Budget Impact/Other

City of Windom -- Capital Improvement Pl

2018 thru 2022

City of Windom, Minnesota

Department Community Center
 Contact Community Center Director
 Type Equipment
 Useful Life 15 years
 Category Equipment: Miscellaneous
 Priority 3 Important

Project # COMM 003
 Project Name Sound System

Description **Total Project Cost: \$74,000**
 Replacement and/or Upgrade of Facility Sound System

Justification
 Center was built in 1999 and minor repairs\upgrades\updating is needed.

Prior	Expenditures	2018	2019	2020	2021	2022	Total
14,000	Equipment		60,000				60,000
Total	Total		60,000				60,000

Prior	Funding Sources	2018	2019	2020	2021	2022	Total
14,000	General Fund		60,000				60,000
Total	Total		60,000				60,000

Budget Impact/Other

City of Windom -- Capital Improvement Pl

2018 thru 2022

City of Windom, Minnesota

Department Community Center
 Contact Community Center Director
 Type Equipment
 Useful Life 15 years
 Category Equipment: Miscellaneous
 Priority 3 Important

Project # **COMM 006**
 Project Name **Stage**

Description **Total Project Cost: \$8,500**
 Replacement of Stage as safety could become an issue after 15 years of use.

Justification
 Center was built in 1999 and minor repairs\upgrades\updating is needed. Could possibly replace in parts over several years.

Expenditures	2018	2019	2020	2021	2022	Total
Equipment	8,500					8,500
Total	8,500					8,500

Funding Sources	2018	2019	2020	2021	2022	Total
General Fund	8,500					8,500
Total	8,500					8,500

Budget Impact/Other

City of Windom -- Capital Improvement Pl

2018 thru 2022

City of Windom, Minnesota

Department Community Center
 Contact Community Center Director
 Type Equipment
 Useful Life 15 years
 Category Equipment: Miscellaneous
 Priority 1 Critical

Project # COMM 007
 Project Name Equipment Replacement\Upgrades

Description **Total Project Cost: \$75,000**
 Replace Kitchen Appliances and/or other equipment as needed.

Justification
 Equipment is nearing 15 years old and gets heavy daily use by senior dining and it is also used for events.

Prior	Expenditures	2018	2019	2020	2021	2022	Total
30,000	Equipment	15,000	15,000	15,000			45,000
Total	Total	15,000	15,000	15,000			45,000

Prior	Funding Sources	2018	2019	2020	2021	2022	Total
30,000	General Fund	15,000	15,000	15,000			45,000
Total	Total	15,000	15,000	15,000			45,000

Budget Impact/Other

City of Windom -- Capital Improvement Pl

2018 thru 2022

City of Windom, Minnesota

Department Community Center
 Contact Community Center Director
 Type Equipment
 Useful Life 15 years
 Category Buildings
 Priority 1 Critical

Project # COMM 009
 Project Name Mechanical Systems

Total Project Cost: \$120,000

Description
Furnace Replacement \$16,800
Water Heater Replacement \$3,790
Water Softener \$3,800
Central Vac Unit \$2,700
Phone System \$5,800
Main A/C - 4 units (rooftop) \$72,000
A/C - 4 small units \$10,000

Justification
 Center was built in 1999 and major repairs\upgrades\updating is needed. Water heater failed in 2011.

Prior	Expenditures	2018	2019	2020	2021	2022	Total
30,000	Building	30,000	30,000	30,000			90,000
	Total	30,000	30,000	30,000			90,000

Prior	Funding Sources	2018	2019	2020	2021	2022	Total
30,000	General Fund	30,000	30,000	30,000			90,000
	Total	30,000	30,000	30,000			90,000

Budget Impact/Other

City of Windom -- Capital Improvement Pl

2018 thru 2022

Department Community Center
 Contact Community Center Director
 Type Maintenance
 Useful Life 20 years
 Category Buildings
 Priority 1 Critical

City of Windom, Minnesota

Project # **COMM 010**
 Project Name **Roof Replacement**

Description Total Project Cost: \$85,000
 Replacement of Roof

Justification
 Center was built in 1999 and major re-do is needed. Some minor leaking has been occurring.

Expenditures	2018	2019	2020	2021	2022	Total
Building			85,000			85,000
Total			85,000			85,000

Funding Sources	2018	2019	2020	2021	2022	Total
General Fund			85,000			85,000
Total			85,000			85,000

Budget Impact/Other

City of Windom -- Capital Improvement Pl

2018 thru 2022

City of Windom, Minnesota

Department Community Center
 Contact Community Center Director
 Type Maintenance
 Useful Life 20 years
 Category Buildings
 Priority 2 Very Important

Project # COMM 011

Project Name Garage Doors w\ Openers

Description

Total Project Cost: \$9,800

Replace\Repair large garage doors and opener system

Justification

Center was built in 1999 and minor repairs\upgrades\updating is needed.

Expenditures	2018	2019	2020	2021	2022	Total
Construction/Maintenance		9,800				9,800
Total		9,800				9,800

Funding Sources	2018	2019	2020	2021	2022	Total
General Fund		9,800				9,800
Total		9,800				9,800

Budget Impact/Other

City of Windom -- Capital Improvement Pl

2018 thru 2022

Department Community Center
 Contact Community Center Director
 Type Maintenance
 Useful Life 15 years
 Category Buildings
 Priority 2 Very Important

City of Windom, Minnesota

Project #	COMM 012
Project Name	Gym Renovation

Description	Total Project Cost: \$94,100
Paint Gym Flooring Walls Basketball\ Volleyball Fixed Equipment (backboards, net poles) Bleachers Lighting Replacement	

Justification
Center was built in 1999 and minor repairs\upgrades\updating is needed.

Prior	Expenditures	2018	2019	2020	2021	2022	Total
9,100	Construction/Maintenance		85,000				85,000
Total	Total		85,000				85,000

Prior	Funding Sources	2018	2019	2020	2021	2022	Total
9,100	General Fund		85,000				85,000
Total	Total		85,000				85,000

Budget Impact/Other

City of Windom -- Capital Improvement Pl

2018 thru 2022

Department Community Center
 Contact Community Center Director
 Type Maintenance
 Useful Life 15 years
 Category Equipment: Miscellaneous
 Priority 2 Very Important

City of Windom, Minnesota

Project # **COMM 014**
 Project Name **Outdoor - Grounds and Equipment**

Description	Total Project Cost: \$24,400
Grills (4) \$7,200 Lawn Mower Sidewalk repair Parking lot - striping and/or re-surfacing \$10,000 Garbage cans \$1,400 Snow Blower \$3,000 Storage Shed \$8,000	

Justification
 Center was built in 1999 and minor repairs\upgrades\updating is needed.

Prior	Expenditures	2018	2019	2020	2021	2022	Total
4,400	Equipment	4,000	4,000	4,000	4,000	4,000	20,000
Total	Total	4,000	4,000	4,000	4,000	4,000	20,000

Prior	Funding Sources	2018	2019	2020	2021	2022	Total
4,400	General Fund	4,000	4,000	4,000	4,000	4,000	20,000
Total	Total	4,000	4,000	4,000	4,000	4,000	20,000

Budget Impact/Other

City of Windom -- Capital Improvement Pl

2018 thru 2022

City of Windom, Minnesota

Department Community Center
 Contact Community Center Director
 Type Improvement
 Useful Life 10 years
 Category Park: Buildings
 Priority 3 Important

Project # **COMM 017**
 Project Name **Outdoor Event Garden**

Description **Total Project Cost: \$50,000**
 Addition to existing patio and or development of outdoor spaces for weddings, meetings and other gatherings.

Justification
 Expand the range of offerings available for rental.

Expenditures	2018	2019	2020	2021	2022	Total
Building	50,000					50,000
Total	50,000					50,000

Funding Sources	2018	2019	2020	2021	2022	Total
Donations	50,000					50,000
Total	50,000					50,000

Budget Impact/Other

City of Windom, Minnesota

Project # EDA 003
 Project Name NWIP South 80 Addition

Type Improvement
 Useful Life 25 years
 Category Street: New Construction
 Priority 1 Critical

Description

Total Project Cost: \$1,219,000

Land Acquisition and infrastructure for additional industrial park. 75 acre expansion along with streets and utilities of approximately 1,750 feet.

Justification

As of July 2017, 8 of the 12 lots in the NWIP have been sold. There is continued interest in the NWIP, and we have excess TIF increment that needs to be utilized by the end of 2018. Need to expand park to continue to attract and expand business opportunities.

Expenditures	2018	2019	2020	2021	2022	Total
Land Acquisition	969,000					969,000
Construction/Maintenance		250,000				250,000
Total	969,000	250,000				1,219,000

Funding Sources	2018	2019	2020	2021	2022	Total
Sewer Fund		50,000				50,000
State Aid\Grant		150,000				150,000
TIF Proceeds	969,000					969,000
Water Fund		50,000				50,000
Total	969,000	250,000				1,219,000

Budget Impact/Other

The excess TIF increment can be utilized to purchase the property. The Purchase Option with Trotter expires December 31, 2018. The budget impact is unknown after the Purchase Option expires. The budget impact with the Purchase Option depends on the number of acres that are developed and how many acres (if any) are sold as farm land.

City of Windom -- Capital Improvement Pl

2018 *thru* 2022

City of Windom, Minnesota

Department EDA

Contact Development Director

Type Improvement

Useful Life 40 years

Category Street: New Construction

Priority 1 Critical

Project # EDA 004

Project Name Prairie Meadow Subdivision

Description

Total Project Cost: \$420,000

Residential housing development in partership with EDA and Windom Area School District at 17th Street and 17th Avenue.

Justification

Housing is needed for increase in population and workers in Windom. Land sale proceeds will be primarily used to fund infrastructure in Phase II.

Expenditures	2018	2019	2020	2021	2022	Total
Construction/Maintenance			420,000			420,000
Total			420,000			420,000

Funding Sources	2018	2019	2020	2021	2022	Total
EDA Budget			300,000			300,000
General Fund			20,000			20,000
Sewer Fund			50,000			50,000
Water Fund			50,000			50,000
Total			420,000			420,000

Budget Impact/Other

Funds for this project are anticipated to be generated by lot sales reveune.

City of Windom -- Capital Improvement Pl

2018 thru 2022

Department EDA

City of Windom, Minnesota

Contact Development Director

Project # **EDA 005**
 Project Name **NWIP Monument Sign**

Type Improvement

Useful Life 15 years

Category Unassigned

Priority 2 Very Important

Description	Total Project Cost: \$40,000
Monument Sign for NWIP I	

Justification
Identification of businesses in NWIP

Expenditures	2018	2019	2020	2021	2022	Total
Construction/Maintenance		40,000				40,000
Total		40,000				40,000

Funding Sources	2018	2019	2020	2021	2022	Total
TIF Proceeds		40,000				40,000
Total		40,000				40,000

Budget Impact/Other

City of Windom -- Capital Improvement Pl

2018 thru 2022

City of Windom, Minnesota

Department EDA

Contact Development Director

Type Improvement

Useful Life 40 years

Category Street: New Construction

Priority 2 Very Important

Project # EDA 006

Project Name East Highway 60 Development

Description

Total Project Cost: \$1,986,400

Commercial development along East Highway 60. There would be 8 total lots. The City would partner with a private developer to apply for a Transportation Economic Development Infrastructure (TEDI) grant through DEED.

Justification

As of July 2017, 7 of the 11 lots in the NWIP have been sold. There is continued interest in the NWIP, but there is also interest for lots along Highway 60. There are a limited number of lots along Highway 60. Have a variety of available lots is desirable, so the East Highway 60 Development should be pursued before Phase II in the NWIP.

The East Highway 60 Development would also be an infill project, since sewer and water are easily accessible to the lots. We would be utilizing existing infrastructure. The only new infrastructure would be the street.

Expenditures	2018	2019	2020	2021	2022	Total
Construction/Maintenance	1,986,400					1,986,400
Total	1,986,400					1,986,400

Funding Sources	2018	2019	2020	2021	2022	Total
General Fund	300,000					300,000
Private Developer	79,400					79,400
State Aid\Grant	1,607,000					1,607,000
Total	1,986,400					1,986,400

Budget Impact/Other

Partnering with a private developer to fund this project will result in the City getting new tax revenue off 8 lots, and the City would acquire a 2 million dollar street for \$300,000.

City of Windom, Minnesota

Project #	EDA 007
Project Name	Cottonwood Lake Site Reclamation

Description	Total Project Cost: \$2,068,000
<p>A new residential housing development is needed in Windom. The need is not specific to multi-family. The housing study identified the need for approximately 130 new housing units in Windom from 2014 to the end of the decade. Of the demand, roughly 95 to 100 units will be for rental and senior housing. The housing study was done prior to Prime Pork and Fast Global Solutions expansion. Any housing development should include multifamily. The EDA does have several draft development plans for a new subdivision. The EDA also has a developer interest in building a new multifamily development in Windom. The EDA is currently working on the redevelopment of the Cemstone property by Cottonwood Lake.</p>	

Justification
<p>All of our large employers are hiring (Prime Pork, Fast Global Solutions, and Toro). Housing is a primary concern for these businesses. To attract professionals and talented workers a market rate multifamily development is needed.</p>

Expenditures	2018	2019	2020	2021	2022	Total
Construction/Maintenance	2,068,000					2,068,000
Total	2,068,000					2,068,000

Prior	Funding Sources	2018	2019	2020	2021	2022	Total	Future
125,000	EDA Budget	50,000	50,000	50,000	50,000	50,000	250,000	100,000
Total	Electric Fund	175,000					175,000	Total
	General Fund	258,000					258,000	
	TIF Bond - Loan	1,160,000					1,160,000	
	Total	1,643,000	50,000	50,000	50,000	50,000	1,843,000	

Budget Impact/Other

City of Windom -- Capital Improvement Pl

2018 thru 2022

City of Windom, Minnesota

Department Electric
 Contact Electric Utility Manager
 Type Improvement
 Useful Life 25 years
 Category Electric: Distribution
 Priority 1 Critical

Project # **ELE 001**
 Project Name **Distribution System Upgrades**

Total Project Cost: **\$2,330,000**

Description
 Distribution System Upgrade will include investment in wire, poles, transformers cabinets and related items for the electric department.

Justification
 On-going maintenance and upgrading of electrical distribution system to accommodate power use, minimizing outages, increasing efficiencies and buried lines.

Prior	Expenditures	2018	2019	2020	2021	2022	Total
1,400,000	Construction/Maintenance	300,000	300,000	330,000			930,000
Total	Total	300,000	300,000	330,000			930,000

Prior	Funding Sources	2018	2019	2020	2021	2022	Total
1,400,000	Electric Fund	300,000	300,000	330,000			930,000
Total	Total	300,000	300,000	330,000			930,000

Budget Impact/Other

City of Windom -- Capital Improvement Pl

2018 thru 2022

City of Windom, Minnesota

Department Electric
 Contact Electric Utility Manager
 Type Equipment
 Useful Life 5 years
 Category Equipment: Miscellaneous
 Priority 3 Important

Project # **ELE 004**
 Project Name **Misc Equipment - Unidentified**

Description	Total Project Cost: \$278,000
Replacement of Equipment (as needed) for the operation of the Electric Dept.	

Justification
Various shop tools and equipment (e.g. trenchers) will wear out or break. Cost of repair is often as much as replacement.

Prior	Expenditures	2018	2019	2020	2021	2022	Total
158,000	Equipment	40,000	40,000	40,000			120,000
Total	Total	40,000	40,000	40,000			120,000

Prior	Funding Sources	2018	2019	2020	2021	2022	Total
158,000	Electric Fund	40,000	40,000	40,000			120,000
Total	Total	40,000	40,000	40,000			120,000

Budget Impact/Other

City of Windom -- Capital Improvement Pl

2018 thru 2022

Department Electric
 Contact Electric Utility Manager
 Type Improvement
 Useful Life 25 years
 Category Electric: Distribution
 Priority 3 Important

City of Windom, Minnesota

Project # **ELE 006**
 Project Name **69KV\13.8KV Substation Transformer**

Description	Total Project Cost: \$2,605,430
New transformer for 69kV and 13.8kV system	

Justification
Upgrade of equipment is needed to maintain reliability.

Prior	Expenditures	2018	2019	2020	2021	2022	Total
1,028,809	Construction/Maintenance	1,576,621					1,576,621
Total	Total	1,576,621					1,576,621

Prior	Funding Sources	2018	2019	2020	2021	2022	Total
1,028,809	Electric Fund	1,576,621					1,576,621
Total	Total	1,576,621					1,576,621

Budget Impact/Other

City of Windom -- Capital Improvement Pl

2018 thru 2022

Department Electric
 Contact Electric Utility Manager
 Type Equipment
 Useful Life 10 years
 Category Vehicles
 Priority 1 Critical

City of Windom, Minnesota

Project # **ELE 014**
 Project Name **Unit 30 Replacement**

Description	Total Project Cost: \$40,000
Replace Unit 30	

Justification
On rotation for replacement

Expenditures	2018	2019	2020	2021	2022	Total
Vehicles		40,000				40,000
Total		40,000				40,000

Funding Sources	2018	2019	2020	2021	2022	Total
Electric Fund		40,000				40,000
Total		40,000				40,000

Budget Impact/Other

City of Windom -- Capital Improvement Pl

2018 thru 2022

Department Electric
 Contact Electric Utility Manager
 Type Equipment
 Useful Life 10 years
 Category Vehicles
 Priority 1 Critical

City of Windom, Minnesota

Project # **ELE 015**
 Project Name **Replace Unit 34**

Description **Total Project Cost: \$44,000**
 Replace Unit 34 plow.

Justification
 Rotation of Unit.

Expenditures	2018	2019	2020	2021	2022	Total
Vehicles			44,000			44,000
Total			44,000			44,000

Funding Sources	2018	2019	2020	2021	2022	Total
Electric Fund			44,000			44,000
Total			44,000			44,000

Budget Impact/Other

City of Windom -- Capital Improvement Pl

2018 thru 2022

City of Windom, Minnesota

Department Electric
 Contact Electric Utility Manager
 Type Equipment
 Useful Life 20 years
 Category Electric: Generation
 Priority 1 Critical

Project # **ELE 016**
 Project Name **Generation**

Total Project Cost: **\$2,110,000**

Description
 Replace or add generation equipment at the Power Plant

Justification
 Need to maintain generation capacity

Expenditures	2018	2019	2020	2021	2022	Total
Planning/Design	110,000					110,000
Equipment			2,000,000			2,000,000
Total	110,000		2,000,000			2,110,000

Funding Sources	2018	2019	2020	2021	2022	Total
Electric Fund	110,000		2,000,000			2,110,000
Total	110,000		2,000,000			2,110,000

Budget Impact/Other

City of Windom -- Capital Improvement Pl

2018 thru 2022

City of Windom, Minnesota

Department Fire
 Contact Fire Chief
 Type Equipment
 Useful Life 20 years
 Category Vehicles
 Priority 1 Critical

Project # FIRE 003

Project Name Rural Engine\Pumper Truck - Unit 21

Description

Total Project Cost: \$450,000

Replace Engine\Pumper Truck

Justification

Unit was purchased in 1993. Due for replacement at 20 years.

Expenditures	2018	2019	2020	2021	2022	Total
Equipment				450,000		450,000
Total				450,000		450,000

Prior	Funding Sources	2018	2019	2020	2021	2022	Total
50,000	Federal Government				350,000		350,000
	Townships				50,000		50,000
Total					400,000		400,000

Budget Impact/Other

Department Fire
 Contact Fire Chief
 Type Equipment
 Useful Life 10 years
 Category Vehicles
 Priority 3 Important

Project # FIRE 005
 Project Name First Response Truck - Unit 24

Description **Total Project Cost: \$200,000**
 Replace First Response Truck (Ford F350)

Justification
 Unit purchased in 2005. Due for replacement in 2015.

Expenditures	2018	2019	2020	2021	2022	Total
Equipment					200,000	200,000
Total					200,000	200,000

Funding Sources	2018	2019	2020	2021	2022	Total
General Fund					100,000	100,000
Townships					100,000	100,000
Total					200,000	200,000

Budget Impact/Other

City of Windom -- Capital Improvement Pl

2018 thru 2022

Department Fire
 Contact Fire Chief
 Type Equipment
 Useful Life 20 years
 Category Vehicles
 Priority 1 Critical

City of Windom, Minnesota

Project # FIRE 006
 Project Name City Engine\Pumper - Unit 23

Description **Total Project Cost: \$450,000**
 Replace City Engine\Pumper Truck (Freightliner)

Justification
 Unit purchased in 1998 and is due for replacement.

Expenditures	2018	2019	2020	2021	2022	Total
Equipment		450,000				450,000
Total		450,000				450,000

Funding Sources	2018	2019	2020	2021	2022	Total
Federal Government		400,000				400,000
General Fund		50,000				50,000
Total		450,000				450,000

Budget Impact/Other

City of Windom -- Capital Improvement Pl

2018 thru 2022

City of Windom, Minnesota

Department Fire
 Contact Fire Chief
 Type Equipment
 Useful Life 7 years
 Category Equipment: Miscellaneous
 Priority 1 Critical

Project # **FIRE 007**
 Project Name **Radio Replacement**

Description **Total Project Cost: \$75,000**
 Replacement of 30 radios for firefighters.

Justification
 New radios were purchased and placed into service in 2012 and these radios need to be replaced.

Expenditures	2018	2019	2020	2021	2022	Total
Equipment		75,000				75,000
Total		75,000				75,000

Funding Sources	2018	2019	2020	2021	2022	Total
General Fund		75,000				75,000
Total		75,000				75,000

Budget Impact/Other

City of Windom -- Capital Improvement Pl

2018 thru 2022

City of Windom, Minnesota

Department Library
 Contact Library Director
 Type Maintenance
 Useful Life 25 years
 Category Buildings
 Priority 2 Very Important

Project # **LIB 002**
 Project Name **Window Replacement**

Description **Total Project Cost: \$120,000**
 Replace the windows at the library

Justification
 Windows at the end of its useful life and new windows would increase energy efficiency.

Expenditures	2018	2019	2020	2021	2022	Total
Building	120,000					120,000
Total	120,000					120,000

Prior	Funding Sources	2018	2019	2020	2021	2022	Total
40,000	Donations	20,000					20,000
	General Fund	60,000					60,000
Total	Total	80,000					80,000

Budget Impact/Other

City of Windom -- Capital Improvement Pl

2018 thru 2022

City of Windom, Minnesota

Department Library

Contact Library Director

Type Equipment

Useful Life 5 years

Category Equipment: Computers

Priority 1 Critical

Project #	LIB 007
Project Name	Computer Replacement

Description	Total Project Cost: \$6,000
Replacement of the 12 personal computers used by the public and the 3 for staff. Goal to replace 2 per year.	

Justification
Library computers get heavy use from the public and need to be replaced on a regular schedule.

Prior	Expenditures	2018	2019	2020	2021	2022	Total
4,000	Equipment	2,000					2,000
Total	Total	2,000					2,000

Prior	Funding Sources	2018	2019	2020	2021	2022	Total
4,000	General Fund	2,000					2,000
Total	Total	2,000					2,000

Budget Impact/Other

City of Windom -- Capital Improvement Pl

2018 thru 2022

Department Library
 Contact Library Director
 Type Improvement
 Useful Life 20 years
 Category Buildings
 Priority 2 Very Important

City of Windom, Minnesota

Project #	LIB 008
Project Name	Library Remodel Project

Description	Total Project Cost: \$97,000
Remodeling of library space according to plans and recommendations of the Library consultants.	

Justification
Building is an adaptive re-use of former bank building and last major renovation occurred in the mid-1980s.

Expenditures	2018	2019	2020	2021	2022	Total
Construction/Maintenance		30,000	30,000	30,000	7,000	97,000
Total		30,000	30,000	30,000	7,000	97,000

Funding Sources	2018	2019	2020	2021	2022	Total
Friends of the Library		10,000	10,000	10,000	5,000	35,000
General Fund		20,000	20,000	20,000	2,000	62,000
Total		30,000	30,000	30,000	7,000	97,000

Budget Impact/Other

City of Windom -- Capital Improvement Pl

2018 thru 2022

City of Windom, Minnesota

Department Liquor
 Contact Liquor Store Manager
 Type Improvement
 Useful Life 40 years
 Category Buildings
 Priority 3 Important

Project # LIQUOR 014
 Project Name New Store

Description

Total Project Cost: \$2,000,000

Construction of a new, larger liquor store of approximately 10,000 square feet.

Justification

To increase sales and display areas a larger footprint is needed along with a beer cave. The necessary storage\delivery space needed will also be larger than present day.

Expenditures	2018	2019	2020	2021	2022	Total
Construction/Maintenance			2,000,000			2,000,000
Total			2,000,000			2,000,000

Funding Sources	2018	2019	2020	2021	2022	Total
Liquor Fund			500,000			500,000
Revenue Bonds			1,500,000			1,500,000
Total			2,000,000			2,000,000

Budget Impact/Other

City of Windom -- Capital Improvement Pl

2018 thru 2022

Department Liquor
 Contact Liquor Store Manager
 Type Equipment
 Useful Life 5 years
 Category Equipment: Computers
 Priority 1 Critical

City of Windom, Minnesota

Project # **LIQUOR 015**
 Project Name **Computer Replacement**

Description **Total Project Cost: \$2,000**
 Replace computer in Liquor Store Manager's office.

Justification

Expenditures	2018	2019	2020	2021	2022	Total
Equipment	2,000					2,000
Total	2,000					2,000

Funding Sources	2018	2019	2020	2021	2022	Total
Liquor Fund.	2,000					2,000
Total	2,000					2,000

Budget Impact/Other

City of Windom -- Capital Improvement Pl

2018 thru 2022

Department Multiple Depts

City of Windom, Minnesota

Contact Telecom Manager

Project # **MULTI 003**
 Project Name **City-wide Network & Server Upgrades**

Type Equipment

Useful Life 10 years

Category Telecom Equipment

Priority 1 Critical

Description **Total Project Cost: \$70,000**

Complete City-wide network set up and replace end of life servers at City hall and Telecom. Includes all hardware, software, licensing and installation costs.

Justification

Hardware is at full capacity and not management of domain group computer policies also commong security settings and back up of data.

Prior	Expenditures	2018	2019	2020	2021	2022	Total
40,000	Equipment	6,000	6,000	6,000	6,000	6,000	30,000
Total	Total	6,000	6,000	6,000	6,000	6,000	30,000

Prior	Funding Sources	2018	2019	2020	2021	2022	Total
40,000	General Fund	1,500	1,500	1,500	1,500	1,500	7,500
	Telecom Fund	4,500	4,500	4,500	4,500	4,500	22,500
Total	Total	6,000	6,000	6,000	6,000	6,000	30,000

Budget Impact/Other

Not included is on-going maintenance and support from SW WC Coop of approximately 2 days per month. Estimated \$12,000 in operational costs which would be split 75% Telecom and 25% other funds. Currenty City departments are using various resources for computer support of approximately \$3,000 annually.

City of Windom -- Capital Improvement Pl

2018 thru 2022

Department Parks
 Contact Streets & Parks Supt.
 Type Improvement
 Useful Life 20 years
 Category Park: Buildings
 Priority 2 Very Important

City of Windom, Minnesota

Project # **PARK 001**
 Project Name **Park Restroom Improvements**

Description **Total Project Cost: \$70,000**
 New Restroom Facility. Light poles and fixtures for north field

Justification
 Restroom facilities are worn and need to be upgraded/replaced. The use at Island Park is high in the summer months.

Expenditures	2018	2019	2020	2021	2022	Total
Construction/Maintenance	35,000	35,000				70,000
Total	35,000	35,000				70,000

Funding Sources	2018	2019	2020	2021	2022	Total
General Fund	35,000	35,000				70,000
Total	35,000	35,000				70,000

Budget Impact/Other

City of Windom -- Capital Improvement Pl

2018 thru 2022

City of Windom, Minnesota

Department Parks

Contact Streets & Parks Supt.

Project # PARK 005

Type Improvement

Project Name Windom Rec Area - Lighting

Useful Life 25 years

Category Park Facilities

Priority 4 Less Important

Description

Total Project Cost: \$245,300

Install lighting for Qwest Field \$85,800 and Wacker Field \$159,500

Justification

Additional lighting will enable more use of these fields for school and recreational (youth and adult) programming.

Prior	Expenditures	2018	2019	2020	2021	2022	Total
85,000	Construction/Maintenance			160,300			160,300
Total	Total			160,300			160,300

Prior	Funding Sources	2018	2019	2020	2021	2022	Total
85,000	General Fund			160,300			160,300
Total	Total			160,300			160,300

Budget Impact/Other

City of Windom -- Capital Improvement Pl

2018 thru 2022

City of Windom, Minnesota

Department Parks
 Contact Streets & Parks Supt.
 Type Improvement
 Useful Life 20 years
 Category Street: Paving\Overlay
 Priority 4 Less Important

Project # **PARK 006**
 Project Name **Windom Rec Area - Parking Lot & Trail Improvements**

Description Total Project Cost: \$250,000
 Asphalt a large section of the east parking lot and finish the planned trail in the park.

Justification
 Deterioration of parking lot and trail asphalt. Maintenance of existing infrastructure to extend its useful life.

Expenditures	2018	2019	2020	2021	2022	Total
Construction/Maintenance				250,000		250,000
Total				250,000		250,000

Funding Sources	2018	2019	2020	2021	2022	Total
General Fund				250,000		250,000
Total				250,000		250,000

Budget Impact/Other

City of Windom -- Capital Improvement Pl

2018 thru 2022

City of Windom, Minnesota

Department Parks

Contact Streets & Parks Supt.

Type Equipment

Useful Life 10 years

Category Park Maintenance Equipment

Priority 1 Critical

Project # **PARK 010**

Project Name **Toro Groundsmaster Mower (328D)**

Total Project Cost: **\$25,000**

Description

Replace mower that was purchased in 2005.

Justification

Replace mower when 3500 hours of use reached.

Expenditures	2018	2019	2020	2021	2022	Total
Equipment		25,000				25,000
Total		25,000				25,000

Funding Sources	2018	2019	2020	2021	2022	Total
General Fund		25,000				25,000
Total		25,000				25,000

Budget Impact/Other

City of Windom -- Capital Improvement Pl

2018 thru 2022

City of Windom, Minnesota

Department Parks

Contact Streets & Parks Supt.

Project # **PARK 011**
 Project Name **Unit 70 Pick-up Truck**

Type Equipment

Useful Life 10 years

Category Vehicles

Priority 2 Very Important

Description

Total Project Cost: **\$32,000**

Replace the 2006 Chevy 1/2 ton 2WD Pick-up with a new, similar pick-up

Justification

Unit was purchased in 2006. Regular replacement schedule is 10 years.

Expenditures	2018	2019	2020	2021	2022	Total
Equipment	32,000					32,000
Total	32,000					32,000

Funding Sources	2018	2019	2020	2021	2022	Total
General Fund	32,000					32,000
Total	32,000					32,000

Budget Impact/Other

City of Windom -- Capital Improvement Pl

2018 thru 2022

Department Parks

City of Windom, Minnesota

Contact Streets & Parks Supt.

Project # **PARK 014**
 Project Name **Playground Equipment Replacement Fund**

Type Equipment

Useful Life 10 years

Category Park: Playground Equipment

Priority 3 Important

Description	Total Project Cost: \$55,000
Playground equipment reserve fund to assist with the replacement of broken or obsolete facilities.	

Justification

Prior	Expenditures	2018	2019	2020	2021	2022	Total
25,000	Equipment	0	0	10,000	10,000	10,000	30,000
Total	Total	0	0	10,000	10,000	10,000	30,000

Prior	Funding Sources	2018	2019	2020	2021	2022	Total
25,000	General Fund	0	0	10,000	10,000	10,000	30,000
Total	Total	0	0	10,000	10,000	10,000	30,000

Budget Impact/Other

City of Windom -- Capital Improvement Pl

2018 thru 2022

City of Windom, Minnesota

Department Parks

Contact Streets & Parks Supt.

Type Equipment

Useful Life 10 years

Category Park Maintenance Equipment

Priority 2 Very Important

Project #	Park 015
Project Name	Toro Groundsmaster Mower (3280D)

Description	Total Project Cost: \$26,000
Replacement of Toro mower.	

Justification
Replacement of mower units when 3500 hours are reached. This unit was new in 2011.

Expenditures	2018	2019	2020	2021	2022	Total
Equipment			26,000			26,000
Total			26,000			26,000

Funding Sources	2018	2019	2020	2021	2022	Total
General Fund			26,000			26,000
Total			26,000			26,000

Budget Impact/Other

City of Windom -- Capital Improvement Pl

2018 thru 2022

City of Windom, Minnesota

Department Parks

Contact Streets & Parks Supt.

Type Improvement

Useful Life 20 years

Category Park Facilities

Priority 5 Future Consideration

Project # **PARK 017**

Project Name **Dog Park**

Total Project Cost: \$1,000

Description

Establish a dog park

Justification

Expenditures	2018	2019	2020	2021	2022	Total
Construction/Maintenance	1,000					1,000
Total	1,000					1,000

Funding Sources	2018	2019	2020	2021	2022	Total
General Fund	1,000					1,000
Total	1,000					1,000

Budget Impact/Other

City of Windom -- Capital Improvement Pl

2018 thru 2022

City of Windom, Minnesota

Department Parks
 Contact Streets & Parks Supt.
 Type Improvement
 Useful Life 20 years
 Category Park Facilities
 Priority 2 Very Important

Project # **PARK 018**
 Project Name **Tennis Court Construction**

Total Project Cost: **\$150,000**

Description

Justification

Expenditures	2018	2019	2020	2021	2022	Total
Construction/Maintenance		150,000				150,000
Total		150,000				150,000

Funding Sources	2018	2019	2020	2021	2022	Total
General Fund	150,000					150,000
Total	150,000					150,000

Budget Impact/Other

City of Windom -- Capital Improvement Pl

2018 thru 2022

City of Windom, Minnesota

Department Police
 Contact Police Chief
 Type Equipment
 Useful Life 7 years
 Category Vehicles
 Priority 3 Important

Project # POLICE 005
 Project Name SUV Replacement

Description Total Project Cost: \$35,000
 Replacement of the 2012 Chevy Tahoe with a similar style vehicle

Justification
 SUV used for under cover work, transportation of officers to/from training and used for situations when weather/roads limit use of squad cars.

Expenditures	2018	2019	2020	2021	2022	Total
Equipment				35,000		35,000
Total				35,000		35,000

Funding Sources	2018	2019	2020	2021	2022	Total
General Fund				35,000		35,000
Total				35,000		35,000

Budget Impact/Other

City of Windom -- Capital Improvement Pl
City of Windom, Minnesota

2018 thru 2022

Department Police
Contact Police Chief
Type Equipment
Useful Life 7 years
Category Equipment: Computers
Priority 2 Very Important

Project # POLICE 006
Project Name Computer Replacement - Mobile Units

Total Project Cost: \$10,000

Description
 Replacement of lap top computers that are in the mobile units.

Justification
 Computers in squads are used for identification verification, viewing of records\warrants and collection of information while units are in the field.

Expenditures	2018	2019	2020	2021	2022	Total
Equipment			10,000			10,000
Total			10,000			10,000

Funding Sources	2018	2019	2020	2021	2022	Total
General Fund			100,000			100,000
Total			100,000			100,000

Budget Impact/Other

City of Windom -- Capital Improvement Pl

2018 thru 2022

City of Windom, Minnesota

Department Police
 Contact Police Chief
 Type Equipment
 Useful Life 5 years
 Category Equipment: Computers
 Priority 1 Critical

Project # POLICE 012
 Project Name IT Data Download System

Total Project Cost: \$4,600

Description

Joint project with Cottonwood County Sheriff's office to provide squad cars with a automated data IT link to download data collected in the unit laptop system.

Justification

Savings of time and improvement in chain of custody of evidence and other IT information.

Expenditures	2018	2019	2020	2021	2022	Total
Equipment	4,600					4,600
Total	4,600					4,600

Funding Sources	2018	2019	2020	2021	2022	Total
General Fund	4,600					4,600
Total	4,600					4,600

Budget Impact/Other

City of Windom -- Capital Improvement Pl

2018 thru 2022

City of Windom, Minnesota

Department Pool
 Contact Recreation Director
 Type Improvement
 Useful Life 25 years
 Category Buildings
 Priority 3 Important

Project # POOL 003
 Project Name Renovated Pool

Total Project Cost: \$2,500,000

Description

Major renovation of existing pool \$1.75 million to \$2.5 million.

Justification

Existing pool was built in 1960s and renovated in the 1980s. Upgrade of pool and mechanics needed. Feasibility study on three options was completed in 2006. In 2016 a narrow scope feasibility study was completed giving costs and ideas for the renovation of the existing pool.

Expenditures	2018	2019	2020	2021	2022	Total
Construction/Maintenance			2,500,000			2,500,000
Total			2,500,000			2,500,000

Funding Sources	2018	2019	2020	2021	2022	Total
Donations			500,000			500,000
GO Bonds			1,500,000			1,500,000
Private Foundations\Grants			500,000			500,000
Total			2,500,000			2,500,000

Budget Impact/Other

City of Windom -- Capital Improvement Pl

2018 thru 2022

City of Windom, Minnesota

Department Pool
 Contact Recreation Director
 Type Equipment
 Useful Life 15 years
 Category Park Maintenance Equipment
 Priority 1 Critical

Project # **POOL 005**
 Project Name **Heater Replacement**

Description **Total Project Cost: \$12,000**
 Replace old heater at the pool. This serves the wading (baby pool).

Justification

Prior	Expenditures	2018	2019	2020	2021	2022	Total
5,500	Equipment	6,500					6,500
Total	Total	6,500					6,500

Prior	Funding Sources	2018	2019	2020	2021	2022	Total
5,500	General Fund	6,500					6,500
Total	Total	6,500					6,500

Budget Impact/Other

Department Pool
 Contact Recreation Director
 Type Equipment
 Useful Life 7 years
 Category Equipment: Miscellaneous
 Priority 1 Critical

Project # POOL 006
 Project Name Chemical Controller Replacement/Upgrade

Description **Total Project Cost: \$2,400**
 Replace malfunctioning chemical controller for primary pool.

Justification

Expenditures	2018	2019	2020	2021	2022	Total
Equipment	2,400					2,400
Total	2,400					2,400

Funding Sources	2018	2019	2020	2021	2022	Total
General Fund	2,400					2,400
Total	2,400					2,400

Budget Impact/Other

City of Windom -- Capital Improvement Pl

2018 thru 2022

City of Windom, Minnesota

Department Recreation

Contact Recreation Director

Type Improvement

Useful Life 5 years

Category Software

Priority 2 Very Important

Project # REC 003

Project Name Software Upgrade

Description

Total Project Cost: \$19,000

Upgrade to Max Galaxy software \$10,000 and annual upgrades and maintenance \$4,000.

Justification

Max Solutions software is phased out and platform for recreation registration and purchase of pool passes and other payments needs to be upgraded to Max Galaxy software.

Expenditures	2018	2019	2020	2021	2022	Total
Other	7,000	3,000	3,000	3,000	3,000	19,000
Total	7,000	3,000	3,000	3,000	3,000	19,000

Funding Sources	2018	2019	2020	2021	2022	Total
General Fund	7,000	3,000	3,000	3,000	3,000	19,000
Total	7,000	3,000	3,000	3,000	3,000	19,000

Budget Impact/Other

City of Windom -- Capital Improvement Pl

2018 thru 2022

Department Streets
Contact Streets & Parks Supt.
Type Improvement
Useful Life 40 years
Category Street: Reconstruction
Priority 1 Critical

City of Windom, Minnesota

Project # STR 003
Project Name 2020 Street Project

Description	Total Project Cost: \$1,800,000
Des Moines Drive from State Highway 62 to 1/2 block west of Fairview - Mill & Overlay Highland Road from State Highway 62 to 1/2 block west of Fairview - Mill & Overlay Verona Avenue from Des Moines Drive to Highland Road - Mill & Overlay Fairview Lane from Des Moines Drive to Highland Road - Mill & Overlay Horkey Addition - Great Bend Blvd, Brian Avenue and Douglas - Mill & Overlay If watermain, sewer and curbs the cost will increase \$1.1 million for a total of \$2.9 million (based on the cost of the 2013 Street project).	

Justification
Last reconstruction Des Moines Drive - 1984 Last construction Highland Road & Verona - 1984 Last construction S. 6th Avenue - 1980s? Last construction Fairview Lane, Great Bend, Brian Avenue and Douglas unknown Note: A portion of 6th Avenue funding from Great Bend Township as they have jurisdiction for a portion of the street. Add \$1.1 million if water and sewer are added to the project.

Expenditures	2018	2019	2020	2021	2022	Total
Construction/Maintenance			1,800,000			1,800,000
Total			1,800,000			1,800,000

Funding Sources	2018	2019	2020	2021	2022	Total
GO Bonds			1,200,000			1,200,000
Special Assessments			600,000			600,000
Total			1,800,000			1,800,000

Budget Impact/Other

City of Windom -- Capital Improvement Pl

2018 thru 2022

City of Windom, Minnesota

Department Streets

Contact Streets & Parks Supt.

Project # STR 005

Type Equipment

Project Name Equipment Fund Reserve

Useful Life 25 years

Category Equipment: Street Department

Priority 2 Very Important

Description

Total Project Cost: \$311,682

Equipment Reserve Fund for future capital purchases in the Streets & Parks Departments

Justification

Fund needed for the periodic replacement of large equipment such as front-end loaders, graders, dump trucks and attachments.

Prior	Expenditures	2018	2019	2020	2021	2022	Total
61,682	Equipment	50,000	50,000	50,000	50,000	50,000	250,000
Total	Total	50,000	50,000	50,000	50,000	50,000	250,000

Prior	Funding Sources	2018	2019	2020	2021	2022	Total
61,682	General Fund	50,000	50,000	50,000	50,000	50,000	250,000
Total	Total	50,000	50,000	50,000	50,000	50,000	250,000

Budget Impact/Other

City of Windom -- Capital Improvement Pl

2018 thru 2022

City of Windom, Minnesota

Department Streets

Contact Streets & Parks Supt.

Type Equipment

Useful Life 10 years

Category Vehicles

Priority 2 Very Important

Project # STR 009

Project Name Pick-up Replacement 3/4 Ton (Unit 40-05)

Description

Total Project Cost: \$30,000

Replace 3/4 ton Chevy Pick-up Truck with snow plow

Justification

Unit purchased in 2005 and is due for replacement.

Expenditures	2018	2019	2020	2021	2022	Total
Equipment	30,000					30,000
Total	30,000					30,000

Funding Sources	2018	2019	2020	2021	2022	Total
General Fund	30,000					30,000
Total	30,000					30,000

Budget Impact/Other

City of Windom -- Capital Improvement Pl

2018 thru 2022

City of Windom, Minnesota

Department Streets

Contact Streets & Parks Supt.

Type Equipment

Useful Life 15 years

Category Equipment: Street Department

Priority 1 Critical

Project # STR 010

Project Name 2.5 Ton Dump Trucks (Units 42-04; 43-04 and 44-04)

Total Project Cost: \$550,000

Description

Replace Three 2.5 Ton Dump Trucks

Justification

2 Trucks were purchased in 2004 and Unit 44-04 in 2006. They are primarily used for snow removal and sand/salt.

Expenditures	2018	2019	2020	2021	2022	Total
Equipment		360,000		190,000		550,000
Total		360,000		190,000		550,000

Funding Sources	2018	2019	2020	2021	2022	Total
General Fund		360,000		190,000		550,000
Total		360,000		190,000		550,000

Budget Impact/Other

City of Windom -- Capital Improvement Pl

2018 thru 2022

City of Windom, Minnesota

Department Streets

Contact Streets & Parks Supt.

Type Equipment

Useful Life 15 years

Category Equipment: Street Department

Priority 1 Critical

Project #	STR 011
Project Name	Street Sweeper Replacement

Description	Total Project Cost: \$180,000
Replace 2005 Elgin Street Sweeper with new model.	

Justification
Unit was purchased in 2005 and is due for replacement. Trade in value estimated to be \$21,000. New unit cost is \$200,000

Expenditures	2018	2019	2020	2021	2022	Total
Equipment	180,000					180,000
Total	180,000					180,000

Funding Sources	2018	2019	2020	2021	2022	Total
General Fund	180,000					180,000
Total	180,000					180,000

Budget Impact/Other

City of Windom -- Capital Improvement Pl

2018 thru 2022

City of Windom, Minnesota

Department Streets

Contact Streets & Parks Supt.

Type Equipment

Useful Life 10 years

Category Equipment: Street Department

Priority 2 Very Important

Project # STR 012

Project Name Insect Sprayer Replacement

Total Project Cost: \$12,000

Description

Replace insect sprayer unit.

Justification

Replace 2012 London Fogger unit.

Expenditures	2018	2019	2020	2021	2022	Total
Equipment					12,000	12,000
Total					12,000	12,000

Funding Sources	2018	2019	2020	2021	2022	Total
General Fund					12,000	12,000
Total					12,000	12,000

Budget Impact/Other

City of Windom -- Capital Improvement Pl

2018 thru 2022

Department Streets

City of Windom, Minnesota

Contact Streets & Parks Supt.

Project # **STR 013**
 Project Name **Sno-Go Snow Blower Replacement**

Type Equipment

Useful Life 20 years

Category Equipment: Street Department

Priority 1 Critical

Description	Total Project Cost: \$135,000
Replace Snow-Go Snow Blower unit	

Justification
Unit purchased in 2004 and is scheduled for replacement.

Expenditures	2018	2019	2020	2021	2022	Total
Equipment				135,000		135,000
Total				135,000		135,000

Funding Sources	2018	2019	2020	2021	2022	Total
General Fund				135,000		135,000
Total				135,000		135,000

Budget Impact/Other

City of Windom -- Capital Improvement Pl

2018 thru 2022

City of Windom, Minnesota

Department Streets

Contact Streets & Parks Supt.

Type Equipment

Useful Life 15 years

Category Equipment: Street Department

Priority 2 Very Important

Project # STR 022

Project Name Skid Loader Replacement

Total Project Cost: \$35,000

Description

Replacement of Skid Loader. Swap with the Electric Department for their unit. Cost savings to Street Department of approximately \$15,000 by buying this used unit.

Justification

Bobcat Skid Loader was purchased in 2004 and reaching the end of its useful life.

Expenditures	2018	2019	2020	2021	2022	Total
Equipment	35,000					35,000
Total	35,000					35,000

Funding Sources	2018	2019	2020	2021	2022	Total
General Fund	35,000					35,000
Total	35,000					35,000

Budget Impact/Other

City of Windom -- Capital Improvement Pl

2018 thru 2022

City of Windom, Minnesota

Department Streets
 Contact Streets & Parks Supt.
 Type Improvement
 Useful Life 25 years
 Category Street: Reconstruction
 Priority 1 Critical

Project # STR 025
 Project Name Traffic Signal Lights

Total Project Cost: \$750,000

Description

Traffic Signal Light Replacement

Justification

Existing traffic signal lights and poles are decades old and maintenance is costly. Joint project with MN DOT. Possibly new traffic control at 16th Street.

Highway 60/71 & 10th Street \$250,000 (Split 50/50 with MN DOT)
 Highway 60/71 & 6th Street/Highway 62 \$250,000 (Split 75% MN DOT & 25% County)
 Highway 60/71 & 16th Street \$250,000 (Split 50/50 with MN DOT)

Expenditures	2018	2019	2020	2021	2022	Total
Construction/Maintenance		500,000	250,000			750,000
Total		500,000	250,000			750,000

Funding Sources	2018	2019	2020	2021	2022	Total
Cottonwood County		125,000				125,000
General Fund		125,000	125,000			250,000
State Aid/Grant		250,000	125,000			375,000
Total		500,000	250,000			750,000

Budget Impact/Other

City of Windom -- Capital Improvement Pl

2018 thru 2022

City of Windom, Minnesota

Department Telecom
 Contact Telecom Manager
 Type Equipment
 Useful Life 7 years
 Category Telecom Equipment
 Priority 1 Critical

Project # TEL 010
 Project Name Headend Digital Conversion - IPTV

Total Project Cost: \$695,000

Description
 Conversion of analog equipment at the headend building to an all digital format through conversion to IPTV

Justification
 Changes in cable television signals, content and market require digital.

Expenditures	2018	2019	2020	2021	2022	Total
Construction/Maintenance			150,000			150,000
Equipment			515,000			515,000
Other			30,000			30,000
Total			695,000			695,000

Funding Sources	2018	2019	2020	2021	2022	Total
Revenue Bonds			695,000			695,000
Total			695,000			695,000

Budget Impact/Other

City of Windom -- Capital Improvement Pl

2018 thru 2022

City of Windom, Minnesota

Department Telecom
 Contact Telecom Manager
 Type Improvement
 Useful Life 15 years
 Category Telecom Building
 Priority 2 Very Important

Project # TEL 014
 Project Name Office Space Upgrade

Total Project Cost: \$5,000

Description

Updates to office space

Justification

Expenditures	2018	2019	2020	2021	2022	Total
Building	5,000					5,000
Total	5,000					5,000

Funding Sources	2018	2019	2020	2021	2022	Total
Telecom Fund	5,000					5,000
Total	5,000					5,000

Budget Impact/Other

City of Windom -- Capital Improvement Pl

2018 *thru* 2022

City of Windom, Minnesota

Department Telecom

Contact Telecom Manager

Type Improvement

Useful Life 40 years

Category Telecom - Fiber System

Priority 2 Very Important

Project # TEL 021

Project Name System Expansion - Co Road 13

Description

Total Project Cost: \$35,000

Extend fiber optic system out County Road 13

Justification

Increase capacity and pick up additional customers

Expenditures	2018	2019	2020	2021	2022	Total
Planning/Design	10,000					10,000
Construction/Maintenance	20,000					20,000
Equipment	5,000					5,000
Total	35,000					35,000

Funding Sources	2018	2019	2020	2021	2022	Total
Telecom Fund	35,000					35,000
Total	35,000					35,000

Budget Impact/Other

City of Windom -- Capital Improvement Pl

2018 thru 2022

Department Wastewater

City of Windom, Minnesota

Contact Water\Wastewater Supt.

Project # **SEWER 001**
 Project Name **General Plant Improvement\Maintence**

Type Maintenance

Useful Life 10 years

Category Wastewater: Plant

Priority 2 Very Important

Description	Total Project Cost: \$40,000
General maintenance and repairs of the Wastewater Treatment Plant	

Justification
Maintain plant in high standard of operation as required by regulations.

Prior	Expenditures	2018	2019	2020	2021	2022	Total
20,000	Construction/Maintenance	5,000	5,000	5,000	5,000		20,000
Total	Total	5,000	5,000	5,000	5,000		20,000

Prior	Funding Sources	2018	2019	2020	2021	2022	Total
20,000	Sewer Fund	5,000	5,000	5,000	5,000		20,000
Total	Total	5,000	5,000	5,000	5,000		20,000

Budget Impact/Other

Department Wastewater
 Contact Water/Wastewater Supt.
 Type Improvement
 Useful Life 20 years
 Category Wastewater: Plant
 Priority 1 Critical

Project # SEWER 002
 Project Name Treatment Plant Upgrade

Total Project Cost: \$13,800,000

Description

2 Final Clarifiers
 Blowers & Air
 Ras/Was Pumps
 Diffuser Membranes
 Roof
 Effluent Filter
 Chemical Feeder
 Nitrate Removal
 Phosphorous Removal

Justification

Update of systems at the Wastewater Treatment Plant and anticipation of additional regulations for bio-solids.

Expenditures	2018	2019	2020	2021	2022	Total
Construction/Maintenance		13,800,000				13,800,000
Total		13,800,000				13,800,000

Funding Sources	2018	2019	2020	2021	2022	Total
GO Bonds	6,800,000					6,800,000
State Aid/Grant		7,000,000				7,000,000
Total	6,800,000	7,000,000				13,800,000

Budget Impact/Other

City of Windom -- Capital Improvement Pl

2018 thru 2022

City of Windom, Minnesota

Department Wastewater

Contact Water/Wastewater Supt.

Type Equipment

Useful Life 20 years

Category Wastewater: Maintenance Equi

Priority 1 Critical

Project #	SEWER 005
Project Name	Jetter Truck Replacement

Description	Total Project Cost: \$100,000
Replacement of 2002 Jetter Truck Unit	

Justification
Unit was purchased in 2002 and is scheduled for replacement.

Expenditures	2018	2019	2020	2021	2022	Total
Equipment			100,000			100,000
Total			100,000			100,000

Funding Sources	2018	2019	2020	2021	2022	Total
Sewer Fund			100,000			100,000
Total			100,000			100,000

Budget Impact/Other

City of Windom -- Capital Improvement Pl

2018 thru 2022

City of Windom, Minnesota

Department Wastewater

Contact Water/Wastewater Supt.

Type Equipment

Useful Life 5 years

Category Water: Maintenance Equipmen

Priority 3 Important

Project #	SEWER 006
Project Name	General Equipment

Description	Total Project Cost: \$155,000
Replacement and/or purchase of tools needed for operations or safety equipment.	

Justification
Various shop tools and equipment will wear out or break. Cost of repair is often as much as replacement.

Prior	Expenditures	2018	2019	2020	2021	2022	Total
95,000	Equipment	20,000	20,000	20,000			60,000
Total	Total	20,000	20,000	20,000			60,000

Prior	Funding Sources	2018	2019	2020	2021	2022	Total
95,000	Sewer Fund	20,000	20,000	20,000			60,000
Total	Total	20,000	20,000	20,000			60,000

Budget Impact/Other

City of Windom -- Capital Improvement Pl

2018 thru 2022

City of Windom, Minnesota

Department Wastewater

Contact Water/Wastewater Supt.

Type Maintenance

Useful Life 20 years

Category Wastewater: Collection System

Priority 1 Critical

Project #	SEWER 007
Project Name	Interceptor\Collection System Improvements

Description	Total Project Cost: \$90,000
General repairs, upgrades and replacment of collection system items.	

Justification
Maintenance of existing infrastructure.

Prior	Expenditures	2018	2019	2020	2021	2022	Total
50,000	Construction/Maintenance	10,000	10,000	10,000	10,000		40,000
Total	Total	10,000	10,000	10,000	10,000		40,000

Prior	Funding Sources	2018	2019	2020	2021	2022	Total
50,000	Sewer Fund	10,000	10,000	10,000	10,000		40,000
Total	Total	10,000	10,000	10,000	10,000		40,000

Budget Impact/Other

City of Windom -- Capital Improvement Pl

2018 thru 2022

City of Windom, Minnesota

Department Wastewater

Contact Water/Wastewater Supt.

Project # SEWER 009

Type Equipment

Project Name Unit #60 Replacent - 1/2 Ton Pick-up Truck

Useful Life 10 years

Category Vehicles

Priority 2 Very Important

Description

Total Project Cost: \$28,000

Replacement of Unit #65 - 1/2 ton pick-up truck.

Justification

Unit due for replacement on 10 year cycle.

Prior	Expenditures	2018	2019	2020	2021	2022	Total
13,000	Equipment	15,000					15,000
Total	Total	15,000					15,000

Prior	Funding Sources	2018	2019	2020	2021	2022	Total
13,000	Sewer Fund	15,000					15,000
Total	Total	15,000					15,000

Budget Impact/Other

Cost of this unit is split between the Water and Wastewater Depts.

City of Windom -- Capital Improvement Pl

2018 thru 2022

City of Windom, Minnesota

Department Wastewater

Contact Water/Wastewater Supt.

Type Maintenance

Useful Life 5 years

Category Wastewater: Collection System

Priority 1 Critical

Project # SEWER 010

Project Name Lift Station Improvements

Total Project Cost: \$45,000

Description

Replacement of worn\outdated equipment.

Justification

Maintenance of existing infrastructure including replacement of worn pumps, etc.

Prior	Expenditures	2018	2019	2020	2021	2022	Total
25,000	Construction/Maintenance	5,000	5,000	5,000	5,000		20,000
Total	Total	5,000	5,000	5,000	5,000		20,000

Prior	Funding Sources	2018	2019	2020	2021	2022	Total
25,000	Sewer Fund	5,000	5,000	5,000	5,000		20,000
Total	Total	5,000	5,000	5,000	5,000		20,000

Budget Impact/Other

City of Windom -- Capital Improvement Pl

2018 thru 2022

Department Water
 Contact Water/Wastewater Supt.
 Type Equipment
 Useful Life 5 years
 Category Water: Plant
 Priority 1 Critical

City of Windom, Minnesota

Project # WATER 001
 Project Name Wells and Well Site

Description	Total Project Cost: \$45,000
Replace equipment at well sites as needed.	

Justification
Maintain operation of wells to supply the water system.

Prior	Expenditures	2018	2019	2020	2021	2022	Total
25,000	Equipment	5,000	5,000	5,000	5,000		20,000
Total	Total	5,000	5,000	5,000	5,000		20,000

Prior	Funding Sources	2018	2019	2020	2021	2022	Total
25,000	Water Fund	5,000	5,000	5,000	5,000		20,000
Total	Total	5,000	5,000	5,000	5,000		20,000

Budget Impact/Other

City of Windom -- Capital Improvement Pl

2018 thru 2022

City of Windom, Minnesota

Department Water
 Contact Water/Wastewater Supt.
 Type Equipment
 Useful Life 5 years
 Category Water: Distribution
 Priority 1 Critical

Project # WATER 002
 Project Name Pumping Equipment

Total Project Cost: \$55,000

Description
 Equipment\motors, etc. for the pumping system

Justification
 Maintain water supply.

Prior	Expenditures	2018	2019	2020	2021	2022	Total	Future
25,000	Equipment	5,000	5,000	5,000	5,000	5,000	25,000	5,000
Total	Total	5,000	5,000	5,000	5,000	5,000	25,000	Total

Prior	Funding Sources	2018	2019	2020	2021	2022	Total	Future
25,000	Water Fund	5,000	5,000	5,000	5,000	5,000	25,000	5,000
Total	Total	5,000	5,000	5,000	5,000	5,000	25,000	Total

Budget Impact/Other

City of Windom -- Capital Improvement Pl

2018 thru 2022

Department Water
 Contact Water/Wastewater Supt.
 Type Equipment
 Useful Life 10 years
 Category Water: Plant
 Priority 1 Critical

City of Windom, Minnesota

Project # **WATER 004**
 Project Name **Filter Plant Improvements**

Description **Total Project Cost: \$90,000**
 General filter plant improvements and replacement of equipment as needed.

Justification
 Plant was constructed in 1994 and on-going maintenance and upgrades are needed for operations and to meet state/federal regulations.

Prior	Expenditures	2018	2019	2020	2021	2022	Total
60,000	Equipment	10,000	10,000	10,000			30,000
Total	Total	10,000	10,000	10,000			30,000

Prior	Funding Sources	2018	2019	2020	2021	2022	Total
60,000	Water Fund	10,000	10,000	10,000			30,000
Total	Total	10,000	10,000	10,000			30,000

Budget Impact/Other

City of Windom -- Capital Improvement Pl

2018 thru 2022

City of Windom, Minnesota

Department Water
 Contact Water/Wastewater Supt.
 Type Maintenance
 Useful Life 25 years
 Category Water: Distribution
 Priority 1 Critical

Project # WATER 005
 Project Name Water Main Improvements

Total Project Cost: \$45,000

Description
 Upgrades, improvements and/or spot maintenance of the water distribution system.

Justification
 Maintain operation of distribution system to eliminate safety hazards and leaks.

Prior	Expenditures	2018	2019	2020	2021	2022	Total
25,000	Construction/Maintenance	5,000	5,000	5,000	5,000		20,000
Total	Total	5,000	5,000	5,000	5,000		20,000

Prior	Funding Sources	2018	2019	2020	2021	2022	Total
25,000	Water Fund	5,000	5,000	5,000	5,000		20,000
Total	Total	5,000	5,000	5,000	5,000		20,000

Budget Impact/Other

City of Windom -- Capital Improvement Pl

2018 thru 2022

City of Windom, Minnesota

Department Water
 Contact Water/Wastewater Supt.
 Type Equipment
 Useful Life 40 years
 Category Water: Distribution
 Priority 2 Very Important

Project # WATER 008
 Project Name Hydrants

Description **Total Project Cost: \$45,000**
 Purchase of water hydrants for replacment of worn/damaged hydrants or placement of new hydrants. This is budgeted for 2 per year.

Justification
 Additional hydrant placement and/or replacement of old and worn hydrants that are 50+ years old.

Prior	Expenditures	2018	2019	2020	2021	2022	Total
25,000	Equipment	5,000	5,000	5,000	5,000		20,000
Total	Total	5,000	5,000	5,000	5,000		20,000

Prior	Funding Sources	2018	2019	2020	2021	2022	Total
25,000	Water Fund	5,000	5,000	5,000	5,000		20,000
Total	Total	5,000	5,000	5,000	5,000		20,000

Budget Impact/Other

City of Windom -- Capital Improvement Pl

2018 thru 2022

Department Water
 Contact Water/Wastewater Supt.
 Type Equipment
 Useful Life 15 years
 Category Water: Maintenance Equipmen
 Priority 3 Important

City of Windom, Minnesota

Project # **WATER 011**
 Project Name **Mower Replacement**

Description **Total Project Cost: \$15,000**
 Replacement of Toro Groundsmaster mower

Justification
 Unit was purchased in 2005 and is scheduled for replacement to keep repair costs low. Unit used for mowing water plant site and adjectent lot.

Expenditures	2018	2019	2020	2021	2022	Total
Equipment			15,000			15,000
Total			15,000			15,000

Funding Sources	2018	2019	2020	2021	2022	Total
Water Fund			15,000			15,000
Total			15,000			15,000

Budget Impact/Other

ESF Loan Funding

	2018	2019	2020	2021	2022
Debt Service	\$(126,758.15)	\$(133,651.70)	\$(133,391.80)	\$(133,076.10)	\$(133,690.65)
Hospital Transfer	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
Electric Transfer	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00
Liquor Transfer	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00
Levy	\$ 61,758.00	\$ 68,652.00	\$ 68,392.00	\$ 68,076.00	\$ 68,691.00
Total Funds	\$ 126,758.00	\$ 133,652.00	\$ 133,392.00	\$ 133,076.00	\$ 133,691.00
	(0)	0	0	(0)	0
Levy Offset (Project Contingency Funds)					
Net Levy	\$ 61,758.00	\$ 68,652.00	\$ 68,392.00	\$ 68,076.00	\$ 68,691.00

\$ (29,552.00) \$ (29,553.00) \$ (29,552.00)

**BUDGET
CITY OF WINDOM
2018 BUDGET YEAR**

	<u>2018</u> Levy Uses	<u>2019</u> Levy Uses	<u>2020</u> Levy Uses	<u>2021</u> Levy Uses	<u>2022</u> Levy Uses
General Fund Operational	\$ 348,282	\$ 415,842	\$ 491,173	\$ 565,006	\$ 642,811
General Fund Capital	\$ 180,000	\$ 180,000	\$ 180,000	\$ 180,000	\$ 180,000
Less: Use of General Fund Reserv	\$ -	\$ -	\$ -	\$ -	\$ -
Special Revenue Fund Operationa	\$ 751,846	\$ 831,812	\$ 859,089	\$ 894,131	\$ 924,253
Special Revenue Fund Capital	\$ 20,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
<i>Sub Total</i>	\$ 1,300,128	\$ 1,442,653	\$ 1,545,262	\$ 1,654,137	\$ 1,762,063
Tax Abatement	\$ 10,550	\$ 10,550	\$ 10,550	\$ 10,550	\$ 10,550
Plus Debt Service*	\$ 606,003	\$ 490,281	\$ 493,095	\$ 448,796	\$ 444,940
Levy Total	\$ 1,916,681	\$ 1,943,484	\$ 2,048,907	\$ 2,113,483	\$ 2,217,553
		1.40%	5.42%	3.15%	4.92%

General Fund Reserve Estimates

		<u>Available Funds</u>
2018 Budgeted Expense	\$ 3,357,196.30	
69% 2017 Audited Reserve	\$ 2,267,288.00	
Less: 2018 General Fund Commitments		
Cemstone	\$ (160,000.00)	
E Hwy 60	\$ (300,000.00)	
<u>Remaining General Fund Reserve</u>	<u>\$ 1,807,288.00</u>	54%
35% Reserve Minimum	\$ 1,175,018.71	\$ 632,269.30
40% Reserve Amount	\$ 1,342,878.52	\$ 464,409.48
50% Reserve Amount	\$ 1,678,598.15	\$ 128,689.85
60% Reserve Amount	\$ 2,014,317.78	\$ (207,029.78)

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: September 15, 2017
RE: 2018 Budget Dates
DEPT: Administration
CONTACT: Steve Nasby: Steve.Nasby@windommn.com

Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action:

1. Set October 9, 2017 as the 2018 budget workshop with October 16, 2017 as a back-up date.
2. Set December 5, 2017 as the 2018 budget presentation and public input meeting.
3. Set December 19, 2017 for adoption of the 2018 budget and final property tax levy.

Issue Summary/Background

As requested, a Doodle poll was conducted to identify dates for the City Council to hold the 2018 budget workshop(s). Everyone could attend on October 9 and all but one person could attend on October 16. Staff is recommending that October 9 be set as the budget workshop date with October 16 for a second meeting (if needed). October 9 is a school board meeting date so the City Council will need to meet at the Community Center with a suggested starting time of 5:30 pm.

Also, dates for the 2018 budget public input meeting and budget/tax levy adoption must be established and sent to the County Auditor for inclusion in the October property tax statements. These meetings are traditionally part of the regularly scheduled City Council meetings in December. This year those dates are December 5 and December 19 respectively.

Fiscal Impact

None as this action is setting meeting dates.

Attachments

1. None.

Date of Issuance:	September 12, 2017	Effective Date:	September 12, 2017
Owner:	City of Windom	Owner's Contract No.:	
Contractor:	GM Contracting, Inc.	Contractor's Project No.:	
Engineer:	Bolton & Menk, Inc.	Engineer's Project No.:	F18.112135
Project:	2016 Sanitary Sewer Rehabilitation	Contract Name:	2016 Sanitary Sewer Rehabilitation

The Contract is modified as follows upon execution of this Change Order:

Description: Final quantity reconciliation for total work completed on the project and the as bid project cost. Punch list items were completed in June 2017. The following is a description of items which ended up 10% over the as bid quantity:

8A Bituminous Patch – The increase was due to the unstable and unsuitable soils present which required more excavation and pavement removal than planned to allow for the sewer installation with safe trench conditions adjacent to the Runnings parking lot.

11A Course Aggregate Bedding – The increase was due to unsuitable soils encountered below the pipe bedding zone. Additional excavation and correction were required to properly bed the sewer pipe.

15A 8" PVC, SDR 35 Sanitary Sewer Pipe – Additional footage was necessary to fix in place tile pipe damaged as construction occurred adjacent to the Windom Wash property.

17A 15" PVC, SDR 35 Sanitary Sewer Pipe – Additional footage was required to connect the existing 15" sewer pipe adjacent to MH 28A in the Runnings parking lot.

19A Reconnect Sanitary Sewer Service – One additional sanitary sewer service was encountered during installation of the sewer main.

27A Construct 48" Sanitary Manhole, Design 4007 – Additional height of manhole structures was required due to the depth of the main and the final ground elevations.

28A Sanitary Manhole I & I Barrier – The as bid quantity was off by 2.

29A Casting Assembly, R-1733-G - The as bid quantity was off by 2.

32A Random Riprap, Class II – Additional quantity was required based on the field conditions countered in the location where the sewer pipe crossed Division Cree.

Attachments: Final quantities and cost table with descriptions

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES <i>[note changes in Milestones if applicable]</i>
Original Contract Price: <u>\$566,738.28</u>	Original Contract Times: Substantial Completion: <u>November 15, 2016</u> Ready for Final Payment: <u>November 30, 2016</u> days or dates
Increase from previously approved Change Orders No. 1 to No. 2: <u>\$194,148.72</u>	Increase from previously approved Change Orders No. 1 to No. 1: Substantial Completion: <u>Sch A: November 15, 2016</u> <u>(Sch B: April 30, 2017)</u> Ready for Final Payment: <u>Sch A: November 30, 2016</u> <u>(Sch B: May 15, 2017)</u> days

Contract Price prior to this Change Order: <u>\$760,887.00</u>	Contract Times prior to this Change Order: Substantial Completion: <u>Sch A: November 15, 2016</u> <u>(Sch B: April 30, 2017)</u> Ready for Final Payment: <u>Sch A: November 30, 2016</u> <u>(Sch B: May 15, 2017)</u> <p style="text-align: right;">days or dates</p>
Increase of this Change Order: <u>\$36,550.54</u>	Increase of this Change Order: Substantial Completion: <u>Sch A: December 2, 2016</u> Ready for Final Payment: <u>Sch A: December 15, 2016</u> <p style="text-align: right;">days or dates</p>
Contract Price incorporating this Change Order: <u>\$797,437.54</u>	Contract Times with all approved Change Orders: Substantial Completion: <u>Sch A: December 2, 2016</u> <u>(Sch B: April 30, 2017)</u> Ready for Final Payment: <u>Sch A: December 15, 2016</u> <u>(Sch B: May 15, 2017)</u> <p style="text-align: right;">days or dates</p>

RECOMMENDED:  _____ Engineer (if required)	ACCEPTED: _____ Owner (Authorized Signature)	ACCEPTED: _____ Contractor (Authorized Signature)
Title: <u>Project Engineer</u>	Title: _____	Title: _____
Date: <u>9/12/17</u>	Date: _____	Date: _____

Approved by Funding Agency (if applicable)

By: _____ Date: _____

Title: _____

ITEM	UNIT PRICE	ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT	% OVER UNDER	\$ OVER UNDER
	\$59,000.00	1.00 LS	\$59,000.00	1.00 LS	\$59,000.00	0.00%	\$0.00
	\$6,500.00	1.00 LS	\$6,500.00	1.00 LS	\$6,500.00	0.00%	\$0.00
	\$3,000.00	0.50 AC	\$1,500.00	0.50 AC	\$1,500.00	0.00%	\$0.00
	\$250.06	7.00 EA	\$1,750.42	7.00 EA	\$1,750.42	0.00%	\$0.00
IPE	\$1.50	1,780.00 LF	\$2,670.00	1,830.00 LF	\$2,745.00	2.81%	\$75.00
RETE	\$100.00	5.00 CY	\$500.00	2.50 CY	\$250.00	-50.00%	-\$250.00
	\$0.01	2,220.00 LF	\$22.20	2,220.00 LF	\$22.20	0.00%	\$0.00
	\$95.55	250.00 SY	\$23,887.50	500.30 SY	\$47,803.67	100.12%	\$23,916.17
ASS 2	\$31.79	175.00 TON	\$5,563.25	100.00 TON	\$3,179.00	-42.86%	-\$2,384.25
	\$35.64	200.00 CY	\$7,128.00	220.00 CY	\$7,840.80	10.00%	\$712.80
NG	\$35.64	200.00 CY	\$7,128.00	255.00 CY	\$9,088.20	27.50%	\$1,960.20
	\$11.02	1,200.00 CY	\$13,224.00	308.20 CY	\$3,396.36	-74.32%	-\$9,827.64
	\$9,667.19	1.00 LS	\$9,667.19	1.00 LS	\$9,667.19	0.00%	\$0.00
ARY	\$1,783.24	4.00 EA	\$7,132.96	4.00 EA	\$7,132.96	0.00%	\$0.00
VER PIPE	\$50.96	71.00 LF	\$3,618.16	109.00 LF	\$5,554.64	53.52%	\$1,936.48
WER PIPE	\$55.53	401.00 LF	\$22,267.53	426.00 LF	\$23,655.78	6.23%	\$1,388.25
WER PIPE	\$63.16	5.00 LF	\$315.80	24.00 LF	\$1,515.84	380.00%	\$1,200.04
WER PIPE	\$77.84	1,998.00 LF	\$155,524.32	2,013.00 LF	\$156,691.92	0.75%	\$1,167.60
ICE	\$1,410.71	2.00 EA	\$2,821.42	3.00 EA	\$4,232.13	50.00%	\$1,410.71
	\$2,113.60	1.00 EA	\$2,113.60	1.00 EA	\$2,113.60	0.00%	\$0.00
	\$364.45	8.40 LF	\$3,061.38	4.10 LF	\$1,494.25	-51.19%	-\$1,567.13
EWER MAIN	\$32.89	315.00 LF	\$10,360.35	315.00 LF	\$10,360.35	0.00%	\$0.00
SEWER MAIN	\$77.23	106.00 LF	\$8,186.38	113.00 LF	\$8,726.99	6.60%	\$540.61
SEWER MAIN	\$46.71	1,174.00 LF	\$54,837.54	1,179.00 LF	\$55,071.09	0.43%	\$233.55
SEWER MAIN	\$61.56	905.00 LF	\$55,711.80	904.00 LF	\$55,650.24	-0.11%	-\$61.56
IE	\$247.47	7.00 EA	\$1,732.29	7.00 EA	\$1,732.29	0.00%	\$0.00
MANHOLE, DESIGN 4007	\$374.60	101.40 LF	\$37,984.44	123.39 LF	\$46,221.89	21.69%	\$8,237.45
RIER	\$235.00	7.00 EA	\$1,645.00	9.00 EA	\$2,115.00	28.57%	\$470.00
3	\$632.84	7.00 EA	\$4,429.88	9.00 EA	\$5,695.56	28.57%	\$1,265.68
	\$385.00	117.00 LF	\$45,045.00	117.42 LF	\$45,206.70	0.36%	\$161.70
JMPING	\$0.01	1.00 LS	\$0.01	1.00 LS	\$0.01	0.00%	\$0.00
	\$69.27	32.00 TON	\$2,216.64	48.00 TON	\$3,324.96	50.00%	\$1,108.32
EXIT	\$950.00	1.00 EA	\$950.00	0.00 EA	\$0.00	-100.00%	-\$950.00
	\$1.80	2,200.00 LF	\$3,960.00	2,173.00 LF	\$3,911.40	-1.23%	-\$48.60
	\$128.89	3.00 EA	\$386.67	2.00 EA	\$257.78	-33.33%	-\$128.89
	\$4.12	70.00 LF	\$288.40	0.00 LF	\$0.00	-100.00%	-\$288.40
S CATEGORY 3	\$2.06	375.00 SY	\$772.50	166.00 SY	\$341.96	-55.73%	-\$430.54
	\$1,134.26	2.50 ACRE	\$2,835.65	2.50 ACRE	\$2,835.65	0.00%	\$0.00
	\$5,500.00	1.00 LS	\$0.00	1.00 LS	\$5,500.00		
WER PIPE	\$59.83	96.00 LF	\$5,743.68	96.00 LF	\$5,743.68		
	\$2,915.26	1.00 EA	\$2,915.26	1.00 EA	\$2,915.26		
	\$3,366.11	2.00 EA	\$6,732.22	2.00 EA	\$6,732.22		
ONITORING MANHOLE, PIPING AND EQUIPMENT	\$17,143.88	1.00 LS	\$0.00	1.00 LS	\$17,143.88		
ONITORING MANHOLE, PIPING AND EQUIPMENT	\$33,540.25	1.00 LS	\$0.00	1.00 LS	\$33,540.25		
i & EQUIPMENT	\$124,250.00	1.00 LS	\$0.00	1.00 LS	\$124,250.00		
	\$20.17	190.00 LF	\$3,832.30	190.00 LF	\$3,832.30		
ORP STOP	\$649.12	1.00 EA	\$649.12	1.00 EA	\$649.12		
	\$545.00	1.00 EA	\$545.00	1.00 EA	\$545.00		
TOTAL AMOUNT:			\$566,738.28		\$797,437.54		

CERTIFICATE FOR PAYMENT NO. 6

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: August 8, 2017 to September 12, 2017

Line No.	Estimated Units	Description	Unit Price	Contract Price	This Application		Completed to Date	
					Units	Value	Units	Value
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	25%	18,930.00	75%	56,790.00
2.	JOB	Maint & Restoration of Access	L.S.	3,500.00	25%	875.00	75%	2,625.00
4.	14,002	S.Y. Remove Bituminous Pavement	2.00	28,004.00		0.00	13,455.00	26,910.00
5.	2,047	S.Y. Remove Concrete Pavement	8.00	16,376.00	21.00	168.00	1,989.50	15,916.00
8.	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		0.00	5,525.00	68,233.75
9.	16,625	S.Y. Subgrade Preparation	1.50	24,937.50		0.00	16,625.00	24,937.50
10.	16,023	S.Y. 12" Aggregate Base Class 5	7.30	116,967.90		0.00	16,023.00	116,967.90
11.	600	S.Y. 8" Aggregate Base Class 5	5.10	3,060.00		0.00	538.00	2,743.80
12.	1,620	Ton Type SP 12.5 Wearing Course Mix	74.15	120,123.00	884.15	65,559.72	884.15	65,559.72
13.	2,065	Ton Type SP 12.5 Non Wear Course Mix	71.50	147,647.50		0.00	2,126.59	152,051.19
14.	10	S.Y. Concrete Patch (6")	226.35	2,263.50		0.00	10.00	2,263.50
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	222.30	11,226.15	462.22	23,342.11
17.	66	S.Y. 6" Concrete Walk	94.75	6,253.50	66.00	6,253.50	66.00	6,253.50
18.	5,119	L.F. Concrete Curb and Gutter Design B624	23.00	117,737.00		0.00	5,219.00	120,037.00
19.	505	L.F. Concrete Curb and Gutter Match	26.95	13,609.75		0.00	299.00	8,058.05
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	483.38	30,283.76
22.	107	S.Y. 7" Concrete Driveway Pavement	68.55	7,334.85		0.00	107.00	7,334.85
23.	113	S.Y. 8" Concrete Valley Gutter	79.90	9,028.70		0.00	113.00	9,028.70
24.	207	S.F. Truncated Domes	54.40	11,260.80	207.00	11,260.80	207.00	11,260.80
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		0.00	5,197.00	39,497.20
27.	38 Ea.	4" Non Perforated Service	112.75	4,284.50		0.00	31.00	3,495.25
28.	18 Ea.	Subdrain Outlet	52.00	936.00		0.00	16.00	832.00
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	845.00	27,166.75
32.	1,050	L.F. 15" RC Pipe Sewer, Class III	39.60	41,580.00		0.00	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		0.00	424.00	21,072.80
36.	10 Ea.	Connect to Existing Storm Sewer	300.00	3,000.00		0.00	13.00	3,900.00
38.	11 Ea.	4' x 4' Storm Manhole	1,418.50	15,603.50		0.00	11.00	15,603.50
40.	28 Ea.	Single Grate Intake	1,214.00	33,992.00		0.00	28.00	33,992.00
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		0.00	628.00	20,378.60
47.	420 L.F.	12" PVC Pipe Sewer, SDR-26	39.05	18,401.00		0.00	476.00	18,587.80
48.	11 Ea.	Connect to Existing Sanitary Sewer	380.50	4,185.50		0.00	13.00	4,946.50
49.	3 Ea.	Sanitary Sewer Manhole	3,818.25	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		0.00	23.00	36,464.20
52.	39 Ea.	1" Curb Stop	206.20	8,041.80		0.00	31.00	6,392.20
54.	39 Ea.	1" Corp Stop	215.75	8,414.25		0.00	31.00	6,688.25
56.	1,085 L.F.	1" Water Service	26.45	28,698.25		0.00	874.00	23,117.30
58.	14 Ea.	6" Gate Valve & Box	1,324.00	18,536.00		0.00	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		0.00	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		0.00	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		0.00	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		0.00	1.00	668.20
70.	4 Ea.	12" x 6" Tee	760.50	3,042.00		0.00	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		0.00	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		0.00	1,969.00	56,904.10

Line No.	Estimated		Unit Price	Contract Price	This Application		Completed to Date	
	Units	Description			Units	Value	Units	Value
80.	465 L.F.	8" PVC Water Main	31.85	14,810.25		0.00	469.00	14,937.65
81.	506 L.F.	10" PVC Water Main	36.40	18,418.40		0.00	490.00	17,836.00
82.	320 L.F.	12" PVC Water Main	46.25	14,800.00		0.00	362.00	16,742.50
83.	JOB	Temporary Water Service	L.S.	11,700.00		0.00	90%	10,530.00
84.	5,448 S.Y.	Terrace Grading	1.00	5,448.00	2,711.00	2,711.00	4,086.00	4,086.00
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	25%	1,375.00	75%	4,125.00
91.	JOB	SWPPP Management	L.S.	500.00	25%	125.00	75%	375.00
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	11.00	1,925.00	17.00	2,975.00
94.	1.13 Acre	Seeding, Fertilizing and Mulching	5,250.00	5,932.50	0.84	4,410.00	0.84	4,410.00
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	176.10	176.10		0.00	1.00	176.10
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		\$124,819.17		\$1,314,606.42

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

1.	JOB	Mobilization	L.S.	\$42,760.00	15%	6,414.00	75%	32,070.00
2.	JOB	Maint & Restoration of Access	L.S.	1,500.00	25%	375.00	75%	1,125.00
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	248.00	496.00	9,010.00	18,020.00
5.	768 S.Y.	Remove Concrete Pavement	9.00	6,912.00	29.00	261.00	775.00	6,975.00
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	246.00	3,038.10	3,061.00	37,803.35
8.	200 S.Y.	Geotextile Fabric Type IV	1.15	230.00		0.00	120.00	138.00
9.	10,620 S.Y.	Subgrade Preparation	1.50	15,930.00		0.00	10,620.00	15,930.00
10.	6,137 S.Y.	12" Aggregate Base Class 5	7.30	44,800.10	10.00	73.00	6,213.00	45,354.90
11.	4,453 S.Y.	8" Aggregate Base Class 5	5.10	22,710.30	788.00	4,018.80	4,453.00	22,710.30
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	78.50	104,805.00	435.76	33,335.64	1,320.55	101,022.08
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	430.30	21,515.00	721.90	36,095.00
17.	6 S.Y.	6" Concrete Walk	123.85	743.10	6.00	743.10	6.00	743.10
18.	2,891 L.F.	Concrete Curb and Gutter Design B624	23.30	67,360.30		0.00	2,911.00	67,826.30
19.	189 L.F.	Concrete Curb and Gutter Match	29.45	5,566.05		0.00	285.00	8,393.25

Line No.	Estimated		Unit Price	Contract Price	This Application		Completed to Date	
	Units	Description			Units	Value	Units	Value
21.	235 S.Y.	6" Concrete Driveway Pavement	63.85	15,004.75		0.00	385.79	24,632.69
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	30.00	2,052.00	30.00	2,052.00
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	8.00	312.00
29.	67 L.F.	8" PVC Pipe Sewer, SDR-28	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.	178 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.	8" 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
64.	3,545 S.Y.	Terrace Grading	1.00	3,545.00	2,658.00	2,658.00	2,658.00	2,658.00
87.	JOB	Temporary Mail Service	L.S.	300.00		0.00	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	25%	300.00	75%	900.00
90.	4 Ea.	Install Handicap Sign	350.00	1,400.00		0.00		0.00
91.	JOB	SWPPP Management	L.S.	500.00	25%	125.00	75%	375.00
92.	1,010 L.F.	Silt Fence/Bio Watties/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	0.99	5,197.50	0.99	5,197.50

Line No.	Estimated		Unit Price	Contract Price	This Application		Completed to Date	
	Units	Description			Units	Value	Units	Value
95.	865 S.Y.	Erosion Control Blankets Category 4	1.85	1,800.25		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.	8,105.00		0.00	100%	8,105.00
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		\$80,602.14		\$585,751.87

Schedule 2 - Alternate Bid Items (7th Avenue)

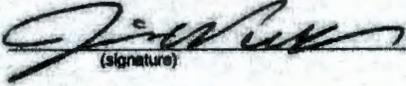
4.	32 S.Y.	Remove Bituminous Pavement	10.00	320.00		0.00	20.00	200.00
7.	1,000 C.Y.	Common Excavation (P)	12.35	12,350.00		0.00	1,000.00	12,350.00
9.	1,505 S.Y.	Subgrade Preparation	1.50	2,257.50		0.00	1,505.00	2,257.50
10.	1,505 S.Y.	12" Aggregate Base Class 5	7.30	10,986.50		0.00	1,505.00	10,986.50
12.	110 Ton	Type SP 12.5 Wearing Course Mix	103.70	11,407.00	112.95	11,712.92	112.95	11,712.92
13.	175 Ton	Type SP 12.5 Non Wear Course Mix	86.20	15,085.00	11.75	1,012.85	168.72	14,543.66
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	677.00	15,537.15
20.	56 S.Y.	4" Gravel Driveway	8.00	448.00	56.00	448.00	56.00	448.00
26.	840 L.F.	4" Perforated Drain Pipe	7.60	6,384.00		0.00	667.00	5,069.20
28.	1 Ea.	Subdrain Outlet	52.00	52.00		0.00	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	555.00	555.00	555.00	555.00
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	<u>997.50</u>	0.19	<u>997.50</u>	0.19	<u>997.50</u>
SCHEDULE 2 - ALTERNATE - TOTAL BID				\$78,308.00		\$14,726.27		\$75,424.43

SCHEDULE 1, SCHEDULE 2 AND SCHEDULE 2 ALTERNATE - TOTAL BID **\$2,205,700.20** **\$220,147.58** **\$1,975,682.72**

Total Work Completed	\$1,975,682.72
Materials Stored on Site	0.00
Less Retainage	<u>98,784.14</u>
	\$1,876,898.58
Less Previous Payments	1,667,758.38
TOTAL AMOUNT DUE THIS PAY REQUEST	<u>\$209,140.20</u>

Payment Requested by:

Holtmeier Construction
(Contractor)


(signature)

Date 9/13/17

Payment Recommended by: DGR Engineering


(signature)

Date 09/13/2017

Payment Approved by: City of Windom, Minnesota

(signature)

Date _____

REQUEST FOR PAYMENT

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

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

Billing: 5083
Draw: 11
Invoice date: 8/31/2017
Period ending date: 8/31/2017

Contract For: Windom EMS Building

Request for payment:

Original contract amount	\$3,151,500.00	
Approved changes	\$65,990.85	
Revised contract amount		\$3,257,490.85
Contract completed to date		\$3,186,845.54
Add-ons to date	\$0.00	
Taxes to date	\$0.00	
Less retainage	\$159,342.54	
Total completed less retainage		\$3,027,503.00
Less previous requests	\$2,743,748.77	
Current request for payment		\$283,754.23
Current billing		\$298,688.86
Current additional charges	\$0.00	
Current tax	\$0.00	
Less current retainage	\$14,934.63	
Current amount due		\$283,754.23
Remaining contract to bill	\$229,987.85	

Project: 16-0675
Windom EMS Building

Contract date: 9/9/2016

Architect: *Dani O'Keefe* 9/5/2017

Scope: **\$283,754.23**

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Changes approved in previous months by Owner	74,690.85	-8,700.00
Total approved this Month		
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.

State Of Minnesota

County Of Blue Earth

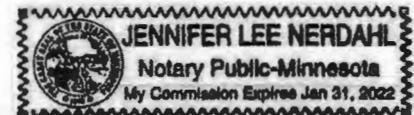
By: *[Signature]*

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

Date: 8-31-17

Notary Public

My commission expires: Jan 31, 2022



REQUEST FOR PAYMENT DETAIL

Project: 16-0675 / Windom EMS Building

Billing: 5083

Draw: 11

Period Ending Date: 8/31/2017 Detail Page 2 of 3 Pages

Item ID	Description	Total Contract Amount	Previously Completed Work	Work Completed This Period	Presently Stored Materials	Completed And Stored To Date	% Comp	Balance To Finish	Retainage Balance
1000	General Conditions	304,629.00	273,559.99	19,203.30		282,763.29	96.10	11,865.71	14,638.18
2200	Earthwork	231,487.00	231,487.00			231,487.00	100.00		11,574.36
2500	Asphalt Paving	216,849.00	80,795.27	136,053.73		216,849.00	100.00		10,842.46
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	961,936.50			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	44,030.87	5,499.13		49,530.00	100.00		2,476.52
6400	Architectural Wood Work	48,050.00	28,830.00	19,220.00		48,050.00	100.00		2,402.50
6401	Shelving Allowance	3,000.00		3,000.00		3,000.00	100.00		150.00
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	130,700.00			130,700.00	100.00		6,535.00
7920	Caulking	6,370.00	2,401.42	3,968.58		6,370.00	100.00		318.50
8110	HM Doors/Frames/Hardware	51,401.00	45,043.74	6,357.26		51,401.00	100.00		2,570.05
8360	Overhead Doors	64,280.00	52,640.00	11,640.00		64,280.00	100.00		3,214.00
8400	Aluminum Entrances	38,860.00	32,000.00	6,860.00		38,860.00	100.00		1,943.00
9250	Drywall	83,777.00	83,777.00			83,777.00	100.00		4,188.86
9310	Ceramic Tile	18,000.00		18,000.00		18,000.00	100.00		900.00
9510	Acoustical Ceiling	19,320.00	14,500.00	4,820.00		19,320.00	100.00		966.00
9650	VCT, Carpet & Base	21,212.00		21,212.00		21,212.00	100.00		1,060.60
9900	Painting & Wallcovering	53,400.00	53,400.00			53,400.00	100.00		2,670.00
10000	Specialties	34,674.00	17,060.09	17,613.91		34,674.00	100.00		1,733.87
10400	Signage Allowance	7,500.00		1,461.45		1,461.45	19.49	6,038.55	73.07
11170	Bridge Crane & Holst	8,220.00	4,678.00	3,542.00		8,220.00	100.00		411.00
11400	Kitchen Allowance	8,000.00						8,000.00	
15100	Plumbing & HVAC	300,945.00	291,061.60			291,061.60	96.72	9,883.40	14,553.08
15300	Fire Sprinkler System	32,000.00	32,000.00			32,000.00	100.00		1,600.00
16100	Electrical	208,805.00	191,860.00	16,945.00		208,805.00	100.00		10,440.25
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: 5083

Draw: 11

Period Ending Date: 6/31/2017 Detail Page 3 of 3 Pages

Item ID	Description	Total Contract Amount	Previously Completed Work	Work Completed This Period	Presently Stored Materials	Completed And Stored To Date	% Comp	Balance To Finish	Retainage Balance
C0302	Extra Steel for Precast	8,700.00	8,700.00			8,700.00	100.00		435.00
C0303	Change Order #3	1,402.00	1,402.00			1,402.00	100.00		70.10
C0401	Change Order #4	2,972.20	1,278.05			1,278.05	43.00	1,694.15	63.90
C0501	Change Order #5	345.35	345.35			345.35	100.00		17.27
C0601	Change Order #6	1,677.50	1,677.50			1,677.50	100.00		83.88
C0701	Change Order #7	2,253.00		2,253.00		2,253.00	100.00		112.65
C0801	Change Order #8	1,039.50		1,039.50		1,039.50	100.00		51.98

Totals	3,257,490.85	2,688,156.88	298,688.86			3,186,845.54	97.83	70,645.31	159,342.64
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**BOLTON
& MENK**

Real People. Real Solutions.

1501 South State Street
Suite 100
Fairmont, MN 56031-4467
Ph: (507) 238-4738
Fax: (507) 238-4732
Bolton-Menk.com

August 17, 2017

Mike Haugen Water/Wastewater Supt.
City of Windom
444 Ninth Street
P.O. Box 38
Windom, MN 56101-0038

RE: Pay Estimate No. 4 & Final
2016 Sanitary Sewer Rehabilitation
Windom, Minnesota
BMI Project No.: F18.112135

Dear Mr. Haugen:

Enclosed are four copies of Pay Estimate No. 4 & Final payable to GM Contracting, Inc. for completion of their work on the 2016 Sanitary Sewer Rehabilitation project in Windom, Minnesota. Total final contract amount is Seven Hundred Ninety-Seven Thousand Four Hundred Thirty-Seven Dollars and Fifty-Four Cents (\$797,437.54). The Consent of Surety to Final Payment and copies of the executed IC-134 forms (Withholding Affidavit) are also enclosed.

To the best of our knowledge, the project has been completed in substantial accordance with the plans and specifications; and we are not aware of any reason, at this time, to withhold final payment from the contractor.

Please review this final pay estimate and, if satisfactory, sign all copies of the pay estimate, retain one copy for your file, send two copies to the Contractor with payment and return the remaining copy to our office.

If you have any questions, please feel free to contact me.

Sincerely,
Bolton & Menk, Inc.

for Travis L. Winter, P.E.
Project Engineer

cc: Steve Nasby, City Administrator

Encl.

CONTRACTOR'S PAY REQUEST 2016 SANITARY SEWER REHABILITATION CITY OF WINDOM, MINNESOTA BMI PROJECT NO.: F18.112135	DISTRIBUTION:
	CONTRACTOR (1)
	OWNER (1)
	ENGINEER (1)
	BONDING CO. (1)
TOTAL AMOUNT BID PLUS APPROVED CHANGE ORDERS	\$760,887.00
TOTAL, COMPLETED WORK TO DATE	\$797,437.54
TOTAL, STORED MATERIALS TO DATE	\$0.00
DEDUCTION FOR STORED MATERIALS USED IN WORK COMPLETED	\$0.00
TOTAL, COMPLETED WORK & STORED MATERIALS	\$797,437.54
RETAINED PERCENTAGE (0%)	\$0.00
TOTAL AMOUNT OF OTHER PAYMENTS OR (DEDUCTIONS)	\$0.00
NET AMOUNT DUE TO CONTRACTOR TO DATE	\$797,437.54
TOTAL AMOUNT PAID ON PREVIOUS ESTIMATES	\$693,218.23
PAY CONTRACTOR AS ESTIMATE NO. 4 & FINAL	\$104,219.31

Certificate for Final Payment

I hereby certify that, to the best of my knowledge and belief, all items quantities and prices of work and material shown on this Estimate are correct and that all work has been performed in full accordance with the terms and conditions of the Contract for this project between the Owner and the undersigned Contractor, and as amended by any authorized changes, and that the foregoing is a true and correct statement of the amount for the Final Estimate, that the provisions of M.S. 290.92 have been complied with and that all claims against me by reason of the Contract have been paid or satisfactorily secured.

Contractor: GM CONTRACTING, INC.
 19810 515TH AVENUE, PO BOX 736
 LAKE CRYSTAL, MN 56055-0736

By Mark M. [Signature] Name Vice President Title

Date 6/19/17

Approved _____
 Contractor's Surety

CHECKED AND APPROVED AS TO QUANTITIES AND AMOUNT:
 ENGINEER: BOLTON & MENK, INC., 1501 SOUTH STATE ST., SUITE 100, FAIRMONT, MN 56031

By Tim Wink [Signature], CONSULTING ENGINEER

Date 6-15-17

APPROVED FOR PAYMENT:
 OWNER: CITY OF WINDOM, 444 NINTH STREET, PO BOX 38, WINDOM, MN 56101-0038

By _____
 Name Title Date

And _____
 Name Title Date

Pay Estimate No.:

4 & Final

2016 SANITARY SEWER REHABILITATION
 CITY OF WINDOM, MINNESOTA
 BMI PROJECT NO.: F18.112135

WORK COMPLETED THROUGH MAY 18, 2017

ITEM NO.	REF NO.	ITEM	UNIT PRICE	AS BID		PREVIOUS ESTIMATE		COMPLETED TO DATE	
				ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT
1A	N.A.	MOBILIZATION	\$59,000.00	1.00	LS \$59,000.00	1.00	LS \$59,000.00	1.00	LS \$59,000.00
2A	N.A.	TRAFFIC CONTROL	\$6,500.00	1.00	LS \$6,500.00	1.00	LS \$6,500.00	1.00	LS \$6,500.00
3A	N.A.	CLEAR & GRUB	\$3,000.00	0.50	AC \$1,500.00	0.50	AC \$1,500.00	0.50	AC \$1,500.00
4A	N.A.	REMOVE SANITARY MANHOLE	\$250.06	7.00	EA \$1,750.42	7.00	EA \$1,750.42	7.00	EA \$1,750.42
5A	N.A.	REMOVE SANITARY SEWER PIPE	\$1.50	1,780.00	LF \$2,670.00	1,830.00	LF \$2,745.00	1,830.00	LF \$2,745.00
6A	N.A.	REMOVE VERMICULITE CONCRETE	\$100.00	5.00	CY \$500.00	2.50	CY \$250.00	2.50	CY \$250.00
7A	N.A.	DEWATERING	\$0.01	2,220.00	LF \$22.20	2,220.00	LF \$22.20	2,220.00	LF \$22.20
8A	N.A.	BITUMINOUS PATCH	\$95.55	250.00	SY \$23,887.50	500.30	SY \$47,803.67	500.30	SY \$47,803.67
9A	N.A.	AGGREGATE SURFACING, CLASS 2	\$31.79	175.00	TON \$5,563.25	100.00	TON \$3,179.00	100.00	TON \$3,179.00
10A	N.A.	GRANULAR FOUNDATION	\$35.64	200.00	CY \$7,128.00	0.00	CY \$0.00	220.00	CY \$7,840.80
11A	N.A.	COURSE AGGREGATE BEDDING	\$35.64	200.00	CY \$7,128.00	46.90	CY \$1,671.52	255.00	CY \$9,088.20
12A	N.A.	GRANULAR BACKFILL	\$11.02	1,200.00	CY \$13,224.00	308.20	CY \$3,396.36	308.20	CY \$3,396.36
13A	N.A.	CREEK DIVERSION	\$9,667.19	1.00	LS \$9,667.19	0.00	LS \$0.00	1.00	LS \$9,667.19
14A	N.A.	CONNECT TO EXISTING SANITARY	\$1,783.24	4.00	EA \$7,132.96	4.00	EA \$7,132.96	4.00	EA \$7,132.96
15A	N.A.	8" PVC, SDR 35 SANITARY SEWER PIPE	\$50.96	71.00	LF \$3,618.16	109.00	LF \$5,554.64	109.00	LF \$5,554.64
16A	N.A.	10" PVC, SDR 35 SANITARY SEWER PIPE	\$55.53	401.00	LF \$22,267.53	426.00	LF \$23,655.78	426.00	LF \$23,655.78
17A	N.A.	15" PVC, SDR 35 SANITARY SEWER PIPE	\$63.16	5.00	LF \$315.80	24.00	LF \$1,515.84	24.00	LF \$1,515.84
18A	N.A.	18" PVC, PS 46 SANITARY SEWER PIPE	\$77.84	1,998.00	LF \$155,524.32	2,013.00	LF \$156,691.92	2,013.00	LF \$156,691.92
19A	N.A.	RECONNECT SANITARY SERVICE	\$1,410.71	2.00	EA \$2,821.42	3.00	EA \$4,232.13	3.00	EA \$4,232.13
20A	N.A.	8" GATE VALVE & BOX	\$2,113.60	1.00	EA \$2,113.60	1.00	EA \$2,113.60	1.00	EA \$2,113.60
21A	N.A.	8" OUTSIDE DROP	\$364.45	8.40	LF \$3,061.38	4.10	LF \$1,494.25	4.10	LF \$1,494.25
22A	N.A.	C.I.P.P. LINING, 8" SANITARY SEWER MAIN	\$32.89	315.00	LF \$10,360.35	315.00	LF \$10,360.35	315.00	LF \$10,360.35
23A	N.A.	C.I.P.P. LINING, 15" SANITARY SEWER MAIN	\$77.23	106.00	LF \$8,186.38	113.00	LF \$8,726.99	113.00	LF \$8,726.99
24A	N.A.	C.I.P.P. LINING, 18" SANITARY SEWER MAIN	\$46.71	1,174.00	LF \$54,837.54	1,179.00	LF \$55,071.09	1,179.00	LF \$55,071.09
25A	N.A.	C.I.P.P. LINING, 21" SANITARY SEWER MAIN	\$61.56	905.00	LF \$55,711.80	904.00	LF \$55,650.24	904.00	LF \$55,650.24
26A	N.A.	REINSTATE SANITARY SERVICE	\$247.47	7.00	EA \$1,732.29	7.00	EA \$1,732.29	7.00	EA \$1,732.29
27A	N.A.	CONSTRUCT 48" SANITARY MANHOLE, DESIGN 4007	\$374.60	101.40	LF \$37,984.44	108.89	LF \$40,790.19	123.39	LF \$46,221.89
28A	N.A.	SANITARY MANHOLE I & I BARRIER	\$235.00	7.00	EA \$1,645.00	9.00	EA \$2,115.00	9.00	EA \$2,115.00
29A	N.A.	CASTING ASSEMBLY, R-1733-G	\$632.84	7.00	EA \$4,429.88	9.00	EA \$5,695.56	9.00	EA \$5,695.56
30A	N.A.	SANITARY MANHOLE LINING	\$385.00	117.00	LF \$45,045.00	117.42	LF \$45,206.70	117.42	LF \$45,206.70
31A	N.A.	SANITARY SEWER BYPASS PUMPING	\$0.01	1.00	LS \$0.01	1.00	LS \$0.01	1.00	LS \$0.01
32A	N.A.	RANDOM RIPRAP, CLASS II	\$69.27	32.00	TON \$2,216.64	30.00	TON \$2,078.10	48.00	TON \$3,324.96
33A	N.A.	STABILIZED CONSTRUCTION EXIT	\$950.00	1.00	EA \$950.00	0.00	EA \$0.00	0.00	EA \$0.00
34A	N.A.	SILT FENCE	\$1.80	2,200.00	LF \$3,960.00	2,173.00	LF \$3,911.40	2,173.00	LF \$3,911.40
35A	N.A.	INLET PROTECTION	\$128.89	3.00	EA \$386.67	2.00	EA \$257.78	2.00	EA \$257.78
36A	N.A.	DITCH CHECK - BIOROLL	\$4.12	70.00	LF \$288.40	0.00	LF \$0.00	0.00	LF \$0.00
37A	N.A.	EROSION CONTROL BLANKETS CATEGORY 3	\$2.06	375.00	SY \$772.50	166.00	SY \$341.96	166.00	SY \$341.96
38A	N.A.	SEED, MULCH & FERTILIZE	\$1,134.26	2.50	ACRE \$2,835.65	2.50	ACRE \$2,835.65	2.50	ACRE \$2,835.65
CO1-39B	N.A.	MOBILIZATION	\$5,500.00	1.00	LS \$5,500.00	1.00	LS \$5,500.00	1.00	LS \$5,500.00
CO1-40B	N.A.	12" PVC, SDR 35 SANITARY SEWER PIPE	\$59.83	20.00	LF \$1,196.60	96.00	LF \$5,743.68	96.00	LF \$5,743.68
CO1-41B	N.A.	10" GATE VALVE & BOX	\$2,915.26	1.00	EA \$2,915.26	1.00	EA \$2,915.26	1.00	EA \$2,915.26
CO1-42B	N.A.	12" GATE VALVE & BOX	\$3,366.11	1.00	EA \$3,366.11	2.00	EA \$6,732.22	2.00	EA \$6,732.22
CO1-43B	N.A.	CONSTRUCT 72" SANITARY MONITORING MANHOLE, PIPING AND	\$17,143.88	1.00	LS \$17,143.88	0.90	LS \$15,429.49	1.00	LS \$17,143.88
CO1-44B	N.A.	CONSTRUCT 96" SANITARY MONITORING MANHOLE, PIPING AND	\$33,540.25	1.00	LS \$33,540.25	0.90	LS \$30,186.23	1.00	LS \$33,540.25
CO1-45B	N.A.	SAMPLING STATION BUILDING & EQUIPMENT	\$124,250.00	1.00	LS \$124,250.00	0.75	LS \$93,187.50	1.00	LS \$124,250.00
CO1-46B	N.A.	3/4" PE WATER SERVICE	\$20.17	250.00	LF \$5,042.50	190.00	LF \$3,832.30	190.00	LF \$3,832.30
CO1-47B	N.A.	8" X 3/4" TAPPING SADDLE & CORP STOP	\$649.12	1.00	EA \$649.12	1.00	EA \$649.12	1.00	EA \$649.12
CO1-48B	N.A.	3/4" CURB STOP & BOX	\$545.00	1.00	EA \$545.00	1.00	EA \$545.00	1.00	EA \$545.00
TOTAL AMOUNT:					\$760,887.00		\$729,703.40		\$797,437.54

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: September 11, 2017
RE: Legal Settlement – Contract Dispute
DEPT: Administration
CONTACT: Steve Nasby: Steve.Nasby@windommn.com

Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action:

1. Approval of the court ordered mediation settlement as presented.

Issue Summary/Background

In 2016 the City converted its utility billing from SourceOne to a new vendor. This conversion was done to improve the efficiency of the system and to provide additional features such as on-line billing. SourceOne was notified of the City's intention to change vendors. The agreement between the City and SourceOne required this notification, but the agreement did not include any termination fee or minimum use provisions. Upon the City's transition from SourceOne, billing for "deconversion" fees were submitted to the City and rejected upon the advice of the City Attorney.

SourceOne filed a lawsuit claiming payment for services for four months (from the time the City converted billing systems until the end date of the contract between the parties) which amounted to \$20,800. The City denied this claim and submitted a response to the lawsuit. Both parties discussed resolution to this matter including an offer by the City to settle of \$5,000, but no settlement was achieved. As part of the legal process the court ordered mediation.

On September 6, 2017 mediation between the parties was held in Renville County. The City was represented by the City Attorney, Finance Director and City Administrator. Following this mediation session the City and SourceOne have agreed upon a settlement of \$6,000 pending City Council approval.

Should no settlement had been achieved the City and SourceOne would have been scheduled for a bench trial, which would incur significant legal fees and staff time.

Fiscal Impact

Cost will be the \$6,000 for the settlement and \$526.21 for mediation services. In addition, the City has incurred approximately \$1,000 to \$2,000 in legal expenses.

Attachments

1. Mediated Settlement Agreement

STATE OF MINNESOTA

COUNTY OF Cottonwood

Source One Solutions, LLC.

Plaintiff,

v.

City of Winona

Defendant.

DISTRICT COURT

5th JUDICIAL DISTRICT

Court File No. 17CV-1702

**MEDIATED SETTLEMENT
AGREEMENT**

The parties in the above-entitled action have engaged the mediation services of John C. Lindstrom, on this 6 day of September, 2017. The parties have voluntarily appeared at mediation and are represented by the undersigned attorneys. The parties have entered into an agreement to voluntarily mediate the dispute between them and have engaged in settlement discussions between the mediator and their counsel. The parties have been advised to consult an attorney for legal advice before signing this Mediated Settlement Agreement and the parties have been separately advised of their rights and interest in this matter and have decided to voluntarily enter into this Mediated Settlement Agreement.

NOW THEREFORE, IN CONSIDERATION OF THE MUTUAL COVENANTS AND CONDITIONS CONTAINED HEREIN, IT IS HEREBY AGREED AS FOLLOWS:

1. **BINDING AGREEMENT:** Pursuant to Minn. Stat. § 572.35, this Mediated Settlement Agreement will serve to memorialize all of the material terms and conditions of settlement and is fully binding on the parties. The parties are hereby advised that (a) the mediator has no duty to protect their interests or provide them with information about their legal rights; (b) signing this mediated settlement agreement may adversely affect their legal rights; and (c) they

should consult with an attorney before signing a mediated settlement agreement if they are uncertain of their rights.

2. There will or may be some additional documentation required to be prepared and signed, and the parties agree to cooperate in good faith to obtain and sign those documents.

CHECK IF APPLICABLE

X 3. The parties agree to mutually release each other, their agents, officers, and employees in full satisfaction of any and all claims, counter-claims, and cross claims, known or unknown, that they may have against each other.

X 4. The Plaintiff(s)/Defendant(s) will pay to the Plaintiff(s)/Defendant(s) the sum of \$6,000 within 30 days of today's date; or _____

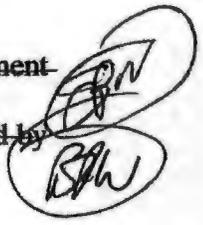
If the Plaintiff(s)/Defendant(s) fails to pay said sum when due, upon 10 days written notice to ^{Defendant} Plaintiff(s)/Defendant(s) and their counsel, this stipulation may be filed with the Court and a judgment may be entered according to the terms and conditions of this Mediated Settlement Agreement entered into pursuant to Minnesota Statute Sec. 572.35.

_____ 5. (a) Upon payment and fulfillment of the obligations contained herein, a Stipulation of Dismissal with Prejudice will be filed with the District Court dismissing this case without further cost or expenses to any of the parties; or

_____ (b) This case may be dismissed now, with prejudice or without further costs to either party; or

(c) This case may be dismissed without prejudice at this time, with the understanding that either party may move the Court to reopen the case upon default of the other party in any of the terms or conditions.

6. ~~The parties agree to sign a confidentiality agreement and not discuss this settlement or the amount with anyone except their lawyers and accountants, or as ordered by the court.~~



7. This agreement is governed by the laws of Minnesota.

8. The parties agree to abide by the terms of their Mediated Settlement Agreement and to pay their mediation fees according to the separate Mediation Agreement that was signed by the parties.

9. The form of this agreement has been prepared for the convenience of the parties by the mediator, and is approved by the undersigned parties and their counsel. The mediator has no duty to protect the interests of either party or to provide them with any information about their legal rights and has not so advised either of the parties or their counsel. The mediator has not given any legal advice to any of the parties or their counsel.

ADDITIONAL TERMS AND CONDITIONS

10. This Agreement is subject to approval by
City Council of the City of Winona

11. _____

12.

13.

 Date 9-06-17

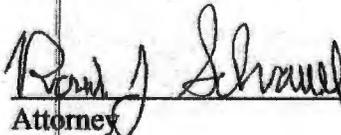
Petitioner Mantuff
Acting Chief Exec. Officer

 Date 6 Sep 2017
City Administrator

Respondent

Defendant

 Date Sep 6. 2017
Attorney

 Date 9-6-2017
Attorney

Witness Execution of Mediated Settlement Agreement

Date

Mediator

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 Store Manager
DATE: September 14, 2017
RE: Hiring Recommendations – Part Time Liquor Store Clerk
DEPT: Liquor Store
CONTACT: Joe Audette at 831-6132

Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action:

1. Hire Amber M. Jensen as a part-time liquor store clerk at \$10.00/hour.
2. Hire Matt J. Guazzo as a part-time liquor store clerk at \$9.50/hour.

Issue Summary/Background

Recently the Liquor Store has had two part-time clerks leave the store. One obtained more hours at their other job and one due to medical issues. As such, an advertisement was placed for the liquor clerk position. After reviewing applications and interviewing candidates I recommend hiring Amber M. Jensen at \$10.00 per hour (as she has held multiple “lead” positions, and has performed mass inventory, customer service training and label making) and Matt J. Guazzo at \$9.50 per hour.

Fiscal Impact

These clerks are to re-fill positions so there will not be a fiscal impact to the store’s payroll outside of the budgeted personnel expenses.

Attachments

1. None.

ACTION ITEM



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

TO: City Council
FROM: Steve Nasby, City Administrator *SN*
DATE: September 15, 2017
RE: Employee Recognition Policy
DEPT: Administration
CONTACT: Steve Nasby: Steve.Nasby@windommn.com

Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action:

1. Adoption of the Employee Recognition Policy as amended.

Issue Summary/Background

An amendment to the Employee Recognition Policy is proposed to allow for retiring law enforcement officers to purchase their service weapon upon the completion of 30 years of service. This is a tradition in departments across the country. As the service weapon is not typically something that the City would make available for sale to the general public, the allowance for permitting the retiring officer purchase his\her service weapon at a nominal cost is reasonable.

Fiscal Impact

No fiscal, or minimal, impact anticipated as this option to purchase a service weapon will be in lieu of the gift certificate or equivalent currently available in the existing Employee Recognition Policy and it will be limited to 30 year employees.

Attachments

1. Employee Recognition Policy as amended.

City of Windom Employee Recognition Program

The City Council believes it is important to recognize employees for their service to the citizens of Windom through an employee recognition program. Minnesota Statute 15.46 gives the City authority for an employee recognition program. Said program is herein adopted as part of the City's compensation for its employees. Effective January 1, 2012, City employees (full-time and permanent part-time), paid-on-call fire fighters and EMTs achieving five (5) or more years of service, will receive a recognition award to thank and honor them for their service to the City and its citizens. Initial awards will recognize eligible employees at their highest year of service completed according to the schedule herein.

Objective

1. At an Annual Employee Appreciation event, employees will be recognized for their years of service to the City of Windom and its citizens. The Annual Employee Appreciation event will be held the second quarter of each calendar year.
2. Milestone anniversaries are five year, ten year, fifteen year, twenty year, twenty-five year, and each five year increment beyond.
3. All non-temporary City Employees (full-time, permanent part-time), paid-on-call fire fighters and EMTs are eligible for this recognition program.

4. Awards shall be as follows:

Five (5) Year Service Anniversary:

- a. A certificate recognizing years of services
- b. A City logo coffee cup.

Ten (10) Year Service Anniversary:

- a. A certificate recognizing years of services
- b. A City logo shirt or gift certificate or equivalent (approximately a \$25.00 value).

Fifteen (15) Year Service Anniversary:

- a. A certificate recognizing years of services
- b. Pen & Pencil Set, gift certificate or equivalent (approximately a \$40.00 value). The pen & pencil set will be engraved with the City name.

Twenty (20) Year Service Anniversary:

- a. A Certificate recognizing years of services
- b. Plaque, Desk clock, gift certificate or equivalent (approximately a \$50.00 value). The desk clock will be engraved with the City name.

Twenty Five (25) Year Service Anniversary:

- a. A Certificate recognizing years of services
- b. Watch, gift certificate or equivalent (approximately a \$75.00 value). The watch will be engraved with the City name.

Thirty (30) Year Service Anniversary:

- a. A Certificate recognizing years of services
- b. Gift certificate or equivalent (\$100.00 value).
- c. Any time after reaching 30 years, a retiring Police Officers will have the option of purchasing their service weapon for a nominal fee. This will be in lieu of the gift certificate or equivalent shown above.

Thirty Five (35) and Forty (40) Year Service Anniversary:

- a. A Certificate recognizing years of services
- b. Gift certificate or equivalent (\$125.00 value).

Gift Criteria

Any tangible personal property given to an employee as a length-of-service award is excluded from Federal and State tax laws. Cash awards or cash equivalent awards, such as gift certificates, vacation vouchers, tickets to theater or sporting events are subject to Federal and State taxes. Additional information can be found in IRS Publication 535.

Annual Employee Appreciation Event

Once each year, all City employees will be invited to attend an Annual Employee Appreciation event. This event will be sponsored by the city and will provide an opportunity to recognize employees for their years of service award. The event will also provide an opportunity for the City Council to express appreciation and recognition to all City employees for their dedication and hard work throughout the year. Budget for this event shall not exceed \$2,500, unless specifically authorized by the City Council.

According to State rules and guidance from the State Auditor's Office, the City of Windom cannot use public funds to pay for spouses or third parties to attend the recognition event and expenditure of public funds to purchase alcohol is not permitted.

Employee Retirements

Employees may also be recognized for significant years of service at the time of their retirement with a Resolution of Appreciation from the City Council.

Any separate employee event, if desired, will be coordinated by the Department in which the employee worked and in accordance with the retiree's wishes. The retiring employee will notify their Department Head of their anticipated retirement date and the type of celebration, if desired. Employees attending and/or coordinating the retirement event will be responsible for its cost.

APPROVED by City Council on December 20, 2011
AMENDED by City Council on September 19, 2017