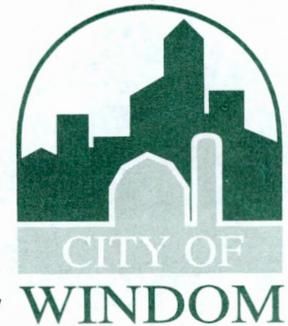


**Council Meeting**  
**Tuesday, September 5, 2017**  
**City Council Chambers**

**7:30 p.m.**  
**AGENDA**



Call to Order

Pledge of Allegiance

1. Consent Agenda

- 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

2. Department Heads

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

4. Economic Development Authority

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

5. River Bend Liquor – Sunday Sales

6. MN Dept. of Transportation Airport Maintenance And Operation Grant Resolution

7. Resolution Accepting Donation – Union Pacific Concrete Slabs

8. Second Reading Ordinance No. 166, 2<sup>nd</sup> Series - Amending Chapter 96

9. Donation Policy

10. Contractor Change Order - Gosewisch Construction Inc. #15 Electrical Changes \$2,112.00

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

12. Completed Capital Improvement Projects Memorandum

13. Mayor Appointment – Hospital Board

14. Personnel Items

- Assistant Police Chief Hiring Recommendation
- Patrol Officer Hiring Process Authorization

15. Building Items

- Substandard Building Resolutions
- Call for Public Meeting – Rental Housing Ordinance

16. Telecom – MN Border-to-Border Broadband Development Grant Application

17. New Business

- 2018 Budget Workshop Dates

18. Old Business

19. Council Concerns

20. Adjourn



**Regular Council Meeting  
City Hall, Council Chamber  
August 15, 2017  
7:30 p.m.**

1. Call to Order:

The meeting was called to order by Mayor Pro Tem Jayesun Sherman at 7:30 p.m.

2. Roll Call:

Council Present: Jayesun Sherman, Marv Grunig, Bryan Joyce and Rod Byam

Council Absent: Mayor Dominic Jones and Paul Johnson

City Staff Present: Steve Nasby, City Administrator; Ron Schramel, City Attorney; Scott Peterson, Police Chief; Brent Brown, Electric Manager/Street Superintendent; Mike Haugen, Water/Wastewater Superintendent; Andy Spielman, Building Official; Al Baloun, Recreation Director; Brad Bussa, Community Center Director; Dawn Aamot, Library Director; Joe Audette, Liquor Store Manager; Mary Hensen, Administrative Assistant; Dan Ortmann, Fire Chief and Tim Hacker, Ambulance Director

3. Pledge of Allegiance

4. Consent Calendar:

- Minutes
  - Council Minutes- August 1, 2017
  - Economic Development Authority – August 7, 2017
  - Telecom Commission – August 7, 2017
  - Library Board – August 8, 2017
  - Planning Commission – August 8, 2017
  - Utility Commission – August 9, 2017
  - Capital Finance Committee – August 10, 2017
- Licenses
  - Temporary On-Sale Liquor License - BARC
  - Exempt Gaming Permit – St. Francis Xavier Church
  - Amplification Permits
    - Higginbotham Neighborhood Party – August 27, 2017
    - Community Center – September 16, 2017
- Street Closure Request – Cottonwood Lake Drive
- Regular Bills

**Motion by Joyce second by Grunig approving the Consent Calendar. Motion carried 4 – 0.**

## Preliminary

### 5. Department Heads:

Library Director Aamot and Karen Knigge said that the Friends of the Library are raising money for the replacement of the windows. The Friends group formed in 1985 and does a lot of volunteer work for the library. The Library Board and staff are also placing a request for proposals to identify a consultant to do an assessment of the historic aspects of the building as a possible qualifier for State historic preservation grants.

Joyce noted that the windows are estimated at \$120,000 to replace them as is” and there has been \$40,000 funded by the City. The goal is to raise other funds through donations and grants.

Grunig thanked the Friends of the Library for all the work they do.

Community Center Director Bussa and Liquor Store Manager Audette said they are working on another tasting event to be held September 16<sup>th</sup> at the Community Center and Tegel’s Park. The tasting will include beer, whiskey and wine and be called “Spirits of the Fest - Ein Bier Bitte II” and the events at the park to include games, fireworks, food vendors and children’s activities will be “Spirit of the Park”. Last year was the first year of the event and they will have more vendors this year and all the expanded activities at the park.

Sherman asked if the fireworks are going to be sponsored by local businesses. Bussa said yes.

Grunig asked if the Police Department had approved the activities. Bussa said yes.

Recreation Director Baloun said that the Pool is closing on Saturday, August 19<sup>th</sup> and the hours that day are 12 – 5 pm. This week open hours will be affected with the fair in session and the weather. The pool staff will determine if they have the number of swimmers needed to be open at 3 pm each day.

Grunig noted the pool lasted another year. Baloun said there is some concrete work that is needed and that they had two heaters and a chemical controller go down this season.

Joyce said that a “Friends of the Pool” group is planning a kick-off meeting at the Windom Community Center for September 21<sup>st</sup> at 7 pm. This is an informational meeting and encouraged anyone interested in the pool or willing to help with this project to attend.

Building Official Spielman and Fire Chief Ortman said the final walk-thru of the Emergency Services Facility occurred on August 14. There were some minor punch-list items to address but the building was issued a Certificate of Occupancy and is ready for fire and ambulance to start moving in. The landscaping will be done in the next 1-2 weeks with the open house scheduled for September 8 and 9.

### 6. Building Department Items:

14 24<sup>th</sup> Avenue – Spielman said that the owners of the property are aware this is a hazardous building and approached the City about giving the property to the City for demolition. A memorandum and pictures showing the condition of the building and the estimated costs were

reviewed. The intent would be to demo the property and clean up the site. Then sell the lot to the adjacent property owners or sell it as a buildable lot to recover the City's costs.

**Motion by Joyce second by Byam authorizing the City to acquire, demolish and clean-up the property at 14 24<sup>th</sup> Street. Motion carried 4 – 0.**

Nasby added that the General Fund would be fronting the money for clean-up and then any sales proceeds would be repaid to the General Fund.

Rental Housing Ordinance Presentation – Spielman said that the Planning Commission had completed its review of a proposed rental housing ordinance as requested by the City Council. This is a draft that has been written based upon examples from other communities. Spielman had a PowerPoint presentation noting the intent of the ordinance is to provide safe and sanitary housing, balance the rights of property owners and tenants, accommodate the staffing limitations of implementing this new ordinance and providing a simple and straight-forward system for tenants, landlords and staff to enforce. He encouraged the City Council to take the next step of holding public input sessions to obtain reactions from property owners and tenants. Spielman said the goal is to have the ordinance ready for implementation January 1, 2018.

Joyce thanked staff and the Planning Commission for the work. He asked about the timeline to get inspections completed. Spielman said the plan is to do one-third of the rental units each year, which creates an inspection every three years unless a unit is sold or a valid complaint is filed. Joyce asked how a temporary rental is handled. Spielman said the property, when it was to be rented, would register and then be inspected.

Grunig noted that rules are easier written than enforced and asked if this is consistent with other communities. Spielman said the ordinance language is common in other communities having rental ordinances and he agrees that enforcement is key, which is why he wanted the inspections and form to be as straight-forward as possible.

Sherman asked about fees charged compared to other cities. Spielman said the fees are similar to other communities but Windom is lower due to an inspection only once every three years.

Building Inspection Contract Amendment – Spielman said that the amendment extends the contract with Steve Carson for services on large commercial projects. Staff does not anticipate many hours due to the pending projects. Spielman noted that he has the limited license to do residential and small commercial and is working on completing the license requirements for the full building official license.

**Motion by Grunig second by Joyce to approve the Building Inspection Contract Amendment with Steve Carson as presented. Motion carried 4 – 0.**

7. Ordinance Amendment:

Nasby said that City Council had approved the donation of the former Unit 28 Ambulance. A City Code amendment is needed to allow the donation of equipment to a government entity or non-profit.

**Motion by Joyce second by Grunig to approve the 1<sup>st</sup> Reading of Ordinance No. 166, 2<sup>nd</sup> Series – Amending Chapter 96 Abandoned, Unclaimed, Excess Property, Sections 96.70 – 96.73. Motion carried 4 – 0.**

8. Contractor Payments:

Sherman said that there were two payment requests. Nasby noted that architect approval is needed yet for the Gosewisch pay request.

**Motion by Joyce second by Byam to approve pay request #10 for Gosewisch Construction for the Emergency Services Facility in the amount of \$274,689.63 and release of the payment contingent upon approval by the architect. Motion carried 4 – 0.**

Ortmann noted that there may be a couple other minor items coming up for changes following the walk-thru.

**Motion by Grunig second by Joyce to approve pay request #5 for Holtmeier Construction in the amount of \$430,019.01 for the 2017 Street Project. Motion carried 4 – 0.**

9. Criminal Prosecution Services:

Sherman noted the memorandum in the packet outlining the change in services from Schramel Law to Cottonwood County due to the change in staffing.

Grunig noted that other cities have the County prosecute criminal offenses. Schramel said that Worthington and Nobles County are an example.

Nasby said that the proposed resolution approves this transfer of the duties but also authorizes the Mayor and City Administrator to execute an agreement with the County. The fee proposed by the County would be similar to the City's costs for the last three years.

Joyce said that there is an ability to terminate the relationship and seek other services if necessary, so he is comfortable with this move of services.

**Council member Byam introduced the Resolution No. 2017-55 entitled “RESOLUTION APPROVING AN AGREEMENT WITH COTTONWOOD COUNTY FOR CRIMINAL PROSECUTION SERVICES” and moved its adoption. The resolution was seconded by Grunig and on roll call vote: Yes: Grunig, Sherman, Joyce and Byam. No: None. Absent: Johnson. Abstain: None. Resolution passed 4 – 0.**

10. Personnel Items:

Sherman noted the resignation\retirement letter from Assistant Chief Kevin Patterson and thanked him for his service to the community.

Nasby said the memorandum outlined the proposed process to replace the Assistant Chief position through an internal posting and if that is successful, there will be a request to fill a patrol

Preliminary

officer position. Assistant Chief Patterson is retiring on September 30 so the process to replace the position is moving quickly so there is some cross-over training time.

**Motion by Byam second by Grunig to accept the resignation\retirement of Assistant Chief Kevin Patterson effective September 30, 2017. Motion carried 4 – 0.**

**Motion by Joyce second by Byam to authorize staff to start the hiring process for filling the vacancy of the Assistant Police Chief position. Motion carried 4 – 0.**

11. Mayor Appointment – Hospital Board:

Sherman noted the absence of the Mayor to make the appointment. This item is tabled to the September 5th meeting.

12. New Business:

Nasby noted there is a change order request for the Emergency Services Facility related to Fire and Ambulance requests for additional locks at a cost of about \$2,900.

**Motion by Joyce second by Byam to approve a change order for additional locks at the Emergency Services Facility for \$2,813.41. Motion carried 4 - 0.**

13. Old Business:

None.

14. Council Concerns:

Grunig – River Road construction this year included the Electric Department completing the conversion of its lines to underground. This reduces liability and improves reliability. He noted that CenturyLink still has lines on some poles that are no longer used by the electric department and this could be an issue.

Joyce thanked the volunteers in the community for all they do.

Byam noted a truck traffic concern on Collins Avenue and that the item is being discussed.

15. Adjournment:

Mayor Pro Tem Sherman adjourned the meeting by unanimous consent at 8:35 pm.

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Jayesun Sherman, Mayor Pro Tem

Attest: \_\_\_\_\_  
Steve Nasby, City Administrator

**PARK AND RECREATION COMMISSION MEETING  
MINUTES AUGUST 9, 2017**

1. Call to Order: The meeting was called to order by Kloss at 5:30 p.m. at Windom City Hall.
2. Roll Call:  
Commission Present: Jason Kloss, Shawn Licht, Howard Davis, Kim Nielsen, Jess Smith  
  
Commission Absent: Josh Schunk, Kay Gross  
  
City Staff Present: Recreation Director Al Baloun, Parks Superintendent Brent Brown  
Council Liaisons: Bryan Joyce Attending  
  
Public: Steve Nasby
3. Motion to Approve: Agenda by Davis, seconded by Smith  
Motion Carried Unanimous
4. Motion to Approve Minutes: from June 2017 Park & Recreation Commission Meeting  
Motion Davis, seconded by Smith: Nelson had a question on identifying the south side of the Community Center as possible location of pool, Davis noted the minutes stated approving minutes from January not May this was corrected.  
Motion Carried Unanimous
5. Park Superintendent's Report; Brent Brown
  - a. CIP/ Budget; Brent Brown shared with the commission the preliminary budget and capital items the highlights were:  
Moving the lighting at the WRA out to 2020  
Adding funds for rehabbing the bathrooms and shelters in the park  
Removing the Horseshoe Pits  
Updating items at Campground and possibly working with an online rental system
  - b. Feedback from survey; Brent Brown discussed with the commission adding the email address of the Park and Recreation Members to the Park Survey in hopes to receive feedback from the public.
  - c. Campground Improvements; Brent Brown shared that the City Staff will try to begin this fall on adding greenspace to the campground.
6. Recreation Manager Report; Al Baloun
  - a. Continue Pool Discussion forming "Friends of Windom Pool" Group: Al Baloun shared with the group setting a community meeting with hopes that a group could be pulled from the meeting to form a group to begin the research and the options for pool rehab or replacement. The meeting will be set for September 21<sup>st</sup> beginning at 7:30 P.M. the meeting will be held at the Windom Community Center.
  - b. Grant Opportunity "Odell Wind Farm Community Fund": Al Baloun shared with the group that he would like to apply for this grant opportunity to cover the cost of skating for school kids, Davis suggested also working with the Remick Grant on this to assist with the cost. Baloun will move forward preparing the application.

c. CIP/Budget Al Baloun shared with the commission the preliminary budget and capital items the highlights were:

Replacement of a pool heater

Replacement of chemical feed pump at the pool

Replacement of concrete decking at pool

Replacement of ice rink equipment

7. Open Mike: Davis shared he would like to see the "No Penates" signs removed at the parks, Brown said he would review this thru the winter and the possibility of removing them in the spring. Nielsen son asked for an update on the tennis courts Brown shared the estimate from the Engineer and stated he would update the numbers and present them at the next meeting.

8. Meeting adjourned at 7:03 p.m.

Next Park & Recreation Meeting Possibly September 21st, 2017, 5:30 p.m. at the Community Center

Community Center Commission Minutes  
Monday August 28, 2017

1. Call to Order: The meeting was called to order by Vice President Mitch Voehl at 5:35 p.m.

2. Roll Call:

|                      |                            |
|----------------------|----------------------------|
| President:           | Wayne Maras-Absent         |
| CC Director:         | Brad Bussa                 |
| Commission Members:  | Linda Stuckenbroker-Absent |
|                      | JoAnn Ray                  |
|                      | Mitch Voehl                |
|                      | Lenny Thiner               |
| Commission Liaisons: | Rod Byam                   |
|                      | Paul Johnson-Absent        |
|                      | Brent Brown                |
| EDA Director:        | Drew Hage-Absent           |
| Public:              |                            |

3. Approval of Minutes:

**Motion by Lenny Thiner, seconded by Mitch Voehl to approve the July 10, 2017 and July 24, 2017 Community Center Commission Minutes. Motion carried 3-0.**

4. Additions to the agenda:

Customer Reviews- All were great reviews

5. President's Report:

No Report Available

6. Director's Report:

- a. Ein Bier Bitte II-WCC Director Bussa stated he has been to numerous sponsors having very good favorable response for sponsorship of fireworks. WCC Director Bussa informed Commission he was working on Ein Bier Bitte-cups have been ordered and have arrived-possible cookoff- still working on advertising and promotions.
- b. Spirit of the Park-WCC Director Bussa stated there will be inflatables and he is working with Windom High School groups to supervise inflatables. WCC Director Bussa has been in contact with groups serving food, beverages, and a variety of other vendors. WCC Director Bussa has told sponsors to bring items to promote their business. WCC Commission asked about music-WCC Director Bussa looking into D.J. WCC Commission inquired about US Wildlife if anything for kids to do, WCC Director Bussa looking in to it. WCC Director Bussa stated there will be another Commission Meeting before Ein Bier Bitte II.

7. Resource Management:

Schedule of Events: Reviewed Schedule of Events

Income & Expense: Reviewed Income and Expense

8. Miscellaneous:

Nothing to Report

9. Open Forum:

Nothing to Report

10. Next Meeting:

Monday September 25, 2017 @ 5:30 pm

**Adjourn:**

**Motion by Joann Ray, seconded by Mitch Voehl, to adjourn the meeting at 6:35 pm. Motion carried 3-0.**

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Wayne Maras, WCC President

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Linda Stuckenbroker, WCC Secretary

Attest: \_\_\_\_\_  
Brad Bussa, WCC Director

## UTILITY COMMISSION MINUTES

### Windom Council Chamber

August 30, 2017

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

**Members Present:** Utility Commission Chairperson: Mike Schwabach  
Members Present: Tom Riordan, Mike Schwabach, Glen Francis (10:05)  
Member Absent: None  
City Council Liaison: Paul Johnson  
Staff Present: Steve Nasby, City Administrator; Mike Haugen, Water/Wastewater Superintendent; Brent Brown, Electric Utility Manager\Street Superintendent; Chelsie Carlson, Finance Director

### APPROVE MINUTES

**Motion by Riordan, seconded by Schwabach, to approve the August 9, 2017 Utility Commission minutes. Motion carried 2 – 0.**

### OLD BUSINESS

#### Arena Infrastructure Request Follow-up

Brent Staples was present to discuss Hockey Association agreement to build a 4500 square foot locker room facility at the arena. The locker rooms will be developed by the Hockey Association but sold back to City for \$1. The Association has done significant fundraising for the project but they are asking for an in-kind contribution from the City for electric and water infrastructure costs. Brown explained the current policy would be to bill time and material for commercial infrastructure work. Brown is willing to donate the labor and only charge for materials for electric work needed. The estimate for labor work for electric infrastructure is approximately \$2,500. The installation of water infrastructure will be done by a third party so Haugen suggests covering \$3,500 material estimate for water infrastructure work. In addition Brown will do boring internally for the waterline. The estimate for boring is \$3,000.

**Motion by Riordan, seconded by Francis, to approve the in-kind contribution up to \$12,000 for Arena locker room Water and Electric infrastructure costs. Motion carried 3-0.**

#### Hospital Emergency Water Supply Agreement

Shelby Medina, Windom Hospital, was present to discuss Letter of Agreement for supply of approximately 1500 gallons of potable water for emergency situations. The current agreement in place since 2006 does not supply adequate water for Hospital needs in case of an emergency. The Commission discussed that the utility cannot currently transfer potable water by tank. The Commission indicated they can commit to supply water but cannot commit to having it delivered. Haugen will work with hospital to look into trucks for delivery.

**Meeting was recessed at 10:30 for visit from Minnesota House of Representatives Capital Investment Committee to discuss Wastewater Treatment Plant Upgrade.**

**Meeting was resumed at 11:40**

## WATER/WASTEWATER ITEMS

### 2016 Sanitary Sewer Rehabilitation Project

Travis Winter, Bolton & Menk recapped 2016 Sanitary Sewer Rehabilitation Project. The original bid for the project was \$760,887 and the final project cost was \$797,434.54. The increase was the result of various quantity over runs and under runs during construction as well as additional pavement patching needed in the Runnings driveway and parking lot. Winters stated the contractor has fulfilled all of its obligations and has submitted all required documents to close out the contract. He recommends approving the final payment to GM Contracting in the amount of \$104,219.31.

**Motion by Riordan, seconded by Francis, to approve the final payment to GM Contracting for the 2016 Sanitary Sewer Rehabilitation Project for \$104,219.31. Motion carried 3-0.**

### East Highway 60 Development - State Grant and Local Match

Drew Hage, Economic Development discussed a project for developing a section of east highway 60 for commercial use. The total cost of the project is \$1.9M and he is working on securing grant funds to cover \$1.5M of the project costs. Hage requested a 70% contribution for Electric and Water/Sewer infrastructure costs of the development project. The current estimate is \$24,000 for Electric work and \$40,000 for Water/Sewer work.

**Motion by Francis, seconded by Riordan, to approve contribution by Electric and Water/Sewer funds for infrastructure work on East Highway 60 Project not to exceed \$64,000. Motion carried 3-0.**

### Wastewater Treatment Improvements

Kelly Yahnke, Bolton & Menk reviewed a project cost comparison with 20 Year Regulatory Certainty and 16 Year Regulatory Certainty. Total project cost is \$15.5M with 20 Year Regulatory Certainty and \$13,727,028 for 16 Year Regulatory Certainty. Grant funds are only available with the 20 Year Regulatory Certainty making the 20 Year Regulatory Certainty the cheapest option. Yahnke also covered major maintenance items needed at the plant with the associated costs.

Yahnke has worked with staff looking at future plant costs and flows to project sewer rate increases needed to maintain the Wastewater Fund balance with the additional operating costs and debt service from WWTP improvements. The current estimate for future rate increases is 3.5% per year based on the maximum PSIG grant and 1.5% loan rate.

### Review of MPCA & Legislative Water Commission Meetings

Yahnke discussed potential impact to City for salty water discharge. Yahnke indicated the MPCA is working on a variance process from the regulations and the City of Windom should be eligible for a variance. The MPCA estimate was \$10,000,000 to address chlorides if there is no variance.

### Water Filter Plant Update

Yahnke discussed the Water Filter Plant project. The project should be completed by end of September or early October and not be over bid amount. Yahnke also mentioned that part of the project allowance was used to replace corroded pipes.

### Proposal for Inspection & Cleaning Sanitary Sewer Line

Haugen presented a proposal from Empire Pipe Services for cleaning and televising of 8500 feet of existing clay sanitary sewer. The bid amount was \$11,475.00.

**Motion by Riordan, seconded by Francis, to approve proposal from Empire Pipe for cleaning and televising clay sanitary sewer not to exceed bid amount of \$11,475.00. Motion carried 3-0.**

### Sewer Backup

Haugen reported two sewer backups at 833 and 845 River Road. The incidents have been reported to LMC Insurance Trust and insurance has denied City liability stating that the lines were properly maintained. Haugen reported he initiated the clean-up service by Holts to both of these locations and has received bills totaling \$2,714.93. The Commission discussed which party should be responsible for clean-up of the property when a backup occurs. The Commission consensus is that going forward the homeowner should be the party that initiates the clean-up services for their residence so the City does not have a bill when they are not liable.

**Motion by Francis, seconded by Riordan, to offer \$500 to each owner for the sewer backup. Motion denied 3-0.**

**Motion by Riordan, seconded by Francis, to pay cleaning bills to Holts Cleaning for \$2,714.93. Motion carried 3-0.**

### ELECTRIC ITEMS

#### Substation Switchgear Building Bid Review

On August 8<sup>th</sup> bids were opened for the Substation Building and site work. Only one bid was received and it was approximately 21% above the engineers' estimate. At their August 9<sup>th</sup> meeting, the Utility Commission asked to have the estimate and bid reviewed to identify the differences. Utility Plus and Brown met with the contractor for review. Upon review it was found that some items in the bid were not included in the estimate. Several items identified will be needed for the project, but some will not. The contractor has agreed to a change order to remove part of the shoring work included in the bid for \$85,210. The original bid was \$1,576,521. Brown recommended moving forward with the bid received with the change order.

**Motion by Riordan, seconded by Francis, to accept bid from Conductor Power contingent on change order for shoring work removed of -\$85,210. Motion carried 3-0.**

#### Lineman Compensation Market Data Follow-up

Jason Sykora, Lineman presented wage and health insurance information collected from comparable cities to City of Windom. The Commission discussed upcoming contract negotiations. Schwalbach was supportive of Utility employees having a wage adjustment to make their wages close to the average of comparable cities.

#### Vacate Utility Easement at 936 Des Moines

Andy Spielman, Building and Zoning, discussed vacating a utility easement at 936 Des Moines. The Commission discussed potential future development and they are not in favor of vacating this easement at this time as it is potentially the only connection in the Plum Avenue area for a street.

#### Budget Follow-up and Review of PILOT Information

2018 budget includes transfer increase from \$175,000 to \$200,000. Schwalbach is not in favor of the increase. This will be on the agenda for future meeting.

### REGULAR BILLS

**Motion by Riordan, seconded by Francis, to approve payment of Wenck bill in the packet. Motion carried 3-0.**

**Motion by Riordan, seconded by Schwalbach, to pay \$1200 to Voluntary Assessment for Environment Action Fund. Motion carried 3-0.**

A second bill was received from Hall Associates. Both of these bills are still being evaluated. Payment for two Hall & Associates bills is on hold.

**NEXT MEETING**

Regular Meeting September 27<sup>th</sup> at 10:00 a.m

**ADJOURN**

Schwalbach adjourned the meeting at 2:35 p.m.

\_\_\_\_\_  
Mike Schwalbach, Chairperson

Attest: \_\_\_\_\_  
Steve Nasby, City Administrator



Windom, MN

# Expense Approval Report

By Fund

Payment Dates 08/10/2017 - 08/23/2017

| Vendor Name                                    | Payable Number | Post Date  | Description (Item)         | Account Number | Amount   |                 |
|--|----------------|------------|----------------------------|----------------|--|-----------------|
| <b>Fund: 100 - GENERAL</b>                     |                |            |                            |                |  |                 |
| RACHEL BAERG                                   | 20170815       | 08/15/2017 | REFUND - STATEMENT CREDIT  | 100-20191      | 97.00  |                 |
| DORIS BUHLER                                   | 20170815       | 08/15/2017 | REFUND - STATEMENT CREDIT  | 100-20191      | 10.70  |                 |
| COREY BUTERA                                   | 20170815       | 08/15/2017 | REFUND - STATEMENT CREDIT  | 100-20191      | 6.47   |                 |
| PAUL DEASON                                    | 20170815       | 08/15/2017 | REFUND - STATEMENT CREDIT  | 100-20191      | 15.48  |                 |
| LAWRENCE KOLANDER                              | 20170815       | 08/15/2017 | REFUND - STATEMENT CREDIT  | 100-20191      | 13.75  |                 |
| RYAN JANS                                      | 20170815       | 08/15/2017 | REFUND - STATEMENT CREDIT  | 100-20191      | 400.43   |                 |
| DOROTHY CARLBLOM                               | 20170815       | 08/15/2017 | REFUND - STATEMENT CREDIT  | 100-20191      | 11.69  |                 |
| KDOM RADIO                                     | 20170815       | 08/15/2017 | REFUND - STATEMENT CREDIT  | 100-20191      | 819.52   |                 |
| MN REVENUE                                     | 20170811       | 08/15/2017 | SALES TAX - JULY 2017      | 100-20202      | 8,440.03   |                 |
| MN REVENUE                                     | 20170811       | 08/15/2017 | SALES TAX - JULY 2017      | 100-20202      | 33,180.96  |                 |
| MN REVENUE                                     | 20170811       | 08/15/2017 | SALES TAX - JULY 2017      | 100-20202      | 18.96  |                 |
| DALLAS SMITH                                   | 20170822       | 08/22/2017 | REFUND -BUILDING PERMIT F  | 100-32210      | 199.75   |                 |
| DALLAS SMITH                                   | 20170822       | 08/22/2017 | REFUND -BUILDING PERMIT F  | 100-32211      | 6.50   |                 |
|  |                |            |                            |                | <b>43,221.24</b>                                     |                 |
| <b>Activity: 41110 - Mayor &amp; Council</b>   |                |            |                            |                |  |                 |
| US BANK  | 20170720       | 08/22/2017 | CREDIT CARD - SITE FROUND- | 100-41110-200  | 82.00  |                 |
| FLAHERTY & HOOD, P.A.                          | 10371          | 08/15/2017 | LABOR/EMPL CONSULT 2016-   | 100-41110-304  | 287.50   |                 |
| COALITION OF GREATER MN C                      | 20170810       | 08/15/2017 | 2017 CGMC SUMMER CONF-R    | 100-41110-308  | 250.00   |                 |
| CITIZEN PUBLISHING CO                          | 20170731       | 08/08/2017 | ADVERTISING                | 100-41110-350  | 1,452.50   |                 |
|  |                |            |                            |                | <b>Activity 41110 - Mayor &amp; Council Total:</b>   | <b>2,072.00</b> |
| <b>Activity: 41310 - Administration</b>        |                |            |                            |                |  |                 |
| CULLIGAN                                       | 07312017       | 08/15/2017 | SERVICE #1957              | 100-41310-200  | 33.75  |                 |
| US BANK  | 20170720       | 08/22/2017 | CREDIT CARD - HY VEE       | 100-41310-200  | 21.37  |                 |
| WINDOM QUICK PRINT                             | 20170801A      | 08/15/2017 | SUPPLIES                   | 100-41310-200  | 369.85   |                 |
| SELECTACCOUNT                                  | 1197688        | 08/22/2017 | PARTICIPANT FEE            | 100-41310-217  | 125.28   |                 |
| TOSHIBA FINANCIAL SERVICES                     | 336172564      | 08/01/2017 | COPIER LEASE 7/20 - 8/20   | 100-41310-217  | 29.45  |                 |
| COALITION OF GREATER MN C                      | 20170810       | 08/15/2017 | 2017 CGMC SUMMER CONF -    | 100-41310-308  | 250.00   |                 |
| LEAGUE OF MN CITIES                            | 257425         | 08/15/2017 | REGISTRATION-STEVE NASBY   | 100-41310-308  | 45.00  |                 |
| ELECTRIC FUND                                  | 20170814       | 08/15/2017 | MONTHLY UTILITY & TELECO   | 100-41310-321  | 99.71  |                 |
| US BANK  | 20170720       | 08/22/2017 | CREDIT CARD - CRASH PLAN-P | 100-41310-326  | 19.99  |                 |
| ELECTRIC FUND                                  | 20170814       | 08/15/2017 | MONTHLY UTILITY & TELECO   | 100-41310-326  | 95.33  |                 |
| RUNNINGS SUPPLY, INC                           | 20170724       | 08/22/2017 | MAINTENANCE -              | 100-41310-480  | 5.49   |                 |
| WINDOM QUICK PRINT                             | 20170801       | 08/15/2017 | 2017 WELLNESS              | 100-41310-480  | 399.20   |                 |
|  |                |            |                            |                | <b>Activity 41310 - Administration Total:</b>        | <b>1,494.42</b> |
| <b>Activity: 41910 - Building &amp; Zoning</b> |                |            |                            |                |  |                 |
| US BANK  | 20170720       | 08/22/2017 | CREDIT CARD - RUNNINGS - S | 100-41910-200  | 6.82   |                 |
| ELECTRIC FUND                                  | 20170814       | 08/15/2017 | MONTHLY UTILITY & TELECO   | 100-41910-321  | 94.13  |                 |
|  |                |            |                            |                | <b>Activity 41910 - Building &amp; Zoning Total:</b> | <b>100.95</b>   |
| <b>Activity: 41940 - City Hall</b>             |                |            |                            |                |  |                 |
| ELECTRIC FUND                                  | 20170814       | 08/15/2017 | MONTHLY UTILITY & TELECO   | 100-41940-381  | 673.96   |                 |
| ELECTRIC FUND                                  | 20170814       | 08/15/2017 | MONTHLY UTILITY & TELECO   | 100-41940-382  | 67.94  |                 |
| HOMETOWN SANITATION SER                        | 0000256423     | 08/02/2017 | GARBAGE SERVICE - CITY HAL | 100-41940-384  | 85.04  |                 |
| ELECTRIC FUND                                  | 20170814       | 08/15/2017 | MONTHLY UTILITY & TELECO   | 100-41940-385  | 134.24   |                 |
|  |                |            |                            |                | <b>Activity 41940 - City Hall Total:</b>             | <b>961.18</b>   |
| <b>Activity: 42120 - Crime Control</b>         |                |            |                            |                |  |                 |
| INDOFF, INC                                    | 0000256435     | 08/04/2017 | OFFICE SUPPLIES            | 100-42120-200  | 17.48  |                 |
| WEX BANK                                       | 50711327       | 08/22/2017 | FUEL - POLICE              | 100-42120-212  | 1,078.97   |                 |
| WEX BANK                                       | 50711327       | 08/22/2017 | FUEL CREDIT - POLICE       | 100-42120-212  | -19.78   |                 |
| WINDOM AREA HOSPITAL                           | 299342671      | 08/15/2017 | #30005319 SERVICE          | 100-42120-305  | 80.00  |                 |
| ELECTRIC FUND                                  | 20170814       | 08/15/2017 | MONTHLY UTILITY & TELECO   | 100-42120-321  | 69.34  |                 |
| VERIZON WIRELESS                               | 9790590662     | 08/15/2017 | SERVICE FOR LAP TOPS #9867 | 100-42120-321  | 93.49  |                 |
| CITIZEN PUBLISHING CO                          | 20170731       | 08/08/2017 | ADVERTISING                | 100-42120-350  | 57.00  |                 |

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| Vendor Name                                   | Payable Number | Post Date  | Description (Item)         | Account Number | Amount           |
|---|----------------|------------|----------------------------|----------------|------------------|
| TOSHIBA FINANCIAL SERVICES                    | 336172564      | 08/01/2017 | COPIER LEASE 7/20 - 8/20   | 100-42120-404  | 14.73            |
| COUNTRY PRIDE SERVICE                         | 16607          | 08/15/2017 | SERVICE - CAR WASH PKG     | 100-42120-405  | 180.00           |
| ELECTRIC FUND                                 | 20170818       | 08/18/2017 | MAINTENANCE-STREET SHOP    | 100-42120-405  | 18.00            |
| WINDOM TOWING LLC                             | 3876           | 08/15/2017 | SERVICE                    | 100-42120-405  | 126.96           |
| COTTONWOOD CO AUD/TREA                        | 20170815       | 08/15/2017 | RENT - SEPT 2017           | 100-42120-412  | 1,875.00         |
| SCHWALBACH HARDWARE                           | 20170725       | 08/22/2017 | MAINTENANCE -              | 100-42120-480  | 31.90            |
| WINDOM TOWING LLC                             | 3930           | 08/22/2017 | SERVICE                    | 100-42120-480  | 635.91           |
| <b>Activity 42120 - Crime Control Total:</b>  |                |            |                            |                | <b>4,259.00</b>  |
| <b>Activity: 42220 - Fire Fighting</b>        |                |            |                            |                |                  |
| WEX BANK                                      | 50711327       | 08/22/2017 | FUEL - FIRE                | 100-42220-212  | 279.27           |
| ELECTRIC FUND                                 | 20170814       | 08/15/2017 | MONTHLY UTILITY & TELECO   | 100-42220-321  | 27.87            |
| VERIZON WIRELESS                              | 9790590662     | 08/15/2017 | SERVICE FOR LAP TOPS #9867 | 100-42220-321  | 21.14            |
| VERIZON WIRELESS                              | 9790590662     | 08/15/2017 | SERVICE FOR LAP TOPS #9867 | 100-42220-326  | 10.02            |
| ELECTRIC FUND                                 | 20170814       | 08/15/2017 | MONTHLY UTILITY & TELECO   | 100-42220-381  | 9.60             |
| ELECTRIC FUND                                 | 20170814       | 08/15/2017 | MONTHLY UTILITY & TELECO   | 100-42220-382  | 0.62             |
| ELECTRIC FUND                                 | 20170814       | 08/15/2017 | MONTHLY UTILITY & TELECO   | 100-42220-385  | 0.58             |
| MASTERS STONE & LANDSCA                       | 20170629       | 08/23/2017 | SERVICE                    | 100-42220-404  | 475.00           |
| TOSHIBA FINANCIAL SERVICES                    | 336172564      | 08/01/2017 | COPIER LEASE 7/20 - 8/20   | 100-42220-404  | 23.56            |
| US BANK                                       | 20170720       | 08/22/2017 | CREDIT CARD - SCHWALBACH-  | 100-42220-405  | -25.10           |
| US BANK                                       | 20170720       | 08/22/2017 | CREDIT CARD - USPS POSTAGE | 100-42220-405  | 24.50            |
| US BANK                                       | 20170720       | 08/22/2017 | CREDIT CARD - SCHWALBACH   | 100-42220-405  | 298.48           |
| <b>Activity 42220 - Fire Fighting Total:</b>  |                |            |                            |                | <b>1,145.54</b>  |
| <b>Activity: 42500 - Civil Defense</b>        |                |            |                            |                |                  |
| ELECTRIC FUND                                 | 20170814       | 08/15/2017 | MONTHLY UTILITY & TELECO   | 100-42500-381  | 26.23            |
| <b>Activity 42500 - Civil Defense Total:</b>  |                |            |                            |                | <b>26.23</b>     |
| <b>Activity: 42700 - Animal Control</b>       |                |            |                            |                |                  |
| COTTONWOOD VET CLINIC                         | 175557         | 08/08/2017 | SERVICE #175557            | 100-42700-300  | 22.00            |
| COTTONWOOD VET CLINIC                         | 175647         | 08/08/2017 | SERVICE #175647            | 100-42700-300  | 77.00            |
| COTTONWOOD VET CLINIC                         | 176449         | 08/08/2017 | SERVICE #176449            | 100-42700-300  | 70.00            |
| <b>Activity 42700 - Animal Control Total:</b> |                |            |                            |                | <b>169.00</b>    |
| <b>Activity: 43100 - Streets</b>              |                |            |                            |                |                  |
| WEX BANK                                      | 50711327       | 08/22/2017 | FUEL - STREET CREDIT       | 100-43100-212  | -19.77           |
| WEX BANK                                      | 50711327       | 08/22/2017 | FUEL - STREET              | 100-43100-212  | 1,105.51         |
| US BANK                                       | 20170720       | 08/22/2017 | CREDIT CARD - CENEX - LP   | 100-43100-217  | 18.00            |
| ELECTRIC FUND                                 | 20170814       | 08/15/2017 | MONTHLY UTILITY & TELECO   | 100-43100-217  | 50.00            |
| JUSTIN CROWELL                                | 20170814       | 08/15/2017 | BOOTS                      | 100-43100-224  | 100.00           |
| SCOTT VEENKER                                 | 24680          | 08/15/2017 | SUPPLIES                   | 100-43100-224  | 2,435.09         |
| JOHNSON FEED, INC                             | 99091          | 08/01/2017 | STREET MAINTENANCE MATE    | 100-43100-224  | 1,746.73         |
| JOHNSON FEED, INC                             | 99093          | 08/15/2017 | STREET MAINTENANCE MATE    | 100-43100-224  | 1,786.45         |
| JOHNSON FEED, INC                             | 99094          | 08/15/2017 | STREET MAINTENANCE MATE    | 100-43100-224  | 1,746.73         |
| RUNNINGS SUPPLY, INC                          | 20170724       | 08/22/2017 | MAINTENANCE -              | 100-43100-241  | 118.24           |
| ELECTRIC FUND                                 | 20170814       | 08/15/2017 | MONTHLY UTILITY & TELECO   | 100-43100-321  | 55.79            |
| ELECTRIC FUND                                 | 20170814       | 08/15/2017 | MONTHLY UTILITY & TELECO   | 100-43100-381  | 2,083.07         |
| ELECTRIC FUND                                 | 20170814       | 08/15/2017 | MONTHLY UTILITY & TELECO   | 100-43100-381  | 256.17           |
| ELECTRIC FUND                                 | 20170814       | 08/15/2017 | MONTHLY UTILITY & TELECO   | 100-43100-382  | 21.61            |
| HOMETOWN SANITATION SER                       | 0000256424     | 08/15/2017 | GARBAGE SERVICE - STREET D | 100-43100-384  | 84.73            |
| HOMETOWN SANITATION SER                       | 0000256425     | 08/15/2017 | GARBAGE SERVICE - SQUARE   | 100-43100-384  | 46.12            |
| ELECTRIC FUND                                 | 20170814       | 08/15/2017 | MONTHLY UTILITY & TELECO   | 100-43100-385  | 46.22            |
| LUCAN COMMUNITY TV INC                        | 2671           | 08/15/2017 | MAINTENANCE                | 100-43100-401  | 578.00           |
| RUNNINGS SUPPLY, INC                          | 20170724       | 08/22/2017 | MAINTENANCE -              | 100-43100-404  | 2.59             |
| DICKS WELDING INC                             | 63499          | 08/15/2017 | MAINTENANCE                | 100-43100-404  | 43.80            |
| DICKS WELDING INC                             | 64167          | 08/15/2017 | MAINTENANCE                | 100-43100-404  | 352.50           |
| JERRY'S REPAIR                                | 8917           | 08/15/2017 | MAINTENANCE                | 100-43100-404  | 165.57           |
| RUNNINGS SUPPLY, INC                          | 20170724       | 08/22/2017 | MAINTENANCE -              | 100-43100-405  | 42.52            |
| O'REILLY AUTOMOTIVE, INC                      | 20170728       | 08/15/2017 | MAINTENANCE -              | 100-43100-406  | 4.29             |
| US BANK                                       | 20170720       | 08/22/2017 | CREDIT CARD - HY-VEE CRACK | 100-43100-407  | 11.46            |
| MIDSTATES EQUIPMENT & SU                      | 217648         | 08/04/2017 | MAINTENANCE                | 100-43100-407  | 2,838.15         |
| DUININCK                                      | 527760         | 08/15/2017 | MAINTENANCE                | 100-43100-407  | 598.98           |
| <b>Activity 43100 - Streets Total:</b>        |                |            |                            |                | <b>16,328.55</b> |

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| Vendor Name                         | Payable Number | Post Date  | Description (Item)          | Account Number | Amount                                    |                  |
|-------------------------------------|----------------|------------|-----------------------------|----------------|---|------------------|
| <b>Activity: 43210 - Sanitation</b> |                |            |                             |                |   |                  |
| WAYNE ERICKSON                      | 20170815       | 08/15/2017 | COMPOST SITE MANAGER        | 100-43210-307  | 168.00                                    |                  |
|                                     |                |            |                             |                | <b>Activity 43210 - Sanitation Total:</b> | <b>168.00</b>    |
| <b>Activity: 45120 - Recreation</b> |                |            |                             |                |   |                  |
| WINDOM AREA SCHOOLS                 | 20170818       | 08/22/2017 | #1447 - SERVICE             | 100-45120-217  | 350.00                                    |                  |
| TOSHIBA FINANCIAL SERVICES          | 336172564      | 08/01/2017 | COPIER LEASE 7/20 - 8/20    | 100-45120-217  | 14.73                                     |                  |
| GDF ENTERPRISES, INC                | A12484         | 08/22/2017 | SAND VOLLEYBALL             | 100-45120-217  | 189.70                                    |                  |
| US BANK                             | 20170720       | 08/22/2017 | CREDIT CARD - HY-VEE 30/60  | 100-45120-260  | 368.18                                    |                  |
|                                     |                |            |                             |                | <b>Activity 45120 - Recreation Total:</b> | <b>922.61</b>    |
| <b>Activity: 45202 - Park Areas</b> |                |            |                             |                |   |                  |
| COUNTRY PRIDE SERVICE               | 71119          | 08/15/2017 | FUEL                        | 100-45202-212  | 583.44                                    |                  |
| RUNNINGS SUPPLY, INC                | 20170724       | 08/22/2017 | MAINTENANCE -               | 100-45202-216  | 58.90                                     |                  |
| ELECTRIC FUND                       | 20170814       | 08/15/2017 | MONTHLY UTILITY & TELECO    | 100-45202-381  | 681.16                                    |                  |
| ELECTRIC FUND                       | 20170814       | 08/15/2017 | MONTHLY UTILITY & TELECO    | 100-45202-382  | 6,099.73                                  |                  |
| HOMETOWN SANITATION SER             | 0000256433     | 08/15/2017 | GARBAGE SERVICE - ISLAND P  | 100-45202-384  | 76.50                                     |                  |
| HOMETOWN SANITATION SER             | 0000256434     | 08/15/2017 | GARBAGE SERVICE - TEGELS P  | 100-45202-384  | 38.25                                     |                  |
| HOMETOWN SANITATION SER             | 0000256435     | 08/15/2017 | GARBAGE - WRA               | 100-45202-384  | 90.90                                     |                  |
| HOMETOWN SANITATION SER             | 0000256436     | 08/15/2017 | GARBAGE SERVICE - KASTLE KI | 100-45202-384  | 54.74                                     |                  |
| HOMETOWN SANITATION SER             | 0000256444     | 08/15/2017 | GARBAGE SERVICE - MAYFLO    | 100-45202-384  | 35.99                                     |                  |
| ELECTRIC FUND                       | 20170814       | 08/15/2017 | MONTHLY UTILITY & TELECO    | 100-45202-385  | 340.02                                    |                  |
| RUNNINGS SUPPLY, INC                | 20170724       | 08/22/2017 | MAINTENANCE -               | 100-45202-402  | 14.36                                     |                  |
| SCHWALBACH HARDWARE                 | 20170725       | 08/22/2017 | MAINTENANCE -               | 100-45202-402  | 399.13                                    |                  |
| ELECTRIC FUND                       | 54             | 08/23/2017 | EL-PARK DEPARTMENT          | 100-45202-404  | 78.64                                     |                  |
| MILLER SELLNER EQUIP                | 90730B         | 08/01/2017 | MAINTENANCE                 | 100-45202-404  | 93.64                                     |                  |
| O'REILLY AUTOMOTIVE, INC            | 20170728       | 08/15/2017 | MAINTENANCE -               | 100-45202-405  | 68.85                                     |                  |
| ELECTRIC FUND                       | 20170815       | 08/22/2017 | STREET SHOP MAINTENANCE     | 100-45202-405  | 18.00                                     |                  |
| LAMPERTS YARDS, INC.                | 20170725       | 08/15/2017 | MAINTENANCE -               | 100-45202-406  | 148.00                                    |                  |
|                                     |                |            |                             |                | <b>Activity 45202 - Park Areas Total:</b> | <b>8,880.25</b>  |
|                                     |                |            |                             |                | <b>Fund 100 - GENERAL Total:</b>          | <b>79,748.97</b> |
| <b>Fund: 211 - LIBRARY</b>          |                |            |                             |                |   |                  |
| <b>Activity: 45501 - Library</b>    |                |            |                             |                |   |                  |
| US BANK                             | 20170720       | 08/22/2017 | CREDIT CARD - AMAZON - SU   | 211-45501-200  | 358.99                                    |                  |
| US BANK                             | 20170720       | 08/22/2017 | CREDIT CARD - DEMCO - SUPP  | 211-45501-200  | 198.99                                    |                  |
| TOSHIBA FINANCIAL SERVICES          | 336172564      | 08/01/2017 | COPIER LEASE 7/20 - 8/20    | 211-45501-217  | 7.36                                      |                  |
| ELECTRIC FUND                       | 20170814       | 08/15/2017 | MONTHLY UTILITY & TELECO    | 211-45501-321  | 30.59                                     |                  |
| ELECTRIC FUND                       | 20170814       | 08/15/2017 | MONTHLY UTILITY & TELECO    | 211-45501-326  | 65.00                                     |                  |
| ELECTRIC FUND                       | 20170814       | 08/15/2017 | MONTHLY UTILITY & TELECO    | 211-45501-381  | 609.69                                    |                  |
| ELECTRIC FUND                       | 20170814       | 08/15/2017 | MONTHLY UTILITY & TELECO    | 211-45501-382  | 18.58                                     |                  |
| ELECTRIC FUND                       | 20170814       | 08/15/2017 | MONTHLY UTILITY & TELECO    | 211-45501-385  | 37.39                                     |                  |
| US BANK                             | 20170720       | 08/22/2017 | CREDIT CARD - BOTTOM LINE   | 211-45501-433  | 39.00                                     |                  |
| US BANK                             | 20170720       | 08/22/2017 | CREDIT CARD - TASTE OF HO   | 211-45501-433  | 14.98                                     |                  |
| US BANK                             | 20170720       | 08/22/2017 | CREDIT CARD - POPULAR MEC   | 211-45501-433  | 29.97                                     |                  |
| US BANK                             | 20170720       | 08/22/2017 | CREDIT CARD - AMAZON BOO    | 211-45501-435  | 17.96                                     |                  |
| INGRAM                              | 20170801       | 08/15/2017 | #2004243 - BOOKS            | 211-45501-435  | 1,520.78                                  |                  |
| MICROMARKETING, LLC                 | 681440         | 08/15/2017 | BOOKS                       | 211-45501-435  | 132.49                                    |                  |
| MICROMARKETING, LLC                 | 683414         | 08/15/2017 | BOOKS                       | 211-45501-435  | 162.50                                    |                  |
| MICROMARKETING, LLC                 | 683846         | 08/22/2017 | BOOKS                       | 211-45501-435  | 54.94                                     |                  |
|                                     |                |            |                             |                | <b>Activity 45501 - Library Total:</b>    | <b>3,299.21</b>  |
|                                     |                |            |                             |                | <b>Fund 211 - LIBRARY Total:</b>          | <b>3,299.21</b>  |
| <b>Fund: 225 - AIRPORT</b>          |                |            |                             |                |   |                  |
| <b>Activity: 45127 - Airport</b>    |                |            |                             |                |   |                  |
| SOUTHWEST MN BROADBAN               | 886 8-15-17    | 08/22/2017 | #886 - SERVICE              | 225-45127-321  | 26.49                                     |                  |
| SCHWALBACH HARDWARE                 | 20170725       | 08/22/2017 | MAINTENANCE -               | 225-45127-406  | 18.99                                     |                  |
|                                     |                |            |                             |                | <b>Activity 45127 - Airport Total:</b>    | <b>45.48</b>     |

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| Vendor Name                                   | Payable Number      | Post Date  | Description (Item)         | Account Number | Amount            |
|---|---------------------|------------|----------------------------|----------------|-------------------|
| <b>Activity: 49950 - Capital Outlay</b>       |                     |            |                            |                |                   |
| SEH   | 336227              | 08/15/2017 | SERVICE - #6931            | 225-49950-500  | 11,104.00         |
| <b>Activity 49950 - Capital Outlay Total:</b> |                     |            |                            |                | <b>11,104.00</b>  |
| <b>Fund 225 - AIRPORT Total:</b>              |                     |            |                            |                | <b>11,149.48</b>  |
| <b>Fund: 230 - POOL</b>                       |                     |            |                            |                |                   |
| <b>Activity: 45124 - Pool</b>                 |                     |            |                            |                |                   |
| SCHWALBACH HARDWARE                           | 20170725            | 08/22/2017 | MAINTENANCE -              | 230-45124-200  | 15.94             |
| SCHWALBACH HARDWARE                           | 20170725            | 08/22/2017 | MAINTENANCE -              | 230-45124-211  | 16.77             |
| HAWKINS, INC                                  | 4103569             | 08/22/2017 | CHEMICALS                  | 230-45124-216  | 285.00            |
| HAWKINS, INC                                  | 4121313             | 08/22/2017 | CHEMICALS                  | 230-45124-216  | 534.97            |
| ELECTRIC FUND                                 | 20170814            | 08/15/2017 | MONTHLY UTILITY & TELECO   | 230-45124-217  | 44.32             |
| TOSHIBA FINANCIAL SERVICES                    | 336172564           | 08/01/2017 | COPIER LEASE 7/20 - 8/20   | 230-45124-217  | 7.36              |
| ATLANTIC COCA-COLA                            | 177746              | 08/23/2017 | MERCHANDISE                | 230-45124-260  | 160.08            |
| ATLANTIC COCA-COLA                            | 192645              | 08/23/2017 | MERCHANDISE                | 230-45124-260  | 147.60            |
| ELECTRIC FUND                                 | 20170814            | 08/15/2017 | MONTHLY UTILITY & TELECO   | 230-45124-321  | 64.72             |
| ELECTRIC FUND                                 | 20170814            | 08/15/2017 | MONTHLY UTILITY & TELECO   | 230-45124-381  | 1,107.34          |
| ELECTRIC FUND                                 | 20170814            | 08/15/2017 | MONTHLY UTILITY & TELECO   | 230-45124-382  | 969.46            |
| MN ENERGY RESOURCES                           | 20170809A           | 08/22/2017 | HEATING #0504917677        | 230-45124-383  | 1,468.80          |
| HOMETOWN SANITATION SER                       | 0000256437          | 08/22/2017 | GARBAGE SERVICE - SWIMMI   | 230-45124-384  | 84.83             |
| ELECTRIC FUND                                 | 20170814            | 08/15/2017 | MONTHLY UTILITY & TELECO   | 230-45124-385  | 30.00             |
| RON'S ELECTRIC INC                            | 135547              | 08/22/2017 | MAINTENANCE                | 230-45124-404  | 123.68            |
| HAWKINS, INC                                  | 4103569             | 08/22/2017 | CHEMICALS                  | 230-45124-404  | 1,031.94          |
| SCHWALBACH HARDWARE                           | 20170725            | 08/22/2017 | MAINTENANCE -              | 230-45124-409  | 62.37             |
| MN REVENUE                                    | 20170811            | 08/15/2017 | SALES TAX - JULY 2017      | 230-45124-460  | 474.00            |
| <b>Activity 45124 - Pool Total:</b>           |                     |            |                            |                | <b>6,629.18</b>   |
| <b>Fund 230 - POOL Total:</b>                 |                     |            |                            |                | <b>6,629.18</b>   |
| <b>Fund: 235 - AMBULANCE</b>                  |                     |            |                            |                |                   |
| <b>Activity: 42153 - Ambulance</b>            |                     |            |                            |                |                   |
| WEX BANK                                      | 50711327            | 08/22/2017 | FUEL CREDIT - AMBULANCE    | 235-42153-212  | -19.78            |
| WEX BANK                                      | 50711327            | 08/22/2017 | FUEL - AMBULANCE           | 235-42153-212  | 822.75            |
| LEWIS FAMILY DRUG, LLC                        | 56-089629600        | 08/15/2017 | #105865-3 - SUPPLIES       | 235-42153-217  | 25.18             |
| PRAXAIR DISTRIBUTION INC                      | 78396724            | 08/15/2017 | SUPPLIES                   | 235-42153-217  | 161.29            |
| WINDOM AREA HOSPITAL                          | 734-0024-07-2017-24 | 08/15/2017 | AMBULANCE NURSING STAFF    | 235-42153-312  | 911.06            |
| ELECTRIC FUND                                 | 20170814            | 08/15/2017 | MONTHLY UTILITY & TELECO   | 235-42153-321  | 24.83             |
| VERIZON WIRELESS                              | 9790590662          | 08/15/2017 | SERVICE FOR LAP TOPS #9867 | 235-42153-321  | 123.49            |
| EXPERT T BILLING                              | 3713                | 08/15/2017 | SERVICE                    | 235-42153-326  | 1,350.00          |
| JIM AXFORD                                    | 20150512            | 05/12/2015 | EXPENSE                    | 235-42153-334  | 10.80             |
| JUSTIN HARRINGTON                             | 20170815            | 08/15/2017 | EXPENSE - AMB              | 235-42153-334  | 43.14             |
| JOHN MEYER                                    | 20170815            | 08/15/2017 | EXPENSE-AMB                | 235-42153-334  | 47.36             |
| MARK MARCY                                    | 20170815            | 08/15/2017 | EXPENSE - AMB              | 235-42153-334  | 56.87             |
| LANDON JOHNSON                                | 20170815            | 08/15/2017 | EXPENSE -- AMB             | 235-42153-334  | 10.73             |
| TIM HACKER                                    | 20170815            | 08/15/2017 | EXPENSE- AMB               | 235-42153-334  | 25.07             |
| KIM POWERS                                    | 20170815            | 08/15/2017 | EXPENSE - AMB              | 235-42153-334  | 29.60             |
| KRISTEN PORATH                                | 20170815            | 08/15/2017 | EXPENSE - AMB              | 235-42153-334  | 16.87             |
| ELECTRIC FUND                                 | 20170814            | 08/15/2017 | MONTHLY UTILITY & TELECO   | 235-42153-381  | 6.40              |
| ELECTRIC FUND                                 | 20170814            | 08/15/2017 | MONTHLY UTILITY & TELECO   | 235-42153-382  | 0.41              |
| ELECTRIC FUND                                 | 20170814            | 08/15/2017 | MONTHLY UTILITY & TELECO   | 235-42153-385  | 0.39              |
| O'REILLY AUTOMOTIVE, INC                      | 20170728            | 08/15/2017 | MAINTENANCE -              | 235-42153-405  | 21.58             |
| ELECTRIC FUND                                 | 20170817            | 08/22/2017 | STREET STHOP-MAINT ON AM   | 235-42153-405  | 160.04            |
| ARROW MANUFACTURING IN                        | 4093                | 08/04/2017 | REPAIRS                    | 235-42153-405  | 74.97             |
| MEMSA   | 20170816            | 08/17/2017 | REGISTRATION-MEMSA CONF    | 235-42153-435  | 725.00            |
| <b>Activity 42153 - Ambulance Total:</b>      |                     |            |                            |                | <b>4,628.05</b>   |
| <b>Activity: 49950 - Capital Outlay</b>       |                     |            |                            |                |                   |
| ARROW MANUFACTURING IN                        | 3934                | 08/15/2017 | 2017 FORD F450 4X4 DIESEL  | 235-49950-500  | 115,790.40        |
| <b>Activity 49950 - Capital Outlay Total:</b> |                     |            |                            |                | <b>115,790.40</b> |
| <b>Fund 235 - AMBULANCE Total:</b>            |                     |            |                            |                | <b>120,418.45</b> |

## Expense Approval Report

Payment Dates: 08/10/2017 - 08/23/2017

| Vendor Name                                 | Payable Number | Post Date  | Description (Item)          | Account Number | Amount            |
|---|----------------|------------|-----------------------------|----------------|-------------------|
| <b>Fund: 250 - EDA GENERAL</b>              |                |            |                             |                |                   |
| Activity: 46520 - EDA                       |                |            |                             |                |                   |
| ELECTRIC FUND                               | 20170814       | 08/15/2017 | MONTHLY UTILITY & TELECO    | 250-46520-321  | 55.62             |
| ELECTRIC FUND                               | 20170814       | 08/15/2017 | MONTHLY UTILITY & TELECO    | 250-46520-321  | 94.13             |
| DREW HAGE                                   | 20170823       | 08/23/2017 | EXPENSE-NAT'L DEV COUNCIL   | 250-46520-331  | 280.57            |
| DREW HAGE                                   | 20170823       | 08/23/2017 | EXPENSE-NAT'L DEV COUNCIL   | 250-46520-334  | 118.15            |
| CITIZEN PUBLISHING CO                       | 20170731       | 08/08/2017 | ADVERTISING                 | 250-46520-350  | 79.50             |
| ELECTRIC FUND                               | 20170814       | 08/15/2017 | MONTHLY UTILITY & TELECO    | 250-46520-381  | 63.61             |
| US BANK                                     | 20170720       | 08/22/2017 | CREDIT CARD - SUBWAY        | 250-46520-438  | 50.78             |
| US BANK                                     | 20170720       | 08/22/2017 | CREDIT CARD - NDC TRAINING  | 250-46520-439  | 1,237.50          |
| US BANK                                     | 20170720       | 08/22/2017 | CREDIT CARD - AMAZON KAYA   | 250-46520-480  | 1,143.96          |
| Activity 46520 - EDA Total:                 |                |            |                             |                | <u>3,123.82</u>   |
| Fund 250 - EDA GENERAL Total:               |                |            |                             |                | <u>3,123.82</u>   |
| <b>Fund: 252 - EDA SCDP</b>                 |                |            |                             |                |                   |
| Activity: 46520 - EDA                       |                |            |                             |                |                   |
| SW MN HOUSING PARTNERSH                     | 7312017        | 08/23/2017 | SCDP 2017 GRANT EXPENSE     | 252-46520-491  | 2,000.00          |
| Activity 46520 - EDA Total:                 |                |            |                             |                | <u>2,000.00</u>   |
| Fund 252 - EDA SCDP Total:                  |                |            |                             |                | <u>2,000.00</u>   |
| <b>Fund: 307 - 2017 STREET PROJECT</b>      |                |            |                             |                |                   |
| Activity: 41000 - General Government        |                |            |                             |                |                   |
| HOLTMEIER CONSTRUCTION I                    | 20170816       | 08/16/2017 | 2017 STREET PROJECT         | 307-41000-500  | 430,019.01        |
| Activity 41000 - General Government Total:  |                |            |                             |                | <u>430,019.01</u> |
| Fund 307 - 2017 STREET PROJECT Total:       |                |            |                             |                | <u>430,019.01</u> |
| <b>Fund: 401 - GENERAL CAPITAL PROJECTS</b> |                |            |                             |                |                   |
| Activity: 49950 - Capital Outlay            |                |            |                             |                |                   |
| US BANK                                     | 20170720       | 08/22/2017 | CREDIT CARD - AMAZON - CIT  | 401-49950-500  | 2,534.89          |
| US BANK                                     | 20170720       | 08/22/2017 | CREDIT CARD - HOTEL FURNIT  | 401-49950-502  | 812.00            |
| US BANK                                     | 20170720       | 08/22/2017 | CREDIT CARD - HOTEL FURNIT  | 401-49950-502  | 52.78             |
| US BANK                                     | 20170720       | 08/22/2017 | CREDIT CARD - OVERSTOCK -   | 401-49950-502  | 771.51            |
| RANDY JUNKER                                | 20170818       | 08/18/2017 | ESF - FURNISHINGS (SOFA-2 C | 401-49950-502  | 250.00            |
| Activity 49950 - Capital Outlay Total:      |                |            |                             |                | <u>4,421.18</u>   |
| Fund 401 - GENERAL CAPITAL PROJECTS Total:  |                |            |                             |                | <u>4,421.18</u>   |
| <b>Fund: 402 - CAPITAL PROJECT - ESF</b>    |                |            |                             |                |                   |
| Activity: 49950 - Capital Outlay            |                |            |                             |                |                   |
| US BANK                                     | 20170720       | 08/22/2017 | CREDIT CARD - EFT OFFICE EQ | 402-49950-500  | 514.79            |
| GOSEWISCH CONSTRUCTION,                     | 20170816       | 08/16/2017 | WINDOM EMS BUILDING #10     | 402-49950-500  | 274,689.63        |
| Activity 49950 - Capital Outlay Total:      |                |            |                             |                | <u>275,204.42</u> |
| Fund 402 - CAPITAL PROJECT - ESF Total:     |                |            |                             |                | <u>275,204.42</u> |
| <b>Fund: 601 - WATER</b>                    |                |            |                             |                |                   |
| BOLTON & MENK, INC.                         | 0206290        | 08/15/2017 | PROJECT T22.113308          | 601-16300      | 3,117.50          |
| Activity: 49400 - Water                     |                |            |                             |                | <u>3,117.50</u>   |
| WEX BANK                                    | 50711327       | 08/22/2017 | FUEL - WATER                | 601-49400-212  | 265.24            |
| RUNNINGS SUPPLY, INC                        | 20170724       | 08/22/2017 | MAINTENANCE -               | 601-49400-241  | 435.46            |
| ELECTRIC FUND                               | 20170814       | 08/15/2017 | MONTHLY UTILITY & TELECO    | 601-49400-321  | 49.66             |
| GOPHER STATE ONE CALL                       | 7070812        | 08/04/2017 | LOCATES                     | 601-49400-321  | 19.58             |
| RUNNINGS SUPPLY, INC                        | 20170724       | 08/22/2017 | MAINTENANCE -               | 601-49400-322  | 82.24             |
| INNOVATIVE SYSTEMS LLC                      | 33610          | 08/15/2017 | POSTAGE                     | 601-49400-322  | 233.87            |
| ELECTRIC FUND                               | 20170814       | 08/15/2017 | MONTHLY UTILITY & TELECO    | 601-49400-326  | 60.00             |
| INNOVATIVE SYSTEMS LLC                      | 33371          | 08/02/2017 | BILLING SYSTEM MAINTENAN    | 601-49400-326  | 760.50            |
| INNOVATIVE SYSTEMS LLC                      | 33388          | 08/02/2017 | BILLING SYSTEM SOFTWARE S   | 601-49400-326  | 517.50            |
| INNOVATIVE SYSTEMS LLC                      | 33610          | 08/15/2017 | PROCESSING                  | 601-49400-326  | 198.00            |
| ELECTRIC FUND                               | 20170814       | 08/15/2017 | MONTHLY UTILITY & TELECO    | 601-49400-381  | 5,175.50          |
| ELECTRIC FUND                               | 20170814       | 08/15/2017 | MONTHLY UTILITY & TELECO    | 601-49400-382  | 16.74             |
| MN ENERGY RESOURCES                         | 20170810       | 08/16/2017 | HEATING #505923431          | 601-49400-383  | 383.94            |
| HOMETOWN SANITATION SER                     | 0000256427     | 08/15/2017 | GARBAGE SERVICE - WASTEW    | 601-49400-384  | 85.04             |
| ELECTRIC FUND                               | 20170814       | 08/15/2017 | MONTHLY UTILITY & TELECO    | 601-49400-385  | 32.06             |

## Expense Approval Report

Payment Dates: 08/10/2017 - 08/23/2017

| Vendor Name                          | Payable Number | Post Date  | Description (Item)         | Account Number | Amount           |
|--------------------------------------|----------------|------------|----------------------------|----------------|------------------|
| ELECTRIC FUND                        | 20170814       | 08/15/2017 | MONTHLY UTILITY & TELECO   | 601-49400-386  | 1,190.57         |
| RON'S ELECTRIC INC                   | 135633         | 08/03/2017 | MAINTENANCE                | 601-49400-402  | 436.07           |
| JIFFY-JR. PRODUCTS                   | 163496         | 08/02/2017 | MAINTENANCE                | 601-49400-404  | 358.35           |
| US BANK                              | 20170720       | 08/22/2017 | CREDIT CARD - HACH SUPPLIE | 601-49400-404  | 90.68            |
| US BANK                              | 20170720       | 08/22/2017 | CREDIT CARD - HY VEE       | 601-49400-404  | 11.88            |
| SCHWALBACH HARDWARE                  | 20170725       | 08/22/2017 | MAINTENANCE -              | 601-49400-404  | 36.99            |
| TOSHIBA FINANCIAL SERVICES           | 336172564      | 08/01/2017 | COPIER LEASE 7/20 - 8/20   | 601-49400-404  | 29.45            |
| HD SUPPLY WATERWORKS LTD             | H523691        | 08/15/2017 | MAINTENANCE                | 601-49400-408  | 1,117.87         |
| HD SUPPLY WATERWORKS LTD             | H584349        | 08/15/2017 | MAINTENANCE                | 601-49400-408  | 935.81           |
| HD SUPPLY WATERWORKS LTD             | H597825        | 08/15/2017 | MAINTENANCE                | 601-49400-408  | 97.44            |
| <b>Activity 49400 - Water Total:</b> |                |            |                            |                | <b>12,620.44</b> |
| <b>Fund 601 - WATER Total:</b>       |                |            |                            |                | <b>15,737.94</b> |

**Fund: 602 - SEWER**

|                     |         |            |                    |           |                 |
|---------------------|---------|------------|--------------------|-----------|-----------------|
| BOLTON & MENK, INC. | 0205792 | 08/15/2017 | PROJECT F18.112135 | 602-16300 | 3,310.00        |
|                     |         |            |                    |           | <b>3,310.00</b> |

**Activity: 49450 - Sewer**

|                                      |           |            |                            |               |                  |
|--------------------------------------|-----------|------------|----------------------------|---------------|------------------|
| WEX BANK                             | 50711327  | 08/22/2017 | FUEL - SEWER               | 602-49450-212 | 272.36           |
| HAWKINS, INC                         | 4121314   | 08/01/2017 | CHEMICALS                  | 602-49450-216 | 939.75           |
| RUNNINGS SUPPLY, INC                 | 20170724  | 08/22/2017 | MAINTENANCE -              | 602-49450-241 | 131.98           |
| SCHWALBACH HARDWARE                  | 20170725  | 08/22/2017 | MAINTENANCE -              | 602-49450-241 | 33.98            |
| BOLTON & MENK, INC.                  | 0207061   | 08/23/2017 | WINDOM-2016 SANITARY SE    | 602-49450-303 | 450.00           |
| MN VALLEY TESTING                    | 874522    | 07/28/2017 | TESTING                    | 602-49450-310 | 185.60           |
| MN VALLEY TESTING                    | 875205    | 08/01/2017 | TESTING                    | 602-49450-310 | 268.80           |
| MN VALLEY TESTING                    | 875430    | 08/01/2017 | TESTING                    | 602-49450-310 | 158.40           |
| ELECTRIC FUND                        | 20170814  | 08/15/2017 | MONTHLY UTILITY & TELECO   | 602-49450-321 | 157.78           |
| GOPHER STATE ONE CALL                | 7070812   | 08/04/2017 | LOCATES                    | 602-49450-321 | 19.58            |
| INNOVATIVE SYSTEMS LLC               | 33610     | 08/15/2017 | POSTAGE                    | 602-49450-322 | 233.85           |
| ELECTRIC FUND                        | 20170814  | 08/15/2017 | MONTHLY UTILITY & TELECO   | 602-49450-326 | 60.00            |
| INNOVATIVE SYSTEMS LLC               | 33371     | 08/02/2017 | BILLING SYSTEM MAINTENAN   | 602-49450-326 | 760.50           |
| INNOVATIVE SYSTEMS LLC               | 33388     | 08/02/2017 | BILLING SYSTEM SOFTWARE S  | 602-49450-326 | 517.50           |
| INNOVATIVE SYSTEMS LLC               | 33610     | 08/15/2017 | PROCESSING                 | 602-49450-326 | 198.00           |
| ELECTRIC FUND                        | 20170814  | 08/15/2017 | MONTHLY UTILITY & TELECO   | 602-49450-381 | 12,869.37        |
| ELECTRIC FUND                        | 20170814  | 08/15/2017 | MONTHLY UTILITY & TELECO   | 602-49450-382 | 152.84           |
| MN ENERGY RESOURCES                  | 20170807  | 08/16/2017 | HEATING #506646838         | 602-49450-383 | 74.72            |
| MN ENERGY RESOURCES                  | 20170809  | 08/16/2017 | HEATING #506746718         | 602-49450-383 | 18.00            |
| FAST GLOBAL SOLUTIONS, INC           | 662910    | 08/15/2017 | MAINTENANCE                | 602-49450-404 | 82.89            |
| RON'S ELECTRIC INC                   | 135653    | 08/03/2017 | MAINTENANCE                | 602-49450-404 | 127.10           |
| US BANK                              | 20170720  | 08/22/2017 | CREDIT CARD - HACH SUPPLIE | 602-49450-404 | 543.29           |
| US BANK                              | 20170720  | 08/22/2017 | CREDIT CARD - AMAZON SUP   | 602-49450-404 | 30.56            |
| US BANK                              | 20170720  | 08/22/2017 | CREDIT CARD - WEBSTORE M   | 602-49450-404 | 220.15           |
| RUNNINGS SUPPLY, INC                 | 20170724  | 08/22/2017 | MAINTENANCE -              | 602-49450-404 | 101.92           |
| SCHWALBACH HARDWARE                  | 20170725  | 08/22/2017 | MAINTENANCE -              | 602-49450-404 | 20.97            |
| TOSHIBA FINANCIAL SERVICES           | 336172564 | 08/01/2017 | COPIER LEASE 7/20 - 8/20   | 602-49450-404 | 23.56            |
| RUNNINGS SUPPLY, INC                 | 20170724  | 08/22/2017 | MAINTENANCE -              | 602-49450-406 | 36.01            |
| ELECTRIC PUMP INC                    | 0060808   | 08/04/2017 | MAINTENANCE                | 602-49450-408 | 499.35           |
| WENNER HOLDINGS LLC                  | 2280      | 08/15/2017 | MAINTENANCE                | 602-49450-408 | 1,305.00         |
| WENNER HOLDINGS LLC                  | 2299      | 08/15/2017 | MAINTENANCE                | 602-49450-408 | 4,400.00         |
| WENNER HOLDINGS LLC                  | 2333      | 08/23/2017 | MAINTENANCE                | 602-49450-408 | 1,635.00         |
| <b>Activity 49450 - Sewer Total:</b> |           |            |                            |               | <b>26,528.81</b> |
| <b>Fund 602 - SEWER Total:</b>       |           |            |                            |               | <b>29,838.81</b> |

**Fund: 604 - ELECTRIC**

|                             |                |            |                            |           |           |
|-----------------------------|----------------|------------|----------------------------|-----------|-----------|
| RESCO                       | 688015-00      | 08/15/2017 | INVENTORY                  | 604-14200 | 45.00     |
| WERNER ELECTRIC             | S009692245.001 | 08/15/2017 | INNVENTORY                 | 604-14200 | 159.85    |
| WERNER ELECTRIC             | S009692245.002 | 08/15/2017 | INVENTORY                  | 604-14200 | 122.38    |
| WERNER ELECTRIC             | S009692245.003 | 08/15/2017 | CREDIT-RETURNED WRONG IT   | 604-14200 | -158.35   |
| WERNER ELECTRIC             | S009698257.001 | 08/15/2017 | INVENTORY                  | 604-14200 | 133.50    |
| IRBY ELECTRICAL DISTRIBUTO  | S010303168.001 | 07/26/2017 | INVENTORY                  | 604-14200 | 280.00    |
| UTILITIES PLUS ENERGY SERVI | 11874          | 08/02/2017 | SERVICE-SPEC-DESIGN OF SUB | 604-16300 | 23,490.00 |
| ELECTRIC FUND               | 51             | 08/15/2017 | EL CONSTR-NEW #1-RIVER RD  | 604-16300 | 84.13     |

## Expense Approval Report

Payment Dates: 08/10/2017 - 08/23/2017

| Vendor Name                           | Payable Number | Post Date  | Description (Item)         | Account Number                          | Amount            |
|---------------------------------------|----------------|------------|----------------------------|---|-------------------|
| MN REVENUE                            | 20170811       | 08/15/2017 | SALES TAX - JULY 2017      | 604-20202                               | 55.04             |
|                                       |                |            |                            |   | <u>24,211.55</u>  |
| <b>Activity: 49550 - Electric</b>     |                |            |                            |   |                   |
| CITIZEN PUBLISHING CO                 | 20170818       | 08/23/2017 | SUBSCRIPTION - POWER HOU   | 604-49550-200                           | 45.00             |
| OFFICE DEPOT                          | 951979099001   | 08/15/2017 | SUPPLIES                   | 604-49550-200                           | 195.94            |
| OFFICE DEPOT                          | 951979205001   | 08/15/2017 | SUPPLIES                   | 604-49550-200                           | 146.86            |
| WEX BANK                              | 50711327       | 08/22/2017 | FUEL - ELECTRIC            | 604-49550-212                           | 714.02            |
| SCHWALBACH HARDWARE                   | 20170725       | 08/22/2017 | MAINTENANCE -              | 604-49550-217                           | 38.32             |
| LUCAN COMMUNITY TV INC                | 2681           | 08/23/2017 | OPERATING SUPPLIES         | 604-49550-217                           | 75.00             |
| BORDER STATES                         | 913595855      | 08/23/2017 | UNIFORMS                   | 604-49550-218                           | 53.71             |
| DEPARTMENT OF ENERGY                  | 0000800717     | 08/04/2017 | MERCHANDISE                | 604-49550-263                           | 93,691.43         |
| CMP - CENTRAL MUNICIPAL P             | 06009          | 08/15/2017 | ENERGY -                   | 604-49550-263                           | 168,841.14        |
| CMP - CENTRAL MUNICIPAL P             | 06009          | 08/15/2017 | TRANSMISSION               | 604-49550-263                           | 159,900.02        |
| RUNNINGS SUPPLY, INC                  | 20170724       | 08/22/2017 | MAINTENANCE -              | 604-49550-310                           | 61.08             |
| SKARSHAUG TESTING LAB                 | 219960         | 08/15/2017 | SERVICE                    | 604-49550-310                           | 44.67             |
| ELECTRIC FUND                         | 20170814       | 08/15/2017 | MONTHLY UTILITY & TELECO   | 604-49550-321                           | 197.05            |
| GOPHER STATE ONE CALL                 | 7070812        | 08/04/2017 | LOCATES                    | 604-49550-321                           | 19.58             |
| INNOVATIVE SYSTEMS LLC                | 33610          | 08/15/2017 | POSTAGE                    | 604-49550-322                           | 233.87            |
| GOLDEN WEST TECH & INT SO             | 170710419      | 08/04/2017 | DISPATCHING                | 604-49550-325                           | 48.75             |
| ELECTRIC FUND                         | 20170814       | 08/15/2017 | MONTHLY UTILITY & TELECO   | 604-49550-326                           | 139.47            |
| INNOVATIVE SYSTEMS LLC                | 33371          | 08/02/2017 | BILLING SYSTEM MAINTENAN   | 604-49550-326                           | 1,521.00          |
| INNOVATIVE SYSTEMS LLC                | 33388          | 08/02/2017 | BILLING SYSTEM SOFTWARE S  | 604-49550-326                           | 223.90            |
| INNOVATIVE SYSTEMS LLC                | 33610          | 08/15/2017 | PROCESSING                 | 604-49550-326                           | 198.00            |
| CITIZEN PUBLISHING CO                 | 20170731       | 08/08/2017 | ADVERTISING                | 604-49550-340                           | 117.50            |
| ELECTRIC FUND                         | 20170814       | 08/15/2017 | MONTHLY UTILITY & TELECO   | 604-49550-381                           | 144.68            |
| ELECTRIC FUND                         | 20170814       | 08/15/2017 | MONTHLY UTILITY & TELECO   | 604-49550-382                           | 45.79             |
| HOMETOWN SANITATION SER               | 0000256428     | 08/15/2017 | GARBAGE SERVICE - ELECTRIC | 604-49550-384                           | 84.75             |
| ELECTRIC FUND                         | 20170814       | 08/15/2017 | MONTHLY UTILITY & TELECO   | 604-49550-385                           | 72.52             |
| US BANK                               | 20170720       | 08/22/2017 | CREDIT CARD - FAST GLOBAL  | 604-49550-404                           | 37.19             |
| US BANK                               | 20170720       | 08/22/2017 | CREDIT CARD - GDF          | 604-49550-404                           | 49.59             |
| US BANK                               | 20170720       | 08/22/2017 | CREDIT CARD - FAST GLOBAL  | 604-49550-404                           | 11.13             |
| TOSHIBA FINANCIAL SERVICES            | 336172564      | 08/01/2017 | COPIER LEASE 7/20 - 8/20   | 604-49550-404                           | 29.45             |
| DEFRIES COLLISION CENTER              | 10725          | 08/15/2017 | MAINTENANCE                | 604-49550-405                           | 51.60             |
| ELECTRIC FUND                         | 20170823       | 08/23/2017 | STREET MAINT- UNITS #35 &  | 604-49550-405                           | 160.20            |
| RON'S ELECTRIC INC                    | 135682         | 08/03/2017 | MAINTENANCE                | 604-49550-408                           | 250.56            |
| RON'S ELECTRIC INC                    | 135683         | 08/03/2017 | MAINTENANCE                | 604-49550-408                           | 169.50            |
| LAMPERTS YARDS, INC.                  | 20170725       | 08/15/2017 | MAINTENANCE -              | 604-49550-408                           | 15.32             |
| SCHWALBACH HARDWARE                   | 20170725       | 08/22/2017 | MAINTENANCE -              | 604-49550-408                           | 44.01             |
| ELECTRIC FUND                         | 49             | 08/15/2017 | EL ELECTRIC SHOP           | 604-49550-408                           | 14.40             |
| ELECTRIC FUND                         | 53             | 08/15/2017 | EL DISTRIBUTION            | 604-49550-408                           | 213.76            |
| ELECTRIC FUND                         | 55             | 08/15/2017 | EL TRUCK STOCK             | 604-49550-408                           | 86.08             |
| SCHWALBACH HARDWARE                   | 20170725       | 08/22/2017 | MAINTENANCE -              | 604-49550-409                           | 39.98             |
| TANKNOLOGY INC                        | 1223514        | 08/23/2017 | SERVICE                    | 604-49550-410                           | 628.50            |
| RETROFIT RECYCLING, INC               | 0094020-IN     | 08/23/2017 | CONSERVATION               | 604-49550-450                           | 248.78            |
| CMP - CENTRAL MUNICIPAL P             | 05997          | 08/15/2017 | CIP PROGRAM CHARGES        | 604-49550-450                           | 1,419.00          |
| MINNTEX                               | 20170818       | 08/23/2017 | ENERGY REBATE              | 604-49550-450                           | 871.54            |
| NEW VISION COOP                       | 20170818       | 08/23/2017 | ENERGY REBATE              | 604-49550-450                           | 2,433.34          |
| WINDOM AREA HOSPITAL                  | 20170823       | 08/23/2017 | ENERGY REBATE              | 604-49550-450                           | 11,128.60         |
| MN REVENUE                            | 20170811       | 08/15/2017 | SALES TAX - JULY 2017      | 604-49550-460                           | 60.54             |
|                                       |                |            |                            | <b>Activity 49550 - Electric Total:</b> | <u>444,817.12</u> |
|                                       |                |            |                            | <b>Fund 604 - ELECTRIC Total:</b>       | <u>469,028.67</u> |
| <b>Fund: 609 - LIQUOR STORE</b>       |                |            |                            |   |                   |
| MN REVENUE                            | 20170811       | 08/15/2017 | SALES TAX - JULY 2017      | 609-20202                               | 18,938.00         |
|                                       |                |            |                            |   | <u>18,938.00</u>  |
| <b>Activity: 49751 - Liquor Store</b> |                |            |                            |   |                   |
| CITIZEN PUBLISHING CO                 | 20170731       | 08/08/2017 | COMPUTER SUPPORT           | 609-49751-200                           | 85.48             |
| SCHWALBACH HARDWARE                   | 20170725       | 08/22/2017 | MAINTENANCE -              | 609-49751-217                           | 25.28             |
| CULLIGAN                              | 20170731A      | 08/15/2017 | SERVICE #15331             | 609-49751-217                           | 8.98              |
| AH HERMEL COMPANY                     | 662381         | 08/08/2017 | MERCHANDISE                | 609-49751-217                           | 172.02            |

## Expense Approval Report

Payment Dates: 08/10/2017 - 08/23/2017

| Vendor Name                 | Payable Number | Post Date  | Description (Item)       | Account Number | Amount    |
|-----------------------------|----------------|------------|--------------------------|----------------|-----------|
| VINOCOPIA, INC              | 0185036-IN     | 08/01/2017 | MERCHANDISE              | 609-49751-251  | 808.49    |
| BREAKTHRU BEVERAGE MN       | 1080668139     | 08/01/2017 | MERCHANDISE              | 609-49751-251  | 1,891.70  |
| SOUTHERN GLAZER'S OF MN     | 1569544        | 08/15/2017 | MERCHANDISE              | 609-49751-251  | 2,854.57  |
| SOUTHERN GLAZER'S OF MN     | 1574833        | 08/15/2017 | MERCHANDISE              | 609-49751-251  | 2,888.82  |
| PHILLIPS WINE & SPIRITS     | 2204548        | 08/01/2017 | MERCHANDISE              | 609-49751-251  | 3,943.05  |
| PHILLIPS WINE & SPIRITS     | 2208231        | 08/15/2017 | MERCHANDISE              | 609-49751-251  | 2,702.16  |
| PHILLIPS WINE & SPIRITS     | 261078A        | 08/09/2017 | CREDIT - MERCHANDISE     | 609-49751-251  | -12.79    |
| PHILLIPS WINE & SPIRITS     | 261081A        | 08/09/2017 | CREDIT - MERCHANDISE     | 609-49751-251  | -13.83    |
| JOHNSON BROS.               | 5783031        | 07/28/2017 | MERCHANDISE              | 609-49751-251  | 2,588.48  |
| JOHNSON BROS.               | 5788779        | 08/15/2017 | MERCHANDISE              | 609-49751-251  | 3,277.21  |
| BREAKTHRU BEVERAGE MN       | 1080668140     | 08/01/2017 | MERCHANDISE              | 609-49751-252  | 27.70     |
| DOLL DISTRIBUTING, LLC      | 272861         | 08/15/2017 | MERCHANDISE              | 609-49751-252  | 3,733.40  |
| DOLL DISTRIBUTING, LLC      | 278190         | 08/22/2017 | MERCHANDISE              | 609-49751-252  | 234.20    |
| ARTISAN BEER COMPANY        | 3196977        | 08/08/2017 | MERCHANDISE              | 609-49751-252  | 700.15    |
| JOHNSON BROS.               | 5783033        | 07/28/2017 | MERCHANDISE              | 609-49751-252  | 43.98     |
| JOHNSON BROS.               | 5788781        | 08/15/2017 | MERCHANDISE              | 609-49751-252  | 117.78    |
| JOHNSON BROS.               | 639147         | 08/22/2017 | CREDIT - MERCHANDISE     | 609-49751-252  | -6.12     |
| BEVERAGE WHOLESALERS        | 664536         | 08/15/2017 | MERCHANDISE              | 609-49751-252  | 11,975.22 |
| BEVERAGE WHOLESALERS        | 665600         | 08/22/2017 | MERCHANDISE              | 609-49751-252  | 4,865.50  |
| VINOCOPIA, INC              | 0185036-IN     | 08/01/2017 | MERCHANDISE              | 609-49751-253  | 128.00    |
| BREAKTHRU BEVERAGE MN       | 1080668139     | 08/01/2017 | MERCHANDISE              | 609-49751-253  | 344.00    |
| SOUTHERN GLAZER'S OF MN     | 1569545        | 08/15/2017 | MERCHANDISE              | 609-49751-253  | 248.00    |
| SOUTHERN GLAZER'S OF MN     | 157334         | 08/15/2017 | MERCHANDISE              | 609-49751-253  | 216.00    |
| PHILLIPS WINE & SPIRITS     | 2204549        | 07/28/2017 | MERCHANDISE              | 609-49751-253  | 833.81    |
| PHILLIPS WINE & SPIRITS     | 2208232        | 08/15/2017 | MERCHANDISE              | 609-49751-253  | 371.76    |
| CHANKASKA CREEK             | 238766         | 08/15/2017 | MERCHANDISE              | 609-49751-253  | 159.60    |
| PHILLIPS WINE & SPIRITS     | 261079A        | 08/09/2017 | CREDIT - MERCHANDISE     | 609-49751-253  | -14.00    |
| PHILLIPS WINE & SPIRITS     | 261080A        | 08/09/2017 | CREDIT - MERCHANDISE     | 609-49751-253  | -3.42     |
| PHILLIPS WINE & SPIRITS     | 261082A        | 08/09/2017 | CREDIT - MERCHANDISE     | 609-49751-253  | -6.88     |
| JOHNSON BROS.               | 5783032        | 08/01/2017 | MERCHANDISE              | 609-49751-253  | 2,852.49  |
| JOHNSON BROS.               | 5788780        | 08/15/2017 | MERCHANDISE              | 609-49751-253  | 1,902.02  |
| JOHNSON BROS.               | 619021B        | 08/16/2017 | CREDIT USED TWICE        | 609-49751-253  | 84.43     |
| JOHNSON BROS.               | 639146         | 08/22/2017 | CREDIT - MERCHANDISE     | 609-49751-253  | -48.56    |
| WINE MERCHANTS              | 7142634        | 07/28/2017 | MERCHANDISE              | 609-49751-253  | 120.00    |
| BREAKTHRU BEVERAGE MN       | 1080668139     | 08/01/2017 | MERCHANDISE              | 609-49751-254  | 82.66     |
| RED BULL DISTRIBUTION CO, I | 13514-1401     | 08/01/2017 | MERCHANDISE              | 609-49751-254  | 121.00    |
| PBC - PEPSI BEVERAGES COM   | 35122353       | 08/15/2017 | MERCHANDISE              | 609-49751-254  | 284.10    |
| JOHNSON BROS.               | 5783032        | 08/01/2017 | MERCHANDISE              | 609-49751-254  | 32.00     |
| AH HERMEL COMPANY           | 662381         | 08/08/2017 | MERCHANDISE              | 609-49751-254  | 34.48     |
| AH HERMEL COMPANY           | 662381         | 08/08/2017 | MERCHANDISE              | 609-49751-256  | 83.18     |
| AH HERMEL COMPANY           | 662381         | 08/08/2017 | MERCHANDISE              | 609-49751-261  | 122.44    |
| ARTISAN BEER COMPANY        | 3196977        | 08/08/2017 | MERCHANDISE              | 609-49751-265  | 60.00     |
| ELECTRIC FUND               | 20170814       | 08/15/2017 | MONTHLY UTILITY & TELECO | 609-49751-321  | 100.00    |
| ELECTRIC FUND               | 20170814       | 08/15/2017 | MONTHLY UTILITY & TELECO | 609-49751-326  | 129.47    |
| VINOCOPIA, INC              | 0185036-IN     | 08/01/2017 | MERCHANDISE              | 609-49751-333  | 24.00     |
| BREAKTHRU BEVERAGE MN       | 1080668139     | 08/01/2017 | MERCHANDISE              | 609-49751-333  | 45.63     |
| SOUTHERN GLAZER'S OF MN     | 1569544        | 08/15/2017 | MERCHANDISE              | 609-49751-333  | 41.84     |
| SOUTHERN GLAZER'S OF MN     | 1569545        | 08/15/2017 | MERCHANDISE              | 609-49751-333  | 4.44      |
| SOUTHERN GLAZER'S OF MN     | 157334         | 08/15/2017 | MERCHANDISE              | 609-49751-333  | 4.10      |
| SOUTHERN GLAZER'S OF MN     | 1574833        | 08/15/2017 | MERCHANDISE              | 609-49751-333  | 55.46     |
| PHILLIPS WINE & SPIRITS     | 2204548        | 08/01/2017 | MERCHANDISE              | 609-49751-333  | 67.29     |
| PHILLIPS WINE & SPIRITS     | 2204549        | 07/28/2017 | MERCHANDISE              | 609-49751-333  | 33.06     |
| PHILLIPS WINE & SPIRITS     | 2208231        | 08/15/2017 | MERCHANDISE              | 609-49751-333  | 29.88     |
| PHILLIPS WINE & SPIRITS     | 2208232        | 08/15/2017 | MERCHANDISE              | 609-49751-333  | 17.40     |
| JOHNSON BROS.               | 5783031        | 07/28/2017 | MERCHANDISE              | 609-49751-333  | 33.06     |
| JOHNSON BROS.               | 5783032        | 08/01/2017 | MERCHANDISE              | 609-49751-333  | 73.98     |
| JOHNSON BROS.               | 5788779        | 08/15/2017 | MERCHANDISE              | 609-49751-333  | 38.00     |
| JOHNSON BROS.               | 5788780        | 08/15/2017 | MERCHANDISE              | 609-49751-333  | 55.25     |
| AH HERMEL COMPANY           | 662381         | 08/08/2017 | MERCHANDISE              | 609-49751-333  | 4.95      |
| WINE MERCHANTS              | 7142634        | 07/28/2017 | MERCHANDISE              | 609-49751-333  | 1.74      |

## Expense Approval Report

Payment Dates: 08/10/2017 - 08/23/2017

| Vendor Name                | Payable Number | Post Date  | Description (Item)         | Account Number | Amount   |
|----------------------------|----------------|------------|----------------------------|----------------|----------|
| CITIZEN PUBLISHING CO      | 20170731       | 08/08/2017 | ADVERTISING                | 609-49751-340  | 1,477.80 |
| ELECTRIC FUND              | 20170814       | 08/15/2017 | MONTHLY UTILITY & TELECO   | 609-49751-381  | 1,032.58 |
| ELECTRIC FUND              | 20170814       | 08/15/2017 | MONTHLY UTILITY & TELECO   | 609-49751-382  | 21.03    |
| HOMETOWN SANITATION SER    | 0000256426     | 08/15/2017 | GARBAGE SERVICE - RIVER BE | 609-49751-384  | 96.13    |
| ELECTRIC FUND              | 20170814       | 08/15/2017 | MONTHLY UTILITY & TELECO   | 609-49751-385  | 40.70    |
| TOSHIBA FINANCIAL SERVICES | 336172564      | 08/01/2017 | COPIER LEASE 7/20 - 8/20   | 609-49751-404  | 29.45    |
| RAGE INC                   | 07-012440      | 08/08/2017 | SERVICE - RIVER BEND LIQUO | 609-49751-406  | 48.89    |
| US BANK                    | 20170720       | 08/22/2017 | CREDIT CARD - SCHWALBACH   | 609-49751-406  | 21.11    |
| MN REVENUE                 | 20170811       | 08/15/2017 | SALES TAX - JULY 2017      | 609-49751-460  | 3.85     |

Activity 49751 - Liquor Store Total: 54,449.63

Fund 609 - LIQUOR STORE Total: 73,387.63

## Fund: 614 - TELECOM

|             |            |            |                       |           |           |
|-------------|------------|------------|-----------------------|-----------|-----------|
| CALIX       | 1265048    | 08/02/2017 | CORE UPGRADE          | 614-16400 | 17,410.38 |
| POWER & TEL | 6254286-00 | 08/09/2017 | CORE UPGRADE          | 614-16400 | 1,973.69  |
| POWER & TEL | 6254286-02 | 08/02/2017 | CORE UPGRADE          | 614-16400 | 952.93    |
| POWER & TEL | 6254286-04 | 08/09/2017 | CORE UPGRADE          | 614-16400 | 583.58    |
| POWER & TEL | 6254286-3  | 08/02/2017 | CORE UPGRADE          | 614-16400 | 200.10    |
| POWER & TEL | 6257824-00 | 08/02/2017 | CORE UPGRADE          | 614-16400 | 128.59    |
| MN REVENUE  | 20170811   | 08/15/2017 | SALES TAX - JULY 2017 | 614-20202 | 40.97     |

21,290.24

## Activity: 49870 - Telecom

|                             |              |            |                             |               |           |
|-----------------------------|--------------|------------|-----------------------------|---------------|-----------|
| RAGE INC                    | 08-010565    | 08/09/2017 | SERVICE - WINDOM NET        | 614-49870-200 | 21.33     |
| WEX BANK                    | 50711327     | 08/22/2017 | FUEL - TELECOM              | 614-49870-212 | 190.99    |
| LAMPERTS YARDS, INC.        | 20170725     | 08/15/2017 | MAINTENANCE -               | 614-49870-217 | 44.56     |
| US BANK                     | 20170720     | 08/22/2017 | CREDIT CARD - AMAZON - SU   | 614-49870-227 | 514.43    |
| US BANK                     | 20170720     | 08/22/2017 | CREDIT CARD - AMAZON - SU   | 614-49870-227 | 10.41     |
| US BANK                     | 20170720     | 08/22/2017 | CREDIT CARD - AMAZON - SU   | 614-49870-227 | 12.45     |
| US BANK                     | 20170720     | 08/22/2017 | CREDIT CARD - AMAZON - SU   | 614-49870-227 | 41.38     |
| SCHWALBACH HARDWARE         | 20170725     | 08/22/2017 | MAINTENANCE -               | 614-49870-227 | 106.98    |
| POWER & TEL                 | 6254268-01   | 07/28/2017 | MAINTENANCE                 | 614-49870-227 | 95.87     |
| RUNNINGS SUPPLY, INC        | 20170724     | 08/22/2017 | MAINTENANCE -               | 614-49870-241 | 53.28     |
| INTERSTATE TRS FUND         | 82580708174  | 08/22/2017 | ASSESS,EMT FPR 499-A FILING | 614-49870-304 | 227.08    |
| ELECTRIC FUND               | 20170814     | 08/15/2017 | MONTHLY UTILITY & TELECO    | 614-49870-321 | 413.48    |
| GOPHER STATE ONE CALL       | 7070812      | 08/04/2017 | LOCATES                     | 614-49870-321 | 19.56     |
| INNOVATIVE SYSTEMS LLC      | 33610        | 08/15/2017 | POSTAGE                     | 614-49870-322 | 233.87    |
| INNOVATIVE SYSTEMS LLC      | 33371        | 08/02/2017 | BILLING SYSTEM MAINTENAN    | 614-49870-326 | 875.00    |
| INNOVATIVE SYSTEMS LLC      | 33371        | 08/02/2017 | BILLING SYSTEM MAINTENAN    | 614-49870-326 | 1,521.00  |
| INNOVATIVE SYSTEMS LLC      | 33388        | 08/02/2017 | BILLING SYSTEM SOFTWARE S   | 614-49870-326 | 1,846.10  |
| INNOVATIVE SYSTEMS LLC      | 33610        | 08/15/2017 | PROCESSING                  | 614-49870-326 | 198.00    |
| NEUSTAR, INC.               | L-0000021863 | 08/16/2017 | #10202 NUMBER PORTS         | 614-49870-326 | 9.75      |
| NEUSTAR, INC.               | M-10918921   | 08/22/2017 | #16540 - SOW SUMMARY        | 614-49870-326 | 4.03      |
| NEUSTAR, INC.               | M-10918922   | 08/22/2017 | #16540                      | 614-49870-326 | 122.39    |
| ELECTRIC FUND               | 20170814     | 08/15/2017 | MONTHLY UTILITY & TELECO    | 614-49870-381 | 2,371.73  |
| ELECTRIC FUND               | 20170814     | 08/15/2017 | MONTHLY UTILITY & TELECO    | 614-49870-382 | 18.56     |
| HOMETOWN SANITATION SER     | 0000256429   | 08/02/2017 | GARBAGE SERVICE - TELECOM   | 614-49870-384 | 73.92     |
| ELECTRIC FUND               | 20170814     | 08/15/2017 | MONTHLY UTILITY & TELECO    | 614-49870-385 | 33.98     |
| RUNNINGS SUPPLY, INC        | 20170724     | 08/22/2017 | MAINTENANCE -               | 614-49870-401 | 12.98     |
| SCHWALBACH HARDWARE         | 20170725     | 08/22/2017 | MAINTENANCE -               | 614-49870-404 | 52.43     |
| TOSHIBA FINANCIAL SERVICES  | 336172564    | 08/01/2017 | COPIER LEASE 7/20 - 8/20    | 614-49870-404 | 44.18     |
| HUBBARD BROADCASTING IN     | #5 & #15A    | 08/15/2017 | SUBSCRIBER                  | 614-49870-442 | 7,122.45  |
| MLB NETWORK                 | 087162       | 08/15/2017 | SUBSCRIBER                  | 614-49870-442 | 964.92    |
| NEXSTAR BROADCASTING GR     | 1206-1160    | 08/15/2017 | SUBSCRIBER                  | 614-49870-442 | 6,239.36  |
| TEGNA                       | 1231-1036    | 08/15/2017 | SUBSCRIBER                  | 614-49870-442 | 5,304.20  |
| CBS TELEVISION STATIONS     | 20170731     | 08/15/2017 | SUBSCRIBER                  | 614-49870-442 | 4,460.35  |
| UNITED COMMUNICATIONS C     | 20170731     | 08/15/2017 | SUBSCRIBER                  | 614-49870-442 | 843.85    |
| CONSOLIDATED COMMUNICA      | 20170801     | 08/15/2017 | #1160904                    | 614-49870-442 | 2,950.00  |
| FOX TELEVISION STATIONS, IN | 317-1031     | 08/15/2017 | SUBSCRIBER                  | 614-49870-442 | 5,014.88  |
| TOWER DISTRIBUTION COMP     | 612644       | 08/15/2017 | SUBSCRIBER                  | 614-49870-442 | 657.90    |
| FOX SPORTS                  | M76068       | 08/15/2017 | SUBSCRIBER                  | 614-49870-442 | 18,662.43 |

Expense Approval Report

Payment Dates: 08/10/2017 - 08/23/2017

| Vendor Name               | Payable Number | Post Date  | Description (Item)         | Account Number | Amount   |
|---------------------------|----------------|------------|----------------------------|----------------|----------|
| BTN - BIG TEN NETWORK     | M83543         | 08/15/2017 | SUBSCRIBER                 | 614-49870-442  | 4,057.50 |
| UNIVERSAL SERVICE ADMIN C | UBDI0000925854 | 08/23/2017 | 499A CONTRIBUTION          | 614-49870-443  | 1,297.66 |
| ONVOY VOICE SERVICES      | 170802008508   | 08/15/2017 | SS7 SERVICES 8/2/17-9/1/17 | 614-49870-445  | 1,289.09 |
| US BANK                   | 20170720       | 08/22/2017 | CREDIT CARD - DREAMHOST    | 614-49870-447  | 139.00   |
| CONSOLIDATED COMMUNICA    | 20170801       | 08/15/2017 | #1160904                   | 614-49870-447  | 5,987.50 |
| ONVOY VOICE SERVICES      | 170802009031   | 08/15/2017 | SWITCHING SERVICES - 8/1/1 | 614-49870-451  | 3,026.77 |
| ZAYO GROUP, LLC           | 20170801       | 08/18/2017 | #114184-002376 TRANSPORT   | 614-49870-451  | 381.36   |
| MN REVENUE                | 20170811       | 08/15/2017 | SALES TAX - JULY 2017      | 614-49870-460  | 31.65    |

Activity 49870 - Telecom Total: 77,600.59

Fund 614 - TELECOM Total: 98,890.83

Fund: 615 - ARENA

Activity: 49850 - Arena

|                            |            |            |                          |               |          |
|----------------------------|------------|------------|--------------------------|---------------|----------|
| WEX BANK                   | 50711327   | 08/22/2017 | FUEL - ARENA             | 615-49850-212 | 115.93   |
| COTTONWOOD VET CLINIC      | 176778     | 08/23/2017 | #176778 - ARENA          | 615-49850-217 | 120.00   |
| TOSHIBA FINANCIAL SERVICES | 336172564  | 08/01/2017 | COPIER LEASE 7/20 - 8/20 | 615-49850-217 | 26.51    |
| ATLANTIC COCA-COLA         | 192645     | 08/23/2017 | MERCHANDISE              | 615-49850-254 | 36.49    |
| ATLANTIC COCA-COLA         | 177746     | 08/23/2017 | MERCHANDISE              | 615-49850-260 | 135.12   |
| ATLANTIC COCA-COLA         | 192645     | 08/23/2017 | MERCHANDISE              | 615-49850-260 | 36.48    |
| ELECTRIC FUND              | 20170814   | 08/15/2017 | MONTHLY UTILITY & TELECO | 615-49850-321 | 123.84   |
| ELECTRIC FUND              | 20170814   | 08/15/2017 | MONTHLY UTILITY & TELECO | 615-49850-326 | 125.00   |
| ELECTRIC FUND              | 20170814   | 08/15/2017 | MONTHLY UTILITY & TELECO | 615-49850-381 | 2,056.51 |
| ELECTRIC FUND              | 20170814   | 08/15/2017 | MONTHLY UTILITY & TELECO | 615-49850-382 | 161.62   |
| HOMETOWN SANITATION SER    | 0000256430 | 08/22/2017 | GARBAGE SERVICE - ARENA  | 615-49850-384 | 130.88   |
| ELECTRIC FUND              | 20170814   | 08/15/2017 | MONTHLY UTILITY & TELECO | 615-49850-385 | 30.00    |
| SCHWALBACH HARDWARE        | 20170725   | 08/22/2017 | MAINTENANCE -            | 615-49850-401 | 3.98     |
| SCHWALBACH HARDWARE        | 20170725   | 08/22/2017 | MAINTENANCE -            | 615-49850-402 | 23.74    |
| ELECTRIC FUND              | 52         | 08/22/2017 | EL ARENA                 | 615-49850-402 | 44.87    |
| R & R SPECIALTIES          | 0062732-IN | 08/22/2017 | MAINTENANCE              | 615-49850-404 | 72.50    |
| GRAHAM TIRE CO             | 8516767    | 08/22/2017 | MAINTENANCE              | 615-49850-404 | 701.72   |
| RUNNINGS SUPPLY, INC       | 20170724   | 08/22/2017 | MAINTENANCE -            | 615-49850-405 | 8.99     |
| WINDOM FARM SERVICE        | 27764      | 08/23/2017 | MAINTENANCE              | 615-49850-405 | 102.36   |
| RUNNINGS SUPPLY, INC       | 20170724   | 08/22/2017 | MAINTENANCE -            | 615-49850-406 | 25.98    |
| SCHWALBACH HARDWARE        | 20170725   | 08/22/2017 | MAINTENANCE -            | 615-49850-406 | 46.95    |
| SCHWALBACH HARDWARE        | 20170725   | 08/22/2017 | MAINTENANCE -            | 615-49850-409 | 348.60   |
| W.W. GRAINGER, INC         | 9518217865 | 08/22/2017 | MAINTENANCE              | 615-49850-409 | 252.62   |

Activity 49850 - Arena Total: 4,730.69

Fund 615 - ARENA Total: 4,730.69

Fund: 617 - M/P CENTER

|            |          |            |                           |           |        |
|------------|----------|------------|---------------------------|-----------|--------|
| US BANK    | 20170720 | 08/22/2017 | CREDIT CARD - CEMSTONE-RO | 617-16200 | 214.82 |
| MN REVENUE | 20170811 | 08/15/2017 | SALES TAX - JULY 2017     | 617-20202 | 163.63 |

378.45

Activity: 49860 - M/P Center

|                            |            |            |                           |               |          |
|----------------------------|------------|------------|---------------------------|---------------|----------|
| US BANK                    | 20170720   | 08/22/2017 | CREDIT CARD - SCHWALBACH  | 617-49860-200 | 53.43    |
| INDOFF, INC                | 2989952    | 08/15/2017 | SUPPLIES                  | 617-49860-200 | 32.66    |
| US BANK                    | 20170720   | 08/22/2017 | CREDIT CARD - AMAZON - RA | 617-49860-217 | 263.10   |
| US BANK                    | 20170720   | 08/22/2017 | CREDIT CARD - SCHWALBACH  | 617-49860-217 | 11.52    |
| US BANK                    | 20170720   | 08/22/2017 | CREDIT CARD - HY VEE      | 617-49860-254 | 234.62   |
| ELECTRIC FUND              | 20170814   | 08/15/2017 | MONTHLY UTILITY & TELECO  | 617-49860-321 | 117.85   |
| ELECTRIC FUND              | 20170814   | 08/15/2017 | MONTHLY UTILITY & TELECO  | 617-49860-326 | 60.00    |
| CITIZEN PUBLISHING CO      | 20170731   | 08/08/2017 | ADVERTISING               | 617-49860-340 | 172.00   |
| ELECTRIC FUND              | 20170814   | 08/15/2017 | MONTHLY UTILITY & TELECO  | 617-49860-381 | 1,862.79 |
| ELECTRIC FUND              | 20170814   | 08/15/2017 | MONTHLY UTILITY & TELECO  | 617-49860-382 | 243.27   |
| HOMETOWN SANITATION SER    | 0000256431 | 08/15/2017 | GARBAGE SERVICE - COMM C  | 617-49860-384 | 51.52    |
| ELECTRIC FUND              | 20170814   | 08/15/2017 | MONTHLY UTILITY & TELECO  | 617-49860-385 | 316.56   |
| US BANK                    | 20170720   | 08/22/2017 | CREDIT CARD - SCHWALBACH  | 617-49860-402 | 32.99    |
| US BANK                    | 20170720   | 08/22/2017 | CREDIT CARD - LAMPERTS SU | 617-49860-402 | 29.38    |
| TOSHIBA FINANCIAL SERVICES | 336172564  | 08/01/2017 | COPIER LEASE 7/20 - 8/20  | 617-49860-404 | 14.73    |
| TOSHIBA FINANCIAL SERVICES | 336172564  | 08/01/2017 | COPIER LEASE 7/20 - 8/20  | 617-49860-404 | 60.00    |
| RAGE INC                   | 08-010564  | 08/15/2017 | SERVICE - COMM CENTER     | 617-49860-406 | 61.50    |

Expense Approval Report

Payment Dates: 08/10/2017 - 08/23/2017

| Vendor Name     | Payable Number | Post Date  | Description (Item)    | Account Number                            | Amount          |
|-----------------|----------------|------------|-----------------------|---|-----------------|
| TOWN 'N COUNTRY | 8018           | 08/15/2017 | SERVICE               | 617-49860-409                             | 284.99          |
| TOWN 'N COUNTRY | 8019           | 08/15/2017 | SERVICE               | 617-49860-409                             | 279.99          |
| MN REVENUE      | 20170811       | 08/15/2017 | SALES TAX - JULY 2017 | 617-49860-460                             | 490.37          |
|                 |                |            |                       | <b>Activity 49860 - M/P Center Total:</b> | <b>4,673.27</b> |
|                 |                |            |                       | <b>Fund 617 - M/P CENTER Total:</b>       | <b>5,051.72</b> |

Fund: 700 - PAYROLL

|                               |            |            |                            |                                  |                     |
|-------------------------------|------------|------------|----------------------------|----------------------------------|---------------------|
| Internal Revenue Service-Payr | INV0001168 | 08/18/2017 | Federal Tax Withholding    | 700-21701                        | 12,237.96           |
| MN Department of Revenue -    | INV0001167 | 08/18/2017 | State Withholding          | 700-21702                        | 4,824.60            |
| Internal Revenue Service-Payr | INV0001169 | 08/18/2017 | Social Security            | 700-21703                        | 12,842.88           |
| MN Pera                       | INV0001160 | 08/18/2017 | PERA                       | 700-21704                        | 12,884.03           |
| MN Pera                       | INV0001161 | 08/18/2017 | PERA                       | 700-21704                        | 6,083.08            |
| MN Pera                       | INV0001162 | 08/18/2017 | PERA                       | 700-21704                        | 672.44              |
| MN State Deferred             | INV0001163 | 08/18/2017 | Deferred Compensation      | 700-21705                        | 5,003.07            |
| MN State Deferred             | INV0001164 | 08/18/2017 | Deferred Roth              | 700-21705                        | 475.00              |
| LOCAL UNION #949              | 20170815   | 08/15/2017 | UNION DUES - AUG 2017      | 700-21707                        | 1,832.60            |
| LAW ENFORCEMENT LABOR SE      | 20170815   | 08/15/2017 | POLICE UNION DUES - AUG 20 | 700-21708                        | 343.00              |
| MN Child Support Payment C    | INV0001165 | 08/18/2017 | Child Support Payment      | 700-21709                        | 606.17              |
| Internal Revenue Service-Payr | INV0001166 | 08/18/2017 | Medicare Withholding       | 700-21711                        | 3,619.64            |
| SELECTACCOUNT                 | 38485301   | 08/15/2017 | FLEX SPENDING              | 700-21712                        | 1,426.89            |
| AFLAC                         | 745814     | 08/15/2017 | INSURANCE - AUG 2017 - AFT | 700-21715                        | 204.00              |
| AFLAC                         | 745814     | 08/15/2017 | INSURANCE - AUG 2017 - PRE | 700-21716                        | 334.59              |
| MN BENEFIT ASSOCIATION        | 20170815   | 08/15/2017 | INSURANCE 9/1/17 - PRE TAX | 700-21717                        | 5.34                |
| MN BENEFIT ASSOCIATION        | 20170815   | 08/15/2017 | INSURANCE 9/1/17 - AFTER T | 700-21719                        | 106.52              |
|                               |            |            |                            |                                  | <b>63,501.81</b>    |
|                               |            |            |                            | <b>Fund 700 - PAYROLL Total:</b> | <b>63,501.81</b>    |
|                               |            |            |                            | <b>Grand Total:</b>              | <b>1,696,181.82</b> |

## Report Summary

## Fund Summary

| Fund                           | Payment Amount      |
|--------------------------------|---------------------|
| 100 - GENERAL                  | 79,748.97           |
| 211 - LIBRARY                  | 3,299.21            |
| 225 - AIRPORT                  | 11,149.48           |
| 230 - POOL                     | 6,629.18            |
| 235 - AMBULANCE                | 120,418.45          |
| 250 - EDA GENERAL              | 3,123.82            |
| 252 - EDA SCDP                 | 2,000.00            |
| 307 - 2017 STREET PROJECT      | 430,019.01          |
| 401 - GENERAL CAPITAL PROJECTS | 4,421.18            |
| 402 - CAPITAL PROJECT - ESF    | 275,204.42          |
| 601 - WATER                    | 15,737.94           |
| 602 - SEWER                    | 29,838.81           |
| 604 - ELECTRIC                 | 469,028.67          |
| 609 - LIQUOR STORE             | 73,387.63           |
| 614 - TELECOM                  | 98,890.83           |
| 615 - ARENA                    | 4,730.69            |
| 617 - M/P CENTER               | 5,051.72            |
| 700 - PAYROLL                  | 63,501.81           |
| <b>Grand Total:</b>            | <b>1,696,181.82</b> |

## Account Summary

| Account Number | Account Name              | Payment Amount |
|----------------|---------------------------|----------------|
| 100-20191      | Unapplied Cash            | 1,375.04       |
| 100-20202      | Sales Tax Payable         | 41,639.95      |
| 100-32210      | Building Permit - City    | 199.75         |
| 100-32211      | Building Permit - State S | 6.50           |
| 100-41110-200  | Office Supplies           | 82.00          |
| 100-41110-304  | Legal Fees                | 287.50         |
| 100-41110-308  | Training & Registrations  | 250.00         |
| 100-41110-350  | Printing & Design         | 1,452.50       |
| 100-41310-200  | Office Supplies           | 424.97         |
| 100-41310-217  | Other Operating Supplie   | 154.73         |
| 100-41310-308  | Training & Registrations  | 295.00         |
| 100-41310-321  | Telephone                 | 99.71          |
| 100-41310-326  | Data Processing           | 115.32         |
| 100-41310-480  | Other Miscellaneous       | 404.69         |
| 100-41910-200  | Office Supplies           | 6.82           |
| 100-41910-321  | Telephone                 | 94.13          |
| 100-41940-381  | Electric Utility          | 673.96         |
| 100-41940-382  | Water Utility             | 67.94          |
| 100-41940-384  | Refuse Disposal           | 85.04          |
| 100-41940-385  | Sewer Utility             | 134.24         |
| 100-42120-200  | Office Supplies           | 17.48          |
| 100-42120-212  | Motor Fuels               | 1,059.19       |
| 100-42120-305  | Medical & Dental Fees     | 80.00          |
| 100-42120-321  | Telephone                 | 162.83         |
| 100-42120-350  | Printing & Design         | 57.00          |
| 100-42120-404  | Repairs & Maint - M&E     | 14.73          |
| 100-42120-405  | Repairs & Maint - Vehicl  | 324.96         |
| 100-42120-412  | Rentals - Building        | 1,875.00       |
| 100-42120-480  | Other Miscellaneous       | 667.81         |
| 100-42220-212  | Motor Fuels               | 279.27         |
| 100-42220-321  | Telephone                 | 49.01          |
| 100-42220-326  | Data Processing           | 10.02          |
| 100-42220-381  | Electric Utility          | 9.60           |
| 100-42220-382  | Water Utility             | 0.62           |
| 100-42220-385  | Sewer Utility             | 0.58           |

## Account Summary

| Account Number | Account Name               | Payment Amount |
|----------------|----------------------------|----------------|
| 100-42220-404  | Repairs & Maint - M&E      | 498.56         |
| 100-42220-405  | Repairs & Maint - Vehicl   | 297.88         |
| 100-42500-381  | Electric Utility           | 26.23          |
| 100-42700-300  | Charges for Services       | 169.00         |
| 100-43100-212  | Motor Fuels                | 1,085.74       |
| 100-43100-217  | Other Operating Supplie    | 78.00          |
| 100-43100-224  | Street Maint Materials     | 7,815.00       |
| 100-43100-241  | Small Tools                | 118.24         |
| 100-43100-321  | Telephone                  | 55.79          |
| 100-43100-381  | Electric Utility           | 2,339.24       |
| 100-43100-382  | Water Utility              | 21.61          |
| 100-43100-384  | Refuse Disposal            | 130.85         |
| 100-43100-385  | Sewer Utility              | 46.22          |
| 100-43100-401  | Repairs & Maint - Buildi   | 578.00         |
| 100-43100-404  | Repairs & Maint - M&E      | 564.46         |
| 100-43100-405  | Repairs & Maint - Vehicl   | 42.52          |
| 100-43100-406  | Repairs & Maint - Groun    | 4.29           |
| 100-43100-407  | Repairs & Maint - Seal C   | 3,448.59       |
| 100-43210-307  | Management Fees            | 168.00         |
| 100-45120-217  | Other Operating Supplie    | 554.43         |
| 100-45120-260  | Concessions                | 368.18         |
| 100-45202-212  | Motor Fuels                | 583.44         |
| 100-45202-216  | Chemicals and Chemical     | 58.90          |
| 100-45202-381  | Electric Utility           | 681.16         |
| 100-45202-382  | Water Utility              | 6,099.73       |
| 100-45202-384  | Refuse Disposal            | 296.38         |
| 100-45202-385  | Sewer Utility              | 340.02         |
| 100-45202-402  | Repairs & Maint - Struct   | 413.49         |
| 100-45202-404  | Repairs & Maint - M&E      | 172.28         |
| 100-45202-405  | Repairs & Maint - Vehicl   | 86.85          |
| 100-45202-406  | Repairs & Maint - Groun    | 148.00         |
| 211-45501-200  | Office Supplies            | 557.98         |
| 211-45501-217  | Other Operating Supplie    | 7.36           |
| 211-45501-321  | Telephone                  | 30.59          |
| 211-45501-326  | Data Processing            | 65.00          |
| 211-45501-381  | Electric Utility           | 609.69         |
| 211-45501-382  | Water Utility              | 18.58          |
| 211-45501-385  | Sewer Utility              | 37.39          |
| 211-45501-433  | Dues & Subscriptions       | 83.95          |
| 211-45501-435  | Books and Pamphlets        | 1,888.67       |
| 225-45127-321  | Telephone                  | 26.49          |
| 225-45127-406  | Repairs & Maint - Groun    | 18.99          |
| 225-49950-500  | Capital Outlay             | 11,104.00      |
| 230-45124-200  | Office Supplies            | 15.94          |
| 230-45124-211  | Cleaning Supplies          | 16.77          |
| 230-45124-216  | Chemicals and Chemical     | 819.97         |
| 230-45124-217  | Other Operating Supplie    | 51.68          |
| 230-45124-260  | Concessions                | 307.68         |
| 230-45124-321  | Telephone                  | 64.72          |
| 230-45124-381  | Electric Utility           | 1,107.34       |
| 230-45124-382  | Water Utility              | 969.46         |
| 230-45124-383  | Gas Utility                | 1,468.80       |
| 230-45124-384  | Refuse Disposal            | 84.83          |
| 230-45124-385  | Sewer Utility              | 30.00          |
| 230-45124-404  | Repairs & Maint - M&E      | 1,155.62       |
| 230-45124-409  | Repairs & Maint - Utilitie | 62.37          |
| 230-45124-460  | Miscellaneous Taxes        | 474.00         |
| 235-42153-212  | Motor Fuels                | 802.97         |

## Account Summary

| Account Number | Account Name              | Payment Amount |
|----------------|---------------------------|----------------|
| 235-42153-217  | Other Operating Supplie   | 186.47         |
| 235-42153-312  | Nursing                   | 911.06         |
| 235-42153-321  | Telephone                 | 148.32         |
| 235-42153-326  | Data Processing           | 1,350.00       |
| 235-42153-334  | Meals/Lodging             | 240.44         |
| 235-42153-381  | Electric Utility          | 6.40           |
| 235-42153-382  | Water Utility             | 0.41           |
| 235-42153-385  | Sewer Utility             | 0.39           |
| 235-42153-405  | Repairs & Maint - Vehicl  | 256.59         |
| 235-42153-435  | Books and Pamphlets       | 725.00         |
| 235-49950-500  | Capital Outlay            | 115,790.40     |
| 250-46520-321  | Telephone                 | 149.75         |
| 250-46520-331  | Travel Expense            | 280.57         |
| 250-46520-334  | Meals/Lodging             | 118.15         |
| 250-46520-350  | Printing & Design         | 79.50          |
| 250-46520-381  | Electric Utility          | 63.61          |
| 250-46520-438  | Meeting Expense           | 50.78          |
| 250-46520-439  | Special Projects          | 1,237.50       |
| 250-46520-480  | Other Miscellaneous       | 1,143.96       |
| 252-46520-491  | Payments to Other Orga    | 2,000.00       |
| 307-41000-500  | Capital Outlay            | 430,019.01     |
| 401-49950-500  | Capital Outlay - Office   | 2,534.89       |
| 401-49950-502  | Capital Outlay - Fire     | 1,886.29       |
| 402-49950-500  | Capital Outlay            | 275,204.42     |
| 601-16300      | Improvements Other Th     | 3,117.50       |
| 601-49400-212  | Motor Fuels               | 265.24         |
| 601-49400-241  | Small Tools               | 435.46         |
| 601-49400-321  | Telephone                 | 69.24          |
| 601-49400-322  | Postage                   | 316.11         |
| 601-49400-326  | Data Processing           | 1,536.00       |
| 601-49400-381  | Electric Utility          | 5,175.50       |
| 601-49400-382  | Water Utility             | 16.74          |
| 601-49400-383  | Gas Utility               | 383.94         |
| 601-49400-384  | Refuse Disposal           | 85.04          |
| 601-49400-385  | Sewer Utility             | 32.06          |
| 601-49400-386  | Landfill                  | 1,190.57       |
| 601-49400-402  | Repairs & Maint - Struct  | 436.07         |
| 601-49400-404  | Repairs & Maint - M&E     | 527.35         |
| 601-49400-408  | Repairs & Maint - Distrib | 2,151.12       |
| 602-16300      | Improvements Other Th     | 3,310.00       |
| 602-49450-212  | Motor Fuels               | 272.36         |
| 602-49450-216  | Chemicals and Chemical    | 939.75         |
| 602-49450-241  | Small Tools               | 165.96         |
| 602-49450-303  | Engineering and Surveyi   | 450.00         |
| 602-49450-310  | Lab Testing               | 612.80         |
| 602-49450-321  | Telephone                 | 177.36         |
| 602-49450-322  | Postage                   | 233.85         |
| 602-49450-326  | Data Processing           | 1,536.00       |
| 602-49450-381  | Electric Utility          | 12,869.37      |
| 602-49450-382  | Water Utility             | 152.84         |
| 602-49450-383  | Gas Utility               | 92.72          |
| 602-49450-404  | Repairs & Maint - M&E     | 1,150.44       |
| 602-49450-406  | Repairs & Maint - Groun   | 36.01          |
| 602-49450-408  | Repairs & Maint - Distrib | 7,839.35       |
| 604-14200      | Inventory                 | 582.38         |
| 604-16300      | Improvements Other Th     | 23,574.13      |
| 604-20202      | Sales Tax Payable         | 55.04          |
| 604-49550-200  | Office Supplies           | 387.80         |

## Account Summary

| Account Number | Account Name               | Payment Amount |
|----------------|----------------------------|----------------|
| 604-49550-212  | Motor Fuels                | 714.02         |
| 604-49550-217  | Other Operating Supplie    | 113.32         |
| 604-49550-218  | Uniforms                   | 53.71          |
| 604-49550-263  | Merchandise for Resale -   | 422,432.59     |
| 604-49550-310  | Lab Testing                | 105.75         |
| 604-49550-321  | Telephone                  | 216.63         |
| 604-49550-322  | Postage                    | 233.87         |
| 604-49550-325  | Dispatching                | 48.75          |
| 604-49550-326  | Data Processing            | 2,082.37       |
| 604-49550-340  | Advertising & Promotion    | 117.50         |
| 604-49550-381  | Electric Utility           | 144.68         |
| 604-49550-382  | Water Utility              | 45.79          |
| 604-49550-384  | Refuse Disposal            | 84.75          |
| 604-49550-385  | Sewer Utility              | 72.52          |
| 604-49550-404  | Repairs & Maint - M&E      | 127.36         |
| 604-49550-405  | Repairs & Maint - Vehicl   | 211.80         |
| 604-49550-408  | Repairs & Maint - Distrib  | 793.63         |
| 604-49550-409  | Repairs & Maint - Utilitie | 39.98          |
| 604-49550-410  | Repairs & Maint - Gener    | 628.50         |
| 604-49550-450  | Conservation               | 16,101.26      |
| 604-49550-460  | Miscellaneous Taxes        | 60.54          |
| 609-20202      | Sales Tax Payable          | 18,938.00      |
| 609-49751-200  | Office Supplies            | 85.48          |
| 609-49751-217  | Other Operating Supplie    | 206.28         |
| 609-49751-251  | Liquor                     | 20,927.86      |
| 609-49751-252  | Beer                       | 21,691.81      |
| 609-49751-253  | Wine                       | 7,187.25       |
| 609-49751-254  | Soft Drinks & Mix          | 554.24         |
| 609-49751-256  | Tobacco Products           | 83.18          |
| 609-49751-261  | Other Merchandise          | 122.44         |
| 609-49751-265  | Merchandise Returned f     | 60.00          |
| 609-49751-321  | Telephone                  | 100.00         |
| 609-49751-326  | Data Processing            | 129.47         |
| 609-49751-333  | Freight and Express        | 530.08         |
| 609-49751-340  | Advertising & Promotion    | 1,477.80       |
| 609-49751-381  | Electric Utility           | 1,032.58       |
| 609-49751-382  | Water Utility              | 21.03          |
| 609-49751-384  | Refuse Disposal            | 96.13          |
| 609-49751-385  | Sewer Utility              | 40.70          |
| 609-49751-404  | Repairs & Maint - M&E      | 29.45          |
| 609-49751-406  | Repairs & Maint - Groun    | 70.00          |
| 609-49751-460  | Miscellaneous Taxes        | 3.85           |
| 614-16400      | Machinery & Equipment      | 21,249.27      |
| 614-20202      | Sales Tax Payable          | 40.97          |
| 614-49870-200  | Office Supplies            | 21.33          |
| 614-49870-212  | Motor Fuels                | 190.99         |
| 614-49870-217  | Other Operating Supplie    | 44.56          |
| 614-49870-227  | Utility System Maint Sup   | 781.52         |
| 614-49870-241  | Small Tools                | 53.28          |
| 614-49870-304  | Legal Fees                 | 227.08         |
| 614-49870-321  | Telephone                  | 433.04         |
| 614-49870-322  | Postage                    | 233.87         |
| 614-49870-326  | Data Processing            | 4,576.27       |
| 614-49870-381  | Electric Utility           | 2,371.73       |
| 614-49870-382  | Water Utility              | 18.56          |
| 614-49870-384  | Refuse Disposal            | 73.92          |
| 614-49870-385  | Sewer Utility              | 33.98          |
| 614-49870-401  | Repairs & Maint - Buildi   | 12.98          |

## Account Summary

| Account Number | Account Name               | Payment Amount      |
|----------------|----------------------------|---------------------|
| 614-49870-404  | Repairs & Maint - M&E      | 96.61               |
| 614-49870-442  | Subscriber Fees            | 56,277.84           |
| 614-49870-443  | Intergovernmental Fees     | 1,297.66            |
| 614-49870-445  | Switch Fees                | 1,289.09            |
| 614-49870-447  | Internet Expense           | 6,126.50            |
| 614-49870-451  | Call Completion            | 3,408.13            |
| 614-49870-460  | Miscellaneous Taxes        | 31.65               |
| 615-49850-212  | Motor Fuels                | 115.93              |
| 615-49850-217  | Other Operating Supplie    | 146.51              |
| 615-49850-254  | Soft Drinks & Mix          | 36.49               |
| 615-49850-260  | Concessions                | 171.60              |
| 615-49850-321  | Telephone                  | 123.84              |
| 615-49850-326  | Data Processing            | 125.00              |
| 615-49850-381  | Electric Utility           | 2,056.51            |
| 615-49850-382  | Water Utility              | 161.62              |
| 615-49850-384  | Refuse Disposal            | 130.88              |
| 615-49850-385  | Sewer Utility              | 30.00               |
| 615-49850-401  | Repairs & Maint - Buildi   | 3.98                |
| 615-49850-402  | Repairs & Maint - Struct   | 68.61               |
| 615-49850-404  | Repairs & Maint - M&E      | 774.22              |
| 615-49850-405  | Repairs & Maint - Vehicl   | 111.35              |
| 615-49850-406  | Repairs & Maint - Groun    | 72.93               |
| 615-49850-409  | Repairs & Maint - Utilitie | 601.22              |
| 617-16200      | Buildings                  | 214.82              |
| 617-20202      | Sales Tax Payable          | 163.63              |
| 617-49860-200  | Office Supplies            | 86.09               |
| 617-49860-217  | Other Operating Supplie    | 274.62              |
| 617-49860-254  | Soft Drinks & Mix          | 234.62              |
| 617-49860-321  | Telephone                  | 117.85              |
| 617-49860-326  | Data Processing            | 60.00               |
| 617-49860-340  | Advertising & Promotion    | 172.00              |
| 617-49860-381  | Electric Utility           | 1,862.79            |
| 617-49860-382  | Water Utility              | 243.27              |
| 617-49860-384  | Refuse Disposal            | 51.52               |
| 617-49860-385  | Sewer Utility              | 316.56              |
| 617-49860-402  | Repairs & Maint - Struct   | 62.37               |
| 617-49860-404  | Repairs & Maint - M&E      | 74.73               |
| 617-49860-406  | Repairs & Maint - Groun    | 61.50               |
| 617-49860-409  | Repairs & Maint - Utilitie | 564.98              |
| 617-49860-460  | Miscellaneous Taxes        | 490.37              |
| 700-21701      | Federal Withholding        | 12,237.96           |
| 700-21702      | State Withholding          | 4,824.60            |
| 700-21703      | FICA Tax Withholding       | 12,842.88           |
| 700-21704      | PERA Contributions         | 19,639.55           |
| 700-21705      | Retirement                 | 5,478.07            |
| 700-21707      | Union Dues                 | 1,832.60            |
| 700-21708      | PD Union Dues              | 343.00              |
| 700-21709      | Wage Levy                  | 606.17              |
| 700-21711      | Medicare Tax Withholdi     | 3,619.64            |
| 700-21712      | Flex Account               | 1,426.89            |
| 700-21715      | Individual Insurance-Afla  | 204.00              |
| 700-21716      | Individual Insurance-Afla  | 334.59              |
| 700-21717      | Individual Insurance-MB    | 5.34                |
| 700-21719      | Individual Insurance-MB    | 106.52              |
|                | <b>Grand Total:</b>        | <b>1,696,181.82</b> |

**Project Account Summary**

**Project Account Key**

**\*\*None\*\***

**Program Expense 2017**

**Payment Amount**

1,695,782.62

399.20

**Grand Total:**

**1,696,181.82**

8.24.17  
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Windom, MN

# Expense Approval Report

By Fund

Payment Dates 08/24/2017 - 09/01/2017

| Vendor Name  | Payable Number      | Post Date  | Description (Item)         | Account Number | Amount           |
|--|---------------------|------------|----------------------------|----------------|------------------|
| <b>Fund: 100 - GENERAL</b>                           |                     |            |                            |                |                  |
| <b>Activity: 41110 - Mayor &amp; Council</b>         |                     |            |                            |                |                  |
| CONVENT. & VISITOR BUREAU                            | 20170830-GUARDIAN   | 08/30/2017 | LODGING TAX - GUARDIAN IN  | 100-41110-491  | 1,383.57         |
| CONVENT. & VISITOR BUREAU                            | 20170830-RED CARPET | 08/30/2017 | LODGING TAX - RED CARPET I | 100-41110-491  | 557.43           |
| <b>Activity 41110 - Mayor &amp; Council Total:</b>   |                     |            |                            |                | <b>1,941.00</b>  |
| <b>Activity: 41310 - Administration</b>              |                     |            |                            |                |                  |
| NCPERS MINNESOTA                                     | 8446917             | 08/30/2017 | INSURANCE #844600 - SEP 20 | 100-41310-133  | 80.00            |
| COTTONWOOD CO ASSESSOR                               | BEACON SUB          | 08/29/2017 | BEACON SUBSCRIPTION-AUG    | 100-41310-200  | 58.00            |
| SELECTACCOUNT  | 38488162            | 08/30/2017 | PARTICIPANT FEE            | 100-41310-217  | 659.05           |
| <b>Activity 41310 - Administration Total:</b>        |                     |            |                            |                | <b>797.05</b>    |
| <b>Activity: 41910 - Building &amp; Zoning</b>       |                     |            |                            |                |                  |
| NCPERS MINNESOTA                                     | 8446917             | 08/30/2017 | INSURANCE #844600 - SEP 20 | 100-41910-133  | 24.00            |
| COTTONWOOD CO ASSESSOR                               | BEACON SUB          | 08/29/2017 | BEACON SUBSCRIPTION-AUG    | 100-41910-480  | 58.00            |
| <b>Activity 41910 - Building &amp; Zoning Total:</b> |                     |            |                            |                | <b>82.00</b>     |
| <b>Activity: 42120 - Crime Control</b>               |                     |            |                            |                |                  |
| NCPERS MINNESOTA                                     | 8446917             | 08/30/2017 | INSURANCE #844600 - SEP 20 | 100-42120-133  | 160.00           |
| LEASE FINANCE PARTNERS                               | 20180821            | 08/30/2017 | #3250                      | 100-42120-326  | 433.00           |
| STREICHER'S  | 1277021             | 08/30/2017 | MAINTENANCE                | 100-42120-404  | 188.75           |
| <b>Activity 42120 - Crime Control Total:</b>         |                     |            |                            |                | <b>781.75</b>    |
| <b>Activity: 42220 - Fire Fighting</b>               |                     |            |                            |                |                  |
| COTTONWOOD CO ASSESSOR                               | BEACON SUB          | 08/29/2017 | BEACON SUBSCRIPTION-AUG    | 100-42220-480  | 60.00            |
| <b>Activity 42220 - Fire Fighting Total:</b>         |                     |            |                            |                | <b>60.00</b>     |
| <b>Activity: 43100 - Streets</b>                     |                     |            |                            |                |                  |
| NCPERS MINNESOTA                                     | 8446917             | 08/30/2017 | INSURANCE #844600 - SEP 20 | 100-43100-133  | 64.00            |
| NIELSEN BLACKTOPPING, INC.                           | 17-297              | 08/30/2017 | STREET MAINTENANCE MATE    | 100-43100-224  | 2,800.00         |
| JOHNSON FEED, INC                                    | 99092               | 08/15/2017 | STREET MAINTENANCE MATE    | 100-43100-224  | 1,664.91         |
| JOHNSON FEED, INC                                    | 99095               | 08/15/2017 | STREET MAINTENANCE MATE    | 100-43100-224  | 1,699.54         |
| SOUTHERN MN INSPECTION C                             | 11581               | 08/15/2017 | MAINTENANCE -              | 100-43100-404  | 308.75           |
| MIDSTATES EQUIPMENT & SU                             | 217669              | 08/15/2017 | MAINTENANCE                | 100-43100-407  | 1,494.99         |
| DUININCK   | 527975              | 08/29/2017 | MAINTENANCE                | 100-43100-407  | 670.71           |
| <b>Activity 43100 - Streets Total:</b>               |                     |            |                            |                | <b>8,702.90</b>  |
| <b>Activity: 45202 - Park Areas</b>                  |                     |            |                            |                |                  |
| NCPERS MINNESOTA                                     | 8446917             | 08/30/2017 | INSURANCE #844600 - SEP 20 | 100-45202-133  | 16.00            |
| MASTERS STONE & LANDSCA                              | 20170810            | 08/30/2017 | SERVICE-MOWING-            | 100-45202-406  | 160.31           |
| <b>Activity 45202 - Park Areas Total:</b>            |                     |            |                            |                | <b>176.31</b>    |
| <b>Fund 100 - GENERAL Total:</b>                     |                     |            |                            |                | <b>12,541.01</b> |
| <b>Fund: 211 - LIBRARY</b>                           |                     |            |                            |                |                  |
| <b>Activity: 45501 - Library</b>                     |                     |            |                            |                |                  |
| NCPERS MINNESOTA                                     | 8446917             | 08/30/2017 | INSURANCE #844600 - SEP 20 | 211-45501-133  | 16.00            |
| MICROMARKETING, LLC                                  | 684586              | 08/30/2017 | BOOKS                      | 211-45501-435  | 34.95            |
| <b>Activity 45501 - Library Total:</b>               |                     |            |                            |                | <b>50.95</b>     |
| <b>Fund 211 - LIBRARY Total:</b>                     |                     |            |                            |                | <b>50.95</b>     |
| <b>Fund: 225 - AIRPORT</b>                           |                     |            |                            |                |                  |
| <b>Activity: 45127 - Airport</b>                     |                     |            |                            |                |                  |
| CITY SERVICE VALCON                                  | 0215889             | 08/29/2017 | FUEL - JET A - 4,000 GAL   | 225-45127-264  | 9,001.49         |
| O'DAY EQUIPMENT, LLC                                 | SRVCE0060422        | 08/07/2017 | MAINTENANCE                | 225-45127-404  | 698.00           |
| MN POLLUTION CONTROL AG                              | 10000022462         | 08/30/2017 | WATER PERMIT ANNUAL FEE    | 225-45127-406  | 440.00           |
| TANKNOLOGY INC                                       | 1223532             | 08/30/2017 | SERVICE                    | 225-45127-406  | 628.50           |
| <b>Activity 45127 - Airport Total:</b>               |                     |            |                            |                | <b>10,767.99</b> |
| <b>Fund 225 - AIRPORT Total:</b>                     |                     |            |                            |                | <b>10,767.99</b> |

## Expense Approval Report

Payment Dates: 08/24/2017 - 09/01/2017

| Vendor Name                                 | Payable Number | Post Date  | Description (Item)          | Account Number | Amount                                     |
|---|----------------|------------|-----------------------------|----------------|--|
| <b>Fund: 230 - POOL</b>                     |                |            |                             |                |  |
| Activity: 45124 - Pool                      |                |            |                             |                |  |
| HAWKINS, INC                                | 4129770        | 08/22/2017 | CHEMICALS                   | 230-45124-216  | 525.47                                     |
|   |                |            |                             |                | 525.47                                     |
|   |                |            |                             |                | Fund 230 - POOL Total:                     |
|   |                |            |                             |                | 525.47                                     |
| <b>Fund: 235 - AMBULANCE</b>                |                |            |                             |                |  |
| Activity: 42153 - Ambulance                 |                |            |                             |                |  |
| WDR - DEPUTY REGISTRAR #5                   | 20170829       | 08/29/2017 | REGISTRATION-TITLE FEES 201 | 235-42153-217  | 21.75                                      |
| BOUND TREE MEDICAL, LLC                     | 82584013       | 08/15/2017 | SUPPLIES                    | 235-42153-217  | 165.35                                     |
| BOUND TREE MEDICAL, LLC                     | 82584014       | 08/15/2017 | SUPPLIES                    | 235-42153-217  | 73.96                                      |
| KRISTEN PORATH                              | 20170830       | 08/30/2017 | EXPENSE - AMB               | 235-42153-334  | 15.24                                      |
| LONDON JOHNSON                              | 20170830       | 08/30/2017 | EXPENSE - AMB               | 235-42153-334  | 105.02                                     |
| JOHN MEYER                                  | 20170830       | 08/30/2017 | EXPENSE-AMB                 | 235-42153-334  | 106.26                                     |
|   |                |            |                             |                | 487.58                                     |
|   |                |            |                             |                | Fund 235 - AMBULANCE Total:                |
|   |                |            |                             |                | 487.58                                     |
| <b>Fund: 250 - EDA GENERAL</b>              |                |            |                             |                |  |
| Activity: 46520 - EDA                       |                |            |                             |                |  |
| NCPERS MINNESOTA                            | 8446917        | 08/30/2017 | INSURANCE #844600 - SEP 20  | 250-46520-133  | 24.00                                      |
| EHLERS & ASSOC., INC.                       | 74499          | 08/29/2017 | TIF ADMINISTRATION-WINDO    | 250-46520-301  | 110.00                                     |
| EHLERS & ASSOC., INC.                       | 74500          | 08/29/2017 | TIF REPORTING: WINDOM-C-    | 250-46520-301  | 2,587.50                                   |
| GREATER MN PARTNERSHIP                      | 20170823       | 08/30/2017 | 2018 MEMBERSHIP DUES        | 250-46520-433  | 500.00                                     |
| CITY OF WINDOM                              | 20170829       | 08/29/2017 | EDA TO PARKS DEPT           | 250-46520-439  | 720.54                                     |
| TROY SCHNEEKLOTH                            | 564723         | 08/30/2017 | SIGNS - ACTIVE LIVING PLAN  | 250-46520-439  | 913.38                                     |
| TROY SCHNEEKLOTH                            | 564736         | 08/30/2017 | SIGNS-ACTIVE LIVING PLAN    | 250-46520-439  | 289.24                                     |
| COTTONWOOD CO ASSESSOR                      | BEACON SUB     | 08/29/2017 | BEACON SUBSCRIPTION-AUG     | 250-46520-480  | 58.00                                      |
|   |                |            |                             |                | 5,202.66                                   |
|   |                |            |                             |                | Fund 250 - EDA GENERAL Total:              |
|   |                |            |                             |                | 5,202.66                                   |
| <b>Fund: 253 - EDA RIVERBLUFF ESTATES</b>   |                |            |                             |                |  |
| Activity: 46520 - EDA                       |                |            |                             |                |  |
| DOUG'S LAWN & LANDSCAPI                     | 58195          | 08/15/2017 | MAINTENANCE                 | 253-46520-406  | 145.86                                     |
|   |                |            |                             |                | 145.86                                     |
|   |                |            |                             |                | Fund 253 - EDA RIVERBLUFF ESTATES Total:   |
|   |                |            |                             |                | 145.86                                     |
| <b>Fund: 254 - NORTH IND PARK</b>           |                |            |                             |                |  |
| Activity: 46520 - EDA                       |                |            |                             |                |  |
| SOUTH CENTRAL ELECTRIC                      | 367404 JULY    | 08/30/2017 | SERVICE #26-24-123-04       | 254-46520-381  | 112.34                                     |
|   |                |            |                             |                | 112.34                                     |
|   |                |            |                             |                | Fund 254 - NORTH IND PARK Total:           |
|   |                |            |                             |                | 112.34                                     |
| <b>Fund: 307 - 2017 STREET PROJECT</b>      |                |            |                             |                |  |
| Activity: 41000 - General Government        |                |            |                             |                |  |
| DGR ENGINEERING                             | 00225215       | 08/29/2017 | 2017 STREET IMPROVEMENTS    | 307-41000-500  | 28,259.38                                  |
| AMERICAN ENGINEERING TES                    | 805718         | 08/29/2017 | #WINO21 - STREET PROJECT    | 307-41000-500  | 2,548.70                                   |
|   |                |            |                             |                | 30,808.08                                  |
|   |                |            |                             |                | Fund 307 - 2017 STREET PROJECT Total:      |
|   |                |            |                             |                | 30,808.08                                  |
| <b>Fund: 401 - GENERAL CAPITAL PROJECTS</b> |                |            |                             |                |  |
| Activity: 49950 - Capital Outlay            |                |            |                             |                |  |
| KIM POWERS                                  | 20170830       | 08/30/2017 | EXPENSE-AMB                 | 401-49950-502  | 56.12                                      |
| TOWN 'N COUNTRY                             | 8032           | 08/30/2017 | ESF FURNITURE & FIXTURES    | 401-49950-502  | 1,828.95                                   |
|   |                |            |                             |                | 1,885.07                                   |
|   |                |            |                             |                | Fund 401 - GENERAL CAPITAL PROJECTS Total: |
|   |                |            |                             |                | 1,885.07                                   |
| <b>Fund: 601 - WATER</b>                    |                |            |                             |                |  |
| Activity: 49400 - Water                     |                |            |                             |                |  |
| NCPERS MINNESOTA                            | 8446917        | 08/30/2017 | INSURANCE #844600 - SEP 20  | 601-49400-133  | 40.00                                      |
| HAWKINS, INC                                | 4129758        | 08/15/2017 | CHEMICALS                   | 601-49400-216  | 3,818.57                                   |
| MN VALLEY TESTING                           | 877005         | 08/15/2017 | TESTING                     | 601-49400-310  | 67.50                                      |

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Payment Dates: 08/24/2017 - 09/01/2017

| Vendor Name     | Payable Number | Post Date  | Description (Item)        | Account Number                       | Amount          |
|-----------------|----------------|------------|---------------------------|--------------------------------------|-----------------|
| HP DATAONE, LLC | 8              | 08/30/2017 | AUGUST BILLING CONTRACT S | 601-49400-326                        | 1,328.13        |
|                 |                |            |                           | <b>Activity 49400 - Water Total:</b> | <b>5,254.20</b> |
|                 |                |            |                           | <b>Fund 601 - WATER Total:</b>       | <b>5,254.20</b> |

**Fund: 602 - SEWER**

**Activity: 49450 - Sewer**

|                          |              |            |                            |                                      |                 |
|--------------------------|--------------|------------|----------------------------|--------------------------------------|-----------------|
| NCPERS MINNESOTA         | 8446917      | 08/30/2017 | INSURANCE #844600 - SEP 20 | 602-49450-133                        | 56.00           |
| MN VALLEY TESTING        | 876579       | 08/15/2017 | TESTING                    | 602-49450-310                        | 241.60          |
| MN VALLEY TESTING        | 876589       | 08/15/2017 | TESTING                    | 602-49450-310                        | 158.40          |
| MN VALLEY TESTING        | 877558       | 08/15/2017 | TESTING                    | 602-49450-310                        | 241.60          |
| HP DATAONE, LLC          | 8            | 08/30/2017 | AUGUST BILLING CONTRACT S  | 602-49450-326                        | 1,328.11        |
| SOUTH CENTRAL ELECTRIC   | #367405 JULY | 08/30/2017 | SERVICE #26-24-125-04      | 602-49450-381                        | 109.90          |
| SOUTHERN MN INSPECTION C | 11581        | 08/15/2017 | MAINTENANCE -              | 602-49450-404                        | 208.75          |
|                          |              |            |                            | <b>Activity 49450 - Sewer Total:</b> | <b>2,344.36</b> |
|                          |              |            |                            | <b>Fund 602 - SEWER Total:</b>       | <b>2,344.36</b> |

**Fund: 604 - ELECTRIC**

|               |           |            |                           |           |                  |
|---------------|-----------|------------|---------------------------|-----------|------------------|
| RESCO         | 690144-00 | 08/30/2017 | INVENTORY                 | 604-14200 | 1,368.02         |
| RESCO         | 690146-00 | 08/30/2017 | INVENTORY                 | 604-14200 | 479.38           |
| RESCO         | 690228-00 | 08/30/2017 | INVENTORY                 | 604-14200 | 457.01           |
| ELECTRIC FUND | 56        | 08/29/2017 | EL CONST NEW #1-RIVER RD- | 604-16300 | 11,505.01        |
| ELECTRIC FUND | 60        | 08/29/2017 | EL CONST NEW #2-SOUTH WI  | 604-16300 | 1,907.00         |
|               |           |            |                           |           | <b>15,716.42</b> |

**Activity: 49550 - Electric**

|                           |                |            |                            |   |                  |
|---------------------------|----------------|------------|----------------------------|---|------------------|
| NCPERS MINNESOTA          | 8446917        | 08/30/2017 | INSURANCE #844600 - SEP 20 | 604-49550-133                           | 96.00            |
| OFFICE DEPOT              | 953583216001   | 08/23/2017 | SUPPLIES                   | 604-49550-200                           | 73.90            |
| BRENT BROWN               | 20170824       | 08/29/2017 | EXPENSE - MMUA             | 604-49550-315                           | 240.75           |
| HP DATAONE, LLC           | 8              | 08/30/2017 | AUGUST BILLING CONTRACT S  | 604-49550-326                           | 1,328.13         |
| COTTONWOOD CO ASSESSOR    | BEACON SUB     | 08/29/2017 | BEACON SUBSCRIPTION-AUG    | 604-49550-326                           | 58.00            |
| TRI-STATE POWER SOLUTIONS | 1912999019473  | 08/15/2017 | MAINTENANCE                | 604-49550-408                           | 120.56           |
| ELECTRIC FUND             | 57             | 08/29/2017 | EL TRUCK STOCK             | 604-49550-408                           | 99.27            |
| ELECTRIC FUND             | 58             | 08/29/2017 | EL DISTRIBUTION            | 604-49550-408                           | 39.55            |
| ELECTRIC FUND             | 59             | 08/29/2017 | EL TRUCK STOCK             | 604-49550-408                           | 3.12             |
| MARCIA FRIEDRICH          | 20170829       | 08/29/2017 | ENERGY REBATE (CAROLINE S  | 604-49550-450                           | 300.00           |
| GARY JOHNSON              | 20170830       | 08/30/2017 | ENERGY REBATE              | 604-49550-450                           | 150.00           |
| ROBERT BYERS              | 20170830       | 08/30/2017 | ENERGY REBATE              | 604-49550-450                           | 300.00           |
| NANCY MACGREGOR           | 20170830       | 08/30/2017 | ENERGY REBATE              | 604-49550-450                           | 300.00           |
| MARK RICHARDSON           | 20170830       | 08/30/2017 | ENERGY REBATE              | 604-49550-450                           | 500.00           |
| JONATHON SMITH            | 20170830       | 08/30/2017 | ENERGY REBATE              | 604-49550-450                           | 425.00           |
| WERNER ELECTRIC           | S009700791.002 | 08/30/2017 | CONSERVATION               | 604-49550-450                           | 7,276.50         |
|                           |                |            |                            | <b>Activity 49550 - Electric Total:</b> | <b>11,310.78</b> |
|                           |                |            |                            | <b>Fund 604 - ELECTRIC Total:</b>       | <b>27,027.20</b> |

**Fund: 609 - LIQUOR STORE**

**Activity: 49751 - Liquor Store**

|                        |            |            |                            |               |          |
|------------------------|------------|------------|----------------------------|---------------|----------|
| NCPERS MINNESOTA       | 8446917    | 08/30/2017 | INSURANCE #844600 - SEP 20 | 609-49751-133 | 32.00    |
| BREAKTHRU BEVERAGE MN  | 1080673911 | 08/15/2017 | MERCHANDISE                | 609-49751-251 | 1,322.40 |
| BREAKTHRU BEVERAGE MN  | 1080673913 | 08/15/2017 | MERCHANDISE                | 609-49751-251 | 198.03   |
| JOHNSON BROS.          | 5794177    | 08/15/2017 | MERCHANDISE                | 609-49751-251 | 2,383.91 |
| BREAKTHRU BEVERAGE MN  | 1080673912 | 08/15/2017 | MERCHANDISE                | 609-49751-252 | 130.50   |
| DOLL DISTRIBUTING, LLC | 277101     | 08/29/2017 | MERCHANDISE                | 609-49751-252 | 9,294.50 |
| DOLL DISTRIBUTING, LLC | 281514     | 08/29/2017 | MERCHANDISE                | 609-49751-252 | 8,074.50 |
| ARTISAN BEER COMPANY   | 3198644    | 08/15/2017 | MERCHANDISE                | 609-49751-252 | 100.40   |
| BEVERAGE WHOLESALERS   | 666670     | 08/29/2017 | MERCHANDISE                | 609-49751-252 | 9,019.82 |
| BREAKTHRU BEVERAGE MN  | 1080673911 | 08/15/2017 | MERCHANDISE                | 609-49751-253 | 370.00   |
| BREAKTHRU BEVERAGE MN  | 1080673913 | 08/15/2017 | MERCHANDISE                | 609-49751-253 | 48.00    |
| INDIAN ISLAND WINERY   | 1731       | 08/30/2017 | MERCHANDISE                | 609-49751-253 | 120.48   |
| JOHNSON BROS.          | 5794178    | 08/15/2017 | MERCHANDISE                | 609-49751-253 | 1,112.99 |
| BREAKTHRU BEVERAGE MN  | 1080673911 | 08/15/2017 | MERCHANDISE                | 609-49751-254 | 123.66   |
| BREAKTHRU BEVERAGE MN  | 1080673911 | 08/15/2017 | MERCHANDISE                | 609-49751-333 | 41.55    |
| BREAKTHRU BEVERAGE MN  | 1080673913 | 08/15/2017 | MERCHANDISE                | 609-49751-333 | 3.85     |

Expense Approval Report

Payment Dates: 08/24/2017 - 09/01/2017

| Vendor Name                                 | Payable Number | Post Date  | Description (Item)          | Account Number | Amount           |
|---|----------------|------------|-----------------------------|----------------|------------------|
| JOHNSON BROS.                               | 5794177        | 08/15/2017 | MERCHANDISE                 | 609-49751-333  | 62.94            |
| JOHNSON BROS.                               | 5794178        | 08/15/2017 | MERCHANDISE                 | 609-49751-333  | 36.54            |
| FREDIN CONSTRUCTION/CABI                    | 20170819       | 08/30/2017 | SERVICE-THRESHOLD           | 609-49751-406  | 204.18           |
| ENVIROMASTER, INC                           | 539578         | 08/15/2017 | MAINTENANCE                 | 609-49751-406  | 16.03            |
| MN ENERGY RESOURCES                         | 20170810A      | 08/30/2017 | HEATING #0507314125 - RIVE  | 609-49751-409  | 69.43            |
| MN ENERGY RESOURCES                         | 20170810B      | 08/30/2017 | CREDIT - #507314125 - RIVER | 609-49751-409  | -46.30           |
| <b>Activity 49751 - Liquor Store Total:</b> |                |            |                             |                | <b>32,719.41</b> |
| <b>Fund 609 - LIQUOR STORE Total:</b>       |                |            |                             |                | <b>32,719.41</b> |

Fund: 614 - TELECOM

|                       |        |            |                            |           |                  |
|-----------------------|--------|------------|----------------------------|-----------|------------------|
| MANKATO NETWORKS, LLC | 387884 | 08/30/2017 | SERVICE #20170804JD - CORE | 614-16400 | 27,309.50        |
|                       |        |            |                            |           | <b>27,309.50</b> |

Activity: 49870 - Telecom

|  |              |            |                            |               |                  |
|--|--------------|------------|----------------------------|---------------|------------------|
| NCPERS MINNESOTA                       | 8446917      | 08/30/2017 | INSURANCE #844600 - SEP 20 | 614-49870-133 | 64.00            |
| AGC NETWORKS, INC.                     | 9100005556   | 08/18/2017 | OPERATING SUPPLIES         | 614-49870-217 | 3,688.28         |
| POWER & TEL                            | 6262215-00   | 08/18/2017 | MAINTENANCE                | 614-49870-227 | 901.61           |
| CITRUS COMMUNICATIONS, I               | 7564         | 08/18/2017 | MAINTENANCE                | 614-49870-227 | 552.34           |
| HP DATAONE, LLC                        | 8            | 08/30/2017 | AUGUST BILLING CONTRACT S  | 614-49870-326 | 1,328.13         |
| CENTURY LINK                           | 450176       | 08/30/2017 | DIRECTORY LISTINGS #MN CO  | 614-49870-441 | 155.61           |
| RFD TV                                 | 2515-1243    | 08/30/2017 | SUBSCRIBER                 | 614-49870-442 | 372.81           |
| TIM FJELD                              | INT-MAR-JULY | 08/30/2017 | EXPENSE-INTERNET -MAR-JUL  | 614-49870-448 | 200.00           |
| CENTURY LINK                           | 20170816     | 08/30/2017 | #507-831-1075-104          | 614-49870-451 | 78.13            |
| COTTONWOOD CO ASSESSOR                 | BEACON SUB   | 08/29/2017 | BEACON SUBSCRIPTION-AUG    | 614-49870-480 | 58.00            |
| <b>Activity 49870 - Telecom Total:</b> |              |            |                            |               | <b>7,398.91</b>  |
| <b>Fund 614 - TELECOM Total:</b>       |              |            |                            |               | <b>34,708.41</b> |

Fund: 615 - ARENA

Activity: 49850 - Arena

|                                      |         |            |                            |               |              |
|--------------------------------------|---------|------------|----------------------------|---------------|--------------|
| NCPERS MINNESOTA                     | 8446917 | 08/30/2017 | INSURANCE #844600 - SEP 20 | 615-49850-133 | 32.00        |
| <b>Activity 49850 - Arena Total:</b> |         |            |                            |               | <b>32.00</b> |
| <b>Fund 615 - ARENA Total:</b>       |         |            |                            |               | <b>32.00</b> |

Fund: 617 - M/P CENTER

Activity: 49860 - M/P Center

|   |         |            |                            |               |              |
|---|---------|------------|----------------------------|---------------|--------------|
| NCPERS MINNESOTA                          | 8446917 | 08/30/2017 | INSURANCE #844600 - SEP 20 | 617-49860-133 | 48.00        |
| <b>Activity 49860 - M/P Center Total:</b> |         |            |                            |               | <b>48.00</b> |
| <b>Fund 617 - M/P CENTER Total:</b>       |         |            |                            |               | <b>48.00</b> |

Fund: 700 - PAYROLL

|                                  |          |            |                            |           |              |
|----------------------------------|----------|------------|----------------------------|-----------|--------------|
| SELECTACCOUNT                    | 38495721 | 08/30/2017 | FLEX SPENDING              | 700-21712 | 4.69         |
| NCPERS MINNESOTA                 | 8446917  | 08/30/2017 | INSURANCE #844600 - SEP 20 | 700-21718 | 16.00        |
| NCPERS MINNESOTA                 | 8446917  | 08/30/2017 | INSURANCE #844600 - SEP 20 | 700-21718 | 16.00        |
|                                  |          |            |                            |           | <b>36.69</b> |
| <b>Fund 700 - PAYROLL Total:</b> |          |            |                            |           | <b>36.69</b> |

**Grand Total: 164,697.28**

## Report Summary

## Fund Summary

| Fund                           | Payment Amount    |
|--------------------------------|-------------------|
| 100 - GENERAL                  | 12,541.01         |
| 211 - LIBRARY                  | 50.95             |
| 225 - AIRPORT                  | 10,767.99         |
| 230 - POOL                     | 525.47            |
| 235 - AMBULANCE                | 487.58            |
| 250 - EDA GENERAL              | 5,202.66          |
| 253 - EDA RIVERBLUFF ESTATES   | 145.86            |
| 254 - NORTH IND PARK           | 112.34            |
| 307 - 2017 STREET PROJECT      | 30,808.08         |
| 401 - GENERAL CAPITAL PROJECTS | 1,885.07          |
| 601 - WATER                    | 5,254.20          |
| 602 - SEWER                    | 2,344.36          |
| 604 - ELECTRIC                 | 27,027.20         |
| 609 - LIQUOR STORE             | 32,719.41         |
| 614 - TELECOM                  | 34,708.41         |
| 615 - ARENA                    | 32.00             |
| 617 - M/P CENTER               | 48.00             |
| 700 - PAYROLL                  | 36.69             |
| <b>Grand Total:</b>            | <b>164,697.28</b> |

## Account Summary

| Account Number | Account Name             | Payment Amount |
|----------------|--------------------------|----------------|
| 100-41110-491  | Payments to Other Orga   | 1,941.00       |
| 100-41310-133  | Employer Paid Insurance  | 80.00          |
| 100-41310-200  | Office Supplies          | 58.00          |
| 100-41310-217  | Other Operating Supplie  | 659.05         |
| 100-41910-133  | Employer Paid Insurance  | 24.00          |
| 100-41910-480  | Other Miscellaneous      | 58.00          |
| 100-42120-133  | Employer Paid Insurance  | 160.00         |
| 100-42120-326  | Data Processing          | 433.00         |
| 100-42120-404  | Repairs & Maint - M&E    | 188.75         |
| 100-42220-480  | Other Miscellaneous      | 60.00          |
| 100-43100-133  | Employer Paid Insurance  | 64.00          |
| 100-43100-224  | Street Maint Materials   | 6,164.45       |
| 100-43100-404  | Repairs & Maint - M&E    | 308.75         |
| 100-43100-407  | Repairs & Maint - Seal C | 2,165.70       |
| 100-45202-133  | Employer Paid Insurance  | 16.00          |
| 100-45202-406  | Repairs & Maint - Groun  | 160.31         |
| 211-45501-133  | Employer Paid Insurance  | 16.00          |
| 211-45501-435  | Books and Pamphlets      | 34.95          |
| 225-45127-264  | Merchandise For Resale   | 9,001.49       |
| 225-45127-404  | Repairs & Maint - M&E    | 698.00         |
| 225-45127-406  | Repairs & Maint - Groun  | 1,068.50       |
| 230-45124-216  | Chemicals and Chemical   | 525.47         |
| 235-42153-217  | Other Operating Supplie  | 261.06         |
| 235-42153-334  | Meals/Lodging            | 226.52         |
| 250-46520-133  | Employer Paid Insurance  | 24.00          |
| 250-46520-301  | Auditing & Consulting Se | 2,697.50       |
| 250-46520-433  | Dues & Subscriptions     | 500.00         |
| 250-46520-439  | Special Projects         | 1,923.16       |
| 250-46520-480  | Other Miscellaneous      | 58.00          |
| 253-46520-406  | Repairs & Maint - Groun  | 145.86         |
| 254-46520-381  | Electric Utility         | 112.34         |
| 307-41000-500  | Capital Outlay           | 30,808.08      |
| 401-49950-502  | Capital Outlay - Fire    | 1,885.07       |
| 601-49400-133  | Employer Paid Insurance  | 40.00          |
| 601-49400-216  | Chemicals and Chemical   | 3,818.57       |

**Account Summary**

| <b>Account Number</b> | <b>Account Name</b>        | <b>Payment Amount</b> |
|-----------------------|----------------------------|-----------------------|
| 601-49400-310         | Lab Testing                | 67.50                 |
| 601-49400-326         | Data Processing            | 1,328.13              |
| 602-49450-133         | Employer Paid Insurance    | 56.00                 |
| 602-49450-310         | Lab Testing                | 641.60                |
| 602-49450-326         | Data Processing            | 1,328.11              |
| 602-49450-381         | Electric Utility           | 109.90                |
| 602-49450-404         | Repairs & Maint - M&E      | 208.75                |
| 604-14200             | Inventory                  | 2,304.41              |
| 604-16300             | Improvements Other Th      | 13,412.01             |
| 604-49550-133         | Employer Paid Insurance    | 96.00                 |
| 604-49550-200         | Office Supplies            | 73.90                 |
| 604-49550-315         | Energy Development         | 240.75                |
| 604-49550-326         | Data Processing            | 1,386.13              |
| 604-49550-408         | Repairs & Maint - Distrib  | 262.50                |
| 604-49550-450         | Conservation               | 9,251.50              |
| 609-49751-133         | Employer Paid Insurance    | 32.00                 |
| 609-49751-251         | Liquor                     | 3,904.34              |
| 609-49751-252         | Beer                       | 26,619.72             |
| 609-49751-253         | Wine                       | 1,651.47              |
| 609-49751-254         | Soft Drinks & Mix          | 123.66                |
| 609-49751-333         | Freight and Express        | 144.88                |
| 609-49751-406         | Repairs & Maint - Groun    | 220.21                |
| 609-49751-409         | Repairs & Maint - Utilitie | 23.13                 |
| 614-16400             | Machinery & Equipment      | 27,309.50             |
| 614-49870-133         | Employer Paid Insurance    | 64.00                 |
| 614-49870-217         | Other Operating Supplie    | 3,688.28              |
| 614-49870-227         | Utility System Maint Sup   | 1,453.95              |
| 614-49870-326         | Data Processing            | 1,328.13              |
| 614-49870-441         | Transmission Fees          | 155.61                |
| 614-49870-442         | Subscriber Fees            | 372.81                |
| 614-49870-448         | On-Call Support            | 200.00                |
| 614-49870-451         | Call Completion            | 78.13                 |
| 614-49870-480         | Other Miscellaneous        | 58.00                 |
| 615-49850-133         | Employer Paid Insurance    | 32.00                 |
| 617-49860-133         | Employer Paid Insurance    | 48.00                 |
| 700-21712             | Flex Account               | 4.69                  |
| 700-21718             | Individual Insurance-NC    | 32.00                 |
|                       | <b>Grand Total:</b>        | <b>164,697.28</b>     |

**Project Account Summary**

| <b>Project Account Key</b> | <b>Payment Amount</b> |
|----------------------------|-----------------------|
| **None**                   | 163,494.66            |
| Other Expense              | 1,202.62              |
| <b>Grand Total:</b>        | <b>164,697.28</b>     |

# ACTION ITEM



**CITY OF WINDOM**  
444 9th Street  
Windom, MN 56101  
Phone: 507-831-6129  
Fax: 507-831-6127  
[www.windom-mn.com](http://www.windom-mn.com)

**TO:** City Council  
**FROM:** Brent Brown, Electric Utility Manager  
**DATE:** 8/31/2017  
**RE:** Substation Bid Project N16085  
**DEPT:** Electric Department  
**CONTACT:** Brent Brown

---

## Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action regarding the substation bid:

1. Adopt the resolution awarding the bid for the Substation Project No. N16085 "Modification and Upgrade of 15/28 MVA SUBSTATION".
- 

## Issue Summary/Background

Utility Plus Engineering Staff, Windom Utility Commission and Electric Staff have reviewed the bid proposal received from Conductor Power LLC for the Substation Switch Gear Building Project and are recommending the approval of this bid contingent on the issuance of change order E-1 which is a deduction of \$85,210 from the original bid of \$1,576,521.

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.

Following a complete review of the bid detail, several items were identified as items not included in the engineer's original estimate. It was determined that the items included in the bid and not in the estimate were necessary for the project and would have been a required purchase of materials and services for final completion of the project. Those additional items consisted of testing polarity and phasing in of the individual circuits.

The bid included \$85,210 for the shoring of the old building. It was determined that this item would not be needed for the completion of the project and would be addressed through the issuance of a change order for a deduction of \$85,210 of the total project cost.

---

## Fiscal Impact

\$ 1,491,311.00 has been budgeted by the Utility Commission for the Project.

---

## Attachments

1. Resolution Awarding Contract for Substation Switch Gear Building Project.

## RESOLUTION #2017

**INTRODUCED:**

**SECONDED:**

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

### **A RESOLUTION AWARDING A CONTRACT FOR THE "SUBSTATION SWITCH GEAR BUILDING PROJECT"**

---

**WHEREAS**, pursuant to an advertisement for bids for the project entitled "Windom Substation Switch Gear Building Project", bids were received, opened and tabulated according to law, and the following bids were in compliance with the advertisement:

Conductor Power LLC                                 \$1,576,521.00

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

Conductor Power LLC                                 \$1,576,521.00

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

1. A "Notice of Award" shall be issued to the above lowest responsible bidder contingent on the issuance of a change order resulting in a deduction of \$85,210 of the project bid.
2. The Mayor and City Administrator are hereby authorized and directed to enter into a contract with the above lowest responsible bidder, in the name of the City of Windom, for the completion of the project entitled "Substation Switch Gear Building Project" according to the plans and specifications approved by the Windom Utility Commission and the Windom City Council. Copies of the plans and specifications are on file in the Office of the City Administrator.
3. The City Administrator is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids, except for the deposits of the successful bidder and the next lowest bidder for the above project which shall be retained until the contract has been signed.

Adopted by the Council this 5<sup>th</sup> day of September, 2017.

\_\_\_\_\_  
Dominic Jones, Mayor

Attest: \_\_\_\_\_  
Steve Nasby, City Administrator



**Utilities Plus Energy Services, Inc.**  
**Contract Change**  
**Order**

|                     |                          |                         |          |
|---------------------|--------------------------|-------------------------|----------|
| <b>Owner</b>        | Windom Municipal Utility | <b>Change Order</b>     |          |
| <b>Contract No.</b> |                          | <b>Date</b>             | 9-5-2017 |
| <b>Project</b>      | <b>Project No.</b>       | <b>Change Order No.</b> | E-1      |
|                     | N16085                   |                         |          |
| <b>Contractor</b>   | Conductor Power.         |                         |          |

The following changes shall be made to the contract documents:

**Description: Modification and upgrade of a 15/28 MVA substation.**

Delete shoring of existing building included in site work preparation. Sales tax will be adjusted by the amount of material deleted by the work not completed.

**Attachments (list supporting documents):**

| <b>Contract Status</b>                                  | <b>Time</b> | <b>Cost</b>     |
|---|-------------|-----------------|
| <b>Original Contract</b>                                |             | \$ 1,576,521.00 |
| <b>Previous Authorized Change Orders ( ___ to ___ )</b> |             | 0.00            |
| <b>Subtotal</b>   |             | \$ 1,576,521.00 |
| <b>Current Change Order</b>                             |             | \$85,210.00     |
| <b>Revised Contract Total</b>                           |             | \$ 1,491,311.00 |

Not valid unless signed by both the Owner and Contractor.

Recommended for approval: Utilities Plus Energy Services, Inc. by Michael Thielen

*Michael Thielen*

Accepted by Contractor:

Approved by Owner:

Signature: \_\_\_\_\_  
 Printed Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Dated: \_\_\_\_\_

Signature: \_\_\_\_\_  
 Printed Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Dated: \_\_\_\_\_

# ACTION ITEM



**CITY OF WINDOM**  
444 9th Street  
Windom, MN 56101  
Phone: 507-831-6129  
Fax: 507-831-6127  
[www.windom-mn.com](http://www.windom-mn.com)

**TO:** CITY COUNCIL  
**FROM:** DREW HAGE, DEVELOPMENT DIRECTOR  
**CC MEETING DATE:** SEPTEMBER 5, 2017  
**RE:** CALL FOR PUBLIC HEARING – TIF DISTRICT 1-21  
**DEPT:** ECONOMIC DEVELOPMENT AUTHORITY OF WINDOM  
**CONTACT:** DREW HAGE ([dhage@windom-mn.com](mailto:dhage@windom-mn.com)) (507-832-8661)

---

## **Recommendations/Options/Action Requested**

Staff recommends that the City Council take the following action regarding a potential new TIF District No. 1-21:

1. Adopt attached RESOLUTION setting the public hearing for October 3, 2017, on (1) the proposed modification to the Development Program for Development District No. 1, (2) the proposed establishment of TIF District 1-21, and (3) the proposed adoption of the tax increment financing plan for TIF District 1-21.
- 

## **Issue Summary/Background**

The Economic Development Authority of Windom has been working on attracting a midscale hotel for multiple years. A Hotel Study was completed in 2014. The EDA is currently working with a Developer and Investment Group on the proposed construction of a new hotel in Windom. The Developer has requested Tax Increment Financing (TIF) as part of the TIF assistance for incentivizing 5.2 Million of new investment in Windom.

TIF assistance is recommended by the EDA for this project. TIF assistance for the hotel project will go towards demolition, addition of fill to bring the buildable area of the property to a level above the regulatory flood elevation, and other site improvements. Excess TIF increment can also be used for other infrastructure improvements within the TIF District.

The proposed TIF District would include: the parcel for the hotel (Dino's Diner and Gas Station), the City-owned parcel in front of the vet clinic, Windom Floor & Sleep property, Phat Pheasant Pub and Jack Slade's Restaurant properties, and right-of-way adjacent to Highway 60.

## **Fiscal Impact**

**Amount:** On October 3, 2017, the City Council will be making a decision concerning the establishment of the proposed TIF District. The fiscal impact of that decision is the potential for \$400,000 in TIF assistance (paid by tax increment generated by TIF District 1-21) to incentive 5.2 Million of new investment in Windom.

## **Attachments**

1. Proposed TIF District 1-21 Map
2. Resolution Calling for Public Hearing

**RESOLUTION # 2017-**

**INTRODUCED:**

**SECONDED:**

**VOTED:     AYE:**

**NAY:**

**ABSENT:**

**CITY OF WINDOM  
STATE OF MINNESOTA**

**RESOLUTION CALLING FOR A PUBLIC HEARING BY THE CITY OF WINDOM ON THE PROPOSED MODIFICATION TO THE DEVELOPMENT PROGRAM FOR DEVELOPMENT DISTRICT NO. 1, AND THE PROPOSED ESTABLISHMENT OF TAX INCREMENT FINANCING DISTRICT NO. 1-21 (“TIBODEAU’S CENTER”) THEREIN, AND THE PROPOSED ADOPTION OF THE TAX INCREMENT FINANCING PLAN THEREFOR**

---

**WHEREAS**, the City of Windom has received a request from the Economic Development Authority of Windom to consider the establishment of a new redevelopment tax increment financing (TIF) district and to call for a public hearing on said proposed district.

**NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL (the “Council”) FOR THE CITY OF WINDOM, MINNESOTA (the “CITY”), AS FOLLOWS:**

1. Public Hearing. This Council shall meet on October 3, 2017, at approximately 7:30 p.m., to hold a public hearing on the proposed modification of the Development Program for Development District No. 1, the proposed establishment of Tax Increment Financing District No. 1-21 (“Tibodeau’s Center”), and the proposed adoption of a Tax Increment Financing Plan therefor, all pursuant to and in accordance with Minnesota Statutes, Sections 469.090 through 469.1082, Sections 469.124 through 469.133, and Sections 469.174 through 469.1794, all inclusive, as amended, in an effort to encourage the development and redevelopment of certain designated areas within the City; and

2. Notice of Public Hearing, Filing of Program and Plan. City Staff is authorized and directed to work with Ehlers and Associates, Inc., to prepare the modification to the Development Program and the Tax Increment Financing Plan (the "Program and Plan") and to forward documents to the appropriate taxing jurisdictions including Cottonwood County and Independent School District No. 177. The City Administrator is authorized and directed to cause notice of the hearing, together with an appropriate map as required by law, to be published at least once in the official newspaper of the City not later than 10, nor more than 30, days prior to October 3, 2017, and to place a copy of the Program and Plan on file in the Economic Development Authority’s Office at City Hall and to make such copy available for inspection by the public.

ADOPTED this 5th day of September, 2017.

\_\_\_\_\_  
Dominic Jones, Mayor

ATTEST: \_\_\_\_\_  
Steven Nasby, City Administrator

Map 2 of 2



## ACTION ITEM



**CITY OF WINDOM**  
444 9th Street  
Windom, MN 56101  
Phone: 507-831-6129  
Fax: 507-831-6127  
[www.windom-mn.com](http://www.windom-mn.com)

**TO:** City Council  
**FROM:** Joe Audette, Liquor Store Manager  
**DATE:** August 31, 2017  
**RE:** Sunday Sales – Trial Period Expiration  
**DEPT:** Liquor  
**CONTACT:** Joe Audette, Liquor Store Manager at [jaudette@windomnet.com](mailto:jaudette@windomnet.com)

---

### **Recommendations/Options/Action Requested**

Staff recommends that the City Council take the following action:

1. Continue Sunday liquor sales from September 4, 2017 to March 1, 2018.

### **Issue Summary/Background**

In July 2017 the State of Minnesota permitted Sunday off-sale liquor sales. On June 20, 2017 the City Council approved a trial period from July 2 to September 4 for RiverBend Liquor regarding Sunday sales between the hours of 1-5 pm.

This trial period has been completed and financial data shows that operating the store on Sundays is sustainable.

In the upcoming months there is optimism that Sunday sales will continue to be worthwhile due to football season, hunting season, Halloween, Thanksgiving and traditionally strong December sales. As such, staff is recommending that the trial period for Sunday sales be continued through March 1, 2018.

### **Fiscal Impact**

---

The net revenue increase is \$12,044.17 for July and August this year over last year's same two months. Each Sunday has had sales with an average of \$1,804.17 (Not counting the first Sunday of legal sales).

### **Attachments**

---

1. RiverBend Liquor financial information

# End of day

Riverbend Liquor  
575 2nd Ave N  
Windom, MN 56101  
507-831-6132

Page  
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Printed: Friday, September 01, 2017 11:36:40 AM

From: Friday, July 01, 2016  
to: Wednesday, August 31, 2016

Period: Monthly  
Group: RAL - Store total

| Description                 | Weight | Qty          | Amount              |
|-----------------------------|--------|--------------|---------------------|
| <b>Financial</b>            |        |              |                     |
| <b>Sales</b>                |        |              |                     |
| Net Sales                   |        | 28852.00     | \$338,263.27        |
| <b>Taxes</b>                |        |              |                     |
| Taxable 1                   |        | 16249        | \$328,655.80        |
| Tax 1                       |        | 16249        | \$30,814.41         |
| Taxable 1 exempt            |        | 10           | \$1,960.49          |
| Tax exempt 1                |        | 10           | \$183.80            |
| Taxable 2                   |        | 16249        | \$6,183.72          |
| Tax 2                       |        | 16249        | \$424.18            |
| Taxable 2 exempt            |        | 1            | \$31.00             |
| Tax exempt 2                |        | 1            | \$2.13              |
| Taxable 3                   |        | 16249        | \$34.98             |
| Tax 3                       |        | 16249        | \$0.00              |
| <b>Total Tax</b>            |        | <b>48747</b> | <b>\$31,238.59</b>  |
| <b>Total sales</b>          |        |              |                     |
| <b>TOTAL SALES</b>          |        | <b>28852</b> | <b>\$369,501.86</b> |
| <b>Tenders</b>              |        |              |                     |
| Cash                        |        | 7933         | \$142,012.02        |
| Auction Block               |        | 14           | \$69.21             |
| Check                       |        | 550          | \$15,330.56         |
| Charge                      |        | 18           | \$2,187.79          |
| Store coupon                |        | 1            | \$0.05              |
| Gift certificat (-)         |        | 2            | \$30.30             |
| New Gift Certificat         |        | 4            | (\$85.00)           |
| Visa                        |        | 2945         | \$80,789.43         |
| Master                      |        | 4635         | \$121,538.62        |
| American Express            |        | 82           | \$2,630.13          |
| Discover                    |        | 184          | \$4,998.75          |
| <b>TOTAL TENDERED</b>       |        | <b>16368</b> | <b>\$369,501.86</b> |
| <b>Received</b>             |        |              |                     |
| Account payment             |        | 4            | \$2,066.04          |
| <b>Total Rcvd. on Acct.</b> |        | <b>4</b>     | <b>\$2,066.04</b>   |
| <b>In Drawer</b>            |        |              |                     |
| Drwr Cash                   |        | 7933         | \$141,569.40        |
| Drwr Check                  |        | 550          | \$17,838.43         |
| Drwr Charge                 |        | 18           | \$2,187.79          |
| Drwr Store coupon           |        | 1            | \$0.05              |
| Drwr Gift certificat (-)    |        | 2            | \$30.30             |
| Drwr New Gift Cert.         |        | 4            | (\$85.00)           |
| Drwr Visa                   |        | 2945         | \$80,789.43         |
| Drwr Master                 |        | 4635         | \$121,538.62        |

# End of day

Riverbend Liquor  
575 2nd Ave N  
Windom, MN 56101  
507-831-6132

Page  
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Printed: Friday, September 01, 2017 11:36:40 AM

From: Friday, July 01, 2016  
to: Wednesday, August 31, 2016

Period: Monthly  
Group: RAL - Store total

| Description            | Weight | Qty          | Amount              |
|------------------------|--------|--------------|---------------------|
| Drwr American Express  |        | 82           | \$2,630.13          |
| Drwr Discover          |        | 184          | \$4,998.75          |
| Drwr Auction Block     |        | 14           | \$70.00             |
| <b>Total in Drawer</b> |        | <b>16368</b> | <b>\$371,567.90</b> |

## Over / Short

|                            |  |  |                       |
|----------------------------|--|--|-----------------------|
| Ovr/Sh Cash                |  |  | (\$141,639.40)        |
| Ovr/Sh Check               |  |  | (\$17,838.43)         |
| Ovr/Sh Charge              |  |  | (\$2,187.79)          |
| Ovr/Sh Store coupon        |  |  | (\$0.05)              |
| Ovr/Sh Gift certificat (-) |  |  | (\$30.30)             |
| Ovr/Sh New Gift Cert.      |  |  | \$85.00               |
| Ovr/Sh Visa                |  |  | (\$80,789.43)         |
| Ovr/Sh Master              |  |  | (\$121,538.62)        |
| Ovr/Sh American Express    |  |  | (\$2,630.13)          |
| Ovr/Sh Discover            |  |  | (\$4,998.75)          |
| <b>Total Ovr/Sh</b>        |  |  | <b>(\$371,567.90)</b> |

## Information

|                         |  |              |                |
|-------------------------|--|--------------|----------------|
| Voids                   |  | 10           | \$90.20        |
| Cancl. order            |  | 268          | \$6,034.67     |
| Error Corrects          |  | 95           | \$1,066.51     |
| Cancl. prev. ord        |  | 31           | \$1,015.08     |
| Refund key info         |  | 20           | \$312.59       |
| Refund mode info        |  | 1            | \$92.00        |
| No sales                |  | 565          |                |
| Customers               |  | 16250        | \$369,593.86   |
| Items                   |  | 28852        | \$338,263.27   |
| Item not found          |  | 111          |                |
| PLU Items               |  | 28330        | 98.2%          |
| Keyed PLU               |  | 28852        | 100.0%         |
| Time signed on          |  | 57, 10:40:51 |                |
| Time on sub-total       |  | 2, 22:40:41  |                |
| Time on sale            |  | 4, 05:34:41  |                |
| Time idle               |  | 51, 22:43:27 |                |
| Price Inquiries         |  | 211          | \$3.00         |
| Selected Qty changed    |  | 629          |                |
| Item discount 1         |  | 515          | \$525.12       |
| Gift certificate issued |  | 4            | \$85.00        |
| Price overridden        |  | 4            | (\$0.10)       |
| <b>Items / cust</b>     |  | <b>1.77</b>  |                |
| <b>Sales / cust</b>     |  |              | <b>\$22.74</b> |

## POS Information

|                           |  |       |              |
|---------------------------|--|-------|--------------|
| POS Power failed          |  | 3     |              |
| POS Gross total           |  |       | \$369,501.86 |
| Transaction counter       |  | 18078 |              |
| Pos suspended transaction |  | 0     | \$0.00       |

# End of day

Riverbend Liquor  
575 2nd Ave N  
Windom, MN 56101  
507-831-6132

Page  
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Printed: Friday, September 01, 2017 11:36:40 AM

From: Friday, July 01, 2016  
to: Wednesday, August 31, 2016

Period: Monthly

Group: RAL - Store total

| Description            | Weight | Qty      | Amount       |
|------------------------|--------|----------|--------------|
| <b>Inventory</b>       |        |          |              |
| Physical count         |        | 23575.75 | \$59,994.20  |
| Inventory adjustments  |        | -81.25   | (\$594.05)   |
| Receiving              |        | 27109    | \$245,069.74 |
| <b>Cashiers</b>        |        |          |              |
| Joe                    |        | 2653     | \$34,325.75  |
| Wanda                  |        | 5240     | \$67,056.95  |
| Marg                   |        | 1965     | \$23,860.17  |
| Patti                  |        | 1938     | \$25,226.50  |
| Cheryl                 |        | 2719     | \$35,779.94  |
| Susan                  |        | 848      | \$11,083.64  |
| Paula                  |        | 1438     | \$18,136.50  |
| Chris                  |        | 2051     | \$27,041.60  |
| Kevin                  |        | 8290     | \$105,032.03 |
| Admin                  |        | 1710     | \$21,958.78  |
| <b>Sub-Departments</b> |        |          |              |
| 4 DEPOSITS REFUNDS     |        | 5        | \$30.00      |
| 6 BAR SUPPLIES         |        | 268      | \$513.98     |
| 7 ICE                  |        | 1073     | \$1,920.67   |
| 8 CIGARETTES           |        | 46       | \$482.54     |
| 10 CIGARS              |        | 71       | \$501.07     |
| 11 MIXES               |        | 729      | \$2,822.75   |
| 12                     |        | 529      | \$1,483.54   |
| 13 NA BEER             |        | 104      | \$840.98     |
| 14 NA WINE             |        | 13       | \$90.87      |
| 15                     |        | 209      | \$1,701.52   |
| 16                     |        | 446      | \$4,171.07   |
| 17 BRANDY COGNAC       |        | 259      | \$3,979.25   |
| 18                     |        | 55       | \$384.64     |
| 19                     |        | 796      | \$11,414.94  |
| 20 CORDIALS            |        | 730      | \$8,086.21   |
| 21 50 MLS              |        | 502      | \$1,679.69   |
| 22 GIN                 |        | 152      | \$2,653.76   |
| 23                     |        | 21       | \$678.79     |
| 24 RUM                 |        | 1089     | \$17,980.80  |
| 25                     |        | 271      | \$2,303.33   |
| 26 WHISKEY             |        | 1092     | \$16,047.36  |
| 27 TEQUILA             |        | 179      | \$4,337.64   |
| 28 VODKA               |        | 1870     | \$24,063.06  |
| 29 PREMIX COCKTAILS    |        | 246      | \$2,352.06   |
| 30                     |        | 9        | \$97.41      |
| 31                     |        | 13       | \$164.37     |
| 32                     |        | 5        | \$55.45      |
| 33                     |        | 87       | \$1,139.27   |
| 34 WINE IMPORTS        |        | 161      | \$1,920.10   |

# End of day

Riverbend Liquor  
575 2nd Ave N  
Windom, MN 56101  
507-831-6132

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Printed: Friday, September 01, 2017 11:36:40 AM

From: Friday, July 01, 2016  
to: Wednesday, August 31, 2016

Period: Monthly

Group: RAL - Store total

| Description          | Weight | Qty  | Amount      |
|----------------------|--------|------|-------------|
| 35 COOLERS           |        | 944  | \$5,423.63  |
| 36                   |        | 29   | \$125.71    |
| 37 CHAMP ASTI        |        | 111  | \$1,110.39  |
| 38 BOX WINE          |        | 448  | \$7,659.04  |
| 39                   |        | 138  | \$1,100.59  |
| 41                   |        | 6    | \$98.94     |
| 44                   |        | 41   | \$276.19    |
| 45                   |        | 128  | \$1,246.48  |
| 46                   |        | 5    | \$43.45     |
| 47                   |        | 2    | \$18.98     |
| 48                   |        | 2    | \$19.98     |
| 51                   |        | 24   | \$293.76    |
| 53                   |        | 36   | \$257.64    |
| 55                   |        | 4    | \$27.96     |
| 57                   |        | 2    | \$13.98     |
| 59                   |        | 21   | \$201.23    |
| 61 VERMOUTH          |        | 8    | \$45.92     |
| 62                   |        | 1650 | \$22,395.64 |
| 63                   |        | 624  | \$9,094.26  |
| 65                   |        | 707  | \$11,014.83 |
| 66                   |        | 160  | \$2,064.90  |
| 67                   |        | 138  | \$1,830.92  |
| 68                   |        | 141  | \$1,765.09  |
| 69                   |        | 244  | \$3,474.06  |
| 70                   |        | 254  | \$3,055.96  |
| 71                   |        | 274  | \$4,128.62  |
| 72                   |        | 183  | \$2,735.17  |
| 73                   |        | 1075 | \$17,912.72 |
| 74                   |        | 65   | \$471.13    |
| 75                   |        | 382  | \$3,480.18  |
| 76                   |        | 51   | \$735.53    |
| 77                   |        | 214  | \$2,687.86  |
| 78                   |        | 143  | \$1,916.57  |
| 79                   |        | 1    | \$3.49      |
| 80                   |        | 117  | \$1,702.19  |
| 81                   |        | 66   | \$858.14    |
| 83                   |        | 39   | \$378.11    |
| 84                   |        | 23   | \$218.27    |
| 85                   |        | 44   | \$390.56    |
| 87                   |        | 27   | \$251.73    |
| 88                   |        | 113  | \$1,039.87  |
| 90                   |        | 66   | \$606.84    |
| 91 BEER IMPORTS      |        | 769  | \$8,573.43  |
| 93 BEER KEGS         |        | 6    | \$612.48    |
| 95                   |        | 21   | \$207.79    |
| 96 COLD PLATE RENTAL |        | 1    | \$10.00     |
| 98                   |        | 13   | \$129.87    |
| 99                   |        | 35   | \$474.15    |

# End of day

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From: Friday, July 01, 2016  
to: Wednesday, August 31, 2016

Period: Monthly

Group: RAL - Store total

| Description                  | Weight | Qty          | Amount              |
|------------------------------|--------|--------------|---------------------|
| 101 WINE DOMESTIC            |        | 1342         | \$13,369.75         |
| 102 BEER DOMESTIC            |        | 6475         | \$83,953.36         |
| 125                          |        | 20           | \$148.80            |
| 133                          |        | 27           | \$229.23            |
| 135                          |        | 7            | \$94.93             |
| 137                          |        | 163          | \$2,091.37          |
| 139                          |        | 121          | \$1,375.70          |
| 141                          |        | 56           | \$738.44            |
| 899 DISCONTINUED             |        | 16           | \$180.34            |
| <b>Total sub-departments</b> |        | <b>28852</b> | <b>\$338,263.27</b> |
| <b>Departments</b>           |        |              |                     |
| 4 DEPOSITS REFUNDS - 06      |        | 5            | \$30.00             |
| 6 6.5% TAX - 10              |        | 268          | \$513.98            |
| 7 LIQUOR - 30                |        | 7917         | \$101,834.12        |
| 8 WINE - 60                  |        | 3654         | \$35,520.84         |
| 9 BEER - 90                  |        | 14426        | \$192,031.57        |
| 10 TOBACCO - 12              |        | 117          | \$983.61            |
| 11 NON ALCOHOLIC             |        | 117          | \$931.85            |
| 12 POP - 18                  |        | 529          | \$1,483.54          |
| 13 MIXES - 16                |        | 729          | \$2,822.75          |
| 14 ICE - 11                  |        | 1073         | \$1,920.67          |
| 15 COLD PLATE RENTAL - 05    |        | 1            | \$10.00             |
| 90 DISCONTINUED              |        | 16           | \$180.34            |
| <b>Total departments</b>     |        | <b>28852</b> | <b>\$338,263.27</b> |
| <b>Groups</b>                |        |              |                     |
|                              |        | <b>28852</b> | <b>\$338,263.27</b> |
| <b>Total groups</b>          |        | <b>28852</b> | <b>\$338,263.27</b> |

# End of day

Riverbend Liquor  
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From: Saturday, July 01, 2017  
to: Thursday, August 31, 2017

Period: Daily

Group: RAL - Store total

| Description                                    | Weight | Qty          | Amount              |
|--|--------|--------------|---------------------|
| <b>Financial</b>                               |        |              |                     |
| <b>POS totals</b>                              |        |              |                     |
| 001 -001 Grand-ttl Negative non-resettabl      |        | 0            | (\$7,433.86)        |
| 001 -002 Grand-ttl Negative non-resettabl      |        | 0            | (\$9,197.41)        |
| <b>Total Grand-ttl Negative non-resettable</b> |        | 0            | (\$16,631.27)       |
| 001 -001 Grand-ttl Positive non-resettable     |        | 0            | \$2,465,864.63      |
| 001 -002 Grand-ttl Positive non-resettable     |        | 0            | \$1,583,114.01      |
| <b>Total Grand-ttl Positive non-resettable</b> |        | 0            | \$4,048,978.64      |
| <b>Sales</b>                                   |        |              |                     |
| Net Sales                                      |        | 29275.00     | \$350,307.44        |
| <b>Taxes</b>                                   |        |              |                     |
| Taxable 1                                      |        | 16768        | \$342,452.44        |
| Tax 1  |        | 16768        | \$32,108.92         |
| Taxable 1 exempt                               |        | 11           | \$1,155.48          |
| Tax exempt 1                                   |        | 11           | \$108.32            |
| Taxable 2                                      |        | 16768        | \$4,698.88          |
| Tax 2  |        | 16768        | \$322.14            |
| Taxable 2 exempt                               |        | 3            | \$69.08             |
| Tax exempt 2                                   |        | 3            | \$4.74              |
| Taxable 3                                      |        | 16768        | \$127.70            |
| Tax 3  |        | 16768        | \$0.00              |
| <b>Total Tax</b>                               |        | <b>50304</b> | <b>\$32,431.06</b>  |
| <b>Total sales</b>                             |        |              |                     |
| <b>TOTAL SALES</b>                             |        | 29275        | \$382,738.50        |
| <b>Tenders</b>                                 |        |              |                     |
| Cash   |        | 8081         | \$145,632.52        |
| Auction Block                                  |        | 36           | \$180.00            |
| Check  |        | 548          | \$16,257.07         |
| Charge   |        | 11           | \$1,108.23          |
| Gift certificat (-)                            |        | 11           | \$168.23            |
| New Gift Certificat                            |        | 3            | (\$95.00)           |
| Visa   |        | 3168         | \$85,304.99         |
| Master   |        | 4707         | \$123,837.73        |
| American Express                               |        | 80           | \$2,359.30          |
| Discover                                       |        | 290          | \$7,985.43          |
| <b>TOTAL TENDERED</b>                          |        | <b>16935</b> | <b>\$382,738.50</b> |
| <b>Received</b>                                |        |              |                     |
| Account payment                                |        | 4            | \$842.23            |
| <b>Total Rcvd. on Acct.</b>                    |        | <b>4</b>     | <b>\$842.23</b>     |
| <b>In Drawer</b>                               |        |              |                     |
| Drwr Cash                                      |        | 8081         | \$144,855.39        |
| Drwr Check                                     |        | 548          | \$17,876.43         |

# End of day

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From: Saturday, July 01, 2017  
to: Thursday, August 31, 2017

Period: Daily

Group: RAL - Store total

| Description              | Weight | Qty          | Amount              |
|--------------------------|--------|--------------|---------------------|
| Drwr Charge              |        | 11           | \$1,108.23          |
| Drwr Gift certificat (-) |        | 11           | \$168.23            |
| Drwr New Gift Cert.      |        | 3            | (\$95.00)           |
| Drwr Visa                |        | 3168         | \$85,304.99         |
| Drwr Master              |        | 4707         | \$123,837.73        |
| Drwr American Express    |        | 80           | \$2,359.30          |
| Drwr Discover            |        | 290          | \$7,985.43          |
| Drwr Auction Block       |        | 36           | \$180.00            |
| <b>Total in Drawer</b>   |        | <b>16935</b> | <b>\$383,580.73</b> |

## Over / Short

|                            |                       |
|----------------------------|-----------------------|
| Ovr/Sh Cash                | (\$145,035.39)        |
| Ovr/Sh Check               | (\$17,876.43)         |
| Ovr/Sh Charge              | (\$1,108.23)          |
| Ovr/Sh Gift certificat (-) | (\$168.23)            |
| Ovr/Sh New Gift Cert.      | \$95.00               |
| Ovr/Sh Visa                | (\$85,304.99)         |
| Ovr/Sh Master              | (\$123,837.73)        |
| Ovr/Sh American Express    | (\$2,359.30)          |
| Ovr/Sh Discover            | (\$7,985.43)          |
| <b>Total Ovr/Sh</b>        | <b>(\$383,580.73)</b> |

## Information

|                         |              |                 |
|-------------------------|--------------|-----------------|
| Cancl. order            | 293          | \$6,582.01      |
| Error Corrects          | 141          | \$89,542,082.22 |
| Cancl. prev. ord        | 31           | \$1,177.82      |
| Refund key info         | 34           | \$557.87        |
| Refund mode info        | 3            | \$714.45        |
| No sales                | 690          |                 |
| Customers               | 16770        | \$383,214.80    |
| Items                   | 29275        | \$350,307.44    |
| Item not found          | 118          |                 |
| PLU Items               | 28902        | 98.7%           |
| Keyed PLU               | 29275        | 100.0%          |
| Time signed on          | 56, 12:41:03 |                 |
| Time on sub-total       | 3, 01:47:06  |                 |
| Time on sale            | 4, 12:32:04  |                 |
| Time idle               | 49, 08:59:42 |                 |
| Price Inquiries         | 379          | \$12.00         |
| Selected Qty changed    | 524          |                 |
| Item discount 1         | 614          | \$760.66        |
| Email sent              | 1            |                 |
| Gift certificate issued | 3            | \$95.00         |
| Price overridden        | 36           | \$89,540,354.79 |
| <b>Items / cust</b>     | <b>1.74</b>  |                 |

**Sales / cust**

**\$22.85**

## POS Information

|                  |   |
|------------------|---|
| POS Power failed | 2 |
|------------------|---|

# End of day

Riverbend Liquor  
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Windom, MN 56101  
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Printed: Friday, September 01, 2017 11:35:58 AM

From: Saturday, July 01, 2017  
to: Thursday, August 31, 2017

Period: Daily

Group: RAL - Store total

| Description               | Weight | Qty        | Amount       |
|---------------------------|--------|------------|--------------|
| POS Gross total           |        |            | \$382,738.50 |
| Transaction counter       |        | 18981      |              |
| Pos suspended transaction |        | 0          | \$0.00       |
| <b>Inventory</b>          |        |            |              |
| Inventory adjustments     |        | 12         | \$236.72     |
| Receiving                 |        | 28909.9992 | \$275,937.52 |
| <b>Cashiers</b>           |        |            |              |
| Joe                       |        | 5350       | \$69,901.60  |
| Wanda                     |        | 2398       | \$31,173.95  |
| Patti                     |        | 2258       | \$30,061.82  |
| Cheryl                    |        | 3523       | \$46,252.98  |
| Paula                     |        | 1139       | \$14,546.90  |
| Chris                     |        | 475        | \$6,064.51   |
| Kevin                     |        | 8921       | \$116,748.11 |
| Tucker                    |        | 1806       | \$24,160.41  |
| Bill                      |        | 1247       | \$15,873.28  |
| Admin                     |        | 2158       | \$27,954.94  |
| <b>Sub-Departments</b>    |        |            |              |
| 5 LOTTERY                 |        | 5          | \$19.95      |
| 6 BAR SUPPLIES            |        | 178        | \$313.23     |
| 7 ICE                     |        | 1067       | \$1,951.33   |
| 8 CIGARETTES              |        | 43         | \$451.07     |
| 10 CIGARS                 |        | 22         | \$222.90     |
| 11 MIXES                  |        | 1056       | \$4,035.07   |
| 13 NA BEER                |        | 126        | \$1,040.65   |
| 14 NA WINE                |        | 8          | \$47.94      |
| 17 BRANDY COGNAC          |        | 499        | \$6,803.16   |
| 20 CORDIALS               |        | 982        | \$10,040.20  |
| 21 50 MLS                 |        | 397        | \$661.04     |
| 22 GIN                    |        | 161        | \$2,786.38   |
| 24 RUM                    |        | 955        | \$16,648.24  |
| 26 WHISKEY                |        | 2664       | \$37,021.12  |
| 27 TEQUILA                |        | 219        | \$4,846.09   |
| 28 VODKA                  |        | 1818       | \$23,818.66  |
| 29 PREMIX COCKTAILS       |        | 277        | \$2,560.25   |
| 34 WINE IMPORTS           |        | 338        | \$4,120.86   |
| 35 COOLERS                |        | 1057       | \$8,207.14   |
| 37 CHAMP ASTI             |        | 126        | \$1,180.85   |
| 38 BOX WINE               |        | 427        | \$6,601.55   |
| 61 VERMOUTH               |        | 8          | \$51.92      |
| 91 BEER IMPORTS           |        | 1235       | \$14,157.25  |
| 93 BEER KEGS              |        | 4          | \$274.75     |
| 101 WINE DOMESTIC         |        | 2008       | \$20,282.31  |
| 102 BEER DOMESTIC         |        | 13535      | \$181,590.22 |
| 896 DISCONTINUED BEER     |        | 19         | \$151.81     |

# End of day

Riverbend Liquor  
575 2nd Ave N  
Windom, MN 56101  
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Printed: Friday, September 01, 2017 11:35:58 AM

From: Saturday, July 01, 2017  
to: Thursday, August 31, 2017

Period: Daily

Group: RAL - Store total

| Description                  | Weight | Qty   | Amount       |
|------------------------------|--------|-------|--------------|
| 899 DISCONTINUED             |        | 40    | \$421.50     |
| 900 AGE VERIFICATION         |        | 1     | \$0.00       |
| <b>Total sub-departments</b> |        | 29275 | \$350,307.44 |
| <b>Departments</b>           |        |       |              |
| 5 LOTTERY - 08               |        | 5     | \$19.95      |
| 6 6.5% TAX - 10              |        | 178   | \$313.23     |
| 7 LIQUOR - 30                |        | 7972  | \$105,185.14 |
| 8 WINE - 60                  |        | 3964  | \$40,444.63  |
| 9 BEER - 90                  |        | 14774 | \$196,022.22 |
| 10 TOBACCO - 12              |        | 65    | \$673.97     |
| 11 NON ALCOHOLIC             |        | 134   | \$1,088.59   |
| 13 MIXES - 16                |        | 1056  | \$4,035.07   |
| 14 ICE - 11                  |        | 1067  | \$1,951.33   |
| 18 AGE VERIFICATION          |        | 1     | \$0.00       |
| 90 DISCONTINUED              |        | 40    | \$421.50     |
| 91 DISCONTINUED BEER         |        | 19    | \$151.81     |
| <b>Total departments</b>     |        | 29275 | \$350,307.44 |
| <b>Groups</b>                |        |       |              |
|                              |        | 29275 | \$350,307.44 |
| <b>Total groups</b>          |        | 29275 | \$350,307.44 |

## ACTION ITEM



**CITY OF WINDOM**  
444 9th Street  
Windom, MN 56101  
Phone: 507-831-6129  
Fax: 507-831-6127  
[www.windom-mn.com](http://www.windom-mn.com)

**TO:** City Council  
**FROM:** Steve Nasby, City Administrator  
**DATE:** August 31, 2017  
**RE:** Airport Maintenance and Operation Grant  
**DEPT:** Airport  
**CONTACT:** Steve Nasby 832-8650

---

### **Recommendations/Options/Action Requested**

Staff recommends that the City Council take the following action regarding the Minnesota Department of Transportation Grant Contract for Airport Maintenance and Operation:

1. Adopt the resolution accepting the grant and authorize the execution of the agreement for airport maintenance and operation with the Minnesota Department of Transportation.
- 

### **Issue Summary/Background**

The State of Minnesota Department of Transportation provides financial assistance to airports for maintenance and operation activities. The City is reimbursed for 75% of the eligible maintenance and operation costs not reimbursed by any other sources.

### **Fiscal Impact**

---

The agreement provides airport funding for eligible expenses of \$22,248 per fiscal year for 2018 and 2019 for a total obligation of \$44,496.00 through June 30, 2019.

### **Attachments**

---

1. Resolution Authorizing Execution of Grant Contract for Airport Maintenance and Operation.
2. State of Minnesota Airport Maintenance and Operation Grant Contract.

# RESOLUTION #2017-

**INTRODUCED:**

**SECONDED:**

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

**RESOLUTION AUTHORIZING EXECUTION OF  
MINNESOTA DEPARTMENT OF TRANSPORTATION GRANT CONTRACT  
FOR AIRPORT MAINTENANCE AND OPERATION**

---

**WHEREAS**, the City of Windom has received notification of the awarding of a grant by the Minnesota Department of Transportation for the purpose of airport maintenance and operation; and

**WHEREAS**, it is necessary that the City of Windom accept this grant and execute an Agreement with the Minnesota Department of Transportation concerning the terms of the grant.

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

1.     That the City of Windom hereby accepts the State of Minnesota Grant Agreement No. 1029020 entitled "Airport Maintenance and Operation Grant Contract" for the Windom Municipal Airport.
2.     The Mayor and City Administrator are hereby authorized to execute this agreement and any amendments on behalf of the City of Windom.

Adopted by the Council this 5th day of September, 2017.

\_\_\_\_\_  
Dominic Jones, Mayor

Attest: \_\_\_\_\_  
Steve Nasby, City Administrator

### CERTIFICATION

STATE OF MINNESOTA     :  
COUNTY OF COTTONWOOD:

I certify that the foregoing Resolution #2017- is a true and correct copy of the Resolution adopted by the Windom City Council at an authorized meeting held on the 5th day of September, 2017, as shown by the minutes of the meeting in my possession.

\_\_\_\_\_  
Steve Nasby, City Administrator

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_



**STATE OF MINNESOTA  
AIRPORT MAINTENANCE AND OPERATION GRANT CONTRACT**

**State Project Number (S.P.): A1701-MO18**

**State Project Number (S.P.): A1701-MO19**

This contract is between the State of Minnesota, acting through its Commissioner of Transportation ("Grantor") and **City of Windom** acting through its **City Council** ("Grantee").

**RECITALS**

---

1. Minnesota Statutes §§360.015 and 360.305 authorize Grantor to provide financial assistance to airports for maintenance and operation activities.
2. Grantee owns, operates, or controls an airport ("Airport") in the state system, and Grantee desires financial assistance from the Grantor for maintenance and operation activities for State Fiscal Year 2018 and State Fiscal Year 2019.
3. Grantee assures the Grantor that Grantee will operate and maintain the airport according to the duties and obligations set forth in this Contract.

**CONTRACT TERMS**

---

**1. Term of Contract and Survival of Terms**

- 1.1 **Effective Date:** This contract will be effective on the date Grantor obtains all required signatures under Minnesota Statutes §16C.05, subdivision 2.
- 1.2 **Expiration Date:** This contract will expire on June 30, 2019 or when all obligations have been satisfactorily fulfilled, whichever occurs first.
- 1.3 **Survival of Terms:** All clauses which impose obligations continuing in their nature and which must survive in order to give effect to their meaning will survive the expiration or termination of this contract, including, without limitation, the following clauses: 9. Indemnification; 10. State Audits; 11. Government Data Practices; 13. Governing Law, Jurisdiction and Venue; and 14. Data Disclosure.

**2. Grantee's Duties**

- 2.1 Grantee will operate and maintain the Airport in a safe, serviceable manner for aeronautical purposes only for the use and benefit of the public.
- 2.2 The Grantee will keep the runway and the area around the lights mowed at the Airport. The grass must be mowed at least 7 feet beyond the lights, and the grass must not exceed 6 inches in height on the landing area.
- 2.3 If the Airport remains operational during the winter months, the Grantee will keep at least one runway, associated taxiway, and apron area cleared of snow and ice to the same priority as arterial roads. Snow banks must be limited in height so that aircraft wings, engines, and propellers will clear them. Landing strip markers and/or lights must remain visible.
- 2.4 If the Grantor contracts for the periodic paint striping of the Airport's runways and taxiways during the term of this Contract, the Grantee will cooperate with the marking operation. The Grantee must coordinate seal coat pavement maintenance projects with the State to maximize the pavement marking life.
- 2.5 The Grantee will allow a representative of the Grantor's Office of Aeronautics access to any area of the Airport necessary for the purpose of periodic inspections.

**3. Grantor's Assurances**

- 3.1 In accordance with Minnesota Statutes § 360.305, subdivision 4, Grantee assures the Grantor that Grantee will operate and maintain the Airport in a safe, serviceable manner for aeronautical purposes only for the use and

benefit of the public.

3.2 Grantee represents and warrants that Grantor has established a zoning authority for the Airport, and such authority has completed, or is in the process of and will complete, with due diligence, an airport zoning ordinance in accordance with Minnesota Statutes §§ 360.061 to 360.074.

#### 4. Third-Party Contracting

4.1 Grantee will comply with all applicable local, state, or federal laws, regulations, policies and procedures in the procurement of goods and services funded in whole or in part under this Contract.

#### 5. Consideration and Payment

5.1 **Consideration.** Grantor will pay for all eligible maintenance and operation costs incurred by Grantee under this Contract as follows:

5.1.1 **Basis.** Grantee will be paid for 75% of the eligible maintenance and operation costs not reimbursed by any other source, not to exceed **\$22,248.00** of state aid for each state fiscal year.

5.1.2 **Total Obligation.** The total obligation of Grantor for all compensation and reimbursements to Grantee under this contract will not exceed **\$44,496.00** [Total for both fiscal years] (**\$22,248.00** for FY2018 and **\$22,248.00** for FY2019).

#### 5.2 Payment

5.2.1 The Grantee must submit a reimbursement request of its eligible costs to the Director of the Office of Aeronautics on a quarterly basis. The Grantor's Office of Aeronautics will supply the reimbursement request forms which Grantee must submit. Reimbursement requests must be submitted according to the following schedule:

- In October, **No later than November 15**, for the period July 1 through September 30.
- In January, **No later than February 15**, for the period October 1 through December 31.
- In April, **No later than May 15**, for the period January 1 through March 31.
- In July, **No later than August 15**, for the period April 1 through June 30.

The Grantor reserves the right to reject items that may not be eligible for reimbursement.

#### 6. Conditions of Payment

6.1 All services provided by Grantee under this contract must be performed to Grantor's satisfaction, as determined at the sole discretion of Grantor's Authorized Representative and in accordance with all applicable federal, state and local laws, ordinances, rules and regulations, including business registration requirements of the Office of the Secretary of State. Grantee will not receive payment for work found by Grantor to be unsatisfactory or performed in violation of federal, state or local law. In addition to the foregoing, Grantee will not receive payment for Airport's failure to pass periodic inspections by a representative of the Grantor's Office of Aeronautics.

#### 7. Authorized Representatives

7.1 **Grantor's Authorized Representative.** Grantor's Authorized Representative will be:

Jenny Bahneman, Grants Specialist  
222 East Plato Boulevard  
Saint Paul, Minnesota 55107-1618  
651-234-7240

Grantor's Authorized Representative or his /her successor, will monitor Grantee's performance and has the authority to accept or reject the services provided under this contract. If the Grantee's duties are performed in a satisfactory manner, the Grantor's Authorized Representative will certify acceptance on each reimbursement request submitted for payment.

**7.2 Grantee's Authorized Representative.** Grantee's Authorized Representative will be:

Steve Nasby, City Administrator, City of Windom  
444 – Ninth Street, Post Office Box 38, Windom, MN 56101  
507-831-6129  
snasby@windom-mn.com

If Grantee's Authorized Representative changes at any time during this contract, Grantee must immediately notify Grantor.

**8. Assignment, Amendments, Waiver and Contract Complete**

- 8.1 **Assignment.** Grantee may neither assign nor transfer any rights or obligations under this contract without the prior consent of Grantor and a fully executed Assignment Contract, executed and approved by the same parties who executed and approved this contract, or their successors in office.
- 8.2 **Amendments.** Any amendment to this contract must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original contract, or their successors in office.
- 8.3 **Waiver.** If Grantor fails to enforce any provision of this contract that failure does not waive the provision or Grantor's right to subsequently enforce it.
- 8.4 **Contract Complete.** This contract contains all prior negotiations and agreements between Grantor and Grantee. No other understanding regarding this contract, whether written or oral, may be used to bind either party.

**9. Indemnification**

- 9.1 In the performance of this contract by Grantee, or Grantee's agents or employees, Grantee must indemnify, save and hold Grantor, its agents, and employees harmless from any and all claims or causes of action, including reasonable attorney's fees incurred by Grantor, to the extent caused by Grantee's: 1) intentional, willful or negligent acts or omissions; 2) breach of contract or warranty; or 3) breach of the applicable standard of care. The indemnification obligations of this section do not apply if the claim or cause of action is the result of Grantor's sole negligence. This clause will not be construed to bar any legal remedies Grantee may have for Grantor's failure to fulfill its obligation pursuant to this contract.

**10. Grantor Audits**

- 10.1 Under Minnesota Statutes §16C.05, subdivision 5, Grantee's books, records, documents and accounting procedures and practices relevant to this contract are subject to examination by Grantor, Grantor's Auditor or the Legislative Auditor, as appropriate, for a minimum of six years from the expiration date of this contract.

**11. Government Data Practices**

- 11.1 Government Data Practices. Grantee and Grantor must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by Grantor under this contract, and as it applies to all data created, collected, received, stored, used, maintained or disseminated by Grantee under this contract. The civil remedies of Minnesota Statutes §13.08 apply to the release of the data referred to in this clause by either Grantee or Grantor. If Grantee receives a request to release the data referred to in this Clause, Grantee must immediately notify Grantor and consult with Grantor as to how Grantee should respond to the request. Grantee's response to the request must comply with applicable law.

**12. Workers' Compensation**

- 12.1 Grantee certifies that it is in compliance with Minnesota Statutes §176.181, subdivision 2, pertaining to workers' compensation insurance coverage. Grantee's employees and agents will not be considered Grantor employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the Grantor's obligation or responsibility.

**13. Governing Law, Jurisdiction and Venue**

- 13.1 Minnesota law, without regard to its choice-of-law provisions, governs this contract. Venue for all legal

proceedings arising out of this contract, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

**14. Data Disclosure**

14.1 Under Minnesota Statutes §270C.65, and other applicable law, Grantee consents to disclosure of its social security number, federal employer tax identification number and Minnesota tax identification number, already provided to Grantor, to federal and state agencies and state personnel involved in the payment of grantor obligations. These identification numbers may be used in the enforcement of federal and state laws which could result in action requiring Grantee to file state tax returns and pay delinquent state tax liabilities, if any, or pay other state liabilities.

**15. Termination and Suspension**

- 15.1 **Termination by Grantor.** Grantor may cancel this contract at any time, with or without cause, upon 30 days' written notice to Grantee. Upon termination, Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.
- 15.2 **Termination for Insufficient Funding.** Grantor may immediately terminate this contract if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written notice to Grantee. Written notice may be transmitted by electronic means. Grantor is not obligated to pay for any services that are provided after notice and effective date of termination. However, Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. Grantor will not be assessed any penalty if the contract is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. Grantor must provide Grantee notice of the lack of funding within a reasonable time of Grantor's receiving that notice.

**16. Discrimination Prohibited by Minnesota Statutes §181.59**

16.1 Grantee will comply with the provisions of Minnesota Statutes §181.59 which requires that every contract for or on behalf of the State of Minnesota, or any county, city, town, township, school, school district or any other district in the state, for materials, supplies or construction will contain provisions by which Contractor agrees: 1) That, in the hiring of common or skilled labor for the performance of any work under any contract, or any subcontract, no Contractor, material supplier or vendor, will, by reason of race, creed or color, discriminate against the person or persons who are citizens of the United States or resident aliens who are qualified and available to perform the work to which the employment relates; 2) That no Contractor, material supplier, or vendor, will, in any manner, discriminate against, or intimidate, or prevent the employment of any person or persons identified in clause 1 of this section, or on being hired, prevent or conspire to prevent, the person or persons from the performance of work under any contract on account of race, creed or color; 3) That a violation of this section is a misdemeanor; and 4) That this contract may be canceled or terminated by the state of Minnesota, or any county, city, town, township, school, school district or any other person authorized to grant contracts for employment, and all money due, or to become due under the contract, may be forfeited for a second or any subsequent violation of the terms or conditions of this contract.

**THE BALANCE OF THIS PAGE HAS BEEN INTENTIONALLY LEFT BLANK**

**GRANTOR ENCUMBRANCE VERIFICATION**

Individual certifies that funds have been encumbered as required by Minnesota Statutes §16A.15 and §16C.05.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

SWIFT Contract (SC) ID No. \_\_\_\_\_

Purchase Order (PO) ID No. \_\_\_\_\_

**DEPARTMENT OF TRANSPORTATION**

By: \_\_\_\_\_  
(with delegated authority)

Title: Assistant Director

Date: \_\_\_\_\_

**GRANTEE**

Grantee certifies that the appropriate person(s) have executed Contracts on behalf of Grantee as required by applicable article bylaws or resolutions.

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**MnDOT CONTRACT MANAGEMENT**

By: \_\_\_\_\_

Date: \_\_\_\_\_

**OFFICE OF FINANCIAL MANAGEMENT-GRANT UNIT  
AGENCY GRANT SUPERVISOR**

By: \_\_\_\_\_

Date: \_\_\_\_\_

## ACTION ITEM



**CITY OF WINDOM**

444 9th Street

Windom, MN 56101

Phone: 507-831-6129

Fax: 507-831-6127

[www.windom-mn.com](http://www.windom-mn.com)

**TO:** City Council  
**FROM:** Drew Hage, Development Director  
**DATE:** September 5, 2017 (City Council Meeting Date)  
**RE:** Donation Agreement – Union Pacific Railroad  
**DEPT:** Development Department  
**CONTACT:** Drew Hage, Development Director at 831-6125 or [dhage@windom-mn.com](mailto:dhage@windom-mn.com)  
Brent Brown, Park Director at 831-8662 or [brentb@windom-mn.com](mailto:brentb@windom-mn.com)

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### **Recommendations/Options/Action Requested**

Staff recommends that the City Council adopt the Resolution accepting the donation of concrete slabs for use by the Windom Park Department, as set forth in the terms of the Donation Agreement offered by Union Pacific Railroad, and authorizing execution of the Donation Agreement by the Mayor and City Administrator.

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### **Issue Summary/Background**

The Windom Water Trail was identified in the Windom Active Living Plan and was ranked #1 under the Non-infrastructure Goals. The goal is to increase recreational options within the City of Windom. The Strategy is to provide safe and convenient launch areas for kayaks and canoes at Dynamite Park, Island Park, and Mayflower Park.

A Low Impact Kayak/Canoe Launch for Dynamite Park is currently being constructed by Brady Haugen with Small Town Modern. An elevated design was required to traverse the slope and create a safe launch. The slope in Island Park is more manageable.

The launch in Island Park will consist of steps with a slide system for canoes and kayaks. The steps will be constructed with the concrete slabs that Union Pacific Railroad donated to the City. These steps will have a rubber mat that increases traction and safety.

### **Fiscal Impact**

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Fundraising for the Windom Water Trail will pay for the launches and the signage. City staff will be installing the steps and maintaining the Windom Water Trail. The launches are being designed to minimize maintenance costs.

### **Attachments**

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1. Resolution accepting the donation and approving the Donation Agreement
2. Donation Agreement

## RESOLUTION #2017-

**INTRODUCED:**

**SECONDED:**

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

### AUTHORIZATION TO ACCEPT A DONATION FROM UNION PACIFIC RAILROAD COMPANY FOR THE WINDOM PARK DEPARTMENT

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**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**, Union Pacific Railroad Company is a supporter of the City of Windom; and

**WHEREAS**, Union Pacific Railroad Company wishes to dispose of concrete slabs located in the railroad right-of-way between Sixth Street and Eleventh Street in Windom, Minnesota; and

**WHEREAS**, the City of Windom has been offered a donation from Union Pacific Railroad Company of the concrete slabs for use by the City of Windom Park Department.

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

1. That the City Council accepts the donation of concrete slabs for use by the Windom Park Department as set forth in the terms of the Donation Agreement offered by Union Pacific Railroad Company.
2. The Mayor and City Administrator are hereby authorized to execute the Donation Agreement offered by Union Pacific Railroad Company.

Adopted by the Council this 5th day of September, 2017.

\_\_\_\_\_  
Dominic Jones, Mayor

Attest: \_\_\_\_\_  
Steven Nasby, City Administrator

## DONATION AGREEMENT

This Donation Agreement (the "Donation Agreement") dated \_\_\_\_\_, 2017, is entered into between UNION PACIFIC RAILROAD COMPANY (the "Donor") and the CITY OF WINDOM, MINNESOTA, (the "Recipient").

WHEREAS, the Donor has obsolete concrete slabs located in the railroad right-of-way between Sixth Street and Eleventh Street in Windom, Minnesota.

WHEREAS, the Recipient wishes to receive the concrete slabs as a donation from the Donor and the Donor wishes to dispose of the concrete slabs.

**1. Liability.** The Recipient assumes all risk associated with the receipt of the concrete slabs and agrees to release, defend, indemnify and save harmless the Donor, its successors and assigns, from and against any and all liability, suits, claims, damages, judgments, costs (including, without limitation, attorneys' fees), losses, outlays and expense (the "Liability") growing out of, caused by or contributed to by, or arising in any way whatsoever from the concrete slabs, including without limitation, liability growing out of, caused by or contributed to by, or arising in any way whatsoever from (1) the use of the concrete slabs; (2) the nature, fitness, design, condition or state of repair of the concrete slabs (or defects therein or thereof); (3) title to the concrete slabs; (4) any other cause or causation whatsoever, regardless of the negligence (whatever sole or otherwise), if any, of the Donor, its agents, servants, employees or invitees; or (5) any environmental condition or contamination attributable to the concrete slabs, including scrapping, recycling or transportation.

**2. Pick Up/Delivery of Concrete Slabs.** The Recipient shall be responsible for pick up of the concrete slabs from their current locations and delivery to Island Park in Windom, Minnesota. All costs for the transportation of the concrete slabs shall be the responsibility of the Recipient.

**3. Title to the Concrete Slabs.** The title to the concrete slabs that the Donor has shall pass to the Recipient upon receipt of the concrete slabs by the Recipient, which receipt shall be evidenced by execution of this Donation Agreement.

**4. Risk of Loss.** The risk of loss of the concrete slabs is passed by the Donor to the Recipient immediately upon execution of this Donation Agreement.

**5. Donor Makes No Warranties.** THE CONCRETE SLABS DONATED PURSUANT TO THIS DONATION AGREEMENT ARE DELIVERED "AS IS" AND WITH ALL FAULTS, AND AS THERETO THE DONOR NEITHER MAKES NOR IMPLIES ANY WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE AND WARRANTY OF TITLE TO THE CONCRETE SLABS.

**6. Subcontracting/Assignment.** Neither party may assign its obligations under this Donation Agreement unless it shall first obtain the written approval of the non-assigning party.

**7. Governing Law-Choice of Forum.** The parties' respective rights and obligations hereunder are governed by the laws of the State of Nebraska, located in Douglas Country, Nebraska, and the parties consent to said courts' jurisdiction over the parties and the subject matter of said dispute and to proper venue in said courts.

NOW, THEREFORE, the Donor agrees to donate the concrete slabs to the Recipient in consideration of the terms herein set forth and the Recipient agrees to said terms.

**UNION PACIFIC RAILROAD COMPANY**

By: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_

**CITY OF WINDOM, MINNESOTA**

By: \_\_\_\_\_  
Printed Name: Dominic Jones  
Title: Mayor

By: \_\_\_\_\_  
Printed Name: Steven Nasby  
Title: 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](http://www.windom-mn.com)

**TO:** City Council  
**FROM:** Steve Nasby, City Administrator  
**DATE:** August 31, 2017  
**RE:** Ordinance Amending Chapter 96 Abandoned, Unclaimed, Excess Property  
**DEPT:** Administration  
**CONTACT:** Steve Nasby 832-8650 or [snasby@windom-mn.com](mailto:snasby@windom-mn.com)

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### Recommendations/Options/Action Requested

Staff recommends that the City Council conduct the Second Reading of Ordinance No 166, 2<sup>nd</sup> Series:

1. Conduct the Second Reading of Ordinance No. 166, 2<sup>nd</sup> Series and approve the Second Reading by motion.
2. Review and adopt the "Policy for Donation of Surplus Property/Equipment to an Eligible Organization."

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### Issue Summary/Background

At the August 1<sup>st</sup> Council Meeting, the Council declared 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, 2<sup>nd</sup> Series amends the City Code to allow the donation to eligible organizations.

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. City Attorney Ron Schramel has reviewed and approved the proposed "Policy for Donation of Surplus Property/Equipment to an Eligible Organization."

### Fiscal Impact

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The estimated trade-in value of the unit is \$3,500.00

### Attachments

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1. Ordinance No. 166, 2<sup>nd</sup> Series
2. Policy for Donation of Surplus Property/Equipment to an Eligible Organization

## ORDINANCE NO. 166, 2<sup>ND</sup> SERIES

### AN ORDINANCE OF THE CITY OF WINDOM, MINNESOTA, AMENDING CITY CODE TITLE IX: GENERAL REGULATIONS, CHAPTER 96: ABANDONED, UNCLAIMED, EXCESS PROPERTY

THE CITY COUNCIL OF THE CITY OF WINDOM, MINNESOTA, DOES ORDAIN: TO REVISE CHAPTER 96: ABANDONED, UNCLAIMED, EXCESS PROPERTY, SECTIONS 96.70 – 96.73, BY REMOVING THE EXISTING SECTIONS AND REPLACING THEM WITH THE FOLLOWING:

#### EXCESS PROPERTY/EQUIPMENT

##### §96.70 DEFINITIONS.

For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

**DONATION.** To contribute, donate or give Surplus Property/Equipment at no cost to a Governmental Agency or Nonprofit Organization that serves a public purpose and benefits its community as a whole.

**ELIGIBLE ORGANIZATION.** A Governmental Agency or Nonprofit Organization serving one or more of the following functions: cultural, historical, educational, safety, social services, environmental or economic.

**EXCESS/SURPLUS PROPERTY/EQUIPMENT.** Property/equipment used by the City's departments, and cellular phones and emergency medical and firefighting property/equipment that is no longer needed by the City because it does not meet industry standards for emergency medical services, police, fire or other departments or has minimal or no resale value.

**FAIR MARKET VALUE.** The price at which property/equipment would change hands between a willing buyer and a willing seller, neither being under any compulsion to buy or to sell, and both having reasonable knowledge of all relevant facts.

**NONPROFIT ORGANIZATION.** An organization formed under Section 501(c)(3) of the Internal Revenue Code.

##### §96.71 DECLARATION OF SURPLUS; AUTHORIZING SALE OR DONATION OF PROPERTY/EQUIPMENT.

The City Administrator may, from time to time, recommend to the Council that certain personal property/equipment (chattels) owned by the city is no longer needed for a municipal purpose and should be sold or donated to an eligible organization. By action of the Council, the property/equipment shall be declared surplus, the fair market value estimated, and the City Administrator authorized to dispose of the property/equipment by donation to an eligible organization, as set forth in the City Policy adopted by the City Council, or by sale in the manner stated herein.

**§96.72 SURPLUS PROPERTY/EQUIPMENT WITH A TOTAL ESTIMATED VALUE OF LESS THAN \$1,000.**

The City Administrator may sell surplus property/equipment with a total value of less than \$1,000 through negotiated sale.

**§96.73 SURPLUS PROPERTY/EQUIPMENT WITH A TOTAL ESTIMATED VALUE OVER \$1,000.**

The City Administrator shall offer for public sale, to the highest bidder, surplus property/equipment with a total estimated value over \$1,000. Notice of the public sale shall be given stating time and place of sale and generally describing property/equipment to be sold at least ten days prior to the date of sale by publication once in the official newspaper. The sale shall be to the person submitting the highest bid.

**§96.74 RECEIPTS FROM SALES OF SURPLUS PROPERTY/EQUIPMENT.**

All receipts from sales of surplus property/equipment under this chapter shall be placed in the General Fund.

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

Adopted and passed by the City Council of the City of Windom, Minnesota, this 5th day of September, 2017.

---

Dominic Jones, Mayor

ATTEST:

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Steve Nasby, City Administrator

1<sup>st</sup> Reading: August 15, 2017  
2<sup>nd</sup> Reading: September 5, 2017  
Adoption: September 5, 2017  
Published: September 13, 2017

**City of Windom, Minnesota**  
**Policy for Donation of Surplus Property/Equipment to an Eligible Organization**

**Purpose**

The purpose of this Policy is to establish procedures for the Donation of Surplus Property/Equipment by the City to an Eligible Organization as required by Minnesota Statute §471.3459 and City Code Section 96.

**Scope**

This policy applies to all City departments that generate Surplus Property/Equipment and governs the actions of all City employees and officials.

**Definitions**

"City" means the City of Windom, Minnesota.

"City Council" means the governing body of the City.

"Donation" means to contribute, donate or give Surplus Property/Equipment at no cost to an Eligible Organization that serves a public purpose and benefits its community as a whole.

"Eligible Organization" means a Governmental Agency or Nonprofit Organization serving one or more of the following functions: cultural, historical, educational, safety, social services, environmental or economic.

"Fair Market Value" means the price at which property would change hands between a willing buyer and a willing seller, neither being under any compulsion to buy or to sell, and both having reasonable knowledge of all relevant facts.

"Nonprofit Organization" means an organization formed under Section 501(c) (3) of the Internal Revenue Code.

"Policy" means this Policy adopted by the City Council.

"Surplus Property/Equipment" means property/equipment used by the City's departments, and cellular phones and emergency medical and firefighting property/equipment that is no longer needed by the City because it does not meet industry standards for emergency medical services, police, fire, or other departments or has minimal or no resale value.

"Surplus Property/Equipment Form" means the form attached as Exhibit 1 to this Policy that must be submitted by an Eligible Organization requesting a Donation of Surplus Property/Equipment.

**Procedure**

The City shall determine all Surplus Property/Equipment and may offer it for a Donation in conformance with the following guidelines:

1. **Identify Surplus Property/Equipment.** Department Supervisors are responsible for monitoring their Property/Equipment and shall identify and report all Surplus Property/Equipment to the City Administrator.
2. **Determine the Fair Market Value of Surplus Property/Equipment.** The City Administrator shall work with City staff to determine the Fair Market Value of the Surplus Property/Equipment.
3. **City Council Declaration.** The City Administrator will forward a list of the Surplus Property/Equipment with each item's Fair Market Value to the City Council who shall approve

or deny the Surplus Property/Equipment as eligible for Donation. The City has no obligation to make a Donation of Surplus Property/Equipment. Surplus Property/Equipment that is not donated may be sold, recycled or discarded at the discretion of the City Council.

4. Donation. After the City Council has determined the Surplus Property/Equipment is eligible for Donation, the City Administrator is responsible for coordinating the Donation of the Surplus Property/Equipment in accordance with the term of this Policy.
5. Transfer between Departments. All Surplus Property/Equipment must first be considered for transfer between departments for the benefit of the City.
6. Advertisement. Surplus Property/Equipment shall be posted as eligible for Donation on the City's website. The City may also use other reasonable means to notify Eligible Organizations about the availability of Surplus Property/Equipment.
7. Surplus Property/Equipment Form. Any Eligible Organization interested in Surplus Property/Equipment shall complete a Surplus Property/Equipment Form and submit the form to the City Administrator.
8. Approval of Donation. The City Council shall approve any Donation to an Eligible Organization.
9. Prioritization of Donations. If more than one Eligible Organization requests a Donation for the same Surplus Property/Equipment, the City shall consider factors it deems relevant including how the Surplus Property/Equipment will be used, the benefit to the Eligible Organization, the impact on the City, how the Donation will accomplish goals of the City Council, and any previous Donation to the Eligible Organization.
10. Conflict of Interest. All City employees and officials are prohibited from taking possession of any Surplus Property/Equipment on behalf of an Eligible Organization.
11. As Is. A Donation of Surplus Property/Equipment is made "as is" with no warranty, guarantee or representation of any kind, express or implied, as to the condition, utility, or usability of the Surplus Property/Equipment offered. The Surplus Property/Equipment may be defective and cannot be relied upon for safety purposes.
12. Title. The City Administrator shall cause any title or other ownership documents to be transferred to the Eligible Organization at the time of the transfer. Any fees required to transfer to the Surplus Property/Equipment are the responsibility of the Eligible Organization.
13. Transportation. In the Surplus Property/Equipment Form, the Eligible Organization must provide a detailed plan for transporting the Surplus Property/Equipment from the City to the Eligible Organization. The Eligible Organization must pay all expenses associated with the transportation of the Surplus Property/Equipment.
14. Delegation. The City Administrator may delegate specific responsibilities for implementing this policy.
15. Documentation. The City Administrator shall document the Donation of all Surplus Property/Equipment and shall keep such records in accordance with the City's Records Retention Schedule.
16. Review of Policy. The City Administrator is responsible for maintaining and reviewing this policy. Any changes to this policy must be approved by the City Council.

# Exhibit 1

## Surplus Property/Equipment Form

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Organization Website: \_\_\_\_\_

(Attach proof of status as a nonprofit corporation under Section 501(c)(3) of the Internal Revenue Code.)

Organization Purpose: \_\_\_\_\_

Point of Contact:

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

City Surplus Property/Equipment of Interest: \_\_\_\_\_

How will the requested Surplus Property/Equipment benefit your organization?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How do you plan to transport the surplus property/equipment from the City to your location?

\_\_\_\_\_

**DISCLAIMER OF WARRANTIES.** The City makes no agreement, warranty or representation, either expressed or implied, as to the value, design, condition, merchantability or fitness for any particular purpose or use of the Surplus Property/Equipment by the recipient or any other user.

The recipient acknowledges the Surplus Property/Equipment maybe Defective and that it cannot be relied upon for safety purposes. The recipient has a duty to inspect the Surplus Property/Equipment before it is used for any purpose.

The recipient acknowledges that the City is not a manufacturer of the Surplus Property/Equipment or a dealer therein; that the Surplus Property/Equipment is being provided "as-is" and "with all faults," it being agreed and understood that all of the aforementioned risks are to be borne by the recipient or user of the Surplus Property/Equipment.

In no event shall the City be liable for any damages in connection with or arising out of the recipient's or any other person's or entity's use of the Surplus Property/Equipment.

I acknowledge that the Donation of any Surplus Property/Equipment to my organization is subject to the City's Policy for Donation of Surplus Property/Equipment to an Eligible Organization.

I have authority to request a Donation from the City and to bind my organization to the terms of this form.

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

**GOSEWISCH Construction, Inc.**

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

**Change Request**

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

**Number:** 15  
**Date:** 8/16/17  
**Job:** 16-0675 Windom EMS  
**Phone:**

**Description:** Electrical Changes Requested

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

Item 1: Common Area Room 204: Separate 4 lights in kitchen area so they are controlled separate than common area. Add single pole and power pack for occupancy sensor

Item 2: Meeting/Training Room 104: Separate 6 West lights so they are controlled separate than the East 6 lights. Add single pole and power pack for occupancy sensor

Item 3: Lobby Area 102: Add double sided exit light by vestibule 101 for egress of corridor. Remove exit sign cover from above ambulance bay door.

| Description        | Labor | Material | Equipment | Subcontract | Other         | Price             |
|--------------------|-------|----------|-----------|-------------|---------------|-------------------|
| Item 1: Electrical |       |          |           | \$760.00    |               | \$760.00          |
| Item 2: Electrical |       |          |           | \$840.00    |               | \$840.00          |
| Item 3: Electrical |       |          |           | \$320.00    |               | \$320.00          |
|                    |       |          |           |             | Subtotal:     | \$1,920.00        |
|                    |       |          | Markup    | \$1,920.00  | 10.00%        | \$192.00          |
|                    |       |          |           |             | <b>Total:</b> | <b>\$2,112.00</b> |

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

Submitted by: Brian Gosewisch  
 Gosewisch Construction Inc

Approved by: \_\_\_\_\_  
 Date: \_\_\_\_\_

Cc:

# Proposal

**GUARANTEED**

**ELECTRIC SERVICE, INC.**

53936 208th Lane  
Mankato, MN 56001

Phone # 5073889305  
Fax # 507-388-3540  
E-mail OFFICE@GESMANKATO.COM

|           |            |
|-----------|------------|
| Date      | Proposal # |
| 8/16/2017 | 1335       |

|  |
|--|
| Name / Address   |
| Gosewisch Construction Inc<br>901 Summit Ave.<br>Mankato, MN 56001 |

| Project   | EMS - Window | Terms | Monthly progress pay |
|---|--------------|-------|----------------------|
| Description   |              |       | Total                |
| Electrical changes from Final punch list walk thru  |              |       |                      |
| Common Area Room 204<br>Separate 4 lights in kitchen area so they are controlled separate than common area<br>Add single pole and power pack for occupancy sensor |              |       | \$760                |
| Meeting/Training room 104<br>Separate 6 west lights so they are controlled separate than the east 6 lights<br>Add single pole and power pack for occupancy sensor |              |       | \$840                |
| Lobby Area 102<br>Add double sided Exit light by Vestibule 101 for egress of corridor<br>Remove exit sign cover from above ambulance bay door                     |              |       | \$320                |
|   |              |       | 1,920.00             |
| <b>Total</b>  |              |       | <b>\$1,920.00</b>    |

Please sign and return a copy if you would like us to do the work on this proposal

Proposal approved by Guaranteed Electric Service, Inc.

Date 8-16-17

Accepted by \_\_\_\_\_ Date \_\_\_\_\_

Your balance is due as outlined above following purchase or completion of project. Finance charges will be assessed after 15 days following completion of work, at a rate of 1.5% monthly or 18% per annum. By signing this acceptance, giving verbal authorization and/or commencement of work on this project, it is assumed and considered a signed contract and you agree to these credit requirements. Should collection efforts be necessary for the outstanding balance, owner is responsible for reimbursement of all costs of collection, to include attorney fees.



**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:

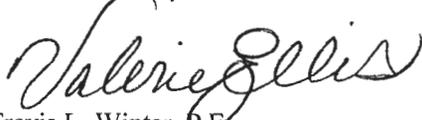
Enclosed are four copies of Pay Estimate No. 4 & Final payable to GM Contracting, Inc. for completion of their work on the 2016 Sanitary Sewer Rehabilitation project in Windom, Minnesota. Total final contract amount is Seven Hundred Ninety-Seven Thousand Four Hundred Thirty-Seven Dollars and Fifty-Four 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.



**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            |
| <b>TOTAL AMOUNT:</b> |         |   |              |                    |                  | <b>\$760,887.00</b> |                  |                    | <b>\$729,703.40</b> |          |      | <b>\$797,437.54</b> |

# MEMORANDUM



**CITY OF WINDOM**  
444 9th Street  
Windom, MN 56101  
Phone: 507-831-6129  
Fax: 507-831-6127  
[www.windom-mn.com](http://www.windom-mn.com)

**TO:** City Council  
**FROM:** City Administrator *Joe*  
**DATE:** August 21, 2017  
**RE:** Completed Capital Improvement Projects

As staff works to put together the 2018 budget and Capital Improvement Plan (CIP) the vision we have is always forward onto addressing the needs of the community. The 2018 budget is the short-term (annual) direction and is accompanied by the longer view 5-year CIP.

Seemingly lost in the annual budgeting and CIP planning process is a recognition of all that has been accomplished in the recent past. As such, attached is a report from our CIP showing the completed projects for the prior five years (2013-2017).

Please note some 2017 projects are still underway and may yet be completed this year (e.g. 2017 Street Project), which will only add to this list of accomplishments.

Many thanks go out to the staff for all their work in making these projects successful and to the City Councils for their leadership in getting these projects funded and completed.

City of Windom, Minnesota  
 City of Windom -- Capital Improvement Plan  
 2013 thru 2017

COMPLETED  
PROJECTS

**PROJECTS BY DEPARTMENT**

| Department                                | Project #   | Priority | 2013           | 2014           | 2015          | 2016           | 2017           | Total          |
|---|-------------|----------|----------------|----------------|---------------|----------------|----------------|----------------|
| <b>Administration</b>                     |             |          |                |                |               |                |                |                |
| Financial Management Software             | ADMIN 001   | 1        | 30,000         |                |               |                |                | 30,000         |
| Fixed Asset Component Software            | ADMIN 004   | 2        |                | 2,500          |               |                |                | 2,500          |
| Utility Billing System                    | ADMIN 005   | 1        |                |                |               | 160,000        |                | 160,000        |
| <b>Administration Total</b>               |             |          | <b>30,000</b>  | <b>2,500</b>   |               | <b>160,000</b> |                | <b>192,500</b> |
| <b>Airport</b>                            |             |          |                |                |               |                |                |                |
| Jet A Fuel System                         | AIRPORT 001 | 2        | 150,000        |                |               |                |                | 150,000        |
| <b>Airport Total</b>                      |             |          | <b>150,000</b> |                |               |                |                | <b>150,000</b> |
| <b>Ambulance</b>                          |             |          |                |                |               |                |                |                |
| Commercial Scanner                        | AMB 001     | 1        | 5,000          |                |               |                |                | 5,000          |
| Defibrillators                            | AMB 002     | 1        |                | 88,000         |               |                |                | 88,000         |
| Unit 29 - Ambulance Replacement           | AMB 003     | 1        |                | 150,000        |               |                |                | 150,000        |
| Power-Lift for Unit 27                    | AMB 004     | 1        |                | 28,000         |               |                |                | 28,000         |
| Unit 27 - Ambulance Replacement           | AMB 005     | 1        |                |                |               | 200,000        |                | 200,000        |
| Unit 28 - Ambulance Replacement           | AMB 007     | 1        |                |                |               |                | 225,000        | 225,000        |
| Furniture, Fixtures & Equipment           | AMB 008     | 2        |                |                |               |                | 5,000          | 5,000          |
| <b>Ambulance Total</b>                    |             |          | <b>5,000</b>   | <b>266,000</b> |               | <b>200,000</b> | <b>230,000</b> | <b>701,000</b> |
| <b>Arena</b>                              |             |          |                |                |               |                |                |                |
| Door Replacement                          | ARENA 001   | 2        | 7,000          | 10,000         |               |                |                | 17,000         |
| Restroom Remodeling                       | ARENA 002   | 1        | 10,000         |                |               |                |                | 10,000         |
| Arena Seating & Accessibility             | ARENA 003   | 2        | 10,000         |                |               |                |                | 10,000         |
| Racquetball Court Rehabilitation          | ARENA 004   | 2        |                |                | 15,000        |                |                | 15,000         |
| Zamboni                                   | ARENA 005   | 2        | 5,000          |                |               |                |                | 5,000          |
| Rink Board Replacement                    | ARENA 007   | 2        |                |                |               | 50,000         |                | 50,000         |
| Carpet Replacement                        | ARENA 012   | 2        |                | 5,000          |               |                |                | 5,000          |
| <b>Arena Total</b>                        |             |          | <b>32,000</b>  | <b>15,000</b>  | <b>15,000</b> | <b>50,000</b>  |                | <b>112,000</b> |
| <b>Building/Zoning</b>                    |             |          |                |                |               |                |                |                |
| Building/Zoning Computers                 | BUILD 001   | 1        | 2,100          |                |               |                |                | 2,100          |
| Vehicle Replacement                       | BUILD 002   | 1        |                | 23,000         |               |                |                | 23,000         |
| <b>Building/Zoning Total</b>              |             |          | <b>2,100</b>   | <b>23,000</b>  |               |                |                | <b>25,100</b>  |
| <b>City Hall</b>                          |             |          |                |                |               |                |                |                |
| Office Renovation                         | CH 002      | 3        |                | 15,000         |               |                |                | 15,000         |
| Carpet Replacement                        | CH 003      | 2        | 10,000         |                |               |                |                | 10,000         |
| ADA Door - Interior                       | CH 004      | 2        |                | 3,000          |               |                |                | 3,000          |
| New Heating System                        | CH 005      | 1        |                | 23,000         |               |                |                | 23,000         |
| Council Chamber - Presentation Equipment  | CH 006      | 3        |                | 3,500          |               |                |                | 3,500          |
| City Hall Rear Parking Lot Rehabilitation | CH 009      | 2        |                |                |               |                | 151,378        | 151,378        |

| Department   | Project #  | Priority | 2013             | 2014           | 2015           | 2016           | 2017             | Total            |
|--|------------|----------|------------------|----------------|----------------|----------------|------------------|------------------|
| <b>City Hall Total</b>                             |            |          | <b>10,000</b>    | <b>44,500</b>  |                |                | <b>151,378</b>   | <b>205,878</b>   |
| <b>Community Center</b>                            |            |          |                  |                |                |                |                  |                  |
| Tables\Chair Replacement                           | COMM 004   | 1        |                  | 2,500          |                |                |                  | 2,500            |
| Floor\Carpet Cleaning Machine                      | COMM 005   | 1        | 6,500            |                |                |                |                  | 6,500            |
| Rental Item Replacement                            | COMM 013   | 2        | 9,300            |                |                |                |                  | 9,300            |
| <b>Community Center Total</b>                      |            |          | <b>15,800</b>    | <b>2,500</b>   |                |                |                  | <b>18,300</b>    |
| <b>EDA</b>   |            |          |                  |                |                |                |                  |                  |
| N. Windom Industrial Park Infrastructure - Phase 1 | EDA 001    | 1        | 2,340,000        |                |                |                |                  | 2,340,000        |
| Signage - Welcome To Windom Signs                  | EDA 002    | 2        | 64,000           |                |                |                |                  | 64,000           |
| NWIP - Street Extension & River Bend Ctr Utilities | EDA 008    | 1        |                  |                | 525,600        |                |                  | 525,600          |
| <b>EDA Total</b>                                   |            |          | <b>2,404,000</b> |                | <b>525,600</b> |                |                  | <b>2,929,600</b> |
| <b>Electric</b>                                    |            |          |                  |                |                |                |                  |                  |
| Skid Loader Replacement                            | ELE 002    | 2        | 30,000           |                |                |                |                  | 30,000           |
| 69KV Transmission Improvements                     | ELE 003    | 2        | 50,000           |                |                |                |                  | 50,000           |
| Digger Derrick Truck                               | ELE 005    | 2        |                  |                |                | 250,000        |                  | 250,000          |
| Arc-Flash Suits                                    | ELE 009    | 1        |                  | 10,000         |                |                |                  | 10,000           |
| Meter Replacement Program                          | ELE 011    | 1        |                  |                | 125,700        |                |                  | 125,700          |
| Flatbed Truck Replacement                          | ELE 012    | 1        |                  |                | 50,000         |                |                  | 50,000           |
| <b>Electric Total</b>                              |            |          | <b>80,000</b>    | <b>10,000</b>  | <b>175,700</b> | <b>250,000</b> |                  | <b>515,700</b>   |
| <b>Fire</b>  |            |          |                  |                |                |                |                  |                  |
| Emergency Services Building                        | FIRE 001   | 1        |                  |                |                |                | 3,909,296        | 3,909,296        |
| Rescue\Pumper Truck - Unit 20                      | FIRE 002   | 1        |                  | 383,766        |                |                |                  | 383,766          |
| Quick Attack Truck Tank Replacement                | FIRE 004   | 2        | 10,000           |                |                |                |                  | 10,000           |
| Turn Out Gear                                      | FIRE 008   | 1        | 28,500           | 0              |                |                | 0                | 28,500           |
| SCBA Equipment                                     | FIRE 009   | 2        |                  | 24,000         | 98,000         |                |                  | 122,000          |
| <b>Fire Total</b>                                  |            |          | <b>38,500</b>    | <b>407,766</b> | <b>98,000</b>  |                | <b>3,909,296</b> | <b>4,453,562</b> |
| <b>Library</b>                                     |            |          |                  |                |                |                |                  |                  |
| Building Repair - Upstairs Wall                    | LIB 003    | 3        |                  | 2,000          |                |                |                  | 2,000            |
| Repaint Library - Interior                         | LIB 004    | 2        |                  |                | 5,000          |                |                  | 5,000            |
| Building Exterior - Door                           | LIB 006    | 2        |                  | 2,000          |                |                |                  | 2,000            |
| <b>Library Total</b>                               |            |          |                  | <b>4,000</b>   | <b>5,000</b>   |                |                  | <b>9,000</b>     |
| <b>Liquor</b>                                      |            |          |                  |                |                |                |                  |                  |
| Coolers  | LIQUOR 001 | 1        |                  | 42,400         |                |                |                  | 42,400           |
| HVAC - Heating                                     | LIQUOR 002 | 1        |                  |                |                | 20,000         |                  | 20,000           |
| Parking Lot - Seal Coat additional Asphalt         | LIQUOR 003 | 3        |                  |                |                | 18,500         |                  | 18,500           |
| Computer Replacement                               | LIQUOR 004 | 1        |                  |                |                |                | 2,000            | 2,000            |
| Flooring Replacement                               | LIQUOR 005 | 1        |                  | 10,500         |                |                |                  | 10,500           |
| Shelving   | LIQUOR 006 | 2        |                  | 3,100          |                |                |                  | 3,100            |
| Registers & Software Upgrade                       | LIQUOR 007 | 1        |                  |                | 10,000         |                |                  | 10,000           |
| Entrance Interior Doors                            | LIQUOR 008 | 1        |                  |                |                | 12,015         |                  | 12,015           |
| Roof Repair\Maintenance                            | LIQUOR 009 | 1        |                  |                |                | 7,250          |                  | 7,250            |
| Non-display Area Flooring Replacement              | LIQUOR 010 | 3        |                  |                | 1,000          |                |                  | 1,000            |
| Lighting   | LIQUOR 011 | 1        |                  |                |                | 20,000         |                  | 20,000           |
| Remodel & ADA Improvements                         | LIQUOR 013 | n/a      |                  |                |                | 35,000         |                  | 35,000           |

| Department                                    | Project #  | Priority | 2013             | 2014          | 2015          | 2016           | 2017          | Total            |
|---|------------|----------|------------------|---------------|---------------|----------------|---------------|------------------|
| <b>Liquor Total</b>                           |            |          |                  | <b>56,000</b> | <b>11,000</b> | <b>112,765</b> | <b>2,000</b>  | <b>181,765</b>   |
| <b>Multiple Depts</b>                         |            |          |                  |               |               |                |               |                  |
| Citywide Network - firewall                   | MULTI 001  | 1        |                  |               | 6,000         |                |               | 6,000            |
| Security Camera System                        | MULTI 002  | 1        |                  |               | 88,000        |                |               | 88,000           |
| <b>Multiple Depts Total</b>                   |            |          |                  |               | <b>94,000</b> |                |               | <b>94,000</b>    |
| <b>Parks</b>                                  |            |          |                  |               |               |                |               |                  |
| Cottonwood Lake - Tegel's Park Road & Parking | PARK 004   | 2        | 78,000           |               |               |                |               | 78,000           |
| Toro Workman Replacement Unit                 | PARK 008   | 1        |                  |               |               | 16,000         |               | 16,000           |
| Ballfield Groomer                             | PARK 012   | 1        | 28,000           |               |               |                |               | 28,000           |
| Restroom Fixtures                             | PARK 013   | 3        | 4,000            |               |               |                |               | 4,000            |
| <b>Parks Total</b>                            |            |          | <b>110,000</b>   |               |               | <b>16,000</b>  |               | <b>126,000</b>   |
| <b>Police</b>                                 |            |          |                  |               |               |                |               |                  |
| Sidearms - Pistol Replacement                 | POLICE 001 | 2        | 1,500            |               |               |                |               | 1,500            |
| Light Bar - Squad Car                         | POLICE 002 | 3        |                  |               | 1,800         |                |               | 1,800            |
| Taser Replacement 2016                        | POLICE 003 | 1        |                  |               |               | 12,645         |               | 12,645           |
| Computer Replacement - Office                 | POLICE 007 | 1        | 2,000            |               |               |                |               | 2,000            |
| Records Management Software                   | POLICE 009 | 1        |                  | 25,000        |               |                |               | 25,000           |
| Firearms Training Simulator                   | POLICE 010 | 1        |                  |               |               |                | 15,000        | 15,000           |
| Radar Speed Trailer                           | POLICE 011 | 1        |                  |               |               | 3,000          |               | 3,000            |
| Ballistic Shields                             | POLICE 013 | 1        |                  |               |               | 8,000          |               | 8,000            |
| <b>Police Total</b>                           |            |          | <b>3,500</b>     | <b>25,000</b> | <b>1,800</b>  | <b>23,645</b>  | <b>15,000</b> | <b>68,945</b>    |
| <b>Pool</b>                                   |            |          |                  |               |               |                |               |                  |
| Aquatic Lift                                  | POOL 001   | 1        | 7,000            |               |               |                |               | 7,000            |
| Pool Feasibility Study                        | POOL 002   | 1        |                  |               |               | 4,000          |               | 4,000            |
| Deck Furniture                                | POOL 004   | 3        |                  |               | 4,500         |                |               | 4,500            |
| <b>Pool Total</b>                             |            |          | <b>7,000</b>     |               | <b>4,500</b>  | <b>4,000</b>   |               | <b>15,500</b>    |
| <b>Recreation</b>                             |            |          |                  |               |               |                |               |                  |
| Scheduling Software Upgrade                   | REC 001    | 2        |                  | 7,000         |               |                |               | 7,000            |
| Portable Pitching Mounds                      | REC 002    | 3        |                  |               | 5,500         |                |               | 5,500            |
| <b>Recreation Total</b>                       |            |          |                  | <b>7,000</b>  | <b>5,500</b>  |                |               | <b>12,500</b>    |
| <b>Streets</b>                                |            |          |                  |               |               |                |               |                  |
| 2013 Street Project                           | STR 001    | 1        | 2,400,000        |               |               |                |               | 2,400,000        |
| Mechanic Pick-up Replacement                  | STR 006    | 2        |                  | 27,000        |               |                |               | 27,000           |
| Pick-up Replacement 1/2 Ton Truck             | STR 007    | 2        | 30,000           |               |               |                |               | 30,000           |
| Shop Tools                                    | STR 008    | 2        | 5,600            |               |               |                |               | 5,600            |
| Stump Grinder                                 | STR 014    | 2        | 6,155            |               |               |                |               | 6,155            |
| Loader Unit & Attachements                    | STR 015    | 1        |                  |               | 29,000        | 29,000         | 29,000        | 87,000           |
| Plow Hitch - V Plow                           | STR 017    | 1        |                  | 8,500         |               |                |               | 8,500            |
| 2015 Street Project                           | STR 018    | 2        |                  |               | 40,000        |                |               | 40,000           |
| Pick-up Sander Unit                           | STR 020    | 2        |                  |               | 2,000         |                |               | 2,000            |
| Grader Replacement                            | STR 021    | 2        |                  |               |               | 65,000         | 30,000        | 95,000           |
| Large Volume Air Compressor                   | STR 023    | 2        |                  |               |               |                | 20,000        | 20,000           |
| Snow Plow Hitch                               | STR 024    | 2        |                  |               |               | 9,500          |               | 9,500            |
| <b>Streets Total</b>                          |            |          | <b>2,441,755</b> | <b>35,500</b> | <b>71,000</b> | <b>103,500</b> | <b>79,000</b> | <b>2,730,755</b> |

| Department   | Project # | Priority | 2013             | 2014             | 2015             | 2016             | 2017             | Total             |
|--|-----------|----------|------------------|------------------|------------------|------------------|------------------|-------------------|
| <b>Telecom</b>                                     |           |          |                  |                  |                  |                  |                  |                   |
| Video Headend Upgrades                             | TEL 001   | 1        |                  |                  | 22,000           |                  |                  | 22,000            |
| Meta Switch Rebuild                                | TEL 008   | 1        |                  |                  | 96,000           |                  |                  | 96,000            |
| Telecom Security System                            | TEL 012   | 1        |                  |                  | 12,240           |                  |                  | 12,240            |
| GIGA Center  | TEL 016   | 2        |                  |                  |                  |                  | 3,000            | 3,000             |
| Fire Supression Control                            | TEL 018   | 1        |                  |                  |                  |                  | 3,000            | 3,000             |
| <b>Telecom Total</b>                               |           |          |                  |                  | <b>130,240</b>   |                  | <b>6,000</b>     | <b>136,240</b>    |
| <b>Wastewater</b>                                  |           |          |                  |                  |                  |                  |                  |                   |
| Toro Lawnmower Replacement                         | SEWER 003 | 3        |                  |                  | 15,000           |                  |                  | 15,000            |
| Vac-All Replacement                                | SEWER 004 | 2        |                  | 55,000           |                  |                  |                  | 55,000            |
| Unit #65 Replacement - 1 Ton Truck                 | SEWER 008 | 2        | 45,000           |                  |                  |                  |                  | 45,000            |
| East Highway 60 Sewer Main Replacement             | SEWER 011 | 1        |                  |                  |                  | 797,438          |                  | 797,438           |
| <b>Wastewater Total</b>                            |           |          | <b>45,000</b>    | <b>55,000</b>    | <b>15,000</b>    | <b>797,438</b>   |                  | <b>912,438</b>    |
| <b>Water</b>                                       |           |          |                  |                  |                  |                  |                  |                   |
| Filter Plant - SCADA                               | WATER 003 | 1        |                  | 100,000          |                  |                  |                  | 100,000           |
| Unit 60 Vehildce Replacement 1/2 Ton Pick-up Truck | WATER 006 | 3        |                  | 13,000           |                  |                  |                  | 13,000            |
| Water Meter Replacement                            | WATER 007 | 1        |                  |                  | 546,732          |                  |                  | 546,732           |
| Vac-All  | WATER 010 | 2        |                  | 55,000           |                  |                  |                  | 55,000            |
| North Water Tower Improvement                      | WATER 012 | 2        |                  |                  |                  | 400,000          |                  | 400,000           |
| East Tower (Windom Rec Area)                       | WATER 013 | 2        |                  |                  |                  | 575,000          |                  | 575,000           |
| Unit 61 Replacement - 3/4 Ton Pick-up Truck        | WATER 014 | 2        | 20,000           |                  |                  |                  |                  | 20,000            |
| <b>Water Total</b>                                 |           |          | <b>20,000</b>    | <b>168,000</b>   | <b>546,732</b>   | <b>975,000</b>   |                  | <b>1,709,732</b>  |
| <b>GRAND TOTAL</b>                                 |           |          | <b>5,394,655</b> | <b>1,121,766</b> | <b>1,699,072</b> | <b>2,692,348</b> | <b>4,392,674</b> | <b>15,300,515</b> |

**ACTION ITEM**



**CITY OF WINDOM**  
444 9th Street  
Windom, MN 56101  
Phone: 507-831-6129  
Fax: 507-831-6127  
[www.windom-mn.com](http://www.windom-mn.com)

**TO:** City Council  
**FROM:** Mayor Dominic Jones  
**DATE:** August 31, 2017  
**RE:** Hospital Board Appointment  
**DEPT:** Mayor/Council  
**CONTACT:** Mayor Dominic Jones

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**Recommendations/Options/Action Requested**

Recommendation from the Mayor to the City Council for approval of the appointment of Kay Gross to the Hospital Board effective 9/6/17.

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**Issue Summary/Background**

This appointment will complete the appointment of Board members to the Hospital Board.

Term Expires

|           |         |
|-----------|---------|
| Kay Gross | 4/30/20 |
|-----------|---------|

**Fiscal Impact**

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None.

**Attachments**

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None.

## ACTION ITEM



CITY OF WINDOM  
444 9th Street  
Windom, MN 56101  
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Fax: 507-831-6127  
[www.windom-mn.com](http://www.windom-mn.com)

**TO:** City Council  
**FROM:** Scott Peterson, Police Chief and Steve Nasby, City Administrator  
**DATE:** September 1, 2017  
**RE:** Hiring Recommendation – Assistant Police Chief  
**DEPT:** Police Department  
**CONTACT:** Scott Peterson at [speterson@windom-mn.com](mailto:speterson@windom-mn.com); Steve Nasby: [snasby@windom-mn.com](mailto:snasby@windom-mn.com)

### Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action:

1. Hire Officer Corey Hillesheim as Assistant Chief effective October 1, 2017 per the terms outlined.
2. Authorize the Windom PD to start the hiring process of re-filling a Patrol Officer position.

### Issue Summary/Background

Assistant Police Chief Kevin Patterson submitted his retirement/resignation effective September 30, 2017, which was accepted by the City Council on August 15, 2017. The City Council also authorized staff to proceed with replacing the position.

The Assistant Police Chief position was posted internally in Windom PD and there were three applicants. On August 29, 2017 the applicants were interviewed by Chief Peterson, City Attorney Ron Schramel and myself. All three candidates presented well. Through the interview questions, the intent was to identify someone that has demonstrated leadership qualities, helped develop younger officers, can function well as a teammate to the Chief as well as patrol officers and has a vision and goals for themselves and the department. All of the candidates had been Field Training Officers for new officers and demonstrated examples of leadership qualities along with a few goals.

Upon conclusion of these interviews and discussion the recommendation from the Police Chief, City Attorney and I is to offer the position to Officer Hillesheim. His leadership and supervision experience in the military coupled with his track record of working as the Taser and Defensive Tactics instructor for the Department stood out among the candidates. Officer Hillesheim also talked extensively about coaching/mentoring/teaching as a large part of the position which is vitally important. His attitude of how to work with other officers in situational circumstances and as part of the management team was on point.

Officer Hillesheim was not the most senior person of the interviewees, but we felt he was the best candidate based on the duties, tasks and expectations for the Assistant Chief position. Officer Hillesheim has been with Windom PD since December 2009.

This promotion will create a vacancy of a patrol officer position that the Windom PD is asking for permission to re-fill upon City Council action.

### **Fiscal Impact**

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At present Assistant Chief Patterson is at Step 11 (top of grade) for his position. Officer Hillesheim will start at a lower step within that grade thus creating a savings. Also, refilling Officer Hillesheim's position with a new patrol officer (in the near future) will also create some payroll savings in that position.

### **Attachments**

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1. Conditional employment terms.

# MEMORANDUM



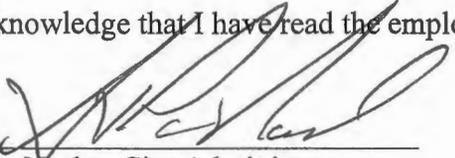
CITY OF WINDOM  
444 9th Street  
P. O. Box 38  
Windom, MN 56101  
Phone: 507-831-6129  
Fax: 507-831-6127

**TO:** Officer Corey Hillesheim  
**FROM:** Steve Nasby, City Administrator  
**DATE:** September 1, 2017  
**RE:** Assistant Police Chief – Terms of Employment

Chief Peterson and I are excited about having you on board as our new Assistant Chief. Per our discussion, I have outlined terms of the employment offer. These terms and the formal offer of employment are subject to final approval by the City Council on September 1, 2017.

|                                  |   |
|----------------------------------|---|
| Salary                           | \$60,344 Assistant Police Chief Grade, Step 2 on the 2017 Supervisory pay scale. Upon successful annual evaluation on October 1, 2018 go to Step 3. This is an exempt position. |
| Starting Date                    | October 1, 2017.  |
| Vacation Accrual                 | Vacation accrual according to City Policy equal to Year 9 with anniversary on October 1 each year.  |
| Holidays                         | Eleven paid holidays (City Policy)  |
| Sick Leave                       | One day per month (City Policy). Any accrued sick leave stays in employee's account.  |
| Retirement                       | State of Minnesota – PERA   |
| Deferred Compensation            | State of Minnesota (employee's option – no City matching)   |
| Health Insurance                 | City Health Plan w\ VEBA  |
| Medical\Dependent Care Flex Acct | Available (employee's option – no City contribution)  |
| Life Insurance                   | City Plan (decreasing term life policy for employee & family)   |
| Probation Period                 | 6 months (terms according to City Policy)   |

I acknowledge that I have read the employment offer as outlined above and the terms are acceptable to me.

  
\_\_\_\_\_  
Steve Nasby, City Administrator

\_\_\_\_\_  
Corey Hillesheim

# ACTION ITEM



**CITY OF WINDOM**  
444 9th Street  
Windom, MN 56101  
Phone: 507-831-6129  
Fax: 507-831-6127  
[www.windom-mn.com](http://www.windom-mn.com)

**TO:** CITY COUNCIL  
**FROM:** ANDREW W. SPIELMAN, BUILDING & ZONING OFFICIAL  
**CC MEETING DATE:** SEPTEMBER 5, 2017  
**RE:** SUBSTANDARD BUILDINGS – PROPOSED TIF DISTRICT 1-21  
**DEPT:** BUILDING & ZONING  
**CONTACT:** ANDY SPIELMAN ([aspelman@windom-mn.com](mailto:aspelman@windom-mn.com)) (507-832-8660)

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## **Recommendations/Options/Action Requested**

Staff recommends that the City Council take the following action regarding substandard buildings in a potential new TIF District 1-21:

1. Adopt the three attached RESOLUTIONS covering the substandard buildings on parcels in the subdivision known as “Tibodeau’s Center” (located in the 2000 Block of Highway 60 East), specifically Parcel Nos. 25-752-0040, 25-752-0100, 25-752-0050, and 25-752-0060.
- 

## **Issue Summary/Background**

The Economic Development Authority of Windom is working on the creation of a proposed new redevelopment TIF District 1-21 which would include the following properties: The parcel for the hotel (Dino’s Diner and Gas Station), the City-owned parcel in front of the vet clinic, Windom Floor & Sleep property, Phat Pheasant Pub and Jack Slade’s Steakhouse properties, and right-of-way adjacent to Highway 60.

TIF regulations require that parcels to be included in a “redevelopment” TIF district must meet specific criteria. Among other things, the criteria include that the parcel must be occupied by “improvements”. These “improvements” can include buildings, utility installations, parking lots, sidewalks, etc. If there is a building on the property, it must be classified as a “substandard building” to be eligible for inclusion in the proposed TIF district. This classification is made based on the construction and current condition of the building as these relate to the Minnesota State Codes (building, plumbing, mechanical, energy, fire code, etc.). Inspections of the buildings are completed to determine if they meet existing codes.

In August 2016, Interim Building Official Steve Carson completed an inspection of the Dino’s Diner property. On August 16, 2016, the City Council adopted a Resolution finding this property to be occupied by a substandard building.

On August 28, 2017, Building & Zoning Official Andy Spielman conducted inspections of the Windom Floor & Sleep building (25-752-0040) and the adjoining accessory building (25-752-0100), the Phat Pheasant Pub building (25-752-0050), and Jack Slade’s Steakhouse building (25-752-0060). Attached are copies of his inspection reports.

Because these buildings were constructed prior to the City’s adoption of the Minnesota State Building Code, they are considered as structurally substandard because there is no verification of any kind that the buildings were constructed in compliance with said code. The existing buildings are (1) also not in compliance with the current building code applicable to new buildings and (2) could not be modified to satisfy the current building code at a cost of less than 15 percent of the cost of constructing new structures of the same square footages and types on these sites.

These existing buildings are safe to use by the property owners in their current business operations. The City is not requiring any immediate repair or renovation of these buildings. Adoption by the City Council of the Resolutions finding that these buildings are substandard is for the purpose of inclusion of the buildings in the proposed new TIF District only. Adoption of these resolutions will not affect the current uses of these properties by the property owners and their customers.

**Fiscal Impact**

None.

**Attachments**

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1. Inspection Findings for property at 2320 Highway 60 East;
2. Inspection Findings for property at 2370 Highway 60 East;
3. Inspection Findings for property at 2390 Highway 60 East;
4. Photos of exteriors of buildings;
5. Resolution Finding Parcels to be Occupied by Improvements and Substandard Buildings (25-752-0040 and 25-752-0100);
6. Resolution Finding Parcel to be Occupied by Improvements and A Substandard Building (25-752-0050);
7. Resolution Finding Parcel to be Occupied by Improvements and A Substandard Building (25-752-0060);

AWS:mah

September 1, 2017

Re: Substandard Building Inspection  
Property Address: 2320 Highway 60 East  
Property Owner: James H. Rosenkranz  
Parcel Nos: 25-752-0040 & 25-752-0100



TO WHOM IT MAY CONCERN:

On August 28, 2017, I conducted an inspection of the building located at 2320 Highway 60 East. The building is currently occupied by Windom Floor and Sleep and used as a showroom and sales floor. The building was constructed in 1957 and is approximately 6,920 square feet.

The building has block exterior walls. The main portion of the building has a wood-framed flat roof. The west 20 feet of the building has a wood-framed sloped roof.

The inspection revealed the following deficiencies:

1. There are cracks and mortar missing in the block. The entire building needs tuck-pointing, holes patched and repair of the block.
2. The roof leaks and needs repair or replacement. The rubber roofing on the rear of the building is loose and needs proper flashing installed.
3. The ceiling tile on the interior have been mostly removed. The remaining tile are water stained and damaged.
4. There is no air conditioning or proper ventilation in the building.
5. The heater vents are not properly capped and should be replaced.
6. There is a cast iron clean out pipe that is connected to plastic pipe. The plumbing does not meet current code and should be updated.
7. There are loose electric conduit and uncovered electric boxes. The electrical does not meet code and should be updated.
8. The floor tile is asbestos and should be professionally mitigated and removed.
9. The restroom is not accessible.
10. Because of the size of the building and the material that is stored and displayed, there should be a fire sprinkler system installed to meet the current code.
11. The store front glass is not safety glazed and does not meet the requirements of the energy code.
12. Exit signs and emergency lighting should be properly installed.
13. The parking lot for this building needs repair and is not handicap accessible.
14. The front sidewalk has large cracks that should be repaired to ensure proper drainage away from the building.
15. There is a detached accessory building behind the main building that needs repairs to the siding.
16. The roof of the accessory building is sagging and needs repair and new roof covering.
17. There is no electric service or other essential services to the accessory building.
18. There is inadequate drainage around the accessory building.



**ECONOMIC DEVELOPMENT AUTHORITY OF WINDOM + BUILDING AND ZONING OFFICE**

444 Ninth Street • PO Box 38 • Windom, MN 56101

Phone: 507-831-8125

Fax: 507-831-6142

September 1, 2017

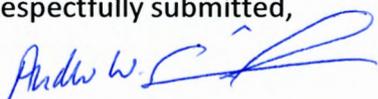
Re: Substandard Building Inspection – 2320 Highway 60 East

Page Two

From my inspection, I have made the following findings: More than 70 percent of the main parcel is occupied by a building and parking areas. The buildings on both parcels do not meet the current Minnesota Building Code, Plumbing Code, Mechanical Code, Electric Code, Energy Code, or Fire Code requirements. Although the main building is safe to occupy and serves its current purpose, it is in need of substantial repair and renovation. The buildings could not be brought up to the current Minnesota State Codes, as listed herein, for less than fifteen percent of the costs of new buildings of the same sizes and types.

Should you have any questions concerning this report, please contact me.

Respectfully submitted,



Andrew Spielman, Building and Zoning Official

AWS:mah

September 1, 2017



Re: Substandard Building Inspection  
Property Address: 2370 Highway 60 East  
Property Owner: Clark B. Lingbeek Properties  
Parcel No: 25-752-0050

TO WHOM IT MAY CONCERN:

On August 28, 2017, I conducted an inspection of the building located at 2370 Highway 60 East. The building is currently occupied by the Phat Pheasant Pub.

The building was constructed in 1953 and is approximately 6,360 square feet. The building has block exterior walls and a steel frame flat roof.

The inspection revealed the following deficiencies:

1. There are cracks and mortar missing in the block. The building needs tuck-pointing, holes patched and repairs of the block.
2. The roof leaks and needs repair or replacement.
3. The ceiling tile on the interior are stained and damaged from the roof leaks.
4. The ventilation needs to be updated to provide a balanced system.
5. The restrooms are not handicap accessible.
6. The common wall between bar and restaurant needs to be a fire-rated assembly.
7. The closer on the door between the bar and restaurant has been removed and should be replaced.
8. Because of the size and use of the building, a fire sprinkler system should be installed to meet the current code.
9. Exit signs and emergency lighting need to be installed in the proper locations.
10. Exit doors need proper egress hardware installed.
11. Electrical needs updating to eliminate the use of extension chords.
12. The parking lot needs repair and is not handicap accessible.
13. There is not adequate drainage away from the building.

There is also a large fenced-in area behind the building that is used for outdoor entertainment.

From my inspection, I have made the following findings: More than 70 percent of the parcel is occupied by the building and parking areas. The building does not meet the current Minnesota Building Code, Plumbing Code, Mechanical Code, Electrical Code, Energy Code, or Fire Code requirements. Although the building is safe to occupy and serves its current purpose, it is in need of substantial repair and renovation. The building could not be brought up to the current Minnesota State Codes, as listed herein, for less than 15 percent of the cost of a new building of the same size and type.

Should you have any questions concerning this report, please contact me.

Respectfully submitted,

Andrew Spielman, Building and Zoning Official



**ECONOMIC DEVELOPMENT AUTHORITY OF WINDOM + BUILDING AND ZONING OFFICE**

444 Ninth Street • PO Box 38 • Windom, MN 56101

Phone: 507-831-6125

Fax: 507-831-6142

September 1, 2017

Re: Substandard Building Inspection

Property Address: 2390 Highway 60 East

Property Owner: Clark B. Lingbeek Properties

Parcel No: 25-752-0060



TO WHOM IT MAY CONCERN:

On August 28, 2017, I conducted an inspection of the building located at 2390 Highway 60 East. The building is currently occupied by Jack Slade's Steakhouse.

The building was constructed in 1953. The restaurant portion of the building is approximately 4,320 square feet. The kitchen area is approximately 1,320 square feet and includes an 840 square foot walk-in cooler area. The building has block exterior walls and a flat roof.

The inspection revealed the following deficiencies:

1. There are cracks and mortar missing in the block. The building needs tuck-pointing, holes patched and repairs of the block.
2. The roof has been repaired with new insulation and rubber membrane but still shows signs of leaking at the rear of the building.
3. The ceiling tile on the interior are stained and damaged from the previous roof leaks and the lack of a sufficient and balanced mechanical system.
4. The ventilation needs to be updated to provide a balanced system.
5. The restrooms and main door do not meet handicap accessibility standards.
6. The wall finish material in the restrooms and kitchen should be updated to a non-absorbent material.
7. The common wall between the restaurant and bar needs to be a fire-rated assembly.
8. The closer on the door between the bar and restaurant has been removed and should be replaced.
9. Exit signs and emergency lighting need to be installed in the proper locations.
10. Exit doors need proper egress hardware installed.
11. There are loose conduits and wires and the electrical should be updated.
12. There is a duct through the back wall that has been disconnected and filled with fiberglass insulation. This penetration should be properly sealed.
13. Because of the size and use of the building, a fire sprinkler system should be installed to meet current code.
14. The kitchen hood is undersized and should be replaced to meet current code.
15. The plumbing in the kitchen and restrooms should be updated.
16. The gravel parking lot needs repair and does not meet accessibility standards.



**ECONOMIC DEVELOPMENT AUTHORITY OF WINDOM + BUILDING AND ZONING OFFICE**

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Phone: 507-831-8125

Fax: 507-831-6142

September 1, 2017

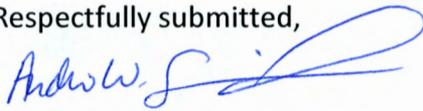
Re: Substandard Building Inspection -- 2390 Highway 60 East

Page Two

From my inspection, I have made the following findings: More than 70 percent of the parcel is occupied by the building and parking areas. The building does not meet the current Minnesota Building Code, Plumbing Code, Mechanical Code, Energy Code, or Fire Code requirements. Although the building is safe to occupy and serves its current purpose, it is in need of substantial repairs and renovation. The building could not be brought up to the current Minnesota State Codes, as listed herein, for less than 15 percent of the cost of a new building of the same size and type.

Should you have any questions concerning this report, please contact me.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Andrew W. Spielman". The signature is fluid and cursive, with a large loop at the end.

Andrew Spielman, Building and Zoning Official

AWS:mah

A

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A

**WINDUM FLOOR AND SLEEP**

Flooring

Bedroom  
Furniture

Mattresses

2320

OPEN

Wisdom Floor & Sleep



# PHAT PHEASANT PUB

JAC



WATCH ALL THE RACES HERE!

WHEN IT'S GAME TIME IT'S **CRACK** TIME

**BUD LIGHT** 300 BOTTLES

**BUSCH** WELCOME RACE FAN!

EVERYDAY 4:00-7:00

08/29/2017



## RESOLUTION # 2017-

**INTRODUCED:**

**SECONDED:**

**VOTED:     AYE:**

**NAY:**

**ABSENT:**

### **RESOLUTION FINDING PARCELS TO BE OCCUPIED BY IMPROVEMENTS AND SUBSTANDARD BUILDINGS**

---

WHEREAS, a proposal is now under consideration to create a new tax increment financing (“TIF”) district in an area within the City of Windom to be designated as a redevelopment district as defined in Minnesota Statutes, Section 469.174, Subd. 10; and

WHEREAS, in order to create this type of TIF district, the City Council for the City of Windom, Minnesota, (the “City”) must make a determination that certain conditions existed concerning any substandard buildings; and

WHEREAS, this Resolution addresses the conditions found on Parcel Nos. 25-752-0040 and 25-752-0100 located at 2320 Highway 60 East to potentially be included in the proposed TIF district (the “Parcels”); and

WHEREAS, a building that houses an existing business, known as Windom Floor and Sleep, is situated on Parcel No. 25-752-0040 and an accessory building for that business is situated on Parcel No. 25-752-0100; and

WHEREAS, inspections of the Parcels and the buildings on the Parcels have been completed and said inspections find that at least 15 percent of the area of the Parcels is occupied by the buildings, utilities, and gravel parking areas; that the buildings are structurally substandard due to the fact that these buildings were constructed prior to the adoption by the City of the Minnesota State Building Code and no verification of any kind exists that the buildings were constructed in compliance with said code; and that the existing buildings are not in compliance with the current building code applicable to new buildings and could not be modified to satisfy the current building code at a cost of less than 15 percent of the cost of constructing new structures of the same square footages and types on these sites; and

WHEREAS the City intends to consider including these Parcels within a new TIF district; and

WHEREAS, even though for purposes of inclusion in a new TIF district the buildings are considered to be structurally substandard, the City of Windom is not requesting or requiring any immediate repair or renovation of these buildings; these buildings are safe to use and the property owner may continue to use these buildings for his business operations as he has done in the past.

NOW, THEREFORE, BE IT RESOLVED by the City Council for the City of Windom that at least 15 percent of the area of the Parcels identified herein contain improvements and are occupied by buildings that are structurally substandard; and that the City intends to consider including this area within a new TIF district. Nothing in this Resolution is intended to constitute an approval of any project that may take place on the Parcels or an agreement regarding any such project.

Dated this 5th day of September, 2017.

\_\_\_\_\_  
Dominic Jones, Mayor

ATTEST: \_\_\_\_\_  
Steven Nasby, City Administrator

## RESOLUTION # 2017-

**INTRODUCED:**

**SECONDED:**

**VOTED:     AYE:**

**NAY:**

**ABSENT:**

### **RESOLUTION FINDING PARCEL TO BE OCCUPIED BY IMPROVEMENTS AND A SUBSTANDARD BUILDING**

---

WHEREAS, a proposal is now under consideration to create a new tax increment financing (“TIF”) district in an area within the City of Windom to be designated as a redevelopment district as defined in Minnesota Statutes, Section 469.174, Subd. 10; and

WHEREAS, in order to create this type of TIF district, the City Council for the City of Windom, Minnesota, (the “City”) must make a determination that certain conditions existed concerning any substandard buildings; and

WHEREAS, this Resolution addresses the conditions found on Parcel No. 25-752-0050 located at 2370 Highway 60 East to potentially be included in the proposed TIF district (the “Parcel”); and

WHEREAS, a building that houses an existing business, known as Phat Pheasant Pub, is situated on Parcel No. 25-752-0050; and

WHEREAS, inspection of the Parcel and the building on the Parcel has been completed and said inspection finds that at least 15 percent of the area of the Parcel is occupied by the building, utilities, and gravel parking areas; that the building is structurally substandard due to the fact that this building was constructed prior to the adoption by the City of the Minnesota State Building Code and no verification of any kind exists that the building was constructed in compliance with said code; and that the existing building is not in compliance with the current building code applicable to new buildings and could not be modified to satisfy the current building code at a cost of less than 15 percent of the cost of constructing a new structure of the same square footage and type on this site; and

WHEREAS the City intends to consider including this Parcel within a new TIF district; and

WHEREAS, even though for purposes of inclusion in a new TIF district the building is considered to be structurally substandard, the City of Windom is not requesting or requiring any immediate repair or renovation of this building; this building is safe to use and the property owner may continue to use this building for his business operations as he has done in the past.

NOW, THEREFORE, BE IT RESOLVED by the City Council for the City of Windom that at least 15 percent of the area of the Parcel identified herein contains improvements and is occupied by a building that is structurally substandard; and that the City intends to consider including this area within a new TIF district. Nothing in this Resolution is intended to constitute an approval of any project that may take place on the Parcel or an agreement regarding any such project.

Dated this 5th day of September, 2017.

\_\_\_\_\_  
Dominic Jones, Mayor

ATTEST: \_\_\_\_\_  
Steven Nasby, City Administrator

## RESOLUTION # 2017-

**INTRODUCED:**

**SECONDED:**

**VOTED:     AYE:**

**NAY:**

**ABSENT:**

### **RESOLUTION FINDING PARCEL TO BE OCCUPIED BY IMPROVEMENTS AND A SUBSTANDARD BUILDING**

---

WHEREAS, a proposal is now under consideration to create a new tax increment financing (“TIF”) district in an area within the City of Windom to be designated as a redevelopment district as defined in Minnesota Statutes, Section 469.174, Subd. 10; and

WHEREAS, in order to create this type of TIF district, the City Council for the City of Windom, Minnesota, (the “City”) must make a determination that certain conditions existed concerning any substandard buildings; and

WHEREAS, this Resolution addresses the conditions found on Parcel No. 25-752-0060 located at 2390 Highway 60 East to potentially be included in the proposed TIF district (the “Parcel”); and

WHEREAS, a building that houses an existing business, known as Jack Slade’s Steakhouse, is situated on Parcel No. 25-752-0060; and

WHEREAS, inspection of the Parcel and the building on the Parcel has been completed and said inspection finds that at least 15 percent of the area of the Parcel is occupied by the building, utilities, and gravel parking areas; that the building is structurally substandard due to the fact that this building was constructed prior to the adoption by the City of the Minnesota State Building Code and no verification of any kind exists that the building was constructed in compliance with said code; and that the existing building is not in compliance with the current building code applicable to new buildings and could not be modified to satisfy the current building code at a cost of less than 15 percent of the cost of constructing a new structure of the same square footage and type on this site; and

WHEREAS the City intends to consider including this Parcel within a new TIF district; and

WHEREAS, even though for purposes of inclusion in a new TIF district the building is considered to be structurally substandard, the City of Windom is not requesting or requiring any immediate repair or renovation of this building; this building is safe to use and the property owner may continue to use this building for his business operations as he has done in the past.

NOW, THEREFORE, BE IT RESOLVED by the City Council for the City of Windom that at least 15 percent of the area of the Parcel identified herein contains improvements and is occupied by a building that is structurally substandard; and that the City intends to consider including this area within a new TIF district. Nothing in this Resolution is intended to constitute an approval of any project that may take place on the Parcel or an agreement regarding any such project.

Dated this 5th 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](http://www.windom-mn.com)

**TO:** CITY COUNCIL  
**FROM:** ANDY SPIELMAN, BUILDING & ZONING OFFICIAL  
**CC MEETING DATE:** SEPTEMBER 5, 2017  
**RE:** CALL FOR PUBLIC MEETING - RENTAL HOUSING ORDINANCE  
**DEPT:** BUILDING & ZONING  
**CONTACT:** ANDY SPIELMAN ([aspielman@windom-mn.com](mailto:aspielman@windom-mn.com)) (507-832-8660)

---

## Recommendations/Options/Action Requested

Staff recommends that the Council call for a public meeting regarding the proposed rental housing ordinance and authorize staff to publish notice of this meeting at least ten days prior to the meeting.

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## Issue Summary/Background

At the August 15, 2017, meeting, the Council viewed a presentation outlining the proposed rental housing ordinance. In that presentation it was recommended that the Council schedule a public meeting for October 3, 2017. This would be an informational meeting for the public and would provide an opportunity for Windom residents, tenants, and owners of rental properties to speak and discuss how the proposed ordinance would impact them.

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## Fiscal Impact

There will be no fiscal impact to the City in connection with this public meeting other than the cost for publication of the notice.

---

## Attachments

None.

AWS

## ACTION ITEM



**CITY OF WINDOM**  
444 9th Street  
Windom, MN 56101  
Phone: 507-831-6129  
Fax: 507-831-6127  
[www.windom-mn.com](http://www.windom-mn.com)

**TO:** City Council  
**FROM:** Jeff Dahna, Telecom General Manager  
**DATE:** 8/31/2017  
**RE:** MN Border-to-Border Broadband Development Grant Application  
**DEPT:** Telecom Department  
**CONTACT:** Jeff Dahna

---

### 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 DEED for the MN Border-to-Border Broadband Development Grant Application.

---

### Issue Summary/Background

The Telecom Department has been in contact with the City of Jeffers to expand the Telecom service area to Jeffers, MN. This expansion would provide broadband services to businesses and residents within the City of Jeffers' city limits and areas of the project.

Efforts have begun to develop a grant application for submission by September 11, 2017. As required by the grant, a response has been received from CenturyLink confirming that they are not planning to provide broadband services to the area of the project. WindomNet engineers are developing design and cost estimates for the project. The grant requires a resolution authorizing the application and guaranteeing the local match of 52% or more for eligible project costs.

### Fiscal Impact

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Budget information and project details will be provided at the City Council Meeting.

### Attachments

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1. Resolution Supporting the Submission of a Grant Application to the Minnesota Border-to Border Broadband Development Grant Program.

**RESOLUTION #2017-**

**INTRODUCED:**

**SECONDED:**

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

**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**

---

**WHEREAS,** the City Council of Windom, Minnesota, supports WindomNet in its efforts in pursuing funding through the Minnesota Border-to-Border Broadband Development Grant.

**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 project contained in the Broadband Development Grant Program to be submitted on September 11, 2017, and that the Mayor and the City Administrator are hereby authorized to submit a grant application through the Minnesota Border-to-Border Broadband Development Grant program for funding of this project on behalf of the City of Windom/WindomNet.
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 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.
4. 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.
5. 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.
6. 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 5th day of September, 2017.

\_\_\_\_\_  
Dominic Jones, Mayor

ATTEST: \_\_\_\_\_  
Steve Nasby, City Administrator

## ACTION ITEM



**CITY OF WINDOM**  
444 9th Street  
Windom, MN 56101  
Phone: 507-831-6129  
Fax: 507-831-6127  
[www.windom-mn.com](http://www.windom-mn.com)

**TO:** City Council  
**FROM:** Steve Nasby, City Administrator *Steve*  
**DATE:** August 30, 2017  
**RE:** Budget Workshop Date(s)  
**DEPT:** Administration\Finance  
**CONTACT:** Steve Nasby: [snasby@windom-mn.com](mailto:snasby@windom-mn.com)

---

### Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action:

1. Set one or two dates for a first review of the City's 2018 Budget.

### Issue Summary/Background

The City's 2018 budget is based upon the prior three years of history for expenses and revenues. A major part of this budget is the property tax levy. The preliminary property tax levy must be set by September 30 each year. The preliminary levy is the maximum the City will be allowed to levy for 2018, but this number may go down as more of the budget is developed and the City Council selects projects to fund.

For the past five or six years staff has made a recommendation to the City Council as to the setting of preliminary levy by providing a range and rationale then the City Council met after that date (generally October) to review the budget and then in November to fund capital projects. If the Council would prefer, you could hold a budget workshop(s) prior to September 30 and then set the preliminary levy.

Please note that this year both labor agreements will be up for re-negotiation so a large part of the General Fund budget will be unknown on September 30.

Staff is requesting that the City Council set one or two dates to review the proposed 2018 budget. The following are a list of preferred dates:

September 12, 14, 18, 25, 26, 28  
October 4, 5, 9, 10, 12, 16, 18, 23

### Fiscal Impact

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None.

### Attachments

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None.