

Council Meeting
Tuesday, November 7, 2017
City Council Chambers
8:05 p.m.
AGENDA



Call to Order
Pledge of Allegiance

1. Consent Agenda
 - Minutes
 - Council Minutes – October 17 & October 26, 2017
 - Library Board – October 10, 2017
 - Capital Finance Committee – October 19, 2017
 - Utility Commission – October 26, 2017
 - Regular Bills
 - License
 - Exempt Gambling Permit – Windom Youth Hockey
 - Annual Cigarette License Renewals
 - Annual Game of Skill License Renewals
 - Annual Theatre License Renewal
 - Liquor Licenses
 - River City Eatery (New application for On-Sale Liquor)
 - Renewals
 - Phat Pheasant
 - Sunbowl
 - Duffy's Bar & Grill
 - Windom Country Club
 - Plaza Jalisco II
 - China Restaurant
 - Wine On-Sale
 - Beer On-Sale
 - Strong Beer Authorization
2. Department Heads
3. Resolution Accepting Donations – Windom Water Trail and Active Living Projects
4. Resolution Approving Amending the Windom Fire Department Relief Association Bylaws
5. Resolution Designating Annual Polling Place
6. Personnel
 - Advertise for Electric Utility Manager
 - Advertise for Street/Park Superintendent
 - Hire Police Officer(s)
7. Architect Payment – Brunton Architects & Engineers \$32,900.24 – Emergency Services Facility
8. Contractor Payment – Gosewisch Construction, Inc. #13- \$6,942.67 – Emergency Services Facility
9. New Business
10. Old Business
 - Set Budget Workshop Meeting Date
11. Council Concerns



12. Adjourn

**Regular Council Meeting
City Hall, Council Chamber
October 17, 2017
7:30 p.m.**

1. Call to Order:

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

2. Roll Call:

Council Present: Mayor Dominic Jones, Paul Johnson, Marv Grunig, 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; Drew Hage, Development Director; Joe Audette, Liquor Store Manager; Jeff Dahna, Telecom General Manager and Ron Schramel, City Attorney

3. Pledge of Allegiance:

4. Additions to Agenda:

Jones requested the Council consider adding the following items to the agenda.

- Consent Agenda - Exempt Gambling Permit – Deer Hunters Association
- Closed Session – Personnel Issue

Motion by Johnson second by Sherman approving the addition of two items to the Agenda titled Exempt Gambling Permit – Des Moines Valley Deer Hunters Association and Closed Session – Personnel Issue. Motion carried 5 – 0.

5. Consent Calendar:

- 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
 - Des Moines Valley Deer Hunters Association

Motion by Johnson second by Grunig approving the Consent Calendar. Motion carried 5–0

6. Department Heads:

Drew Hage, Development Director, reported that he had met with MNDOT Staff to discuss highway access for the hotel project. As part of the discussion, MNDOT requested that the City consider their previous request that the City complete a Corridor Study. The total cost for the study was estimated at \$200,000. MNDOT has reduced the match requirement and is now requiring a \$30,000 match from the City to complete the study. The Council determined that \$5,000 was budgeted in 2016 for the study. To fully fund the study, an additional \$25,000 would be required. Hage estimated that the study would take two years and MNDOT would like to begin the project in January 2018. Jones questioned if MNDOT would allow for a two-year payment cycle to allow the City to fund the \$30,000 match requirement. Hage will contact MNDOT for consideration of a two-year payment cycle for the match requirement.

Hage updated the Council regarding the first housing Tax Abatement project which has been approved by the School District and the County. The project was outside the City and was a County project. He stated the entities are looking for additional interest in the Tax Abatement Program which provides tax incentives for new housing. The publication fees for public notices are approximately \$80 per entity required to conduct a public hearing. Hage suggested the entities might want to consider an application fee to defray these costs. He asked the Council if a \$200 application fee would be reasonable. The consensus of the Council was to cover the costs and not charge an application fee to help incentivize the creation of new housing in the City.

Joe Audette, Liquor Store Manager, shared with the Council the recent award that the City received for the Best Consumer Tasting Program for the Ein Bier Bitte #1 Event that was held last year. The award was received from the national magazine "Stateways". MMBA encouraged all their members to apply for the national award categories. The award will be presented at the National Alcohol Beverage Control Board (NABCB) Conference in Grand Rapids, Michigan. Mayor Jones congratulated staff involved from the Community Center and Liquor Store.

Jeff Dahna, Telecom General Manager, said he has received an inquiry for a request for co-location and space in the telecom building. He is working on details and a pricing proposal for the co-location. Retransmission agreements are renewing and new monthly costs are significant. To reduce video programming costs, Dahna is exploring over-the-top solutions and is reviewing details and costs for possible video solutions. He is also exploring other options including an android mobile video application and additional changes in the market for the video industry.

7. Resolutions Accepting Donations:

Council member Joyce introduced the Resolution No. 2017-75, entitled "A RESOLUTION TO ACCEPT A DONATION FROM GOOD SAMARITAN SOCIETY - WINDOM FOR THE EMERGENCY SERVICES FACILITY", and moved its adoption. The resolution was seconded by Sherman and on roll call vote: Yes: Byam, Grunig, Johnson, Sherman and Joyce. No: None. Absent: None. Abstain: None. Resolution passed 5 – 0.

Council member Sherman introduced the Resolution No. 2017-76, entitled "A RESOLUTION TO ACCEPT A DONATION FROM REMICK FOUNDATION FOR

THE EMERGENCY SERVICES FACILITY”, and moved its adoption. The resolution was seconded by Grunig and on roll call vote: Yes: Grunig, Johnson, Sherman, Joyce and Byam. No: None. Absent: None. Abstain: None. Resolution passed 5 – 0.

8. Hospital By-Laws Amendment:

Joyce said that the proposed amendment of the By-Laws combines two existing committees, the Professional Practice and Planning Committees. The committees are being combined to allow efficiencies and will assist in streamlining the committee process including responsibilities for financial planning and buildings and grounds.

Motion by Joyce second by Byam to approve the Hospital By-Laws Amendment. Motion carried 5 – 0.

9. Park & Recreation Commission Recommendation – Arena:

Al Baloun, Park and Recreation Director, provided the recommendation from the Commission to move forward with the design and engineering work as shown in Stevens’ Engineering project estimates Options #1 and #5 to replace the ice making system at the Arena including concrete flooring. The Commission also recommended engaging Stevens Engineering for engineering and design with a contract amount not to exceed \$70,000.

Joyce reviewed the proposed timeline for the project. He noted the 2018 horse show season would not be held but the construction would be completed prior to the County Fair so there would be no interruption of the fair events. He also noted the timeline is contingent on the Council acting on the recommendation tonight.

The Council discussed using reserve funds to complete the proposed design and engineering and possible pay back of the funds if the project is completed with bond proceeds.

Motion by Joyce second by Byam to approve the Park & Recreation Commission recommendation to engage Stevens Engineering for design and engineering services, not to exceed \$70,000, for Options #1 and #5 using reserve funds from the General Fund. Motion carried 5 – 0.

10. Pre-Sale Report – General Obligation Improvement Refunding Bond:

Todd Hagen, Ehlers and Associates, reviewed the refunding process for the 2009A Improvement Bond. The call date for the bond is February 1, 2018. The refunding process will allow for the bond to be exchanged at a lower interest rate. The anticipated lower average interest rate for the refunding of the bond is of 1.7%. By refinancing the bond, the City could realize a possible \$41,000 in interest savings.

Council member Johnson introduced the Resolution No. 2017-77, entitled “RESOLUTION PROVIDING FOR THE SALE OF \$845,000 GENERAL OBLIGATION IMPROVEMENT REFUNDING BONDS, SERIES 2017C”, and moved its adoption. The

resolution was seconded by Grunig and on roll call vote: Yes: Johnson, Sherman, Joyce, Byam and Grunig. No: None. Absent: None. Abstain: None. Resolution passed 5 – 0.

11. Resolution Calling for a Public Hearing for 2017 Miscellaneous Special Assessments:

A list of Miscellaneous Special Assessments has been compiled from invoices that have not been paid for city services such as mowing and property cleanups. The terms for the assessment are 5% interest for one year. The public hearing would be scheduled for November 21, 2017.

Council member Joyce introduced the Resolution No. 2017-78, entitled “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”, and moved its adoption. The resolution was seconded by Sherman and on roll call vote: Yes: Sherman, Joyce, Byam, Grunig and Johnson. No: None. Absent: None. Abstain: None. Resolution passed 5 – 0.

12. Resolution Calling for a Public Hearing for 2017 Street Improvement Project:

The final costs for the 2017 Street Improvement assessments have been calculated. A public hearing for the assessments has been scheduled for November 21, 2017. Notice of the Public Hearing and amount of assessment for each property will be sent to all affected property owners.

Council member Joyce introduced the Resolution No. 2017-79, entitled “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”, and moved its adoption. The resolution was seconded by Sherman and on roll call vote: Yes: Joyce, Byam, Grunig, Johnson and Sherman. No: None. Absent: None. Abstain: None. Resolution passed 5 – 0.

13. Resolution Approving Participation in Election Equipment Grant:

Nasby said there is a grant funding opportunity through the State to update and replace election equipment. The City’s voting equipment is approximately 15 years old and staff would like to replace two vote tabulation machines and an Automark machine. The County will be submitting a county-wide grant application and they have requested resolutions indicating participation and support of the grant application from precincts interested in updating their voting equipment.

Council member Grunig introduced the Resolution No. 2017-80, entitled “RESOLUTION APPROVING PARTICIPATION AND SUPPORT OF COTTONWOOD COUNTY’S SUBMISSION OF A COUNTY-WIDE GRANT APPLICATION FOR VOTING EQUIPMENT”, and moved its adoption. The resolution was seconded by Johnson and on roll call vote: Yes: Byam, Grunig, Johnson, Sherman and Joyce. No: None. Absent: None. Abstain: None. Resolution passed 5 – 0.

14. Change Order – Gosewisch Construction, Inc. #16 \$1,215.00 – Emergency Services Facility

Nasby said that a generator switch is needed to connect the generator to the building. The estimated cost for the switch is \$1,215.50.

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Motion by Byam second by Joyce to approve the Change Order #16 for Gosewisch Construction Inc. in the amount of \$1,215.00. Motion carried 5 – 0.

15. Contractor Payment – Holtmeier Construction #7 \$166,062.78 – 2017 Street Project:

Motion by Joyce second by Sherman to approve Pay Request #7 from Holtmeier Construction for \$166,062.78 for the 2017 Street Project. Motion carried 5 – 0.

16. New Business:

None.

17. Old Business:

None.

18. Council Concerns:

Byam – On October 23rd the Red Cross and the Windom Fire Dept. will be canvassing the City and leaving door tags to determine the need for smoke detectors. The detectors will be installed at a later date.

Joyce – Friends of the Pool Meeting today discussed potential solutions for the site. The next meeting is scheduled for November 6th at 6:30 in the Council Chambers. Thanks to Street Department, Fire Department and Community for their support of Homecoming events.

Grunig – Asked if Street Department spray would be effective on the Asian beetles and other insects. Nasby will check with the Street Department.

Johnson – Safety reminder for farming and Halloween.

Sherman – Reminder to pet owners to license their pets. A license is less expensive than paying a fine. Thank you to the Good Samaritan – Windom for the donation of signs for the Emergency Services building.

Jones – Read a thank you note from the Windom Girls Softball Team to the Park and Recreation Committee and Park and Rec Staff for the work on the fields and the facility. Thanks to the public for watching the Council Meetings and please provide comments to Council members. Happy Birthday to Evelyn Johnson, a resident of Good Samaritan Society, for her 101st Birthday today.

19. Personnel Items:

Closed Session – Personnel Issue

Motion by Joyce second by Byam at 8:28 pm to close the City Council Meeting for a Personnel issue under M.S. 13D.05 (Sub 2.b). Motion carried 5 – 0.

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Motion by Johnson second by Sherman at 9:04 pm to open the City Council Meeting following a Personnel issue discussion. Motion carried 5 – 0.

Motion by Joyce second by Byam to set a Disciplinary Hearing for an employee at 8:00 a.m. on October 26, 2017, in the Council Chambers at City Hall. Motion carried 5 – 0.

20. Adjournment:

Jones adjourned the meeting by unanimous consent at 9:05 pm.

Dominic Jones, Mayor

Attest: _____
Steve Nasby, City Administrator

**Special City Council Meeting
City Hall, Council Chamber
October 26, 2017
8:00 a.m.**

1. Call to Order:

The meeting was called to order by Mayor Dominic Jones at 8:05 a.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; Ron Schramel, City Attorney; Scott Peterson, Police Chief; Brent Brown, Electric Utility Manager; Jeff Dahna, Telecom General Manager; and Denise Nichols, Finance Information Analyst.

3. Pledge of Allegiance:

4. Disciplinary Hearing:

Mayor Jones opened the Disciplinary Hearing.

City Attorney Schramel explained that the purpose of the special meeting was to determine what discipline, if any, should be imposed on Brent Brown, an employee of the City of Windom, who is the Electric Utility and Street Department Head. It was noted for the record that Brent Brown and his attorney, Michelle Olson from Birkholtz and Associates, were in attendance. Schramel noted that two copies of Exhibits A through D were on the table before them and these exhibits will be entered into the record as evidence today. Also on the table were a Garrity and Tennessen Advisory/Warning for Mr. Brown to read and sign prior to the hearing.

He further stated under Minnesota law this hearing is open to the public. However the public is not allowed to make comments unless the City Council decides during the meeting to allow the public to make comments. Schramel cautioned everyone that under Minnesota Law the alleged victim's name cannot be mentioned today and the name is considered confidential.

The hearing will be conducted as follows:

1. All written documents concerning this incident will be entered into the record.
2. Each City Council Member and the Mayor will be asked by Schramel if they have read the documents prior to the hearing and if they have any questions regarding the documents.
3. City Administrator Nasby will provide a statement concerning one of the disciplinary allegations that has been made against Mr. Brown which is not addressed in the written documents.

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4. Following the statement the Council will be asked if they have any questions for Mr. Nasby regarding the policy violation.
5. Councilmember Joyce will be asked to provide information and answer questions regarding the meeting that the Windom Personnel Committee conducted regarding this incident.
6. An opportunity will be provided to Mr. Brown and his attorney to make a statement.
7. The Council and Mayor will be given an opportunity to question Mr. Brown.
8. The Disciplinary Hearing will be closed unless the Council determines they would like to take comments from the public.
9. Following the close of the hearing, the Council will discuss what disciplinary actions, if any, they would like to take against Mr. Brown.

Attorney Schramel entered Exhibits A, B, C and D into the record.

Exhibit A is a copy of the police report which stems from the incident that occurred at Mr. Brown's house at 2:18 a.m. on October 14, 2017. The report includes a written statement from the alleged victim that was received in the mail on October 24, 2017.

Exhibit B is a copy of the criminal complaint which charges Mr. Brown with felony false imprisonment and intentional restraint and domestic assault.

Exhibit C is a copy of the release order concerning Mr. Brown which was signed by Judge Wietzema on October 16, 2017.

Exhibit D is a copy of a letter dated October 18, 2017, from Schramel to Mr. Brown which notifies him of this Disciplinary Hearing and specifies the alleged misconduct committed by Mr. Brown.

Copies of the exhibits were provided to the Mayor and all City Council Members as well as Mr. Brown and his attorney prior to the start of the hearing. Schramel provided a physical copy of the Exhibits to Nasby to be included as part of the public record for this hearing.

Each Council Member was asked if he had read the exhibits and if he had any questions regarding the exhibits as stated in the documents. Jones, Byam, Joyce, Sherman, Johnson and Grunig were each asked individually if they read the exhibits prior to the hearing. All answered yes and they did not have any questions at this time regarding the exhibits.

Schramel asked Nasby to comment on one of the allegations made against Mr. Brown. The allegation made stated that Mr. Brown had allowed an unauthorized individual access to Windom's Electric and Street Departments following his arrest on October 14, 2017.

Nasby read a statement regarding the incident. On Monday, October 16, 2017, Nasby called and then visited both the Street and Electric Depts. to tell them that Mr. Brown would not be coming in that day. Cheryl Lillegaard at the Electric Dept. stated that she knew he would not be coming in as there was a note on her keyboard from Brown. Upon visiting the Street Shop, Tom Voth provided a note that was left for him saying "I will be gone on Monday" and was signed "Brent". Nasby knew at that time that Mr. Brown was at the Cottonwood County Law Enforcement Facility and had a bond hearing later that day. So this was disconcerting to him. When Mr. Brown came to City Hall on Monday, October 16th,

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Nasby provided Mr. Brown with a Tennessee Warning which he reviewed and signed and following that Nasby provided Mr. Brown with a Notice of Paid Administrative Leave that was also acknowledged and signed by Mr. Brown. Nasby informed Mr. Brown that he had a question regarding the notes that were placed at the Street Shop and Electric Department and that he may or may not answer it. Nasby had asked Mr. Brown if he had asked someone else to place the notes at the departments. Brown stated that he had asked a third party to place them as he did not know anyone's cell phone numbers to notify them that he would not be in to work. Since that time Nasby had been provided with a CD of a recorded phone call from the Cottonwood County Law Enforcement Center. The call was placed by Mr. Brown to the victim on Sunday, October 15, 2017, at approximately 4:00 p.m. This recording clearly indicates that Mr. Brown requested that the victim place notes at both the Street and Electric Departments before 7:00 a.m. stating that he would not be in on Monday. Mr. Brown provided the victim the codes for the access to both of the departments and detailed instructions on where to leave the notes.

Schramel asked who has the codes for the door access. Nasby stated that those department employees have the codes. Schramel asked if the City had policies in limiting access to City buildings. Nasby answered, yes there is a policy for access to non-employees and several policies would apply. Nasby shared the City Policy sections that would apply and they included Section 7B (8), 7B (2) and 7B (14). Schramel asked if the Council had any questions of Nasby concerning this incident. No questions were asked by the Council.

Councilman Joyce reported that the Windom Personnel Committee held a meeting concerning the allegations against Mr. Brown. Joyce reported that the Personnel Committee met on Monday, October 16th, at 6:00 p.m. in the City Council Chambers. As a result of the meeting, the Personnel Committee made the recommendation to schedule a Disciplinary Hearing for Mr. Brent Brown.

Schramel provided the opportunity for Mr. Brown or his Attorney Ms. Olson to make comments and respond to anything contained in the exhibits or testimony that was given today. Schramel asked Mr. Brown if he had read and signed the Garrity and Tennessee Advisory/Warning. He asked if Mr. Brown had any questions regarding the notices. Mr. Brown stated that he had read both and had signed the documents. He asked if Mr. Brown had received the letter that was sent October 18, 2017, and was entered as Exhibit D. Mr. Brown confirmed that he had received the letter. Schramel questioned if all the documents mentioned in the letter, including the Personnel policy, criminal complaint and police report, were personally given to Mr. Brown by City Administrator Steve Nasby on Wednesday, October 18th. Mr. Brown confirmed that he had received the documents.

Olson said that on October 18th the alleged victim recanted her statement that was made. In fact, the alleged victim stated that she attacked Mr. Brown with a pair of scissors. She is the one that started this incident. In regards to this incident Mr. Brown has a claim of self-defense. He was not the attacker or the aggressor. She came at him with a pair of scissors to his face. He was trying to defend himself and in the scuffle an incident occurred. She then called the police. That is what occurred that day. In regard to this incident, there is evidence he may not be guilty of the alleged complaint. As that has not been addressed yet by the court, he has not been proven guilty of any crime. He just has a charge and there is a statement of recantation from the victim. In regards to the alleged crimes and incidents that have been articulated, Mr. Brown had been in jail on the 16th and made a judgment call to either not notify anyone that he would be gone from work or give notes to the employees. He believed it was the better thing to do to give notes to the employees then not to notify anyone since he did not have any phone

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numbers to call. This is a minor infraction on an exemplary record of an employee. There have been no previous employment issues. Mr. Brown is a great employee and to terminate him on charges that have been recanted it would make more sense to keep him employed. Olson requested that his employment is continued until the charges have been settled. Administrative leave seems to be the better option at this point or return to work to complete several current projects. He is a capable employee and has not done his job negligently. Employees respect him and would like to testify in support of Mr. Brown. Olson recommends that he is kept on administrative leave until this situation and charges have been dealt with or allow to him to return to work to complete the current projects.

Mr. Brown said he did permit access to City buildings but wanted to address the access of the individual into city buildings. He felt in his situation he did not have many options to inform people that he would be absent from work. He did not feel he violated staff trust or put their safety in jeopardy. He questioned if the lock codes had been changed and the severity of security issues since the codes had not been changed by October 18th when he met with Nasby. He believes his past work performance has demonstrated a high level of passion and dedication to his position as well as completing anything the Council has asked of him. His relationship with co-workers demonstrates that he is trustworthy, fair and honest with staff. There was a statement in the exhibits mentioning his role as a supervisor and as a mentor. The willingness of the staff to attend this hearing and support him demonstrates that he does well a supervisor and mentor. If you were to ask some of the staff, they would likely have good things to say. He requested the Council consider temporarily reinstating him understanding that any conviction of these charges as stated would likely leave the Council with no choice but to terminate his employment. He felt by doing this it would assist staff to complete their fall projects safely and efficiently and would allow the Personnel Committee and the City Council to work on a succession plan.

Olson stated there are people attending the hearing that support Brown. He understands the severity of the alleged charges and he has the constitutional right to be presumed innocent until proven guilty. Temporary reinstatement makes sense and as of now there is no one that is trained to complete the projects. He doesn't believe there was a safety risk by having the individual deliver the notes. He is asking for 60 days for a brief waiting period so the charges can be addressed. His request is a 60-day stay on this termination hearing until the charges can be resolved either through administrative leave or reinstatement so the fall projects can be completed or, if need be, create a succession plan with the Council to get a replacement so the City of Windom does not suffer.

Brown was asked how the phone system works at the City office to leave a message. Brown said calling collect was an issue to contact individuals. Cell phones do not accept collect calls and the office numbers that he had would not accept collect calls. He did not receive a calling card until 4:00 pm on Sunday. He had no reason to believe that there were other calling options from the jailers. He noted an incident where he was not allowed by the jailers to take medication for hives and would not be treated until Wednesday when the nurse arrived. He only knew two phone numbers and his main concerns were to make sure his children were cared for and safe and to make sure staff knew he would not be at work.

Schramel said that the victim's letter was shared with Council and Cottonwood County Attorney's Office. Cottonwood County has indicated that they will not be dropping charges. The burden of proof when discharging an employee is different than the criminal standards. Schramel explained the standard for employee disciplinary hearings. If the Council feels that it is "more likely than not" that Mr. Brown committed these offenses, then disciplinary action can be taken. The Council Members need

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to consider all the information in front of them and the testimony that was received today and apply those facts to this case to determine if it is "more likely than not" that Mr. Brown committed the alleged misconduct. The law is clear that the Council does not have to wait until the criminal case is resolved to impose any discipline.

Mayor Jones requested that Schramel read for the record a portion of the police report written by Officer Beck and the statement that was given by the alleged victim on the night of the incident. Schramel read a portion of the statement.

Olson requested that the voluntary statement from the victim recanting her initial statement also be read into the record. Schramel read the voluntary statement that was sent after the incident that recanted the victim's initial statement.

Councilmembers asked questions of Brown and his attorney regarding the incident, they noted the police report was reviewed and Councilmembers discussed the matter.

Following the discussion, Jones noted that the Council is only considering disciplinary action for a city employee and not the outcome of the criminal court. Five employee polices have been violated and the Council needs to take these violations into account for disciplinary action.

A closing statement was made by Olson. She stated this was an isolated incident and asked for a stay on the decision on termination until these matters are concluded by the court.

Motion by Sherman to allow comments from the public. The Motion died for the lack of a second.

Schramel closed the hearing.

Jones confirmed the hearing was closed and asked the Council if they had any further discussion or a motion.

Joyce said he had a motion and stated for the record, I read the police reports prepared by the Windom Police Department concerning the incident involving Brent Brown which occurred at his home on October 14, 2017. I also read the criminal complaint which charges Brent Brown with felony false imprisonment and misdemeanor domestic assault, and I read the Release Order concerning Mr. Brown which was signed by Judge Wietzema. Furthermore, I listened to all the testimony received at the hearing today.

Based on the police reports, the criminal complaint, the Release Order, and the testimony received at the hearing today, I hereby make a motion to terminate Brent Brown as an employee of the City of Windom effective immediately for the following 6 reasons:

1. First, Section 5b prohibits any City of Windom employee from initiating a violent act against another city employee or a member of the public. Based on the evidence received at the hearing today, in my opinion it's more likely than not that Mr. Brown committed the conduct against the alleged victim described in the police reports which was a violent act. Therefore, Mr. Brown's misconduct on October 14th violated Section 5b of Windom's Personnel Policy.

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2. Second, Section 6 of Windom's Personnel Policy states that discipline may be imposed if an employee's alcohol use impacts an employee's work attendance. The police reports state that Mr. Brown had a blood alcohol concentration of .191 when he was arrested. Based on the evidence, in my opinion, it's more likely than not that his excessive use of alcohol on October 14th was a major factor which contributed to his conduct during the early morning hours of October 14th and his arrest. Following his arrest, he was held at the Cottonwood County Law Enforcement Center until the afternoon of Monday, October 16, 2017, when he was released following a bail hearing. According to the Release Order, Judge Wietzema required Mr. Brown to post \$2,000.00 bail with certain conditions and \$20,000.00 bail without any conditions. Mr. Brown's arrest caused him to miss work on Monday, October 16th and therefore Mr. Brown's misconduct violated Section 6 of Windom's Personnel Policy which again allows the City to discipline an employee if an employee's alcohol use impacts his/her work attendance.

3. The third reason I believe Mr. Brown should be terminated is that Section 7b(3) of Windom's Personnel Policy prohibits a city employee from engaging in any offensive conduct toward a member of the public either when the employee is on duty or off duty. Based on the evidence, in my opinion, it's more likely than not that Mr. Brown committed the conduct against the victim which is described in the police reports. Mr. Brown's conduct toward the victim during the early morning hours of October 14, 2017, is, by any reasonable person's definition, offensive conduct and highly inappropriate especially for a person in charge of 2 City departments who is charged with the task of mentoring and supervising several employees.

Mr. Brown's misconduct on October 14th certainly violated Section 7b (3) of Windom's Personnel Policy. It should be noted that the victim is not an employee of the City of Windom, however like I stated, this provision of the Personnel Policy prohibits offensive conduct toward any member of the public.

4. The fourth reason Mr. Brown should be terminated is that Mr. Brown violated Section 7c of the Personnel Policy which states that the City of Windom has the express right to immediately terminate any employee, without going through the progressive disciplinary steps, if the employee's conduct consisted of illegal activities. After reading the police reports and criminal complaint, and hearing the testimony offered at the hearing today, in my opinion, it's more likely than not that Mr. Brown committed the illegal activities he has been charged with. Therefore, Mr. Brown's misconduct violated Section 7c of Windom's Personnel Policy and he can be immediately discharged.

5. The fifth reason Mr. Brown should be terminated is that Section 7b (14) and Section 7c of Windom's Personnel Policy states that an employee can be discharged for disregarding safety policies and procedures. Based on the evidence, in my opinion, it's more likely than not, that when Mr. Brown was incarcerated at the Cottonwood County Law Enforcement Center, he contacted an individual and requested that the individual access both the Electric Department building and the Street Department building for the purpose of leaving a note to the employees which stated that Mr. Brown would not be at work on Monday, October 16th. The individual Mr. Brown spoke with is not authorized to access these buildings. After the individual agreed to access both the Electric Department building and Street Department building, Mr. Brown gave this individual the access codes to these buildings, and the person did, in fact, access these buildings. Mr. Brown's misconduct by allowing an unauthorized individual to access these buildings could have caused irreparable damage to the City's computers, compromised

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private and otherwise sensitive information, and caused other irreparable damage. This misconduct is a violation of Section 7b (14) and Section 7c of Windom's Personnel Policy.

6. The sixth reason Mr. Brown should be terminated is that the first paragraph of Section 7 of Windom's Personnel Policy clearly states that Mr. Brown is an "at will" employee. Due to the fact that he is an "at will" employee, the City has the authority to terminate Mr. Brown as an employee for any or no reason and with or without cause. Therefore, even if Mr. Brown would have not committed the misconduct which has been discussed today, the City of Windom is still within its rights to terminate him because he is an at will employee.

However, with that said, based on the numerous provisions of Windom's Personnel Policy which were violated by Mr. Brown and because, in my opinion, it's more likely than not that he committed the felony false imprisonment and misdemeanor domestic assault crimes he was charged with and because he allowed an unauthorized individual to access Windom's Electric Department building and Street Department building, the City has just cause to terminate Mr. Brown. Simply stated, any form of domestic abuse is not tolerated by the City of Windom and is a fireable offense. Mr. Brown's conduct is especially egregious because he is the department head of two departments and is in charge of supervising and mentoring numerous employees. He regularly appears at City Council Meetings which are broadcast via TV to the entire City to give the public an update of what is going on with both the Electric Department and the Street Department, so he is the face of both departments in the public's eyes. Keeping Mr. Brown on as an employee after committing this misconduct would erode the public's confidence in the City of Windom. It also undermines his ability to manage the employees under his authority.

For these reasons, I have make this motion to terminate Mr. Brown as an employee effective immediately.

**Motion by Joyce second by Byam to terminate Mr. Brown as an employee effective immediately.
Motion carried 5 – 0.**

5. Adjournment:

Jones adjourned the meeting by unanimous consent at 9:45 am.

Dominic Jones, Mayor

Attest: _____
Steve Nasby, City Administrator

LIBRARY BOARD MEETING

TUESDAY, OCTOBER 10TH, 2017; 5:05 p.m.

WINDOM LIBRARY

1. Call to Order: the meeting was called to order by John Duscher.
2. Roll Call: Members present: John Duscher, Anita Winkel, Susan Ebeling, Barb Henning, Terri Jones
Members absent: Kathy Hiley
Library Staff: Dawn Aamot
City Council: Jaysun Sherman
3. Agenda and Minutes: Motion by Susan Ebeling, seconded by Anita Winkel to approve the agenda and minutes. Motion passed.
4. Financial Report: Dawn reviewed the financial report. Motion by Susan Ebeling, seconded by Anita Winkel to approve the financial report. Motion passed.
5. Librarian's report: Allen Eskens, a MN author will present a program at the River City Eatery on October 25th. The Friends of the Library will host. The Sutter Brothers (music and poetry) will present a program on October 18th at the Community Center at 2:00. Nancy will offer a Fall Family Fun event for families on October 21st. There will be stories, games, songs, and a snack. Dawn met with the City Council to write the 2018 budget. Most items remained consistent, but small decreases were made in several areas.
Motion by Susan Ebeling, seconded by Barb Henning to accept the Librarian's Report. Motion passed.
6. Old Business: Dawn submitted a grant request for the library's windows at the end of September. We should hear in December if we will receive this grant. There have been no responses to Dawn's requests for historical site evaluations at this time. Rockin Red performed at the "Spirit in the Park". There were 25-30 children who participated but Dawn felt it would have been better attended if the weather had been warmer.
7. New Business: The Friends of the Library have raised \$4170.00 for the window fund. Their goal is to raise \$10,000. Dawn received a quote for the bathroom remodel from Terry Fredin for \$17,000. This could be included in the 2018 budget.
The Remick Foundation grant deadline passed as the quote for the bathroom came in too late to submit. One other quote is expected to be submitted.
The library budgeted for a new boiler this year and Schwalbach's Hardware will install it this fall. New LED light bulbs will be installed in the front of the library.
Dawn asked the board members if they would be interested in submitting book requests from the Ingram Book Catalog. Each member will pick 4-5 books each month. Terri will choose books in November. Dawn usually orders about 100 books every month.
8. John Duscher adjourned the meeting.

Respectfully submitted,

Terri Jones for Kathy Hiley

**Capital Finance Committee
Minutes
Thursday, October 19, 2017**

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

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

Absent: Dominic Jones, Paul Johnson, Jim Garrison, and Shelby Medina.

Call to Order –Chair White called the Capital Finance Committee Meeting to order at 12:00 p.m.

1. Approval of Minutes: Chair White requested the Committee review the minutes from the August 10, 2017, meeting. Motion by Davis, second by Hiley, to approve the minutes, Ayes – 4, Nay – 0, Absent - 3.
2. Council Priority Projects Update:

Arena – Park and Recreation Director Al Baloun updated the Committee regarding the recent action of the City Council to move forward with the design and engineering work, as shown in Options #1 and #5 of the Cost Estimate worksheet, to replace the ice making system at the Arena. The Council approved engaging Stevens Engineering for engineering and design services with a contract amount not to exceed \$70K. The proposed timeline for the project was discussed. White shared his theories regarding the total cost of ownership and lifespan and how a higher grade system with a longer life span reduces the annual cost for the life of the project. Baloun and Davis explained the cost consideration and rationale that were used by the Park and Recreation Commission when selecting the grade and type of system. Davis said the Park and Recreation Commission needed to move forward with bids to help determine the final cost of the project. Consideration was given to the total project cost and obtaining Council approval of the final cost for funding by the City Council.

Grunig asked if Baloun knows the number of vendors that are expected to bid on the project. Baloun answered he anticipates three or more possible vendors will bid on the project. Grunig questioned if the City would be applying for a Mighty Ducks Grant. Baloun explained that the Mighty Ducks Grant no longer exists. He also discussed the issue with the grant pertaining to the prevailing wage requirements. In some cases the amount of the grant versus the increase in costs due to the prevailing wage requirements did not justify receiving state funds for the project. Grunig asked if there were any grant sources that did not require prevailing wages. Nasby answered not any state grants only grants from private sources.

Library –Library Director Dawn Aamot provided the current status of the Library Window Grant Application. The Library Construction Grant Application was submitted on September 26th. The grant request was for \$100,000 and requires a

50% match. The projects to be funded will be selected in November and notification will be received in December. Sources of the matching funds will be \$40,000 from Capital Outlay and \$10,000 from Friends of the Library fundraising for a total match of \$50,000. Currently the Friends group has donations of \$4,600. Aamot said that if grant funds are not received, the project will need an additional \$50,000.

White suggested that the project could be done in stages. Aamot said the project includes 13 windows in the main building and two sets of doors. The projected time to install the windows will be three weeks. This project will impact the use of the library for patrons. If the grant is received, the project must be completed within two years.

An RFP was sent out and no responses were received seeking a company to determine the Historic Designation of the library. A quote for the bathroom was received after the grant deadline. The quote was \$17,600 and included \$7,950 for labor, \$3,500 for plumbing and \$6,150 for materials. The finishes could be changed to reduce the cost.

3. Sub-Committee Assignments – The Committee discussed possible Sub-Committee assignments. Nasby said it would be beneficial for the projects to create tasks and assignments for the Committee members to complete. He suggested a few members could research grant opportunities and resources that would qualify the Arena project for potential grant funding. He also encouraged research and creation of opportunities to reduce material costs. The Committee agreed to partner Committee members with task assignments and created the following assignments.

Grant Research – Howard Davis and Tim Hiley
Outreach/Promotion – Tom White and Marv Grunig

4. New Business - The Committee discussed meeting attendance and the absence of members at the meetings. The Committee asked if absent members could be contacted to determine their current availability to serve on the committee and if alternate dates or times would work better for their schedules. Nasby will contact the members that are absent to determine if they would like to continue serving on the Committee and identify meeting dates and times that would work in their schedules.
5. Set Next Meeting Date and Time: The next meeting date was set for November 15, 2017, at 9:00 a.m.
6. Adjourn: Chair White declared the meeting adjourned at 1:15 p.m.

Tom White, Chairman

Attest: _____
Steve Nasby, City Administrator

UTILITY COMMISSION MINUTES

Windom Council Chamber

October 26, 2017

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

Members Present: Utility Commission Chairperson: Mike Schwalbach
Members Present: Tom Riordan, Mike Schwalbach, Glen Francis
Member Absent: None
City Council Liaison: Paul Johnson
Staff Present: Steve Nasby, City Administrator; Mike Haugen, Water/Wastewater Superintendent; Chelsie Carlson, Finance Director

APPROVE MINUTES

Motion by Riordan, seconded by Francis, to approve the September 28, 2017 Utility Commission minutes. Motion carried 3 – 0.

WATER/WASTEWATER ITEMS

Wastewater Treatment Plant Project

Kelly Yanke, Bolton & Menk, provided an update on WWTP project. The project was adjusted to 16-year regulatory certainty measures for phosphorus only and does not include the 10 milligrams per liter for nitrates. The revised total cost of the project is \$14,359,259 with a PSIG eligible amount of \$8,763,975. If a \$7,000,000 grant was obtained, the City cost would be approximately \$7.4M with yearly cost of approximately \$430,000. Yanke indicated the ongoing operational costs would also be reduced because of the changes made to the project. Yanke also provided a 3D demonstration of the facility upgrade.

ELECTRIC ITEMS

Wholesale Power Agreement

Chris Kopel, CMPAS, was present to review a power supply implementation plan that represents CMPAS members and other partners. He presented a Fixed Price Purchase recommendation for City of Windom. The analysis was revised to reflect updated industrial load from Prime Pork operations. CMPAS presented a Forecasted Cost of Power Supply with and without the industrial load. The recommendation is to purchase a 5x16 energy product for 3.5 MW of Fixed Priced Product. This amount is recommended so Windom is not purchasing more than what would be needed if industrial load is reduced in the future. The term of the contract is 2021-2033 and the current contract ends December 2020.

Motion by Riordan second by Francis to approve RESOLUTION UT #2017-10-01 RESOLUTION AUTHORIZING THE EXECUTION OF A WHOLESALE POWER AGREEMENT. Aye: Francis, Riordan and Schwalbach. Nay: None. Motion carried 3 – 0.

Electric Utility Manager Update

Nasby informed the Commission following a disciplinary hearing with City Council, Brent Brown, Electric Utility Manager was terminated. Nasby has contacted MMUA about providing consultants to help on short-term basis while the position is filled. Marv Grunig, former City of Windom Electric Utility Manager, is also available to provide assistance with day to day operations on a volunteer basis. The time estimate for filling the position is 3 months. The Commission discussed posting the position as Electric Utility Manager.

A joint meeting with the Utility Commission and Personnel Committee will be scheduled discuss the hiring process and plan moving forward.

Arena Electric Infrastructure

Nasby reported completion of electric infrastructure work done on Arena addition. The total project costs \$8,300 and the Hockey Association was billed \$1,500 for materials. The in-kind amount was approximately \$6,800.

WATER/WASTEWATER ITEMS

Water/Wastewater Wages – Glenn Lund

Lund presented the Commission with Water/Wastewater Operator wage information of comparable operations for upcoming union negotiations. The Commission also discussed separating Water Operator, Wastewater Operator, and Street Operator into separate grades going forward.

Water/Wastewater Rates

Haugen reported ongoing negotiations with POET and Red Rock Rural Water for 2018. POET has verbally agreed to \$60M and RRRW is interested in taking additional gallons available. The Commission would be interested in a 5-year commitment with POET. Nasby and Haugen will continue to work on these contracts.

Preliminary rate increase for Wastewater was 3% Residential and 3.5% Commercial. This will be discussed further during November Utility Commission Meeting.

The Commission reviewed sewer backup pictures of Buzz Tewes residence and decided no further action would be taken at this time.

Haugen reported an increase of Fish Lake hookups from 67 to 69.

REGULAR BILLS

None

Hall & Associates bills have been covered by MESERB

NEXT MEETING

Next meeting will be joint meeting with Personnel TBD.

Next regular meeting will be November 30th at 10:00 a.m.

ADJOURN

Schwalbach adjourned the meeting at 11:45a.m.

Mike Schwalbach, Chairperson

Attest: _____
Steve Nasby, City Administrator



Windom, MN

Expense Approval Report

By Fund

Payment Dates 10/14/2017 - 11/01/2017

| Vendor Name | Payable Number | Post Date | Description (Item) | Account Number | Amount |
|--|--------------------|------------|-----------------------------|----------------|---|
| Fund: 100 - GENERAL | | | | | |
| HOWARD LEIBOWITZ | 20171017 | 10/17/2017 | REFUND - STATEMENT CREDIT | 100-20191 | 253.90 |
| MN REVENUE | 20171012 | 10/16/2017 | SALES TAX - SEP 2017 | 100-20202 | 31.08 |
| MN REVENUE | 20171012 | 10/16/2017 | SALES TAX - SEP 2017 | 100-20202 | 8,517.21 |
| MN REVENUE | 20171012 | 10/16/2017 | SALES TAX - SEP 2017 | 100-20202 | 30,781.68 |
| | | | | | 39,583.87 |
| Activity: 41110 - Mayor & Council | | | | | |
| INDOFF, INC | 3021496 | 10/24/2017 | CREDIT - SUPPLIES | 100-41110-200 | -34.19 |
| SCHRAMMEL LAW OFFICE | 20171002 | 10/30/2017 | LEGAL FEES | 100-41110-304 | 555.00 |
| CONVENT. & VISITOR BUREAU | AUG 2017 - GUAR IN | 11/01/2017 | LODGING TAX - OVERPAID IN A | 100-41110-491 | -100.00 |
| CONVENT. & VISITOR BUREAU | OCT 2017 - GUAR IN | 11/01/2017 | LODGING TAX - GUARDIAN IN | 100-41110-491 | 1,532.66 |
| CONVENT. & VISITOR BUREAU | OCT 2017 - RED C | 11/01/2017 | LODGING TAX - RED CARPET I | 100-41110-491 | 894.15 |
| | | | | | Activity 41110 - Mayor & Council Total: 2,847.62 |
| Activity: 41310 - Administration | | | | | |
| NCPERS MINNESOTA | #844600 10-23-17 | 10/30/2017 | INSURANCE #844600 - NOV 2 | 100-41310-133 | 80.00 |
| INDOFF, INC | 3012936 | 10/04/2017 | SUPPLIES | 100-41310-200 | 43.18 |
| INDOFF, INC | 3018657 | 10/16/2017 | CREDIT - SUPPLIES | 100-41310-200 | -4.59 |
| HEARTLAND SECURITY SERVIC | 496984 | 10/27/2017 | SERVICE #602016826 | 100-41310-200 | 263.40 |
| CHELSIE CARLSON | 20171030 | 10/30/2017 | EXPENSE WORKERS COMP SE | 100-41310-212 | 29.80 |
| SELECTACCOUNT | 1205287 | 10/24/2017 | PARTICIPANT FEE | 100-41310-217 | 122.67 |
| LEAGUE OF MN CITIES | 264858 | 10/17/2017 | ACROBAT PROF - 3 YRS | 100-41310-217 | 174.75 |
| MN MUNICIPAL UTILITIES ASS | 49851 | 10/10/2017 | SAFETY PROGRAM - COMP | 100-41310-217 | 2,340.28 |
| ELECTRIC FUND | 20171017 | 10/17/2017 | MONTHLY UTILITY & TELECO | 100-41310-321 | 109.16 |
| AGC NETWORKS, INC. | 20171027 ANNUAL M | 10/27/2017 | ANNUAL MAINT 10/30/17 - 1 | 100-41310-321 | 514.84 |
| VERIZON WIRELESS | 9794853436 | 10/31/2017 | TELEPHONE #486357723-000 | 100-41310-321 | 50.84 |
| SECR REV FUND/CITY OF WD | 20171024 | 10/24/2017 | PETTY CASH | 100-41310-322 | 0.58 |
| SECR REV FUND/CITY OF WD | 20171024 | 10/24/2017 | PETTY CASH | 100-41310-322 | 2.31 |
| ELECTRIC FUND | 20171017 | 10/17/2017 | MONTHLY UTILITY & TELECO | 100-41310-326 | 79.87 |
| DENISE NICHOLS | 20171027 | 10/27/2017 | EXPENSE - WORK COMP | 100-41310-331 | 99.51 |
| CHELSIE CARLSON | 20171030 | 10/30/2017 | EXPENSE WORKERS COMP SE | 100-41310-334 | 14.16 |
| BLUE CROSS/BLUE SHIELD | 171002038611 | 10/16/2017 | INSURANCE PREM- NOV 2017 | 100-41310-480 | 490.00 |
| BLUE CROSS/BLUE SHIELD | 171002038611 | 10/16/2017 | INSURANCE PREM- NOV 2017 | 100-41310-480 | 490.00 |
| | | | | | Activity 41310 - Administration Total: 4,900.76 |
| Activity: 41910 - Building & Zoning | | | | | |
| NCPERS MINNESOTA | #844600 10-23-17 | 10/30/2017 | INSURANCE #844600 - NOV 2 | 100-41910-133 | 24.00 |
| CENTURY BUSINESS PRODUCT | 394242 | 10/24/2017 | SUPPLIES | 100-41910-200 | 28.48 |
| SCHRAMMEL LAW OFFICE | 20171002 | 10/30/2017 | LEGAL FEES | 100-41910-304 | 225.00 |
| ELECTRIC FUND | 20171017 | 10/17/2017 | MONTHLY UTILITY & TELECO | 100-41910-321 | 98.98 |
| AGC NETWORKS, INC. | 20171027 ANNUAL M | 10/27/2017 | ANNUAL MAINT 10/30/17 - 1 | 100-41910-321 | 85.81 |
| VERIZON WIRELESS | 9794853436 | 10/31/2017 | TELEPHONE #486357723-000 | 100-41910-321 | 50.84 |
| SECR REV FUND/CITY OF WD | 20171024 | 10/24/2017 | PETTY CASH | 100-41910-480 | 0.50 |
| MN MUNICIPAL UTILITIES ASS | 49851 | 10/10/2017 | SAFETY PROGRAM - COMP | 100-41910-480 | 702.08 |
| | | | | | Activity 41910 - Building & Zoning Total: 1,215.69 |
| Activity: 41940 - City Hall | | | | | |
| COLE PAPERS INC. | 9343116 | 10/18/2017 | SUPPLIES | 100-41940-211 | 273.46 |
| ELECTRIC FUND | 20171017 | 10/17/2017 | MONTHLY UTILITY & TELECO | 100-41940-381 | 490.11 |
| ELECTRIC FUND | 20171017 | 10/17/2017 | MONTHLY UTILITY & TELECO | 100-41940-382 | 71.95 |
| MN ENERGY RESOURCES | 20170809B | 10/16/2017 | CREDIT - SERVICE #05051050 | 100-41940-383 | -153.02 |
| MN ENERGY RESOURCES | 20170911B | 10/16/2017 | SERVICE #0505105084-00001 | 100-41940-383 | 45.66 |
| MN ENERGY RESOURCES | 20171011 | 10/16/2017 | SERVICE #0505105084-00001 | 100-41940-383 | 45.00 |
| HOMETOWN SANITATION SER | 0000263105 | 10/04/2017 | GARBAGE SERVICE - CITY HAL | 100-41940-384 | 85.04 |
| ELECTRIC FUND | 20171017 | 10/17/2017 | MONTHLY UTILITY & TELECO | 100-41940-385 | 131.60 |
| MELISSA PENAS | 20171101 | 11/01/2017 | CLEANING | 100-41940-406 | 409.50 |

Expense Approval Report

Payment Dates: 10/14/2017 - 11/01/2017

| Vendor Name | Payable Number | Post Date | Description (Item) | Account Number | Amount |
|---|-------------------|------------|------------------------------|----------------|------------------|
| SANDRA HERDER | 20171101 | 11/01/2017 | CLEANING | 100-41940-406 | 409.50 |
| Activity 41940 - City Hall Total: | | | | | 1,808.80 |
| Activity: 42120 - Crime Control | | | | | |
| NCPERS MINNESOTA | #844600 10-23-17 | 10/30/2017 | INSURANCE #844600 - NOV 2 | 100-42120-133 | 144.00 |
| INDOFF, INC | 3012921 | 10/04/2017 | SUPPLIES | 100-42120-200 | 34.89 |
| INDOFF, INC | 3014843 | 10/16/2017 | SUPPLIES | 100-42120-200 | 21.50 |
| INDOFF, INC | 3017158 | 10/16/2017 | SUPPLIES | 100-42120-200 | 38.50 |
| SCHRADEL LAW OFFICE | 20171002 | 10/30/2017 | LEGAL FEES | 100-42120-304 | 45.00 |
| COTTONWOOD CO AUD/TREA | DEPUTY -NOV 2017 | 10/27/2017 | DEPUTY CO ATTY REIMBURSE | 100-42120-304 | 3,957.50 |
| ELECTRIC FUND | 20171017 | 10/17/2017 | MONTHLY UTILITY & TELECO | 100-42120-321 | 69.49 |
| VERIZON WIRELESS | 9794101015 | 10/17/2017 | SERVICE FOR LAP TOPS | 100-42120-321 | 93.49 |
| VERIZON WIRELESS | 9794853436 | 10/31/2017 | TELEPHONE #486357723-000 | 100-42120-321 | 375.74 |
| SECR REV FUND/CITY OF WD | 20171024 | 10/24/2017 | PETTY CASH | 100-42120-322 | 13.76 |
| APPLIED CONCEPTS, INC | 315741 | 10/24/2017 | SERVICE - RADIO | 100-42120-323 | 104.50 |
| ALPHA WIRELESS - MANKATO | 692054 | 11/01/2017 | SERVICE | 100-42120-323 | 108.00 |
| LEASE FINANCE PARTNERS | 20171020 #3250 | 10/24/2017 | SERVICE #3250 | 100-42120-326 | 433.00 |
| COTTONWOOD CO SHERIFF | 20171004 | 10/16/2017 | SERVICE - ELSA | 100-42120-327 | 75.92 |
| CORY HILLESHEIM | 20171026 | 10/27/2017 | EXPENSE - BCA TRIP | 100-42120-334 | 32.92 |
| DONNA MARCY | 20171026 | 10/27/2017 | EXPENSE - INVESTIGATION SE | 100-42120-334 | 46.70 |
| CORY HILLESHEIM | 20171026A | 10/27/2017 | EXPENSE - HEAT TRAINING | 100-42120-334 | 105.82 |
| WINDOM AUTO VALU | #3400540 9-25-17 | 10/17/2017 | MAINTENANCE #3400540 | 100-42120-405 | 4.49 |
| COTTONWOOD CO AUD/TREA | RENT-NOV 2017 | 10/27/2017 | RENT - NOV 2017 | 100-42120-412 | 1,875.00 |
| SECR REV FUND/CITY OF WD | 20171024 | 10/24/2017 | PETTY CASH | 100-42120-444 | 31.75 |
| BLUE CROSS/BLUE SHIELD | 171002038611 | 10/16/2017 | INSURANCE PREM- NOV 2017 | 100-42120-480 | 490.00 |
| MN State Deferred | OCT-2017 30340 | 10/16/2017 | HEALTH CARE SAV PLAN-KEVI | 100-42120-480 | 16,993.37 |
| Activity 42120 - Crime Control Total: | | | | | 25,095.34 |
| Activity: 42220 - Fire Fighting | | | | | |
| AMERIPRIDE SERVICES INC. | 2800814427 | 10/16/2017 | SUPPLIES | 100-42220-211 | 24.12 |
| COLE PAPERS INC. | 9343116 | 10/18/2017 | SUPPLIES | 100-42220-211 | 155.11 |
| COLE PAPERS INC. | 9345522 | 10/18/2017 | SUPPLIES | 100-42220-211 | 40.78 |
| COLE PAPERS INC. | 9352525 | 09/20/2017 | CREDIT - SUPPLIES | 100-42220-211 | -50.29 |
| RUNNINGS SUPPLY, INC | #71920 9-24-17 | 10/17/2017 | MAINTENANCE | 100-42220-212 | 15.98 |
| BRITTANY ESPENSON - RIVERS | 20171101 | 11/01/2017 | SERVICE - FIRE DEPT | 100-42220-218 | 30.00 |
| RUNNINGS SUPPLY, INC | #71920 9-24-17 | 10/17/2017 | MAINTENANCE | 100-42220-308 | 149.70 |
| HARTBERG MEDICAL CLINIC | 20170928 #105681 | 10/04/2017 | SERVICE #105681 | 100-42220-310 | 337.00 |
| ELECTRIC FUND | 20171017 | 10/17/2017 | MONTHLY UTILITY & TELECO | 100-42220-321 | 27.87 |
| ELECTRIC FUND | 20171017 | 10/17/2017 | MONTHLY UTILITY & TELECO | 100-42220-321 | 31.34 |
| AGC NETWORKS, INC. | 20171027 ANNUAL M | 10/27/2017 | ANNUAL MAINT 10/30/17 - 1 | 100-42220-321 | 171.61 |
| VERIZON WIRELESS | 9794101015 | 10/17/2017 | SERVICE FOR LAP TOPS | 100-42220-321 | 21.14 |
| VERIZON WIRELESS | 9794101015 | 10/17/2017 | SERVICE FOR LAP TOPS | 100-42220-326 | 10.02 |
| MARK MARCY | 20171023 | 10/24/2017 | EXPENSE-ROCHESTER FIRE CH | 100-42220-331 | 165.85 |
| MARK MARCY | 20171023 | 10/24/2017 | EXPENSE-ROCHESTER FIRE CH | 100-42220-334 | 23.03 |
| ELECTRIC FUND | 20171017 | 10/17/2017 | MONTHLY UTILITY & TELECO | 100-42220-381 | 263.65 |
| ELECTRIC FUND | 20171017 | 10/17/2017 | MONTHLY UTILITY & TELECO | 100-42220-382 | 13.18 |
| HOMETOWN SANITATION SER | 0000263126 | 10/05/2017 | GARBAGE SERVICE -EMS BUIL | 100-42220-384 | 84.00 |
| ELECTRIC FUND | 20171017 | 10/17/2017 | MONTHLY UTILITY & TELECO | 100-42220-385 | 28.37 |
| WINDOM FIRE & SAFETY | 6427 | 10/31/2017 | REFILI EXTINGUISHER - D.ELST | 100-42220-480 | 25.00 |
| Activity 42220 - Fire Fighting Total: | | | | | 1,567.46 |
| Activity: 42500 - Civil Defense | | | | | |
| ELECTRIC FUND | 20171017 | 10/17/2017 | MONTHLY UTILITY & TELECO | 100-42500-381 | 27.80 |
| Activity 42500 - Civil Defense Total: | | | | | 27.80 |
| Activity: 42700 - Animal Control | | | | | |
| COTTONWOOD VET CLINIC | 178543 | 10/05/2017 | SERVICE | 100-42700-300 | 140.00 |
| Activity 42700 - Animal Control Total: | | | | | 140.00 |
| Activity: 43100 - Streets | | | | | |
| NCPERS MINNESOTA | #844600 10-23-17 | 10/30/2017 | INSURANCE #844600 - NOV 2 | 100-43100-133 | 64.00 |
| WINDOM AUTO VALU | #3400540 9-25-17 | 10/17/2017 | MAINTENANCE #3400540 | 100-43100-211 | 33.48 |
| RUNNINGS SUPPLY, INC | #71920 9-24-17 | 10/17/2017 | MAINTENANCE | 100-43100-211 | 10.99 |
| COLE PAPERS INC. | 9361226 | 10/18/2017 | SUPPLIES | 100-43100-211 | 189.56 |

Expense Approval Report

Payment Dates: 10/14/2017 - 11/01/2017

| Vendor Name | Payable Number | Post Date | Description (Item) | Account Number | Amount |
|-----------------------------|-------------------|------------|----------------------------|--|------------------|
| RUNNINGS SUPPLY, INC | #71920 9-24-17 | 10/17/2017 | MAINTENANCE | 100-43100-217 | 14.78 |
| ELECTRIC FUND | 20171017 | 10/17/2017 | MONTHLY UTILITY & TELECO | 100-43100-217 | 60.00 |
| MN MUNICIPAL UTILITIES ASS | 49851 | 10/10/2017 | SAFETY PROGRAM - COMP | 100-43100-217 | 2,340.28 |
| ULINE SHIPPING SUPPLY SPECI | 89854794 | 10/24/2017 | SUPPLIES #89854794 | 100-43100-217 | 126.93 |
| CONTECH ENGINEERED SOLU | 15792590 | 10/31/2017 | MAINTENANCE #12651427 S | 100-43100-224 | 2,314.82 |
| WINDOM AUTO VALU | #3400540 9-25-17 | 10/17/2017 | MAINTENANCE #3400540 | 100-43100-241 | 17.99 |
| SOUTH CENTRAL COLLEGE | 181771 | 10/25/2017 | #181771 VEHICLE INSPECT-PA | 100-43100-308 | 100.00 |
| ELECTRIC FUND | 20171017 | 10/17/2017 | MONTHLY UTILITY & TELECO | 100-43100-321 | 55.79 |
| AGC NETWORKS, INC. | 20171027 ANNUAL M | 10/27/2017 | ANNUAL MAINT 10/30/17 - 1 | 100-43100-321 | 171.61 |
| VERIZON WIRELESS | 9794853436 | 10/31/2017 | TELEPHONE #486357723-000 | 100-43100-321 | 72.90 |
| ELECTRIC FUND | 20171017 | 10/17/2017 | MONTHLY UTILITY & TELECO | 100-43100-381 | 2,958.77 |
| ELECTRIC FUND | 20171017 | 10/17/2017 | MONTHLY UTILITY & TELECO | 100-43100-381 | 260.65 |
| ELECTRIC FUND | 20171017 | 10/17/2017 | MONTHLY UTILITY & TELECO | 100-43100-382 | 19.73 |
| HOMETOWN SANITATION SER | 0000263106 | 10/04/2017 | GARBAGE SERVICE - STREET D | 100-43100-384 | 84.73 |
| HOMETOWN SANITATION SER | 0000263107 | 10/04/2017 | GARBAGE SERVICE - SQUARE | 100-43100-384 | 46.12 |
| ELECTRIC FUND | 20171017 | 10/17/2017 | MONTHLY UTILITY & TELECO | 100-43100-385 | 40.75 |
| WINDOM AUTO VALU | #3400540 9-25-17 | 10/17/2017 | MAINTENANCE #3400540 | 100-43100-404 | 108.10 |
| RUNNINGS SUPPLY, INC | #71920 9-24-17 | 10/17/2017 | MAINTENANCE | 100-43100-404 | 66.43 |
| O'REILLY AUTOMOTIVE, INC | 20170928 1510318 | 10/16/2017 | MAINTENANCE | 100-43100-404 | 17.99 |
| MN DEPT OF LABOR & INDUS | ABR01716801 | 10/17/2017 | #301963 PRESSURE VESSEL | 100-43100-404 | 10.00 |
| MACQUEEN EQUIP. CO. | P08752 | 10/04/2017 | MAINTENANCE | 100-43100-404 | 128.00 |
| RUNNINGS SUPPLY, INC | #71920 9-24-17 | 10/17/2017 | MAINTENANCE | 100-43100-406 | 2.49 |
| BLUE CROSS/BLUE SHIELD | 171002038611 | 10/16/2017 | INSURANCE PREM- NOV 2017 | 100-43100-480 | 1,307.50 |
| BLUE CROSS/BLUE SHIELD | 171002038611 | 10/16/2017 | INSURANCE PREM- NOV 2017 | 100-43100-480 | 490.00 |
| | | | | Activity 43100 - Streets Total: | 11,114.39 |

Activity: 43210 - Sanitation

| | | | | | |
|----------------|----------|------------|----------------------|---|---------------|
| WAYNE ERICKSON | 20171024 | 10/24/2017 | COMPOST SITE MANAGER | 100-43210-307 | 168.00 |
| WAYNE ERICKSON | 20171031 | 10/31/2017 | COMPOST SITE MANAGER | 100-43210-307 | 73.50 |
| | | | | Activity 43210 - Sanitation Total: | 241.50 |

Activity: 45202 - Park Areas

| | | | | | |
|----------------------------|------------------|------------|-----------------------------|---|-----------------|
| NCPERS MINNESOTA | #844600 10-23-17 | 10/30/2017 | INSURANCE #844600 - NOV 2 | 100-45202-133 | 16.00 |
| COLE PAPERS INC. | 9343116 | 10/18/2017 | SUPPLIES | 100-45202-211 | 212.92 |
| COLE PAPERS INC. | 9361225 | 10/17/2017 | SUPPLIES | 100-45202-211 | 440.38 |
| COLE PAPERS INC. | 9361675 | 10/17/2017 | SUPPLIES | 100-45202-211 | 91.07 |
| ELECTRIC FUND | 20171017 | 10/17/2017 | MONTHLY UTILITY & TELECO | 100-45202-381 | 462.55 |
| ELECTRIC FUND | 20171017 | 10/17/2017 | MONTHLY UTILITY & TELECO | 100-45202-382 | 302.48 |
| HOMETOWN SANITATION SER | 0000263115 | 10/04/2017 | GARBAGE SERVICE - ISLAND P | 100-45202-384 | 76.50 |
| HOMETOWN SANITATION SER | 0000263116 | 10/04/2017 | GARBAGE SERVICE - TEGELS P | 100-45202-384 | 38.25 |
| HOMETOWN SANITATION SER | 0000263117 | 10/04/2017 | GARBAGE SERVICE - WRA | 100-45202-384 | 53.56 |
| HOMETOWN SANITATION SER | 0000263118 | 10/04/2017 | GARBAGE SERVICE - KASTLE KI | 100-45202-384 | 54.74 |
| HOMETOWN SANITATION SER | 0000263124 | 10/04/2017 | GARBAGE SERVICE - MAYFLO | 100-45202-384 | 35.99 |
| ELECTRIC FUND | 20171017 | 10/17/2017 | MONTHLY UTILITY & TELECO | 100-45202-385 | 231.15 |
| P.M. REPAIR & DETAILING | 5476 | 10/30/2017 | SERVICE - MAINTENANCE | 100-45202-404 | 147.00 |
| RUNNINGS SUPPLY, INC | #71920 9-24-17 | 10/17/2017 | MAINTENANCE | 100-45202-406 | 160.98 |
| BRYAN ROCK PRODUCTS, INC. | 25226 | 10/16/2017 | MAINTENANCE | 100-45202-406 | 291.26 |
| MN MUNICIPAL UTILITIES ASS | 49851 | 10/10/2017 | SAFETY PROGRAM - COMP | 100-45202-480 | 468.06 |
| | | | | Activity 45202 - Park Areas Total: | 3,082.89 |

Fund 100 - GENERAL Total: 91,626.12

Fund: 211 - LIBRARY

Activity: 45501 - Library

| | | | | | |
|--------------------|------------------|------------|---------------------------|---------------|--------|
| NCPERS MINNESOTA | #844600 10-23-17 | 10/30/2017 | INSURANCE #844600 - NOV 2 | 211-45501-133 | 16.00 |
| PLUM CREEK LIBRARY | IV24739 | 10/30/2017 | SUPPLIES | 211-45501-200 | 20.85 |
| ELECTRIC FUND | 20171017 | 10/17/2017 | MONTHLY UTILITY & TELECO | 211-45501-321 | 30.02 |
| ELECTRIC FUND | 20171017 | 10/17/2017 | MONTHLY UTILITY & TELECO | 211-45501-326 | 65.00 |
| DAWN AAMOT | 20171025 | 10/27/2017 | EXPENSE-SLAYTON | 211-45501-331 | 50.29 |
| ELECTRIC FUND | 20171017 | 10/17/2017 | MONTHLY UTILITY & TELECO | 211-45501-381 | 371.76 |
| ELECTRIC FUND | 20171017 | 10/17/2017 | MONTHLY UTILITY & TELECO | 211-45501-382 | 18.41 |
| ELECTRIC FUND | 20171017 | 10/17/2017 | MONTHLY UTILITY & TELECO | 211-45501-385 | 36.91 |
| SANDRA HERDER | 20171101 | 11/01/2017 | CLEANING | 211-45501-402 | 420.00 |

Expense Approval Report

Payment Dates: 10/14/2017 - 11/01/2017

| Vendor Name | Payable Number | Post Date | Description (Item) | Account Number | Amount |
|--|---------------------|------------|-------------------------------|----------------|------------------|
| MELISSA PENAS | 20171101 | 11/01/2017 | CLEANING | 211-45501-402 | 420.00 |
| J & K WINDOWS | 2396-32 | 10/24/2017 | SERVICE | 211-45501-402 | 20.00 |
| RON'S ELECTRIC INC | 136034 | 10/30/2017 | MAINTENANCE | 211-45501-409 | 56.50 |
| WERNER ELECTRIC | 5009737728.001 | 10/17/2017 | LIBRARY - MAINTENANCE | 211-45501-409 | 136.00 |
| MICROMARKETING, LLC | 691201 | 10/16/2017 | BOOKS | 211-45501-435 | 212.47 |
| MICROMARKETING, LLC | 691720 | 10/16/2017 | BOOKS | 211-45501-435 | 39.99 |
| STAR TRIBUNE | 9905542 10-8-17 | 10/24/2017 | SUBSCRIPTION -WINDOM PU | 211-45501-435 | 78.78 |
| Activity 45501 - Library Total: | | | | | 1,992.98 |
| Fund 211 - LIBRARY Total: | | | | | 1,992.98 |
| Fund: 225 - AIRPORT | | | | | |
| Activity: 45127 - Airport | | | | | |
| CITY SERVICE VALCON | 0228681 | 10/24/2017 | 4500 JET A FUEL | 225-45127-264 | 11,565.44 |
| SOUTHWEST MN BROADBAN | #886 20171015 | 10/24/2017 | SERVICE #886 FOR 507-831-6 | 225-45127-321 | 26.60 |
| O'DAY EQUIPMENT, LLC | INV095104 | 10/30/2017 | MAINTENANCE | 225-45127-404 | 316.45 |
| ELECTRIC FUND | 93 | 10/17/2017 | EL AIRPORT | 225-45127-409 | 9.14 |
| Activity 45127 - Airport Total: | | | | | 11,917.63 |
| Fund 225 - AIRPORT Total: | | | | | 11,917.63 |
| Fund: 230 - POOL | | | | | |
| Activity: 45124 - Pool | | | | | |
| ELECTRIC FUND | 20171017 | 10/17/2017 | MONTHLY UTILITY & TELECO | 230-45124-381 | 78.31 |
| ELECTRIC FUND | 20171017 | 10/17/2017 | MONTHLY UTILITY & TELECO | 230-45124-382 | 16.03 |
| ELECTRIC FUND | 20171017 | 10/17/2017 | MONTHLY UTILITY & TELECO | 230-45124-385 | 30.00 |
| MN DEPT OF LABOR & INDUS | ABR0171685I | 10/10/2017 | BOILER LICENSE FEE - WINDO | 230-45124-409 | 10.00 |
| Activity 45124 - Pool Total: | | | | | 134.34 |
| Fund 230 - POOL Total: | | | | | 134.34 |
| Fund: 235 - AMBULANCE | | | | | |
| Activity: 42153 - Ambulance | | | | | |
| INDOFF, INC | 3019365 | 10/16/2017 | SUPPLIES | 235-42153-200 | 59.10 |
| BRITTANY ESPENSON - RIVERS | 20171030 AMB DEPT | 10/30/2017 | SERVICE - FIRE DEPT - SEPT 20 | 235-42153-217 | 110.00 |
| AMERIPRIDE SERVICES INC. | 2800814427 | 10/16/2017 | SUPPLIES | 235-42153-217 | 16.08 |
| BOUND TREE MEDICAL, LLC | 82634462 | 10/03/2017 | SUPPLIES | 235-42153-217 | 177.00 |
| BOUND TREE MEDICAL, LLC | 82639300 | 10/03/2017 | SUPPLIES | 235-42153-217 | 205.74 |
| BOUND TREE MEDICAL, LLC | 8269794 | 10/16/2017 | SUPPLIES | 235-42153-217 | 162.19 |
| EMSRB | 20171018 | 10/18/2017 | WINDOM AMBULANCE LICEN | 235-42153-308 | 588.00 |
| WINDOM AREA HOSPITAL | 734-0024-09-2017-24 | 10/17/2017 | NURSING SERVICE #734-0024 | 235-42153-312 | 2,741.22 |
| WINDOM AREA HOSPITAL | 734-0046-09-2017-46 | 10/17/2017 | FLUE SHOTS - WINDOM AMB | 235-42153-312 | 425.00 |
| ELECTRIC FUND | 20171017 | 10/17/2017 | MONTHLY UTILITY & TELECO | 235-42153-321 | 24.83 |
| ELECTRIC FUND | 20171017 | 10/17/2017 | MONTHLY UTILITY & TELECO | 235-42153-321 | 20.90 |
| AGC NETWORKS, INC. | 20171027 ANNUAL M | 10/27/2017 | ANNUAL MAINT 10/30/17 - 1 | 235-42153-321 | 171.61 |
| VERIZON WIRELESS | 9794101015 | 10/17/2017 | SERVICE FOR LAP TOPS | 235-42153-321 | 123.49 |
| VERIZON WIRELESS | 9794853436 | 10/31/2017 | TELEPHONE #486357723-000 | 235-42153-321 | 50.64 |
| SECR REV FUND/CITY OF WD | 20171024 | 10/24/2017 | PETTY CASH | 235-42153-322 | 3.61 |
| ALPHA WIRELESS - MANKATO | 203873 | 10/24/2017 | SERVICE - RADIO | 235-42153-323 | 479.00 |
| EXPERT T BILLING | 3853 | 10/16/2017 | SERVICE | 235-42153-326 | 1,890.00 |
| JORDAN BUSSA | 20171016 | 10/16/2017 | EXPENSE - AMBULANCE | 235-42153-334 | 41.53 |
| KIM POWERS | 20171016 | 10/16/2017 | EXPENSE - AMBULANCE | 235-42153-334 | 176.57 |
| JUSTIN HARRINGTON | 20171016 | 10/16/2017 | EXPENSE - AMBULANCE | 235-42153-334 | 10.00 |
| TIM HACKER | 20171017 | 10/17/2017 | EXPENSE - AMBULANCE | 235-42153-334 | 43.03 |
| KRISTEN PORATH | 20171024 | 10/24/2017 | EXPENSE - AMBULANCE | 235-42153-334 | 7.07 |
| ROBIN SHAW | 20171024 | 10/24/2017 | EXPENSE - AMBULANCE | 235-42153-334 | 118.50 |
| DONNA MARCY | 20171024 | 10/24/2017 | EXPENSE - AMBULANCE | 235-42153-334 | 29.00 |
| BUCKWHEAT JOHNSON | 20171024 | 10/24/2017 | EXPENSE - AMBULANCE | 235-42153-334 | 38.67 |
| ELECTRIC FUND | 20171017 | 10/17/2017 | MONTHLY UTILITY & TELECO | 235-42153-381 | 8.79 |
| ELECTRIC FUND | 20171017 | 10/17/2017 | MONTHLY UTILITY & TELECO | 235-42153-381 | 175.76 |
| HOMETOWN SANITATION SER | 0000263126 | 10/05/2017 | GARBAGE SERVICE -EMS BUIL | 235-42153-384 | 55.98 |
| ELECTRIC FUND | 20171017 | 10/17/2017 | MONTHLY UTILITY & TELECO | 235-42153-385 | 18.91 |
| SANFORD HEALTH | NI 393 | 10/30/2017 | SERVICE #S-000831 | 235-42153-404 | 45.30 |
| WINDOM AUTO VALU | #3400540 9-25-17 | 10/17/2017 | MAINTENANCE #3400540 | 235-42153-405 | 86.95 |

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Payment Dates: 10/14/2017 - 11/01/2017

| Vendor Name | Payable Number | Post Date | Description (Item) | Account Number | Amount |
|---|-------------------|------------|------------------------------|----------------|-------------------|
| O'REILLY AUTOMOTIVE, INC | 20170928 1510318 | 10/16/2017 | MAINTENANCE | 235-42153-405 | 47.96 |
| GRAHAM TIRE CO | 8523648 | 10/24/2017 | MAINTENANCE #27 | 235-42153-405 | 89.95 |
| COLE PAPERS INC. | 9343116 | 10/18/2017 | SUPPLIES | 235-42153-406 | 103.40 |
| COLE PAPERS INC. | 9345522 | 10/18/2017 | SUPPLIES | 235-42153-406 | 27.18 |
| Activity 42153 - Ambulance Total: | | | | | 8,372.96 |
| Activity: 49950 - Capital Outlay | | | | | |
| PHYSIO-CONTROL, INC | 117080017 | 10/17/2017 | UNIT #28 | 235-49950-500 | 11,376.40 |
| Activity 49950 - Capital Outlay Total: | | | | | 11,376.40 |
| Fund 235 - AMBULANCE Total: | | | | | 19,749.36 |
| Fund: 250 - EDA GENERAL | | | | | |
| Activity: 46520 - EDA | | | | | |
| NCPERS MINNESOTA | #844600 10-23-17 | 10/30/2017 | INSURANCE #844600 - NOV 2 | 250-46520-133 | 24.00 |
| CENTURY BUSINESS PRODUCT | 394242 | 10/24/2017 | SUPPLIES | 250-46520-200 | 56.94 |
| EHLERS & ASSOC., INC. | 75103 | 10/16/2017 | TIF ADMIN-WINDOM-C-MN:2 | 250-46520-301 | 1,100.00 |
| SCHRAMEL LAW OFFICE | 20171002 | 10/30/2017 | LEGAL FEES | 250-46520-304 | 615.00 |
| WINDOM AREA CHAMBER OF | 20171017 | 10/17/2017 | GALA -RESERVATION- EDA | 250-46520-308 | 40.00 |
| ELECTRIC FUND | 20171017 | 10/17/2017 | MONTHLY UTILITY & TELECO | 250-46520-321 | 55.62 |
| ELECTRIC FUND | 20171017 | 10/17/2017 | MONTHLY UTILITY & TELECO | 250-46520-321 | 98.98 |
| AGC NETWORKS, INC. | 20171027 ANNUAL M | 10/27/2017 | ANNUAL MAINT 10/30/17 - 1 | 250-46520-321 | 85.81 |
| VERIZON WIRELESS | 9794853436 | 10/31/2017 | TELEPHONE #486357723-000 | 250-46520-321 | 26.88 |
| SECR REV FUND/CITY OF WD | 20171024 | 10/24/2017 | PETTY CASH | 250-46520-322 | 13.60 |
| DREW HAGE | 20171016 | 10/16/2017 | EXPENSE- MN DOT | 250-46520-331 | 75.97 |
| ELECTRIC FUND | 20171017 | 10/17/2017 | MONTHLY UTILITY & TELECO | 250-46520-381 | 59.92 |
| WW COMMUNICATIONS AND | 3036 | 10/17/2017 | SPEC BLDG - FIRE ALARM CHE | 250-46520-402 | 276.25 |
| BUILDING SPRINKLER INC. | 70677 | 10/04/2017 | SERVICE | 250-46520-402 | 355.77 |
| BUILDING SPRINKLER INC. | 70708 | 10/04/2017 | SERVICE | 250-46520-402 | 355.77 |
| SECR REV FUND/CITY OF WD | 20171024 | 10/24/2017 | PETTY CASH | 250-46520-438 | 2.00 |
| MN MUNICIPAL UTILITIES ASS | 49851 | 10/10/2017 | SAFETY PROGRAM - COMP | 250-46520-480 | 702.08 |
| COTTONWOOD CO RECORDER | P20568 A281168 | 10/16/2017 | RECORDING FEE #P20568 A2 | 250-46520-480 | 46.00 |
| Activity 46520 - EDA Total: | | | | | 3,990.59 |
| Fund 250 - EDA GENERAL Total: | | | | | 3,990.59 |
| Fund: 254 - NORTH IND PARK | | | | | |
| Activity: 46520 - EDA | | | | | |
| SOUTH CENTRAL ELECTRIC | #367404 9-30-17 | 10/30/2017 | SERVICE #26-24-123-04 | 254-46520-381 | 135.00 |
| Activity 46520 - EDA Total: | | | | | 135.00 |
| Fund 254 - NORTH IND PARK Total: | | | | | 135.00 |
| Fund: 261 - TIF 1-21 TIBODEAU'S CENTER | | | | | |
| Activity: 46530 - TIF Districts | | | | | |
| EHLERS & ASSOC., INC. | 74832 | 10/16/2017 | TIF DIST NO. 4-21 2017 EST- | 261-46530-301 | 5,750.00 |
| EHLERS & ASSOC., INC. | 75064 | 10/16/2017 | TIF DIST NO. 4-21 2017 EST-W | 261-46530-301 | 5,750.00 |
| SCHRAMEL LAW OFFICE | 20171002 | 10/30/2017 | LEGAL FEES | 261-46530-304 | 270.00 |
| Activity 46530 - TIF Districts Total: | | | | | 11,770.00 |
| Fund 261 - TIF 1-21 TIBODEAU'S CENTER Total: | | | | | 11,770.00 |
| Fund: 307 - 2017 STREET PROJECT | | | | | |
| Activity: 41000 - General Government | | | | | |
| SCHRAMEL LAW OFFICE | 20171002 | 10/30/2017 | LEGAL FEES | 307-41000-304 | 390.00 |
| DGR ENGINEERING | 00226269 | 10/17/2017 | 2017 STREET IMPROVEMENTS | 307-41000-500 | 8,643.46 |
| HOLTMEIER CONSTRUCTION I | 20171018 | 10/18/2017 | 2017 STREET PROJECT | 307-41000-500 | 166,062.78 |
| Activity 41000 - General Government Total: | | | | | 175,096.24 |
| Fund 307 - 2017 STREET PROJECT Total: | | | | | 175,096.24 |
| Fund: 401 - GENERAL CAPITAL PROJECTS | | | | | |
| Activity: 49950 - Capital Outlay | | | | | |
| SHI INTERNATIONAL CORP | 807217315 | 10/24/2017 | OPTIPLEX 7050 MICRO | 401-49950-500 | 763.98 |
| Activity 49950 - Capital Outlay Total: | | | | | 763.98 |
| Fund 401 - GENERAL CAPITAL PROJECTS Total: | | | | | 763.98 |

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Payment Dates: 10/14/2017 - 11/01/2017

| Vendor Name | Payable Number | Post Date | Description (Item) | Account Number | Amount |
|--|-------------------|------------|---------------------------|----------------|------------------|
| Fund: 402 - CAPITAL PROJECT - ESF | | | | | |
| Activity: 49950 - Capital Outlay | | | | | |
| MTI DISTRIBUTING, INC | 110285 | 10/16/2017 | ESF BUDGET #110285 | 402-49950-500 | 8,107.33 |
| Activity 49950 - Capital Outlay Total: | | | | | 8,107.33 |
| Fund 402 - CAPITAL PROJECT - ESF Total: | | | | | 8,107.33 |
| | | | | | |
| Fund: 601 - WATER | | | | | |
| AUTOMATIC SYSTEMS CO | 32089 | 10/24/2017 | IMPROVEMENT | 601-16300 | 7,486.00 |
| THEIN WELL CO. | 5939 | 10/17/2017 | INVENTORY | 601-16300 | 29,768.19 |
| | | | | | 37,254.19 |
| | | | | | |
| Activity: 49400 - Water | | | | | |
| NCPERS MINNESOTA | #844600 10-23-17 | 10/30/2017 | INSURANCE #844600 - NOV 2 | 601-49400-133 | 40.00 |
| HAWKINS, INC | 4165614 | 10/30/2017 | CHEMICALS | 601-49400-216 | 3,065.00 |
| MN MUNICIPAL UTILITIES ASS | 49851 | 10/10/2017 | SAFETY PROGRAM - COMP | 601-49400-217 | 1,404.17 |
| RUNNINGS SUPPLY, INC | #71920 9-24-17 | 10/17/2017 | MAINTENANCE | 601-49400-241 | 114.98 |
| SCHRAMEL LAW OFFICE | 20171002 | 10/30/2017 | LEGAL FEES | 601-49400-304 | 383.94 |
| MN VALLEY TESTING | 886972 | 10/16/2017 | TESTING | 601-49400-310 | 67.50 |
| ELECTRIC FUND | 20171017 | 10/17/2017 | MONTHLY UTILITY & TELECO | 601-49400-321 | 49.66 |
| AGC NETWORKS, INC. | 20171027 ANNUAL M | 10/27/2017 | ANNUAL MAINT 10/30/17 - 1 | 601-49400-321 | 429.04 |
| VERIZON WIRELESS | 9794853436 | 10/31/2017 | TELEPHONE #486357723-000 | 601-49400-321 | 96.44 |
| RUNNINGS SUPPLY, INC | #71920 9-24-17 | 10/17/2017 | MAINTENANCE | 601-49400-322 | 9.38 |
| SECR REV FUND/CITY OF WD | 20171024 | 10/24/2017 | PETTY CASH | 601-49400-322 | 3.48 |
| INNOVATIVE SYSTEMS LLC | 34459 | 10/05/2017 | POSTAGE | 601-49400-322 | 233.09 |
| HP DATAONE, LLC | 11 | 11/01/2017 | NOV 2017 BILLING CONTRACT | 601-49400-326 | 1,328.13 |
| ELECTRIC FUND | 20171017 | 10/17/2017 | MONTHLY UTILITY & TELECO | 601-49400-326 | 60.00 |
| INNOVATIVE SYSTEMS LLC | 34180 | 10/04/2017 | BILLING SYSTEM MAINTENAN | 601-49400-326 | 760.50 |
| INNOVATIVE SYSTEMS LLC | 34293 | 10/04/2017 | BILLING SYSTEM SOFTWARE S | 601-49400-326 | 517.50 |
| INNOVATIVE SYSTEMS LLC | 34459 | 10/05/2017 | PROCESSING | 601-49400-326 | 197.68 |
| INNOVATIVE SYSTEMS LLC | 34459 | 10/05/2017 | INSERTS | 601-49400-350 | 15.68 |
| INNOVATIVE SYSTEMS LLC | 34459A | 10/24/2017 | SERVICE - | 601-49400-350 | 54.36 |
| ELECTRIC FUND | 20171017 | 10/17/2017 | MONTHLY UTILITY & TELECO | 601-49400-381 | 4,934.57 |
| ELECTRIC FUND | 20171017 | 10/17/2017 | MONTHLY UTILITY & TELECO | 601-49400-382 | 17.70 |
| MN ENERGY RESOURCES | 20171017 | 10/24/2017 | HEATING #0505923431-00001 | 601-49400-383 | 534.40 |
| ELECTRIC FUND | 20171017 | 10/17/2017 | MONTHLY UTILITY & TELECO | 601-49400-385 | 34.84 |
| ELECTRIC FUND | 20171017 | 10/17/2017 | MONTHLY UTILITY & TELECO | 601-49400-386 | 1,339.03 |
| RUNNINGS SUPPLY, INC | #71920 9-24-17 | 10/17/2017 | MAINTENANCE | 601-49400-404 | 880.27 |
| DITCH WITCH OF MN | 023040 | 10/16/2017 | MAINTENANCE | 601-49400-404 | 3,572.00 |
| ITRON INC. | 464214 | 10/24/2017 | MAINTENANCE | 601-49400-404 | 523.78 |
| DITCH WITCH OF MN | P26276 | 10/24/2017 | MAINTENANCE | 601-49400-404 | 48.15 |
| P.M. REPAIR & DETAILING | 5417 | 10/10/2017 | MAINTENANCE | 601-49400-405 | 32.00 |
| AMUNDSON DIG | 10171701 | 10/30/2017 | MAINTENANCE | 601-49400-408 | 465.00 |
| AMUNDSON DIG | 10181701 | 10/30/2017 | MAINTENANCE | 601-49400-408 | 877.50 |
| NEGEN CONSTRUCTION LLC | 20171014 | 10/24/2017 | SERVICE - MAINTENANCE | 601-49400-408 | 1,139.45 |
| RUNNINGS SUPPLY, INC | #71920 9-24-17 | 10/17/2017 | MAINTENANCE | 601-49400-409 | 33.32 |
| Activity 49400 - Water Total: | | | | | 23,262.54 |
| Fund 601 - WATER Total: | | | | | 60,516.73 |
| | | | | | |
| Fund: 602 - SEWER | | | | | |
| Activity: 49450 - Sewer | | | | | |
| NCPERS MINNESOTA | #844600 10-23-17 | 10/30/2017 | INSURANCE #844600 - NOV 2 | 602-49450-133 | 56.00 |
| INDOFF, INC | 3018911 | 10/18/2017 | SUPPLIES | 602-49450-200 | 89.38 |
| HAWKINS, INC | 4162549 | 10/16/2017 | CHEMICALS | 602-49450-216 | 737.00 |
| MN MUNICIPAL UTILITIES ASS | 49851 | 10/10/2017 | SAFETY PROGRAM - COMP | 602-49450-217 | 1,404.17 |
| RUNNINGS SUPPLY, INC | #71920 9-24-17 | 10/17/2017 | MAINTENANCE | 602-49450-241 | 101.06 |
| SCHRAMEL LAW OFFICE | 20171002 | 10/30/2017 | LEGAL FEES | 602-49450-304 | 330.00 |
| SCHRAMEL LAW OFFICE | 20171002 | 10/30/2017 | LEGAL FEES | 602-49450-304 | 383.94 |
| MN VALLEY TESTING | 884235 | 10/04/2017 | TESTING | 602-49450-310 | 241.60 |
| MN VALLEY TESTING | 884851 | 10/04/2017 | TESTING | 602-49450-310 | 158.40 |
| MN VALLEY TESTING | 885035 | 10/04/2017 | TESTING | 602-49450-310 | 67.60 |
| MN VALLEY TESTING | 885294 | 10/04/2017 | TESTING | 602-49450-310 | 241.60 |
| MN VALLEY TESTING | 885547 | 10/10/2017 | TESTING | 602-49450-310 | 28.80 |

Expense Approval Report

Payment Dates: 10/14/2017 - 11/01/2017

| Vendor Name | Payable Number | Post Date | Description (Item) | Account Number | Amount |
|--------------------------------------|-------------------|------------|----------------------------|----------------|------------------|
| MN VALLEY TESTING | 885853 | 10/10/2017 | TESTING | 602-49450-310 | 158.40 |
| MN VALLEY TESTING | 886085 | 10/10/2017 | TESTING | 602-49450-310 | 117.20 |
| MN VALLEY TESTING | 886283 | 10/16/2017 | TESTING | 602-49450-310 | 224.00 |
| MN VALLEY TESTING | 886742 | 10/16/2017 | TESTING | 602-49450-310 | 158.40 |
| MN VALLEY TESTING | 887442 | 10/12/2017 | TESTING | 602-49450-310 | 241.60 |
| ELECTRIC FUND | 20171017 | 10/17/2017 | MONTHLY UTILITY & TELECO | 602-49450-321 | 182.22 |
| AGC NETWORKS, INC. | 20171027 ANNUAL M | 10/27/2017 | ANNUAL MAINT 10/30/17 - 1 | 602-49450-321 | 143.01 |
| VERIZON WIRELESS | 9794853436 | 10/31/2017 | TELEPHONE #486357723-000 | 602-49450-321 | 86.43 |
| RUNNINGS SUPPLY, INC | #71920 9-24-17 | 10/17/2017 | MAINTENANCE | 602-49450-322 | 25.65 |
| INNOVATIVE SYSTEMS LLC | 34459 | 10/05/2017 | POSTAGE | 602-49450-322 | 233.10 |
| HP DATAONE, LLC | 11 | 11/01/2017 | NOV 2017 BILLING CONTRACT | 602-49450-326 | 1,328.12 |
| ELECTRIC FUND | 20171017 | 10/17/2017 | MONTHLY UTILITY & TELECO | 602-49450-326 | 60.00 |
| INNOVATIVE SYSTEMS LLC | 34180 | 10/04/2017 | BILLING SYSTEM MAINTENAN | 602-49450-326 | 760.50 |
| INNOVATIVE SYSTEMS LLC | 34293 | 10/04/2017 | BILLING SYSTEM SOFTWARE S | 602-49450-326 | 517.50 |
| INNOVATIVE SYSTEMS LLC | 34459 | 10/05/2017 | PROCESSING | 602-49450-326 | 197.68 |
| INNOVATIVE SYSTEMS LLC | 34459 | 10/05/2017 | INSERTS | 602-49450-350 | 15.68 |
| INNOVATIVE SYSTEMS LLC | 34459A | 10/24/2017 | SERVICE - | 602-49450-350 | 54.36 |
| SOUTH CENTRAL ELECTRIC | #367405 SEP 2017 | 11/01/2017 | SERVICE #26-24-125-04 #367 | 602-49450-381 | 80.13 |
| ELECTRIC FUND | 20171017 | 10/17/2017 | MONTHLY UTILITY & TELECO | 602-49450-381 | 16,344.37 |
| ELECTRIC FUND | 20171017 | 10/17/2017 | MONTHLY UTILITY & TELECO | 602-49450-382 | 260.06 |
| MN ENERGY RESOURCES | 20171009 | 10/16/2017 | SERVICE #0506646838-00001 | 602-49450-383 | 77.98 |
| MN ENERGY RESOURCES | 20171011A | 10/18/2017 | HEATING #0506746718-0001 | 602-49450-383 | 18.00 |
| MN ENERGY RESOURCES | 20171013 | 10/24/2017 | HEATING #0504488160-00001 | 602-49450-383 | 18.00 |
| HOMETOWN SANITATION SER | 0000263109 | 10/04/2017 | GARBAGE SERVICE - WASTEW | 602-49450-384 | 85.04 |
| WINDOM AUTO VALU | #3400540 9-25-17 | 10/17/2017 | MAINTENANCE #3400540 | 602-49450-404 | 62.56 |
| RUNNINGS SUPPLY, INC | #71920 9-24-17 | 10/17/2017 | MAINTENANCE | 602-49450-404 | 267.19 |
| ITRON INC. | 464214 | 10/24/2017 | MAINTENANCE | 602-49450-404 | 523.78 |
| P.M. REPAIR & DETAILING | 5417 | 10/10/2017 | MAINTENANCE | 602-49450-405 | 32.00 |
| SIGMA CONTROLS, INC. | 025214 | 10/17/2017 | MAINTENANCE | 602-49450-408 | 482.41 |
| Activity 49450 - Sewer Total: | | | | | 26,594.92 |
| Fund 602 - SEWER Total: | | | | | 26,594.92 |

Fund: 604 - ELECTRIC

| | | | | | |
|-----------------------------|----------|------------|-----------------------------|-----------|------------|
| UTILITIES PLUS ENERGY SERVI | 600123 | 10/10/2017 | ENGINEERING FOR NEW SUBS | 604-16300 | 7,423.50 |
| STATES MANUFACTURING CO | 70814 | 10/30/2017 | SUBSTATION -PROJECT N 1608 | 604-16300 | 460,309.00 |
| ELECTRIC FUND | 90 | 10/16/2017 | EL CONST -NEW #1-RIVER RD- | 604-16300 | 1,987.30 |
| ELECTRIC FUND | 91 | 10/16/2017 | EL CONST NEW #2-SOUTH WI | 604-16300 | 6,453.08 |
| ELECTRIC FUND | 94 | 10/17/2017 | EL CONST NEW #2-SOUTH WI | 604-16300 | 3,395.12 |
| ELECTRIC FUND | 98 | 10/17/2017 | EL CONSTR NEW #2-SOUTH W | 604-16300 | 2,669.72 |
| DAKOTA SUPPLY GROUP | D369540 | 10/16/2017 | INVENTORY | 604-16400 | 1,775.00 |
| MN REVENUE | 20171012 | 10/16/2017 | SALES TAX - SEP 2017 | 604-20202 | 53.32 |
| MATTHEW ROMERO | 20171017 | 10/17/2017 | REFUND - BAL OF UTILITY PRE | 604-22000 | 197.34 |
| MIRANDA JENSEN | 20171017 | 10/17/2017 | REFUND BAL OF UTILITY PREP | 604-22000 | 119.11 |
| QUIANA WATKINS | 20171017 | 10/17/2017 | REFUND - BAL OF UTILITY PRE | 604-22000 | 179.66 |
| ROBERT CUTSHALL | 20171017 | 10/17/2017 | REFUND - UTILITY PREPAYME | 604-22000 | 300.00 |
| BENJAMIN BARKER | 20171017 | 10/17/2017 | REFUND - UTILITY PREPAYME | 604-22000 | 300.00 |
| KAYLA WALLERT | 20171017 | 10/17/2017 | REFUND -- BAL OF UTIL PREPA | 604-22000 | 104.61 |
| 485,266.76 | | | | | |

Activity: 49550 - Electric

| | | | | | |
|----------------------------|------------------|------------|---------------------------|---------------|------------|
| NCPERS MINNESOTA | #844600 10-23-17 | 10/30/2017 | INSURANCE #844600 - NOV 2 | 604-49550-133 | 96.00 |
| OFFICE DEPOT | 970589859001 | 10/17/2017 | SUPPLIES | 604-49550-200 | 619.86 |
| OFFICE DEPOT | 971125204001 | 10/17/2017 | SUPPLIES | 604-49550-200 | 71.60 |
| COLE PAPERS INC. | 9359664 | 10/10/2017 | SUPPLIES | 604-49550-211 | 79.01 |
| O'REILLY AUTOMOTIVE, INC | 20170928 1510318 | 10/16/2017 | MAINTENANCE | 604-49550-217 | 1.00 |
| MN MUNICIPAL UTILITIES ASS | 49851 | 10/10/2017 | SAFETY PROGRAM - JOB SAFE | 604-49550-217 | 2,400.00 |
| MN MUNICIPAL UTILITIES ASS | 49851 | 10/10/2017 | SAFETY PROGRAM - COMP | 604-49550-217 | 2,808.33 |
| JOANNE NELSON | 632298 | 10/17/2017 | SERVICE - UNIFORMS | 604-49550-218 | 30.00 |
| BORDER STATES | 913893416 | 10/16/2017 | UNIFORMS | 604-49550-218 | 290.77 |
| BORDER STATES | 913902521 | 10/16/2017 | UNIFORMS | 604-49550-218 | 76.48 |
| CMP - CENTRAL MUNICIPAL P | 06072 | 10/16/2017 | TRANSMISSION | 604-49550-263 | 103,080.11 |

Expense Approval Report

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| Vendor Name | Payable Number | Post Date | Description (Item) | Account Number | Amount |
|----------------------------|-------------------|------------|----------------------------|----------------|-----------|
| CMP - CENTRAL MUNICIPAL P | 06072 | 10/16/2017 | ENERGY | 604-49550-263 | 83,650.18 |
| DEPARTMENT OF ENERGY | BFPB000800917 | 10/16/2017 | POWER COST | 604-49550-263 | 94,582.43 |
| SCHRAMEL LAW OFFICE | 20171002 | 10/30/2017 | LEGAL FEES | 604-49550-304 | 383.94 |
| SCHRAMEL LAW OFFICE | 20171002 | 10/30/2017 | LEGAL FEES | 604-49550-304 | 405.00 |
| MN MUNICIPAL UTILITIES ASS | 49904 | 10/16/2017 | REGISTRATION - MIKE BREGEL | 604-49550-308 | 465.00 |
| ELECTRIC FUND | 20171017 | 10/17/2017 | MONTHLY UTILITY & TELECO | 604-49550-321 | 138.91 |
| VERIZON WIRELESS | 9794853436 | 10/31/2017 | TELEPHONE #486357723-000 | 604-49550-321 | 121.40 |
| INNOVATIVE SYSTEMS LLC | 34459 | 10/05/2017 | POSTAGE | 604-49550-322 | 233.09 |
| HP DATAONE, LLC | 11 | 11/01/2017 | NOV 2017 BILLING CONTRACT | 604-49550-326 | 1,328.12 |
| ELECTRIC FUND | 20171017 | 10/17/2017 | MONTHLY UTILITY & TELECO | 604-49550-326 | 139.47 |
| INNOVATIVE SYSTEMS LLC | 34180 | 10/04/2017 | BILLING SYSTEM MAINTENAN | 604-49550-326 | 1,521.00 |
| INNOVATIVE SYSTEMS LLC | 34293 | 10/04/2017 | BILLING SYSTEM SOFTWARE S | 604-49550-326 | 223.90 |
| INNOVATIVE SYSTEMS LLC | 34459 | 10/05/2017 | PROCESSING | 604-49550-326 | 197.68 |
| STEVE NASBY | 20171017 | 10/17/2017 | EXPENSE-CMPAS MEETING | 604-49550-331 | 142.31 |
| INNOVATIVE SYSTEMS LLC | 34459 | 10/05/2017 | INSERTS | 604-49550-350 | 15.69 |
| INNOVATIVE SYSTEMS LLC | 34459A | 10/24/2017 | SERVICE - | 604-49550-350 | 54.35 |
| ELECTRIC FUND | 20171017 | 10/17/2017 | MONTHLY UTILITY & TELECO | 604-49550-381 | 132.37 |
| ELECTRIC FUND | 20171017 | 10/17/2017 | MONTHLY UTILITY & TELECO | 604-49550-382 | 24.91 |
| MN ENERGY RESOURCES | 20171009A | 10/17/2017 | HEATING #0506419706-00002 | 604-49550-383 | 79.09 |
| MN ENERGY RESOURCES | 20171017B | 10/25/2017 | HEATING #0506419706-0001 | 604-49550-383 | 250.81 |
| HOMETOWN SANITATION SER | 0000263110 | 10/10/2017 | REFUSE SERVICE - ELECTRIC | 604-49550-384 | 84.75 |
| ELECTRIC FUND | 20171017 | 10/17/2017 | MONTHLY UTILITY & TELECO | 604-49550-385 | 49.39 |
| ITRON INC. | 464214 | 10/24/2017 | MAINTENANCE | 604-49550-404 | 523.78 |
| GDF ENTERPRISES, INC | A12857 | 10/25/2017 | MAINTENANCE | 604-49550-404 | 365.71 |
| GDF ENTERPRISES, INC | A12860 | 10/27/2017 | MAINTENANCE | 604-49550-404 | 93.04 |
| WINDOM AUTO VALU | #3400540 9-25-17 | 10/17/2017 | MAINTENANCE #3400540 | 604-49550-405 | 31.82 |
| RUNNINGS SUPPLY, INC | #71920 9-24-17 | 10/17/2017 | MAINTENANCE | 604-49550-405 | 7.90 |
| O'REILLY AUTOMOTIVE, INC | 20170928 1510318 | 10/16/2017 | MAINTENANCE | 604-49550-405 | 127.94 |
| JOHNSON HARDWARE | 20171004 ELEC DEP | 10/17/2017 | ELEC DEPT - MAINTENANCE | 604-49550-405 | 29.90 |
| RAGE INC - CAMPUS CLEANER | 10-011073 | 10/24/2017 | SERVICE - POWER PLANT | 604-49550-406 | 34.17 |
| RON'S ELECTRIC INC | 136199 | 11/01/2017 | MAINTENANCE | 604-49550-406 | 94.87 |
| SOMILAT CORP - LAWNPRO | 20170926 #103199 | 10/16/2017 | SERVICE #103199 | 604-49550-406 | 597.64 |
| RUNNINGS SUPPLY, INC | #71920 9-24-17 | 10/17/2017 | MAINTENANCE | 604-49550-408 | 75.48 |
| TRI-STATE POWER SOLUTIONS | 1912999019850 | 10/10/2017 | MAINTENANCE | 604-49550-408 | 88.82 |
| TRI-STATE POWER SOLUTIONS | 1912999019902 | 10/17/2017 | MAINTENANCE | 604-49550-408 | 159.89 |
| ELECTRIC FUND | 95 | 10/17/2017 | EL SUBSTATION | 604-49550-408 | 2.30 |
| ELECTRIC FUND | 96 | 10/17/2017 | EL TRUCK STOCK | 604-49550-408 | 54.97 |
| ELECTRIC FUND | 97 | 10/17/2017 | EL DISTRIBUTION | 604-49550-408 | 783.00 |
| CMP - CENTRAL MUNICIPAL P | 06060 | 10/16/2017 | CIP MONTHLY CHARGE | 604-49550-450 | 1,419.00 |
| WERNER ELECTRIC | 5009725045.001 | 10/25/2017 | CONSERVATION | 604-49550-450 | 943.59 |
| WERNER ELECTRIC | 5009742302.001 | 10/24/2017 | CONSERVATION | 604-49550-450 | 204.69 |
| WERNER ELECTRIC | 5009742302.002 | 10/24/2017 | CONSERVATION | 604-49550-450 | 102.96 |
| WERNER ELECTRIC | 5009742302.003 | 10/24/2017 | CONSERVATION | 604-49550-450 | 287.52 |
| MN REVENUE | 20171012 | 10/16/2017 | SALES TAX - SEP 2017 | 604-49550-460 | 86.02 |
| BLUE CROSS/BLUE SHIELD | 171002038611 | 10/16/2017 | INSURANCE PREM- NOV 2017 | 604-49550-480 | 490.00 |

Activity 49550 - Electric Total: 300,381.96

Fund 604 - ELECTRIC Total: 785,648.72

Fund: 609 - LIQUOR STORE

| | | | | | |
|------------|----------|------------|----------------------|-----------|------------------|
| MN REVENUE | 20171012 | 10/16/2017 | SALES TAX - SEP 2017 | 609-20202 | 14,351.00 |
| | | | | | 14,351.00 |

Activity: 49751 - Liquor Store

| | | | | | |
|----------------------------|------------------|------------|---------------------------|---------------|----------|
| NCPERS MINNESOTA | #844600 10-23-17 | 10/30/2017 | INSURANCE #844600 - NOV 2 | 609-49751-133 | 32.00 |
| COLE PAPERS INC. | 9343116 | 10/18/2017 | SUPPLIES | 609-49751-211 | 54.23 |
| MN MUNICIPAL UTILITIES ASS | 49851 | 10/10/2017 | SAFETY PROGRAM - COMP | 609-49751-217 | 468.06 |
| AH HERMEL COMPANY | 673708 | 10/24/2017 | MERCHANDISE | 609-49751-217 | 112.76 |
| VINOCOPIA, INC | 0189314-IN | 10/04/2017 | MERCHANDISE | 609-49751-251 | 436.00 |
| BREAKTHRU BEVERAGE MN | 1080699367 | 10/10/2017 | MERCHANDISE | 609-49751-251 | 3,301.27 |
| SOUTHERN GLAZER'S OF MN | 1595750 | 10/04/2017 | MERCHANDISE | 609-49751-251 | 5,722.94 |
| SOUTHERN GLAZER'S OF MN | 1S98379 | 10/12/2017 | MERCHANDISE | 609-49751-251 | 935.90 |

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| Vendor Name | Payable Number | Post Date | Description (Item) | Account Number | Amount |
|-----------------------------|----------------|------------|--------------------------|----------------|-----------|
| SOUTHERN GLAZER'S OF MN | 1601221 | 10/17/2017 | MERCHANDISE | 609-49751-251 | 439.00 |
| BREAKTHRU BEVERAGE MN | 2080180918 | 10/16/2017 | MERCHANDISE | 609-49751-251 | -136.00 |
| PHILLIPS WINE & SPIRITS | 2237097 | 10/04/2017 | MERCHANDISE | 609-49751-251 | 1,167.35 |
| PHILLIPS WINE & SPIRITS | 2241115 | 10/10/2017 | MERCHANDISE | 609-49751-251 | 9,466.63 |
| PHILLIPS WINE & SPIRITS | 2244826 | 10/16/2017 | MERCHANDISE | 609-49751-251 | 479.75 |
| SOUTHERN GLAZER'S OF MN | 5024104 | 10/12/2017 | MERCHANDISE | 609-49751-251 | 3,616.22 |
| JOHNSON BROS. | 5832031 | 10/04/2017 | MERCHANDISE | 609-49751-251 | 1,671.99 |
| JOHNSON BROS. | 5838089 | 10/10/2017 | MERCHANDISE | 609-49751-251 | 5,110.07 |
| JOHNSON BROS. | 5843319 | 10/16/2017 | MERCHANDISE | 609-49751-251 | 236.09 |
| PAUSTIS WINE COMPANY | 8604846-IN | 10/04/2017 | MERCHANDISE | 609-49751-251 | 218.00 |
| BREAKTHRU BEVERAGE MN | 1080699368 | 10/10/2017 | MERCHANDISE - BEER | 609-49751-252 | 227.40 |
| DOLL DISTRIBUTING, LLC | 295474 | 10/30/2017 | MERCHANDISE | 609-49751-252 | 328.15 |
| DOLL DISTRIBUTING, LLC | 315474 | 10/24/2017 | MERCHANDISE | 609-49751-252 | 15,318.35 |
| DOLL DISTRIBUTING, LLC | 319697 | 10/30/2017 | MERCHANDISE | 609-49751-252 | 7,367.75 |
| ARTISAN BEER COMPANY | 3210271 | 10/03/2017 | MERCHANDISE | 609-49751-252 | 237.70 |
| ARTISAN BEER COMPANY | 3211996 | 10/10/2017 | MERCHANDISE | 609-49751-252 | 583.00 |
| JOHNSON BROS. | 5832033 | 10/04/2017 | MERCHANDISE | 609-49751-252 | 123.00 |
| JOHNSON BROS. | 5838091 | 10/10/2017 | MERCHANDISE | 609-49751-252 | 21.99 |
| BEVERAGE WHOLESALERS | 672666 | 10/16/2017 | MERCHANDISE | 609-49751-252 | 299.25 |
| BEVERAGE WHOLESALERS | 674018 | 10/16/2017 | MERCHANDISE | 609-49751-252 | 6,375.08 |
| BEVERAGE WHOLESALERS | 674997 | 10/24/2017 | MERCHANDISE | 609-49751-252 | 8,432.45 |
| BEVERAGE WHOLESALERS | 675645 | 10/30/2017 | MERCHANDISE | 609-49751-252 | 109.80 |
| BEVERAGE WHOLESALERS | 676023 | 10/30/2017 | MERCHANDISE | 609-49751-252 | 9,229.12 |
| BEVERAGE WHOLESALERS | 676024 | 10/30/2017 | CREDIT - MERCHANDISE | 609-49751-252 | -63.00 |
| DOLL DISTRIBUTING, LLC | 921460 | 10/16/2017 | MERCHANDISE | 609-49751-252 | 3,989.15 |
| VINOPIA, INC | 0189314-IN | 10/04/2017 | MERCHANDISE | 609-49751-253 | 88.00 |
| VINOPIA, INC | 0189768-IN | 10/17/2017 | MERCHANDISE | 609-49751-253 | 59.50 |
| BREAKTHRU BEVERAGE MN | 1080699367 | 10/10/2017 | MERCHANDISE | 609-49751-253 | 48.00 |
| SOUTHERN GLAZER'S OF MN | 1595751 | 10/04/2017 | MERCHANDISE | 609-49751-253 | 763.50 |
| SOUTHERN GLAZER'S OF MN | 1601222 | 10/17/2017 | MERCHANDISE | 609-49751-253 | 176.00 |
| PHILLIPS WINE & SPIRITS | 2241116 | 10/10/2017 | MERCHANDISE | 609-49751-253 | 1,741.00 |
| JOHNSON BROS. | 5832032 | 10/04/2017 | MERCHANDISE | 609-49751-253 | 985.17 |
| JOHNSON BROS. | 5838090 | 10/10/2017 | MERCHANDISE | 609-49751-253 | 2,728.94 |
| JOHNSON BROS. | 5843320 | 10/16/2017 | MERCHANDISE | 609-49751-253 | 1,639.15 |
| ROUND LAKE VINEYARDS & W | 747 | 10/24/2017 | MERCHANDISE | 609-49751-253 | 324.00 |
| ROUND LAKE VINEYARDS & W | 752 | 10/24/2017 | MERCHANDISE | 609-49751-253 | 120.00 |
| PAUSTIS WINE COMPANY | 8604822-IN | 10/04/2017 | MERCHANDISE | 609-49751-253 | 1,034.00 |
| PAUSTIS WINE COMPANY | 8606583-IN | 11/01/2017 | MERCHANDISE | 609-49751-253 | 746.00 |
| AH HERMEL COMPANY | 673708 | 10/24/2017 | MERCHANDISE | 609-49751-254 | 52.84 |
| AH HERMEL COMPANY | 676068 | 10/24/2017 | MERCHANDISE | 609-49751-254 | 69.73 |
| RED BULL DISTRIBUTION CO, I | K-13514-2400 | 10/24/2017 | MERCHANDISE | 609-49751-254 | 72.00 |
| RED BULL DISTRIBUTION CO, I | k-13514-2401 | 10/24/2017 | CREDIT - MERCHANDISE | 609-49751-254 | -21.60 |
| AH HERMEL COMPANY | 673708 | 10/24/2017 | MERCHANDISE | 609-49751-256 | 168.36 |
| VINOPIA, INC | 0189314-IN | 10/04/2017 | MERCHANDISE | 609-49751-259 | 120.00 |
| AH HERMEL COMPANY | 673708 | 10/24/2017 | MERCHANDISE | 609-49751-261 | 105.35 |
| SOUTHERN GLAZER'S OF MN | 1601222 | 10/17/2017 | MERCHANDISE | 609-49751-265 | 88.00 |
| PHILLIPS WINE & SPIRITS | 2241115 | 10/10/2017 | MERCHANDISE | 609-49751-265 | 86.00 |
| PHILLIPS WINE & SPIRITS | 2241116 | 10/10/2017 | MERCHANDISE | 609-49751-265 | 160.00 |
| ELECTRIC FUND | 20171017 | 10/17/2017 | MONTHLY UTILITY & TELECO | 609-49751-321 | 103.14 |
| VERIZON WIRELESS | 9794853436 | 10/31/2017 | TELEPHONE #486357723-000 | 609-49751-321 | 56.02 |
| ELECTRIC FUND | 20171017 | 10/17/2017 | MONTHLY UTILITY & TELECO | 609-49751-326 | 129.47 |
| VINOPIA, INC | 0189314-IN | 10/04/2017 | MERCHANDISE | 609-49751-333 | 30.00 |
| BREAKTHRU BEVERAGE MN | 1080699367 | 10/10/2017 | MERCHANDISE | 609-49751-333 | 74.84 |
| SOUTHERN GLAZER'S OF MN | 1595750 | 10/04/2017 | MERCHANDISE | 609-49751-333 | 107.65 |
| SOUTHERN GLAZER'S OF MN | 1595751 | 10/04/2017 | MERCHANDISE | 609-49751-333 | 18.45 |
| SOUTHERN GLAZER'S OF MN | 1598379 | 10/12/2017 | MERCHANDISE | 609-49751-333 | 12.30 |
| SOUTHERN GLAZER'S OF MN | 1601221 | 10/17/2017 | MERCHANDISE | 609-49751-333 | 6.56 |
| SOUTHERN GLAZER'S OF MN | 1601222 | 10/17/2017 | MERCHANDISE | 609-49751-333 | 7.51 |
| PHILLIPS WINE & SPIRITS | 2237097 | 10/04/2017 | MERCHANDISE | 609-49751-333 | 20.88 |
| PHILLIPS WINE & SPIRITS | 2241115 | 10/10/2017 | MERCHANDISE | 609-49751-333 | 161.37 |

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| Vendor Name | Payable Number | Post Date | Description (Item) | Account Number | Amount |
|----------------------------|--------------------|------------|-----------------------------|----------------|----------|
| PHILLIPS WINE & SPIRITS | 2241116 | 10/10/2017 | MERCHANDISE | 609-49751-333 | 71.48 |
| PHILLIPS WINE & SPIRITS | 2244826 | 10/16/2017 | MERCHANDISE | 609-49751-333 | 10.44 |
| SOUTHERN GLAZER'S OF MN | 5024104 | 10/12/2017 | MERCHANDISE | 609-49751-333 | 88.15 |
| SOUTHERN GLAZER'S OF MN | 5024105 | 10/12/2017 | MERCHANDISE | 609-49751-333 | 10.25 |
| JOHNSON BROS. | 5832031 | 10/04/2017 | MERCHANDISE | 609-49751-333 | 20.48 |
| JOHNSON BROS. | 5832032 | 10/04/2017 | MERCHANDISE | 609-49751-333 | 43.50 |
| JOHNSON BROS. | 5838089 | 10/10/2017 | MERCHANDISE | 609-49751-333 | 128.76 |
| JOHNSON BROS. | 5838090 | 10/10/2017 | MERCHANDISE | 609-49751-333 | 73.08 |
| JOHNSON BROS. | 5843319 | 10/16/2017 | MERCHANDISE | 609-49751-333 | 3.48 |
| JOHNSON BROS. | 5843320 | 10/16/2017 | MERCHANDISE | 609-49751-333 | 66.12 |
| AH HERMEL COMPANY | 673708 | 10/24/2017 | MERCHANDISE | 609-49751-333 | 4.95 |
| PAUSTIS WINE COMPANY | 8604822-IN | 10/04/2017 | MERCHANDISE | 609-49751-333 | 11.25 |
| PAUSTIS WINE COMPANY | 8604846-IN | 10/04/2017 | MERCHANDISE | 609-49751-333 | 4.50 |
| PAUSTIS WINE COMPANY | 8606583-IN | 11/01/2017 | MERCHANDISE | 609-49751-333 | 8.75 |
| KWOA RADIO WORKS LLC | 17090646 | 10/10/2017 | ADVERTISING | 609-49751-340 | 240.00 |
| LEAGUE OF MN CITIES INS TR | 20171004 #10002872 | 10/16/2017 | #10002872 | 609-49751-361 | 75.00 |
| MN ENERGY RESOURCES | 20171013A | 10/24/2017 | HEATING #0507314125-00001 | 609-49751-381 | 50.19 |
| ELECTRIC FUND | 20171017 | 10/17/2017 | MONTHLY UTILITY & TELECO | 609-49751-381 | 1,175.56 |
| ELECTRIC FUND | 20171017 | 10/17/2017 | MONTHLY UTILITY & TELECO | 609-49751-382 | 20.35 |
| HOMETOWN SANITATION SER | 0000263108 | 10/10/2017 | REFUSE SERVICE | 609-49751-384 | 144.19 |
| ELECTRIC FUND | 20171017 | 10/17/2017 | MONTHLY UTILITY & TELECO | 609-49751-385 | 38.83 |
| RAGE INC - CAMPUS CLEANER | 10-010598 | 10/16/2017 | SERVICE - RIVER BEND LIQ | 609-49751-406 | 48.89 |
| CITY OF WINDOM | 2018CIGLICENSE | 10/10/2017 | 2018 CIGARETTE LICENSE - RI | 609-49751-444 | 20.00 |
| MN REVENUE | 20171012 | 10/16/2017 | SALES TAX - SEP 2017 | 609-49751-460 | 14.26 |

Activity 49751 - Liquor Store Total: 100,366.04

Fund 609 - LIQUOR STORE Total: 114,717.04

Fund: 614 - TELECOM

| | | | | | |
|------------|----------|------------|----------------------|-----------|--------------|
| MN REVENUE | 20171012 | 10/16/2017 | SALES TAX - SEP 2017 | 614-20202 | 45.79 |
| | | | | | <u>45.79</u> |

Activity: 49870 - Telecom

| | | | | | |
|----------------------------|-------------------|------------|----------------------------|---------------|----------|
| NCPERS MINNESOTA | #844600 10-23-17 | 10/30/2017 | INSURANCE #844600 - NOV 2 | 614-49870-133 | 64.00 |
| CULLIGAN | 20170929 #5647 | 10/16/2017 | SERVICE #5647 | 614-49870-200 | 40.50 |
| RAGE INC - CAMPUS CLEANER | 09-010253 | 10/18/2017 | SERVICE - WINDOM NET | 614-49870-211 | 21.33 |
| RAGE INC - CAMPUS CLEANER | 09-011255 | 10/18/2017 | SERVICE - WINDOM NET | 614-49870-211 | 21.33 |
| RAGE INC - CAMPUS CLEANER | 10-010067 | 10/16/2017 | SERVICE - WINDOM NET | 614-49870-211 | 21.33 |
| LEAGUE OF MN CITIES | 264858 | 10/17/2017 | ACROBAT PROF - 3 YRS | 614-49870-217 | 58.25 |
| MN MUNICIPAL UTILITIES ASS | 49851 | 10/10/2017 | SAFETY PROGRAM - COMP | 614-49870-217 | 1,872.22 |
| JORDAN BUSSA | 20171031 | 10/31/2017 | EXPENSE - BOOTS | 614-49870-218 | 100.00 |
| CCI SYSTEMS | 0097925-IN | 10/18/2017 | MAINTENANCE | 614-49870-227 | 6,567.95 |
| POWER & TEL | 6293484-00 | 10/17/2017 | MAINTENANCE | 614-49870-227 | 424.63 |
| RUNNINGS SUPPLY, INC | #71920 9-24-17 | 10/17/2017 | MAINTENANCE | 614-49870-241 | 23.29 |
| CNE - COMMUNICATION NET | 0917-31 | 10/18/2017 | SERVICE | 614-49870-303 | 2,745.50 |
| CINNAMON MUELLER | 1059 | 10/18/2017 | SERVICE | 614-49870-304 | 4,104.00 |
| SCHRAMMEL LAW OFFICE | 20171002 | 10/30/2017 | LEGAL FEES | 614-49870-304 | 383.94 |
| INTERSTATE TRS FUND | 82580710171 | 10/24/2017 | ASSESSMENT FOR 499-A FILIN | 614-49870-304 | 227.08 |
| ELECTRIC FUND | 20171017 | 10/17/2017 | MONTHLY UTILITY & TELECO | 614-49870-321 | 396.87 |
| AGC NETWORKS, INC. | 20171027 ANNUAL M | 10/27/2017 | ANNUAL MAINT 10/30/17 - 1 | 614-49870-321 | 457.64 |
| VERIZON WIRELESS | 9794853436 | 10/31/2017 | TELEPHONE #486357723-000 | 614-49870-321 | 67.76 |
| VERIZON WIRELESS | 9794853436 | 10/31/2017 | TELEPHONE #486357723-000 | 614-49870-321 | 319.46 |
| SECR REV FUND/CITY OF WD | 20171024 | 10/24/2017 | PETTY CASH | 614-49870-322 | 1.15 |
| INNOVATIVE SYSTEMS LLC | 34459 | 10/05/2017 | POSTAGE | 614-49870-322 | 233.09 |
| HP DATAONE, LLC | 11 | 11/01/2017 | NOV 2017 BILLING CONTRACT | 614-49870-326 | 1,328.13 |
| INNOVATIVE SYSTEMS LLC | 34180 | 10/04/2017 | BILLING SYSTEM MAINTENAN | 614-49870-326 | 1,521.00 |
| INNOVATIVE SYSTEMS LLC | 34180 | 10/04/2017 | BILLING SYSTEM MAINTENAN | 614-49870-326 | 875.00 |
| INNOVATIVE SYSTEMS LLC | 34293 | 10/04/2017 | BILLING SYSTEM SOFTWARE S | 614-49870-326 | 1,846.10 |
| INNOVATIVE SYSTEMS LLC | 34459 | 10/05/2017 | PROCESSING | 614-49870-326 | 197.68 |
| NEUSTAR, INC. | L-0000022356 | 10/18/2017 | NUMBER PORTS #10202 | 614-49870-326 | 2.00 |
| ARENA FUND | 17-201510260 | 10/16/2017 | ARENA SIGN RENTAL - 2017 | 614-49870-340 | 200.00 |
| WINDOM THEATER, INC. | 20171017 | 10/17/2017 | WINDOMNET - ADVERTISING | 614-49870-340 | 50.00 |

Expense Approval Report

Payment Dates: 10/14/2017 - 11/01/2017

| Vendor Name | Payable Number | Post Date | Description (Item) | Account Number | Amount |
|-----------------------------|------------------------|------------|------------------------------|----------------|-----------|
| KDOM RADIO | KDOM0073170943670 | 10/16/2017 | SERVICE - WINDOM NET | 614-49870-340 | 99.00 |
| INNOVATIVE SYSTEMS LLC | 34459 | 10/05/2017 | INSERTS | 614-49870-350 | 15.69 |
| INNOVATIVE SYSTEMS LLC | 34459A | 10/24/2017 | SERVICE - | 614-49870-350 | 54.35 |
| ELECTRIC FUND | 20171017 | 10/17/2017 | MONTHLY UTILITY & TELECO | 614-49870-381 | 2,639.06 |
| ELECTRIC FUND | 20171017 | 10/17/2017 | MONTHLY UTILITY & TELECO | 614-49870-382 | 18.36 |
| MN ENERGY RESOURCES | 20171009B | 10/18/2017 | SERVICE #0507509833-00001 | 614-49870-383 | 12.53 |
| HOMETOWN SANITATION SER | 0000263111 | 10/04/2017 | GARBAGE SERVICE - TELECOM | 614-49870-384 | 73.92 |
| ELECTRIC FUND | 20171017 | 10/17/2017 | MONTHLY UTILITY & TELECO | 614-49870-385 | 33.40 |
| LUCAN COMMUNITY TV INC | 2715 | 10/24/2017 | MAINTENANCE | 614-49870-401 | 50.00 |
| AMERICAN LIGHTING SERVICE | 3395 | 10/12/2017 | MAINTENANCE | 614-49870-401 | 402.26 |
| WINDOM AUTO VALU | #3400540 9-25-17 | 10/17/2017 | MAINTENANCE #3400540 | 614-49870-405 | 54.68 |
| COLBERT'S SERVICES | 358 | 10/24/2017 | MAINTENANCE | 614-49870-408 | 386.58 |
| TECHNOLOGY PLANNERS, LLC | 6239 | 10/04/2017 | SERVICE | 614-49870-408 | 3,236.19 |
| CENTURY LINK | 452865 | 10/24/2017 | DIRECTORY LISTINGS -INV 10- | 614-49870-441 | 145.73 |
| MLB NETWORK | 090838 | 10/17/2017 | SUBSCRIBER | 614-49870-442 | 973.72 |
| CONSOLIDATED COMMUNICA | 1160904 10-1-17 | 10/18/2017 | 10 GB TRANSPORT | 614-49870-442 | 2,950.00 |
| TEGNA | 1265-1128 | 10/17/2017 | SUBSCRIBER | 614-49870-442 | 5,368.00 |
| NEXSTAR BROADCASTING GR | 1275-1160 | 10/17/2017 | SUBSCRIBER | 614-49870-442 | 6,310.87 |
| NATIONAL CABLE TV COOP | 17101890 | 10/31/2017 | SUBSCRIBER | 614-49870-442 | 90,921.03 |
| HUBBARD BROADCASTING IN | 20170930 | 10/17/2017 | SUBSCRIBER | 614-49870-442 | 7,198.00 |
| UNITED COMMUNICATIONS C | 20170930 | 10/17/2017 | SUBSCRIBER | 614-49870-442 | 854.00 |
| CBS TELEVISION STATIONS | 20170930 | 10/17/2017 | SUBSCRIBER | 614-49870-442 | 4,514.00 |
| RFD TV | 2524-1240 | 10/17/2017 | SUBSCRIBER | 614-49870-442 | 376.21 |
| FOX TELEVISION STATIONS, IN | 349-1028 | 10/17/2017 | SUBSCRIBER | 614-49870-442 | 5,075.20 |
| TOWER DISTRIBUTION COMP | 624997 | 10/17/2017 | SUBSCRIBER | 614-49870-442 | 663.90 |
| FOX SPORTS | N10243 | 10/17/2017 | SUBSCRIBER | 614-49870-442 | 18,832.63 |
| BTN - BIG TEN NETWORK | N17769 | 10/17/2017 | SUBSCRIBER | 614-49870-442 | 4,337.48 |
| UNIVERSAL SERVICE ADMIN C | UBDI0000937837 | 10/24/2017 | 499A CONTRIBUTION #82580 | 614-49870-443 | 1,487.69 |
| ONVOY VOICE SERVICES | 171002008508 | 10/16/2017 | SS7 SERVICE 10/2 - 11/1 | 614-49870-445 | 1,299.73 |
| NEUSTAR, INC. | M-10929087 | 10/18/2017 | SOW SERVICE #16540 | 614-49870-445 | 4.76 |
| NEUSTAR, INC. | M-10929088 | 10/18/2017 | LNP SERVICE #16540 | 614-49870-445 | 133.68 |
| CONSOLIDATED COMMUNICA | 1160904 10-1-17 | 10/18/2017 | 10 GB TRANSPORT | 614-49870-447 | 5,987.50 |
| OOKLA, LLC | 162470 | 10/04/2017 | SERVICE | 614-49870-447 | 997.50 |
| HURRICANE ELECTRIC LLC | 98256575-IN | 10/16/2017 | 10 GB INTERNET CONN AT 51 | 614-49870-447 | 4,000.00 |
| COGENT COMMUNICATIONS, | CITYOFWI00001 10-1 | 10/18/2017 | 1 GB INTERNET CONN AT 511 | 614-49870-447 | 1,750.00 |
| JORDAN BUSSA | 20171024 | 10/24/2017 | EXPENSE - INTERNET JULY - SE | 614-49870-448 | 90.00 |
| JEFFREY DAHNA | 20171024 | 10/24/2017 | EXPENSE - INTERNET AUG-OC | 614-49870-448 | 90.00 |
| ZAYO GROUP, LLC | 114184-002376 10-1 | 10/18/2017 | TRANSPORT 10/1 - 10/31 | 614-49870-451 | 381.36 |
| ONVOY VOICE SERVICES | 1710020009032 | 10/16/2017 | SWITCHING SERVICES 10/1/1 | 614-49870-451 | 3,332.01 |
| CENTURY LINK | 507-831-1075-104 10-16 | 10/24/2017 | SERVICE 507-831-1075-104 | 614-49870-451 | 78.49 |
| MN REVENUE | 20171012 | 10/16/2017 | SALES TAX - SEP 2017 | 614-49870-460 | 50.64 |
| OOKLA, LLC | 162470 | 10/04/2017 | SERVICE | 614-49870-480 | 997.50 |
| AGC NETWORKS, INC. | 20171027 ANNUAL M | 10/27/2017 | ANNUAL MAINT 10/30/17 - 1 | 614-49870-480 | 400.43 |
| POWER & TEL | 6318292-00 | 10/24/2017 | SUPPLIES FOR RED ROCK RUR | 614-49870-480 | 45.21 |
| SOUTHWEST MN BROADBAN | QVC COMM-9-17-17 | 10/31/2017 | QVC COMMISSIONS-SEP 2017 | 614-49870-480 | 119.13 |

Activity 49870 - Telecom Total: 201,013.65

Fund 614 - TELECOM Total: 201,059.44

Fund: 615 - ARENA

Activity: 49850 - Arena

| | | | | | |
|----------------------------|------------------|------------|---------------------------|---------------|----------|
| NCPERS MINNESOTA | #844600 10-23-17 | 10/30/2017 | INSURANCE #844600 - NOV 2 | 615-49850-133 | 32.00 |
| COTTONWOOD VET CLINIC | 179124 | 10/05/2017 | SERVICE -HORSE SHOW | 615-49850-217 | 120.00 |
| MN MUNICIPAL UTILITIES ASS | 49851 | 10/10/2017 | SAFETY PROGRAM - COMP | 615-49850-217 | 936.11 |
| RUNNINGS SUPPLY, INC | #71920 9-24-17 | 10/17/2017 | MAINTENANCE | 615-49850-241 | 8.97 |
| ELECTRIC FUND | 20171017 | 10/17/2017 | MONTHLY UTILITY & TELECO | 615-49850-321 | 123.72 |
| ELECTRIC FUND | 20171017 | 10/17/2017 | MONTHLY UTILITY & TELECO | 615-49850-326 | 125.00 |
| ELECTRIC FUND | 20171017 | 10/17/2017 | MONTHLY UTILITY & TELECO | 615-49850-381 | 2,032.27 |
| ELECTRIC FUND | 20171017 | 10/17/2017 | MONTHLY UTILITY & TELECO | 615-49850-382 | 90.58 |
| HOMETOWN SANITATION SER | 0000263112 | 10/05/2017 | GARBAGE SERVICE - ARENA | 615-49850-384 | 130.88 |
| ELECTRIC FUND | 20171017 | 10/17/2017 | MONTHLY UTILITY & TELECO | 615-49850-385 | 30.00 |
| WINDOM AUTO VALU | #3400540 9-25-17 | 10/17/2017 | MAINTENANCE #3400540 | 615-49850-404 | 2.00 |

Expense Approval Report

Payment Dates: 10/14/2017 - 11/01/2017

| Vendor Name | Payable Number | Post Date | Description (Item) | Account Number | Amount |
|------------------------|----------------|------------|------------------------|--------------------------------------|-----------------|
| STEVENS ENGINEERS, INC | 11183 | 10/17/2017 | MAINTENANCE-COMPRESSOR | 615-49850-404 | 1,000.00 |
| RUNNINGS SUPPLY, INC | #71920 9-24-17 | 10/17/2017 | MAINTENANCE | 615-49850-409 | 11.92 |
| ELECTRIC FUND | 86 | 10/05/2017 | EL ARENA | 615-49850-409 | 24.47 |
| | | | | Activity 49850 - Arena Total: | 4,667.92 |
| | | | | Fund 615 - ARENA Total: | 4,667.92 |

Fund: 617 - M/P CENTER

| | | | | | |
|------------|----------|------------|----------------------|-----------|---------------|
| MN REVENUE | 20171012 | 10/16/2017 | SALES TAX - SEP 2017 | 617-20202 | 270.58 |
| | | | | | 270.58 |

Activity: 49860 - M/P Center

| | | | | | |
|----------------------------|------------------|------------|------------------------------|---|------------------|
| NCPERS MINNESOTA | #844600 10-23-17 | 10/30/2017 | INSURANCE #844600 - NOV 2 | 617-49860-133 | 48.00 |
| COLE PAPERS INC. | 105549 | 10/18/2017 | SUPPLIES | 617-49860-211 | 13.86 |
| COLE PAPERS INC. | 9343116 | 10/18/2017 | SUPPLIES | 617-49860-211 | 57.23 |
| COLE PAPERS INC. | 9345521 | 10/16/2017 | SUPPLIES | 617-49860-211 | 50.00 |
| COLE PAPERS INC. | 9359425 | 10/16/2017 | SUPPLIES | 617-49860-211 | 85.66 |
| COLE PAPERS INC. | 9361226 | 10/18/2017 | SUPPLIES | 617-49860-211 | 208.43 |
| COLE PAPERS INC. | 9361675 | 10/17/2017 | SUPPLIES | 617-49860-211 | 182.07 |
| DOLL DISTRIBUTING, LLC | 297755 | 10/25/2017 | EIN BIER BITTE - COMM CENT | 617-49860-217 | 352.70 |
| INDOFF, INC | 3020097 | 10/16/2017 | SUPPLIES | 617-49860-217 | 21.62 |
| MN MUNICIPAL UTILITIES ASS | 49851 | 10/10/2017 | SAFETY PROGRAM - COMP | 617-49860-217 | 1,404.16 |
| AH HERMEL COMPANY | 673707 | 10/16/2017 | MERCHANDISE | 617-49860-217 | 49.25 |
| RIVER BEND LIQUOR | 20171030 | 10/30/2017 | COMM CENTER | 617-49860-251 | 2,845.32 |
| RIVER BEND LIQUOR | 20171030 | 10/30/2017 | COMM CENTER | 617-49860-252 | 2,131.43 |
| DOLL DISTRIBUTING, LLC | 297755 | 10/25/2017 | EIN BIER BITTE - COMM CENT | 617-49860-252 | 486.50 |
| DOLL DISTRIBUTING, LLC | 297794 | 10/25/2017 | MERCHANDISE - COMM CENT | 617-49860-252 | 61.50 |
| RIVER BEND LIQUOR | 20171030 | 10/30/2017 | COMM CENTER | 617-49860-254 | 68.14 |
| RIVER BEND LIQUOR | 20171030 | 10/30/2017 | COMM CENTER | 617-49860-259 | 21.60 |
| ELECTRIC FUND | 20171017 | 10/17/2017 | MONTHLY UTILITY & TELECO | 617-49860-321 | 114.65 |
| VERIZON WIRELESS | 9794853436 | 10/31/2017 | TELEPHONE #486357723-000 | 617-49860-321 | 16.88 |
| ELECTRIC FUND | 20171017 | 10/17/2017 | MONTHLY UTILITY & TELECO | 617-49860-326 | 60.00 |
| JIM PEIFFER | 20171024 | 10/24/2017 | SERVICE - DJ FOR EINBIER BIT | 617-49860-340 | 450.00 |
| LAFFERTY CONSULTING | WINCC_BEERTASTE | 10/24/2017 | SERVICE - EIN BIER BITTE | 617-49860-340 | 89.77 |
| ELECTRIC FUND | 20171017 | 10/17/2017 | MONTHLY UTILITY & TELECO | 617-49860-381 | 1,282.18 |
| ELECTRIC FUND | 20171017 | 10/17/2017 | MONTHLY UTILITY & TELECO | 617-49860-382 | 72.84 |
| MN ENERGY RESOURCES | 20171017A | 10/24/2017 | HEATING #0503741572-00001 | 617-49860-383 | 700.55 |
| HOMETOWN SANITATION SER | 0000263113 | 10/10/2017 | REFUSE SERVICE | 617-49860-384 | 51.52 |
| ELECTRIC FUND | 20171017 | 10/17/2017 | MONTHLY UTILITY & TELECO | 617-49860-385 | 139.77 |
| MN REVENUE | 20171012 | 10/16/2017 | SALES TAX - SEP 2017 | 617-49860-460 | 87.42 |
| MN DEPT OF EMPLY & ECON | 11524246 | 10/16/2017 | 3RD Q 2017 #07973084 | 617-49860-480 | 107.41 |
| DOLL DISTRIBUTING, LLC | 297755 | 10/25/2017 | EIN BIER BITTE - COMM CENT | 617-49860-480 | 60.00 |
| DOLL DISTRIBUTING, LLC | 297794 | 10/25/2017 | MERCHANDISE - COMM CENT | 617-49860-480 | 30.00 |
| COLE PAPERS INC. | 9359425 | 10/16/2017 | SUPPLIES | 617-49860-480 | 110.73 |
| | | | | Activity 49860 - M/P Center Total: | 11,461.19 |
| | | | | Fund 617 - M/P CENTER Total: | 11,731.77 |

Fund: 700 - PAYROLL

| | | | | | |
|-------------------------------|------------|------------|-------------------------|-----------|-----------|
| Internal Revenue Service-Payr | INV0001220 | 10/27/2017 | Federal Tax Withholding | 700-21701 | 11,637.66 |
| Internal Revenue Service-Payr | INV0001226 | 10/31/2017 | Federal Tax Withholding | 700-21701 | 211.22 |
| Internal Revenue Service-Payr | INV0001231 | 10/31/2017 | Federal Tax Withholding | 700-21701 | 759.35 |
| MN Department of Revenue - | INV0001219 | 10/27/2017 | State Withholding | 700-21702 | 4,559.70 |
| MN Department of Revenue - | INV0001225 | 10/31/2017 | State Withholding | 700-21702 | 89.18 |
| MN Department of Revenue - | INV0001230 | 10/31/2017 | State Withholding | 700-21702 | 246.30 |
| Internal Revenue Service-Payr | INV0001221 | 10/27/2017 | Social Security | 700-21703 | 11,868.52 |
| Internal Revenue Service-Payr | INV0001227 | 10/31/2017 | Social Security | 700-21703 | 248.80 |
| Internal Revenue Service-Payr | INV0001232 | 10/31/2017 | Social Security | 700-21703 | 505.42 |
| MN Pera | INV0001212 | 10/27/2017 | PERA | 700-21704 | 13,152.68 |
| MN Pera | INV0001213 | 10/27/2017 | PERA | 700-21704 | 5,301.37 |
| MN Pera | INV0001214 | 10/27/2017 | PERA | 700-21704 | 662.22 |
| MN Pera | INV0001222 | 10/31/2017 | PERA | 700-21704 | 228.26 |
| MN State Deferred | INV0001215 | 10/27/2017 | Deferred Compensation | 700-21705 | 5,003.07 |
| MN State Deferred | INV0001216 | 10/27/2017 | Deferred Roth | 700-21705 | 475.00 |

Expense Approval Report

Payment Dates: 10/14/2017 - 11/01/2017

| Vendor Name | Payable Number | Post Date | Description (Item) | Account Number | Amount |
|-------------------------------|------------------|------------|----------------------------|----------------------------------|---------------------|
| BLUE CROSS/BLUE SHIELD | 171002038611 | 10/16/2017 | INSURANCE PREM- NOV 2017 | 700-21706 | 49,190.00 |
| LOCAL UNION #949 | 20171027 | 10/30/2017 | UNION DUES | 700-21707 | 1,833.40 |
| LAW ENFORCMENT LABOR SE | 20171027 | 10/27/2017 | POLICE UNION DUES | 700-21708 | 294.00 |
| MN Child Support Payment C | INV0001207 | 10/13/2017 | Child Support Payment | 700-21709 | 606.17 |
| MN Child Support Payment C | INV0001217 | 10/27/2017 | Child Support Payment | 700-21709 | 606.17 |
| MN Child Support Payment C | INV0001223 | 10/31/2017 | Child Support Payment | 700-21709 | 535.27 |
| MN Child Support Payment C | INV0001228 | 10/31/2017 | Child Support Payment | 700-21709 | 409.44 |
| Internal Revenue Service-Payr | INV0001218 | 10/27/2017 | Medicare Withholding | 700-21711 | 3,340.38 |
| Internal Revenue Service-Payr | INV0001224 | 10/31/2017 | Medicare Withholding | 700-21711 | 58.18 |
| Internal Revenue Service-Payr | INV0001229 | 10/31/2017 | Medicare Withholding | 700-21711 | 118.20 |
| SELECTACCOUNT | 38520645 | 10/17/2017 | FLEX SPENDING | 700-21712 | 274.47 |
| SELECTACCOUNT | 38522109 | 10/17/2017 | FLEX SPENDING | 700-21712 | 704.91 |
| SELECTACCOUNT | 38531425 | 10/31/2017 | FLEX SPENDING | 700-21712 | 345.90 |
| AFLAC | 605267 | 10/17/2017 | INSURANCE - OCT - AFTER TA | 700-21715 | 204.00 |
| AFLAC | 605267 | 10/17/2017 | INSURANCE - OCT - PRE TAX | 700-21716 | 334.59 |
| MN BENEFIT ASSOCIATION | 2017-0016026 | 10/17/2017 | INSURANCE #0029143 - PRE-T | 700-21717 | 4.84 |
| NCPERS MINNESOTA | #844600 10-23-17 | 10/30/2017 | INSURANCE #844600 - NOV 2 | 700-21718 | 16.00 |
| NCPERS MINNESOTA | #844600 10-23-17 | 10/30/2017 | INSURANCE #844600 - NOV 2 | 700-21718 | 16.00 |
| MN BENEFIT ASSOCIATION | 2017-0016026 | 10/17/2017 | INSURANCE #0029143 - AFTE | 700-21719 | 114.92 |
| MII LIFE | 20171012 | 10/16/2017 | VEBA | 700-21720 | 13,524.90 |
| | | | | | 127,480.49 |
| | | | | Fund 700 - PAYROLL Total: | 127,480.49 |
| | | | | Grand Total: | 1,657,700.60 |

Report Summary

Fund Summary

| Fund | Payment Amount |
|----------------------------------|---------------------|
| 100 - GENERAL | 91,626.12 |
| 211 - LIBRARY | 1,992.98 |
| 225 - AIRPORT | 11,917.63 |
| 230 - POOL | 134.34 |
| 235 - AMBULANCE | 19,749.36 |
| 250 - EDA GENERAL | 3,990.59 |
| 254 - NORTH IND PARK | 135.00 |
| 261 - TIF 1-21 TIBODEAU'S CENTER | 11,770.00 |
| 307 - 2017 STREET PROJECT | 175,096.24 |
| 401 - GENERAL CAPITAL PROJECTS | 763.98 |
| 402 - CAPITAL PROJECT - ESF | 8,107.33 |
| 601 - WATER | 60,516.73 |
| 602 - SEWER | 26,594.92 |
| 604 - ELECTRIC | 785,648.72 |
| 609 - LIQUOR STORE | 114,717.04 |
| 614 - TELECOM | 201,059.44 |
| 615 - ARENA | 4,667.92 |
| 617 - M/P CENTER | 11,731.77 |
| 700 - PAYROLL | 127,480.49 |
| Grand Total: | 1,657,700.60 |

Account Summary

| Account Number | Account Name | Payment Amount |
|----------------|-------------------------|----------------|
| 100-20191 | Unapplied Cash | 253.90 |
| 100-20202 | Sales Tax Payable | 39,329.97 |
| 100-41110-200 | Office Supplies | -34.19 |
| 100-41110-304 | Legal Fees | 555.00 |
| 100-41110-491 | Payments to Other Orga | 2,326.81 |
| 100-41310-133 | Employer Paid Insurance | 80.00 |
| 100-41310-200 | Office Supplies | 301.99 |
| 100-41310-212 | Motor Fuels | 29.80 |
| 100-41310-217 | Other Operating Supplie | 2,637.70 |
| 100-41310-321 | Telephone | 674.84 |
| 100-41310-322 | Postage | 2.89 |
| 100-41310-326 | Data Processing | 79.87 |
| 100-41310-331 | Travel Expense | 99.51 |
| 100-41310-334 | Meals/Lodging | 14.16 |
| 100-41310-480 | Other Miscellaneous | 980.00 |
| 100-41910-133 | Employer Paid Insurance | 24.00 |
| 100-41910-200 | Office Supplies | 28.48 |
| 100-41910-304 | Legal Fees | 225.00 |
| 100-41910-321 | Telephone | 235.63 |
| 100-41910-480 | Other Miscellaneous | 702.58 |
| 100-41940-211 | Cleaning Supplies | 273.46 |
| 100-41940-381 | Electric Utility | 490.11 |
| 100-41940-382 | Water Utility | 71.95 |
| 100-41940-383 | Gas Utility | -62.36 |
| 100-41940-384 | Refuse Disposal | 85.04 |
| 100-41940-385 | Sewer Utility | 131.60 |
| 100-41940-406 | Repairs & Maint - Groun | 819.00 |
| 100-42120-133 | Employer Paid Insurance | 144.00 |
| 100-42120-200 | Office Supplies | 94.89 |
| 100-42120-304 | Legal Fees | 4,002.50 |
| 100-42120-321 | Telephone | 538.72 |
| 100-42120-322 | Postage | 13.76 |
| 100-42120-323 | Radio Units | 212.50 |
| 100-42120-326 | Data Processing | 433.00 |

Account Summary

| Account Number | Account Name | Payment Amount |
|----------------|----------------------------|----------------|
| 100-42120-327 | Interpretation Fees | 75.92 |
| 100-42120-334 | Meals/Lodging | 185.44 |
| 100-42120-405 | Repairs & Maint - Vehicl | 4.49 |
| 100-42120-412 | Rentals - Building | 1,875.00 |
| 100-42120-444 | License Fees | 31.75 |
| 100-42120-480 | Other Miscellaneous | 17,483.37 |
| 100-42220-211 | Cleaning Supplies | 169.72 |
| 100-42220-212 | Motor Fuels | 15.98 |
| 100-42220-218 | Uniforms | 30.00 |
| 100-42220-308 | Training & Registrations | 149.70 |
| 100-42220-310 | Lab Testing | 337.00 |
| 100-42220-321 | Telephone | 251.96 |
| 100-42220-326 | Data Processing | 10.02 |
| 100-42220-331 | Travel Expense | 165.85 |
| 100-42220-334 | Meals/Lodging | 23.03 |
| 100-42220-381 | Electric Utility | 263.65 |
| 100-42220-382 | Water Utility | 13.18 |
| 100-42220-384 | Refuse Disposal | 84.00 |
| 100-42220-385 | Sewer Utility | 28.37 |
| 100-42220-480 | Other Miscellaneous | 25.00 |
| 100-42500-381 | Electric Utility | 27.80 |
| 100-42700-300 | Charges for Services | 140.00 |
| 100-43100-133 | Employer Paid Insurance | 64.00 |
| 100-43100-211 | Cleaning Supplies | 234.03 |
| 100-43100-217 | Other Operating Supplie | 2,541.99 |
| 100-43100-224 | Street Maint Materials | 2,314.82 |
| 100-43100-241 | Small Tools | 17.99 |
| 100-43100-308 | Training & Registrations | 100.00 |
| 100-43100-321 | Telephone | 300.30 |
| 100-43100-381 | Electric Utility | 3,219.42 |
| 100-43100-382 | Water Utility | 19.73 |
| 100-43100-384 | Refuse Disposal | 130.85 |
| 100-43100-385 | Sewer Utility | 40.75 |
| 100-43100-404 | Repairs & Maint - M&E | 330.52 |
| 100-43100-406 | Repairs & Maint - Groun | 2.49 |
| 100-43100-480 | Other Miscellaneous | 1,797.50 |
| 100-43210-307 | Management Fees | 241.50 |
| 100-45202-133 | Employer Paid Insurance | 16.00 |
| 100-45202-211 | Cleaning Supplies | 744.37 |
| 100-45202-381 | Electric Utility | 462.55 |
| 100-45202-382 | Water Utility | 302.48 |
| 100-45202-384 | Refuse Disposal | 259.04 |
| 100-45202-385 | Sewer Utility | 231.15 |
| 100-45202-404 | Repairs & Maint - M&E | 147.00 |
| 100-45202-406 | Repairs & Maint - Groun | 452.24 |
| 100-45202-480 | Other Miscellaneous | 468.06 |
| 211-45501-133 | Employer Paid Insurance | 16.00 |
| 211-45501-200 | Office Supplies | 20.85 |
| 211-45501-321 | Telephone | 30.02 |
| 211-45501-326 | Data Processing | 65.00 |
| 211-45501-331 | Travel Expense | 50.29 |
| 211-45501-381 | Electric Utility | 371.76 |
| 211-45501-382 | Water Utility | 18.41 |
| 211-45501-385 | Sewer Utility | 36.91 |
| 211-45501-402 | Repairs & Maint - Struct | 860.00 |
| 211-45501-409 | Repairs & Maint - Utilitie | 192.50 |
| 211-45501-435 | Books and Pamphlets | 331.24 |
| 225-45127-264 | Merchandise For Resale | 11,565.44 |

Account Summary

| Account Number | Account Name | Payment Amount |
|----------------|----------------------------|----------------|
| 225-45127-321 | Telephone | 26.60 |
| 225-45127-404 | Repairs & Maint - M&E | 316.45 |
| 225-45127-409 | Repairs & Maint - Utilitie | 9.14 |
| 230-45124-381 | Electric Utility | 78.31 |
| 230-45124-382 | Water Utility | 16.03 |
| 230-45124-385 | Sewer Utility | 30.00 |
| 230-45124-409 | Repairs & Maint - Utilitie | 10.00 |
| 235-42153-200 | Office Supplies | 59.10 |
| 235-42153-217 | Other Operating Supplie | 671.01 |
| 235-42153-308 | Training & Registrations | 588.00 |
| 235-42153-312 | Nursing | 3,166.22 |
| 235-42153-321 | Telephone | 391.47 |
| 235-42153-322 | Postage | 3.61 |
| 235-42153-323 | Radio Units | 479.00 |
| 235-42153-326 | Data Processing | 1,890.00 |
| 235-42153-334 | Meals/Lodging | 464.37 |
| 235-42153-381 | Electric Utility | 184.55 |
| 235-42153-384 | Refuse Disposal | 55.98 |
| 235-42153-385 | Sewer Utility | 18.91 |
| 235-42153-404 | Repairs & Maint - M&E | 45.30 |
| 235-42153-405 | Repairs & Maint - Vehicl | 224.86 |
| 235-42153-406 | Repairs & Maint - Groun | 130.58 |
| 235-49950-500 | Capital Outlay | 11,376.40 |
| 250-46520-133 | Employer Paid Insurance | 24.00 |
| 250-46520-200 | Office Supplies | 56.94 |
| 250-46520-301 | Auditing & Consulting Se | 1,100.00 |
| 250-46520-304 | Legal Fees | 615.00 |
| 250-46520-308 | Training & Registrations | 40.00 |
| 250-46520-321 | Telephone | 267.29 |
| 250-46520-322 | Postage | 13.60 |
| 250-46520-331 | Travel Expense | 75.97 |
| 250-46520-381 | Electric Utility | 59.92 |
| 250-46520-402 | Repairs & Maint - Struct | 987.79 |
| 250-46520-438 | Meeting Expense | 2.00 |
| 250-46520-480 | Other Miscellaneous | 748.08 |
| 254-46520-381 | Electric Utility | 135.00 |
| 261-46530-301 | Auditing & Consulting Se | 11,500.00 |
| 261-46530-304 | Legal Fees | 270.00 |
| 307-41000-304 | Legal Fees | 390.00 |
| 307-41000-500 | Capital Outlay | 174,706.24 |
| 401-49950-500 | Capital Outlay - Office | 763.98 |
| 402-49950-500 | Capital Outlay | 8,107.33 |
| 601-16300 | Improvements Other Th | 37,254.19 |
| 601-49400-133 | Employer Paid Insurance | 40.00 |
| 601-49400-216 | Chemicals and Chemical | 3,065.00 |
| 601-49400-217 | Other Operating Supplie | 1,404.17 |
| 601-49400-241 | Small Tools | 114.98 |
| 601-49400-304 | Legal Fees | 383.94 |
| 601-49400-310 | Lab Testing | 67.50 |
| 601-49400-321 | Telephone | 575.14 |
| 601-49400-322 | Postage | 245.95 |
| 601-49400-326 | Data Processing | 2,863.81 |
| 601-49400-350 | Printing & Design | 70.04 |
| 601-49400-381 | Electric Utility | 4,934.57 |
| 601-49400-382 | Water Utility | 17.70 |
| 601-49400-383 | Gas Utility | 534.40 |
| 601-49400-385 | Sewer Utility | 34.84 |
| 601-49400-386 | Landfill | 1,339.03 |

Account Summary

| Account Number | Account Name | Payment Amount |
|----------------|----------------------------|----------------|
| 601-49400-404 | Repairs & Maint - M&E | 5,024.20 |
| 601-49400-405 | Repairs & Maint - Vehicl | 32.00 |
| 601-49400-408 | Repairs & Maint - Distrib | 2,481.95 |
| 601-49400-409 | Repairs & Maint - Utilitie | 33.32 |
| 602-49450-133 | Employer Paid Insurance | 56.00 |
| 602-49450-200 | Office Supplies | 89.38 |
| 602-49450-216 | Chemicals and Chemical | 737.00 |
| 602-49450-217 | Other Operating Supplie | 1,404.17 |
| 602-49450-241 | Small Tools | 101.06 |
| 602-49450-304 | Legal Fees | 713.94 |
| 602-49450-310 | Lab Testing | 1,637.60 |
| 602-49450-321 | Telephone | 411.66 |
| 602-49450-322 | Postage | 258.75 |
| 602-49450-326 | Data Processing | 2,863.80 |
| 602-49450-350 | Printing & Design | 70.04 |
| 602-49450-381 | Electric Utility | 16,424.50 |
| 602-49450-382 | Water Utility | 260.06 |
| 602-49450-383 | Gas Utility | 113.98 |
| 602-49450-384 | Refuse Disposal | 85.04 |
| 602-49450-404 | Repairs & Maint - M&E | 853.53 |
| 602-49450-405 | Repairs & Maint - Vehicl | 32.00 |
| 602-49450-408 | Repairs & Maint - Distrib | 482.41 |
| 604-16300 | Improvements Other Th | 482,237.72 |
| 604-16400 | Machinery & Equipment | 1,775.00 |
| 604-20202 | Sales Tax Payable | 53.32 |
| 604-22000 | Prepayments | 1,200.72 |
| 604-49550-133 | Employer Paid Insurance | 96.00 |
| 604-49550-200 | Office Supplies | 691.46 |
| 604-49550-211 | Cleaning Supplies | 79.01 |
| 604-49550-217 | Other Operating Supplie | 5,209.33 |
| 604-49550-218 | Uniforms | 397.25 |
| 604-49550-263 | Merchandise for Resale - | 281,312.72 |
| 604-49550-304 | Legal Fees | 788.94 |
| 604-49550-308 | Training & Registrations | 465.00 |
| 604-49550-321 | Telephone | 260.31 |
| 604-49550-322 | Postage | 233.09 |
| 604-49550-326 | Data Processing | 3,410.17 |
| 604-49550-331 | Travel Expense | 142.31 |
| 604-49550-350 | Printing & Design | 70.04 |
| 604-49550-381 | Electric Utility | 132.37 |
| 604-49550-382 | Water Utility | 24.91 |
| 604-49550-383 | Gas Utility | 329.90 |
| 604-49550-384 | Refuse Disposal | 84.75 |
| 604-49550-385 | Sewer Utility | 49.39 |
| 604-49550-404 | Repairs & Maint - M&E | 982.53 |
| 604-49550-405 | Repairs & Maint - Vehicl | 197.56 |
| 604-49550-406 | Repairs & Maint - Groun | 726.68 |
| 604-49550-408 | Repairs & Maint - Distrib | 1,164.46 |
| 604-49550-450 | Conservation | 2,957.76 |
| 604-49550-460 | Miscellaneous Taxes | 86.02 |
| 604-49550-480 | Other Miscellaneous | 490.00 |
| 609-20202 | Sales Tax Payable | 14,351.00 |
| 609-49751-133 | Employer Paid Insurance | 32.00 |
| 609-49751-211 | Cleaning Supplies | 54.23 |
| 609-49751-217 | Other Operating Supplie | 580.82 |
| 609-49751-251 | Liquor | 32,665.21 |
| 609-49751-252 | Beer | 52,579.19 |
| 609-49751-253 | Wine | 10,453.26 |

Account Summary

| Account Number | Account Name | Payment Amount |
|----------------|---------------------------|----------------|
| 609-49751-254 | Soft Drinks & Mix | 172.97 |
| 609-49751-256 | Tobacco Products | 168.36 |
| 609-49751-259 | Non- Alcoholic | 120.00 |
| 609-49751-261 | Other Merchandise | 105.35 |
| 609-49751-265 | Merchandise Returned f | 334.00 |
| 609-49751-321 | Telephone | 159.16 |
| 609-49751-326 | Data Processing | 129.47 |
| 609-49751-333 | Freight and Express | 984.75 |
| 609-49751-340 | Advertising & Promotion | 240.00 |
| 609-49751-361 | Insurance - General Liabi | 75.00 |
| 609-49751-381 | Electric Utility | 1,225.75 |
| 609-49751-382 | Water Utility | 20.35 |
| 609-49751-384 | Refuse Disposal | 144.19 |
| 609-49751-385 | Sewer Utility | 38.83 |
| 609-49751-406 | Repairs & Maint - Groun | 48.89 |
| 609-49751-444 | License Fees | 20.00 |
| 609-49751-460 | Miscellaneous Taxes | 14.26 |
| 614-20202 | Sales Tax Payable | 45.79 |
| 614-49870-133 | Employer Paid Insurance | 64.00 |
| 614-49870-200 | Office Supplies | 40.50 |
| 614-49870-211 | Cleaning Supplies | 63.99 |
| 614-49870-217 | Other Operating Supplie | 1,930.47 |
| 614-49870-218 | Uniforms | 100.00 |
| 614-49870-227 | Utility System Maint Sup | 6,992.58 |
| 614-49870-241 | Small Tools | 23.29 |
| 614-49870-303 | Engineering and Surveyi | 2,745.50 |
| 614-49870-304 | Legal Fees | 4,715.02 |
| 614-49870-321 | Telephone | 1,241.73 |
| 614-49870-322 | Postage | 234.24 |
| 614-49870-326 | Data Processing | 5,769.91 |
| 614-49870-340 | Advertising & Promotion | 349.00 |
| 614-49870-350 | Printing & Design | 70.04 |
| 614-49870-381 | Electric Utility | 2,639.06 |
| 614-49870-382 | Water Utility | 18.36 |
| 614-49870-383 | Gas Utility | 12.53 |
| 614-49870-384 | Refuse Disposal | 73.92 |
| 614-49870-385 | Sewer Utility | 33.40 |
| 614-49870-401 | Repairs & Maint - Buildi | 452.26 |
| 614-49870-405 | Repairs & Maint - Vehicl | 54.68 |
| 614-49870-408 | Repairs & Maint - Distrib | 3,622.77 |
| 614-49870-441 | Transmission Fees | 145.73 |
| 614-49870-442 | Subscriber Fees | 148,375.04 |
| 614-49870-443 | Intergovernmental Fees | 1,487.69 |
| 614-49870-445 | Switch Fees | 1,438.17 |
| 614-49870-447 | Internet Expense | 12,735.00 |
| 614-49870-448 | On-Call Support | 180.00 |
| 614-49870-451 | Call Completion | 3,791.86 |
| 614-49870-460 | Miscellaneous Taxes | 50.64 |
| 614-49870-480 | Other Miscellaneous | 1,562.27 |
| 615-49850-133 | Employer Paid Insurance | 32.00 |
| 615-49850-217 | Other Operating Supplie | 1,056.11 |
| 615-49850-241 | Small Tools | 8.97 |
| 615-49850-321 | Telephone | 123.72 |
| 615-49850-326 | Data Processing | 125.00 |
| 615-49850-381 | Electric Utility | 2,032.27 |
| 615-49850-382 | Water Utility | 90.58 |
| 615-49850-384 | Refuse Disposal | 130.88 |
| 615-49850-385 | Sewer Utility | 30.00 |

Account Summary

| Account Number | Account Name | Payment Amount |
|----------------|----------------------------|---------------------|
| 615-49850-404 | Repairs & Maint - M&E | 1,002.00 |
| 615-49850-409 | Repairs & Maint - Utilitie | 36.39 |
| 617-20202 | Sales Tax Payable | 270.58 |
| 617-49860-133 | Employer Paid Insurance | 48.00 |
| 617-49860-211 | Cleaning Supplies | 597.25 |
| 617-49860-217 | Other Operating Supplie | 1,827.73 |
| 617-49860-251 | Liquor | 2,845.32 |
| 617-49860-252 | Beer | 2,679.43 |
| 617-49860-254 | Soft Drinks & Mix | 68.14 |
| 617-49860-259 | Non- Alcoholic | 21.60 |
| 617-49860-321 | Telephone | 131.53 |
| 617-49860-326 | Data Processing | 60.00 |
| 617-49860-340 | Advertising & Promotion | 539.77 |
| 617-49860-381 | Electric Utility | 1,282.18 |
| 617-49860-382 | Water Utility | 72.84 |
| 617-49860-383 | Gas Utility | 700.55 |
| 617-49860-384 | Refuse Disposal | 51.52 |
| 617-49860-385 | Sewer Utility | 139.77 |
| 617-49860-460 | Miscellaneous Taxes | 87.42 |
| 617-49860-480 | Other Miscellaneous | 308.14 |
| 700-21701 | Federal Withholding | 12,608.23 |
| 700-21702 | State Withholding | 4,895.18 |
| 700-21703 | FICA Tax Withholding | 12,622.74 |
| 700-21704 | PERA Contributions | 19,344.53 |
| 700-21705 | Retirement | 5,478.07 |
| 700-21706 | Medical Insurance | 49,190.00 |
| 700-21707 | Union Dues | 1,833.40 |
| 700-21708 | PD Union Dues | 294.00 |
| 700-21709 | Wage Levy | 2,157.05 |
| 700-21711 | Medicare Tax Withholdi | 3,516.76 |
| 700-21712 | Flex Account | 1,325.28 |
| 700-21715 | Individual Insurance-Afla | 204.00 |
| 700-21716 | Individual Insurance-Afla | 334.59 |
| 700-21717 | Individual Insurance-MB | 4.84 |
| 700-21718 | Individual Insurance-NC | 32.00 |
| 700-21719 | Individual Insurance-MB | 114.92 |
| 700-21720 | VEBA Contributions | 13,524.90 |
| | Grand Total: | 1,657,700.60 |

Project Account Summary

| Project Account Key | Payment Amount |
|---------------------|---------------------|
| **None** | 1,657,700.60 |
| Grand Total: | 1,657,700.60 |

[Handwritten Signature]
11-1-17

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 Youth Hockey Previous Gambling Permit Number: 00998
Minnesota Tax ID Number, if any: _____ Federal Employer ID Number (FEIN), if any: _____
Mailing Address: Box 41
City: Windom State: mn Zip: 56101 County: Cottonwood
Name of Chief Executive Officer (CEO): Jenny Hedquist
Daytime Phone: 507-822-1678 Email: hedquist@mvtvwireless.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): River's Edge Realty
Physical Address (do not use P.O. box): 570 2nd Ave
Check one:
 City: Windom Zip: 56101 County: Cottonwood
 Township: _____ Zip: _____ County: _____
Date(s) of activity (for raffles, indicate the date of the drawing): _____
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: \$ 10,000)

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

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

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

The application is acknowledged with no waiting period.

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

The application is denied.

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

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

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

The application is acknowledged with no waiting period.

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

The application is denied.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

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

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature: *James Widquist* Date: 10-16-17

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

Print Name: _____

REQUIREMENTS

Complete a separate application for:

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

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

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

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

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

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

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

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

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

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

2018 License Applications

Cigarette License \$20.00

Casey's General Store
Country Pride Services
Janu-6 Freedom Super Value Center
Riverbend Liquor
ExpressWay - Windom
Super America
Hy-Vee
Dollar General

Game of Skill \$50 first game \$15.00 each additional game

Phat Pheasant
Godfathers Pizza
C & N Sales – Phat Pheasant
C & N Sales – Sun Bowl
Kyle Pillatzki – Arena

Theatre \$25.00

Windom State Theatre

Wine to Full Liquor



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

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

Cities and Counties: You are required by law to complete and sign this form to certify the issuance of the following liquor license types:

- 1) City issued on sale intoxicating and Sunday liquor licenses
- 2) City and County issued 3.2% on and off sale malt liquor licenses

Name of City or County Issuing Liquor License Windom License Period From: 1/1/18 To: 12/31/18

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

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

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

Licensee Name: River City Eatery, LLC DOB 11/30/82 Social Security # _____
(corporation, partnership, LLC, or Individual)

Business Trade Name River City Eatery Business Address 344 10th St. City Windom

Zip Code 56101 County Cottonwood Business Phone 507.832.8303 Home Phone 507.822.1691

Home Address 1224 3rd Ave City Windom Licensee's MN Tax ID # _____
(To Apply call 651-296-6181)

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

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

| | | | |
|---|-----|-------------------|---------------------|
| <u>Mari Harries</u> | | | <u>1224 3rd Ave</u> |
| Partner/Officer Name (First Middle Last) | | Social Security # | Home Address |
| <u>Andy Bruce Harries</u> | | | <u>1224 3rd Ave</u> |
| (Partner/Officer Name (First Middle Last) | DOB | Social Security # | Home Address |
| Partner/Officer Name (First Middle Last) | DOB | Social Security # | Home Address |

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

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

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

Workers Compensation Insurance is also required by all licensees: Please complete the following:

Workers Compensation Insurance Company Name: West Bend Mutual Policy # 2044163 04

I Certify that this license(s) has been approved in an official meeting by the governing body of the city or county.

City Clerk or County Auditor Signature _____ Date _____
(title)

On Sale Intoxicating liquor licensees must also purchase a \$20 Retailer Buyers Card. To obtain the application for the Buyers Card, please call 651-215-6209, or visit our website at www.dps.state.mn.us.



**Minnesota Department of Public Safety
Alcohol and Gambling Enforcement**

445 Minnesota Street, Suite 222
St. Paul, MN 55101
651-201-7500

RENEWAL OF LIQUOR, WINE, CLUB OR 3.2% LICENSES

No license will be approved or released until the \$20 Retailer ID Card fee is received by Alcohol and Gambling Enforcement

Licensee: Please verify your license information contained below. Make corrections if necessary and sign. City Clerk/County Auditor should submit this signed renewal with completed license and licensee liquor liability for the new license period. City Clerk/County Auditor are also required by M.S. 340A.404 S.3 to report any license cancellation.

License Code ONSS License Period Ending 12/31/2017 ID# 10046

ISSUING AUTHORITY Windom

Licensee Name Phat Pheasant Pub Inc.

Trade Name Phat Pheasant Bar et al

City, State, Zip Code 2370 Hwy 60 East

Windom MN 56101

Business Phone 5078313977

License Fees: **Off Sale** \$0.00 **On Sale** \$2,000.00 **Sunday** \$200.00

By signing this renewal application, applicant certifies that there has been no change in ownership on the above named licensee. For changes in ownership, the licensee named above, or for new licensees, full applications should be used. See back of this application for further information needed to complete this renewal.

Applicant's signature on this renewal confirms the following: Failure to report any of the following may result in civil penalties.

1. Licensee confirms it has no interest whatsoever, directly or indirectly in any other liquor establishments in Minnesota. If so, give details on back of this application.
2. Licensee confirms that it has never had a liquor license rejected by any city/township/county in the state of Minnesota. If ever rejected, please give details on the back of this renewal, then sign below.
3. Licensee confirms that for the past five years it has not had a liquor license revoked for any liquor law violation (state or local). If a revocation has occurred, please give details on the back of this renewal, then sign below.
4. Licensee confirms that during the past five years it or its employees have not been cited for any civil or criminal liquor law violations. If violations have occurred, please give details on back of this renewal, then sign below.
5. Licensee confirms that during the past license year, a summons has not been issued under the Liquor Liability Law (Dram Shop) MS 340A.802. If yes, attach a copy of the summons, then sign below.
6. Licensee confirms that Workers Compensation insurance will be kept in effect during the license period.

Licensee has attached a liquor liability insurance certificate that corresponds with the license period in city/county where license is issued. \$100,000 in cash or securities or \$100,000 surety bond may be submitted in lieu of liquor liability. (3.2& liquor licenses are exempt if sales are less than \$25,000 at on sale, or \$50,000 at off sale).

Licensee Signature [Signature] DOB _____ S# _____ Date 10-27-17
(Signature certifies all above information to be correct and license has been approved by city/county.)

City Clerk/County Auditor Signature _____ Date _____
(Signature certifies that renewal of a liquor, wine or club license has been approved by the city/county as stated above.)

County Attorney Signature _____ Date _____
County Board issued licenses only (Signature certifies licensee is eligible for license).

Police/Sheriff Signature [Signature], Chief Date 11/01/17
Signature certifies licensee or associates have been checked for any state/local liquor law violations (criminal/civil) during the past five years. Report violations on back, then sign here.



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement

445 Minnesota Street, Suite 222
St. Paul, MN 55101
651-201-7500

RENEWAL OF LIQUOR, WINE, CLUB OR 3.2% LICENSES

No license will be approved or released until the \$20 Retailer ID Card fee is received by Alcohol and Gambling Enforcement

Licensee: Please verify your license information contained below. Make corrections if necessary and sign. City Clerk/County Auditor should submit this signed renewal with completed license and licensee liquor liability for the new license period. City Clerk/County Auditor are also required by M.S. 340A.404 S.3 to report any license cancellation.

License Code ONSL License Period Ending 12/31/2017 ID# 6776

ISSUING AUTHORITY Windom

Licensee Name Porath, Gordon

Trade Name Sunbowl

City, State, Zip Code 111 1st Ave S
Windom MN 56101

Business Phone 5078314250

License Fees: **Off Sale** \$0.00 **On Sale** \$2,000.00 **Sunday** \$0.00

By signing this renewal application, applicant certifies that there has been no change in ownership on the above named licensee. For changes in ownership, the licensee named above, or for new licensees, full applications should be used. See back of this application for further information needed to complete this renewal.

Applicant's signature on this renewal confirms the following: Failure to report any of the following may result in civil penalties.

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4. Licensee confirms that during the past five years it or its employees have not been cited for any civil or criminal liquor law violations. If violations have occurred, please give details on back of this renewal, then sign below.
5. Licensee confirms that during the past license year, a summons has not been issued under the Liquor Liability Law (Dram Shop) MS 340A.802. If yes, attach a copy of the summons, then sign below.
6. Licensee confirms that Workers Compensation insurance will be kept in effect during the license period.

Licensee has attached a liquor liability insurance certificate that corresponds with the license period in city/county where license is issued. \$100,000 in cash or securities or \$100,000 surety bond may be submitted in lieu of liquor liability. (3.2& liquor licenses are exempt if sales are less than \$25,000 at on sale, or \$50,000 at off sale).

Licensee Signature Gordon Porath DO _____ S# _____ Date 10-30-17
(Signature certifies all above information to be correct and license has been approved by city/county.)

City Clerk/County Auditor Signature _____ Date _____
(Signature certifies that renewal of a liquor, wine or club license has been approved by the city/county as stated above.)

County Attorney Signature _____ Date _____
County Board issued licenses only (Signature certifies licensee is eligible for license).

Police/Sheriff Signature Scott [Signature], Chief Date 11/01/17
Signature certifies licensee or associates have been checked for any state/local liquor law violations (criminal/civil) during the past five years. Report violations on back, then sign here.



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement
445 Minnesota Street, Suite 222
St. Paul, MN 55101
651-201-7500

RENEWAL OF LIQUOR, WINE, CLUB OR 3.2% LICENSES

No license will be approved or released until the \$20 Retailer ID Card fee is received by Alcohol and Gambling Enforcement

Licensee: Please verify your license information contained below. Make corrections if necessary and sign. City Clerk/County Auditor should submit this signed renewal with completed license and licensee liquor liability for the new license period. City Clerk/County Auditor are also required by M.S. 340A.404 S.3 to report any license cancellation.

License Code ONSS License Period Ending 12/31/2017 ID# 61764

ISSUING AUTHORITY Windom

Licensee Name Windom Duffy's Inc

Trade Name Duffy's Bar & Grill

City, State, Zip Code 745 2nd Ave N

Windom MN 56101

Business Phone 5078328070

License Fees: **Off Sale** **On Sale** \$2,000.00 **Sunday** \$200.00

By signing this renewal application, applicant certifies that there has been no change in ownership on the above named licensee. For changes in ownership, the licensee named above, or for new licensees, full applications should be used. See back of this application for further information needed to complete this renewal.

Applicant's signature on this renewal confirms the following: Failure to report any of the following may result in civil penalties.

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6. Licensee confirms that Workers Compensation insurance will be kept in effect during the license period.

Licensee has attached a liquor liability insurance certificate that corresponds with the license period in city/county where license is issued. \$100,000 in cash or securities or \$100,000 surety bond may be submitted in lieu of liquor liability. (3.2& liquor licenses are exempt if sales are less than \$25,000 at on sale, or \$50,000 at off sale).

Licensee Signature *Craig D. Mark* DOE, SS# _____ Date 10-10-17
(Signature certifies all above information to be correct and license has been approved by city/county.)

City Clerk/County Auditor Signature _____ Date _____
(Signature certifies that renewal of a liquor, wine or club license has been approved by the city/county as stated above.)

County Attorney Signature _____ Date _____
County Board issued licenses only (Signature certifies licensee is eligible for license).

Police/Sheriff Signature *Scott Hel...* Chief Date 11/01/17
Signature certifies licensee or associates have been checked for any state/local liquor law violations (criminal/civil) during the past five years. Report violations on back, then sign here.



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement
445 Minnesota Street, Suite 222
St. Paul, MN 55101
651-201-7500

RENEWAL OF LIQUOR, WINE, CLUB OR 3.2% LICENSES

No license will be approved or released until the \$21 Renewal ID Card fee is received by Alcohol and Gambling Enforcement.

Licensee: Please verify your license information contained below. Make corrections if necessary and sign. City Clerk/County Auditor should submit this signed renewal with completed license and licensee liquor liability for the new license period. City Clerk/County Auditor are also required by M.S. 340A.404 S.3 to report any license cancellation.

License Code ONSS License Period Ending 12/31/2017 ID# 5049

ISSUING AUTHORITY Windom

Licensee Name Windom Country Club Inc.

Trade Name Windom Country Club

City, State, Zip Code 2825 Country Club Rd/PO Box 74

Windom MN 56101

Business Phone 5078313489

License Fees: Off Sale \$0.00 On Sale \$2,000.00 Sunday \$200.00

By signing this renewal application, applicant certifies that there has been no change in ownership on the above named licensee. For changes in ownership, the licensee named above, or for new licensees, full applications should be used. See back of this application for further information needed to complete this renewal.

Applicant's signature on this renewal confirms the following: Failure to report any of the following may result in civil penalties.

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4. Licensee confirms that during the past five years it or its employees have not been cited for any civil or criminal liquor law violations. If violations have occurred, please give details on back of this renewal, then sign below.
5. Licensee confirms that during the past license year, a summons has not been issued under the Liquor Liability Law (Dram Shop) MS 340A.802. If yes, attach a copy of the summons, then sign below.
6. Licensee confirms that Workers Compensation insurance will be kept in effect during the license period.

Licensee has attached a liquor liability insurance certificate that corresponds with the license period in city/county where license is issued. \$100,000 in cash or securities or \$100,000 surety bond may be submitted in lieu of liquor liability. (3.2% liquor licenses are exempt if sales are less than \$25,000 at on sale, or \$50,000 at off sale).

Licensee Signature K. Pelat DOB _____ Date 11/3/17
(Signature certifies all above information to be correct and license has been approved by city/county.)

City Clerk/County Auditor Signature _____ Date _____
(Signature certifies that renewal of a liquor, wine or club license has been approved by the city/county as stated above.)

County Attorney Signature _____ Date _____
County Board issued licenses only (Signature certifies licensee is eligible for license).

Police/Sheriff Signature Scott Peterson, Chief Date 11/03/17
Signature certifies licensee or associates have been checked for any state/local liquor law violations (criminal/civil) during the past five years. Report violations on back, then sign here.



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement
445 Minnesota Street, Suite 222
St. Paul, MN 55101
651-201-7500

RENEWAL OF LIQUOR, WINE, CLUB OR 3.2% LICENSES

Licensee: Please verify your license information contained below. Make corrections if necessary and sign. City Clerk/County Auditor should submit this signed renewal with completed license and licensee liquor liability for the new license period. City Clerk/County Auditor are also required by M.S. 340A.404 S.3 to report any license cancellation.

License Code ONSS License Period Ending 12/31/2017 ID# 65969

ISSUING AUTHORITY Windom

Licensee Name Plaza Jalisco II

Trade Name Plaza Jalisco II

City, State, Zip Code 821 4th Ave

Windom MN 56101

Business Phone 5078328060

License Fees: Off Sale On Sale \$2,000.00 Sunday \$200.00

By signing this renewal application, applicant certifies that there has been no change in ownership on the above named licensee. For changes in ownership, the licensee named above, or for new licensees, full applications should be used. See back of this application for further information needed to complete this renewal.

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Licensee Signature [Signature] DOB, Date 11-3-17
(Signature certifies all above information to be correct and license has been approved by city/county.)

City Clerk/County Auditor Signature Date
(Signature certifies that renewal of a liquor, wine or club license has been approved by the city/county as stated above.)

County Attorney Signature Date
County Board issued licenses only (Signature certifies licensee is eligible for license).

Police/Sheriff Signature [Signature] Chief Date 11/03/17
Signature certifies licensee or associates have been checked for any state/local liquor law violations (criminal/civil) during the past five years. Report violations on back, then sign here.



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement

445 Minnesota Street, Suite 222
St. Paul, MN 55101
651-201-7500

RENEWAL OF LIQUOR, WINE, CLUB OR 3.2% LICENSES

No license will be approve or released until the \$20 Retailer ID Card fee is received by Alcohol and Gambling Enforcement

Licensee: Please verify your license information contained below. Make corrections if necessary and sign. City Clerk/County Auditor should submit this signed renewal with completed license and licensee liquor liability for the new license period. City Clerk/County Auditor are also required by M.S. 340A.404 S.3 to report any license cancellation.

License Code MWNONSB License Period Ending 12/31/2017 ID# 8682

ISSUING AUTHORITY Windom

Licensee Name Zhou, Yi-Xiang

Trade Name China Restaurant

City, State, Zip Code 302 10th St

Windom MN 56101

Business Phone 5078315998

License Fees: Off Sale \$0.00 On Sale \$150.00 Sunday \$0.00

By signing this renewal application, applicant certifies that there has been no change in ownership on the above named licensee. For changes in ownership, the licensee named above, or for new licensees, full applications should be used. See back of this application for further information needed to complete this renewal.

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6. Licensee confirms that Workers Compensation insurance will be kept in effect during the license period.

Licensee has attached a liquor liability insurance certificate that corresponds with the license period in city/county where license is issued. \$100,000 in cash or securities or \$100,000 surety bond may be submitted in lieu of liquor liability. (3.2& liquor licenses are exempt if sales are less than \$25,000 at on sale, or \$50,000 at off sale).

Licensee Signature Yi Xiang Zhou DOB: S# 1 Date 10/26/17
(Signature certifies all above information to be correct and license has been approved by city/county.)

City Clerk/County Auditor Signature Date
(Signature certifies that renewal of a liquor, wine or club license has been approved by the city/county as stated above.)

County Attorney Signature Date
County Board issued licenses only (Signature certifies licensee is eligible for license).

Police/Sheriff Signature Scott Bet, Chief Date 11/01/17
Signature certifies licensee or associates have been checked for any state/local liquor law violations (criminal/civil) during the past five years. Report violations on back, then sign here.



**INTOXICATING MALT LIQUOR
(STRONG BEER) LICENSE AUTHORIZATION**

Name of Applicant: China Restaurant yi xiang zhou

Home Address: 302 10th st windom

Business in connection with which the proposed license will operate:

Address of Business: 302 10th st windom

Required Minnesota Tax ID #: _____

Required Federal Tax ID #: _____

Applicant is (Owner) (Operator)

Name and address of Manager (if applicable) _____

License fee of \$100.00 must accompany this application.

I, the applicant, state that all statements in this application are true and correct. I hereby verify gross receipts are at least 60 percent attributable to the sale of food and hereby grant the City of Windom access to information to verify annual intoxicating liquor (strong beer) sales. I further acknowledge that I am in receipt of section **118.048 ON-SALE WINE LICENSE REQUIRED** of the Windom City Code detailing license requirements.

Signed: yi xiang zhou

Date: 10 / 26 / 17

Report of Investigation: _____

Approved by the City Council _____

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: Drew Hage, Development Director
DATE: November 7, 2017 (City Council Meeting Date)
RE: Donations – Windom Water Trail
DEPT: Development Department
CONTACT: Drew Hage, Development Director at 832-8661 or drew.hage@windommn.com

Recommendations/Options/Action Requested

Staff recommends that the City Council adopt the Resolution accepting the donations for the Windom Water Trail and other active living projects.

Issue Summary/Background

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

The launches have been designed to minimize maintenance costs.

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

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

Fiscal Impact

Fundraising for the Windom Water Trail to date has totaled \$6,080. (A list of the donations for the Windom Water Trail and other active living projects is included in the Resolution.) This funding should be sufficient to cover the costs for the launches and the signage. City staff will be installing the steps and maintaining the Windom Water Trail.

Attachments

1. Resolution – Authorization to Accept Donations for Windom Water Trail and Active Living Projects

RESOLUTION #2017-

INTRODUCED:

SECONDED:

VOTED: Aye:
 Nay:
 Absent:

**AUTHORIZATION TO ACCEPT DONATIONS
FOR WINDOM WATER TRAIL AND ACTIVE LIVING PROJECTS**

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 Toro Foundation (the “Foundation”) provided a sponsorship for a two-year membership in Audubon International which began in May 2016; and

WHEREAS, through the Foundation’s sponsorship, Audubon International has donated the sum of Two Thousand Five Hundred Dollars (\$2,500.00) as an “Audubon International Sustainability Grant” for Active Living projects; and

WHEREAS, Des Moines Valley Health and Human Services was awarded a Community Wellness Grant (CWG) to support local communities in their efforts to improve health; and

WHEREAS, in conjunction with the CWG, funding was allocated for the development of an Active Living Plan and projects for the City of Windom with the goal of providing opportunities for people to easily integrate physical activity into their daily lives; and

WHEREAS, meetings were held to gather input from community members concerning ideas for Windom’s Active Living Plan; and

WHEREAS, the Windom Water Trail (which encompasses the path of the Des Moines River through Windom from Dynamite Park to Mayflower Park) was designated as the No. 1 Active Living Project and specifically the installation of kayak/canoe launches and related signage at Dynamite Park and Island Park (“Windom Water Trail”); and

WHEREAS, the following individuals, organizations, and businesses contributed funds to the EDA for use in the Windom Water Trail and other active living projects as set forth below.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WINDOM, MINNESOTA, that the City Council accepts the donations from the donors in the amounts listed below for use in active living projects:

| | DONORS | PROJECT | DONATIONS |
|----|--|---|-------------|
| 1 | Des Moines Valley Health & Human Services | Active Living Projects & Windom Water Trail | \$11,975.11 |
| 2 | The Toro Foundation/Audubon International | AI Sustainability Grant | \$ 2,500.00 |
| 3 | Robert & Helen Remick Charitable Foundation | Windom Water Trail | \$ 500.00 |
| 4 | Windom Convention & Visitors Bureau | Windom Water Trail | \$ 350.00 |
| 5 | Minnesota Municipal Beverage Association (2017 River Bend Liquor Store Award Donation) | Windom Water Trail | \$ 250.00 |
| 6 | Windom Area Schools ISD 177 – Class of 2017 | Windom Water Trail | \$ 250.00 |
| 7 | Bank Midwest | Windom Water Trail | \$ 200.00 |
| 8 | Citizen | Windom Water Trail | \$ 200.00 |
| 9 | Kiwanis Club | Windom Water Trail | \$ 200.00 |
| 10 | LaCanne Family Funeral Service | Windom Water Trail | \$ 200.00 |
| 11 | McDonald's of Windom | Windom Water Trail | \$ 200.00 |
| 12 | New Vision Co-op | Windom Water Trail | \$ 200.00 |
| 13 | Jerry Parker | Windom Water Trail | \$ 200.00 |
| 14 | Ronald/Phyllis Penner | Windom Water Trail | \$ 200.00 |
| 15 | Runnings | Windom Water Trail | \$ 200.00 |
| 16 | Page Kern | Windom Water Trail | \$ 100.00 |
| 17 | Staples Oil Co. | Windom Water Trail | \$ 100.00 |
| 18 | Dane Nielsen | Windom Water Trail | \$ 60.00 |
| 19 | Marlys Christensen | Windom Water Trail | \$ 50.00 |
| 20 | Tom Christensen | Windom Water Trail | \$ 50.00 |
| 21 | Drew Hage | Windom Water Trail | \$ 50.00 |
| 22 | Sarah Larsen Tade | Windom Water Trail | \$ 20.00 |
| 23 | SVE, LLC | Windom Water Trail – Moving Rocks | In Kind |

Adopted by the Council this 7th day of November, 2017.

Dominic Jones, Mayor

Attest: _____
Steven Nasby, City Administrator

ACTION ITEM



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

TO: City Council
FROM: Dan Ortmann, Fire Chief
DATE: November 1, 2017
RE: Fire Relief Association
DEPT: Fire Dept.
CONTACT: Dan Ortmann

Recommendations/Options/Action Requested

Staff recommends that the City Council adopt the Resolution approving Amendments to the Windom Fire Department Relief Association Bylaws.

Issue Summary/Background

The Relief Association has proposed increases in benefits paid by the Association for Disability, Death and Retirement Benefits. The Association proposes increasing the benefit amount for Disability and Retirement Benefits to \$2,600 per year of service and increasing the minimum Death Benefit amount to \$13,000.

Fiscal Impact

Following a recent audit of the fund by a qualified professional accountant it has been determined that the fund balance would support the increases in benefits.

Attachments

1. Resolution Approving Amendments to the Windom Fire Department Relief Association Bylaws.
2. Relief Association Annual State Auditor Report

RESOLUTION #2017

INTRODUCED:

SECONDED:

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

A RESOLUTION APPROVING AMENDMENTS TO THE WINDOM FIRE DEPARTMENT RELIEF ASSOCIATION BYLAWS

WHEREAS, the firefighters of the City of Windom have lawfully organized a Relief Association to administer benefits under the laws of the State of Minnesota; and

WHEREAS, the Association has a Service Retirement Plan which is a special fund that is used to provide a lump sum service benefit upon the retirement of a volunteer firefighter; and

WHEREAS, the Service Retirement Plan is a recruitment and retention tool for the Windom Fire Department and the City of Windom; and

WHEREAS, the Relief Association's fund has been audited by a qualified professional accountant. Following the audit, the Relief Association has determined that the fund would support increases in benefits; and

WHEREAS, Minnesota Statute §424A.02 states that the relief association service retirement/disability and death benefit amounts must be approved by the City Council; and

WHEREAS, the Windom Fire Department Relief Association is requesting the City Council approve the following amendments to ARTICLE VIII-BENEFITS of the Bylaws of the Relief Association:

SECTION 4-DISABILITY - Increase the benefit amount to \$2,600.00 per year of service;
SECTION 7-DEATH BENEFIT - Increase the minimum death benefit amount to \$13,000;
SECTION 8- RETIREMENT BENEFIT - Increase the benefit amount to \$2,600.00 per year of service.

NOW, THEREFORE, BE IT RESOLVED by the Windom City Council that the proposed increases in benefits paid by the Windom Fire Department Relief Association are hereby approved contingent upon the Relief Association maintaining a surplus of funds and the Bylaws of the Windom Fire Department Relief Association are amended as set forth herein effective September 5, 2017.

Adopted by the Council this 7th day of November, 2017.

Dominic Jones, Mayor

Attest: _____
Steven Nasby, City Administrator

Annual Meeting
September 5, 2017
Windom Fire Hall

Amendment to the bylaw's of the Windom Fire Department Relief Association as voted on September 5, 2017.

ARTICLE VIII-BENEFITS/SECTION 8-RETIREMENT BENEFIT

The retirement benefit shall be two thousand six hundred (\$2600) dollars per year of service, subject to the early vesting provisions in ARTICLE VIII Section 3.

ARTICLE VIII-BENEFITS/SECTION 7-DEATH BENEFIT

Upon the death of any member, the association shall pay to the surviving spouse, if any, and if there is no surviving spouse, to the surviving child or children, if any and if no child or children survive to the estate of such deceased member the amount of which he is vested according to ARTICLE VIII Section 3, but in no case less than thirteen thousand (\$13,000) dollars.

ARTICLE VIII-BENEFITS/SECTION 4-DISABILITY

If a member of the Association shall become totally and permanently disabled, to the extent that a physician or surgeon acceptable to the Board of Trustees shall certify that such disability will permanently prevent that member from performing his/her duties in the Windom Fire Department, the Association shall pay the sum of two thousand six hundred (\$2,600) for each year that the member served as an active firefighter in the Windom Fire Department, plus 1/12th of two thousand six hundred dollars for each additional month served, without regard to minimum or early vesting requirements (i.e. computed as a full non-forfeitable interest). This benefit is to be paid within 30 days of the Board's approval of his/her application for benefit.



Kevin Gotto, President



Daric Zimmerman, Secretary



Jeremy Lund, Treasurer

Windom Fire Relief Association
2016 Schedule Form for Lump-Sum Pension Plans (Form SC-16)
Financial Projections

| Calculation of Normal Cost | 2016 | 2017 |
|------------------------------------|-------------------|---------------------|
| Total Active Member Liabilities | 930,500 | 1,003,150 |
| Total Deferred Member Liabilities | 52,800 | 52,800 |
| Total Unpaid Installments | 0 | 0 |
| Grand Total Special Fund Liability | A. <u>983,300</u> | B. <u>1,055,950</u> |
| Normal Cost (Cell B - Cell A) | | C. 72,650 |

Projection of Net Assets for Year Ending December 31, 2016

| | | |
|--|----|------------------|
| Special Fund Assets at December 31, 2015 (FIRE-15 ending assets) | 1. | 1,133,396 |
| Projected Income for 2016 | | |
| Fire State Aid | D. | 41,000 |
| Supplemental State Aid (actual 2015 supplemental state aid) | E. | 9,818 |
| Municipal / Independent Fire Dept. Contributions | F. | 3,000 |
| Interest / Dividends | G. | 15,000 |
| Appreciation / (Depreciation) | H. | 0 |
| Member Dues | I. | 0 |
| Other Revenues | J. | 20,000 |
| Total Projected Income for 2016 (Add Lines D through J) | 2. | <u>88,818</u> |
| Projected Expenses for 2016 | | |
| Service Pensions | K. | 0 |
| Other Benefits | L. | 0 |
| Administrative Expenses | M. | 240 |
| Total Projected Expenses for 2016 (Add Lines K through M) | 3. | <u>240</u> |
| Projected Net Assets at December 31, 2016 (Line 1 + Line 2 - Line 3) | 4. | 1,221,974 |

Projection of Surplus or (Deficit) as of December 31, 2016

| | | |
|---|----|-----------------------|
| Projected Assets (Line 4) | 5. | 1,221,974 |
| 2016 Accrued Liability (Page 4, cell A) | 6. | 983,300 |
| Surplus or (Deficit) (Line 5 - Line 6) | 7. | <u>238,674</u> |

Windom Fire Relief Association
2016 Schedule Form for Lump-Sum Pension Plans (Form SC-16)

Calculation of Required Contribution

| Year Incurred | Deficit Information - Original | | Deficit Information - Adjusted | | |
|---------------|--------------------------------|---------------------------------|--------------------------------|---------------------------------|--------------------------------|
| | Original Amount | Amount Retired as of 12/31/2015 | Original Amount | Amount Retired as of 12/31/2016 | Amount Left to Retire 1/1/2017 |
| 2007 | 0 | 0 | 0 | 0 | 0 |
| 2008 | 0 | 0 | 0 | 0 | 0 |
| 2009 | 0 | 0 | 0 | 0 | 0 |
| 2010 | 0 | 0 | 0 | 0 | 0 |
| 2011 | 0 | 0 | 0 | 0 | 0 |
| 2012 | 0 | 0 | 0 | 0 | 0 |
| 2013 | 0 | 0 | 0 | 0 | 0 |
| 2014 | 0 | 0 | 0 | 0 | 0 |
| 2015 | 0 | 0 | 0 | 0 | 0 |
| 2016 | 0 | 0 | 0 | 0 | 0 |
| Totals | 0 | 0 | 0 | 0 | 0 |

| | | | |
|---|------|-----|----------|
| Normal Cost | | 8. | 72,650 |
| 2015 Administrative Expense (FIRE-15) | 2015 | 9. | 242 |
| 2016 Projected Administrative Expense | 2016 | | 250 |
| Amortization of Deficit (Total of Original Amount X 0.10) | | 10. | 0 |
| 10% of Surplus | | 11. | 23,867 |
| Fire and Supplemental Aid | | 12. | 50,818 |
| Member Dues | | 13. | 0 |
| 5% of Projected Assets at December 31st, 2016 | | 14. | 61,099 |
| Required Contribution | | 15. | 0 |

Windom Fire Relief Association
2016 Schedule Form for Lump-Sum Pension Plans (Form SC-16)
2016 Maximum Benefit Worksheet

| | A | B | C | D | E |
|------|---|---------------------------|----------------|---|---------------------------------|
| | Fire State Aid and Supplemental State Aid | Municipal Contribution | 10% of Surplus | Active Members in Relief Association | Per Year Average [(A+B+C)/D] |
| | From (FIRE-15) | From (FIRE-15) | From (SC-15) | From (FIRE-15) | |
| 2015 | 49,943 | 3,000 | 29,475 | 29 | 2,842 |
| | From (RF-14) | From (RF-14) | From (SC-14) | From (RF-14) | |
| 2014 | 47,854 | 5,000 | 29,302 | 27 | 3,043 |
| | From (RF-13) | From (RF-13) | From (SC-13) | From (RF-13) | |
| 2013 | 42,592 | 5,000 | 9,266 | 27 | 2,106 |

Average available financing per active member for the most recent 3-year period: **2,664.00**

Maximum Lump Sum Benefit Level under Minn. Stat. § 424A.02, subd. 3 **4,900.00**

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: Denise Nichols, Election Coordinator
DATE: November 1, 2017
RE: Election Polling Place Designation
DEPT: Administration
CONTACT: Denise Nichols 832-8652

Recommendations/Options/Action Requested

Staff recommends that the City Council adopt the Resolution Designating Annual Polling Place.

Issue Summary/Background

In 2017, Minnesota Statutes §204B.16 was adopted by the Minnesota Legislature and requires that each city designate annually its local polling place(s) for all city elections for the coming year. This designation must be made by December 31st each year. It is recommended that the designated polling location for all precincts for the City of Windom remains unchanged and all elections continue to be held at the Windom Community Center, 1750 Cottonwood Lake Drive.

Fiscal Impact

None.

Attachments

1. Resolution Designating Annual Polling Place.

RESOLUTION #2017-

Introduced:

Seconded:

Voted: Aye:

Nay:

Absent:

RESOLUTION DESIGNATING ANNUAL POLLING PLACE

WHEREAS, for election purposes, the territory which comprises the City of Windom was divided into two wards and four precincts; and

WHEREAS, MN Statutes §204B.16 requires the Windom City Council to designate its local polling place for elections annually; and

WHEREAS, the designated polling place for all City of Windom precincts remains unchanged; and

WHEREAS, the Windom Community Center has been designated as the polling place for all City of Windom precincts.

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

In accordance with Minnesota Statutes §204B.16, the Windom City Council hereby designates the Windom Community Center, located at 1750 Cottonwood Lake Drive, Windom, Cottonwood County, Minnesota, as its polling place for all City of Windom precincts for 2018 elections.

BE IT FURTHER RESOLVED, that the City of Windom will notify residents of any change in this designation by following the requirements of MN Statutes §204B.16 & §204B.175.

Adopted this 7th day of November, 2017.

Dominic Jones, Mayor

Attest: _____
Steven Nasby, City Administrator

2017 Minnesota Statutes

Authenticate

204B.16 POLLING PLACES; DESIGNATION.

Subdivision 1. **Authority; location.** By December 31 of each year, the governing body of each municipality and of each county with precincts in unorganized territory must designate by ordinance or resolution a polling place for each election precinct. The polling places designated in the ordinance or resolution are the polling places for the following calendar year, unless a change is made:

- (1) pursuant to section 204B.175;
- (2) because a polling place has become unavailable; or
- (3) because a township designates one location for all state and federal elections and one location for all township only elections.

Polling places must be designated and ballots must be distributed so that no one is required to go to more than one polling place to vote in a school district and municipal election held on the same day. The polling place for a precinct in a city or in a school district located in whole or in part in the metropolitan area defined by section 200.02, subdivision 24, shall be located within the boundaries of the precinct or within one mile of one of those boundaries unless a single polling place is designated for a city pursuant to section 204B.14, subdivision 2, or a school district pursuant to section 205A.11. The polling place for a precinct in unorganized territory may be located outside the precinct at a place which is convenient to the voters of the precinct. If no suitable place is available within a town or within a school district located outside the metropolitan area defined by section 200.02, subdivision 24, then the polling place for a town or school district may be located outside the town or school district within five miles of one of the boundaries of the town or school district.

Subd. 1a. **Notice to voters.** If the location of a polling place has been changed, the governing body establishing the polling place shall send to every affected household with at least one registered voter in the precinct a nonforwardable mailed notice stating the location of the new polling place at least 25 days before the next election. The secretary of state shall prepare a sample of this notice. A notice that is returned as undeliverable must be forwarded immediately to the county auditor. This subdivision does not apply to a polling place location that is changed on election day under section 204B.175.

Subd. 2. [Repealed, 1994 c 607 s 7]

Subd. 3. **Designation effective until changed.** The designation of a polling place pursuant to this section shall remain effective until a different polling place is designated for that precinct. No designation of a new or different polling place shall become effective less than 90 days prior to an election, including school district elections or referenda, and no polling place changes may occur during the period between the state primary and the state general election, except that a new polling place may be designated to replace a polling place that has become unavailable for use.

Subd. 4. **Prohibited locations.** No polling place shall be designated in any place where intoxicating liquors or nonintoxicating malt beverages are served or in any adjoining room. No polling place shall be designated in any place in which substantial compliance with the requirements of this chapter cannot be attained.

Subd. 5. **Access by elderly and persons with disabilities.** Each polling place shall be accessible to and usable by elderly individuals and individuals with disabilities. A polling place is deemed to be accessible and usable if it complies with the standards in paragraphs (a) to (f).

(a) At least one set of doors must have a minimum width of 32 inches if the doors must be used to enter or leave the polling place.

(b) Any curb adjacent to the main entrance to a polling place must have curb cuts or temporary ramps. Where the main entrance is not the accessible entrance, any curb adjacent to the accessible entrance must also have curb cuts or temporary ramps.

(c) Where the main entrance is not the accessible entrance, a sign shall be posted at the main entrance giving directions to the accessible entrance.

(d) At least one set of stairs must have a temporary handrail and ramp if stairs must be used to enter or leave the polling place.

(e) No barrier in the polling place may impede the path of persons with disabilities to the voting booth.

(f) At least one parking space for persons with disabilities, which may be temporarily so designated by the municipality for the day of the election, must be available near the accessible entrance.

The doorway, handrails, ramps, and disabled parking provided pursuant to this subdivision must conform to the standards specified in the State Building Code for accessibility by persons with disabilities.

A governing body shall designate as polling places only those places which meet the standards prescribed in this subdivision unless no available place within a precinct is accessible or can be made accessible.

Subd. 6. Public facilities. Every statutory city, home rule charter city, county, town, school district, and other public agency, including the University of Minnesota and other public colleges and universities, shall make their facilities, including parking, available for the holding of city, county, school district, state, and federal elections, subject to the approval of the local election official. A charge for the use of the facilities may be imposed in an amount that does not exceed the lowest amount charged to any public or private group.

Subd. 7. Appropriate facilities. The facilities provided in accordance with subdivision 6 shall be sufficient in size to accommodate all election activities and the requirements of subdivision 5. The space must be separated from other activities within the building. The local election official may approve space in two connecting rooms for registration and balloting activities. Except in the event of an emergency making the approved space unusable, the public facility may not move the election from the space approved by the local election official without prior approval. In addition to the requirements of subdivision 5, the public facility must make remaining parking spaces not in use for regularly scheduled activities available for voters.

History: 1981 c 29 art 4 s 16; 1983 c 124 s 4; 1984 c 471 s 5; 1985 c 307 s 1; 1987 c 266 art 1 s 25; 1991 c 227 s 12,13; 1991 c 349 s 36,37; 1992 c 474 s 1; 1993 c 223 s 10; 1997 c 147 s 29,30; 2000 c 467 s 16; 2004 c 293 art 2 s 18; 2005 c 56 s 1; 2005 c 156 art 6 s 35,36; 2008 c 244 art 1 s 11; 2017 c 92 art 1 s 14; art 2 s 8

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HELP WANTED

Electric Utility Manager

Electric Utility Manager/Street Superintendent

This position will be responsible for performing day-to-day on-site supervisory, administrative and professional work for the operation of the City of Windom Electric Department. Thorough knowledge of the principles, practices, methods, techniques, tools and equipment used in electric generation, distribution systems and facility operations and supervision of employees is required. Power purchase & capacity market, transmission and knowledge of energy conservation preferred.

Minimum Qualifications

- High school diploma or equivalent plus a 2 or 4-year degree in a field of study complementary to the requirements of this position.
- Valid Class B or higher Minnesota commercial driver's license or ability to obtain one within one month of employment.
- Ability to lift 40 pounds.
- Minimum of 6 (six) years of public works experience in the operation and maintenance of electric utility infrastructure, equipment, transmission and facilities.
- Good communication skills and ability to work with the general public.
- Supervisory Experience

If an applicant for this position also has experience in Public Works or a Street Department the City may consider a combined position supervising both the Electric and Street Departments. Starting salary for this combined position would be higher on the applicable pay scale.

The Electric Utility Manager salary range is \$86,528 - \$108,139 plus benefits. Application materials and the job description(s) are available at Windom City Hall, 444 9th Street, or on the City's website (www.windom-mn.com). Submit applications to: Denise Nichols, City of Windom, PO Box 38, Windom, MN 56101. Deadline for accepting applications is Monday, December 11, 2017, at 5:00 p.m. Please indicate if applying for the Electric Utility Manager Position or the combined positions.

Electric Department City of Windom

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

General Purpose of Duties:

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

Supervision Received:

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

DESCRIPTION OF WORK:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

ADDITIONAL SPECIAL UTILITY MANAGEMENT REQUIREMENTS*

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

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

KNOWLEDGE, SKILL AND ABILITIES:

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

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

Knowledge of applicable regulatory codes.

Considerable knowledge of occupational hazards and safe working practices.

Ability to keep accurate records and prepare reports.

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

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

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

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

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

Ability to occasionally lift and move up to 40 pounds.

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

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

Approval: _____
Mayor

Approval: _____
City Administrator

HELP WANTED
Street/Park Superintendent

The City of Windom is accepting applications for the position of Street/Park Superintendent. Responsibilities include: planning, scheduling, directing the daily and long-term maintenance of operations for municipal streets and parks, snow removal, streets, alleys, sidewalks, trees, weeds and airport grounds.

Requires a High School diploma or equivalent, technical or post-secondary education preferred. Five years of progressively responsible public construction and maintenance experience, including substantial experience in street maintenance and operations of a public works department. Must possess a Minnesota CDL driver's license and the ability to communicate effectively. Supervisory Experience preferred.

Current salary range is \$55,945 - \$69,931 plus benefits. Starting salary will depend on experience and qualifications. Job description available at www.windom-mn.com or Windom City Hall, 444 9th Street. Deadline for submission of an application and resume is Monday, December 11, 2017 at 5:00 p.m. Submit your application and resume online or mail to City of Windom; PO Box 38, Windom, MN 56101; Telephone 507-831-6129.

**Street/Park Superintendent
City of Windom
October 12, 2016**

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

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

DESCRIPTION OF WORK:

General Purpose of Duties:

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

SUPERVISION RECEIVED:

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

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

Direct supervision of all full-time, part-time and temporary personnel in the Streets and Parks Departments and the city mechanic. Schedule and evaluate the activities of the department personnel to ensure efficient use of personnel and equipment.

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

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

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

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

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

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

Attend meetings such as Street Commission, Park and Recreation Commission, City Council, Utility Commission and Economic Development Authority, and participate as required. Research street and park items. Assist with procedures concerning street and park issues. Record Street Committee minutes, receive and present all Street Committee business and correspondence. Coordinate with Recreation Director to record Parks & Recreation minutes/memos.

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

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

SPECIAL REQUIREMENTS:

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

KNOWLEDGE, SKILL AND ABILITIES:

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

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

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

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

An understanding of City Ordinances and appropriate statutes.

A basic knowledge of engineering, surveying and design.

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

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

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

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

Approval: _____
Mayor

Approval: _____
City Administrator

ACTION ITEM



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

TO: City Council
FROM: Scott Peterson, Police Chief
DATE: 11/02/17
RE: Hiring Approval
DEPT: Police
CONTACT: Scott Peterson; speterson@windom-mn.com

Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action:

1. Approve the hiring of Brandon Thongvong as a police officer for the City of Windom
2. Approve the hiring of David Huse as a police officer for the City of Windom
3. If approved, both individuals will begin employment on 11/09/17.

Issue Summary/Background

The Windom Police Department currently has two vacancies for the position of patrolman. A hiring process was conducted and thirteen individuals applied. Informal interviews were held with twelve applicants, with seven advancing to a formal interview conducted by Assistant Chief Hilleshiem, City Attorney Ron Schramel and myself. Thongvong and Huse were our top candidates and were given conditional offers of employment to proceed with a background investigation, psychological testing and a physical exam. Both candidates have met the hiring requirements for the Windom Police Department.

Fiscal Impact

Both of these positions are currently budgeted for 2018. There will be some savings in the Department as both these hires will be starting at a pay rate below the two officers they are replacing.

Attachments

Brandon Thongvong is a native of Windom and graduated from Windom Area High School. He possesses a Bachelor of Science Degree in Law Enforcement from Minnesota State University-Mankato and attended Skills Training through Hibbing Community College. He previously has worked for the Cottonwood County Sheriff's Office as a Jailer/Dispatcher.

David Huse graduated from Rochester Community and Technical College with an Associate of Applied Science in Law Enforcement. He previously has worked for the Cities of Preston and Rushford, as well as the Fillmore and Freeborn County Sheriff Office's.

We feel that these candidates will outstanding additions to the Windom Police Department.

Brunton Architects & Engineers
 225 Belgrade Ave
 North Mankato, MN
 56003

Invoice

| |
|---|
| Bill To |
| City of Windom Steven Nasby 444 9th Street PO Box 38 Windom, MN 56101 |

| | |
|-------------|------------------|
| Date | Invoice # |
| 10/5/2017 | 16-0144 |

| |
|--------------|
| Terms |
| Net 15 |

| Item | Description | Amount |
|-----------------------|--|-------------|
| Architectural Design | Billing for Construction Administration and Reimbursable for project 15305-1 Windom EMS. | 229,461.60 |
| 90-005 Contract Admin | Architectural base fee Construction Administration services T&M basis excluding Senior Architects hours which are not being billed Total hours: 422.50 Aug 29, 2016-Aug 23, 2017 | 53,316.00 |
| 90-008 Add. Services | Predesign | 7,950.00 |
| Architectural Design | Minus invoices already billed and paid | -258,750.00 |
| reimbursable expenses | Billing for Mileage on total project 1616 miles @ .54 | 872.64 |
| reimbursable expenses | Plots 30x42 qty 9 @ \$3.00 | 27.00 |
| reimbursable expenses | Prints 8/12x 11 qty 46 @ .50 | 23.00 |

| | | | |
|--|---|--------------|-------------|
| Make checks payable to Brunton Architects, Ltd. | Accounts not paid within 30 days of date of invoice are subject to a 1.5% monthly finance charge | Total | \$32,900.24 |
|--|---|--------------|-------------|

REQUEST FOR PAYMENT

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

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

Billing: 5106
 Draw: 13
 Invoice date: 10/31/2017
 Period ending date: 10/31/2017

Contract For: Windom EMS Building

Request for payment:

| | | |
|--------------------------------|----------------|----------------|
| Original contract amount | \$3,191,500.00 | |
| Approved changes | \$59,261.76 | |
| Revised contract amount | | \$3,250,761.76 |
| Contract completed to date | | \$3,250,761.76 |
| Add-ons to date | \$0.00 | |
| Taxes to date | \$0.00 | |
| Less retainage | \$162,538.37 | |
| Total completed less retainage | | \$3,088,223.39 |
| Less previous requests | \$3,081,280.72 | |
| Current request for payment | | \$6,942.67 |
| Current billing | | \$7,308.08 |
| Current additional charges | \$0.00 | |
| Current tax | \$0.00 | |
| Less current retainage | \$365.41 | |
| Current amount due | | \$6,942.67 |
| Remaining contract to bill | \$162,538.37 | |

Project: 16-0675
 Windom EMS Building

Contract date: 9/9/2016

Architect:

Scope:

| CHANGE ORDER SUMMARY | ADDITIONS | DEDUCTIONS |
|--|------------------|-------------------|
| Changes approved in previous months by Owner | 79,616.26 | -21,570.00 |
| Total approved this Month | 1,215.50 | |
| TOTALS | 80,831.76 | -21,570.00 |
| NET CHANGES by Change Order | 59,261.76 | |

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

CONTRACTOR: GOSEWISCH Construction, Inc.

State Of Minnesota

County Of Blue Earth

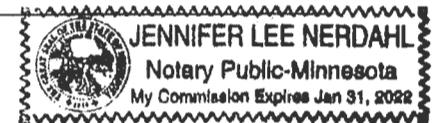
By: *[Signature]*

Subscribed and sworn to before me this 31 day of October, 2017

Date: 10-31-17

Notary Public

My commission expires: Jan 31, 2022



REQUEST FOR PAYMENT DETAIL

Project: 16-0675 / Windom EMS Building

Billing: 5106

Draw: 13

Period Ending Date: 10/31/2017 Detail Page 2 of 3 Pages

| Item ID | Description | Total Contract Amount | Previously Completed Work | Work Completed This Period | Presently Stored Materials | Completed And Stored To Date | % Comp | Balance To Finish | Retainage Balance |
|---------|----------------------------|-----------------------|---------------------------|----------------------------|----------------------------|------------------------------|--------|-------------------|-------------------|
| 1000 | General Conditions | 304,629.00 | 298,536.42 | 6,092.58 | | 304,629.00 | 100.00 | | 15,231.47 |
| 2200 | Earthwork | 231,487.00 | 231,487.00 | | | 231,487.00 | 100.00 | | 11,574.36 |
| 2500 | Asphalt Paving | 216,849.00 | 216,849.00 | | | 216,849.00 | 100.00 | | 10,842.46 |
| 2900 | Landscaping | 11,700.00 | 11,700.00 | | | 11,700.00 | 100.00 | | 585.00 |
| 3310 | Concrete | 169,110.00 | 169,110.00 | | | 169,110.00 | 100.00 | | 8,455.50 |
| 3420 | Precast Concrete | 983,400.00 | 983,400.00 | | | 983,400.00 | 100.00 | | 49,170.02 |
| 5122 | Steel Erection | 17,995.00 | 17,995.00 | | | 17,995.00 | 100.00 | | 899.75 |
| 5500 | Metal Fabrication | 57,270.00 | 57,270.00 | | | 57,270.00 | 100.00 | | 2,863.50 |
| 6000 | Rough Carpentry & Blocking | 49,530.00 | 49,530.00 | | | 49,530.00 | 100.00 | | 2,476.52 |
| 6400 | Architectural Wood Work | 48,050.00 | 48,050.00 | | | 48,050.00 | 100.00 | | 2,402.50 |
| 6401 | Shelving Allowance | 3,000.00 | 3,000.00 | | | 3,000.00 | 100.00 | | 150.00 |
| 7210 | Insulation | 5,465.00 | 5,465.00 | | | 5,465.00 | 100.00 | | 273.25 |
| 7460 | Cladding | 5,551.00 | 5,551.00 | | | 5,551.00 | 100.00 | | 277.55 |
| 7500 | EPDM Roof & Trims | 130,700.00 | 130,700.00 | | | 130,700.00 | 100.00 | | 6,535.00 |
| 7920 | Caulking | 6,370.00 | 6,370.00 | | | 6,370.00 | 100.00 | | 318.50 |
| 8110 | HM Doors/Frames/Hardware | 51,401.00 | 51,401.00 | | | 51,401.00 | 100.00 | | 2,570.05 |
| 8360 | Overhead Doors | 64,280.00 | 64,280.00 | | | 64,280.00 | 100.00 | | 3,214.00 |
| 8400 | Aluminum Entrances | 38,860.00 | 38,860.00 | | | 38,860.00 | 100.00 | | 1,943.00 |
| 9250 | Drywall | 83,777.00 | 83,777.00 | | | 83,777.00 | 100.00 | | 4,188.86 |
| 9310 | Ceramic Tile | 18,000.00 | 18,000.00 | | | 18,000.00 | 100.00 | | 900.00 |
| 9510 | Acoustical Ceiling | 19,320.00 | 19,320.00 | | | 19,320.00 | 100.00 | | 966.00 |
| 9650 | VCT, Carpet & Base | 21,212.00 | 21,212.00 | | | 21,212.00 | 100.00 | | 1,060.60 |
| 9900 | Painting & Wallcovering | 53,400.00 | 53,400.00 | | | 53,400.00 | 100.00 | | 2,670.00 |
| 10000 | Specialties | 34,674.00 | 34,674.00 | | | 34,674.00 | 100.00 | | 1,733.87 |
| 10400 | Signage Allowance | 7,500.00 | 7,500.00 | | | 7,500.00 | 100.00 | | 375.00 |
| 11170 | Bridge Crane & Hoist | 8,220.00 | 8,220.00 | | | 8,220.00 | 100.00 | | 411.00 |
| 11400 | Kitchen Allowance | 8,000.00 | 8,000.00 | | | 8,000.00 | 100.00 | | 400.00 |
| 15100 | Plumbing & HVAC | 300,945.00 | 300,945.00 | | | 300,945.00 | 100.00 | | 15,047.25 |
| 15300 | Fire Sprinkler System | 32,000.00 | 32,000.00 | | | 32,000.00 | 100.00 | | 1,600.00 |
| 16100 | Electrical | 208,805.00 | 208,805.00 | | | 208,805.00 | 100.00 | | 10,440.25 |
| C0101 | Sitework CO per soil rec. | 46,181.30 | 46,181.30 | | | 46,181.30 | 100.00 | | 2,309.07 |
| C0201 | Insulate Parapet Wall | 10,120.00 | 10,120.00 | | | 10,120.00 | 100.00 | | 506.00 |
| C0301 | Precast Deduct for Steel | -8,700.00 | -8,700.00 | | | -8,700.00 | 100.00 | | -435.00 |

REQUEST FOR PAYMENT DETAIL

Project: 16-0675 / Windom EMS Building

Billing: 5106

Draw: 13

Period Ending Date: 10/31/2017 Detail Page 3 of 3 Pages

| Item ID | Description | Total Contract Amount | Previously Completed Work | Work Completed This Period | Presently Stored Materials | Completed And Stored To Date | % Comp | Balance To Finish | Retainage Balance |
|---------|-------------------------|-----------------------|---------------------------|----------------------------|----------------------------|------------------------------|--------|-------------------|-------------------|
| C0302 | Extra Steel for Precast | 8,700.00 | 8,700.00 | | | 8,700.00 | 100.00 | | 435.00 |
| C0303 | Change Order #3 | 1,402.00 | 1,402.00 | | | 1,402.00 | 100.00 | | 70.10 |
| C0401 | Change Order #4 | 2,972.20 | 2,972.20 | | | 2,972.20 | 100.00 | | 148.61 |
| C0501 | Change Order #5 | 345.35 | 345.35 | | | 345.35 | 100.00 | | 17.27 |
| C0601 | Change Order #6 | 1,677.50 | 1,677.50 | | | 1,677.50 | 100.00 | | 83.88 |
| C0701 | Change Order #7 | 2,253.00 | 2,253.00 | | | 2,253.00 | 100.00 | | 112.65 |
| C0801 | Change Order #8 | 1,039.50 | 1,039.50 | | | 1,039.50 | 100.00 | | 51.98 |
| C0901 | Change Order #9 | -12,870.00 | -12,870.00 | | | -12,870.00 | 100.00 | | -643.50 |
| C1001 | Change Order #10 | 2,813.41 | 2,813.41 | | | 2,813.41 | 100.00 | | 140.67 |
| C1101 | Change Order #11 | 2,112.00 | 2,112.00 | | | 2,112.00 | 100.00 | | 105.60 |
| C1201 | Change Order #12 | 1,215.50 | | 1,215.50 | | 1,215.50 | 100.00 | | 60.78 |

| | | | | | | | | | |
|--------|--------------|--------------|----------|--|--|--------------|--------|--|------------|
| Totals | 3,250,761.76 | 3,243,453.68 | 7,308.08 | | | 3,250,761.76 | 100.00 | | 162,538.37 |
|--------|--------------|--------------|----------|--|--|--------------|--------|--|------------|