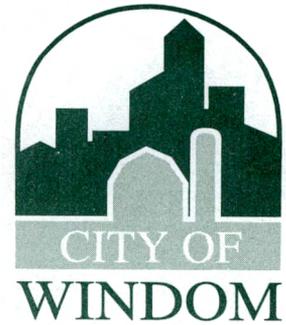


Council Meeting
Tuesday, October 17, 2017
City Council Chambers
7:30 p.m.
AGENDA



Call to Order

Pledge of Allegiance

1. Consent Agenda
 - Minutes
 - Council Minutes – October 3 & October 9, 2017
 - HRA – September 6, 20 & 26, 2017
 - EDA – October 9, 2017
 - Planning Commission – October 10, 2017
 - Park & Recreation Commission – October 10, 2017
 - Regular Bills
 - License – Exempt Gambling Permit – Windom Fire Dept. Relief Association
2. Department Heads
3. Resolution Accepting Donation
 - Good Samaritan Society – Emergency Services Facility
 - Remick Foundation – Emergency Services Facility
4. Hospital By-Laws Amendment
5. Park & Recreation Commission Recommendation - Arena
6. Pre-Sale Report - General Obligation Improvement Refunding Bond
7. Resolution Calling for a Public Hearing for 2017 Miscellaneous Special Assessments
8. Resolution Calling for a Public Hearing for the 2017 Street Improvement Project
9. Resolution Approving Participation in Election Equipment Grant
10. Change Order – Gosewisch Construction, Inc. #16 \$1,215.00 – Emergency Services Facility
11. Contractor Payment – Holtmeier Construction #7 \$166,062.78 – 2017 Street Project
12. New Business
13. Old Business
14. Council Concerns
15. Adjourn



**Regular Council Meeting
City Hall, Council Chamber
October 3, 2017
7:00 p.m.**

1. Call to Order:

The meeting was called to order by Mayor Dominic Jones at 7:00 p.m.

2. Roll Call:

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

Council Absent: None

City Staff Present: Steve Nasby, City Administrator; Scott Peterson, Police Chief; Al Baloun, Recreation Director; Mike Haugen, Water/Wastewater Superintendent; Jeff Dahna, Telecom General Manager and Andy Spielman, Building Official

3. Pledge of Allegiance

4. Public Input – Rental Housing Ordinance:

Andy Spielman, Building Official, gave an overview of the process to develop the ordinance as requested by the Council and working with the Planning Commission studying what other cities are using. The purpose of the ordinance is to establish minimum standards for health and safety.

Howard Davis – Concern under Inspections 150.56(D), Sale of property, 60-day Requirement for new owner to obtain a license. Questioned why new owner would be required to re-inspect property that had previously passed inspection.

Wayne Mau – Has five rentals in Windom. He questioned application and inspections fee cost of \$50 per unit and if the cost included the inspection. Spielman stated the fees would be \$50 per unit for application including inspection and larger apartment buildings would be \$20 per unit for inspection up to a maximum of \$400 per property. The Council will adopt rates as part of the City Fee Schedule. Spielman noted the fee is paid once for a 3-year license. Mau was concerned with the Building Inspector having enough time to complete all the inspections. Spielman explained the three-year term was adopted to allow inspection of all units within the City within the three years. Mau also questioned the requirement that the tenant must be present. Most tenants are working and are unavailable. Spielman is asking each owner be in attendance and have tenant there or complete consent form to sign off for the inspection. Mau questioned how it will be determined if complaints are valid complaints. Building Official would send a letter for owner to remedy complaint and then schedule an inspection of the property. If the complaint was valid a work order would be provided and if it was not valid there would be no inspection fee.

Buzz Tewes – Questioned who will be completing the inspections and if they are a qualified to complete electric and plumbing inspections. He also questioned renting to relatives as they do not typically charge family the same rental rates and if relative rentals are even addressed in

Preliminary

ordinance. Spielman said exempt family rental is not addressed in the ordinance. All rental units are subject to licensing. As the Building Official, he completes all building and plumbing inspections but does not complete electrical inspections. He noted that the ordinance does not include extensive electrical items, just GCFI, outlet covers, etc.

Chuck Mau – Said he is a snowbird and he leaves in December and does not return until April. Spielman said he can make exceptions to complete inspections other than January - March.

Lynn Nelson - Owns two houses that his sons' families live in and he does not receive rent for these properties. He questioned if these houses are included in the rental ordinance. He also questioned the requirement to provide garbage service for the renters. He asked about other homes in town that are not rentals but are hazards and neglected and how those are going to be addressed. Spielman reviewed the section in the ordinance regarding garbage and the intent of the requirement to ensure that garbage collection is available. Spielman suggested revising the ordinance to "3 or more units would be required to provide garbage service".

Bob Messer – Questioned when the garbage service change would be completed in the ordinance. Spielman said change would be done when the Planning Commission reviews it and proposes a final ordinance to the City Council for its consideration.

Aaron Klassen – Asked what happens if the tenant will not sign the inspection release form. The City puts more responsibility on the landlord to contact tenants that do not want to be bothered. He also asked if the City would be contacting the landlords to complete these inspections and if the City had a complete list of rental properties. Spielman said it is difficult to get an accurate list. The City would contact the landlords to complete the initial application and inspection process and then a reminder would be sent for three year renewal process.

Jones requested that the Planning staff send out notice of first reading of final ordinance to rental property owners and a copy of the ordinance.

Lynn Nelson – Stated that state law requires a 24-hour notice by landlord before landlord can enter rental property. The question to obtain access and notice and refusal by tenant to sign form will be sent to the City Attorney for review.

Gary Vanderwerf – Everyone wants safety. If this ordinance is passed, there will be less supply of rental units and he does not see the need for an ordinance. Let people decide if the unit is safe and rentable. There are a lot more owner-occupied units with health/safety issues than rentals.

Dirk Abraham – Questioned if the ordinance limits rental rates that can be charged. Spielman said it does not, it addresses safety issues only.

Jones said staff will refer comments and questions to the Planning Commission. He would ask for final revisions to be completed and submitted for consideration by the Council. He thanked everyone for their comments and participation.

Addition to Agenda:

Jones requested the Council consider adding an item under Department Heads being a Telecom Item for a Retransmission Agreement.

Motion by Joyce second by Sherman approving the addition to the Agenda of a Telecom Item – Retransmission Agreement. Motion carried 5 – 0.

Consent Calendar:

- Minutes
 - Council Minutes – September 19, 2017
 - EDA - September 18, 2017
 - Housing And Redevelopment Authority July 12 & August 9, 2017
 - Park & Recreation – September 21, 2017
 - Telecom Commission – September 25, 2017
 - Utility Commission – September 28, 2017
- Regular Bills

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

5. Department Heads:

Recreation Director Al Baloun provided an update of the recent swimming pool meeting. The kickoff meeting was attended by 30-35 people. Two more meetings have been scheduled. The first meeting will be a facility tour of the pool on Oct. 17th from 5:30 – 6:30 with a rain date of Oct. 21st from 1:00-2:00. A second meeting has been scheduled on Nov. 6th from 7:00 – 8:00 in the City Hall Council Chambers. A tentative schedule has been created for the Friends of the Pool group that is in the process of organizing.

Telecom Operations Manager Jeff Dahna presented to the Council a Retransmission Agreement with KTTW out of Sioux Falls, SD. The Telecom Commission discussed and approved and recommended Council approval of the agreement.

Motion by Grunig second by Johnson approving the Retransmission Agreement with KTTW. Motion carried 5 – 0.

6. Resolution of Appreciation – Kevin Patterson:

Jones read the Resolution of Appreciation for retiring Assistant Police Chief. Jones and the City Council thanked Patterson for his service to the City of Windom.

Council member Johnson introduced the Resolution No. 2017-71 entitled “A RESOLUTION EXPRESSING SINCERE APRECIATION TO KEVIN PATTERSON FOR HONORABLE AND DEVOTED PUBLIC SERVICE TO THE CITY OF WINDOM, MINNESOTA” and moved its adoption. The resolution was seconded by Joyce and on roll call vote: Yes: Grunig, Johnson, Sherman, Joyce and Byam. No: None. Absent: None. Abstain: None. Resolution passed 5 – 0.

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

Development Director Drew Hage and Todd Hagen, Ehlers & Associates, reviewed the Modification of Development District #1 and Establishing TIF District 1-21 for the hotel project.

Hagen discussed the process of notification for a Redevelopment District to establish a Tax Increment District. The project includes fourteen parcels eligible for tax increment funding. The tax base will be increased \$134,000 per year and TIF assistance is recommended by the EDA. Tax increment would be used to reimburse the Developer for eligible expenses including demolition of the existing building, addition of fill to bring the buildable area to a level above the regulatory flood elevation and other site improvements. Additional tax increment generated by the district can also be used for other infrastructure improvements within the TIF District.

Jones opened the Public Hearing. No comments were received and the hearing was closed.

Council member Joyce introduced the Resolution No. 2017-72 entitled “RESOLUTION ADOPTING A MODIFICATION TO THE DEVELOPMENT PROGRAM FOR DEVELOPMENT DISTRICT NO. 1, AND ESTABLISHING TAX INCREMENT FINANCING DISTRICT NO. 1-21 THEREIN, AND ADOPTING A TAX INCREMENT FINANCING PLAN THEREFOR” and moved its adoption. The resolution was seconded by Sherman and on roll call vote: Yes: Johnson, Sherman, Joyce, Byam and Grunig. No: None. Absent: None. Abstain: None. Resolution passed 5 – 0.

TIF regulations require that the City Council adopt an Interfund Loan Resolution to allow the City to reimburse itself for eligible expenses advanced by the City in connection with the new TIF District. The City does not know the specific amount of these potential future expenses and estimate of not to exceed \$25,000 was included in the Resolution.

Council member Joyce introduced the Resolution No. 2017-73 entitled “RESOLUTION AUTHORIZING AN INTERFUND LOAN FOR ADVANCE OF CERTAIN COSTS IN CONNECTION WITH TAX INCREMENT FINANCING DISTRICT NO. 1-21” and moved its adoption. The resolution was seconded by Grunig and on roll call vote: Yes: Sherman, Joyce, Byam, Grunig and Johnson. No: None. Absent: None. Abstain: None. Resolution passed 5 – 0.

8. Street Closure Request – WAHS Homecoming Parade:

Joyce discussed the request for a Homecoming Parade and route. The parade will be held at 10:20 am of October 13th. Joyce invited the public to attend the parade.

Motion by Joyce second by Sherman to approve the Street Closure Request on October 13th between 10:00 a.m. and 11:00 a.m. for the Homecoming Parade. Motion carried 5 – 0.

9. Resolution Accepting Donation - Windom Area Girls Fastpitch Association (WAGFA):

Nasby said the Windom Area Girls Fastpitch Association would like to donate an Eagle statue for the Windom Recreation Area and have it placed near the entrance between the ball fields.

Council member Grunig introduced the Resolution No. 2017-74 entitled “AUTHORIZATION TO ACCEPT A DONATION FROM WINDOM AREA GIRLS FASTPITCH ASSOCIATION FOR THE WINDOM RECREATION AREA” and moved its adoption. The resolution was seconded by Johnson and on roll call vote: Yes: Joyce, Byam, Grunig, Johnson and Sherman. No: None. Absent: None. Abstain: None. Resolution passed 5 – 0.

10. Contractor Change Order - Rice Lake Contracting Corp. #1 \$192,017.16:

Water/Wastewater Superintendent Mike Haugen and Kelly Yankee, Engineer with Bolton & Menk, discussed findings while rehabbing the water filters. Staff and the contractor determined that the underdrains lifted and failed causing sand media to migrate to each filter. It was recommended that new underdrains be installed for all four filters. It was noted that visual access to these drains is extremely difficult and it is recommended that the water is not drawn down to allow inspection of the drains. If a draw down process is done, it must be done very slowly and carefully to not compact the media.

Funding for the replacement will be from the water fund budget. If there is not enough funds in the budget, the Council may consider an interfund loan. Nasby noted it is possible there may be an insurance claim for equipment failure. The insurance agent has submitted a claim. Todd Hagen suggested the possibility of including the project cost in a future bond refunding.

Motion by Byam second by Sherman to approve the Change Order #1 for Rice Lake Contracting Corp. in the amount of \$192,017.16. Motion carried 5 – 0.

11. Contractor Payment – Gosewisch Construction, Inc. #12 \$53,777.72 – Emergency Services Facility:

Motion by Joyce second by Sherman to approve Pay Request #12 from Gosewisch Construction, Inc. for \$53,777.72 for the Emergency Services Facility. Motion carried 5 – 0.

12. New Business:

None.

13. Old Business:

None.

14. Council Concerns:

Joyce – Park and Recreation update on tennis court relocation - Potential sites are being vetted. Once the Park and Recreation Commission select the final site a recommendation will be presented to the Council for approval.

Byam – Consider hiring an Intern to help with Housing and Redevelopment next summer to assist in developing a plan for addressing derelict owner-occupied housing.

Sherman – Asked how minute note taking changes are going. Nasby asked if the final product is satisfactory. Staff is reviewing the meeting by video and recordings and I am taking a few notes. The process is saving some time. Johnson suggested to assist with the minute taking, the Mayor names the individual making the motion and second. The Mayor agreed and requested that each Council member state the motion that he is making.

Johnson – Worked with Patterson for 10 years, great officer and investigator the City. Cory will do a good job but he has big shoes to fill. Thanked Kevin for 30 years of service.

Preliminary

Grunig – Asked if additional comments regarding the Rental Ordinance can be directed to the City Administrator. Nasby suggested comments should go directly to Spielman.

15. Personnel Items:

Hire Part-time Community Center Maintenance Position -- Community Center Manager Brad Bussa submitted a memo recommending hiring Melinda Dewall as the Community Center part-time Maintenance Assistant at IBEW Grade 1, Step 1, effective 10/4/17, anticipating 20 – 25 hours per week, using budget from seasonal position to help fund the position.

Motion by Joyce second by Johnson to hire Melinda Dewall at Grade 1, Step 1 as the part-time Maintenance Assistant at the Windom Community Center. Motion carried 5 – 0.

Closed Session – Labor Negotiation Strategy

Motion by Byam second by Joyce at 8:39 pm to close the City Council Meeting for Labor Negotiation Strategy discussion. Motion carried 5 – 0.

Motion by Johnson second by Joyce at 10:10 pm to open the City Council Meeting following Labor Negotiation Strategy discussion. Motion carried 5 – 0.

16. Adjournment:

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

Dominic Jones, Mayor

Attest: _____
Steve Nasby, City Administrator

**Special Council Meeting
Community Center
October 9, 2017
5:30 p.m. Budget Work Session**

1. Call to Order:

The meeting was called to order by Mayor Dominic Jones at 5:30 p.m.

2. Roll Call: Mayor: Dominic Jones

Council Present: Marv Grunig, Paul Johnson, Bryan Joyce and Jayesun Sherman

City Staff Present: Steve Nasby, City Administrator; Chelsie Carlson, Finance Director/Controller; Drew Hage, Development Director; Joe Audette, Liquor Store Manager; Jeff Dahna, Windomnet General Manager; Brent Brown, Electric Utility Manager/ Streets & Parks Superintendent; Dawn Aamot, Library Director; Mike Haugen, Water/Wastewater Superintendent; Al Baloun, Recreation Director; Scott Peterson, Police Chief; Tim Hacker, Ambulance Director and Dan Ortmann, Fire Chief

3. 2018 Budget Discussion:

Jones said that the process would be the presentation of significant changes in operational budgets and then discussion of capital requests.

Economic Development Authority

Drew Hage, Development Director, said that the operational budget expenses were not much changed from last year. The capital projects are the acquisition of the south 80 acres at the industrial park, Cemstone reclamation project, East Highway 60 development and Prairie Meadows subdivision.

Building & Zoning

Hage noted there were no big changes in the Building & Zoning operational budget. Capital projects include new computers and \$30,000 to start a dilapidated housing demolition program.

Parks

Brent Brown, Streets & Parks Superintendent, said that there were no significant operational budget changes. The capital items include funding for renovations of restroom facilities at all of the parks over a two year period at a cost of \$35,000 per year. The citizen survey identified this as one of the biggest needs. The other capital project is to replace an 11-year old pick-up.

Streets

Brown said there were not any big changes to the operational budget, but they were budgeting for a part-time maintenance position. The one-time Street money for the State is also included.

Preliminary

Capital items included the proposed replacement of the street sweeper, a 3\4 ton pick-up, a skid loader to be shared with the Electric Department and he is working on developing a rotation for replacing the large dump trucks.

Electric

Brent Brown, Electric Utility Manager, said that the operational budget show increases in revenue and expense from the load expected from Prime Pork. Brown said the electric transfer is budgeted at \$200,000 but that had not been formally approved by the Utility Commission yet.

Joyce asked if electric rates would go down due to the Prime Pork plant coming on-line. Brown replied that the rate study done anticipated Prime Pork in operation and that study still recommended a 3.5% rate increase each year for three years. Joyce noted the reserves in this fund are significant.

Grunig said the Electric Department is self-insured for much of its facilities and distribution lines, funds its capital projects and needs money for opportunities that come up like the CapX project so the reserves in this fund need to be maintained at a high level.

Recreation

Al Baloun, Recreation Director, said the operational budget has no large changes. The capital request is for new software to replace Max Solutions as that system is no longer supported.

Pool

Baloun said the operational budget is similar to last year. The capital item for 2018 is proposed to be a heater, but he may be able to do that with left over money from the 2017 budget.

Motion by Johnson second by Joyce to approve the purchase of a pool heater at \$6,500 from operational funds in the 2017 budget. Motion carried 5 – 0.

Arena

Baloun said that the operational budget changes are due to the anticipation of no horse shows this summer due to construction in the Arena. Both revenue and expenses were down. The capital items included the locker room renovation and expansion funded by the Windom Youth Hockey Association, which is underway.

Baloun said our ice system is the biggest item to address the replacement of R-22 ice system. A cost estimate has been completed by Stevens Engineering and the working group is presenting to the Park & Recreation Committee on October 10. The Park & Recreation Commission will then have a recommendation to the City Council. He anticipates this recommendation will be for \$70,000 to design and bid the project in 2017 for possible 2018 construction. The estimated cost for the total project is \$1.4M.

Telecom

Jeff Dahna, Windomnet General Manager, said that the revenue projected shows 2018 pricing and the recent rate increases. The capital request is for testing equipment, a fiber trunk line south

Preliminary

out of town, office space, expansion of fiber to County Road 13 (joint project with Electric), Jeffers expansion project (awaiting State grant) and the replacement of the 10-year old smoke detectors and control panel.

Liquor

Joe Audette, Liquor Store Manager, said that the operational budget is based on the same personnel and other things as last year. He noted the one capital request for this year is \$2,000 for computers not \$50,000 as shown in the preliminary budget. As such, the liquor store shows a small profit even with the transfer increasing to \$100,000 from \$70,000 last year.

Nasby said the \$100,000 budgeted transfer was based on conversations the City Council had in 2016 about financing the new Emergency Services Facility, but the Council had not made a firm decision on the liquor store transfer. He said the Emergency Services Facility debt service long-term is \$135,000 per year and this year that payment is about \$130,000. In 2018 the payment budgeted to be comprised of \$60,000 property tax levy, \$30,000 Liquor store transfer, \$25,000 Electric transfer, \$10,000 Hospital transfer and \$5,000 from the general fund fire relief association contribution. He added that the Utility Commission has not formally approved the Electric transfer amount yet.

Joyce asked about the township contribution. Jones replied that was part of the lump sum payment agreement that the Council approved earlier this year. Funds can be used for operations of the fire department, equipment or building. In future years there is an increase in the payment from the townships and some of that may be able to be used for debt payments.

Nasby added that the lump sum payment from townships will go towards expenses, but there will also be fees collected for service and these fees are anticipated to be put into the operational budget to help off-set higher building costs such as utilities. It is unknown how much will be raised through fees so the revenue was not suited to be dedicated to debt service.

Johnson said the Liquor Store's one-time cash contribution of \$500,000 and the transfer change, but both would impact the store's ability to plan for future growth. Johnson said he wants to keep moving forward with growth and future plans for the store.

Joyce said he sees differences between liquor and the other enterprise funds. Liquor could be a private business, but he understands the revenue it brings to the City and that revenue should be used to fund City projects.

Audette said his future capital item is for a new store estimated at \$2M based on cost estimates from three newly constructed stores. This is just in the first stages of discussion, but wanted it on the City Council's minds for the future.

Ambulance

Tim Hacker, Ambulance Director, said the operational budget shows no large changes but some expense for the new facility. Calls are up about 100 over last year so far so people are busy. The capital request is to purchase replacement radios and pager as needed and that will be covered with Ambulance reserve funds. He noted future years include replacement of ambulance rigs.

Preliminary

Library

Dawn Aamot, Library Director, said that in the operational budget some budget line items shifted but overall not much change; however, she is reducing some book and magazine purchases. The new heating system should be completed yet this year. The big capital item is window replacement as the windows estimated to be \$120,000 but they have a quote under \$100,000 and a grant to the State has been submitted to cover \$50,000 with the Friends of the Library contributing \$10,000 to match the City's \$40,000. Aamot said they want to do the bathroom renovation project in 2018 and an estimate for that project is \$17,000 and she is asking the City for \$10,000. They also have a request for \$2,000 for computers as those are heavily used.

Fire

Dan Ortmann, Fire Chief, said there is some slight changes in the operational budget to account for utility costs for the new building. The capital request is for a new truck to replace Unit 21 pumper that goes on all calls and for Unit 23 the City pumper in 2019. The department is going to continue to pursue a FEMA grant, but odds are not good as they were just notified of a denial this last week. The deal with the townships was to push off Unit 21 until 2021 but that truck is having maintenance issues which are costing thousands. This maintenance issue is why they schedule trucks on a 20-year rotation.

Water

Mike Haugen, Water\Wastewater Superintendent, said that there is some increase in use for water due to the new truck wash and the agreements with POET and RRRWS are up at the end of the year. They are working with POET to get a new agreement for 2018 and beyond. Other operational items very similar to past years. The capital are normal annual items of equipment and replacement items.

Sewer

Haugen said that the revenue and expense budgets changed due to the Prime Pork plant and truck wash. Prime Pork is up to 5,000 head per day. There was also a \$6,000 increase in data processing fees. Haugen said the capital included the current sewer line replacement and normal annual equipment. The pick-up should be moved to 2019 and is shared by the Water fund.

Nasby asked for a brief update on the WWTP. Haugen said the engineers are looking at a couple options to reduce the cost and the City is now on the State funding list.

Jones asked about sludge storage and if this could be reduced or eliminated if the City purchased property to haul year-around. Haugen said this would need to be researched and would provide some information.

Police

Scott Peterson, Police Chief, said that there were incremental changes in the operational budget but the large item is for a new squad to be used for a K-9 unit and building costs up \$5,000. He said they are hoping forfeiture funds can finance a K-9 that can be used for drug enforcement and public relations. They have an officer interested and it could be done with little expense to the City. The capital requests are for four laptops costing \$4,600 and \$3,000 for an IT auto downloading system to be shared with the County.

Preliminary

Community Center

Nasby said that he had spoken to Brad Bussa, Community Center Director, said there was not much change in the operational budget. He noted the capital items included some updates to the meeting rooms, funds for the mechanical reserve, outdoor\grounds improvements and a new storage shed. Nasby said the one item Bussa was most concerned about is funding for the mechanical reserve fund to cover future expenses. They have about \$50,000 in donations for the outdoor garden or patio.

Carlson noted that the Community has about \$70,000 in the reserve fund now and unexpended budgeted funds at this time.

Jones asked about account balances in other funds. Carlson noted these are shown in the monthly reports and include funds set-aside for projects but not donations as those are separate.

City Hall

Nasby said that the operational budget is for the cost of operating the City Hall building such as water, sewer, heat, electric, etc. No big changes. Capital item included window replacement.

Jones said that the City Council members had expressed an interest in attending some trainings and asked the member's thoughts on who and how many trainings. Everyone felt the LMC training for newly elected and experienced officials was good as well as the CGMC events.

Consensus by the Council to budget \$1,000 per member for training in 2018.

Airport

Nasby said the airport is generally self-sufficient and no large operational budget items. Capital includes the FAA master plan study, mower and environmental study for the runway expansion. These are FAA projects and typically 90/10 match. He noted the CIP ask will be about \$7,500.

City Office

Nasby said this is the staffing for services. There was no significant changes to the operational budget.

Nasby said there is a State grant open for election equipment and the County is submitting a grant. Windom has two vote counting machines and an Automark. The cost to replace these is about \$15,500. The grant would cover at least \$6,800 and the City could prioritize as the vote counting machines are a higher priority than the Automark.

Motion by Johnson second by Joyce to authorize the Mayor and City Administrator to submit a grant to the State of Minnesota for election equipment and fund up to \$9,000 from the General Fund Reserve. Motion carried 5 – 0.

4. New Business:

None.

Preliminary

5. Old Business:

Nasby said that the special assessments for unpaid fees is coming up again and the fire call fees the City Council discussed several months ago can be assessed. He asked if the City Council wanted staff to assess unpaid 2016 and 2017 fire fees.

Motion by Grunig second by Joyce to assess unpaid fire fees from 2016 and 2017. Motion carried 5 – 0.

6. Adjournment:

Mayor Jones adjourned the meeting by unanimous consent at 10:04 pm.

Dominic Jones, Mayor

Attest: _____
Steve Nasby, City Administrator

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

September 6, 2017 ~ 4:00 pm

A special meeting of the Board of Directors was held on Wednesday, September 6, 2017, at the Riverview Apartments Community Room. Board Members present: Margaret McDonald, Linda Jaakola, Pam Dobson and Dave Olson. Also present were: Deputy Director, Connie Clausen and Operations Managers, Linda Loewen. Absent: DeeAnna Peterson, Executive Director and Board Member, Frank Dorpinghaus, both excused.

The meeting was called to order at 4:00 pm by Linda Jaakola.

Agenda consisted of: RV Parking Lot Project, review bids received.

There were two bids submitted for the RV Parking Lot Project. After discussion and review of the bids, lot and sidewalk, a motion was made accept the bid from Tri-State General Contracting with both alternates included. (Dobson/Olson) The bid from Tri-State General Contracting came in, in the amount of \$207,963.00 for a base bid with two alternates (#1) Remove/replace existing east sidewalk for an additional \$16,362.00 and (#2) Remove/replace existing light poles for an additional \$19,000.00. The project will start as soon as all supporting paperwork is completed and is expected to be complete in 30 days or by November 1, 2017. Funding for the project was discussed. The Deputy Director will check on funds held locally prior to the regular board meeting and report back on it.

With no further business, the meeting was adjourned at 4:30 pm (Dobson/McDonald).

Linda Jaakola, Vice Chairperson

Connie Clausen, Deputy Director

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

September 20, 2017 ~ 4:00 pm

A regular meeting of the Board of Directors was held on Wednesday, September 20, 2017, at the Riverview Apartments Community Room. Board Members present: Frank Dorpinghaus, Linda Jaakola, Margaret McDonald, Pam Dobson, and Resident Board Member, Dave Olson. Also present were: Deputy Director, Connie Clausen, Operations Manager, Linda Loewen and Hillside Liaison, Mike Meyer. Absent: Executive Director, DeeAnna Peterson, excused.

The meeting was called to order at 4:05 p.m. with the consent agenda approved (McDonald/Dobson) which included the agenda, minutes from the previous meeting and bills report.

Old business consisted of:

1. POHP grant update: Tri-State has been at Riverview to finish up the punch list and close out has started, which we're hoping will be complete by September 30, 2017. There was a labor standards issue and we are paying Tri-State wage restitution in the amount of \$12,255.97.
2. ACC's were submitted and we are expecting to receive \$86,106.00 in CFP17 funds. w
3. HUD litigation update: The Government formally declined to appeal so funds will be distributed. We are expecting to receive about \$118,000.00 but are unsure when we will receive them.
4. Municipal Lot update: We have been informed that the lot was included in the bonding of the new EMS building so we will not be taking over ownership.
5. New Mission Statement: To provide the education, promotion and provision of non-discriminatory, supportive, safe and affordable housing in partnership with the Windom community through the use of fiscal and regulatory practices.
6. Our Executive Director has started the process to add our Deputy Director to Eloccs/ Secure Systems.

New Business consisted of:

1. Tax forfeited property opportunity from EDA: We have learned that the DNR signed off of the property and the county is waiting on us to present a housing plan. We reviewed the affordable housing plan. A motion was made to accept what was discussed as follows: The guidelines for tenants will be based on 80% of their income, which is considered low income, it can be rented to 3-6 people in a family, the maximum rent will be set at \$748/month and minimum of \$500/month, which will be based on a 25% sliding scale. Connie will put all of this together and after review of the board, will present it to the county. (McDonald/Olson)
2. Strategic Planning Brochure: We have started to put information together and will continue to work on it.
3. Riverview Parking Lot update: We are currently waiting on a contract. There is wording that is being revised. Once we have that, it will be a 30 day window to completion.
4. BCBS Insurance renewal rates for 2018 have a 43% increase for Windom. Connie is working with Heather on other options. We will revisit this at the October board meeting as this is due the end of October.
5. Connie and Linda will be attending MN Nahro Fall Conference Training in Duluth, September 27-29.
6. Connie will be attending additional training for Human Resources on November 2 in Sioux Falls.
7. Jim and Doreen Jorgenson donated a bench to Hillside in memory of Pat Tepley. A picture of the bench was shared with the board and a thank you was passed around for board members to sign, for the Jorgenson's.
8. We will be advertising for a part-time cleaning position as Becca has given her two week notice.
9. Upcoming board meetings will be October 11th at Hillside and November 8th at Riverview.

With no further business, the meeting was adjourned at 5:16 pm (Olson/Jaakola).

Frank Dorpinghaus, Chairman

Connie Clausen, Deputy Director

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

September 26, 2017 ~ 9:00 Am

A special meeting of the Board of Directors was held on Tuesday, September 26, 2017, at the Riverview Apartments Community Room. Board Members present: Margaret McDonald, Pam Dobson and Dave Olson. Also present were: Deputy Director, Connie Clausen and Operations Managers, Linda Loewen. Absent: DeeAnna Peterson, Executive Director and Board Member, Frank Dorpinghaus, Linda Jaakola and Resident Liaison, Mike Meyer, all excused.

The meeting was called to order at 9:00 am by Margaret McDonald.

Agenda consisted of: RV Parking Lot Project

The RV Parking Lot Project was discussed. The Architect is recommending we rescind the bid that was accepted from Tri-State as there has been no progress and questions are still being asked. The weather is changing and we may not have enough time to get the project completed before the weather becomes a bigger issue.

A motion was made to rescind the acceptance of the bid from Tri-State and to rebid the project in the spring.
(Dobson/Olson)

With no further business, the meeting was adjourned at 9:07 am (Dobson/Olson).

Margaret McDonald, Board Member

Connie Clausen, Deputy Director

ECONOMIC DEVELOPMENT AUTHORITY OF WINDOM
MINUTES
OCTOBER 9, 2017

1. Call to Order: The meeting was called to order by Vice President Herding at 12:03 p.m.

2. Roll Call & Guest Introductions:

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

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

3. Approval of Minutes:

Motion by Commissioner Clerc, seconded by Commissioner Grunig, to approve the Minutes of the EDA Meeting held on September 18, 2017. Motion carried 4-0.

4. Downtown Square – Marketing

A. Sign Update: Director Hage reported that Mari Harries is working with businesses around the Square to fundraise for the General Downtown Square sign. The EDA and CVB will provide gap financing for the project. At this point, they are considering only one sign. The Board received a copy of the sign design in the packet. The original quote for an 8'x8' billboard was \$1,245. However, the new quote may be closer to \$1,000. With the updated costs and the fact that there will only be one sign at this time, the EDA's and CVB's shares will be around \$250 each. The EDA has not participated in any larger marketing projects yet this year, so there should be sufficient funds in the EDA's marketing budget to cover the EDA's share.

Motion by Commissioner Clerc, seconded by Commissioner Johnson, to approve the downtown square marketing sign design and to authorize the EDA to provide \$250 as its contribution towards the costs of the sign. Motion carried 4-0.

5. Hotel Project – Update: Director Hage advised that Apollo Development wants to break ground on the hotel project this fall. DGR Engineering has officially been hired as the engineer on the project. Paperwork with the hotel chain is still pending. The asbestos inspection of the gas station/diner has been completed. Tuesday there is a meeting at the MnDOT Office in Mankato concerning approaches from Highway 60. There are still a number of development steps that have to take place before construction.

A. TIF District 1-21: At the October 3rd City Council Meeting, a public hearing was held regarding TIF District 1-21. Resolutions were adopted establishing TIF District 1-21 covering the Tibodeau's Center area of Windom (former Dino's Diner site, properties of Windom Floor & Sleep, Phat Pheasant Pub, Jack Slade's Restaurant, and adjacent undeveloped land). TIF 1-21 was specifically established to assist the hotel project with reimbursement for eligible expenses (demolition, addition of fill, soil corrections, grading, etc.). Tax increment in excess of the amount for reimbursement for the hotel developer could be used for other infrastructure projects to assist adjoining businesses. A Development Agreement will be prepared and needs to be finalized with the new LLC for the hotel project.

B. Conditional Use Permit – Update: A Conditional Use Permit was approved by the City Council on September 19th to allow fill to be added to the site to bring the footprint of the hotel above the

regulatory floodplain elevation.

- C. Soil Borings: Soil borings have been taken and engineering specifications are being developed for the project.
6. SCDP – Survey Response: The EDA received a total of 57 completed surveys. The responses were dispersed across the East Hill target area. Director Hage indicated that the EDA should have a competitive application. The Southwest Minnesota Housing Partnership will be sending EDA Staff an update regarding the project and final recommendations. The preliminary application must be filed with DEED in early November. If DEED approves the pre-app., then the final application is due in February 2018. The City should know by late Spring if the grant is awarded. Following execution of a grant agreement, a public informational meeting would be scheduled for late Summer of 2018. The field administrator would begin working with homeowners on the scope of work for their projects in the Fall of 2018 and work on the projects would probably begin in the Fall of 2018 or Spring of 2019.
7. Retail Survey Results: Director Hage advised that he has received a draft of the Windom Market Area Profile from the University of Minnesota Extension (“Extension”). The Extension will be finalizing the summary which can be used in the “economics” section of the City’s Comprehensive Plan. The summary should be available for review by the EDA Board at the November Meeting. Director Hage updated the Board on the status of the Comp. Plan revision.
8. Entrance Signs – CERTs SEED Grant Application (Solar Lighting): Director Hage recapped the history of the three “Welcome to Windom” signs which were installed in 2012. Two of the signs were solar and one was electric. The two solar-powered signs have not been reliable. The City Electrical Department has repaired the solar-powered signs numerous times. Currently none of the signs are lit at night mainly due to issues with rodents damaging wiring. The professional solar installer will come and evaluate the solar lighting systems and provide a quote for new solar systems. The lettering on the signs is backlit. The EDA is also considering other lighting options for these signs due to wiring issues.

CERTs Seed Grants provide funding up to \$5,000 for clean energy-related projects. The funding is for labor only. After receipt of the repair quote, the EDA could apply for a CERTs Seed Grant to repair the signs. The grant application is due on October 20th.

After further discussion regarding the problems encountered with the systems, the following action was taken.

Resolution introduced and motion by Commissioner Johnson, seconded by Commissioner Grunig, to adopt EDA Resolution No. 2017-04, entitled “Resolution in Support of an Application for a Clean Energy Resource Teams (CERTs) SEED Grant”.

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

9. Land Reclamation Project (Cottonwood Lake Drive) – Update: Director Hage updated the Board concerning the status of this project. Once the crops are out, additional information will be provided to the Board regarding the project.

10. North Windom Industrial Park – Phase II

A. Tax Increment Balance – TIF 1-17

B. Tax Increment Balance – TIF 1-19

Director Hage provided slides of concept plans outlining potential layout and lot options for Phase II. There was a discussion concerning the options. He also reviewed the balances of the two TIF funds as of the end of 2016 and options for use of these funds.

The purchase option with Trotter for the South 80 expires in 2018. The EDA Board is considering a TIF Bond to purchase the South 80 from Trotter in early 2018. The present value of a nine-year TIF Bond utilizing TIF 1-19 is sufficient to purchase the property without any assistance from the general fund.

11. “Grow Our Own” – Second Meeting: Director Hage provided a summary of the first meeting held on September 21st. The attendees watched a 20-minute video on how the American Dream is moving out of reach for children across the country – including those in rural Minnesota. The link to the video is: <http://www.pioneer.org/growourown.html>. He advised that 52.2% of the children in Windom under the age of 5 live in poverty.

Director Hage reported on a bus tour that Windom Public Schools coordinated to Sioux Falls to tour Sioux Falls CTE Academy. This was a great opportunity to see what other schools are teaching regarding technical education in a high school setting. The bus tour was an opportunity to start thinking about what opportunities we have in Windom.

Cottonwood-Jackson-Nobles received a grant from the Twin Cities United Way to research possible career academies for area youth. Area schools districts are involved along with businesses and Minnesota West. More information will follow.

The second “Grow Our Own” Meeting is scheduled for Wednesday, October 11th, from 4:30 p.m. to 6:30 p.m. at the Windom Community Center. Discussions will include what do area businesses need in terms of workforce and where should the group focus its energy. The Southwest Initiative Foundation is facilitating the meetings and will be working with community members and area school districts. Their goal is to plan initiatives regarding workforce development to raise up youth out of poverty.

12. New Business: Director Hage provided preliminary details concerning a contact he received from an area business regarding its proposed expansion plans over the next few years.
13. Miscellaneous Information
- A. EDA Monthly Financial Recap: The Board received copies of the EDA’s Account Activity through September 30, 2017.
- B. River Bluff Townhomes – Monthly Financial Report: The Board received copies of the financial reports for August 2017 provided by Van Binsbergen & Associates.
14. Adjourn. On consensus, Vice President Herding adjourned the meeting at 12:39 p.m.

Attest: _____
Drew Hage, EDA Executive Director

Rick Clerc, EDA Secretary-Treasurer

**CITY OF WINDOM
PLANNING COMMISSION
MEETING NOTES
OCTOBER 10, 2017**

1. Call to Order: The meeting was called to order by Chairperson Wahl at 7:12 p.m.
2. Roll Call & Guest Introductions:
 Planning Commission: Marilyn Wahl, Greg Pfeffer, Brett Mattson, and Kevin Rose.
 Absent: Lorri Cole, Ben Derickson, Andy Harries, and Ryan McNamara.

 Also Present: Zoning Admin. Andy Spielman and Admin. Asst. Mary Hensen.
3. The Chairperson advised that there was not a quorum present for the meeting.
4. There was a discussion among those present concerning the City Attorney's proposed revisions for the Rental Housing Ordinance. Those present also discussed suggestions from landlords and Windom residents that were given to the Building & Zoning Office and also suggestions received at the public meeting held by the City Council on October 3rd. No formal action was taken.
5. The discussion was concluded around 8:45 p.m.

Marilyn Wahl, Chairperson

Attest: _____
 Andy Spielman, Zoning Administrator

**Parks & Recreation Commission
City Hall, Council Chamber
October 10, 2017
5:30 p.m.**

1. Call to Order:

The meeting was called to order by Chair Kay Gross at 5:30 pm

2. Roll Call:

Present: Kay Gross, Jason Kloss, Josh Schunk and Howard Davis

Absent: Kim Nielsen, Jess Smith and Shawn Licht

Council Liaisons: Bryan Joyce (present) and Rod Byam (absent)

City Staff Present: Al Baloun, Recreation Director and Steve Nasby, City Administrator

3. Approve Agenda:

Motion by Kloss second by Schunk. Motion carried 4 – 0.

4. Minutes:

Motion by Kloss second by Davis to approve the September 21, 2017 minutes. Motion carried 4 – 0.

5. Tennis Court Site Selection Discussion:

Four sites were discussed by the Commission. These sites included Tegels Park, High School, Island Park and the overflow parking lot by the Community Center. Pros and cons of each site were discussed.

Davis said he would like to see the tennis courts located wherever the new pool goes.

Joyce said that while he thinks the school site has some potential there are a number of factors that could eliminate it from consideration.

Motion by Davis second by Kloss to research and get some costs for sites at Tegels Park, Island Park and the overflow parking lot by the Community Center. Motion carried 4 – 0.

Motion by Davis second by Kloss to recommend sites at Tegels Park, Island Park and the overflow parking lot by the Community Center to the Council. Motion carried 4 – 0.

Kloss noted that cost estimates will likely impact the consideration of these sites.

6. Recreation Director's Report:

Update on Arena Ice System Project – Baloun said the working group had met and talked to the engineer on the options, costs and potential schedule for a project. That working group is recommending to the Parks & Recreation Commission that options #1 and #5 are considered. The group wants to move forward with the design, drawings and bidding yet in 2017. The cost for this work would be about \$70,000. The project would include the replacement of the ice-making system and place concrete in the main rink. The studio rink would use the existing matt system for ice.

Motion by Kloss second by Schunk to authorize the Mayor and City Administrator to contract for the design and engineering work for the Arena Ice System Project consisting of Option #1 and Option #5 as shown by Stevens Engineering at a cost not to exceed \$70,000. Motion carried 4 – 0.

Friends of the Windom Pool Update – Baloun handed out a tentative schedule for the group.

Joyce said the schedule is an approximation of the time and steps for discussion on this project and it is important to keep people engaged and moving ahead. His Facebook post had a lot of activity, which is great.

Baloun said the next meeting is October 17 for a tour of the existing pool from 5:30 pm to 6:30 pm. A rain date of October 21 from 1-2 pm is also set. After that the next meeting is scheduled for November 6 from 7-8 pm to discuss organization of the friends of the pool committee, review feasibility studies and set future meeting dates.

Ice making season update – Baloun said the process is underway, but they lost four days due to a malfunction with a compressor. It was showing low oil pressure and the Carlson-Stewart techs worked on many items with the compressor before they got it working.

7. Open Mike:

Joyce said the City Council's budget discussion and presentation of capital requests will be October 9 at the Community Center starting at 5:30 pm. Everyone is welcome to attend.

8. Adjournment:

Gross adjourned the meeting by unanimous consent at 6:30 pm.

Kay Gross, Chair

NEXT MEETING – Wednesday, November 8, 2017 at 5:30 pm – City Hall, Council Chamber



Windom, MN

Expense Approval Report

By Fund

Payment Dates 09/29/2017 - 10/13/2017

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL					
Activity: 41110 - Mayor & Council					
CITIZEN PUBLISHING CO	20170930	10/04/2017	ADVERTISING	100-41110-350	147.00
CONVENT. & VISITOR BUREAU	LODGE-GUARDIAN	10/04/2017	LODGING TAX - GUARDIAN IN	100-41110-491	1,622.03
CONVENT. & VISITOR BUREAU	LODGE-RED CARP	10/04/2017	LODGING TAX - RED CARPET I	100-41110-491	837.04
Activity 41110 - Mayor & Council Total:					2,606.07
Activity: 41310 - Administration					
NCPERS MINNESOTA	84461017	10/04/2017	INSURANCE #844600 - OCT 20	100-41310-133	80.00
CULLIGAN	20170929 #1957	10/05/2017	SERVICE #1957	100-41310-200	40.50
ROBIN SHAW	20171004	10/04/2017	EXPENSE - OFFICE SUPPLIES	100-41310-200	14.98
INDOFF, INC	3008827	09/21/2017	SUPPLIES	100-41310-200	25.79
INDOFF, INC	3011679	10/05/2017	SUPPLIES	100-41310-200	17.97
TOSHIBA FINANCIAL SERVICES	340458009	10/04/2017	COPIER LEASE 9/20 - 10/20	100-41310-217	29.45
US BANK	20170920	10/10/2017	EMPLOYMENT SEMINAR REGI	100-41310-308	15.00
VERIZON WIRELESS	9793087058	10/04/2017	TELEPHONE #486357723-000	100-41310-321	50.42
CMRS - TMS #256704	20171004 #256704	10/04/2017	POSTAGE #256704 - CITY OFF	100-41310-322	552.45
US BANK	20170920	10/10/2017	CRASH PLAN PRO/SITE LOCK/	100-41310-326	19.99
STEVE NASBY	20170928	10/04/2017	EXPENSE-LMC POLICY COMM	100-41310-331	171.63
Activity 41310 - Administration Total:					1,018.18
Activity: 41910 - Building & Zoning					
NCPERS MINNESOTA	84461017	10/04/2017	INSURANCE #844600 - OCT 20	100-41910-133	24.00
INDOFF, INC	3008826	09/26/2017	SUPPLIES	100-41910-200	5.84
CENTURY BUSINESS PRODUCT	385940	10/12/2017	COPIER CONTRACT SERVICE	100-41910-200	21.51
WEX BANK	51453696	10/10/2017	SEPT FUEL CHARGES	100-41910-212	70.68
US BANK	20170920	10/10/2017	DEPT OF LABOR - SEMINAR RE	100-41910-308	85.00
VERIZON WIRELESS	9793087058	10/04/2017	TELEPHONE #486357723-000	100-41910-321	50.74
CMRS - TMS #256704	20171004 #256704	10/04/2017	POSTAGE #256704 - P & Z	100-41910-322	37.90
CITIZEN PUBLISHING CO	20170930	10/04/2017	ADVERTISING	100-41910-350	159.80
MN DEPT OF LABOR & INDUS	20170930	10/12/2017	QUARTERLY STATE SURCHARG	100-41910-443	900.49
Activity 41910 - Building & Zoning Total:					1,355.96
Activity: 41940 - City Hall					
MELISSA PENAS	20171002	10/04/2017	CLEANING	100-41940-406	357.00
SANDRA HERDER	20171004	10/04/2017	CLEANING	100-41940-406	357.00
Activity 41940 - City Hall Total:					714.00
Activity: 42120 - Crime Control					
NCPERS MINNESOTA	84461017	10/04/2017	INSURANCE #844600 - OCT 20	100-42120-133	144.00
MARK MARCY	20171003	10/10/2017	REIMBURSEMENT - BADGES	100-42120-200	160.00
INDOFF, INC	3000302	10/04/2017	SUPPLIES	100-42120-200	5.29
INDOFF, INC	3007042	09/21/2017	SUPPLIES	100-42120-200	82.47
INDOFF, INC	3011529	10/04/2017	SUPPLIES	100-42120-200	77.95
WEX BANK	51453696	10/10/2017	SEPT FUEL CHARGES	100-42120-212	-22.24
WEX BANK	51453696	10/10/2017	SEPT FUEL CHARGES	100-42120-212	1,045.67
VERIZON WIRELESS	9793087058	10/04/2017	TELEPHONE #486357723-000	100-42120-321	379.41
US BANK	20170920	10/10/2017	USPS - POSTAGE	100-42120-322	6.96
WINDOM QUICK PRINT	20170919	10/04/2017	SUPPLIES	100-42120-350	151.13
US BANK	20170920	10/10/2017	GALLS - SUPPLIES	100-42120-404	105.00
TOSHIBA FINANCIAL SERVICES	340458009	10/04/2017	COPIER LEASE 9/20 - 10/20	100-42120-404	14.73
LUND'S BODY SHOP	3290	10/04/2017	SERVICE - SQUAD VEHICLE	100-42120-405	1,890.80
GRAHAM TIRE CO	8520796	09/21/2017	MAINTENANCE	100-42120-405	594.20
SCHWALBACH HARDWARE	20170925	10/10/2017	MAINTENANCE	100-42120-480	83.94
Activity 42120 - Crime Control Total:					4,719.31
Activity: 42220 - Fire Fighting					
WEX BANK	51453696	10/10/2017	SEPT FUEL CHARGES	100-42220-212	167.90

Expense Approval Report

Payment Dates: 09/29/2017 - 10/13/2017

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
MARK MARCY	20170924	10/04/2017	EXPENSE - MSFCA CONF REGI	100-42220-308	300.00
SCHWALBACH HARDWARE	20170925	10/10/2017	MAINTENANCE	100-42220-308	7.99
MARK MARCY	20170925	10/10/2017	EXPENSE-SW REG FIRE DEPT A	100-42220-308	63.50
CMRS - TMS #256704	20171004 #256704	10/04/2017	POSTAGE #256704 - FIRE	100-42220-322	23.87
ALPHA WIRELESS - MANKATO	691992	10/03/2017	SERVICE	100-42220-323	88.00
CITIZEN PUBLISHING CO	20170930	10/04/2017	ADVERTISING	100-42220-350	991.80
HEIMAN FIRE EQUIP. CO	0862091-IN	10/04/2017	MAINTENANCE	100-42220-404	109.85
O'REILLY AUTOMOTIVE, INC	20170828 #1510318	10/04/2017	MAINTENANCE -	100-42220-404	9.54
TOSHIBA FINANCIAL SERVICES	340458009	10/04/2017	COPIER LEASE 9/20 - 10/20	100-42220-404	23.56
HEIMAN FIRE EQUIP. CO	0861862-IN	09/19/2017	MAINTENANCE	100-42220-405	438.15
WINDOM FARM SERVICE	167526	10/10/2017	MAINTENANCE	100-42220-405	121.95
MUNICIPAL EMERGENCY SER	IN1161135	09/19/2017	MAINTENANCE	100-42220-405	330.09
COTTONWOOD CO SOLID WA	178498	10/05/2017	RECLYING FEES	100-42220-480	70.00
Activity 42220 - Fire Fighting Total:					2,746.20

Activity: 43100 - Streets

NCPERS MINNESOTA	84461017	10/04/2017	INSURANCE #844600 - OCT 20	100-43100-133	64.00
WEX BANK	51453696	10/10/2017	SEPT FUEL CHARGES	100-43100-212	-22.24
WEX BANK	51453696	10/10/2017	SEPT FUEL CHARGES	100-43100-212	1,716.35
SOUTHERN MINN CONSTRUC	1432006	10/04/2017	STREET MAINT MATERIALS	100-43100-224	928.40
US BANK	20170920	10/10/2017	COUNTRY PRIDE - LP	100-43100-224	25.65
SCHWALBACH HARDWARE	20170925	10/10/2017	MAINTENANCE	100-43100-224	57.97
DUININCK	528675	10/04/2017	STREET MAINT MATERIALS	100-43100-224	1,406.10
VERIZON WIRELESS	9793087058	10/04/2017	TELEPHONE #486357723-000	100-43100-321	72.76
LONDON FOG, INC.	14488	10/04/2017	MAINTENANCE	100-43100-404	125.97
WINDOM FARM SERVICE	166792	10/04/2017	MAINTENANCE	100-43100-404	17.21
WINDOM FARM SERVICE	167285	10/04/2017	MAINTENANCE	100-43100-404	3.70
O'REILLY AUTOMOTIVE, INC	20170828 #1510318	10/04/2017	MAINTENANCE -	100-43100-404	32.98
US BANK	20170920	10/10/2017	MENARDS - SUPPLIES	100-43100-404	175.15
TRI-STATE RENTAL CENTER	91793	10/04/2017	AIR COMPRESSOR	100-43100-404	106.16
ELECTRIC FUND	84	10/04/2017	EL STREET SHOP	100-43100-405	3.18
SOUTHERN MINN CONSTRUC	1431838	10/04/2017	MAINTENANCE	100-43100-407	391.60
Activity 43100 - Streets Total:					5,104.94

Activity: 43210 - Sanitation

WAYNE ERICKSON	20170924	10/10/2017	COMPOST SITE MANAGER	100-43210-307	168.00
WAYNE ERICKSON	20171008	10/12/2017	COMPOSTE SITE MANAGER	100-43210-307	168.00
Activity 43210 - Sanitation Total:					336.00

Activity: 45120 - Recreation

TOSHIBA FINANCIAL SERVICES	340458009	10/04/2017	COPIER LEASE 9/20 - 10/20	100-45120-217	14.73
SOUTHWEST AWARDS	468921	10/10/2017	TROPHY 30/60 TRNY	100-45120-217	37.41
CITIZEN PUBLISHING CO	20170930	10/04/2017	ADVERTISING	100-45120-340	281.00
Activity 45120 - Recreation Total:					333.14

Activity: 45202 - Park Areas

NCPERS MINNESOTA	84461017	10/04/2017	INSURANCE #844600 - OCT 20	100-45202-133	16.00
BRYAN ROCK PRODUCTS, INC.	24831	10/04/2017	MAINTENANCE	100-45202-406	600.52
Activity 45202 - Park Areas Total:					616.52

Fund 100 - GENERAL Total: 19,550.32

Fund: 211 - LIBRARY

US BANK	20170920	10/10/2017	AMAZON	211-34950	-10.01
-10.01					

Activity: 45501 - Library

NCPERS MINNESOTA	84461017	10/04/2017	INSURANCE #844600 - OCT 20	211-45501-133	16.00
US BANK	20170920	10/10/2017	AMAZON - SUPPLIES	211-45501-200	89.44
INDOFF, INC	3005912	09/19/2017	SUPPLIES	211-45501-200	59.46
TOSHIBA FINANCIAL SERVICES	340458009	10/04/2017	COPIER LEASE 9/20 - 10/20	211-45501-217	7.36
PLUM CREEK LIBRARY	IV24727	10/05/2017	SUPPLIES	211-45501-217	121.20
COAST TO COAST SOLUTIONS	IVC0083222	10/04/2017	SUPPLIES	211-45501-217	158.15
MELISSA PENAS	20171002	10/04/2017	CLEANING	211-45501-402	357.00
SANDRA HERDER	20171004	10/04/2017	CLEANING	211-45501-402	357.00

Expense Approval Report

Payment Dates: 09/29/2017 - 10/13/2017

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
US BANK	20170920	10/10/2017	BON APPETIT - SUBSCRIPTION	211-45501-433	29.00
US BANK	20170920	10/10/2017	SOUTHERN LADY CLASSICS SU	211-45501-433	29.95
US BANK	20170920	10/10/2017	BIRDS AND BLOOMS SUBSCRI	211-45501-433	16.98
US BANK	20170920	10/10/2017	WOMENS DAY SUBSCRIPTION	211-45501-433	24.97
US BANK	20170920	10/10/2017	KONG:SKULL ISLAND	211-45501-435	28.10
US BANK	20170920	10/10/2017	AMAZON - BOOKS	211-45501-435	38.55
US BANK	20170920	10/10/2017	AMAZON - BOOKS	211-45501-435	194.40
US BANK	20170920	10/10/2017	AMAZON - BOOKS	211-45501-435	15.99
US BANK	20170920	10/10/2017	WOMENINC - SUBSCRIPTION	211-45501-435	26.00
US BANK	20170920	10/10/2017	AMAZON - BOOKS	211-45501-435	17.96
US BANK	20170920	10/10/2017	AMAZON - BOOKS	211-45501-435	16.99
INGRAM	20171001	10/10/2017	BOOKS	211-45501-435	1,410.70
Activity 45501 - Library Total:					3,015.20
Fund 211 - LIBRARY Total:					3,005.19

Fund: 225 - AIRPORT

Activity: 45127 - Airport

RED ROCK RURAL WATER	20171002 #106026	10/05/2017	SERVICE	225-45127-200	29.00
CMRS - TMS #256704	20171004 #256704	10/04/2017	POSTAGE #256704 - AIRPORT	225-45127-217	7.14
SOUTH CENTRAL ELECTRIC	20170831 #367400A	10/05/2017	SERVICE #367400 26-12-112-	225-45127-381	201.00
SOUTH CENTRAL ELECTRIC	20170831 #367403A	10/05/2017	SERVICE #367403 26-12-116-	225-45127-381	169.92
SCHWALBACH HARDWARE	20170925	10/10/2017	MAINTENANCE	225-45127-406	23.97
Activity 45127 - Airport Total:					431.03
Fund 225 - AIRPORT Total:					431.03

Fund: 230 - POOL

Activity: 45124 - Pool

TOSHIBA FINANCIAL SERVICES	340458009	10/04/2017	COPIER LEASE 9/20 - 10/20	230-45124-217	7.36
TYLER WOITAS	616729	10/10/2017	POOL MOVIE LICENSING	230-45124-217	385.00
AH HERMEL COMPANY	651384	10/03/2017	MERCHANDISE	230-45124-260	714.98
AH HERMEL COMPANY	652952	10/03/2017	MERCHANDISE	230-45124-260	325.72
AH HERMEL COMPANY	654281	10/03/2017	MERCHANDISE	230-45124-260	686.42
AH HERMEL COMPANY	655609	10/03/2017	MERCHANDISE	230-45124-260	205.75
AH HERMEL COMPANY	658087	10/03/2017	MERCHANDISE	230-45124-260	436.92
AH HERMEL COMPANY	658097	10/03/2017	MERCHANDISE	230-45124-260	147.84
AH HERMEL COMPANY	660642	10/03/2017	MERCHANDISE	230-45124-260	375.63
AH HERMEL COMPANY	C57036	10/03/2017	CREDIT - MERCHANDISE	230-45124-260	-25.06
AH HERMEL COMPANY	C58203	10/03/2017	CREDIT - MERCHANDISE	230-45124-260	-150.63
CMRS - TMS #256704	20171004 #256704	10/04/2017	POSTAGE #256704 - POOL	230-45124-322	1.10
CITIZEN PUBLISHING CO	20170930	10/04/2017	ADVERTISING	230-45124-350	220.50
MN ENERGY RESOURCES	20170925	10/05/2017	HEATING #0504917677-00003	230-45124-383	11.08
SCHWALBACH HARDWARE	20170925	10/10/2017	MAINTENANCE	230-45124-404	28.69
Activity 45124 - Pool Total:					3,371.30
Fund 230 - POOL Total:					3,371.30

Fund: 235 - AMBULANCE

Activity: 42153 - Ambulance

INDOFF, INC	3009739	09/26/2017	SUPPLIES	235-42153-200	7.15
WEX BANK	51453696	10/10/2017	SEPT FUEL CHARGES	235-42153-212	1,689.10
WEX BANK	51453696	10/10/2017	SEPT FUEL CHARGES	235-42153-212	-22.23
WINDOM FARM SERVICE	167144	10/04/2017	MAINTENANCE	235-42153-217	4.59
WINDOM FARM SERVICE	167727	10/10/2017	SUPPLIES	235-42153-217	99.99
SCHWALBACH HARDWARE	20170925	10/10/2017	MAINTENANCE	235-42153-217	132.08
BRITTANY ESPENSON - RIVERS	20170930	10/10/2017	CLEANING SERVICE	235-42153-217	180.00
VAN PAPER COMPANY	438057-00	09/26/2017	SUPPLIES	235-42153-217	65.14
PRAXAIR DISTRIBUTION INC	79160677	10/10/2017	SERVICE - OXYGEN SUPPLIES	235-42153-217	412.57
VERIZON WIRELESS	9793087058	10/04/2017	TELEPHONE #486357723-000	235-42153-321	50.52
CMRS - TMS #256704	20171004 #256704	10/04/2017	POSTAGE #256704 - AMBULA	235-42153-322	19.48
REAL TIME TRANSLATION, INC	111461	10/04/2017	SERVICE #111461	235-42153-327	39.84
US BANK	20170920	10/10/2017	JACKPOT JUNCTION - MEMSA	235-42153-334	74.81
CITIZEN PUBLISHING CO	20170930	10/04/2017	ADVERTISING	235-42153-340	858.60

Expense Approval Report

Payment Dates: 09/29/2017 - 10/13/2017

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
KDOM RADIO	KDOM0281170943662	10/05/2017	ADVERTISING - WINDOM AM	235-42153-340	264.00
O'REILLY AUTOMOTIVE, INC	20170828 #1510318	10/04/2017	MAINTENANCE -	235-42153-405	23.98
ALPHA WIRELESS - MANKATO	203707	10/03/2017	SERVICE - SWITCH RADIO'S #2	235-42153-405	576.26
MN REVENUE	20171005	10/05/2017	MN CARE TAX - 3RD QUARTER	235-42153-460	1,290.00

Activity 42153 - Ambulance Total: 5,765.88

Fund 235 - AMBULANCE Total: 5,765.88

Fund: 250 - EDA GENERAL

Activity: 46520 - EDA

NCPERS MINNESOTA	84461017	10/04/2017	INSURANCE #844600 - OCT 20	250-46520-133	24.00
INDOFF, INC	3008826	09/26/2017	SUPPLIES	250-46520-200	5.83
CENTURY BUSINESS PRODUCT	385940	10/12/2017	COPIER CONTRACT SERVICE	250-46520-200	43.03
VERIZON WIRELESS	9793087058	10/04/2017	TELEPHONE #486357723-000	250-46520-321	26.84
CMRS - TMS #256704	20171004 #256704	10/04/2017	POSTAGE #256704 - EDA	250-46520-322	143.74
CITIZEN PUBLISHING CO	20170930	10/04/2017	ADVERTISING	250-46520-340	521.70
CITIZEN PUBLISHING CO	20170930	10/04/2017	ADVERTISING	250-46520-350	79.50
FEDERATED RURAL ELECTRIC	20170928 #112954	10/04/2017	SERVICE #112954	250-46520-381	15.00
US BANK	20170920	10/10/2017	MEETING EXPENSE - GODFAT	250-46520-438	33.75
US BANK	20170920	10/10/2017	STENCIL.COM - ACTIVE LIVING	250-46520-439	165.00
KERMIT PANKONIN ESTATE	20171004	10/04/2017	OPTION AGREEMENT-PANKO	250-46520-439	2,500.00
KIRBY BUILT	K800006383	10/04/2017	ACTIVE LIVING	250-46520-439	720.65
COTTONWOOD CO AUD/TREA	20170623	06/23/2017	PROPERTY TAX - 25-839-0075	250-46520-462	9,123.00
COTTONWOOD CO AUD/TREA	20170623	06/23/2017	PROPERTY TAX #08-012-0500	250-46520-462	1,168.00
COTTONWOOD CO AUD/TREA	20170623	06/23/2017	PROPERTY TAX #25-556-0100	250-46520-462	569.53
COTTONWOOD CO AUD/TREA	20170623	06/23/2017	PROPERTY TAX #25-556-0010	250-46520-462	457.99
COTTONWOOD CO AUD/TREA	20170623	06/23/2017	PROPERTY TAX #25-556-0060	250-46520-462	455.46
COTTONWOOD CO AUD/TREA	20170623	06/23/2017	PROPERTY TAX #25-556-0070	250-46520-462	218.86

Activity 46520 - EDA Total: 16,271.88

Activity: 49980 - Debt Service

FULDA CREDIT UNION	20171002	10/04/2017	SPEC BLDG LOAN - OCT 2017 -	250-49980-602	2,186.83
FULDA CREDIT UNION	20171002	10/04/2017	SPEC BLDG LOAN - OCT 2017 -	250-49980-612	1,173.17

Activity 49980 - Debt Service Total: 3,360.00

Fund 250 - EDA GENERAL Total: 19,631.88

Fund: 252 - EDA SCDP

Activity: 46520 - EDA

SCHWALBACH HARDWARE	20171002	10/04/2017	RE: WINDOM PROF OFFICES	252-46520-491	1,011.00
LLOYD REFRIGERATION	20171004	10/04/2017	RE: RIVER CITY EATERY	252-46520-491	3,149.25
CITY OF MT LAKE	20171009	10/10/2017	SCDP LOAN PAYOFF	252-46520-491	4,680.00

Activity 46520 - EDA Total: 8,840.25

Fund 252 - EDA SCDP Total: 8,840.25

Fund: 254 - NORTH IND PARK

Activity: 46520 - EDA

SOUTH CENTRAL ELECTRIC	20170831 #367404	10/04/2017	SERVICE #367404 #26-24-123	254-46520-381	122.23
COTTONWOOD CO AUD/TREA	20170623	06/23/2017	PROPERTY TAX #25-556-0060	254-46520-462	221.54
COTTONWOOD CO AUD/TREA	20170623	06/23/2017	PROPERTY TAX #25-556-0070	254-46520-462	102.14
COTTONWOOD CO AUD/TREA	20170623	06/23/2017	PROPERTY TAX #25-556-0130	254-46520-462	92.00
COTTONWOOD CO AUD/TREA	20170623	06/23/2017	PROPERTY TAX #25-556-0010	254-46520-462	538.01
COTTONWOOD CO AUD/TREA	20170623	06/23/2017	PROPERTY TAX #25-556-0100	254-46520-462	596.47

Activity 46520 - EDA Total: 1,672.39

Fund 254 - NORTH IND PARK Total: 1,672.39

Fund: 401 - GENERAL CAPITAL PROJECTS

Activity: 49950 - Capital Outlay

US BANK	20170920	10/10/2017	RUNNINGS - SUPPLIES	401-49950-502	79.06
US BANK	20170920	10/10/2017	RUNNINGS - TOOLS	401-49950-502	188.30
US BANK	20170920	10/10/2017	WEBSTAIRANT - JANITOR BU	401-49950-502	45.49
US BANK	20170920	10/10/2017	AMAZON - ESF SUPPLIES	401-49950-502	127.20
US BANK	20170920	10/10/2017	HARDEES	401-49950-502	125.70
US BANK	20170920	10/10/2017	RUNNINGS - SUPPLIES	401-49950-502	141.05

Expense Approval Report

Payment Dates: 09/29/2017 - 10/13/2017

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
US BANK	20170920	10/10/2017	SHOPKO - SUPPLIES	401-49950-502	315.96
US BANK	20170920	10/10/2017	SCHWALBACH - SUPPLIES	401-49950-502	74.76
US BANK	20170920	10/10/2017	WEBSTAIRANT - CHROME SH	401-49950-502	355.93
US BANK	20170920	10/10/2017	SCHWALBACH - SUPPLIES	401-49950-502	23.48
US BANK	20170920	10/10/2017	PROBLEM SOLVER - SHELVING	401-49950-502	242.48
US BANK	20170920	10/10/2017	HYVEE - SUPPLIES	401-49950-502	95.49
US BANK	20170920	10/10/2017	HYVEE - SUPPLIES	401-49950-502	34.84
US BANK	20170920	10/10/2017	SHOPKO - SUPPLIES	401-49950-502	14.94
US BANK	20170920	10/10/2017	DOLLAR GENERAL - SUPPLIES	401-49950-502	14.96
US BANK	20170920	10/10/2017	ULINE - ESF SUPPLIES	401-49950-502	1,757.51
SCHWALBACH HARDWARE	20170925	10/10/2017	MAINTENANCE	401-49950-502	178.33
BDS LAUNDRY SYSTEMS	5226275	10/03/2017	SERVICE - ESF	401-49950-502	600.00

Activity 49950 - Capital Outlay Total: 4,415.48

Fund 401 - GENERAL CAPITAL PROJECTS Total: 4,415.48

Fund: 402 - CAPITAL PROJECT - ESF

Activity: 49950 - Capital Outlay

US BANK	20170920	10/10/2017	PLAYGROUND PACKAGES - FU	402-49950-500	359.40
---------	----------	------------	--------------------------	---------------	--------

Activity 49950 - Capital Outlay Total: 359.40

Fund 402 - CAPITAL PROJECT - ESF Total: 359.40

Fund: 601 - WATER

BOLTON & MENK, INC.	0208377	10/03/2017	PROJ #T22.113308	601-16300	500.00
CORE & MAIN	H779504	10/10/2017	PLANT UPGRADE	601-16300	5,250.00

5,750.00

Activity: 49400 - Water

NCPERS MINNESOTA	84461017	10/04/2017	INSURANCE #844600 - OCT 20	601-49400-133	40.00
CONTINENTAL RESEACH CORP	455758-CRC-1	10/10/2017	SUPPLIES	601-49400-211	135.46
WEX BANK	51453696	10/10/2017	SEPT FUEL CHARGES	601-49400-212	235.97
HAWKINS, INC	4149764	09/19/2017	CHEMICALS	601-49400-216	3,470.59
ERIC WARD	20171002	10/04/2017	SAFETY SHOES	601-49400-217	100.00
BOLTON & MENK, INC.	0207344	10/04/2017	PROJECT T22.113308	601-49400-303	727.50
US BANK	20170920	10/10/2017	AMERICAN WATERWORKS AS	601-49400-308	60.00
MN VALLEY TESTING	882229	09/14/2017	TESTING	601-49400-310	67.50
GOPHER STATE ONE CALL	7090813	10/10/2017	LOCATE SERVICE	601-49400-321	16.20
VERIZON WIRELESS	9793087058	10/04/2017	TELEPHONE #486357723-000	601-49400-321	96.29
CMRS - TMS #256704	20171004 #256704	10/04/2017	POSTAGE #256704 - WATER	601-49400-322	29.19
CITIZEN PUBLISHING CO	20170930	10/04/2017	ADVERTISING	601-49400-340	324.00
FEDERATED RURAL ELECTRIC	20170928 #112843	10/04/2017	SERVICE #112843	601-49400-381	20.00
WENCK ASSOCIATES, INC.	11705848	10/04/2017	WINDOM LANDFILL	601-49400-386	2,055.69
US BANK	20170920	10/10/2017	JH FOSTER - SUPPLIES	601-49400-404	158.58
TOSHIBA FINANCIAL SERVICES	340458009	10/04/2017	COPIER LEASE 9/20 - 10/20	601-49400-404	29.45
TOOLS PLUS INDUSTRIES LLC	45821	09/26/2017	MAINTENANCE	601-49400-404	166.02
COTTONWOOD CO AUD/TREA	20170623	06/23/2017	PROPERY TAX - 25-177-0150	601-49400-460	373.81

Activity 49400 - Water Total: 8,106.25

Fund 601 - WATER Total: 13,856.25

Fund: 602 - SEWER

Activity: 49450 - Sewer

NCPERS MINNESOTA	84461017	10/04/2017	INSURANCE #844600 - OCT 20	602-49450-133	56.00
SCHWALBACH HARDWARE	20170925	10/10/2017	MAINTENANCE	602-49450-200	15.98
A & B BUSINESS	IN431458	10/10/2017	EQUIPMENT CONTRACT	602-49450-200	118.88
CONTINENTAL RESEACH CORP	455758-CRC-1	10/10/2017	SUPPLIES	602-49450-211	135.46
WEX BANK	51453696	10/10/2017	SEPT FUEL CHARGES	602-49450-212	312.95
HAWKINS, INC	4153601	09/26/2017	CHEMICALS	602-49450-216	780.50
US BANK	20170920	10/10/2017	MEETING EXPENSE - GODFAT	602-49450-217	33.75
MN VALLEY TESTING	881966	09/13/2017	TESTING	602-49450-310	241.60
MN VALLEY TESTING	882685	09/19/2017	TESTING	602-49450-310	158.40
MN VALLEY TESTING	882900	09/19/2017	TESTING	602-49450-310	127.20
MN VALLEY TESTING	883368	09/21/2017	TESTING	602-49450-310	241.60
MN VALLEY TESTING	883416	09/21/2017	TESTING	602-49450-310	348.00

Expense Approval Report

Payment Dates: 09/29/2017 - 10/13/2017

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
MN VALLEY TESTING	883824	09/21/2017	TESTING	602-49450-310	158.40
GOPHER STATE ONE CALL	7090813	10/10/2017	LOCATE SERVICE	602-49450-321	16.20
VERIZON WIRELESS	9793087058	10/04/2017	TELEPHONE #486357723-000	602-49450-321	86.28
CMRS - TMS #256704	20171004 #256704	10/04/2017	POSTAGE #256704 - SEWER	602-49450-322	1.42
CMRS - TMS #256704	20171004 #256704	10/04/2017	POSTAGE #256704 - SEWER	602-49450-322	29.19
SOUTH CENTRAL ELECTRIC	20170831 #367405	10/04/2017	SERVICE #367405 #26-24-125	602-49450-381	50.00
US BANK	20170920	10/10/2017	MITCHELL INST - MAINTENAN	602-49450-404	389.25
SCHWALBACH HARDWARE	20170925	10/10/2017	MAINTENANCE	602-49450-404	7.48
TOSHIBA FINANCIAL SERVICES	340458009	10/04/2017	COPIER LEASE 9/20 - 10/20	602-49450-404	23.56
TOOLS PLUS INDUSTRIES LLC	45821	09/26/2017	MAINTENANCE	602-49450-404	166.02
SCHWALBACH HARDWARE	20170925	10/10/2017	MAINTENANCE	602-49450-409	95.21
				Activity 49450 - Sewer Total:	3,593.33
				Fund 602 - SEWER Total:	3,593.33

Fund: 604 - ELECTRIC

J. H. LARSON	5101582023.001	10/04/2017	INVENTORY	604-14200	127.68
ELECTRIC FUND	20171002	10/04/2017	RIVER ROAD	604-16300	8,408.34
ELECTRIC FUND	20171002	10/04/2017	SOUTH WINDOM	604-16300	23,153.40
ELECTRIC FUND	83	10/04/2017	EL CONST NEW #2 SOUTH WI	604-16300	9,214.67
ELECTRIC FUND	88	10/04/2017	EL CONST NEW #2-SOUTH WI	604-16300	1,075.49
					41,979.58

Activity: 49550 - Electric

NCPERS MINNESOTA	84461017	10/04/2017	INSURANCE #844600 - OCT 20	604-49550-133	96.00
ADVANCE AUTO PARTS	2789-321803	10/03/2017	MAINTENANCE	604-49550-211	82.50
WEX BANK	51453696	10/10/2017	SEPT FUEL CHARGES	604-49550-212	901.55
GOPHER STATE ONE CALL	7090813	10/10/2017	LOCATE SERVICE	604-49550-321	16.20
VERIZON WIRELESS	9793087058	10/04/2017	TELEPHONE #486357723-000	604-49550-321	120.76
CMRS - TMS #256704	20171004 #256704	10/04/2017	POSTAGE #256704 - ELECTRIC	604-49550-322	17.58
CMRS - TMS #256704	20171004 #256704	10/04/2017	POSTAGE #256704 - ELECTRIC	604-49550-322	30.08
GOLDEN WEST TECH & INT SO	170910438	10/10/2017	SUPPORT SERVICES	604-49550-325	66.50
US BANK	20170920	10/10/2017	MMUA CONFERENCE - LODGI	604-49550-334	300.90
US BANK	20170920	10/10/2017	MENARDS - MAINTENANCE	604-49550-402	176.43
ADVANCE AUTO PARTS	2789-321098	10/03/2017	MAINTENANCE	604-49550-404	5.38
TOSHIBA FINANCIAL SERVICES	340458009	10/04/2017	COPIER LEASE 9/20 - 10/20	604-49550-404	29.45
ADVANCE AUTO PARTS	CM-CREDIT MEMO	09/05/2017	CREDIT - MEMO	604-49550-404	-56.75
SCHWALBACH HARDWARE	20170925	10/10/2017	MAINTENANCE	604-49550-405	17.58
ADVANCE AUTO PARTS	2789-321803	10/03/2017	MAINTENANCE	604-49550-405	5.60
RAGE INC - CAMPUS CLEANER	09-010251	10/10/2017	CLEANING SERVICE - ELECTRIC	604-49550-406	34.17
RAGE INC - CAMPUS CLEANER	09-011253	10/10/2017	CLEANING SERVICE -ELECTRIC	604-49550-406	34.17
RAGE INC - CAMPUS CLEANER	10-010065	10/10/2017	CLEANING SERVICE - ELECTRIC	604-49550-406	34.17
BRAD BUSSA	20170928	10/10/2017	CLEANING SERVICE	604-49550-406	184.60
B & B TRANSFORMER	23915	09/26/2017	MAINTENANCE	604-49550-408	193.84
ELECTRIC FUND	85	10/04/2017	EL TRUCK STOCK	604-49550-408	74.54
ELECTRIC FUND	87	10/04/2017	EL DISTRIBUTION	604-49550-408	1,082.37
J. H. LARSON	5101579783.001	09/27/2017	MAINTENANCE	604-49550-408	78.19
SHARON A BROWN	20171004	10/04/2017	ENERGY REBATE	604-49550-450	325.00
JAN JOHNSON	20171004	10/04/2017	ENERGY REBATE	604-49550-450	400.00
JACK & SANDI ROGERS	20171004	10/04/2017	ENERGY REBATE	604-49550-450	150.00
WINDOM AREA DEVELOPME	20171002	10/04/2017	INDUSTRIAL DEVELOPMENT	604-49550-491	1,200.00
				Activity 49550 - Electric Total:	5,600.81
				Fund 604 - ELECTRIC Total:	47,580.39

Fund: 609 - LIQUOR STORE

Activity: 49751 - Liquor Store

NCPERS MINNESOTA	84461017	10/04/2017	INSURANCE #844600 - OCT 20	609-49751-133	32.00
US BANK	20170920	10/10/2017	LEWIS DRUG - FIRST AID	609-49751-217	6.40
SCHWALBACH HARDWARE	20170925	10/10/2017	MAINTENANCE	609-49751-217	41.44
CULLIGAN	20170929	10/10/2017	SERVICE ACCT #15331	609-49751-217	8.98
AH HERMEL COMPANY	671048	09/26/2017	MERCHANDISE	609-49751-217	54.25
BREAKTHRU BEVERAGE MN	1080692701	09/26/2017	MERCHANDISE	609-49751-251	833.91
BREAKTHRU BEVERAGE MN	1080695869	10/04/2017	MERCHANDISE	609-49751-251	763.60

Expense Approval Report

Payment Dates: 09/29/2017 - 10/13/2017

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
SOUTHERN GLAZER'S OF MN	1590223	09/26/2017	MERCHANDISE	609-49751-251	5,988.80
PHILLIPS WINE & SPIRITS	2229926	09/19/2017	MERCHANDISE	609-49751-251	960.70
PHILLIPS WINE & SPIRITS	2233530	09/26/2017	MERCHANDISE	609-49751-251	2,578.20
PHILLIPS WINE & SPIRITS	274968	10/04/2017	CREDIT - MERCHANDISE	609-49751-251	-83.24
JOHNSON BROS.	5821441	09/19/2017	MERCHANDISE	609-49751-251	3,884.77
JOHNSON BROS.	5826640	09/26/2017	MERCHANDISE	609-49751-251	1,856.46
BELLBOY CORP	60707800	10/03/2017	MERCHANDISE	609-49751-251	541.00
BELLBOY CORP	60713800	10/03/2017	MERCHANDISE	609-49751-251	785.00
BREAKTHRU BEVERAGE MN	1080692702	09/26/2017	MERCHANDISE	609-49751-252	55.40
DOLL DISTRIBUTING, LLC	307057	10/10/2017	MERCHANDISE	609-49751-252	6,743.30
DOLL DISTRIBUTING, LLC	307059	10/10/2017	MERCHANDISE	609-49751-252	403.20
ARTISAN BEER COMPANY	3206939	09/18/2017	MERCHANDISE	609-49751-252	176.40
ARTISAN BEER COMPANY	3206940	09/18/2017	MERCHANDISE	609-49751-252	393.50
ARTISAN BEER COMPANY	3208622	09/26/2017	MERCHANDISE	609-49751-252	150.45
JOHNSON BROS.	5821443	09/19/2017	MERCHANDISE	609-49751-252	73.80
BEVERAGE WHOLESALERS	671946	10/03/2017	MERCHANDISE	609-49751-252	12,362.35
BEVERAGE WHOLESALERS	673005	10/10/2017	MERCHANDISE	609-49751-252	4,170.42
BEVERAGE WHOLESALERS	673263	10/10/2017	MERCHANDISE	609-49751-252	262.00
DOLL DISTRIBUTING, LLC	921458	10/04/2017	MERCHANDISE	609-49751-252	8,807.55
BREAKTHRU BEVERAGE MN	1080692701	09/26/2017	MERCHANDISE	609-49751-253	48.00
SOUTHERN GLAZER'S OF MN	1590224	09/26/2017	MERCHANDISE	609-49751-253	544.00
PHILLIPS WINE & SPIRITS	2233531	09/26/2017	MERCHANDISE	609-49751-253	731.86
JOHNSON BROS.	5821442	09/19/2017	MERCHANDISE	609-49751-253	886.03
JOHNSON BROS.	5826641	09/26/2017	MERCHANDISE	609-49751-253	877.71
BELLBOY CORP	60707800	10/03/2017	MERCHANDISE	609-49751-253	72.00
JOHNSON BROS.	644013	10/04/2017	CREDIT MERCHANDISE	609-49751-253	-27.49
JOHNSON BROS.	644150	10/04/2017	CREDIT - MERCHANDISE	609-49751-253	-92.29
WINE MERCHANTS	7150281	09/26/2017	MERCHANDISE	609-49751-253	72.00
ROUND LAKE VINEYARDS & W	721	10/04/2017	MERCHANDISE	609-49751-253	225.00
RED BULL DISTRIBUTION CO, I	13514-2031	09/26/2017	MERCHANDISE	609-49751-254	144.00
AH HERMEL COMPANY	671048	09/26/2017	MERCHANDISE	609-49751-254	52.84
AH HERMEL COMPANY	671048	09/26/2017	MERCHANDISE	609-49751-256	166.36
AH HERMEL COMPANY	671048	09/26/2017	MERCHANDISE	609-49751-261	52.74
JOHNSON BROS.	644917	10/04/2017	CREDIT - MERCHANDISE	609-49751-265	-144.00
VERIZON WIRELESS	9793087058	10/04/2017	TELEPHONE #486357723-000	609-49751-321	55.92
CMRS - TMS #256704	20171004 #256704	10/04/2017	POSTAGE #256704 - LIQUOR	609-49751-322	0.55
ZABINSKI BUSINESS SERVICES,	1807	10/04/2017	SERVICE - OCT 2016	609-49751-326	235.13
US BANK	20170920	10/10/2017	SCHWALBACHS - SUPPLIES	609-49751-331	134.01
JOE AUDETTE	20171004	10/04/2017	EXPENSE- VINOCOPIA VENDO	609-49751-331	156.22
BREAKTHRU BEVERAGE MN	1080692701	09/26/2017	MERCHANDISE	609-49751-333	13.25
BREAKTHRU BEVERAGE MN	1080695869	10/04/2017	MERCHANDISE	609-49751-333	9.56
SOUTHERN GLAZER'S OF MN	1590222	09/26/2017	MERCHANDISE	609-49751-333	6.14
SOUTHERN GLAZER'S OF MN	1590223	09/26/2017	MERCHANDISE	609-49751-333	127.10
SOUTHERN GLAZER'S OF MN	1590224	09/26/2017	MERCHANDISE	609-49751-333	8.37
PHILLIPS WINE & SPIRITS	2229926	09/19/2017	MERCHANDISE	609-49751-333	22.62
PHILLIPS WINE & SPIRITS	2233530	09/26/2017	MERCHANDISE	609-49751-333	41.75
PHILLIPS WINE & SPIRITS	2233531	09/26/2017	MERCHANDISE	609-49751-333	24.35
JOHNSON BROS.	5821441	09/19/2017	MERCHANDISE	609-49751-333	69.90
JOHNSON BROS.	5821442	09/19/2017	MERCHANDISE	609-49751-333	33.06
JOHNSON BROS.	5826640	09/26/2017	MERCHANDISE	609-49751-333	30.44
JOHNSON BROS.	5826641	09/26/2017	MERCHANDISE	609-49751-333	26.23
BELLBOY CORP	60707800	10/03/2017	MERCHANDISE	609-49751-333	14.10
BELLBOY CORP	60713800	10/03/2017	MERCHANDISE	609-49751-333	10.00
JOHNSON BROS.	644917	10/04/2017	CREDIT - MERCHANDISE	609-49751-333	-3.48
AH HERMEL COMPANY	671048	09/26/2017	MERCHANDISE	609-49751-333	4.95
WINE MERCHANTS	7150281	09/26/2017	MERCHANDISE	609-49751-333	1.74
CITIZEN PUBLISHING CO	20170930	10/04/2017	ADVERTISING	609-49751-340	679.12
KDOM RADIO	KDOM0229170943620	10/10/2017	ADVERTISING	609-49751-340	683.50
TOSHIBA FINANCIAL SERVICES	340458009	10/04/2017	COPIER LEASE 9/20 - 10/20	609-49751-404	29.45
RAGE INC - CAMPUS CLEANER	09-011838	10/04/2017	SERVICE - RIVER BEND LIQ	609-49751-406	48.89

Expense Approval Report

Payment Dates: 09/29/2017 - 10/13/2017

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
WINDOM AREA CHAMBER OF	2180	10/04/2017	BUS INVESTMENT-RIVER BEN	609-49751-433	225.00
			Activity 49751 - Liquor Store Total:		58,147.27
			Fund 609 - LIQUOR STORE Total:		58,147.27
Fund: 614 - TELECOM					
CALIX	1282362	09/27/2017	CORE UPGRADE	614-16400	7,563.52
INTERNAL REVENUE SERVICE	20171006	10/10/2017	EXCISE TAX POSTING	614-20201	435.16
MN 9-1-1 PROGRAM	20170930	10/12/2017	SEPTEMBER 911 SERVICE	614-20206	1,242.31
					9,240.99
Activity: 49870 - Telecom					
NCPERS MINNESOTA	84461017	10/04/2017	INSURANCE #844600 - OCT 20	614-49870-133	64.00
US BANK	20170920	10/10/2017	HYVEE - SUPPLIES	614-49870-200	28.62
SCHWALBACH HARDWARE	20170925	10/10/2017	MAINTENANCE	614-49870-200	13.15
ADVANCED SYSTEMS, INC.	568435	09/27/2017	SUPPLIES	614-49870-200	41.90
WEX BANK	51453696	10/10/2017	SEPT FUEL CHARGES	614-49870-212	108.35
US BANK	20170920	10/10/2017	AMAZON - MEMBERSHIP	614-49870-227	99.00
GOPHER STATE ONE CALL	7090813	10/10/2017	LOCATE SERVICE	614-49870-321	16.20
VERIZON WIRELESS	9793087058	10/04/2017	TELEPHONE #486357723-000	614-49870-321	320.73
CMRS - TMS #256704	20171004 #256704	10/04/2017	POSTAGE #256704 - TELECO	614-49870-322	86.37
SCHWALBACH HARDWARE	20170925	10/10/2017	MAINTENANCE	614-49870-404	32.98
TOSHIBA FINANCIAL SERVICES	340458009	10/04/2017	COPIER LEASE 9/20 - 10/20	614-49870-404	44.18
SCHWALBACH HARDWARE	20170925	10/10/2017	MAINTENANCE	614-49870-406	16.49
CENTURY LINK	7242105-D-17260	10/04/2017	CABS #5142105DD3	614-49870-441	58.92
INCA NETWORKS INC	1610	10/04/2017	SERVICE	614-49870-442	999.00
NATIONAL CABLE TV COOP	17090901	10/04/2017	SUBSCRIBER	614-49870-442	88,930.13
DISPLAY SYSTEMS INTERNATI	29236	10/04/2017	SERVICE #314012	614-49870-442	198.44
SHOWTIME NETWORKS INC	9002731-0817	09/21/2017	SUBSCRIBER	614-49870-442	455.62
NORTH AMERICAN NUMBERI	IN089149	09/14/2017	SERVICE #825807	614-49870-444	27.62
WOODSTOCK COMMUNICATI	20171001 #17668-1	10/04/2017	SPECIAL ACCESS CIRCUITS #17	614-49870-445	205.10
E-911 - INDEPENDENT EMERG	20171002 #100-0141	10/04/2017	MONTHLY 911 SERVICE	614-49870-445	40.00
US BANK	20170920	10/10/2017	DREAMHOST	614-49870-447	139.00
MANKATO NETWORKS, LLC	387918	10/12/2017	NETWORK CONSULTING	614-49870-447	1,900.05
SWWC - SOUTHWEST WEST C	54948	09/06/2017	SERVICE #1849	614-49870-448	950.00
SOUTHWEST MN BROADBAN	20171004-QVC COMM	10/04/2017	QVC COMM	614-49870-480	47.01
			Activity 49870 - Telecom Total:		94,822.86
			Fund 614 - TELECOM Total:		104,063.85
Fund: 615 - ARENA					
SCHWALBACH HARDWARE	20170925	10/10/2017	WATER HEATER REPLACEMEN	615-16400	11,624.00
					11,624.00
Activity: 49850 - Arena					
NCPERS MINNESOTA	84461017	10/04/2017	INSURANCE #844600 - OCT 20	615-49850-133	32.00
US BANK	20170920	10/10/2017	SHOPKO - SUPPLIES	615-49850-200	35.98
SCHWALBACH HARDWARE	20170925	10/10/2017	MAINTENANCE	615-49850-200	12.77
HEARTLAND PAPER COMPANY	415766-0	10/10/2017	SUPPLIES	615-49850-211	336.54
US BANK	20170920	10/10/2017	COUNTRY PRIDE - LP	615-49850-212	96.00
WEX BANK	51453696	10/10/2017	SEPT FUEL CHARGES	615-49850-212	-211.71
HAWKINS, INC	4150335	10/05/2017	CHEMICALS	615-49850-216	2,799.10
BID-2-BUY	10093-75377-1	10/10/2017	SUPPLIES	615-49850-217	422.40
WINDOM AREA CHAMBER OF	2182	10/10/2017	CHAMBER MEMBERSHIP	615-49850-217	200.00
TOSHIBA FINANCIAL SERVICES	340458009	10/04/2017	COPIER LEASE 9/20 - 10/20	615-49850-217	26.51
SCHWALBACH HARDWARE	20170925	10/10/2017	MAINTENANCE	615-49850-241	11.16
US BANK	20170920	10/10/2017	HY-VEE - SUPPLIES	615-49850-260	26.34
AH HERMEL COMPANY	648265	10/03/2017	MERCHANDISE	615-49850-260	445.11
AH HERMEL COMPANY	649581	10/03/2017	MERCHANDISE	615-49850-260	94.22
AH HERMEL COMPANY	659518	10/03/2017	MERCHANDISE	615-49850-260	426.51
VERIZON WIRELESS	9793087058	10/04/2017	TELEPHONE #486357723-000	615-49850-321	67.58
SCHWALBACH HARDWARE	20170925	10/10/2017	MAINTENANCE	615-49850-404	3.90
ATHLETICA SPORT SYSTEMS I	407302	10/05/2017	MAINTENANCE	615-49850-404	551.00
COUNTRY PRIDE SERVICE	4934	10/05/2017	MAINTENANCE	615-49850-405	33.50

Expense Approval Report

Payment Dates: 09/29/2017 - 10/13/2017

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
GRAHAM TIRE CO	8517670	09/14/2017	CREDIT - MAINTENANCE	615-49850-405	-200.00
SCHWALBACH HARDWARE	20170925	10/10/2017	MAINTENANCE	615-49850-409	11.98
COTTONWOOD CO AGRICULT	20171001	10/05/2017	BUILDING RENTAL - FALL 2016	615-49850-412	5,000.00
				Activity 49850 - Arena Total:	10,220.89
				Fund 615 - ARENA Total:	21,844.89

Fund: 617 - M/P CENTER

Activity: 49860 - M/P Center

NCPERS MINNESOTA	84461017	10/04/2017	INSURANCE #844600 - OCT 20	617-49860-133	48.00
INDOFF, INC	3001379	10/04/2017	SUPPLIES	617-49860-200	39.59
US BANK	20170920	10/10/2017	LAMPERTS - SUPPLIES	617-49860-217	18.75
US BANK	20170920	10/10/2017	SCHWALBACHS - FESTIVAL SU	617-49860-217	86.05
US BANK	20170920	10/10/2017	DOLLAR GENERAL - SUPPLIES	617-49860-217	63.48
US BANK	20170920	10/10/2017	DOLLAR GENERAL - SUPPLIES	617-49860-217	74.31
US BANK	20170920	10/10/2017	SCHWALBACH - SUPPLIES	617-49860-217	50.55
US BANK	20170920	10/10/2017	WEBSTAIRANT - KEG LIFT	617-49860-217	1,349.02
US BANK	20170920	10/10/2017	AMAZON - ID BADGES	617-49860-217	27.37
US BANK	20170920	10/10/2017	SCHWALBACHS - SUPPLIES	617-49860-217	13.33
US BANK	20170920	10/10/2017	SCHWALBACHS - SUPPLIES	617-49860-217	12.81
DIANE M HARDER	20171005	10/12/2017	SUPPLIES	617-49860-217	125.00
US BANK	20170920	10/10/2017	HYVEE - OPERATING SUPPLIES	617-49860-254	47.50
US BANK	20170920	10/10/2017	HYVEE - OPERATING SUPPLIES	617-49860-254	124.52
VERIZON WIRELESS	9793087058	10/04/2017	TELEPHONE #486357723-000	617-49860-321	16.84
CMRS - TMS #256704	20171004 #256704	10/04/2017	POSTAGE #256704 - M/P	617-49860-322	19.94
WINDOM QUICK PRINT	1421	10/10/2017	ADVERTISING - EIN BEER BITT	617-49860-340	336.45
RADIO WORKS LLC	17090400	10/10/2017	ADVERTISING - EIN BEER BITT	617-49860-340	325.00
US BANK	20170920	10/10/2017	SCHWALBACHS - FESTIVAL SU	617-49860-340	40.69
US BANK	20170920	10/10/2017	SHOPKO - SUPPLIES	617-49860-340	20.24
CITIZEN PUBLISHING CO	20170930	10/04/2017	ADVERTISING	617-49860-340	241.92
CITIZEN PUBLISHING CO	20170930	10/04/2017	ADVERTISING	617-49860-340	1,793.40
US BANK	20170920	10/10/2017	SCHWALBACH - SUPPLIES	617-49860-402	9.60
US BANK	20170920	10/10/2017	SCHWALBACHS - SUPPLIES	617-49860-402	13.86
US BANK	20170920	10/10/2017	LAMPERTS - SUPPLIES	617-49860-404	7.18
US BANK	20170920	10/10/2017	LAMPERTS - SUPPLIES	617-49860-404	38.15
US BANK	20170920	10/10/2017	RUNNINGS - SUPPLIES	617-49860-404	31.21
US BANK	20170920	10/10/2017	SCHWALBACHS - SUPPLIES	617-49860-404	55.50
US BANK	20170920	10/10/2017	RUNNINGS - SUPPLIES	617-49860-404	52.63
US BANK	20170920	10/10/2017	LAMPERTS - SUPPLIES	617-49860-404	33.83
US BANK	20170920	10/10/2017	SCHWALBACHS - SUPPLIES	617-49860-404	10.24
TOSHIBA FINANCIAL SERVICES	340458009	10/04/2017	COPIER LEASE 9/20 - 10/20	617-49860-404	14.73
TOSHIBA FINANCIAL SERVICES	340458009A	10/04/2017	LEASE 9/20 - 10/20	617-49860-404	60.00
RAGE INC - CAMPUS CLEANER	09-011254	10/10/2017	SERVICE - COMMUNITY CNTR	617-49860-406	61.50
US BANK	20170920	10/10/2017	LAMPERTS - MAINTENANCE	617-49860-409	376.67
PYROTECHNIC DISPLAY, INC	14355	10/04/2017	EVENT EXPENSE	617-49860-492	6,000.00
US BANK	20170920	10/10/2017	GRANDSTAND - FESTIVAL SUP	617-49860-492	-2.96
US BANK	20170920	10/10/2017	HYVEE - FESTIVAL SUPPLIES	617-49860-492	74.74
US BANK	20170920	10/10/2017	AMAZON - FESTIVAL SUPPLIES	617-49860-492	101.16
US BANK	20170920	10/10/2017	AMAZON - FESTIVAL SUPPLIES	617-49860-492	218.90
US BANK	20170920	10/10/2017	AMAZON - FESTIVAL SUPPLIES	617-49860-492	61.46
US BANK	20170920	10/10/2017	GRANDSTAND - FESTIVAL SUP	617-49860-492	249.12
US BANK	20170920	10/10/2017	HYVEE - FESTIVAL SUPPLIES	617-49860-492	930.01
US BANK	20170920	10/10/2017	WEBSTAIRANT - FESTIVAL SU	617-49860-492	271.24
US BANK	20170920	10/10/2017	AMAZON - FESTIVAL SUPPLIES	617-49860-492	52.88
US BANK	20170920	10/10/2017	BOUNCE AROUND INFLATABL	617-49860-492	2,093.49
US BANK	20170920	10/10/2017	GRANDSTAND FESTIVAL SUPP	617-49860-492	-2.70
FISH LAKE ASSOCIATION	FL-101	10/04/2017	SERVICE	617-49860-492	500.00
				Activity 49860 - M/P Center Total:	16,187.20
				Fund 617 - M/P CENTER Total:	16,187.20

Fund: 700 - PAYROLL

Internal Revenue Service-Payr	INV0001210	10/13/2017	Federal Tax Withholding	700-21701	11,731.96
-------------------------------	------------	------------	-------------------------	-----------	-----------

Expense Approval Report

Payment Dates: 09/29/2017 - 10/13/2017

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
MN Department of Revenue -	INV0001209	10/13/2017	State Withholding	700-21702	4,588.92
Internal Revenue Service-Payr	INV0001211	10/13/2017	Social Security	700-21703	11,910.20
MN Pera	INV0001202	10/13/2017	PERA	700-21704	13,030.52
MN Pera	INV0001203	10/13/2017	PERA	700-21704	5,820.49
MN Pera	INV0001204	10/13/2017	PERA	700-21704	645.74
MN State Deferred	INV0001205	10/13/2017	Deferred Compensation	700-21705	5,003.07
MN State Deferred	INV0001206	10/13/2017	Deferred Roth	700-21705	475.00
MN Child Support Payment C	INV0001196	09/29/2017	Child Support Payment	700-21709	606.17
Internal Revenue Service-Payr	INV0001208	10/13/2017	Medicare Withholding	700-21711	3,378.40
SELECTACCOUNT	38515465	10/04/2017	FLEX SPENDING	700-21712	254.49
NCPERS MINNESOTA	84461017	10/04/2017	INSURANCE #844600 - OCT 20	700-21718	16.00
NCPERS MINNESOTA	84461017	10/04/2017	INSURANCE #844600 - OCT 20	700-21718	16.00

57,476.96

Fund 700 - PAYROLL Total: 57,476.96

Grand Total: 389,793.26

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL	19,550.32
211 - LIBRARY	3,005.19
225 - AIRPORT	431.03
230 - POOL	3,371.30
235 - AMBULANCE	5,765.88
250 - EDA GENERAL	19,631.88
252 - EDA SCDP	8,840.25
254 - NORTH IND PARK	1,672.39
401 - GENERAL CAPITAL PROJECTS	4,415.48
402 - CAPITAL PROJECT - ESF	359.40
601 - WATER	13,856.25
602 - SEWER	3,593.33
604 - ELECTRIC	47,580.39
609 - LIQUOR STORE	58,147.27
614 - TELECOM	104,063.85
615 - ARENA	21,844.89
617 - M/P CENTER	16,187.20
700 - PAYROLL	57,476.96
Grand Total:	389,793.26

Account Summary

Account Number	Account Name	Payment Amount
100-41110-350	Printing & Design	147.00
100-41110-491	Payments to Other Orga	2,459.07
100-41310-133	Employer Paid Insurance	80.00
100-41310-200	Office Supplies	99.24
100-41310-217	Other Operating Supplie	29.45
100-41310-308	Training & Registrations	15.00
100-41310-321	Telephone	50.42
100-41310-322	Postage	552.45
100-41310-326	Data Processing	19.99
100-41310-331	Travel Expense	171.63
100-41910-133	Employer Paid Insurance	24.00
100-41910-200	Office Supplies	27.35
100-41910-212	Motor Fuels	70.68
100-41910-308	Training & Registrations	85.00
100-41910-321	Telephone	50.74
100-41910-322	Postage	37.90
100-41910-350	Printing & Design	159.80
100-41910-443	Intergovernmental Fees	900.49
100-41940-406	Repairs & Maint - Groun	714.00
100-42120-133	Employer Paid Insurance	144.00
100-42120-200	Office Supplies	325.71
100-42120-212	Motor Fuels	1,023.43
100-42120-321	Telephone	379.41
100-42120-322	Postage	6.96
100-42120-350	Printing & Design	151.13
100-42120-404	Repairs & Maint - M&E	119.73
100-42120-405	Repairs & Maint - Vehicl	2,485.00
100-42120-480	Other Miscellaneous	83.94
100-42220-212	Motor Fuels	167.90
100-42220-308	Training & Registrations	371.49
100-42220-322	Postage	23.87
100-42220-323	Radio Units	88.00
100-42220-350	Printing & Design	991.80
100-42220-404	Repairs & Maint - M&E	142.95
100-42220-405	Repairs & Maint - Vehicl	890.19

Account Summary

Account Number	Account Name	Payment Amount
100-42220-480	Other Miscellaneous	70.00
100-43100-133	Employer Paid Insurance	64.00
100-43100-212	Motor Fuels	1,694.11
100-43100-224	Street Maint Materials	2,418.12
100-43100-321	Telephone	72.76
100-43100-404	Repairs & Maint - M&E	461.17
100-43100-405	Repairs & Maint - Vehicl	3.18
100-43100-407	Repairs & Maint - Seal C	391.60
100-43210-307	Management Fees	336.00
100-45120-217	Other Operating Supplie	52.14
100-45120-340	Advertising & Promotion	281.00
100-45202-133	Employer Paid Insurance	16.00
100-45202-406	Repairs & Maint - Groun	600.52
211-34950	Other Charges for Servic	-10.01
211-45501-133	Employer Paid Insurance	16.00
211-45501-200	Office Supplies	148.90
211-45501-217	Other Operating Supplie	286.71
211-45501-402	Repairs & Maint - Struct	714.00
211-45501-433	Dues & Subscriptions	100.90
211-45501-435	Books and Pamphlets	1,748.69
225-45127-200	Office Supplies	29.00
225-45127-217	Other Operating Supplie	7.14
225-45127-381	Electric Utility	370.92
225-45127-406	Repairs & Maint - Groun	23.97
230-45124-217	Other Operating Supplie	392.36
230-45124-260	Concessions	2,717.57
230-45124-322	Postage	1.10
230-45124-350	Printing & Design	220.50
230-45124-383	Gas Utility	11.08
230-45124-404	Repairs & Maint - M&E	28.69
235-42153-200	Office Supplies	7.15
235-42153-212	Motor Fuels	1,666.87
235-42153-217	Other Operating Supplie	894.37
235-42153-321	Telephone	50.52
235-42153-322	Postage	19.48
235-42153-327	Interpretation Fees	39.84
235-42153-334	Meals/Lodging	74.81
235-42153-340	Advertising & Promotion	1,122.60
235-42153-405	Repairs & Maint - Vehicl	600.24
235-42153-460	Miscellaneous Taxes	1,290.00
250-46520-133	Employer Paid Insurance	24.00
250-46520-200	Office Supplies	48.86
250-46520-321	Telephone	26.84
250-46520-322	Postage	143.74
250-46520-340	Advertising & Promotion	521.70
250-46520-350	Printing & Design	79.50
250-46520-381	Electric Utility	15.00
250-46520-438	Meeting Expense	33.75
250-46520-439	Special Projects	3,385.65
250-46520-462	Real Estate Taxes	11,992.84
250-49980-602	Other Long-Term Obliga	2,186.83
250-49980-612	Other Interest	1,173.17
252-46520-491	Payments to Other Orga	8,840.25
254-46520-381	Electric Utility	122.23
254-46520-462	Real Estate Taxes	1,550.16
401-49950-502	Capital Outlay - Fire	4,415.48
402-49950-500	Capital Outlay	359.40
601-16300	Improvements Other Th	5,750.00

Account Summary

Account Number	Account Name	Payment Amount
601-49400-133	Employer Paid Insurance	40.00
601-49400-211	Cleaning Supplies	135.46
601-49400-212	Motor Fuels	235.97
601-49400-216	Chemicals and Chemical	3,470.59
601-49400-217	Other Operating Supplie	100.00
601-49400-303	Engineering and Surveyi	727.50
601-49400-308	Training & Registrations	60.00
601-49400-310	Lab Testing	67.50
601-49400-321	Telephone	112.49
601-49400-322	Postage	29.19
601-49400-340	Advertising & Promotion	324.00
601-49400-381	Electric Utility	20.00
601-49400-386	Landfill	2,055.69
601-49400-404	Repairs & Maint - M&E	354.05
601-49400-460	Miscellaneous Taxes	373.81
602-49450-133	Employer Paid Insurance	56.00
602-49450-200	Office Supplies	134.86
602-49450-211	Cleaning Supplies	135.46
602-49450-212	Motor Fuels	312.95
602-49450-216	Chemicals and Chemical	780.50
602-49450-217	Other Operating Supplie	33.75
602-49450-310	Lab Testing	1,275.20
602-49450-321	Telephone	102.48
602-49450-322	Postage	30.61
602-49450-381	Electric Utility	50.00
602-49450-404	Repairs & Maint - M&E	586.31
602-49450-409	Repairs & Maint - Utilitie	95.21
604-14200	Inventory	127.68
604-16300	Improvements Other Th	41,851.90
604-49550-133	Employer Paid Insurance	96.00
604-49550-211	Cleaning Supplies	82.50
604-49550-212	Motor Fuels	901.55
604-49550-321	Telephone	136.96
604-49550-322	Postage	47.66
604-49550-325	Dispatching	66.50
604-49550-334	Meals/Lodging	300.90
604-49550-402	Repairs & Maint - Struct	176.43
604-49550-404	Repairs & Maint - M&E	-21.92
604-49550-405	Repairs & Maint - Vehicl	23.18
604-49550-406	Repairs & Maint - Groun	287.11
604-49550-408	Repairs & Maint - Distrib	1,428.94
604-49550-450	Conservation	875.00
604-49550-491	Payments to Other Orga	1,200.00
609-49751-133	Employer Paid Insurance	32.00
609-49751-217	Other Operating Supplie	111.07
609-49751-251	Liquor	18,109.20
609-49751-252	Beer	33,598.37
609-49751-253	Wine	3,336.82
609-49751-254	Soft Drinks & Mix	196.84
609-49751-256	Tobacco Products	166.36
609-49751-261	Other Merchandise	52.74
609-49751-265	Merchandise Returned f	-144.00
609-49751-321	Telephone	55.92
609-49751-322	Postage	0.55
609-49751-326	Data Processing	235.13
609-49751-331	Travel Expense	290.23
609-49751-333	Freight and Express	440.08
609-49751-340	Advertising & Promotion	1,362.62

Account Summary

Account Number	Account Name	Payment Amount
609-49751-404	Repairs & Maint - M&E	29.45
609-49751-406	Repairs & Maint - Groun	48.89
609-49751-433	Dues & Subscriptions	225.00
614-16400	Machinery & Equipment	7,563.52
614-20201	Excise Tax Payable	435.16
614-20206	911 TAP & TACIP Fees Cl	1,242.31
614-49870-133	Employer Paid Insurance	64.00
614-49870-200	Office Supplies	83.67
614-49870-212	Motor Fuels	108.35
614-49870-227	Utility System Maint Sup	99.00
614-49870-321	Telephone	336.93
614-49870-322	Postage	86.37
614-49870-404	Repairs & Maint - M&E	77.16
614-49870-406	Repairs & Maint - Groun	16.49
614-49870-441	Transmission Fees	58.92
614-49870-442	Subscriber Fees	90,583.19
614-49870-444	License Fees	27.62
614-49870-445	Switch Fees	245.10
614-49870-447	Internet Expense	2,039.05
614-49870-448	On-Call Support	950.00
614-49870-480	Other Miscellaneous	47.01
615-16400	Machinery & Equipment	11,624.00
615-49850-133	Employer Paid Insurance	32.00
615-49850-200	Office Supplies	48.75
615-49850-211	Cleaning Supplies	336.54
615-49850-212	Motor Fuels	-115.71
615-49850-216	Chemicals and Chemical	2,799.10
615-49850-217	Other Operating Supplie	648.91
615-49850-241	Small Tools	11.16
615-49850-260	Concessions	992.18
615-49850-321	Telephone	67.58
615-49850-404	Repairs & Maint - M&E	554.90
615-49850-405	Repairs & Maint - Vehicl	-166.50
615-49850-409	Repairs & Maint - Utilitie	11.98
615-49850-412	Rentals - Building	5,000.00
617-49860-133	Employer Paid Insurance	48.00
617-49860-200	Office Supplies	39.59
617-49860-217	Other Operating Supplie	1,820.67
617-49860-254	Soft Drinks & Mix	172.02
617-49860-321	Telephone	16.84
617-49860-322	Postage	19.94
617-49860-340	Advertising & Promotion	2,757.70
617-49860-402	Repairs & Maint - Struct	23.46
617-49860-404	Repairs & Maint - M&E	303.47
617-49860-406	Repairs & Maint - Groun	61.50
617-49860-409	Repairs & Maint - Utilitie	376.67
617-49860-492	Entertainment Event Fee	10,547.34
700-21701	Federal Withholding	11,731.96
700-21702	State Withholding	4,588.92
700-21703	FICA Tax Withholding	11,910.20
700-21704	PERA Contributions	19,496.75
700-21705	Retirement	5,478.07
700-21709	Wage Levy	606.17
700-21711	Medicare Tax Withholdi	3,378.40
700-21712	Flex Account	254.49
700-21718	Individual Insurance-NC	32.00
	Grand Total:	389,793.26

Project Account Summary

Project Account Key
None
Other Expense

Payment Amount
389,072.61
720.65
389,793.26

Grand Total:

CA
10-13-17

MINNESOTA LAWFUL GAMBLING
LG220 Application for Exempt Permit

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

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

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

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

ORGANIZATION INFORMATION

Organization Name: Windom Fire Department Relief Association Previous Gambling Permit Number: X-34764-17-008
Minnesota Tax ID Number, if any: _____ Federal Employer ID Number (FEIN), if any: 41-6029415
Mailing Address: PO Box 189
City: Windom State: Mn Zip: 56101 County: Cottonwood
Name of Chief Executive Officer (CEO): Kevin Gotto
Daytime Phone: 712-259-2098 Email: kgotto@partnersadvantage.com
(Permit will be emailed to this email address.)

NONPROFIT STATUS

Type of Nonprofit Organization (check one):
 Fraternal Religious Veterans Other Nonprofit Organization

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

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

A current calendar year Certificate of Good Standing
Don't have a copy? Obtain this certificate from:
MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103
Secretary of State website, phone numbers:
www.sos.state.mn.us
651-296-2803, or toll free 1-877-551-6767

IRS income tax exemption (501(c)) letter in your organization's name
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)
If your organization falls under a parent organization, attach copies of both of the following:
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Windom Community Center
Physical Address (do not use P.O. box): 1750 Cottonwood Lake Drive
Check one:
 City: Windom Zip: 56101 County: Cottonwood
 Township: _____ Zip: _____ County: _____
Date(s) of activity (for raffles, indicate the date of the drawing): 4-28-18
Check each type of gambling activity that your organization will conduct:
 Bingo Paddlewheels Pull-Tabs Tipboards
 Raffle (total value of raffle prizes awarded for the calendar year, including this raffle: \$ 12,000.00)

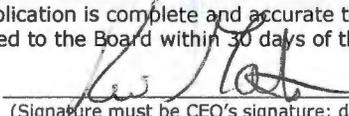
Gambling equipment for bingo-paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized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

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

<p style="text-align: center;">CITY APPROVAL for a gambling premises located within city limits</p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print City Name: _____</p> <p>Signature of City Personnel: _____</p> <p>Title: _____ Date: _____</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px; text-align: center;"> <p>The city or county must sign before submitting application to the Gambling Control Board.</p> </div>	<p style="text-align: center;">COUNTY APPROVAL for a gambling premises located in a township</p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print County Name: _____</p> <p>Signature of County Personnel: _____</p> <p>Title: _____ Date: _____</p> <p>TOWNSHIP (if required by the county) On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>Title: _____ Date: _____</p>
--	---

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature:  Date: 10/13/17
(Signature must be CEO's signature; designee may not sign)

Print Name: Kevin Gotto

<p>REQUIREMENTS</p> <p>Complete a separate application for:</p> <ul style="list-style-type: none"> • all gambling conducted on two or more consecutive days, or • all gambling conducted on one day. <p>Only one application is required if one or more raffle drawings are conducted on the same day.</p> <p>Financial report to be completed within 30 days after the gambling activity is done: A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.</p> <p>Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).</p>	<p>MAIL APPLICATION AND ATTACHMENTS</p> <p>Mail application with:</p> <p>___ a copy of your proof of nonprofit status, and ___ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is \$100; otherwise the fee is \$150. Make check payable to State of Minnesota.</p> <p>To: Minnesota Gambling Control Board 1711 West County Road B, Suite 300 South Roseville, MN 55113</p> <p>Questions? Call the Licensing Section of the Gambling Control Board at 651-539-1900.</p>
--	---

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

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

RESOLUTION #2017-

INTRODUCED:

SECONDED:

VOTED: Aye:
Nay:
Absent:

**AUTHORIZATION TO ACCEPT A DONATION FROM
THE SOGGE GOOD SAMARITAN SOCIETY FOR THE
EMERGENCY SERVICES FACILITY**

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

WHEREAS, the Sogge Good Samaritan Society is a supporter of the City of Windom; and

WHEREAS, the City of Windom has recently received a donation from the Sogge Good Samaritan Society of signs with a retail value of \$350.00 for display at the Emergency Services Facility.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WINDOM, MINNESOTA, that the City Council accepts the donation of signs valued at \$350.00 from the Sogge Good Samaritan Society for display at the Emergency Services Facility.

Adopted by the Council this 17th day of October, 2017.

Dominic Jones, Mayor

Attest: _____
Steven Nasby, City Administrator

RESOLUTION #2017-

INTRODUCED:

SECONDED:

VOTED: Aye:
 Nay:
 Absent:

**AUTHORIZATION TO ACCEPT A DONATION FROM
THE REMICK FOUNDATION FOR THE
EMERGENCY SERVICES FACILITY**

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

WHEREAS, the Remick Foundation is a supporter of the City of Windom; and

WHEREAS, the City of Windom has recently received a donation from the Remick Foundation of \$3,500.00 for the Emergency Services Facility; and

WHEREAS, the Remick Foundation designated the donation is to be used for landscaping of the Emergency Services Facility grounds.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WINDOM, MINNESOTA, that the City Council accepts the donation of \$3,500.00 offered by the Remick Foundation for landscaping at the Emergency Services Facility.

Adopted by the Council this 17th day of October, 2017.

Dominic Jones, Mayor

Attest: _____
Steven Nasby, City Administrator

The Robert and Helen Remick Charitable Foundation Trust

Trustees:
Lynel Nelson
Howard Davis
Lynne Kessler
Jean Pike

Address correspondence to:
P.O. Box 123
Lakefield, MN 56150

October 4, 2017

Attorney:
Patrick K. Costello
(507) 662-6621

Windom Emergency Services
c/o Jack Kelly
750 Highland Road
Windom, MN 56101

Dear Mr. Kelly:

The trustees of the Remick Foundation may benefit charitable causes from individual trustee accounts. One of the trustees has chosen to award funds to Windom Emergency Services to be used for landscaping. Enclosed please find a Foundation check in the amount of \$3,500.00.

Thank you.

Very truly yours,

Patrick K. Costello for
The Robert and Helen Remick Charitable Foundation Trust

PKC:blh
Enc.

**WINDOM AREA HOSPITAL
GOVERNING BOARD BY-LAWS
TABLE OF CONTENTS**

PREAMBLE 1
DEFINITIONS 2

ARTICLE ONE

 Offices, Ownership and Purposes 3
 Offices 3
 Ownership and Purposes 3
 Events and Transactions Requiring City Council Action 3

ARTICLE TWO

 Board of Directors 3
 Powers 3
 Number and Qualification 4
 Appointment and Tenure 4
 Appointed Directors 4
 Ex Officio Directors 4
 Resignation and Removal 4
 Resignation 4
 Removal 4
 Vacancies 5
 Additional Advisors 5
 Attendance at Meetings 5
 Meetings of Directors 5
 Regular Meetings 5
 Special Meetings 5
 Place 5
 Notice 6
 Suspension / Recess 6
 Quorum 6
 Voting 6
 Manner of Acting 6

ARTICLE THREE

 Officers and Chief Executive Officer 7
 Officers 7
 Election and Tenure 7
 Resignation and Removal 7
 Resignation 7
 Removal 7

Vacancies	7
Duties of Officers.....	7
Chairperson	7
Vice-chairperson	8
Secretary.....	8
Treasurer	8
Chief Executive Officer	8
Appointment.....	8

ARTICLE FOUR

Governing Board Committees.....	9
Board Committees.....	9
Creation and Combination of Committees & Reassignment of Functions.....	9
Powers and Reporting	9
Tenure	9
Additional Advisors	9
Resignation and Removal	10
Vacancies	10
Meetings and Notice	10
Quorum	10
Manner of Acting.....	10
Professional Practice/Quality & Planning Committee.....	10
Composition	10
Description & Duties.....	10
Finance / Personnel / Labor Relations and Building & Grounds Committee.....	11
Composition	11
Description and Duties.....	11

ARTICLE FIVE

Board Responsibility.....	13
Delegation to Administration.....	13
To the Medical Staff.....	13
Documentation and Oversight.....	14

ARTICLE SIX

Medical Staff.....	14
Organization.....	14
Medical Staff Membership and Clinical Privileges	14
Delegation to the Medical Staff	14
Professional Practice/Quality Action by the Board	14
Criteria for Professional Practice/Quality Action	15
Terms and Conditions of Staff Membership Status & Clinical Privileges ..	15
Procedure.....	15
Fair Hearing Plan	15
Contractual, Medico-Administrative and Special Staff Officers	15

ARTICLE SEVEN

Medical Staff By-laws Adoption and Amendment Process..... 15
 Delegation to the Medical Staff 15
 Favorable Board Action 16
 Special Notice of Concerns 16
 Board Action Following Medical Staff Response 16
 Effect of Board Action 16
 Staff Recommendation Accepted..... 16
 New Position Communicated..... 16
 Delegation Rescinded..... 17

ARTICLE EIGHT

General Provisions 17
 Annual Report 17
 Indemnification and Insurance 17
 Third Party Actions 17
 Derivative Actions 18
 Scope 18
 Advances 18
 Insurance 19
 Conflict of Interest 19
 Compensation and Distribution on Dissolution 20
 Inspection of Hospital Records 20
 Auxiliary, Foundation and Associated Organizations 20
 Fiscal Year 20
 Notice of Meetings 20
 Manner 20
 Waiver 20
 Procedure..... 21

ARTICLE NINE

Amendment to By-laws..... 21
 Procedure..... 21

SECRETARY'S CERTIFICATE 22

**GOVERNING BOARD BY-LAWS
OF
WINDOM AREA HOSPITAL**

PREAMBLE

WHEREAS, Windom Area Hospital is a municipal hospital, organized under the laws of the State of Minnesota.

WHEREAS, it is recognized that the Governing Board is responsible for the quality of care rendered in the hospital and must accept and discharge this responsibility to do all that is necessary to fulfill the Hospital's obligation to its patients, and

WHEREAS, its purpose is to serve as a general hospital providing patient care and education;

THEREFORE, the Windom Area Hospital Board of Directors hereby organizes themselves in conformity with these By-laws.

DEFINITIONS

1. **HOSPITAL** means Windom Area Hospital of Windom, Minnesota.
2. **BOARD OF DIRECTORS** or **BOARD** means the governing body of the hospital.
3. **BOARD COMMITTEE** means a body appointed by the board chairperson which is responsible to the board for advising the board on specific functions assigned to it.
4. **CHAIRPERSON** means the individual elected by the board to serve as the principal officer of the board of directors.
5. **CHIEF EXECUTIVE OFFICER (CEO)** means the individual appointed by the board to act on its behalf in the overall administrative management of the hospital.
6. **MEDICAL STAFF** or **STAFF** means the formal organization of all practitioners who are privileged to attend patients or to provide other diagnostic, therapeutic or teaching services in the hospital.
7. **MEDICAL STAFF MEMBERSHIP STATUS** or **MEMBERSHIP STATUS** means all matters relating to medical staff appointments and reappointments to staff category assignments.
8. **CLINICAL PRIVILEGES** or **PRIVILEGES** means the rights granted to a practitioner to render those diagnostic, therapeutic, medical, dental, pediatric or surgical services, specifically delineated to him/her.
9. **PHYSICIAN** means an individual with a M.D. or D.O. degree who is fully licensed to practice medicine in all its phases.
10. **PRACTITIONER** means, unless otherwise expressly limited, any physician, or Allied Healthcare professional applying for or exercising clinical privileges in this hospital. Allied Health Professionals include other providers, psychologist, CRNA, RN.
11. **SPECIAL NOTICE** means written notification sent by certified or registered mail, return receipt requested.
12. **EX OFFICIO** means service as a member of a body by virtue of an office or position held and, unless otherwise expressly provided, means without voting rights.
13. **THIS STATE** means the State of Minnesota unless otherwise expressly provided.

ARTICLE ONE
OFFICES, OWNERSHIP AND PURPOSES

1.1 OFFICES

The principal office of the hospital shall be located in the Administration offices of Windom Area Hospital, 2150 Hospital Drive, Windom, Minnesota 56101.

1.2 OWNERSHIP AND PURPOSES

Windom Area Hospital, its building(s), equipment and the land occupied thereby shall be owned by the City of Windom as set forth in the City charter for the purpose of providing for the health care needs of the citizens of Windom, Minnesota, and such other persons as from time to time shall have need thereof and for such other purposes as are now or shall hereafter be set forth in the duly adopted ordinances of the City of Windom. Operation of said hospital shall be under the auspices of the City Council of Windom, Minnesota, as hereinafter provided.

1.3 EVENTS AND TRANSACTIONS REQUIRING CITY COUNCIL ACTION

At the first meeting in April the City Council appoints persons to fill the then-existing vacancies on the board of directors. The following matters are authorized only upon approval of the City Council:

- a. Removal of directors.
- b. Certain provisions in and amendments to these By-laws as specified in Article Nine.
- c. The purchase, sale or encumbrance of real property.
- d. Merger or consolidation with any other corporation or legal entity.
- e. Any other matters required by law to be submitted to the City Council or which the board determines by resolution to submit.

ARTICLE TWO
BOARD OF DIRECTORS

2.1 POWERS

Except as otherwise provided by law or by these By-laws, the board shall have and exercise full power and authority to do all things deemed necessary and expedient in the governance, management and control of the business and affairs of the hospital including, without limitation, establishing policies to guide the operation of the hospital and determining the hospital's program of service. Except for such powers as are reserved to the members of the City Council, all officers, practitioners, allied health professionals, employees and agents are subject to control, direction and removal by the board; provided however, that there shall be no discrimination as to sex, race, color, age, handicap, national origin or religion denomination in the control, direction or removal of officers, practitioners, allied health professionals, employees or agents.

2.2 NUMBER AND QUALIFICATION

The board shall consist of seven directors. The majority of Directors (five of the seven seats) must represent the community of Windom and two seats could be held by individuals who represent the area served by Windom Area Hospital. Directors shall be selected for their experience, relevant areas of interest and expertise, and ability and willingness to participate effectively in fulfilling the board's responsibilities. The CEO, chief of staff and the mayor or council liaison of the City of Windom, serve as ex officio directors, without vote. Neither hospital employees, except the CEO, nor members of their families (parents, spouse, children, and siblings) shall be eligible to serve as voting directors. Neither a hospital employee who resigns or is terminated from employment nor a member of his/her immediate family is eligible to serve as a director for a two-year period from the date such resignation or termination is effective.

2.3 APPOINTMENT AND TENURE

2.3-1 APPOINTED DIRECTORS

At their April meeting, the members of the City Council appoint individuals to fill the then-existing vacancies on the board. Each appointed director holds office for a term of three years and until his/her successor is duly appointed and qualified, unless he/she sooner resigns or is removed pursuant to Section 2.4 or Section 2.7. Directors may hold no more than three consecutive full terms.

2.3-2 EX OFFICIO DIRECTORS

The CEO, the president of the Medical Staff, or other Medical Staff member officially designated, and the mayor of the City of Windom, or other City Council member officially designated by the mayor, serve on the board as ex officio directors by virtue of their official positions. Each remains an ex officio director until he/she no longer holds the designated position that is the basis for ex officio membership.

2.4 RESIGNATION AND REMOVAL

2.4-1 RESIGNATION

Any director may resign at any time by giving written notice to the chairperson of the board or to the mayor. Such resignation, which may or may not be made contingent on formal acceptance, takes effect on the date of receipt or at any later time specified in it.

2.4-2 REMOVAL

The members of the City Council, pursuant to Article 1.3, may remove any director who is declared of unsound mind by a court order, is convicted of a felony, fails without good cause acceptable to the board to meet the attendance requirements adopted by the board, or fails to fulfill the responsibilities for hospital board members specified in these By-laws or required by law. Pursuant to Article 1.3 the City Council may remove any director for fraudulent or dishonest acts, or for gross abuse of authority or discretion with reference to the hospital, or for any other acts or statements that may reflect adversely on the hospital's standing in the community.

2.5 VACANCIES

Vacancies in appointed directorships due to death, removal, resignation or an increase in the authorized number of directors are filled by appointment by the mayor of the City of Windom.

2.6 ADDITIONAL ADVISORS

The board or the chairperson of the board may invite additional individuals with expertise in a pertinent area to meet with and assist the board. Such advisors shall not vote or be counted in determining the existence of a quorum and may be excluded from any executive session of the board by majority vote of the directors present.

2.7 ATTENDANCE AT MEETINGS

The board shall establish expectations for attendance by directors at meetings of the board and for attendance of directors and other members of board committees at their respective meetings. Failure, without good cause, to satisfy those requirements shall be grounds for removal from the board by the City Council or the committee by the Governing Board Chair.

2.8 MEETINGS OF DIRECTORS

2.8-1 REGULAR MEETINGS

Regular meetings of the board are held at least monthly at such place and time as the board provides by resolution. Notice of each such resolution submitted in writing to the office of the City Clerk of Windom within 14 days following the adoption of such resolution shall constitute public notice of such regular meetings. One such regular meeting may be designated as the annual meeting for the purpose of organizing the Board. The May meeting will be designated as the annual meeting each year.

2.8-2 SPECIAL MEETINGS

Special meetings of the board may be called by the chairperson or shall be called upon written request by three directors. No business shall be conducted at a special meeting other than that stated in the notice of the meeting.

2.8-3 PLACE

All meetings of the board, except as specifically exempted by the Minnesota Open Meeting Law, are open to the public and are held at such time or place within the City of Windom as the board provides by resolution.

2.8-4 NOTICE

Written notice, as provided in Article 8.8, of the time and place of any meeting of the board, except scheduled regular meetings, shall be given to each director personally or by first class mail not less than three days nor more than 30 days before such meeting. In the case of a special meeting or when required by law or by these By-laws, the notice shall also state the purpose for which the meeting is called. Oral or written notice of the postponement of any scheduled regular meeting shall be given to each director not less than three days before the scheduled date of such meeting. Public notice of any special meeting and/or postponement of any scheduled regular meeting shall be provided to the office of the City Clerk of Windom according to the specifications of this section.

2.8-5 SUSPENSION/RECESS

When a meeting is suspended / recessed, it is not necessary to give any notice of the suspended meeting or the business to be transacted at any adjourned meeting other than by motion adopted at the meeting at which such suspension/recess is taken and included in the minutes.

2.8-6 QUORUM

A majority of the directors then in office constitutes a quorum for the transaction of business at any meeting of the board. If a quorum is not present at any meeting, a majority of the directors present may suspend the meeting from time to time without further notice.

2.8-7 VOTING

Each voting director is entitled to one vote on any matter before the board. Voting by proxy is not permitted.

2.8-8 MANNER OF ACTING

Unless otherwise required by law or these By-laws, the act of a majority of the directors present at a meeting at which a quorum is present shall be the act of the board.

ARTICLE THREE
OFFICERS AND CHIEF EXECUTIVE OFFICER

3.1 OFFICERS

The officers of the board shall be a chairperson, a vice-chairperson, a secretary, and a treasurer. The board shall appoint a chief executive officer (CEO) to carry out the duties and responsibilities as outlined in Section 3.6. The CEO shall have such title as designated by the board.

3.2 ELECTION AND TENURE

The board elects the officers from among its voting directors at its annual meeting, and except as otherwise provided in Section 3.3, each holds office for a one-year term and until the conclusion of the meeting at which his/her successor is elected.

3.3 RESIGNATION AND REMOVAL

3.3-1 RESIGNATION

Any officer may resign at any time by giving written notice to the chairperson or to the secretary. Such resignation, which may or may not be made contingent on formal acceptance, takes effect on the date of receipt or at any later time specified in it.

3.3-2 REMOVAL

Any elected or appointed officer or agent may be removed by the board whenever in its judgment the best interests of the hospital will be served thereby.

3.4 VACANCIES

The board may fill a vacancy in any office for the unexpired portion of the term.

3.5 DUTIES OF OFFICERS

3.5-1 CHAIRPERSON

The chairperson is the principal officer of the board and presides at all meetings of the board and the executive committee. Except as otherwise specified, he/she or his/her designee is an ex officio member without vote of all board committees and of the board and committees of organizations that are associated or affiliated with the hospital. Except as otherwise specified, he/she appoints the members and chairperson of each board committee, subject to the approval of the board. He/She may sign on behalf of the board any documents or instruments which the board has authorized to be executed, except where the signing and execution thereof is expressly delegated by the board or by these By-laws to some other officer or agent, or is required by law to be otherwise signed or executed. He/She shall also perform all duties incident to the office of chairperson and such other duties as may be prescribed by the board from time to time.

3.5-2 VICE-CHAIRPERSON

The vice-chairperson shall perform such duties as may be assigned to him/her by the board or the chairperson. In the absence of the chairperson or when, for any reason, the chairperson is unable or refuses to perform his/her duties, the vice-chairperson shall perform those duties with the full powers of, and subject to the restrictions on, the chairperson.

3.5-3 SECRETARY

The secretary shall provide for the keeping of the minutes of all meetings of the board and shall assure that such minutes are filed with the records of the hospital. He/She shall give or cause to be given appropriate notices in accordance with these By-laws or as required by law, and shall act as custodian of all board records and reports. The secretary shall also keep or cause to be kept a roster showing the names of the current members of the board and their addresses. He/She shall perform all duties incident to the office and such other duties as may be assigned from time to time by the chairperson or the board. The secretary may delegate any of his/her duties to any duly appointed recording secretary.

3.5-4 TREASURER

The treasurer shall keep or cause to be kept correct and accurate accounts of the properties and financial transactions of the hospital and in general perform all duties incident to the office and such other duties as may be assigned from time to time by the chairperson or the board. The hospital shall provide a bond on behalf of the treasurer and other officially designated signatories and key employees for the faithful discharge of their duties in such sum and with such surety as the board shall determine.

3.6 CHIEF EXECUTIVE OFFICER

3.6-1 APPOINTMENT

The board shall select and appoint a qualified hospital administrator to serve as the CEO and to be its direct executive representative in the management of the hospital. The CEO shall be given the necessary authority and held responsible for the management of the hospital in all its departments' subject only to the policies enacted by the board or any committees to which the board has delegated power for such action. The CEO shall be an ex officio member, without vote, of the board and, except as otherwise expressly provided, of all board committees and of all organizations that are associated or affiliated with the hospital. The CEO shall act as the duly authorized representative of the board in all matters except those in which the board has formally designated some other person or group to act. The CEO shall function according to a job description approved by the board, and shall have the authority and duties described therein.

ARTICLE FOUR
BOARD COMMITTEES

4.1 GOVERNING BOARD COMMITTEES

4.1-1 BOARD COMMITTEES

The board may, as from time to time deemed appropriate, establish any or all of the following board committees:

Professional Practice / Quality & Planning Committee; Finance / Personnel & Labor Relations and Building and Grounds Committee.

4.1-2 CREATION AND COMBINATION OF COMMITTEES AND REASSIGNMENT OF FUNCTIONS

The creation of board committees is discretionary with the board. If the board determines that any one or more of such committees should not exist, it assigns the functions of such committee to a new or existing committee of the board, to the board acting as a committee of the whole, or to an individual officer or agent of the corporation. If a new board committee is established, the resolution creating it must designate the directors who are to serve as its voting members; the chairperson of the committee; the authority of the board which the committee shall have and any limitations thereon; and the functions the committee shall discharge.

4.1-3 POWERS AND REPORTING

Each board committee shall have and exercise the powers and authority of the board granted to it in the resolution creating it or in these By-laws. Each board committee must keep minutes of its proceedings and/or report its action to the board. Actions of a board committee are effective when taken or at such later date as the committee specifies, but are subject to board ratification.

4.1-4 TENURE

Each member of a board committee holds office until the next annual appointment of directors and until his/her successor as a member of such board committee is appointed, unless he/she sooner ceases to be a director, or resigns or is removed from the committee or unless the committee is previously dissolved by specific board action. A member of a board committee may succeed himself.

4.1-5 ADDITIONAL ADVISORS

The chairperson of any board committee may invite additional individuals with expertise in a pertinent area to meet with and assist the committee. Such advisory shall not vote or be counted in determining the existence of a quorum and may be excluded from any executive session of the committee by a majority vote of the committee members present.

4.1-6 RESIGNATION AND REMOVAL

- (a) Resignation: Any member of a board committee may resign at any time by giving written notice to the chairperson of the committee. Such resignation, which may or may not be made contingent on formal acceptance, takes effect on the date of receipt or at any later time specified in it.
- (b) Removal: Any member of a board committee, except an ex officio member, may be removed at any time by a resolution adopted by a majority of the directors then in office. Any ex officio member of a board committee ceases to be such if he/she ceases to hold a designated position, which is the basis of ex officio membership.

4.1-7 VACANCIES

A vacancy on any board committee and any increase in the membership thereof may be filled for the unexpired portion of the term by appointment by the chairperson of the board.

4.1-8 MEETINGS AND NOTICE

Meetings of a board committee may be called by the board chairperson, the chairperson of the committee, the CEO or any two of the committee's voting members. Each committee shall meet as often as is necessary to perform its duties. Oral or written notice of the time and place of any meeting of a board committee shall be given, except in an emergency, at least seventy-two (72) hours prior to the meeting.

4.1-9 QUORUM

A majority of the voting members of a board committee constitutes a quorum for the transaction of business at any meeting of such committee.

4.1-10 MANNER OF ACTING

The act of a majority of the members of a board committee present at a meeting at which a quorum is present shall be the act of the committee so meeting. No act taken at a meeting at which less than a quorum was present is valid.

4.2 PROFESSIONAL PRACTICE / QUALITY & PLANNING COMMITTEE

4.2-1 COMPOSITION

This committee includes three board members, CEO, and a physician. The chairperson of the hospital board will appoint all members of the committee, including its chairperson.

4.2-2 DESCRIPTION AND DUTIES

The function of the committee is to:

- (a) conduct itself as a forum for the discussion of matters of administrative and medical policies and procedures requiring agreement among the board, medical staff and administration.

- (b) oversee hospital compliance with the laws and regulations of federal, state, and local governmental agencies and with the standards, rules and regulations of the various accrediting and approval agencies.
- (c) receive recommendations from the medical staff and make final recommendations to the board of directors on all appointments to the medical staff of the hospital, and on assignments of responsibilities within the medical staff, including definition of the scope of privileges, reappointments, and reductions, extensions, suspensions, or termination of privileges.
- (d) recommend to the board of directors the adoption of amendments to, or repeal of rules and regulations governing the medical staff.
- (e) receive and make recommendations to the board of directors respecting any communications, requests, or recommendations presented by the medical staff.
- (f) receive and consider all quality reports, safety reports, and reports on the work of the medical staff and make such recommendations to the board of directors in respect thereto.
- (g) under the supervision of the board, this committee conducts and directs the physician recruitment activities of the hospital.
- (h) The committee will oversee the preparation, modification, and implementation of strategic plans to be sure that the total hospital program is attuned to meeting the health needs of the community to the extent feasible within the hospital's resources. (added 9/18/17)

4.3 FINANCE / PERSONNEL, LABOR RELATIONS, and BUILDING & GROUNDS COMMITTEE

4.3-1 COMPOSITION

This committee includes three board members and CEO. The chairperson of the hospital board shall appoint all members of the committee, including its chairperson.

4.3-2 DESCRIPTION AND DUTIES

The committee has general responsibility for all hospital funds, and for the financial planning of the hospital. It:

- (a) directs the preparation, review, and approval of the annual operating budget and capital expenditure plan;
- (b) reviews and makes recommendations on all capital expenditures, proposed borrowings, and any deposits or withdrawals to endowment funds;
- (c) reviews the financial feasibility of board projects and makes recommendations to the board thereon;
- (d) reviews and evaluates monthly financial reports and makes recommendations to the board;
- (e) reviews and evaluates the findings and reports of the annual audit and makes recommendations to the board concerning the financial operation of the hospital.

The committee also has general responsibility for personnel and labor relations functions that includes:

- (a) Periodically reviews the compensation, benefits and other conditions of employment for employees, other salaried or employment contracts, and makes recommendations to the board;
- (b) Reviews hiring practices to assure compliance with laws and regulations pertaining to discrimination in employment;
- (c) Reviews and recommends policy to the board on issues involving labor relations and negotiations.

The committee also has general responsibility for building and grounds functions that includes:

- (a) The committee is responsible for monitoring the building and grounds for the purpose of assuring that these facilities are being maintained in good condition.
- (b) Major building repairs, renovations, and any construction project should be reviewed by this committee and its recommendations made to the board of the hospital.

ARTICLE FIVE

QUALITY IMPROVEMENT

5.1 BOARD RESPONSIBILITY

The board shall establish, maintain, support and exercise oversight of an on-going quality assurance performance improvement program that includes specific and effective review, evaluation and monitoring mechanisms to assess, preserve and improve the overall quality and efficiency of patient care in the hospital.

5.2 DELEGATION TO ADMINISTRATION AND TO THE MEDICAL STAFF

5.2-1 TO ADMINISTRATION

The board delegates to the administration and holds it accountable for providing the administrative assistance reasonably necessary to support and facilitate the implementation and on-going operation of the hospital's quality assurance / performance improvement program. In addition, administration is responsible for implementing the quality improvement program as it concerns non-medical professional personnel and technical staffs and patient care units, and for analyzing information and acting upon problems involving technical, administrative and support services, and hospital policy.

5.2-2 TO THE MEDICAL STAFF

The board delegates to the medical staff and holds it accountable for conducting specific activities that contribute to the preservation and improvement of the quality and efficiency of patient care provided in the hospital. These activities include:

- (a) Systematic evaluation of practitioner performance against explicit, predetermined criteria.
- (b) On-going monitoring of critical aspects of care, including antibiotic and drug usage, transfusion practices, tissue, infections, mortalities, etc. and monitoring of unexpected clinical occurrences.
- (c) Review of utilization of the hospital's resources to provide for their proper and timely allocation to patients in need of them.
- (d) Provision of continuing professional education, fashioned in part on the needs identified through the review, evaluation and monitoring activities and on new state-of-the-art developments.
- (e) Definition of the clinical privileges which may be appropriately granted within the hospital, delineation of clinical privileges for members of the medical staff commensurate with individual credentials and demonstrated ability and judgment, and participation in assigning patient care responsibilities to other health care professionals consistent with individual qualifications and demonstrated ability.
- (f) Management of clinical affairs, including enforcement of clinical policies and consultation requirements, initiation of disciplinary actions, surveillance over requirements for performance monitoring and for the exercise of newly acquired clinical privileges, and like clinically-oriented activities.

- (g) Such other measures as the board may, after considering the advice of the medical staff, the other professional services and the hospital management, deem necessary for the preservation and improvement of the quality and efficiency of patient care.

5.3 DOCUMENTATION AND OVERSIGHT

The board shall require, receive, consider and act upon the findings and recommendations emanating from the activities required by Section 5.2. All such findings and recommendations shall be in writing, signed by the persons responsible for conducting the activities, and supported and accompanied by appropriate documentation and rationale upon which the board or the Professional Practice / Quality Committee can take informed action, as required or necessary, and can exercise oversight of the quality improvement program.

ARTICLE SIX **MEDICAL STAFF**

6.1 ORGANIZATION

The board has created a medical staff organization, to be known as the Medical Staff of Windom Area Hospital, whose membership shall be comprised of all practitioners who are privileged to attend patients in the hospital. Membership in this medical staff organization is a prerequisite to the exercise of clinical privileges in the hospital, except as otherwise specifically provided in the medical staff By-laws.

6.2 MEDICAL STAFF MEMBERSHIP AND CLINICAL PRIVILEGES

6.2-1 DELEGATION TO THE MEDICAL STAFF

The board delegates to the medical staff the responsibility and authority to investigate and evaluate all matters relating to medical staff membership status, clinical privileges and corrective action, and shall require that the staff adopt and forward to the board or designated Professional Practice/Quality committee specific written recommendations with appropriate supporting documentation that will allow it to take informed action.

6.2-2 PROFESSIONAL PRACTICE/QUALITY ACTION BY THE BOARD

Final action on all matters relating to medical staff membership status, clinical privileges and corrective action are taken by the board after considering the staff recommendations, provided that the board must act in any event if the staff fails to adopt and submit any such recommendation with the time periods set forth in the medical staff By-laws and any of its supporting documents. Such board action without a staff recommendation must be based on the same kind of documented investigation and evaluation of current ability, judgment, and character as is required for staff recommendations.

6.2-3 **CRITERIA FOR PROFESSIONAL PRACTICE/QUALITY ACTION**
In acting on matters of medical staff membership status and in granting and defining the scope of clinical privileges to be exercised by each practitioner, the board considers the staff's recommendations, the supporting information on which they are based, and such criteria as are set forth in the medical staff By-laws. No aspect of membership status or specific clinical privileges shall be limited or denied to a practitioner on the basis of sex, race, age, creed, color, handicap, or national origin.

6.2-4 **TERMS AND CONDITIONS OF STAFF MEMBERSHIP STATUS AND CLINICAL PRIVILEGES**
The terms and conditions of membership status in the medical staff, and of the exercise of clinical privileges, shall be specified in the medical staff By-laws or as more specifically defined in the notice of individual appointment or reappointment.

6.2-5 **PROCEDURE**
The procedure to be followed by the medical staff and the board in acting on matters of membership status, clinical privileges, and corrective action shall be as specified in the medical staff By-laws.

6.3 FAIR HEARING PLAN

The board shall require that any adverse recommendation made by the executive committee of the medical staff or any adverse action taken by the board with respect to a practitioner's staff appointment, reappointment staff category, admitting prerogatives or clinical privileges, shall, except under circumstances for which specific provision is made in the medical staff By-laws, be accomplished in accordance with the board-approved fair hearing plan then in effect. Such plan shall provide for procedures to assure fair treatment and afford opportunity for the presentation of all pertinent information. For the purposes of this Section, an "adverse recommendation" of the medical staff executive committee and an "adverse action" of the board shall be as defined in the medical staff By-laws and in the fair hearing plan.

6.4 CONTRACTUAL, MEDICO-ADMINISTRATIVE AND SPECIAL STAFF OFFICERS

The provisions of the medical staff By-laws and of each individual practitioner's contract control matters relating to a contractual, medico-administrative officer.

ARTICLE SEVEN

MEDICAL STAFF BY-LAWS ADOPTION AND AMENDMENT PROCESS

7.1 DELEGATION TO THE MEDICAL STAFF

The board hereby delegates to the medical staff the authority and responsibility to draft, debate and recommend to the board, in a timely and good faith manner, such By-laws, rules, regulations, procedure manuals and other organizational protocols as are appropriate for the proper governance of the medical staff organization, including amendments thereof, provided that the same shall not be effective until acted upon favorably in accordance with Section 7.2 or 7.5 below.

7.2 FAVORABLE BOARD ACTION

The board, or designated Professional Practice/Quality committee, acting for and on behalf of the board, receives and acts upon drafts of By-laws and related documents, and amendments thereto recommended by the medical staff. The affirmative vote of a majority of the committee is deemed the favorable action of the committee, subject to board ratification in the ordinary course. Said By-laws, related documents and amendments are effective as of the date such affirmative action is taken or at such later date as the board may specify.

7.3 SPECIAL NOTICE OF CONCERNS

Whenever the board believes that the medical staff recommendations or existing documents are deficient in one or more respects, it shall, by special notice to the Chief of the Medical Staff, inform the Medical Staff of its concerns, of the reasons therefore, and of the date by which the Medical Staff's response is requested, provided that such date shall not be less than thirty days nor more than ninety days from the date the board's communication has been received by the Chief of the Medical Staff.

7.4 BOARD ACTION FOLLOWING MEDICAL STAFF RESPONSE

If the medical staff's response satisfies the board's concerns that prompted the Section 7.3 notice, the board shall thereupon act upon the matter in accordance with Section 7.2. If the medical staff's response fails to satisfy the board's concerns or if no medical staff response is received within the time frames specified, the board shall so notify the medical staff, through special notice to the chief of the medical staff, and that matter will be added to the agenda of the next regular or special board meeting at which time after due consideration, the board may:

- (a) By the affirmative vote of a majority of the directors present, accept the medical staff recommendation either as originally recommended or as changed pursuant to Section 7.3 or adopt a new position to be communicated to the medical staff in accordance with Section 7.3; or
- (b) By the affirmative vote of a majority of the directors present, affirm the position of the board and rescind the delegation to the medical staff contained in Section 7.1.

7.5 EFFECT OF BOARD ACTION

7.5-1 MEDICAL STAFF RECOMMENDATION ACCEPTED

If the board accepts the medical staff recommendation as originally submitted or as changed pursuant to Section 7.3, the By-laws, other documents or amendments thereto at issue are deemed to have been acted upon favorably by the board and are effective as of the date of the board's action or at such later date as it may specify.

7.5-2 NEW POSITION COMMUNICATED

If the board directs that a new position be communicated, the procedures specified in Sections 7.3 and 7.4, as applicable, are repeated.

7.5-3 DELEGATION RESCINDED

If the board's action is to rescind the delegation, the board (or designated committee thereof) shall, with the aid of such medical staff assistance, as it is able to enlist, formulate documents or changes responsive to the board's concerns and submit the same to the board and to the active medical staff by special notice. Within 60 days of such submission, the board shall schedule and hold a hearing on the matter open to any member of the active medical staff, subject to reasonable rules about time allotted for debate. Thereafter, the board, by the affirmative vote of a majority of the directors present, may adopt such document or change, with amendments if any, and direct that the same be circulated to every medical staff member for the purpose of obtaining written agreement thereon. In the absence of the necessary affirmative vote to adopt, the disposition shall be in accordance with whatever action is adopted by a majority of the directors present at the meeting at which the vote is taken.

ARTICLE EIGHT **GENERAL PROVISIONS**

8.1 ANNUAL REPORT

Within a reasonable period of time after the close of each fiscal year, the CEO shall submit to the board an annual report containing, without limitation:

- (a) the organization chart for the hospital's current fiscal year, including persons serving as directors and officers of the board of directors, members of board committees, officers of the medical staff, and members of medical staff committees.
- (b) the table of contracts, leases, association memberships, and other agreements of the hospital as required by the board.
- (c) financial statements for the hospital's immediately preceding fiscal year.
- (d) the capital budget and the operating budget for the hospital's current fiscal year.
- (e) a schedule of proposed major activities for the current fiscal year.

8.2 INDEMNIFICATION AND INSURANCE

8.2-1 THIRD PARTY ACTIONS

The hospital shall have authority, subject to approval by the City Council, to indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative (other than an action by or in the right of the hospital), by reason of the fact that he/she:

- (a) is or was a director, employee or representative or agent of the hospital;
or

- (b) is or was serving at the request of the hospital as a representative of another corporation, partnership, joint venture, trust or other enterprise, against expenses, including attorney's fees, judgments, fines and amounts paid in settlement, actually and reasonably incurred by him in connection with such action, suit or proceeding if he/she acted in good faith and in a manner he/she reasonably believed to be in, or not opposed, to, the best interests of the hospital, and with respect to any criminal action or proceeding, had no reasonable cause to believe his/her conduct was unlawful.

The termination of any action, suit or proceeding by judgment, order, settlement, conviction, or upon a plea of nolo contendere or its equivalent, shall not, of itself, create a presumption that the person did not act in good faith and in a manner which he/she reasonably believed to be in, or not opposed to, the best interests of the hospital, and with respect to any criminal action or proceeding, had reasonable cause to believe that his/her conduct was unlawful.

8.2-2 DERIVATIVE ACTIONS

If the cause with respect to which indemnity is sought is one by or in the right of the hospital, no indemnification shall be made in respect of any claim, issue or matter as to which such person has been adjudged to be liable for negligence or misconduct in the performance of his/her duty to the hospital unless and only to the extent that the court in which such action or suit was brought or another court of competent jurisdiction determines upon application that, despite the adjudication of liability but in view of all the circumstances of the case, such person is fairly and reasonably entitled to indemnity for such expenses which the court deems proper.

8.2-3 SCOPE

The indemnification provided by this Section 8.2 shall not be deemed exclusive of any other rights to which any representative or former representative of the hospital may be entitled under any statute agreement or vote of disinterested directors, or otherwise, and shall continue as to a person who has ceased to be a representative and shall inure to the benefit of the heirs, executors and administrators of such person.

8.2-4 ADVANCES

Expenses incurred in defending an action, suit or proceeding may be paid by the hospital in advance of the final disposition of such action, suit or proceeding upon approval by a majority vote of the directors who are not parties thereto, and receipt from the party or parties of an undertaking to repay such expenses unless it shall ultimately be determined that they are entitled to be indemnified by the hospital as authorized in this Section 8.2.

8.2-5 INSURANCE

The hospital may purchase and maintain insurance on behalf of any person who is or was a representative or agent of the hospital, or is or was serving at the request of the hospital as a representative of another corporation, partnership, joint venture, trust or other enterprise against any liability asserted against him and incurred by him in any such capacity, or arising out of his/her status as such, whether or not the hospital has the power to indemnify him against such liability under the laws of this or any other state. This provision does not in any event, infer an obligation on the hospital to provide such insurance.

8.3 CONFLICT OF INTEREST

Any director, officer, key employee, medical staff member, committee member or immediate family member of any of the aforementioned individuals having an existing or potential interest in a contract or other transaction presented to the board of directors or a committee thereof for deliberation, authorization, approval, or ratification, or any such person who reasonably believes such an interest exists in another such person, shall make a prompt, full and frank disclosure of the interest to the board or committee prior to its acting on such contract or transaction. The interested party is required to disclose the nature and extent of his/her interest and any relevant and material facts, known to him, about the contract or transaction which might reasonably be construed to be adverse to the hospital's interest.

The body to which such disclosure is made shall determine, by majority vote, whether the disclosure shows that the non-voting and non-participation provisions below must be observed. If so, such person shall not vote on, nor use his/her personal influence on, nor participate (other than to present factual information or to respond to questions) in the discussions or deliberations with respect to, such contract or transaction. Such person may not be counted in determining the existence of a quorum at that part of a meeting where the contract or transaction is under discussion or is being voted upon. The minutes of the meeting shall reflect the disclosure made, the vote thereon and, where applicable, the abstention from voting and participation, and whether a quorum was present.

The board shall adopt conflict of interest policies requiring:

- (a) regular annual statements from directors, officers, key employees and key members of the Medical Staff that disclose existing and potential conflicts of interest.
- (b) corrective and disciplinary action with respect to transgressions of such policies.

For the purposes of this section, a person shall be deemed to have an "interest" in a contract or other transaction if he/she is the party (or one of the parties) contracting or dealing with the hospital or if he/she is a director, trustee or officer of, or has a significant financial or influential interest in, the entity contracting or dealing with the hospital or if he/she is otherwise reasonably likely to gain a significant financial or other personal benefit if the contract or transaction is approved. A person shall also be deemed to have an interest if any member of his/her immediate family has any of these interests.

8.4 COMPENSATION AND DISTRIBUTION ON DISSOLUTION

The members of the board of directors shall serve without compensation for their services as directors or officers. Directors and officers may be reimbursed for all expenses reasonably incurred on behalf of the hospital. No director, officer, or any other private individual shall be entitled to share in the distribution of any of the hospital assets on dissolution of the hospital.

8.5 INSPECTION OF HOSPITAL RECORDS

Procedure for inspection of these By-laws, the books of accounts, and the minutes of proceedings of the board of directors shall be according to state and/or local regulation, whichever is deemed by law to have precedence.

8.6 AUXILIARY, FOUNDATION AND ASSOCIATED ORGANIZATIONS

The board may authorize the formation of auxiliary, foundation and associated organizations to assist in the fulfillment of the purposes of the hospital. Each such organization shall establish its By-laws, rules and regulations and make amendments thereto which shall be subject to board approval and which shall not be inconsistent with these By-laws or the standing rules of the board.

8.7 FISCAL YEAR

The board shall, by resolution, establish the fiscal year of the hospital.

8.8 NOTICE OF MEETINGS

8.8-1 MANNER

Whenever written notice is required to be given to any person by the law or these By-laws, it may be given to such person, either in person, electronically, or by sending a copy thereof by first class mail, postage prepaid, to his/her address appearing on the books of the hospital or supplied by him to the hospital for the purpose of notice. If the notice is sent by mail, it is deemed to have been given to the person when deposited in the United States mail for transmission to such person. A notice of meeting shall specify the place, day and hour of the meeting and any other information required by any other provision of law or these By-laws.

8.8-2 WAIVER

- (a) In Writing: Whenever any notice is required, a waiver thereof in writing, signed by the person or persons entitled to such notice, whether before or after the time stated therein, is deemed equivalent to the giving of such notice. Neither the business to be transacted at nor the purpose of a meeting need be specified in the waiver of notice of such meeting, except the waiver of notice of a special meeting of the board shall specify the general nature of the business to be transacted.
- (b) By Attendance: Attendance of a person at any meeting constitutes a waiver of notice of such meeting, except when a person attends a meeting for the express purpose of objecting, at the beginning of the meeting, of the transaction of any business because the meeting was not lawfully called or convened.

8.9 PROCEDURE

The board and board committees may adopt rules of procedure which shall not be inconsistent with these By-laws.

ARTICLE NINE **AMENDMENT TO BY-LAWS**

9.1 PROCEDURE

These By-laws may be amended or repealed and new By-laws adopted by a two-thirds majority vote of the board of directors then in office at any regular or special meeting, if at least 14 days written notice is given of the intention to take such action; provided, however, that a bylaw fixing or changing the number of directors may be adopted, amended or repealed only by a majority vote of the members of the Windom City Council present in person at a meeting called for that purpose; and provided further that changes in Federal or Minnesota law that eliminate, make void, nullify or make illegal any provision of these By-laws, shall be considered as elimination of amendment of such provision by such change in law; and provided further that any expansion of board responsibility or prerogative due to change in Minnesota law, shall be considered as an addition to these By-laws without need for specific amendment.

Revised 9/2004
Revised 9/2012
Revised 4/2017, Section 2.2
Revised 9/2017, Section 4.2

SECRETARY'S CERTIFICATE

THIS IS TO CERTIFY THAT the foregoing By-laws of Windom Area Hospital have been duly adopted by the board of directors on _____.
(date)

IN WITNESS WHEREOF, the undersigned, duly and acting secretary of the board of directors, has signed this certificate hereon dated _____.
(date)

Governing Board Secretary

Governing Board Chairperson

Mayor, City of Windom

Adopted this _____ day of _____, _____
(date) (month) (year)

ACTION ITEM



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

TO: City Council
FROM: Al Baloun, Recreation Director
DATE: October 13, 2017
RE: Replacement of Ice System at Arena
DEPT: Administration
CONTACT: Al Baloun at Winarena@windomnet.com

Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action:

1. Accept the Parks & Recreation Commission's recommendation to move forward with the design and engineering work as shown on Options #1 and #5 (please see attachment) to replace the ice-making system at the Arena including concrete flooring.
2. Authorize the Mayor and City Administrator to engage Stevens Inc, for engineering and design in an amount not to exceed \$70,000.

Issue\Summary Background

Federal law has banned R-22 coolant, which is used by the Windom Arena and many ice arenas nationwide. Also, the ice making system (compressors, coolant piping, switches, etc.) at the Arena are original to the building (about 42 years old) and use a mat system on a dirt floor, which contribute to higher maintenance costs and low efficiency in operations. The combination of these two factors have raised this project to the City Council's top priority.

At this time the Parks & Recreation Commission is recommending proceeding with Option #1 and Option #5. These two options would replace the amount of ice currently at the Arena that is about 1.5 sheets. The inclusion of the studio\practice rink is essential to the facility users. Option #1 includes the ice system and concrete flooring for the main rink and Option #5 is to retain the mat system (no concrete) for the studio rink.

Fiscal Impact

The cost for the replacement of the ice system and concrete flooring is estimated to be \$1,403,157. This includes all of the associated costs of the project such as design, engineering, legal, bond issuance and demolition\construction as needed. For 2017, the Parks & Recreation Commission is requesting approval of \$70,000 for design to get the project through bidding.

The annual debt service for a \$1.4M General Obligation over 20 years is estimated to be \$93,800. The amount of the bond could be off-set with the use of cash from reserves and/or lower bid prices.

Attachments

1. Conceptual Cost Estimate from Stevens Inc.

CONCEPTURAL COST ESTIMATE

Date: 9-13-17 REVISION 1 9.18.17 (per 9.13.17 meeting), REVISIONS 2&3 9.19.17

Project: Windom Ice Arena - Ice System Replacement

NOTES:

1. Costs include escalation, general conditions, contractor profit, insurance and bond costs, prevailing wages.
2. Disclaimer: The cost estimates presented below are conceptual only and are based on limited information about the existing facility and prior to completing a commissioned study or evaluation or facility. We recommend a the study be completed to verify conditions and improve the accuracy of the costs.



Table 1. Ice System Replacement Options

Refrigerant type	New HFC R-407C, etc	New HFC	Ammonia	Concrete Floor	Mat System Floor
Grade of system	Commercial	Industrial	Industrial	Floor only	Floor only
Remove and reinstall existing 2014 dasher board system (\$40,000 value)	City+ WYHA	City+ WYHA	City+ WYHA	N/A	N/A
Remove and reinstall existing wood dasher board system (\$25,000 value)	N/A	N/A	N/A	City+ WYHA	City+ WYHA
Change Rink 2 radii to 20 feet-rebuild/purchase used radii(\$15,000 value)	N/A	N/A	N/A	City+ WYHA	City+ WYHA
Demolition of existing refrigeration system	\$20,000	\$20,000	\$20,000	N/A	N/A
Demolition of existing mat system in Rink 2	\$2,000	\$2,000	\$2,000	N/A	N/A
Modify main rink mat system for Rink 2	N/A	N/A	N/A	City+ WYHA	City+ WYHA
Demolition and replacement of perimeter concrete and/or ex. Curbs	\$15,000	\$15,000	\$15,000	\$12,000	\$8,000
Replace Rink 2 concrete curb at radii. Change to 20 feet radii	N/A	N/A	N/A	\$5,000	\$5,000
Move dasher board anchors to allow more hangover on rink floor	\$10,000	\$10,000	\$10,000	\$5,000	N/A
Remove and replace existing wall in refrigeration to install package	\$8,000	N/A	N/A	Incl Opt 1	Incl Opt 1
New concrete rink floor w/poly pipe. No subfloor (200x85, 6" thick)	\$555,000	\$555,000	\$555,000	\$210,000	N/A
New refrigeration system or equipment to serve both rink floors	\$500,000	\$690,000	\$725,000	Incl Opt 1-3	Incl Opt 1-3
Basic waste heat recovery system (subfloor + snowmelt pit)	\$25,000	\$25,000	\$25,000	N/A	N/A
Enhanced waste heat recovery system (preheat water, etc.)	Not incl	Not incl	Not incl	N/A	N/A
Water treatment system for resurfacers water	Not incl	Not incl	Not incl	N/A	N/A
Ventilation system improv. or replacement in ex. room	\$0	\$25,000	\$35,000	N/A	N/A
Misc. plumbing improvements in ex. mech room	\$5,000	\$5,000	\$5,000	N/A	N/A
Electric feeder upgrade to refrigeration room (existing is 400 amps)	\$8,000	\$8,000	\$8,000	N/A	N/A
Lighting modifications and misc. electrical	\$0	Incl below	Incl below	N/A	N/A
Ice equipment room expansion (150 SF x \$300/SF) + vestibule for Opt 3	N/A	\$45,000	\$50,000	N/A	N/A
Fire rate existing refrigeration room (new walls, ceiling, etc.)	N/A	N/A	\$40,000	N/A	N/A
Provide separate room for existing main electrical panels	N/A	N/A	\$10,000	N/A	N/A
New fence around condenser	\$0	\$0	\$0	N/A	N/A
New interior vestibule and doors, new masonry wall	N/A	N/A	Incl above	N/A	N/A
Site improvements (pavement replacement, etc)	N/A	\$5,000	\$5,000	N/A	N/A
Subtotal of estimated construction costs	\$1,148,000	\$1,405,000	\$1,505,000	\$232,000	\$13,000
Cost adjustment for location (0%)	\$0	\$0	\$0	\$0	\$0
Subtotal of estimated construction costs	\$1,148,000	\$1,405,000	\$1,505,000	\$232,000	\$13,000
Estimate, design and constr. Contingency (10%). Reduce to 5-8% for constr.	\$114,800	\$140,500	\$150,500	\$23,200	\$1,300
Total estimated construction costs	\$1,262,800	\$1,545,500	\$1,655,500	\$255,200	\$14,300
Program Development and Scope Confirmation (Stevens)	\$6,500	\$6,500	\$6,500	Incl Opt 1-3	Incl Opt 1-3
Design, Engineering and Construction Administration (Stevens) (7%)	\$88,396	\$108,185	\$115,885	\$17,864	N/A
Legal, financial and administrative by City (3.6%)	\$45,461	\$55,638	\$59,598	\$9,187	\$515
Total estimated project costs for 2018 Construction	\$1,403,157	\$1,715,823	\$1,837,483	\$282,251	\$14,815
Expected useful life - refrigeration system (yrs)	20	30	30	20-25	20-25
Expected useful life - rink floor (yrs)	40-50	40-50	40-50	40-50	40-50
Adjusted Costs for 2019¹	\$1,459,283	\$1,784,456	\$1,910,982	\$293,541	\$15,407
Adjusted Costs for 2020¹	\$1,517,654	\$1,855,834	\$1,987,422	\$305,283	\$16,024
Adjusted Costs for 2021¹	\$1,578,361	\$1,930,068	\$2,066,918	\$317,494	\$16,665

Footnotes:

1. Applied escalation costs of 4% per year.

.

Cottonwood County Agricultural Society

DATE: OCTOBER 11, 2017
TO: WINDOM MAYOR and CITY COUNCIL MEMBERS
SUBJECT: CITY ARENA PROJECT

Mayor and Council Members:

The Fair Board has followed ongoing planning and meetings regarding possible repairs or improvements to the arena. This includes the locker room addition earlier consented to and the Park and Recreation Board recommendations to proceed with design and engineering plans.

The Fair Board will be shortly giving notice required by the Arena Lease for various building occupancy dates. For calendar year 2018 the Cottonwood County Fair dates are August 15th thru 18th. The exclusive arena use is therefore August 12th thru August 21st, 2018.

Because the Fair Board has already booked events for the arena for the 2018 Fair it is important that all involved work to coordinate improvements and scheduling. That would include Fair Board, City of Windom, Arena Management, Engineer, contractors, etc.

It is requested that the Fair Board usage periods of the City Arena be a component of any planning and construction so the reasonable usage of the arena would be least impacted. Please continue to include the Fair Board in your scheduling planning.

Thanking you in advance for your consideration

Sincerely,



C. Michael Hanson, Chairman, for the
Cottonwood County Agricultural Society

cc City Administrator
Windom Hockey Association
Windom Park and Recreation Board
Project Engineer

FAIR BOARD MEMBERS:

Mike Hanson Bingham Lake	Leland Thiesen Windom	Sally Larson Windom	Kay Gross Windom	Val Graff Sanborn
Rob Visker Windom	Laura Sandmeyer Windom	Jerome Robillard Windom	Bruce Gross Windom	

ACTION ITEM



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

TO: City Council
FROM: Steve Nasby, City Administrator 
DATE: October 13, 2017
RE: Refinancing General Obligation Bonds (2009A)
DEPT: Administration
CONTACT: Steve Nasby: Steve.Nasby@windommn.com

Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action:

1. Approve resolution providing for the sale of general obligation bonds amounting to \$845,000.
2. Approve Ehlers & Associates as the financial advisor regarding this issue.

Issue Summary/Background

The City's financial advisor, Ehlers & Associates, prepares a quarterly statement for City staff on the City's outstanding bonds pertaining to an analysis on possible refinancing opportunities. At this time the 2009A General Obligation Bond series is eligible (callable) and could potentially yield a savings in excess of the State required three percent threshold.

Fiscal Impact

Refinancing the 2009A bonds is projected to save the City of Windom \$41,973 over the remaining life of the bonds.

Attachments

1. Resolution providing for the sale of \$845,000 of General Obligation Bonds as 2017C Series.
2. Pre-sale Report.

RESOLUTION #2017-

INTRODUCED:

SECONDED:

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

RESOLUTION PROVIDING FOR THE SALE OF \$845,000 GENERAL OBLIGATION IMPROVEMENT REFUNDING BONDS, SERIES 2017C

WHEREAS, the City Council of the City of Windom, Minnesota, has heretofore determined that it is necessary and expedient to issue the City's \$845,000 General Obligation Improvement Refunding Bonds, Series 2017C (the "Bonds"), to current refund the City's outstanding GO Improvement Bonds, Series 2009A for an interest cost savings; and

WHEREAS, the City has retained Ehlers & Associates, Inc., in Roseville, Minnesota ("Ehlers"), as its independent financial advisor for the Bonds in accordance with Minnesota Statutes, Section 475.60, Subdivision 2(9).

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

1. **Authorization; Findings.** The City Council hereby authorizes Ehlers to assist the City for the sale of the Bonds.
2. **Meeting; Proposal Opening.** The City Council shall meet at 7:30 p.m. on November 21, 2017, for the purpose of considering proposals for and awarding the sale of the Bonds.
3. **Official Statement.** The City Council shall meet at 7:30 p.m. on November 21, 2017, for the purpose of considering proposals for and awarding the sale of the Bonds.

Adopted by the Council this 17th day of October, 2017.

Dominic Jones, Mayor

Attest: _____
Steven Nasby, City Administrator



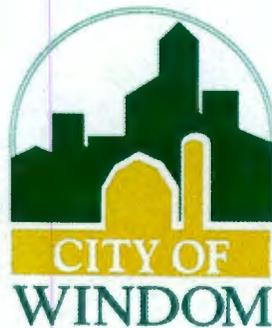
EHLERS
LEADERS IN PUBLIC FINANCE

October 17, 2017

Pre-Sale Report for

City of Windom, Minnesota

\$845,000 General Obligation Improvement Refunding
Bonds, Series 2017C



Prepared by:

Todd Hagen, CIPMA
VP/Senior Municipal Advisor

And

Rebecca Kurtz, CIPMA
VP/Senior Municipal Advisor



Executive Summary of Proposed Debt

Proposed Issue:	\$845,000 General Obligation Improvement Refunding Bonds, Series 2017C
Purpose:	<p>To current refund the City's outstanding GO Improvement Bonds, Series 2009A for an interest cost savings, which were issued to finance the construction of various improvements in the City.</p> <p>Debt service will be paid from special assessments and property taxes.</p> <p>Interest rates on the obligations proposed to be refunded are 3.75% to 4.25%. It is estimated that the new rates will average around 1.70%. The refunding is expected to reduce interest expense by approximately \$41,973 over the next 7 years, starting in 2018. The net present value benefit of the refunding is estimated to be \$40,005, equal to 4.970% of the refunded principal.</p> <p>This refunding is considered to be a "current refunding" as the obligations being refunded are either callable (pre-payable) now, or will be within 90 days of the date of issue of the new Bonds.</p>
Authority:	<p>The Bonds are being issued pursuant to Minnesota Statutes, Chapters:</p> <ul style="list-style-type: none"> • 475 (general bonding authority) • 429 (special assessment pledge) <p>Because the City is assessing at least 20% of the project costs, the Bonds can be a general obligation without a referendum and will not count against the City's debt limit.</p> <p>The Bonds will be general obligations of the City for which its full faith, credit and taxing powers are pledged.</p>
Term/Call Feature:	<p>The Bonds are being issued for a 7-year term. Principal on the Bonds will be due on February 1 in the years 2018 through 2025. Interest is payable every six months beginning August 1, 2018.</p> <p>The Bonds will not be subject to prepayment prior to their maturity.</p>
Bank Qualification:	<p>Because the City is expecting to issue no more than \$10,000,000 in tax exempt debt during the calendar year, the City will be able to designate the Bonds as "bank qualified" obligations.</p> <p>Bank qualified status broadens the market for the Bonds, which can result in lower interest rates.</p>
Rating:	<p>The City's most recent bond issues were rated A+ by Standard & Poor's.</p> <p>The City will request a new rating for the Bonds.</p> <p>If the winning bidder on the Bonds elects to purchase bond insurance, the rating for the issue may be higher than the City's bond rating in the event that the bond rating of the insurer is higher than that of the City.</p>



<p>Basis for Recommendation:</p>	<p>Based on our knowledge of your situation, your objectives communicated to us, our advisory relationship as well as characteristics of various municipal financing options, we are recommending the issuance of general obligation bonds as a suitable refinancing option for the following reasons:</p> <ul style="list-style-type: none"> • The City’s policy and past practice has been to refinance outstanding bonds like this with this type of debt issue. • This is a cost-effective option among the limited other options available to refinance this type of bond. • General obligation bonds provide the lowest possible interest cost.
<p>Method of Sale/Placement:</p>	<p>To obtain the lowest interest cost to the City, we will competitively bid the purchase of the Bonds from local and national underwriters/banks.</p> <p>We have included an allowance for discount bidding equal to 1.20% of the principal amount of the issue. The discount provides the underwriter with all or a portion of its compensation in the transaction. If the Bonds are purchased at a price greater than the minimum bid amount (maximum discount), the unused allowance may be used to lower your borrowing amount.</p> <p>To ensure issue price certainty on the day of sale underwriters and any syndicate members, as a condition of bid submittal, will be required to hold their initial offering price for each maturity until 10% of that maturity is sold to the public at a price no higher than the initial offering price, or for five business days, whichever occurs sooner. The requirement to hold the price is only applicable if less than three bids are received for the Bonds. Due to the potential for increased underwriting risk associated with the hold the price requirement, some bidders may refrain from bidding, or may build that risk into the price they are willing to offer for the Bonds if they believe that less than three bids may be received. This may increase the City’s debt service costs for the Bonds, or result in receiving no bids.</p> <p>Premium Bids: Under current market conditions, most investors in municipal bonds prefer “premium” pricing structures. A premium is achieved when the coupon for any maturity (the interest rate paid by the issuer) exceeds the yield to the investor, resulting in a price paid that is greater than the face value of the bonds. The sum of the amounts paid more than face value is considered “reoffering premium.”</p> <p>For this issue of Bonds, we have been directed to use the premium to reduce the size of the issue. The adjustments may slightly change the true interest cost of the original bid, either up or down.</p>
<p>Review of Existing Debt:</p>	<p>We have reviewed all outstanding indebtedness for the City and find that, other than the obligations proposed to be refunded by the Bonds, there are no other refunding opportunities at this time.</p> <p>We will continue to monitor the market and the call dates for the City’s outstanding debt and will alert you to any other future refunding opportunities.</p>



<p>Continuing Disclosure:</p>	<p>Because the City has more than \$10,000,000 in outstanding debt (including this issue) and this issue is over \$1,000,000, the City will be agreeing to provide certain updated Annual Financial Information and its Audited Financial Statement annually as well as providing notices of the occurrence of certain reportable events to the Municipal Securities Rulemaking Board (the “MSRB”), as required by rules of the Securities and Exchange Commission (SEC).</p> <p>The City is already obligated to provide such reports for its existing bonds, and has contracted with Ehlers to prepare and file the reports.</p>
<p>Arbitrage Monitoring:</p>	<p>Because the Bonds are tax-exempt obligations/tax credit obligations, the City must ensure compliance with certain Internal Revenue Service (IRS) rules throughout the life of the issue. These rules apply to all gross proceeds of the issue, including initial bond proceeds and investment earnings in construction, escrow, debt service, and any reserve funds. How issuers spend bond proceeds and how they track interest earnings on funds (arbitrage/yield restriction compliance) are common subjects of IRS inquiries. Your specific responsibilities will be detailed in the Officers’ Certificate prepared by your Bond Attorney and provided at closing.</p> <p>We recommend that you regularly monitor compliance with these rules and/or retain the services of a qualified firm to assist you.</p>
<p>Risk Factors:</p>	<p>Special Assessments: We have not assumed any pre-paid special assessments and we have assumed that assessments are levied as projected. If the City receives a significant amount of pre-paid assessments or does not levy the assessments, it may need to increase the levy portion of the debt service to make up for lower interest earnings than the expected assessment interest rate.</p> <p>GO Pledge: Because the Bonds will be general obligations of the City for which its full faith, credit and taxing powers are pledged, if the annual assessments and taxes collected are not sufficient to pay the debt service payments, other City funds will need to be used.</p> <p>Current Refunding: The Bonds are being issued for the purpose of current refunding prior City debt obligations. Those prior debt obligations are “callable” now and can therefore be paid off within 90 days or less. The new Bonds will not be pre-payable.</p> <p>This refunding is being undertaken based in part on an assumption that the City does not expect to have future revenues to pay off this debt and that market conditions warrant the refinancing at this time.</p>
<p>Other Service Providers:</p>	<p>This debt issuance will require the engagement of other public finance service providers. This section identifies those other service providers, so Ehlers can coordinate their engagement on your behalf. Where you have previously used a particular firm to provide a service, we have assumed that you will continue that relationship. For services you have not previously required, we have identified a service provider. Fees charged by these service providers will be paid from proceeds of the obligation, unless you notify us that you wish to pay</p>



	<p>them from other sources. Our pre-sale bond sizing includes a good faith estimate of these fees, so their final fees may vary. If you have any questions pertaining to the identified service providers or their role or if you would like to use a different service provider for any of the listed services please contact us.</p> <p>Bond Attorney: Fryberger Buchanan Paying Agent: Bond Trust Services Rating Agency: Standard & Poor's</p>
<p>Summary:</p>	<p>The decisions to be made by the Council are as follows:</p> <ul style="list-style-type: none"> • Accept or modify the finance assumptions described in this report. • Adopt the resolution attached to this report.

This presale report summarizes our understanding of the City's objectives for the structure and terms of this financing as of this date. As additional facts become known or capital markets conditions change, we may need to modify the structure and/or terms of this financing to achieve results consistent with the City's objectives.



Proposed Debt Issuance Schedule

Pre-Sale Review by City Council	October 17, 2017
Distribute Official Statement:	Week of November 6, 2017
Conference with Rating Agency:	Week of November 6 or 13, 2017
City Council Meeting to Award Sale of the Bonds:	November 21, 2017
Estimated Closing Date:	December 15, 2017
Redemption Date for Prior Bonds	February 1, 2018

Attachments

Sources and Uses of Funds
Proposed Debt Service Schedule
Bond Buyer Index
Refunding Savings Analysis
Resolution Authorizing Ehlers to Proceed with Bond Sale

Ehlers Contacts

Financial Advisors:	Todd Hagen	(651) 697-8508
	Rebecca Kurtz	(651) 697-8516
Disclosure Coordinator:	Silvia Johnson	(651) 697-8580
Financial Analyst:	Alicia Gage	(651) 697-8551

The Official Statement for this financing will be mailed to the City Council at their home address or e-mailed for review prior to the sale date.



City of Windom, Minnesota

\$845,000 General Obligation Improvement Refunding Bonds, Series 2017C

Proposed Current Refunding of Series 2009A

Assuming Current GO BQ "A+" Market Rates plus 15bps

Sources & Uses

Dated 12/15/2017 | Delivered 12/15/2017

Sources Of Funds

Par Amount of Bonds	\$845,000.00
---------------------	--------------

Total Sources	\$845,000.00
----------------------	---------------------

Uses Of Funds

Total Underwriter's Discount (1.200%)	10,140.00
---------------------------------------	-----------

Costs of Issuance	26,702.00
-------------------	-----------

Deposit to Current Refunding Fund	805,000.00
-----------------------------------	------------

Rounding Amount	3,158.00
-----------------	----------

Total Uses	\$845,000.00
-------------------	---------------------



City of Windom, Minnesota

\$845,000 General Obligation Improvement Refunding Bonds, Series 2017C

Proposed Current Refunding of Series 2009A

Assuming Current GO BQ "A+" Market Rates plus 15bps

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
12/15/2017	-	-	-	-	-
08/01/2018	-	-	8,165.82	8,165.82	-
02/01/2019	115,000.00	1.150%	6,503.75	121,503.75	129,669.57
08/01/2019	-	-	5,842.50	5,842.50	-
02/01/2020	115,000.00	1.300%	5,842.50	120,842.50	126,685.00
08/01/2020	-	-	5,095.00	5,095.00	-
02/01/2021	120,000.00	1.400%	5,095.00	125,095.00	130,190.00
08/01/2021	-	-	4,255.00	4,255.00	-
02/01/2022	115,000.00	1.500%	4,255.00	119,255.00	123,510.00
08/01/2022	-	-	3,392.50	3,392.50	-
02/01/2023	125,000.00	1.650%	3,392.50	128,392.50	131,785.00
08/01/2023	-	-	2,361.25	2,361.25	-
02/01/2024	125,000.00	1.750%	2,361.25	127,361.25	129,722.50
08/01/2024	-	-	1,267.50	1,267.50	-
02/01/2025	130,000.00	1.950%	1,267.50	131,267.50	132,535.00
Total	\$845,000.00	-	\$59,097.07	\$904,097.07	-

Yield Statistics

Bond Year Dollars	\$3,557.97
Average Life	4.211 Years
Average Coupon	1.6609761%
Net Interest Cost (NIC)	1.9459699%
True Interest Cost (TIC)	1.9578578%
Bond Yield for Arbitrage Purposes	1.6574929%
All Inclusive Cost (AIC)	2.7733710%

IRS Form 8038

Net Interest Cost	1.6609761%
Weighted Average Maturity	4.211 Years

City of Windom, Minnesota

\$845,000 General Obligation Improvement Refunding Bonds, Series 2017C

Proposed Current Refunding of Series 2009A

Assuming Current GO BQ "A+" Market Rates plus 15bps

Debt Service Comparison

Date	Total P+I	Net New D/S	Old Net D/S	Savings
02/01/2018	-	(3,158.00)	-	3,158.00
02/01/2019	129,669.57	129,669.57	137,632.50	7,962.93
02/01/2020	126,685.00	126,685.00	133,695.00	7,010.00
02/01/2021	130,190.00	130,190.00	134,495.00	4,305.00
02/01/2022	123,510.00	123,510.00	130,095.00	6,585.00
02/01/2023	131,785.00	131,785.00	135,695.00	3,910.00
02/01/2024	129,722.50	129,722.50	135,775.00	6,052.50
02/01/2025	132,535.00	132,535.00	135,525.00	2,990.00
Total	\$904,097.07	\$900,939.07	\$942,912.50	\$41,973.43

PV Analysis Summary (Net to Net)

Gross PV Debt Service Savings.....	36,847.90
Net PV Cashflow Savings @ 1.657%(Bond Yield)....	36,847.90
Contingency or Rounding Amount.....	3,158.00
Net Present Value Benefit	\$40,005.90
Net PV Benefit / \$881,847.90 PV Refunded Debt Service	4.537%
Net PV Benefit / \$805,000 Refunded Principal...	4.970%
Net PV Benefit / \$845,000 Refunding Principal..	4.734%

Refunding Bond Information

Refunding Dated Date	12/15/2017
Refunding Delivery Date	12/15/2017

City of Windom, Minnesota

\$1,510,000 General Obligation Improvement Bonds, Series 2009A

Debt Service To Maturity And To Call

Date	Refunded Bonds	D/S To Call	Principal	Coupon	Interest	Refunded D/S
12/15/2017	-	-	-	-	-	-
02/01/2018	805,000.00	805,000.00	-	-	-	-
08/01/2018	-	-	-	-	16,316.25	16,316.25
02/01/2019	-	-	105,000.00	3.750%	16,316.25	121,316.25
08/01/2019	-	-	-	-	14,347.50	14,347.50
02/01/2020	-	-	105,000.00	4.000%	14,347.50	119,347.50
08/01/2020	-	-	-	-	12,247.50	12,247.50
02/01/2021	-	-	110,000.00	4.000%	12,247.50	122,247.50
08/01/2021	-	-	-	-	10,047.50	10,047.50
02/01/2022	-	-	110,000.00	4.000%	10,047.50	120,047.50
08/01/2022	-	-	-	-	7,847.50	7,847.50
02/01/2023	-	-	120,000.00	4.100%	7,847.50	127,847.50
08/01/2023	-	-	-	-	5,387.50	5,387.50
02/01/2024	-	-	125,000.00	4.200%	5,387.50	130,387.50
08/01/2024	-	-	-	-	2,762.50	2,762.50
02/01/2025	-	-	130,000.00	4.250%	2,762.50	132,762.50
Total	\$805,000.00	\$805,000.00	\$805,000.00	-	\$137,912.50	\$942,912.50

Yield Statistics

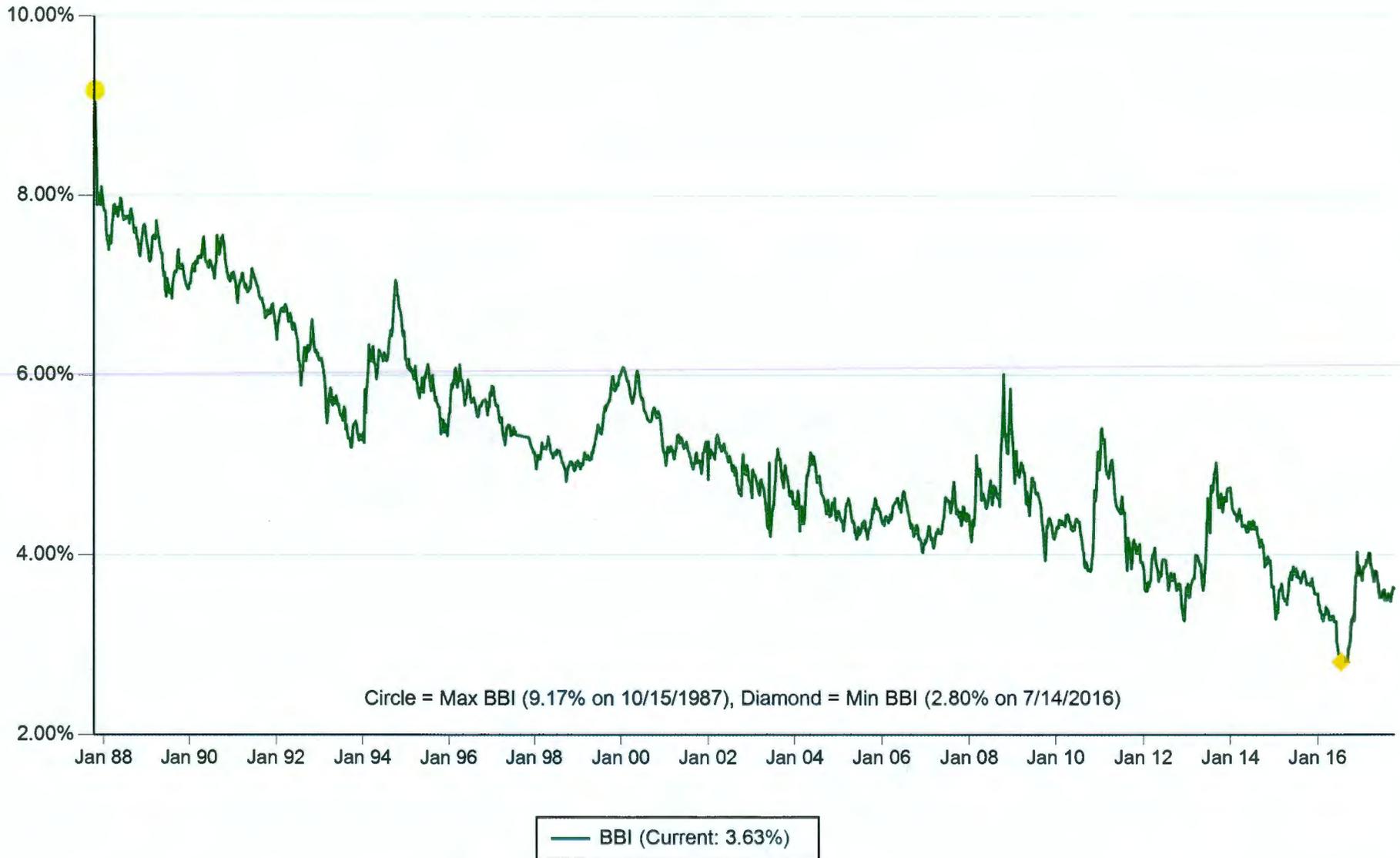
Base date for Avg. Life & Avg. Coupon Calculation	12/15/2017
Average Life	4.283 Years
Average Coupon	4.1208797%
Weighted Average Maturity (Par Basis)	4.283 Years
Weighted Average Maturity (Original Price Basis)	4.283 Years

Refunding Bond Information

Refunding Dated Date	12/15/2017
Refunding Delivery Date	12/15/2017

30 YEAR TREND IN MUNICIPAL BOND INDICES

Weekly Rates October, 1987 - October, 2017



The Bond Buyer "20 Bond Index" (BBI) shows average yields on a group of municipal bonds that mature in 20 years and have an average rating equivalent to Moody's Aa2 and S&P's AA.

Source: The Bond Buyer



EHLERS
LEADERS IN PUBLIC FINANCE

RESOLUTION #2017-

INTRODUCED:

SECONDED:

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

RESOLUTION DECLARING THE COSTS TO BE ASSESSED, ORDERING THE CITY ADMINISTRATOR TO PREPARE AN ASSESSMENT ROLL, AND CALLING FOR A PUBLIC HEARING FOR THE "2017 MISCELLANEOUS SPECIAL ASSESSMENTS"

WHEREAS, there are invoices for city services, such as mowing, snow removal, or rubbish removal by the City to correct nuisance violations, that have not been paid by the property owners; and

WHEREAS, it is necessary to assess the benefited property for all of the costs of these services pursuant to Minnesota Statutes, Chapter 429.

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

1. The costs of such services to be specially assessed are hereby declared to be a maximum of \$13,919.97.
2. The City Administrator shall calculate the proper amounts to be assessed per parcel for such services and shall file a copy of such proposed assessments at City Hall for public inspection.
3. Such assessments shall be payable with real estate taxes in equal annual installments extending over a period of one (1) year at an interest rate of five percent (5%) per annum from the date of certification.
4. A public hearing shall be held before the City Council at the City Hall in Windom, Minnesota, on the 21st day of November, 2017, during the regular City Council Meeting commencing at 7:30 p.m., to consider and vote upon such proposed assessments. At such time and place, all persons owning property affected by such services will be given an opportunity to be heard with reference to such assessments.
5. The City Administrator is hereby directed to cause a notice of the hearing on the proposed assessments to be published once in the official newspaper at least two weeks prior to the hearing. The notice shall state the total cost of the services.
6. The City Administrator shall also cause notice of said hearing to be mailed to the owner(s) of each parcel, described in the assessment roll, not less than two (2) weeks prior to the hearing. The notice mailed to the owner(s) of each parcel shall specify the amount of the proposed assessment for that particular parcel.

Adopted by the Council this 17th day of October, 2017.

Dominic Jones, Mayor

Attest: _____
Steve Nasby, City Administrator

2017 Misc. Assessment List

Property ID	Description	Owner	Address	Amount	Service
25-820-0290	Lot 13, Block 7 Windom Original Townsite	Steven J Beyer 8103 East Southern Ave, Lot 164 Mesa, AZ 85209	210 10th Street	\$ 963.72	removal of hazardous sign
25-835-0200	Lot 9, Block 2 Walen's Subdivision	Victor Vargas 681 Redding Ave Windom, MN 56101	681 Redding	\$ 200.00	mowing
25-822-1010	Lot 4, Block 50 Windom Second Addition	Steven J Beyer 8103 East Southern Ave, Lot 164 Mesa, AZ 85209	1345 2nd Ave N	\$ 200.00	mowing
25-164-0290	Lot 7 County Auditor Subd 4	Steven & Carolyn Nichols 1732 Langley Ave Windom, MN 56101	336 16th Street	\$ 9,100.00 \$ 850.00	Remediation Fire Call
25-352-0050	W 1/2 lots 6 & & Blk 2 Hutton & Collin Subd	John E Weber C/O DBHHS 11 Fourth St PO Box 9 Windom, MN 56101	70 11th Street	\$ 200.00	mowing
25-174-0110	Lot 8 County Auditor Subd 12	Jefferson & Lori Davis PO Box 43 Smithville, AR 72466	857 Prospect Ave	\$200.00	Mowing
25-352-0760	Lot 14, Block 7 Hutton & Collin Subd	Diane L Kruger 605 Prospect Ave Windom, MN 56101-1747	617 Prospect Ave	\$ 706.25	Remediation
25-822-0330	Lot 14, Block 43 Windom Second Addition	Gary & Joan Hunter 1325 20th Street Windom, MN 56101	1261 5th Ave	\$ 500.00	Fire Call
25-673-0180	Lot 21, Block 2 Ringkob & Pope's Addition	Thomas Clipperton 1016 13th Street Windom, MN 56101	1016 13th Street	\$ 500.00	Fire Call
25-164-0340	Lot 9 County Auditor Subd 4	Tina Peiffer 475 19th St Windom, MN 56101	1261 5th Ave	\$ 500.00	Fire Call
			Total	\$13,919.97	

RESOLUTION #2017-

INTRODUCED:

SECONDED:

VOTED:

Aye:

Nay:

Absent:

RESOLUTION DECLARING THE COSTS TO BE ASSESSED, ORDERING THE CITY ADMINISTRATOR TO PREPARE AN ASSESSMENT ROLL, AND CALLING FOR A PUBLIC HEARING FOR THE "2017 STREET IMPROVEMENT PROJECT"

WHEREAS, costs have been determined for the improvement and said total is the maximum sum of \$3,089,000; and

WHEREAS, it is necessary to access the benefited property for all or a portion of the costs of these improvements pursuant to Minnesota Statutes, Chapter 429.

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

1. The costs of such improvement to be specially assessed are hereby declared to be a maximum of \$993,440.
2. The City Administrator shall calculate the proper amounts to be assessed for such improvement and shall file a copy of such proposed assessments at City Hall for public inspection.
3. Such assessments shall be payable in equal annual installments extending over a period of fifteen (15) years at an interest rate of four and nine-tenths percent (4.9%) per annum.
4. A public hearing shall be held before the City Council at the City Hall in Windom, Minnesota, on the 21st day of November, 2017, during the regular City Council Meeting commencing at 7:30 p.m., to consider and vote upon such proposed assessments. At such time and place, all persons owning property affected by such improvement will be given an opportunity to be heard with reference to such assessments.
5. The City Administrator is hereby directed to cause a notice of the hearing on the proposed assessments to be published once in the official newspaper at least two weeks prior to the hearing. The notice shall state the total cost of the improvement.
6. The City Administrator shall also cause notice of said hearing to be mailed to the owner(s) of each parcel, described in the assessment roll, not less than two (2) weeks prior to the hearing. The notice mailed to the owner(s) of each parcel shall specify the amount of the proposed assessment for that particular parcel.

Adopted by the Council this 17th day of October, 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

TO: City Council
FROM: Steve Nasby, City Administrator
DATE: October 13, 2017
RE: Election Equipment – Grant Opportunity
DEPT: Administration
CONTACT: Steve Nasby: Steve.Nasby@windommn.com

A handwritten signature in blue ink, appearing to be 'Steve Nasby', is written over the 'RE' and 'DEPT' lines of the header.

Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action:

1. Approval of the resolution participating and supporting an application to the State of Minnesota for voting equipment.

Issue Summary/Background

The City of Windom works with Cottonwood County and the Windom Area School District regarding the conducting of elections. Windom has two wards consisting of two precincts each. Voting equipment for Windom is the responsibility of the City, which consists of two vote counting machines and an Automark. According to the County Auditor this equipment is at least 15 years old.

Currently, the State of Minnesota is making available grant funds to update and replace election equipment. The priority for the City is to replace the two vote counting machines and then the Automark if there is sufficient grant funds available. Estimates for replacing all three pieces of equipment is \$15,500 with the grant to fund \$6,800 (or possibly up to \$7,750).

Fiscal Impact

On October 9, 2017 the City Council approved up to \$9,000 from General Fund reserves as local match for the election equipment grant.

Attachments

1. Resolution approving the resolution participating and supporting an application to the State of Minnesota for voting equipment.

RESOLUTION #2017-

INTRODUCED:

SECONDED:

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

RESOLUTION APPROVING PARTICIPATION AND SUPPORT OF COTTONWOOD COUNTY'S SUBMISSION OF A COUNTY-WIDE GRANT APPLICATION FOR VOTING EQUIPMENT

WHEREAS, the City of Windom has received notification from the Office of the Minnesota Secretary of State and Cottonwood County of the availability of a grant to be used for the purchase of voting equipment, including optical scan counters and assistive voting devices; and

WHEREAS, the maximum grant amount per precinct is \$5,000 to be used for the purchase of any combination of election equipment; and

WHEREAS, the grant requires that the City provide matching funds equal to the amount of grant funds received and such funds are available; and

WHEREAS, Cottonwood County will submit a County-Wide Grant application and has requested that each city that chooses to participate in the application provide a resolution of participation for inclusion in the grant application.

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

1. The City of Windom hereby approves participation in the County-Wide Grant application for voting equipment and approves the terms of the Grant.
2. The City of Windom will provide the matching funds equal to the amount of the grant funds up to \$9,000 received for the City of Windom to purchase voting equipment.
3. The City Administrator is hereby authorized to execute any required grant agreements and any amendments and requested documentation on behalf of the City of Windom.

Adopted by the Council this 17th day of October, 2017.

Dominic Jones, Mayor

Attest: _____
Steve Nasby, City Administrator



AIA[®]

Document G701[™] – 2017

Change Order

PROJECT: *(Name and address)*
Windom Emergency Services Building
Windom, Minnesota

CONTRACT INFORMATION:
Contract For: General Construction
Date: September 09, 2016

CHANGE ORDER INFORMATION:
Change Order Number: 012
Date: October 12, 2017

OWNER: *(Name and address)*
City of Windom
444 9th Street
P.O. Box 38
Windom, Minnesota 56101

ARCHITECT: *(Name and address)*
Brunton Architects, Ltd.
225 Belgrade Avenue
North Mankato, MN 56003

CONTRACTOR: *(Name and address)*
Gosewisch Construction
901 Summit Avenue
Mankato, MN 56001

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

Electrician to furnish and install Code required service rated disconnect on Owner provided generator

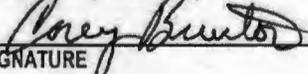
The original Contract Sum was	\$	<u>3,191,500.00</u>
The net change by previously authorized Change Orders	\$	<u>58,046.26</u>
The Contract Sum prior to this Change Order was	\$	<u>3,249,546.26</u>
The Contract Sum will be increased by this Change Order in the amount of	\$	<u>1,215.00</u>
The new Contract Sum including this Change Order will be	\$	<u>3,250,761.26</u>

The Contract Time will be increased by Zero (0) days.
The new date of Substantial Completion will be

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Brunton Architects, Ltd.
ARCHITECT *(Firm name)*


SIGNATURE

Corey Brunton, President / CEO
PRINTED NAME AND TITLE

October 12, 2017
DATE

Gosewisch Construction, Inc.
CONTRACTOR *(Firm name)*

SIGNATURE

Brian Gosewisch, Vice President
PRINTED NAME AND TITLE

DATE

City of Windom
OWNER *(Firm name)*

SIGNATURE

Steven Nasby, City Administrator
PRINTED NAME AND TITLE

DATE

GOSEWISCH Construction, Inc.

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

Change Request

To: Steve Nasby
 Windom City of
 444 9th Street
 PO Box 38
 Windom, MN 56101
 Ph: (507)831-6129 Fax: (507)831-6127

Number: 16
Date: 10/12/17
Job: 16-0675 Windom EMS
Phone:

Description: Electrician to install service rated disconnect on owner provided generator

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

Description	Labor	Material	Equipment	Subcontract	Other	Price
Electrical				\$1,105.00		\$1,105.00
					Subtotal:	\$1,105.00
			Markup	\$1,105.00	10.00%	\$110.50
					Total:	\$1,215.50

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

Submitted by: Brian Gosewisch
 Gosewisch Construction Inc

Approved by: _____
 Date: _____

Cc:

GUARANTEED

ELECTRIC

SERVICE, INC.

53936 208th Lane
Mankato, MN 56001

Phone # 507-388-9305
Fax # 507-388-3540
E-mail OFFICE@GESMANKATO.COM

Proposal

Date	Proposal #
10/11/2017	1397

Name / Address
Gosewisch Construction Inc 901 Summit Ave. Mankato, MN 56001

Project	EMS - Window	Terms	Monthly progress pay
Description			Total
Install Service rated disconnect on owner provided generator 1- Square D D324NRB disconnect 3- TR200R fuses 1- 2" chase nipple 1- 2" Locknut 1- 2" Plastic Bushing 20'- 3/0 THHN wire Labor to mount Disconnect Labor to wire Disconnect from generator Material: \$955.00 Labor: \$150.00			1,105.00
Total			\$1,105.00

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.

[Signature]
 Date 10-11-17

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.

CERTIFICATE FOR PAYMENT NO. 7

**Holtmeier Construction
3301 Third Ave.
Mankato, MN 56001**

Project: 2017 Street Improvements
Windom, MN

DGR Project No. 366090

Owner: City of Windom, Minnesota

For Period From: September 12, 2017 to October 12, 2017

<u>Line No.</u>	<u>Estimated</u>		<u>Unit Price</u>	<u>Contract Price</u>	<u>This Application</u>		<u>Completed to Date</u>	
	<u>Units</u>	<u>Description</u>			<u>Units</u>	<u>Value</u>	<u>Units</u>	<u>Value</u>
Schedule 1 - Bid Items (Brian Avenue, 15th Avenue, 5th Avenue, 7th Street, Plum Avenue and 16th Street)								
1.	JOB	Mobilization	L.S.	\$75,720.00	25%	18,930.00	100%	75,720.00
2.	JOB	Maint & Restoration of Access	L.S.	3,500.00	25%	875.00	100%	3,500.00
4.	14,002 S.Y.	Remove Bituminous Pavement	2.00	28,004.00	622.00	1,244.00	14,077.00	28,154.00
5.	2,047 S.Y.	Remove Concrete Pavement	8.00	16,376.00		0.00	1,989.50	15,916.00
- 6.	4 Ea.	Remove, Salvage and Reinstall Sign	150.00	600.00	4.00	600.00	4.00	600.00
7.	5,525 C.Y.	Common Excavation (P)	12.35	68,233.75		0.00	5,525.00	68,233.75
9.	16,625 S.Y.	Subgrade Preparation	1.50	24,937.50		0.00	16,625.00	24,937.50
10.	16,023 S.Y.	12" Aggregate Base Class 5	7.30	116,967.90		0.00	16,023.00	116,967.90
11.	600 S.Y.	8" Aggregate Base Class 5	5.10	3,060.00		0.00	538.00	2,743.80
12.	1,620 Ton	Type SP 12.5 Wearing Course Mix	74.15	120,123.00	527.74	39,131.92	1,411.89	104,691.64
13.	2,065 Ton	Type SP 12.5 Non Wear Course Mix	71.50	147,647.50		0.00	2,126.59	152,051.19
14.	10 S.Y.	Concrete Patch (6")	226.35	2,263.50		0.00	10.00	2,263.50
- 15.	10 Ea.	Adjust Frame & Ring Casting	548.00	5,480.00	10.00	5,480.00	10.00	5,480.00
16.	438 S.Y.	4" Concrete Walk	50.50	22,119.00		0.00	462.22	23,342.11
17.	66 S.Y.	6" Concrete Walk	94.75	6,253.50		0.00	66.00	6,253.50
18.	5,119 L.F.	Concrete Curb and Gutter Design B624	23.00	117,737.00		0.00	5,219.00	120,037.00
19.	505 L.F.	Concrete Curb and Gutter Match	26.95	13,609.75		0.00	299.00	8,058.05
- 20.	26 S.Y.	4" Gravel Driveway	13.00	338.00	26.00	338.00	26.00	338.00
21.	522 S.Y.	6" Concrete Driveway Pavement	62.65	32,703.30		0.00	483.38	30,283.76
22.	107 S.Y.	7" Concrete Driveway Pavement	68.55	7,334.85		0.00	107.00	7,334.85
23.	113 S.Y.	8" Concrete Valley Gutter	79.90	9,028.70		0.00	113.00	9,028.70

<u>Line No.</u>	<u>Estimated</u>		<u>Unit Price</u>	<u>Contract Price</u>	<u>This Application</u>		<u>Completed to Date</u>	
	<u>Units</u>	<u>Description</u>			<u>Units</u>	<u>Value</u>	<u>Units</u>	<u>Value</u>
24.	207 S.F.	Truncated Domes	54.40	11,260.80	0.00		207.00	11,260.80
25.	1 Ea.	Install 15" RCP Apron	503.20	503.20	0.00		1.00	503.20
26.	5,293 L.F.	4" Perforated Drain Pipe	7.60	40,226.80	0.00		5,197.00	39,497.20
27.	38 Ea.	4" Non Perforated Service	112.75	4,284.50	0.00		31.00	3,495.25
28.	18 Ea.	Subdrain Outlet	52.00	936.00	0.00		16.00	832.00
30.	42 L.F.	12" PVC Pipe Sewer, SDR-26	36.65	1,539.30	0.00		42.00	1,539.30
31.	735 L.F.	12" RC Pipe Sewer, Class III	32.15	23,630.25	0.00		845.00	27,166.75
32.	1,050 L.F.	15" RC Pipe Sewer, Class III	39.60	41,580.00	0.00		1,042.00	41,263.20
33.	13 L.F.	18" RC Pipe Sewer, Class III	41.80	543.40	0.00			0.00
34.	16 L.F.	18" RC Arch Pipe Sewer, Class III	61.40	982.40	0.00		12.00	736.80
35.	424 L.F.	24" RC Pipe Sewer, Class III	49.70	21,072.80	0.00		424.00	21,072.80
36.	10 Ea.	Connect to Existing Storm Sewer	300.00	3,000.00	0.00		13.00	3,900.00
38.	11 Ea.	4' x 4' Storm Manhole	1,418.50	15,603.50	0.00		11.00	15,603.50
40.	28 Ea.	Single Grate Intake	1,214.00	33,992.00	0.00		28.00	33,992.00
41.	2 Ea.	Single Grate Intake - Special	2,084.00	4,168.00	0.00		2.00	4,168.00
44.	707 L.F.	4" PVC Sanitary Sewer Pipe	27.60	19,513.20	0.00		418.00	11,536.80
45.	31 Ea.	Preformed Service Wye	289.55	8,976.05	0.00		18.00	5,211.90
46.	683 L.F.	8" PVC Pipe Sewer SDR-26	32.45	22,163.35	0.00		628.00	20,378.60
47.	420 L.F.	12" PVC Pipe Sewer, SDR-26	39.05	16,401.00	0.00		476.00	18,587.80
48.	11 Ea.	Connect to Existing Sanitary Sewer	380.50	4,185.50	0.00		13.00	4,946.50
49.	3 Ea.	Sanitary Sewer Manhole	3,618.25	10,854.75	0.00		3.00	10,854.75
50.	1 Ea.	Sanitary Sewer Manhole Rehab	4,272.35	4,272.35	0.00		1.00	4,272.35
51.	24 Ea.	Connect to Existing Water Main	1,585.40	38,049.60	0.00		23.00	36,464.20
52.	39 Ea.	1" Curb Stop	206.20	8,041.80	0.00		31.00	6,392.20
54.	39 Ea.	1" Corp Stop	215.75	8,414.25	0.00		31.00	6,688.25
56.	1,085 L.F.	1" Water Service	26.45	28,698.25	0.00		874.00	23,117.30
58.	14 Ea.	6" Gate Valve & Box	1,324.00	18,536.00	0.00		19.00	25,156.00
59.	7 Ea.	8" Gate Valve & Box	1,656.25	11,593.75	0.00		4.00	6,625.00

<u>Line No.</u>	<u>Estimated</u>		<u>Unit Price</u>	<u>Contract Price</u>	<u>This Application</u>		<u>Completed to Date</u>	
	<u>Units</u>	<u>Description</u>			<u>Units</u>	<u>Value</u>	<u>Units</u>	<u>Value</u>
60.	5 Ea.	10" Gate Valve & Box	2,163.50	10,817.50		0.00	3.00	6,490.50
61.	2 Ea.	12" Gate Valve & Box	2,595.25	5,190.50		0.00	3.00	7,785.75
62.	7 Ea.	Furnish and Install Hydrant (CO #1)	3,163.30	22,143.10		0.00	7.00	22,143.10
63.	2 Ea.	Adjust Gate Valve & Box	550.00	1,100.00	2.00	1,100.00	2.00	1,100.00
65.	4 Ea.	6" Tee	426.30	1,705.20		0.00	9.00	3,836.70
66.	3 Ea.	8" Tee	567.00	1,701.00		0.00	2.00	1,134.00
67.	2 Ea.	10" Tee	834.80	1,669.60		0.00	2.00	1,669.60
68.	2 Ea.	8" x 6" Tee	552.20	1,104.40		0.00		0.00
69.	2 Ea.	10" x 6" Tee	668.20	1,336.40		0.00	1.00	668.20
70.	4 Ea.	12" x 6" Tee	760.50	3,042.00		0.00	4.00	3,042.00
71.	1 Ea.	12" x 8" Tee	823.80	823.80		0.00		0.00
72.	1 Ea.	6" x 4" Reducer	223.60	223.60		0.00	4.00	894.40
73.	5 Ea.	8" x 4" Reducer	287.70	1,438.50		0.00	2.00	575.40
74.	2 Ea.	10" x 6" Reducer	374.80	749.60		0.00	3.00	1,124.40
75.	2 Ea.	10" x 8" Reducer	430.00	860.00		0.00		0.00
76.	1 Ea.	12" x 8" Reducer	483.50	483.50		0.00	1.00	483.50
77.	3 Ea.	6" 45 Deg. Bend	290.30	870.90		0.00	3.00	870.90
79.	1,944 L.F.	6" PVC Water Main	28.90	56,181.60		0.00	1,969.00	56,904.10
80.	465 L.F.	8" PVC Water Main	31.85	14,810.25		0.00	469.00	14,937.65
81.	506 L.F.	10" PVC Water Main	36.40	18,418.40		0.00	490.00	17,836.00
82.	320 L.F.	12" PVC Water Main	46.25	14,800.00		0.00	362.00	16,742.50
83.	JOB	Temporary Water Service	L.S.	11,700.00	10%	1,170.00	100%	11,700.00
84.	5,448 S.Y.	Terrace Grading	1.00	5,448.00	1,465.00	1,465.00	5,551.00	5,551.00
85.	50 Ton	Special Rock Bedding	22.40	1,120.00		0.00		0.00
86.	20 Ton	Random Riprap Class III	44.55	891.00		0.00	10.00	445.50
87.	JOB	Temporary Mail Service	L.S.	250.00	100%	250.00	100%	250.00
89.	JOB	Traffic Control	L.S.	5,500.00	25%	1,375.00	100%	5,500.00
91.	JOB	SWPPP Management	L.S.	500.00	25%	125.00	100%	500.00
92.	222 L.F.	Silt Fence/Bio Wattles/Filter Socks	2.00	444.00		0.00	122.00	244.00

Line No.	Estimated		Unit Price	Contract Price	This Application		Completed to Date	
	Units	Description			Units	Value	Units	Value
93.	34 Ea.	Storm Drain Inlet Protection	175.00	5,950.00	17.00	2,975.00	34.00	5,950.00
94.	1.13 Acre	Seeding, Fertilizing and Mulching	5,250.00	5,932.50	0.29	1,522.50	1.13	5,932.50
95.	30 S.Y.	Erosion Control Blankets Category 4	1.85	55.50	30.00	55.50	30.00	55.50
97.	120 L.F.	Pavement Marking - 4" Solid Line	1.00	120.00	120.00	120.00	120.00	120.00
98.	20 C.Y.	Excavate and Dispose of Contaminated Soil	100.00	2,000.00	0.00	0.00	0.00	0.00
CO#3_1	1 Ea.	6" Cap w/ 1.5" Corp Stop	406.15	406.15		0.00	1.00	406.15
CO#3_2	1 Ea.	Connect to Ex. 1.5" Service	176.10	176.10		0.00	1.00	176.10
CO#3_3	4 Ea.	6" 45d Bend	290.30	1,161.20		0.00	4.00	1,161.20
CO#3_4	1 Ea.	Vertical Water Main Drop	2,010.00	2,010.00		0.00	1.00	2,010.00
CO#4_5	1 Ea.	Exploratory Digging	1,825.00	1,825.00		0.00	1.00	1,825.00
SCHEDULE 1 - TOTAL BID				\$1,424,440.90		\$76,756.92		\$1,391,263.35

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

1.	JOB	Mobilization	L.S.	\$42,760.00		0.00	100%	42,760.00
2.	JOB	Maint & Restoration of Access	L.S.	1,500.00		0.00	100%	1,500.00
3.	620 L.F.	Remove Guard Rail	4.00	2,480.00		0.00	620	2,480.00
4.	9,010 S.Y.	Remove Bituminous Pavement	2.00	18,020.00		0.00	9,010.00	18,020.00
5.	768 S.Y.	Remove Concrete Pavement	9.00	6,912.00		0.00	775.00	6,975.00
6.	2 Ea.	Remove, Salvage and Reinstall Sign	150.00	300.00	2.00	300.00	2.00	300.00
7.	3,061 C.Y.	Common Excavation (P)	12.35	37,803.35		0.00	3,061.00	37,803.35
8.	200 S.Y.	Geotextile Fabric Type IV	1.15	230.00		0.00	120.00	138.00
9.	10,620 S.Y.	Subgrade Preparation	1.50	15,930.00		0.00	10,620.00	15,930.00
10.	6,137 S.Y.	12" Aggregate Base Class 5	7.30	44,800.10		0.00	6,213.00	45,354.90
11.	4,453 S.Y.	8" Aggregate Base Class 5	5.10	22,710.30		0.00	4,453.00	22,710.30
12.	820 Ton	Type SP 12.5 Wearing Course Mix	83.50	68,470.00	809.29	67,575.72	809.29	67,575.72
13.	1,370 Ton	Type SP 12.5 Non Wear Course Mix	76.50	104,805.00		0.00	1,320.55	101,022.08
15.	6 Ea.	Adjust Frame & Ring Casting	549.00	3,294.00	4.00	2,196.00	6.00	3,294.00
16.	748 S.Y.	4" Concrete Walk	50.00	37,400.00		0.00	721.90	36,095.00

<u>Line No.</u>	<u>Estimated</u>		<u>Unit Price</u>	<u>Contract Price</u>	<u>This Application</u>		<u>Completed to Date</u>	
	<u>Units</u>	<u>Description</u>			<u>Units</u>	<u>Value</u>	<u>Units</u>	<u>Value</u>
17.	6 S.Y.	6" Concrete Walk	123.85	743.10		0.00	6.00	743.10
18.	2,891 L.F.	Concrete Curb and Gutter Design B624	23.30	67,360.30		0.00	2,911.00	67,826.30
19.	189 L.F.	Concrete Curb and Gutter Match	29.45	5,566.05		0.00	285.00	8,393.25
21.	235 S.Y.	6" Concrete Driveway Pavement	63.85	15,004.75		0.00	385.79	24,632.69
23.	58 S.Y.	8" Concrete Valley Gutter	83.75	4,857.50		0.00	58.00	4,857.50
24.	21 S.F.	Truncated Domes	68.40	1,436.40		0.00	30.00	2,052.00
26.	2,765 L.F.	4" Perforated Drain Pipe	7.60	21,014.00		0.00	2,765.00	21,014.00
28.	8 Ea.	Subdrain Outlet	52.00	416.00		0.00	6.00	312.00
29.	67 L.F.	8" PVC Pipe Sewer, SDR-26	47.00	3,149.00		0.00	67.00	3,149.00
32.	723 L.F.	15" RC Pipe Sewer, Class IV	49.10	35,499.30		0.00	723.00	35,499.30
33.	112 L.F.	18" RC Pipe Sewer, Class III	46.80	5,241.60		0.00	112.00	5,241.60
36.	6 Ea.	Connect to Existing Storm Sewer	600.00	3,600.00		0.00	6.00	3,600.00
37.	176 L.F.	Connect to Existing Roof Drain	55.60	9,785.60		0.00	164.00	9,118.40
38.	2 Ea.	4' x 4' Storm Manhole	1,418.50	2,837.00		0.00	1.00	1,418.50
39.	1 Ea.	5' x 5' Storm Manhole	3,406.00	3,406.00		0.00	1.00	3,406.00
40.	12 Ea.	Single Grate Intake	1,214.00	14,568.00		0.00	12.00	14,568.00
42.	1 Ea.	Area Intake	685.00	685.00		0.00	1.00	685.00
43.	2 Ea.	Sidewalk Trench Drain	3,832.35	7,664.70	2.00	7,664.70	2.00	7,664.70
51.	1 Ea.	Connect to Existing Water Main	665.40	665.40		0.00	2.00	1,330.80
52.	11 Ea.	1" Curb Stop and Box	206.20	2,268.20		0.00	13.00	2,680.60
53.	1 Ea.	2" Curb Stop	516.60	516.60		0.00		0.00
54.	11 Ea.	1" Corp Stop	202.50	2,227.50		0.00	13.00	2,632.50
55.	1 Ea.	2" Corp Stop	365.90	365.90		0.00		0.00
56.	340 L.F.	1" Water Service	27.20	9,248.00		0.00	406.00	11,043.20
57.	5 L.F.	2" Water Service	85.70	428.50		0.00		0.00
58.	2 Ea.	6" Gate Valve & Box	1,324.00	2,648.00		0.00	3.00	3,972.00
62.	1 Ea.	Furnish and Install Hydrant (CO #1)	3,163.30	3,163.30		0.00	1.00	3,163.30
63.	3 Ea.	Adjust Gate Valve & Box	500.00	1,500.00	3.00	1,500.00	3.00	1,500.00
64.	1 Ea.	6" Cap	152.00	152.00		0.00		0.00

Line No.	Estimated		Unit Price	Contract Price	This Application		Completed to Date	
	Units	Description			Units	Value	Units	Value
78.	1 Ea.	6" 90 Deg. Bend	301.00	301.00		0.00	1.00	301.00
79.	307 L.F.	6" PVC Water Main	26.60	8,166.20		0.00	328.00	8,724.80
83.	JOB	Temporary Water Service	L.S.	4,000.00		0.00	100%	4,000.00
84.	3,545 S.Y.	Terrace Grading	1.00	3,545.00	942.00	942.00	3,600.00	3,600.00
87.	JOB	Temporary Mail Service	L.S.	300.00	25%	75.00	100%	300.00
88.	900 L.F.	Install Guard Rail	30.50	27,450.00		0.00		0.00
89.	JOB	Traffic Control	L.S.	1,200.00	25%	300.00	100%	1,200.00
90.	4 Ea.	Install Handicap Sign	350.00	1,400.00	4.00	1,400.00	4.00	1,400.00
91.	JOB	SWPPP Management	L.S.	500.00	25%	125.00	100%	500.00
92.	1,010 L.F.	Silt Fence/Bio Wattles/Filter Socks	1.95	1,969.50		0.00	970.00	1,891.50
93.	14 Ea.	Storm Drain Inlet Protection	175.00	2,450.00	6.00	1,050.00	14.00	2,450.00
94.	0.99 Acre	Seeding, Fertilizing and Mulching	5,250.00	5,197.50		0.00	0.99	5,197.50
95.	865 S.Y.	Erosion Control Blankets Category 4	1.85	1,600.25		0.00		0.00
96.	4 Ea.	Pavement Marking - Accessible Parking Symbol	75.00	300.00	4.00	300.00	4.00	300.00
97.	1,221 L.F.	Pavement Marking - 4" Solid Line	1.00	1,221.00	1,221.00	1,221.00	1,221.00	1,221.00
98.	20 C.Y.	Excavate and Dispose of Contaminated Soil	100.00	2,000.00	0.00	0.00	0.00	0.00
CO#2	1 LS	Roof Drain Extensions- 3rd Ave Alley	L.S.	6,105.00		0.00	100%	6,105.00
CO#2	1 LS	Roof Drain Extensions- City Hall Alley	L.S.	1,813.40		0.00	100%	1,813.40
SCHEDULE 2 - TOTAL BID				\$702,951.30		\$84,649.42		\$681,466.28

Schedule 2 - Alternate Bid Items (7th Avenue)

4.	32 S.Y.	Remove Bituminous Pavement	10.00	320.00		0.00	20.00	200.00
7.	1,000 C.Y.	Common Excavation (P)	12.35	12,350.00		0.00	1,000.00	12,350.00
9.	1,505 S.Y.	Subgrade Preparation	1.50	2,257.50		0.00	1,505.00	2,257.50
10.	1,505 S.Y.	12" Aggregate Base Class 5	7.30	10,986.50		0.00	1,505.00	10,986.50
12.	110 Ton	Type SP 12.5 Wearing Course Mix	103.70	11,407.00		0.00	112.95	11,712.92
13.	175 Ton	Type SP 12.5 Non Wear Course Mix	86.20	15,085.00		0.00	168.72	14,543.66
15.	1 Ea.	Adjust Frame & Ring Casting	649.00	649.00	1.00	649.00	1.00	649.00

Line No.	Estimated Units	Description	Unit Price	Contract Price	This Application		Completed to Date	
					Units	Value	Units	Value
18.	670 L.F.	Concrete Curb and Gutter Design B624	22.95	15,376.50		0.00	677.00	15,537.15
20.	56 S.Y.	4" Gravel Driveway	8.00	448.00		0.00	56.00	448.00
26.	840 L.F.	4" Perforated Drain Pipe	7.60	6,384.00		0.00	667.00	5,069.20
28.	1 Ea.	Subdrain Outlet	52.00	52.00		0.00	2.00	104.00
63.	1 Ea.	Adjust Gate Valve & Box	550.00	550.00	1.00	550.00	1.00	550.00
84.	740 S.Y.	Terrace Grading	1.00	740.00	185.00	185.00	740.00	740.00
92.	68 L.F.	Silt Fence/Bio Mattes/Filter Socks	3.00	180.00		0.00	46.00	138.00
93.	3 Ea.	Storm Drain Inlet Protection	175.00	525.00		0.00	3.00	525.00
94.	0.19 Acre	Seeding, Fertilizing and Mulching	5,250.00	997.50		0.00	0.19	997.50

SCHEDULE 2 - ALTERNATE - TOTAL BID

\$78,308.00

\$1,384.00

\$76,808.43

SCHEDULE 1, SCHEDULE 2 AND SCHEDULE 2 ALTERNATE - TOTAL BID

\$2,205,700.20

\$162,790.14

\$2,149,538.06

Total Work Completed

\$2,149,538.06

Materials Stored on Site

0.00

Less Retainage

108,376.70

108,376.70

\$2,042,961.36

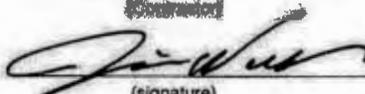
Less Previous Payments

1,876,898.58

TOTAL AMOUNT DUE THIS PAY REQUEST

\$166,062.78

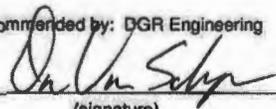
Payment Requested by:



 (signature)

Date 10/3/17

Payment Recommended by: DGR Engineering



 (signature)

Date 10/12/17

Payment Approved by: City of Windom, Minnesota

Date _____