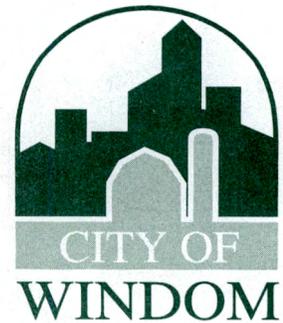


Council Meeting
Tuesday, February 20, 2018
City Council Chambers
7:30 p.m.
AGENDA



Call to Order
Pledge of Allegiance

1. Consent Agenda
 - Minutes
 - Council Minutes – February 6, 2018
 - Telecom Commission – December 21, 2017
 - HRA – January 10, 2018
 - Community Center Commission – February 13, 2018
 - Library Board – February 13, 2018
 - Regular Bills
 - Licenses
 - Dance License - Fire Dept.
2. Department Heads
3. Resolution Accepting Donation – Friends of the Library
4. Library – Grant Application Resolution
5. Plum Creek Library System Agency Agreement
6. City Wide Cleanup
7. Hiring Recommendations
 - Electric Superintendent
 - Part-Time Liquor Store Clerk
8. CMPAS Representative Appointment
9. Additional 2018 Mayor Appointments and Reappointments
 - Commission & Committee – Appointments & Reappointments
 - Council Assignments
10. Smart Goals
11. 2017 Annual Report
12. New Business
13. Old Business
 - “Compression Braking” Ordinance
14. Council Comments
15. Adjourn



**Regular Council Meeting
City Hall, Council Chamber
February 6, 2018
4:00 p.m.**

1. Call to Order:

The meeting was called to order by Mayor Pro Tem Jayesun Sherman.

2. Roll Call:

Council Present: Bryan Joyce, Marv Grunig, Rod Byam (arrived 4:20 pm), Jayesun Sherman and JoAnn Ray

Council Absent: Mayor Dominic Jones

City Staff Present: Steve Nasby, City Administrator; Ron Schramel, City Attorney; Scott Peterson, Police Chief; Al Baloun, Arena Director; Mike Haugen, Water/Waste Water Superintendent and Drew Hage, Development Director

Pledge of Allegiance

Mayor Appointment – Council Member Ward II

Sherman said that Mayor Jones recommends that the City Council appoint JoAnn Ray to the vacant City Council seat in Ward II. The term will expire on December 31, 2018.

Motion by Joyce second by Grunig approving the Mayor's Appointment of JoAnn Ray to the vacant Council Member seat in Ward II. Motion carried 3 – 0.

Oath of Office

The Oath of Office was administered by Mayor Pro Tem Jayesun Sherman to JoAnn Ray for Council Member Ward II.

3. Consent Agenda:

- Minutes
 - Council Minutes – January 16, 2018
 - Utility Commission – January 25, 2018
- Regular Bills

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

4. Recognition of Service – Paul Johnson:

The City Council recognized the service of Paul Johnson as Council Member Ward II. Johnson thanked the Council and citizens of Windom for the opportunity to serve on the Council.

Council member Joyce introduced the Resolution No. 2018-10, entitled “RESOLUTION EXPRESSING SINCERE APPRECIATION TO PAUL JOHNSON FOR THREE YEARS OF FAITHFUL SERVICE TO THE CITY OF WINDOM”, and moved its adoption. The

resolution was seconded by Grunig and on roll call vote: Yes: Joyce, Grunig, Ray and Sherman. No: None. Absent: Byam, Abstain: None. Resolution passed 4 – 0.

5. Department Heads:

None.

6. Arena Ice System Replacement Project Bid Award:

Al Baloun, Recreation Director, and Scott Ward, Stevens Engineering Inc., reviewed the bid information that was received and opened on January 25th for the Ice System Replacement Project. Ward said seven bids were received. The low bid contractor was MN Ice LLC. After review of the bid documents, there were a few minor irregularities with the bid documents. MN Ice LLC did not list the concrete subcontractor qualifications or a list of proposed suppliers. Following review of the bid documents, City Attorney Schramel and Ward concurred that the irregularities were not material in nature. Ward recommended that the Council award the bid to the low bidder, MN Ice LLC. Ward noted that MN Ice LLC will be using Carlson Stewart as the refrigeration contractor. Ward recommended that the Council approve the base bid and alternate #1 which would change the snow pit coil material from steel to stainless steel.

Grunig questioned if the bid irregularities were common in the bid process. Schramel said the City can waive irregularities as long as they are not a material deviation from the bid specifications. After review of the bid, Schramel said it was his legal opinion the irregularities were not material deviations from the bid specs and the irregularities could be waived. Nasby questioned Ward if he had reviewed the two lowest bids and identified any irregularities in the two bids and determined that there were not any material deviations and Stevens Engineers' recommendation is to approve the low bid submitted by MN Ice LLC. Ward answered that yes that statement is correct. Grunig noted that the goal of the Council was to reduce the cost of the project by bidding early to obtain competitive bids and the project bids realized a savings of \$250,000 which met the goal of the Council.

Joyce asked Nasby with the lower cost for the project what is the expected impact to the future property tax levy. Nasby said initially the debt service for the project was \$90,000 a year. With the reduced cost of the project, the debt service would be about \$75,000 a year which is a total levy increase for the project of 3.65%.

Council member Joyce introduced the Resolution No. 2018-11, entitled "A RESOLUTION AWARDING THE CONTRACT FOR A PROJECT ENTITLED ARENA ICE SYSTEM REPLACEMENT PROJECT", and moved its adoption. The resolution was seconded by Grunig and on roll call vote: Yes: Grunig, Ray, Sherman and Joyce. No: None. Absent: Byam, Abstain: None. Resolution passed 4 – 0.

7. 2018A Bond Pre-Sale:

Nasby reviewed the 2018A bond issue for two projects. The proposed General Obligation bond will provide funding of \$1,095,000 for the Arena Ice System Replacement Project and \$1,015,000 for the expansion of the North Windom Industrial Park. The Arena project will be repaid over 20 years with debt service for the project will be between \$71,000 to \$76,000 per year. Second, the EDA will purchase approximately 78 acres of land to expand the NWIP. The annual debt service

costs of \$155,915 - \$158,688 for seven years will be repaid with excess revenues from TIF District 1-19. The interest rates for the project bonds are estimated to be three percent.

Council member Grunig introduced the Resolution No. 2018-12, entitled “RESOLUTION PROVIDING FOR THE SALE OF \$2,110,000 GENERAL OBLIGATION BONDS, SERIES 2018A”, and moved its adoption. The resolution was seconded by Joyce and on roll call vote: Yes: Grunig, Ray, Sherman, Joyce and Byam. No: None. Absent: None, Abstain: None. Resolution passed 5 – 0.

Council member Byam introduced the Resolution No. 2018-13, entitled “RESOLUTION DETERMINING THE NECESSITY TO ISSUE NOT TO EXCEED \$1,200,000 GENERAL OBLIGATION EQUIPMENT CERTIFICATES, OF 2018”, and moved its adoption. The resolution was seconded by Grunig and on roll call vote: Yes: Ray, Sherman, Joyce, Byam and Grunig. No: None. Absent: None, Abstain: None. Resolution passed 5 – 0.

8. Ratification of Fire Department Election:

The Fire Department recently conducted its annual election of officers. The Department submitted its list of elected officers and requested the Council ratify the following results.

Dan Ortmann, Fire Chief

Mark Stevens, 1st Assistant Chief

Ben Derickson, 2nd Assistant Chief

Roger Winker, 3rd Assistant Chief

Motion by Joyce second by Ray to ratify the Windom Fire Department 2018 election of officers as presented. Motion carried 5 – 0.

9. Letter of Engagement – Van Iwaarden – City of Windom & Fire Relief Association:

Nasby discussed the letter of engagement for the City and the Fire Relief Association. To meet the GASB requirements the City must complete actuarial valuation reports. The fee to complete the actuarial report and the “off year” report is \$3,600 over two years. Cost to be split between the City and the Fire Relief Association.

Motion by Joyce second by Grunig to approve the letter of engagement between Van Iwaarden for the City of Windom & Fire Relief Association. Motion carried 5 – 0.

10. Clean Water Loan Application Resolution:

Nasby provided an overview of the Minnesota Public Facilities Authority’s loan for municipal projects program. The Wastewater Treatment Plan project has an estimated cost of \$15 million. Depending on the amount the City is awarded from the Point Source Implementation Grant, which could be 80% of the project cost up to a maximum of \$7 million, the remaining cost of the project could be funded through the Clean Water Revolving Loan Fund. The City will begin completing paperwork for a loan application packet to apply for an estimated amount of \$8 million dollars or the project cost less any amounts awarded under the Point Source Implementation Grant and/or State bonding.

Council member Grunig introduced the Resolution No. 2018-14, entitled “WINDOM 2018 CLEAN WATER LOAN APPLICATION RESOLUTION”, and moved its adoption. The

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

11. Resolution Approving Amendments to the Fees and Charges Schedule:

Council member Joyce introduced the Resolution No. 2018-15, entitled “RESOLUTION APPROVING AMENDMENTS TO THE FEES AND CHARGES SCHEDULE”, and moved its adoption. The resolution was seconded by Byam and on roll call vote: Yes: Joyce, Byam, Grunig, Ray and Sherman. No: None. Absent: None, Abstain: None. Resolution passed 5 – 0.

12. Additional 2018 Mayor Appointments and Reappointments:

None at this time.

13. Street/Electric Interview Committee Report:

Joyce provided a report and recommendation from the Interview Committee for the Street and Electric positions. The Committee’s recommendations are to offer the Street/Park Superintendent position to Brian Cooley. They are also recommending not to fill the Electric Utility Manager position at this time but to advertise internally for the Electric Superintendent position and train someone already on staff.

Motion by Byam second by Ray to approve hiring Brian Cooley as Street/Park Superintendent. Motion carried 5 – 0.

Motion by Joyce second by Grunig to approve not filling the Electric Utility Manager position and to post internally for the Electric Superintendent position. Motion carried 5 – 0.

14. New Business:

None.

15. Old Business:

“Compression Braking” Ordinance – Nasby shared with the Council information obtained from MNDOT regarding costs for signage and the MNDOT requirement that the Council must adopt a resolution committing to enforcement of the signage. The cost for five signs would be \$4,829.75. The Council could also consider revising the City Code that requires signage. Joyce suggested using reserves from the General Fund. Joyce then requested, for Council consideration, that a report be provided at the next Council meeting with information regarding General Fund reserves and a recommendation to move forward to amend the Street Department budget if there are available General Fund reserves to support this expenditure.

Liquor Store Manager Hiring Committee – Nasby suggested that JoAnn Ray be considered for replacement of Paul Johnson on the Liquor Store Committee as she has previously served on that committee and there is a need to move ahead with the hiring process. The Liquor Store Committee and a representative from the Personnel Committee could be designated as the Hiring

Preliminary

Committee for the Liquor Store Manager position. Joyce stated that he supported Nasby's recommendation.

Motion by Byam second by Joyce to approve the appointment of the members of the Liquor Store Committee, a representative from the Personnel Committee, and City Administrator Steve Nasby as the Liquor Store Manager Hiring Committee contingent on the approval of the Mayor. Motion carried 5 – 0.

Charter Commission – Appointments & Reappointments – Nasby provided an update of the reappointments of previous members to the Charter Commission. There is one member who has moved out of town so the Mayor will need to appoint at least one new member. Several other people have yet to answer yes or no. No Council action is needed at this time.

16. Council Comments:

Byam – Said he has reviewed the City Charter and believes the Charter serves the City of Windom's purposes best. The City has more control as a Charter City then as a Statutory City. He recommended that the City continue with the Charter and working with the Charter Commission.

Joyce – Coffee with the Council Saturday at Hy-Vee. Mayor Jones and Ray are scheduled to attend. Nasby suggested the Council consider a replacement for Jones as he is out of town.

Results from a social media informal survey regarding a proposed location for the tennis courts; results from the survey favor Island Park as the preferred location.

Grunig – Welcomed JoAnn Ray back to the City Council and Mr. Cooley to the Street Department.

Nasby – Contacted the League of MN Cities and they agreed to send information regarding Charter Cities vs Statutory Cities and can serve as a resource for the Commission.

17. Adjournment:

Mayor Pro Tem Jayesun Sherman adjourned the meeting by unanimous consent at 5:04 pm.

Jayesun Sherman, Mayor Pro Tem

Attest: _____
Steve Nasby, City Administrator

TELECOM COMMISSION MEETING
DECEMBER 21, 2017 at 8:00am
CITY OF WINDOM COUNCIL CHAMBERS, WINDOM, MN 56101

I. Call to Order – Lund calls meeting to order at 6:17PM

II. Roll Call:

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

Motion to add agenda item Election of Officers.

Motion by Kelly to add agenda item Election of Offices. Seconded by Lund. Motion approved 3-0.

Outcome of Election:

Election of Chair	Jeremy Lund
Vice Chair	Kent Kelly
Secretary	George Rogotzke

Dahna states that Jerry White had contacted him and indicated that due to his increased work load, he was not going to be able to continue as a committee member for the rest of his term. Dahna contacted Nasby and Mayor Jones. Mayor will have to appoint a new committee member to fill out the rest of White's term.

III. Approval of Minutes

Motion by Eichstadt to approve minutes from the December 21st, 2017 meeting. Seconded by Kelly. Motion approved 3-0.

IV. SMBS Liaison Report No SMBS members present

V. Project Updates

Dahna shares that the ACS training went well and several issues were identified and we work on fixes with Innovative Systems. The ACS interface is designed to save tech time with not have to provision everything.

Dahna shares the equipment is in for the G.Fast system and working on installing a newer control system to manage the G.Fast system.

As directed by the committee, Dahna covers that he did his best to negotiate broadcaster rates to retain the channels as is. There are substantial increases for the local channels.

Dahna runs down the customer counts.

VI. New Business

Internet Transport- Dahna cover the Internet Transport costs and the changes that he has made to reduce the costs. Current 10GB internet transport cost is \$5,984.50 MRC with redundant paths to one 10GB Internet and one 1GB Internet at the 511 building in Minneapolis.

Dahna negotiated a 5-year deal with Neutral Path for a 10GB transport to 511 and Omaha for \$1,950.00 MRC. This will give us redundant 10GB routes and potential for 20GB capacity. 2018 savings \$33,007.00 and Future Years savings \$69,414.00.

Motion by Eichstadt to Affirm Telecom Manager signing of internet transport agreement with Neutral Path. Seconded by Kelly. Motion approved 3-0.

-Internet connection. Dahna covers that we currently we have a 10GB with Hurricane Electric @ \$4,000.00 MRC and a 1GB with Cogent @\$1,750.00. I reached out to HE and with a contract change, they will for \$4,100 per month, offer a 10GB in 511, a 10GB in Omaha and \$700.00 credit towards any other GE circuit anywhere in their network. If we go with this change of internet connection, Dahna can disconnect the Cogent 1GB and save \$1,650.00 per month or \$19,800 per year. I am recommending pursuing changing of the internet connection from just Minneapolis to Minneapolis and Omaha and reduce internet connection costs.

Motion by Eichstadt to Approve Telecom Managers recommendation to change internet connections to Minneapolis and Omaha. Second by Kelly. Motion approved 3-0.

VII. Old Business

Retransmission Agreements - Dahna covers the retransmission agreements that he was able to negotiate. Following increases: WCCO 47%, KELO 20%, KARE 43%, KEYC CBS 329%, KSTC 22%, KEYC FOX \$1.50,

Service Rates - Dahna is working on the business rates and researching comparable business rates from other providers.

-Video Service Update - Dahna is recommending that Windomnet move to SFN for Video services. This path will allow Windomnet to save estimated \$163,44.88 per year in CATV Headend operational costs and resolve other issues that he has with our headend system. The onetime cost to build a White-Labeled product of SFN equipment and app is \$25,000.00.

Committee members discuss the SFN option and CATV Headend.

Nasby shares that the total cost of the cable TV summary budget estimate for 2018 \$1,171,000.00.

Committee feels that SFN is the way to go, but want some more financial information to be presented at the February meeting.

The SFN Agreement will be reviewed by legal.

Meeting adjourned by unanimous consent at 7:46PM.

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

January 10, 2018 ~ 4:00 pm

A regular meeting of the Board of Directors was held on Wednesday, January 10, 2018, at the Riverview Apartments Community Room. Board Members present: Frank Dorpinghaus, Linda Jaakola, Margaret McDonald, Pam Dobson, Resident Board Member, Dave Olson, Resident Liaison, Mike Meyer and City Liaison, Rod Byam. Also present were: Connie Clausen and Linda Loewen. Absent: none

The Annual Meeting was called to order at 4:02 pm. Nominations & voting of officers took place. A motion was made to nominate the existing slate; Frank Dorpinghaus as Chairman, Linda Jaakola as Vice-Chairman and Margaret McDonald as Treasurer. All positions agree to continue their rolls. (McDonald/Jaakola) The Annual Meeting was closed at 4:05 pm.

The Regular Meeting was called to order at 4:06 pm with the consent agenda approved (McDonald/Dobson) which included the agenda, minutes from the previous meeting and the bills report.

Old business consisted of:

1. Review of the monthly turnaround rate/days: We currently have a PHAS score of 5.69 with 29 turnovers since April 1st, 2017.
2. POHP grant update: The final POHP Grant funds have been received & Brunton will be getting their final payment. Restitution documents are being reviewed by DEED & HUD. Annual MHFA reporting will begin due to the RV Wall project and we will need to report for 30 years. Maintenance is finishing items on the last 5 units. We have had some door challenges due to the cold weather but maintenance is working on it.
3. HUD Litigation Update – still no change.
4. We have received the number and the letter is ready to send to add Frank to Eloccs/Secure Systems.
5. Tax forfeited property update: The board discussed priorities for updating the property. We have received ballpark estimates from Scott Rocker Construction and Connie shared them. We are going to be seeking estimates and Connie will have RFP's out by the next board meeting (1-roof/chimney, 2-siding/windows/insulation). Connie has also made some calls in regard to the lead & asbestos issues and will follow-up on that. The board discussed and agreed to continue to use the Special Projects account for property expenses.
6. Radon testing is in process at Hillside and we should have results in March.
7. Strategic Planning: Connie presented a first draft of the HRA brochure. Discussion was held and some changes were suggested. Connie will work on updating it. Linda has a call into Quick Print for pricing on colored brochures.

New Business consisted of:

1. Jackson HRA has had some frozen pipe issues at the EDA property that they manage.
2. RV Parking Lot Project – We need to get RFP's out ASAP. The Engineering costs will be increasing about \$4,500 as we are opening the bids to be for concrete or asphalt.
3. We have had water leak issues at both Riverview and Hillside. At Riverview, we have a copper pipe leak issue. Steve has been working on the leak and Thurmer's will be in to fix it. At Hillside, there was a pump down but the Jackson HRA had one that Steve was able to use to replace/repair it with.
4. Annual 2018 utility allowance update: Connie brought numbers to the board from the last three years and after some discussion, a motion was made to go with the average of the three years and change the utility allowance back to \$16 for 2018.
5. Annual Audit was submitted to REAC on time. Connie has some computer challenges but worked through them.
6. HS roof hail damage: A partial payment has been received. After some discussion, a motion was made to open a savings account for the roof repair funds. (Dobson/Olson) We will work on getting RFP's out by the end of January.
7. Windom EDA is requesting a \$20,000 grant to help support the \$500,000 Small Cities Development Program grant application. After some discussion, a motion was made to support the EDA in the grant application. (McDonald/Jaakola)

8. Two new laundry units (washers) have been ordered for Riverview as we are currently down to only one working washing machine. There was discussion by the board to set a cap of \$5,000 for the Executive Director to spend without board approval. (Jaakola/Olson)
9. CRP's are out and we will work on getting 1099's out next week. They need to be out by 1/31/18.
10. ACA reporting needs to be completed by 1/31/18 and Connie is working on it.
11. Sam's Registration is due 1/19/18 & MWR HUD reporting is to be completed by 2/1/18. Connie is working on both of these.
12. Resident Christmas parties were held 12/11/17 at RV & 12/12/17 at HS. Both were a success.
13. Upcoming board meetings will be February 14th at Hillside and March 14th at Riverview.

With no further business, the meeting was adjourned at 5:10 pm (McDonald/Dobson).

Frank Dorpinghaus, Chairman

Connie Clausen, Executive Director

Community Center Commission Minutes
Tuesday February 13, 2018

1. Call to Order: The meeting was called to order by President Wayne Maras at 5:30 p.m.

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

3. Swearing in of Appointed Commission Member and Election of New Officers:
WCC Director Bussa informed the Commission that Jo Ann Ray has accepted the City Council Appointment and will continue as a Liaison. Therefore 1 seat on the Commission has been vacant and will be filled by the Mayor.

Election of Officers-Motion by Lenny Thiner, seconded by Mitch Voehl to cast a unanimous ballot to have all positions the same as before. Motion carried 4-0.

President – Wayne Maras
Vice-President – Mitch Voehl
Secretary – Linda Stuckenbroker

4. Approval of Minutes:

Motion by Linda Stuckenbroker, seconded by Lenny Thiner to approve the August 28, 2017 Community Center Commission Minutes. Motion carried 4-0

5. Additions to the agenda:

Nothing to Report

6. President's Report:

2018 Monthly Meeting Schedule: After discussion, **Motion by Lenny Thiner, seconded by Linda Stuckenbroker to accept the following meeting dates to be set for 2018. Motion carried 4-0.** January-March 3rd Tuesday, April-October 3rd Monday, November-December 3rd Tuesday.

7. Director's Report:

a. Rental Surveys were reviewed.

- b. 2017 Wrap up- was reviewed by Commission
- c. Out Door Event Area-Area will be done in stages. 1st stage to begin out back starting with concrete, permanent stages/years/cost to be discussed. Sub Committee consisting of WCC Director Bussa, President Wayne Maras, and Secretary Linda Stuckenbroker to meet March 5 and March 12 at 5:00pm to work out details and report back to Commission.
- d. Ein Bier Bitte 3-Reviewed event and will do again this year.

9. Resource Management:

Schedule of Events: Reviewed Schedule of Events

Income & Expense: Reviewed Income and Expense

10. Miscellaneous:

WCC Commission members stated they are willing to help out with big events being held at the Windom Community Center.

11. Open Forum:

Nothing to Report

12. Next Meeting:

Monday Tuesday March 20, 2018 @ 5:30 pm

Adjourn:

Motion by Lenny Thiner, seconded by Linda Stuckenbroker, to adjourn the meeting at 6:25 pm. Motion carried 4-0.

Wayne Maras, WCC President

Linda Stuckenbroker, WCC Secretary

Attest: _____
Brad Bussa, WCC Director

Windom Library Board Meeting
Tuesday, February 13, 2018
5:05 p.m.

1. Call to Order: the meeting was called to order by John Duscher.
2. Members Present: John Duscher, Steve Fresk, Anita Winkel, Sue Ebeling, Terri Jones, Dawn Aamot, and City Council Representative Jayesun Sherman. Members absent: Barb Henning, Kathy Hiley.
2. The minutes and agenda were approved Fresk/Winkel.
3. The financial report was discussed. The year ended with 11% left in the budget. The report was approved Ebeling/Winkel.
4. Librarian's Report:
Discussion was held on the steps that are needed to finalize the End Agreement for the Library Construction Grant.
The Friends of the Library have raised their targeted \$10,000 for Window Project. The committed funds were part of the LC Grant and paid in full towards the grant obligation.
Nancy has a Family Fun Day scheduled for Saturday, February 17th.
The Friends of the Library purchased a sidewalk sign for the Library and organized a Pop-Up Book Sale February 3 – February 17 in the library.
There are 107 people registered for the Adult Winter Reading Program.
Motion by Ebeling/Fresk to approve the Librarian's Report. Motion passed.
5. Old Business: There was no Old Business to discuss at this time.
6. New Business:
Dawn requested a recommendation to submit a resolution to the City Council for a grant application to the Minnesota Department of Education Library Construction Grant for Phase II. This matching grant would provide funding for the cost of updating the bathroom to accommodate handicap accessibility, painting the Children's Library and the two entrances. The estimated total project cost for the Windom Project is up to \$44,000.00.
Motion by Fresk/Winkel to authorize Dawn to proceed with the follow-up grant application
Smart Goals for 2018 were presented to the board. The City Council would like goals to target Growing Windom to 5,000 by 2020. There was discussion of providing more books/materials in languages other than English. The board and staff recognizes the need and will research this service as part of the goals of 2018.
7. President Duscher adjourned the meeting at 5:45.

Respectfully submitted,
Terri Jones for Kathy Hiley, Secretary



Windom, MN

Expense Approval Report By Fund

Payment Dates 02/02/2018 - 02/15/2018

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL					
Activity: 41110 - Mayor & Council					
LEAGUE OF MN CITIES INS TR	#10002745 2-5-18	02/13/2018	WORKER'S COMP - 2018	100-41110-365	59.75
CONVENT. & VISITOR BUREAU	20180202	02/05/2018	LODGING TAX	100-41110-491	989.36
CONVENT. & VISITOR BUREAU	20180205	02/05/2018	LODGING TAX - RED CARPET I	100-41110-491	246.75
Activity 41110 - Mayor & Council Total:					1,295.86
Activity: 41310 - Administration					
CULLIGAN	#1957 1-31-18	02/06/2018	SERVICE #1957	100-41310-200	33.75
US BANK	#8263 1-22-18	02/07/2018	CR CARD #8263- AMAZON HE	100-41310-200	164.99
US BANK	#8263 1-22-18	02/07/2018	CR CARD #8263- HY VEE SUPP	100-41310-200	3.20
INDOFF, INC	3056912	01/23/2018	SUPPLIES	100-41310-200	28.99
TOSHIBA FINANCIAL SERVICES	349627224	02/05/2018	COPIER LEASE 2/20 - 3/20	100-41310-217	30.25
CLIFTON-LARSON-ALLEN, LLP	1706407	02/06/2018	AUDIT SERVICE	100-41310-301	1,000.00
SECR REV FUND/CITY OF WD	20180131	02/02/2018	PETTY CASH - JAN 2018	100-41310-322	3.74
U S POSTAL SERVICE	BOX 38 2-28-18	02/02/2018	POST OFFICE BOX #38 RENT	100-41310-322	12.93
U S POSTAL SERVICE	BOX 38 2-28-18	02/02/2018	POST OFFICE BOX #38 RENT	100-41310-322	12.93
US BANK	#8263 1-22-18	02/07/2018	CR CARD #8263- CRASH PLAN	100-41310-326	9.99
US BANK	#8263 1-22-18	02/07/2018	CR CARD #8263-CRASH PLAN	100-41310-326	10.00
LEAGUE OF MN CITIES INS TR	#10002745 2-5-18	02/13/2018	WORKER'S COMP - 2018	100-41310-364	2,194.57
BLUE CROSS/BLUE SHIELD	180202295042	02/13/2018	INSURANCE PREM- MAR 2018	100-41310-480	632.00
BLUE CROSS/BLUE SHIELD	180202295042	02/13/2018	INSURANCE PREM- MAR 2018	100-41310-480	632.00
Activity 41310 - Administration Total:					4,769.34
Activity: 41910 - Building & Zoning					
INDOFF, INC	3056937	01/23/2018	SUPPLIES	100-41910-200	2.53
WEX BANK	53010754	02/13/2018	FUEL - P/Z	100-41910-212	57.46
US BANK	#8263 1-22-18	02/07/2018	CR CARD #8263- INTERNAT'L	100-41910-308	199.00
LEAGUE OF MN CITIES INS TR	#10002745 2-5-18	02/13/2018	WORKER'S COMP - 2018	100-41910-364	470.27
WINDOM AUTO VALU	20180125	02/06/2018	MAINTENANCE #3400540	100-41910-405	76.89
MARIA ADAME	20180205	02/06/2018	EXPENSE - TRANSLATION	100-41910-480	25.00
Activity 41910 - Building & Zoning Total:					831.15
Activity: 41940 - City Hall					
US BANK	#8263 1-22-18	02/07/2018	CR CARD #8263- HY-VEE SUPP	100-41940-211	13.20
US BANK	#8263 1-22-18	02/07/2018	CR CARD #8263- SHOPKO CLE	100-41940-211	7.47
SANDRA HERDER	20180201	02/02/2018	CLEANING	100-41940-406	376.25
MELISSA PENAS	20180201	02/02/2018	CLEANING	100-41940-406	376.25
Activity 41940 - City Hall Total:					773.17
Activity: 42120 - Crime Control					
INDOFF, INC	3059811	01/29/2018	SUPPLIES	100-42120-200	35.98
INDOFF, INC	3061574	01/31/2018	SUPPLIES	100-42120-200	38.50
WEX BANK	53010754	02/13/2018	FUEL CREDIT - POLICE	100-42120-212	-21.57
WEX BANK	53010754	02/13/2018	FUEL - POLICE	100-42120-212	1,801.83
US BANK	#8263 1-22-18	02/07/2018	CR CARD #8263- BCA TRAININ	100-42120-308	75.00
US BANK	#8263 1-22-18	02/07/2018	CR CARD #8263- BCA TRAININ	100-42120-308	450.00
US BANK	#8263 1-22-18	02/07/2018	CR CARD #8263- NASRO TRAI	100-42120-308	500.00
MN CHIEF OF POLICE ASSN	#870	02/13/2018	REGISTRATION-CORY HLLC SH	100-42120-308	495.00
SOUTH CENTRAL COLLEGE	00160327	02/07/2018	1ST RESP TRAINING	100-42120-308	361.06
SECR REV FUND/CITY OF WD	20180131	02/02/2018	PETTY CASH - JAN 2018	100-42120-322	6.59
SECR REV FUND/CITY OF WD	20180131	02/02/2018	PETTY CASH - JAN 2018	100-42120-322	3.75
SECR REV FUND/CITY OF WD	20180131	02/02/2018	PETTY CASH - JAN 2018	100-42120-322	10.07
SECR REV FUND/CITY OF WD	20180131	02/02/2018	PETTY CASH - JAN 2018	100-42120-322	0.58
SECR REV FUND/CITY OF WD	20180131	02/02/2018	PETTY CASH - JAN 2018	100-42120-322	3.16
SECR REV FUND/CITY OF WD	20180131	02/02/2018	PETTY CASH - JAN 2018	100-42120-322	6.65
SECR REV FUND/CITY OF WD	20180131	02/02/2018	PETTY CASH - JAN 2018	100-42120-322	6.59

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
U S POSTAL SERVICE	BOX 38 2-28-18	02/02/2018	POST OFFICE BOX #38 RENT	100-42120-322	12.93
ALPHA WIRELESS - MANKATO	693997	02/07/2018	SERVICE	100-42120-323	108.00
DONNA MARCY	20180214	02/14/2018	EXPENSE - SEARCH WARRANT	100-42120-334	12.60
WINDOM QUICK PRINT	20180119	02/07/2018	SUPPLIES	100-42120-350	66.50
LEAGUE OF MN CITIES INS TR	#10002745 2-5-18	02/13/2018	WORKER'S COMP - 2018	100-42120-364	18,764.89
TOSHIBA FINANCIAL SERVICES	349627224	02/05/2018	COPIER LEASE 2/20 - 3/20	100-42120-404	15.13
WINDOM AUTO VALU	20180125	02/06/2018	MAINTENANCE #3400540	100-42120-405	24.80
LUND'S BODY SHOP	3337	02/07/2018	MAINTENANCE - REPAIR REAR	100-42120-405	1,321.03
SECR REV FUND/CITY OF WD	20180131	02/02/2018	PETTY CASH - JAN 2018	100-42120-444	23.75
SECR REV FUND/CITY OF WD	20180131	02/02/2018	PETTY CASH - JAN 2018	100-42120-444	23.75
SHOPKO STORES OPERATING	02340 750	02/06/2018	SUPPLIES	100-42120-480	29.98
SCHWALBACH HARDWARE	20180125	02/05/2018	MAINTENANCE	100-42120-480	9.99
Activity 42120 - Crime Control Total:					24,186.54

Activity: 42220 - Fire Fighting

AMERIPRIDE SERVICES INC.	2800853856	02/05/2018	SERVICE #280001722	100-42220-211	24.12
WEX BANK	53010754	02/13/2018	FUEL - FIRE	100-42220-212	111.15
INDOFF, INC	3056675	01/23/2018	SUPPLIES	100-42220-215	88.80
US BANK	#8263 1-22-18	02/07/2018	CR CARD #8263- GALL'S CLOT	100-42220-218	105.98
US BANK	#8263 1-22-18	02/07/2018	CR CARD #8263- STREICHER'S	100-42220-218	89.23
HEIMAN FIRE EQUIP. CO	0862966-IN	02/14/2018	UNIFORMS	100-42220-218	50.24
HEIMAN FIRE EQUIP. CO	0865689-IN	02/05/2018	UNIFORMS	100-42220-218	24.20
RITA HACKER -CREATIVE DESI	637	02/05/2018	SERVICE	100-42220-218	18.00
MN STATE FIRE CHIEFS ASSOC	200002308	02/05/2018	2018 ALEX REGISTRATION - JO	100-42220-308	25.00
MN STATE FIRE CHIEFS ASSOC	200002308	02/05/2018	2018 ALEX REGISTRATION - JO	100-42220-308	285.00
MN STATE FIRE CHIEFS ASSOC	200002518	02/02/2018	2018 DFOS REGISTRATION - M	100-42220-308	235.00
US BANK	#8263 1-22-18	02/07/2018	CR CARD #8263- POSTAGE - U	100-42220-322	7.20
U S POSTAL SERVICE	BOX 38 2-28-18	02/02/2018	POST OFFICE BOX #38 RENT	100-42220-322	12.93
ROGER WINKER	20180211	02/14/2018	EXPENSE - MN STATE FIRE CHI	100-42220-331	179.86
KRISTEN PORATH	20180213	02/14/2018	EXPENSE - MN STATE FIRE CHI	100-42220-331	181.49
KRISTEN PORATH	20180213	02/14/2018	EXPENSE - MN STATE FIRE CHI	100-42220-334	17.39
LEAGUE OF MN CITIES INS TR	#10002745 2-5-18	02/13/2018	WORKER'S COMP - 2018	100-42220-364	12,414.01
HEIMAN FIRE EQUIP. CO	0865398-IN	02/02/2018	MAINTENANCE - LETTERING	100-42220-404	587.00
TOSHIBA FINANCIAL SERVICES	349627224	02/05/2018	COPIER LEASE 2/20 - 3/20	100-42220-404	24.20
ALEX AIR APPARATUS, INC	INV-35074	01/23/2018	MAINTENANCE - PARTS	100-42220-404	275.00
Activity 42220 - Fire Fighting Total:					24,755.80

Activity: 42700 - Animal Control

COTTONWOOD VET CLINIC	183471	02/06/2018	SERVICE	100-42700-300	22.00
COTTONWOOD VET CLINIC	183695	02/06/2018	SERVICE	100-42700-300	55.00
Activity 42700 - Animal Control Total:					77.00

Activity: 43100 - Streets

WEX BANK	53010754	02/13/2018	FUEL - STREET CREDIT	100-43100-212	-21.57
WEX BANK	53010754	02/13/2018	FUEL - STREET	100-43100-212	5,587.62
M-R SIGN CO., INC	198916	02/06/2018	MATERIALS & EQUIPMENT	100-43100-215	565.65
JON KETZENBERG	20180213	02/13/2018	EXPENSE - SHOES	100-43100-217	100.00
SANFORD LABORATORIES	300796015	02/05/2018	SERVICE #70000675	100-43100-217	41.59
SCOTT VEENKER	24900	02/06/2018	SERVICE - CLEAR MAILBOX	100-43100-224	60.00
SCOTT VEENKER	24942	02/06/2018	SERVICE - SNOW HAULING	100-43100-224	1,100.00
PETERSON SMITH GRAVEL INC	2969	02/06/2018	SERVICE - HAULING SNOW	100-43100-224	500.00
WINDOM AUTO VALU	20180125	02/06/2018	MAINTENANCE #3400540	100-43100-241	85.96
LEAGUE OF MN CITIES INS TR	#10002745 2-5-18	02/13/2018	WORKER'S COMP - 2018	100-43100-364	18,778.25
GDF ENTERPRISES, INC	10136	02/13/2018	CREDIT - WIPER	100-43100-404	-12.66
STAPLES OIL CO	112653	02/05/2018	MAINTENANCE -	100-43100-404	2,836.28
WINDOM AUTO VALU	20180125	02/06/2018	MAINTENANCE #3400540	100-43100-404	88.96
C & B OPERATIONS, LLC	2537260	02/06/2018	MAINTENANCE - OIL	100-43100-404	187.43
COLBERT'S SERVICES	495	02/13/2018	MAINTENANCE - REPAIR	100-43100-404	3,702.45
P.M. REPAIR & DETAILING	5994	01/25/2018	MAINTENANCE - MOUNT-BAL	100-43100-404	660.00
DICKS WELDING INC	65044	02/07/2018	MAINTENANCE - FIX BRACKET	100-43100-404	161.49
JERRY'S REPAIR	9031	01/31/2018	MAINTENANCE - TRUCK PART	100-43100-404	294.86
GDF ENTERPRISES, INC	A13234	02/06/2018	MAINTENANCE - CUTTING ED	100-43100-404	133.69

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
GDF ENTERPRISES, INC	A13290	02/06/2018	MAINTENANCE - WIPER MOT	100-43100-404	236.64
BLUE CROSS/BLUE SHIELD	180202295042	02/13/2018	INSURANCE PREM- MAR 2018	100-43100-480	1,686.50
BLUE CROSS/BLUE SHIELD	180202295042	02/13/2018	INSURANCE PREM- MAR 2018	100-43100-480	632.00
BLUE CROSS/BLUE SHIELD	180202295042	02/13/2018	INSURANCE PREM- MAR 2018	100-43100-480	632.00
Activity 43100 - Streets Total:					38,037.14

Activity: 45120 - Recreation

TOSHIBA FINANCIAL SERVICES	349627224	02/05/2018	COPIER LEASE 2/20 - 3/20	100-45120-217	15.13
Activity 45120 - Recreation Total:					15.13

Activity: 45202 - Park Areas

U S POSTAL SERVICE	BOX 38 2-28-18	02/02/2018	POST OFFICE BOX #38 RENT	100-45202-200	12.93
LEAGUE OF MN CITIES INS TR	#10002745 2-5-18	02/13/2018	WORKER'S COMP - 2018	100-45202-364	2,481.23
JOHNSON HARDWARE	5080	02/06/2018	50' & 25' ROLL BUMPER	100-45202-402	716.76
JOHNSON HARDWARE	6141	02/06/2018	MAINTENANCE - 2 GAL BAR O	100-45202-402	25.98
Activity 45202 - Park Areas Total:					3,236.90

Fund 100 - GENERAL Total: 87,978.03

Fund: 211 - LIBRARY

Activity: 45501 - Library

US BANK	#8263 1-22-18	02/07/2018	CR CARD #8263- AMAZON SU	211-45501-200	19.52
US BANK	#8263 1-22-18	02/07/2018	CR CARD #8263- AMAZON SU	211-45501-200	8.42
TOSHIBA FINANCIAL SERVICES	349627224	02/05/2018	COPIER LEASE 2/20 - 3/20	211-45501-217	7.56
LEAGUE OF MN CITIES INS TR	#10002745 2-5-18	02/13/2018	WORKER'S COMP - 2018	211-45501-364	940.53
MELISSA PENAS	20180201	02/02/2018	CLEANING	211-45501-402	387.00
SANDRA HERDER	20180201	02/02/2018	CLEANING	211-45501-402	387.00
J & K WINDOWS	6053-46	02/02/2018	WINDOW CLEANING	211-45501-402	20.00
US BANK	#8263 1-22-18	02/07/2018	CR CARD #8263- STAR TRIBUN	211-45501-433	157.56
US BANK	#8263 1-22-18	02/07/2018	CR CARD #8263- COTTAGE JO	211-45501-433	49.00
US BANK	#8263 1-22-18	02/07/2018	CR CARD #8263- ENTERTAINM	211-45501-433	40.00
INGRAM INDUSTRIES	#2004243 2-1-18	02/13/2018	BOOKS #2004243	211-45501-435	1,756.11
US BANK	#8263 1-22-18	02/07/2018	CR CARD #8263- AMAZON BO	211-45501-435	8.96
US BANK	#8263 1-22-18	02/07/2018	CR CARD #8263- AMAZON BO	211-45501-435	17.99
US BANK	#8263 1-22-18	02/07/2018	CR CARD #8263- AMAZON BO	211-45501-435	128.29
US BANK	#8263 1-22-18	02/07/2018	CR CARD #8263- AMAZON BO	211-45501-435	183.65
US BANK	#8263 1-22-18	02/07/2018	CR CARD #8263- CREDIT-AMA	211-45501-435	-9.96
MICROMARKETING, LLC	706355	02/13/2018	BOOKS	211-45501-435	34.99
Activity 45501 - Library Total:					4,136.62

Fund 211 - LIBRARY Total: 4,136.62

Fund: 225 - AIRPORT

Activity: 45127 - Airport

RED ROCK RURAL WATER	#106026 2-1-18	02/06/2018	SERVICE - WATER	225-45127-200	29.00
MN DEPT OF PUBLIC SAFETY	1712500262017 M-93066	02/13/2018	ID #171250026 INV #1712500	225-45127-217	25.00
SCHWALBACH HARDWARE	20180125	02/05/2018	MAINTENANCE	225-45127-217	21.99
CITY SERVICE VALCON	0253973	02/13/2018	4500 JET A FUEL	225-45127-264	12,630.14
LEAGUE OF MN CITIES INS TR	#10002745 2-5-18	02/13/2018	WORKER'S COMP - 2018	225-45127-365	569.20
SOUTH CENTRAL ELECTRIC	#367400 12-31-17	02/05/2018	SERVICE #367400 #26-12-112	225-45127-381	245.00
SOUTH CENTRAL ELECTRIC	#367403 12-31-17	02/05/2018	SERVICE #367403 #26-12-116	225-45127-381	408.71
O'DAY EQUIPMENT, LLC	INV098298	01/24/2018	MAINTENANCE - FILTER	225-45127-404	185.25
Activity 45127 - Airport Total:					14,114.29

Activity: 49950 - Capital Outlay

SEH	345164	02/13/2018	AIRPORT MASTER PLAN	225-49950-500	19,432.00
Activity 49950 - Capital Outlay Total:					19,432.00

Fund 225 - AIRPORT Total: 33,546.29

Fund: 230 - POOL

Activity: 45124 - Pool

TOSHIBA FINANCIAL SERVICES	349627224	02/05/2018	COPIER LEASE 2/20 - 3/20	230-45124-217	7.56
U S POSTAL SERVICE	BOX 38 2-28-18	02/02/2018	POST OFFICE BOX #38 RENT	230-45124-322	12.93

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
LEAGUE OF MN CITIES INS TR	#10002745 2-5-18	02/13/2018	WORKER'S COMP - 2018	230-45124-364	2,055.90
				Activity 45124 - Pool Total:	2,076.39
				Fund 230 - POOL Total:	2,076.39

Fund: 235 - AMBULANCE

Activity: 42153 - Ambulance

SCHWALBACH HARDWARE	20180125	02/05/2018	MAINTENANCE	235-42153-200	9.58
WEX BANK	53010754	02/13/2018	FUEL CREDIT - AMBULANCE	235-42153-212	-21.58
WEX BANK	53010754	02/13/2018	FUEL - AMBULANCE	235-42153-212	2,157.58
SCHWALBACH HARDWARE	20180125	02/05/2018	MAINTENANCE	235-42153-217	65.94
BRITTANY ESPENSON - RIVERS	20180131	02/07/2018	SERVICE -	235-42153-217	230.00
PRAXAIR DISTRIBUTION INC	81225070	02/13/2018	OPERATING SUPPLIES	235-42153-217	229.23
BOUND TREE MEDICAL, LLC	82752080	01/29/2018	OPERATING SUPPLIES	235-42153-217	154.84
BOUND TREE MEDICAL, LLC	82755385	02/02/2018	SUPPLIES	235-42153-217	48.79
US BANK	#8263 1-22-18	02/07/2018	CR CARD #8263- KEEPERS CLO	235-42153-218	1,021.11
WINDOM AREA HOSPITAL	734-0024-01-2018-24	02/13/2018	NURSING SERVICE - JAN 2018	235-42153-312	2,804.93
U S POSTAL SERVICE	BOX 38 2-28-18	02/02/2018	POST OFFICE BOX #38 RENT	235-42153-322	12.93
US BANK	#8263 1-22-18	02/07/2018	CR CARD #8263- GODFATHER'	235-42153-334	64.41
KRISTEN PORATH	20180202	02/02/2018	EXPENSE - REFRESHER -	235-42153-334	57.00
BUCKWHEAT JOHNSON	20180213	02/13/2018	EXPENSE - AMBULANCE	235-42153-334	86.21
ROBIN SHAW	20180213	02/13/2018	EXPENSE - AMBULANCE	235-42153-334	13.42
APRIL HARRINGTON	20180213	02/13/2018	EXPENSE - AMBULANCE	235-42153-334	17.91
MEGAN BRAMSTEDT	20180213	02/13/2018	EXPENSE - AMBULANCE	235-42153-334	7.74
LANDON JOHNSON	20180213	02/13/2018	EXPENSE - AMBULANCE	235-42153-334	27.36
US BANK	#8263 1-22-18	02/07/2018	CR CARD #8263- BROWN IND	235-42153-340	73.99
US BANK	#8263 1-22-18	02/07/2018	CR CARD #8263-POSITIVE PRO	235-42153-340	268.95
LEAGUE OF MN CITIES INS TR	#10002745 2-5-18	02/13/2018	WORKER'S COMP - 2018	235-42153-364	7,383.94
WINDOM AUTO VALU	20180125	02/06/2018	MAINTENANCE #3400540	235-42153-405	17.47
AMERIPRIDE SERVICES INC.	2800853856	02/05/2018	SERVICE #280001722	235-42153-406	16.08
EMS CUSTOM EDUCATION LL	1015	02/02/2018	EMT REFRESHER - 9 EMT'S	235-42153-435	2,925.00
KRISTEN PORATH	20180201	02/02/2018	NATIONAL REGISTRY FEE	235-42153-435	15.00
				Activity 42153 - Ambulance Total:	17,687.83
				Fund 235 - AMBULANCE Total:	17,687.83

Fund: 250 - EDA GENERAL

Activity: 46520 - EDA

INDOFF, INC	3056937	01/23/2018	SUPPLIES	250-46520-200	2.52
CLIFTON-LARSON-ALLEN, LLP	1706407	02/06/2018	AUDIT SERVICE	250-46520-301	1,000.00
U S POSTAL SERVICE	BOX 38 2-28-18	02/02/2018	POST OFFICE BOX #38 RENT	250-46520-322	12.93
DREW HAGE	20180205	02/05/2018	EXPENSE - EHLERS PUBLIC FIN	250-46520-331	180.94
DREW HAGE	20180205	02/05/2018	EXPENSE - EHLERS PUBLIC FIN	250-46520-334	14.37
KDOM RADIO	#0361 1-31-18	02/13/2018	ADVERTISING - EDA #0361	250-46520-340	495.00
LEAGUE OF MN CITIES INS TR	#10002745 2-5-18	02/13/2018	WORKER'S COMP - 2018	250-46520-364	470.27
US BANK	#8263 1-22-18	02/07/2018	CR CARD #8263- HYVEE MTG	250-46520-438	33.26
SECR REV FUND/CITY OF WD	20180131	02/02/2018	PETTY CASH - JAN 2018	250-46520-438	3.00
				Activity 46520 - EDA Total:	2,212.29

Activity: 49980 - Debt Service

FULDA CREDIT UNION	20180202	02/02/2018	SPEC BLDG LOAN - FEB 2018 -	250-49980-602	2,184.02
FULDA CREDIT UNION	20180202	02/02/2018	SPEC BLDG LOAN - FEB 2018 -	250-49980-612	1,175.98
				Activity 49980 - Debt Service Total:	3,360.00
				Fund 250 - EDA GENERAL Total:	5,572.29

Fund: 307 - 2017 STREET PROJECT

Activity: 41000 - General Government

DGR ENGINEERING	00227814	02/13/2018	2017 STREET IMPROVEMENTS	307-41000-500	923.00
				Activity 41000 - General Government Total:	923.00
				Fund 307 - 2017 STREET PROJECT Total:	923.00

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 401 - GENERAL CAPITAL PROJECTS					
Activity: 49950 - Capital Outlay					
GUARANTEED ELECTRIC SERVI	6342	02/02/2018	ESF FUNDRAISER ACCT	401-49950-502	610.98
Activity 49950 - Capital Outlay Total:					610.98
Fund 401 - GENERAL CAPITAL PROJECTS Total:					610.98
Fund: 601 - WATER					
CORE & MAIN LP	1368946	01/31/2018	INVENTORY	601-14200	246.10
Activity: 49400 - Water					246.10
WEX BANK	53010754	02/13/2018	FUEL - WATER	601-49400-212	321.92
US BANK	#8263 1-22-18	02/07/2018	CR CARD #8263- MN RURAL	601-49400-308	690.00
U S POSTAL SERVICE	BOX 38 2-28-18	02/02/2018	POST OFFICE BOX #38 RENT	601-49400-322	12.93
LEAGUE OF MN CITIES INS TR	#10002745 2-5-18	02/13/2018	WORKER'S COMP - 2018	601-49400-364	4,910.57
FEDERATED RURAL ELECTRIC	#112843 1-28-18	02/06/2018	SERVICE #112843	601-49400-381	72.00
US BANK	#8263 1-22-18	02/07/2018	CR CARD #8263- MN DNR WA	601-49400-386	140.00
SCHWALBACH HARDWARE	20180125	02/05/2018	MAINTENANCE	601-49400-402	96.56
SCHWALBACH HARDWARE	20180125	02/05/2018	MAINTENANCE	601-49400-404	201.89
TOSHIBA FINANCIAL SERVICES	349627224	02/05/2018	COPIER LEASE 2/20 - 3/20	601-49400-404	30.25
WINDOM AUTO VALU	20180125	02/06/2018	MAINTENANCE #3400540	601-49400-405	19.07
SVOBODA EXCAVATING, INC	00008029	02/06/2018	SERVICE - WATERMAIN REPAI	601-49400-408	1,487.50
SCHWALBACH HARDWARE	20180125	02/05/2018	MAINTENANCE	601-49400-408	144.96
ADVANTAGE COLLECTION PR	#3796 2-1-18	02/05/2018	SERVICE #3796	601-49400-432	16.12
US BANK	#8263 1-22-18	02/07/2018	CR CARD #8263- MN DNR WA	601-49400-444	1,480.61
Activity 49400 - Water Total:					9,624.38
Fund 601 - WATER Total:					9,870.48
Fund: 602 - SEWER					
BOLTON & MENK, INC.	0213411	02/13/2018	SERVICE-WWTF IMPROVEME	602-16300	412,500.00
ELECTRIC PUMP INC	0062101-IN	02/13/2018	NEW PUMP	602-16400	14,095.44
					426,595.44
Activity: 49450 - Sewer					
US BANK	#8263 1-22-18	02/07/2018	CR CARD #8263- HR DIRECT O	602-49450-200	36.91
INDOFF, INC	3056897	01/23/2018	SUPPLIES	602-49450-200	560.59
WEX BANK	53010754	02/13/2018	FUEL - SEWER	602-49450-212	282.87
FLAHERTY & HOOD, P.A.	11000	02/13/2018	#8845 - SERVICE	602-49450-301	692.55
US BANK	#8263 1-22-18	02/07/2018	CR CARD #8263- MN POLLUTI	602-49450-308	390.00
US BANK	#8263 1-22-18	02/07/2018	CR CARD #8263- MN POLLUTI	602-49450-308	390.00
MIKE HAUGEN	20180209	02/13/2018	EXPENSE - MWOA SWSECTIO	602-49450-308	60.00
MN VALLEY TESTING	901248	01/23/2018	TESTING	602-49450-310	127.20
MN VALLEY TESTING	901743	01/24/2018	TESTING	602-49450-310	227.20
MN VALLEY TESTING	901802	01/24/2018	TESTING	602-49450-310	144.00
U S POSTAL SERVICE	BOX 38 2-28-18	02/02/2018	POST OFFICE BOX #38 RENT	602-49450-322	12.93
LEAGUE OF MN CITIES INS TR	#10002745 2-5-18	02/13/2018	WORKER'S COMP - 2018	602-49450-364	7,011.28
SOUTH CENTRAL ELECTRIC	#367405 12-31-17	02/02/2018	SERVICE #367405 #26-24-125	602-49450-381	120.63
US BANK	#8263 1-22-18	02/07/2018	CR CARD #8263- USA BLUE BL	602-49450-404	233.65
US BANK	#8263 1-22-18	02/07/2018	CR CARD #8263- TOPPERS PL	602-49450-404	347.00
TOSHIBA FINANCIAL SERVICES	349627224	02/05/2018	COPIER LEASE 2/20 - 3/20	602-49450-404	24.20
WINDOM AUTO VALU	20180125	02/06/2018	MAINTENANCE #3400540	602-49450-405	57.24
ELECTRIC PUMP INC	0062100-IN	02/13/2018	MAINTENANCE - OPERATING	602-49450-408	2,337.87
ELECTRIC PUMP INC	0062103-IN	02/13/2018	SERVICE AGREEMENT	602-49450-408	1,445.00
SCHWALBACH HARDWARE	20180125	02/05/2018	MAINTENANCE	602-49450-409	304.03
ADVANTAGE COLLECTION PR	#3796 2-1-18	02/05/2018	SERVICE #3796	602-49450-432	33.17
Activity 49450 - Sewer Total:					14,838.32
Fund 602 - SEWER Total:					441,427.76
Fund: 604 - ELECTRIC					
J. H. LARSON	S101671410-001	01/29/2018	INVENTORY	604-14200	136.07
J. H. LARSON	S101671896.001	01/31/2018	INVENTORY	604-14200	148.02
					284.09

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Activity: 49550 - Electric					
WEX BANK	53010754	02/13/2018	FUEL - ELECTRIC	604-49550-212	433.15
BORDER STATES	914668626	02/13/2018	UNIFORMS	604-49550-218	140.20
SCHWALBACH HARDWARE	20180125	02/05/2018	MAINTENANCE	604-49550-241	45.98
U S POSTAL SERVICE	BOX 38 2-28-18	02/02/2018	POST OFFICE BOX #38 RENT	604-49550-322	12.93
GOLDEN WEST TECH & INT SO	171110403	02/13/2018	SERVICE	604-49550-325	50.00
GOLDEN WEST TECH & INT SO	171210417	02/13/2018	SERVICE	604-49550-325	56.00
GOLDEN WEST TECH & INT SO	180110381	02/13/2018	SERVICE	604-49550-325	26.59
US BANK	#8263 1-22-18	02/07/2018	CR CARD #8263- CULVERS-TR	604-49550-334	9.76
LEAGUE OF MN CITIES INS TR	#10002745 2-5-18	02/13/2018	WORKER'S COMP - 2018	604-49550-364	12,894.37
US BANK	#8263 1-22-18	02/07/2018	CR CARD #8263- CENEX LP	604-49550-404	24.00
TOSHIBA FINANCIAL SERVICES	349627224	02/05/2018	COPIER LEASE 2/20 - 3/20	604-49550-404	30.25
ADVANCE AUTO PARTS	445365	02/13/2018	MAINTENANCE - BATTERY	604-49550-404	32.82
GDF ENTERPRISES, INC	A13313	02/13/2018	REPAIRS - SNOWBLOWER	604-49550-404	179.71
GDF ENTERPRISES, INC	A13338	02/13/2018	TIRES	604-49550-404	1,338.20
ADVANCE AUTO PARTS	445379	02/13/2018	MAINTENANCE - OIL- FILTER	604-49550-405	42.04
RAGE INC - CAMPUS CLEANER	01-011114	01/25/2018	SERVICE - POWER PLANT	604-49550-406	34.17
BRAD BUSSA	20180201	02/13/2018	CLEANING	604-49550-406	180.60
ADVANTAGE COLLECTION PR	#3796 2-1-18	02/05/2018	SERVICE #3796	604-49550-432	100.26
WINDOM AREA DEVELOPME	20180205	02/05/2018	INDUSTRIAL DEVELOPMENT -	604-49550-491	1,200.00
Activity 49550 - Electric Total:					16,831.03
Fund 604 - ELECTRIC Total:					17,115.12

Fund: 609 - LIQUOR STORE**Activity: 49751 - Liquor Store**

US BANK	#8263 1-22-18	02/07/2018	CR CARD #8263- AMAZON-NE	609-49751-200	77.94
SCHWALBACH HARDWARE	20180125	02/05/2018	MAINTENANCE	609-49751-217	36.45
AH HERMEL COMPANY	680876	02/07/2018	MERCHANDISE	609-49751-217	138.99
AH HERMEL COMPANY	690886	01/23/2018	MERCHANDISE	609-49751-217	166.08
VINOCOPIA, INC	0198580-IN	01/17/2018	MERCHANDISE	609-49751-251	152.00
BREAKTHRU BEVERAGE MN	1080744941	01/18/2018	MERCHANDISE	609-49751-251	1,405.00
BREAKTHRU BEVERAGE MN	1080750885	01/31/2018	MERCHANDISE	609-49751-251	1,459.56
SOUTHERN GLAZER'S OF MN	1639475	01/23/2018	MERCHANDISE	609-49751-251	1,960.48
BREAKTHRU BEVERAGE MN	2080187780	02/02/2018	CREDIT - MERCHANDISE	609-49751-251	-108.00
BREAKTHRU BEVERAGE MN	2080187782	02/02/2018	CREDIT - MERCHANDISE	609-49751-251	-38.51
PHILLIPS WINE & SPIRITS	2295945	01/17/2018	MERCHANDISE	609-49751-251	755.45
PHILLIPS WINE & SPIRITS	2299291	01/24/2018	MERCHANDISE	609-49751-251	3,012.28
JOHNSON BROS.	5919319	01/17/2018	MERCHANDISE	609-49751-251	1,668.18
JOHNSON BROS.	5924269	01/29/2018	MERCHANDISE	609-49751-251	1,007.91
PAUSTIS WINE COMPANY	8613264-IN	02/05/2018	MERCHANDISE	609-49751-251	87.00
BREAKTHRU BEVERAGE MN	1080750886	01/31/2018	MERCHANDISE	609-49751-252	73.85
ARTISAN BEER COMPANY	3235273	01/19/2018	MERCHANDISE	609-49751-252	151.00
ARTISAN BEER COMPANY	3236691	01/29/2018	MERCHANDISE	609-49751-252	144.00
DOLL DISTRIBUTING, LLC	376723	02/05/2018	MERCHANDISE	609-49751-252	16,001.60
DOLL DISTRIBUTING, LLC	381072	02/13/2018	MERCHANDISE	609-49751-252	5,117.75
DOLL DISTRIBUTING, LLC	381073	02/13/2018	CREDIT - MERCHANDISE	609-49751-252	-11.20
JOHNSON BROS.	5919321	01/23/2018	MERCHANDISE	609-49751-252	21.99
BEVERAGE WHOLESALERS	689139	02/07/2018	MERCHANDISE	609-49751-252	10,306.35
BEVERAGE WHOLESALERS	690111	02/13/2018	MERCHANDISE	609-49751-252	4,900.15
BREAKTHRU BEVERAGE MN	1080744941	01/18/2018	MERCHANDISE	609-49751-253	192.00
BREAKTHRU BEVERAGE MN	1080750885	01/31/2018	MERCHANDISE	609-49751-253	464.00
SOUTHERN GLAZER'S OF MN	1639476	01/23/2018	MERCHANDISE	609-49751-253	104.00
INDIAN ISLAND WINERY	1991	02/05/2018	MERCHANDISE	609-49751-253	116.16
PHILLIPS WINE & SPIRITS	2295946	01/17/2018	MERCHANDISE	609-49751-253	132.00
PHILLIPS WINE & SPIRITS	2299292	01/29/2018	MERCHANDISE	609-49751-253	888.01
MORGAN CREEK VINEYARDS	4524	02/05/2018	MERCHANDISE	609-49751-253	84.00
JOHNSON BROS.	5919320	01/17/2018	MERCHANDISE	609-49751-253	1,093.59
JOHNSON BROS.	5924270	01/29/2018	MERCHANDISE	609-49751-253	964.67
WINE MERCHANTS	7168549	01/31/2018	MERCHANDISE	609-49751-253	203.00
BREAKTHRU BEVERAGE MN	1080744941	01/18/2018	MERCHANDISE	609-49751-254	37.50
AH HERMEL COMPANY	680876	02/07/2018	MERCHANDISE	609-49751-254	18.81

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
AH HERMEL COMPANY	690886	01/23/2018	MERCHANDISE	609-49751-254	56.43
PBC - PEPSI BEVERAGES COM	94272805	01/23/2018	MERCHANDISE	609-49751-254	322.42
AH HERMEL COMPANY	C59165	02/07/2018	CREDIT - MERCHANDISE	609-49751-254	-34.03
AH HERMEL COMPANY	680876	02/07/2018	MERCHANDISE	609-49751-256	252.54
AH HERMEL COMPANY	690886	01/23/2018	MERCHANDISE	609-49751-256	84.44
VINOCOPIA, INC	0198580-IN	01/17/2018	MERCHANDISE	609-49751-259	240.00
AH HERMEL COMPANY	680876	02/07/2018	MERCHANDISE	609-49751-261	36.88
AH HERMEL COMPANY	690886	01/23/2018	MERCHANDISE	609-49751-261	51.48
PHILLIPS WINE & SPIRITS	2299291	01/24/2018	MERCHANDISE	609-49751-265	201.00
PHILLIPS WINE & SPIRITS	2299292	01/29/2018	MERCHANDISE	609-49751-265	40.00
JOHNSON BROS.	5919320	01/17/2018	MERCHANDISE	609-49751-265	320.00
U S POSTAL SERVICE	BOX 38 2-28-18	02/02/2018	POST OFFICE BOX #38 RENT	609-49751-322	12.93
VINOCOPIA, INC	0198580-IN	01/17/2018	MERCHANDISE	609-49751-333	21.00
BREAKTHRU BEVERAGE MN	1080744941	01/18/2018	MERCHANDISE	609-49751-333	28.06
BREAKTHRU BEVERAGE MN	1080750885	01/31/2018	MERCHANDISE	609-49751-333	24.51
SOUTHERN GLAZER'S OF MN	1639475	01/23/2018	MERCHANDISE	609-49751-333	35.68
SOUTHERN GLAZER'S OF MN	1639476	01/23/2018	MERCHANDISE	609-49751-333	2.05
PHILLIPS WINE & SPIRITS	2295945	01/17/2018	MERCHANDISE	609-49751-333	8.70
PHILLIPS WINE & SPIRITS	2295946	01/17/2018	MERCHANDISE	609-49751-333	5.22
PHILLIPS WINE & SPIRITS	2299291	01/24/2018	MERCHANDISE	609-49751-333	45.23
PHILLIPS WINE & SPIRITS	2299292	01/29/2018	MERCHANDISE	609-49751-333	34.80
JOHNSON BROS.	5919319	01/17/2018	MERCHANDISE	609-49751-333	26.53
JOHNSON BROS.	5919320	01/17/2018	MERCHANDISE	609-49751-333	40.16
JOHNSON BROS.	5924269	01/29/2018	MERCHANDISE	609-49751-333	14.21
JOHNSON BROS.	5924270	01/29/2018	MERCHANDISE	609-49751-333	22.90
AH HERMEL COMPANY	680876	02/07/2018	MERCHANDISE	609-49751-333	4.95
AH HERMEL COMPANY	690886	01/23/2018	MERCHANDISE	609-49751-333	4.95
WINE MERCHANTS	7168549	01/31/2018	MERCHANDISE	609-49751-333	3.48
PAUSTIS WINE COMPANY	8613264-IN	02/05/2018	MERCHANDISE	609-49751-333	2.25
KDOM RADIO	#0229 1-31-18	02/13/2018	ADVERTISING - RIVER BEND LI	609-49751-340	928.51
RADIO WORKS LLC	18010347	02/07/2018	ADVERTISING	609-49751-340	90.00
LEAGUE OF MN CITIES INS TR	#10002745 2-5-18	02/13/2018	WORKER'S COMP - 2018	609-49751-364	5,522.23
TOSHIBA FINANCIAL SERVICES	349627224	02/05/2018	COPIER LEASE 2/20 - 3/20	609-49751-404	30.25
RAGE INC - CAMPUS CLEANER	01-011557	02/07/2018	SERVICE - RIVER BEND LIQUO	609-49751-406	43.32
US BANK	#8263 1-22-18	02/07/2018	CR CARD #8263- SMITH APPLI	609-49751-409	40.59

Activity 49751 - Liquor Store Total: 61,347.71

Fund 609 - LIQUOR STORE Total: 61,347.71

Fund: 614 - TELECOM

eNETWORK SUPPLY LLC	16178	01/31/2018	CORE UPGRADE	614-16400	3,032.00
INTERNAL REVENUE SERVICE	20180209	02/13/2018	EXCISE TAX POSTING - FEB 20	614-20201	500.00
INTERNAL REVENUE SERVICE	20180210	02/13/2018	EXCISE TAX POSTING- JAN -FI	614-20201	423.78
MN 9-1-1 PROGRAM	20180213	02/13/2018	JAN 2018 - 911 SERVICES	614-20206	1,243.68

5,199.46

Activity: 49870 - Telecom

CULLIGAN	#5647 1-31-18	02/07/2018	SERVICE #5647	614-49870-200	6.75
ADVANCED SYSTEMS, INC.	592185	01/31/2018	SUPPLIES - OPERATING	614-49870-200	46.92
US BANK	#8263 1-22-18	02/07/2018	CR CARD #8263- HY VEE SUPP	614-49870-211	35.99
RAGE INC - CAMPUS CLEANER	01-011116	01/31/2018	SERVICE - WINDOM NET	614-49870-211	21.33
WEX BANK	53010754	02/13/2018	FUEL - TELECOM	614-49870-212	169.28
SCHWALBACH HARDWARE	20180125	02/05/2018	MAINTENANCE	614-49870-217	6.99
US BANK	#8263 1-22-18	02/07/2018	CR CARD #8263- AMAZON CA	614-49870-240	390.15
US BANK	#8263 1-22-18	02/07/2018	CR CARD #8263- AMAZON SU	614-49870-240	37.97
US BANK	#8263 1-22-18	02/07/2018	CR CARD #8263- AMAZON SU	614-49870-240	41.82
SCHWALBACH HARDWARE	20180125	02/05/2018	MAINTENANCE	614-49870-241	4.79
CINNAMON MUELLER	1415	02/14/2018	SERVICE: CABLE MATTERS	614-49870-304	210.00
SECR REV FUND/CITY OF WD	20180131	02/02/2018	PETTY CASH - JAN 2018	614-49870-322	1.15
U S POSTAL SERVICE	BOX 38 2-28-18	02/02/2018	POST OFFICE BOX #38 RENT	614-49870-322	12.98
LEAGUE OF MN CITIES INS TR	#10002745 2-5-18	02/13/2018	WORKER'S COMP - 2018	614-49870-364	11,509.88
TOSHIBA FINANCIAL SERVICES	349627224	02/05/2018	COPIER LEASE 2/20 - 3/20	614-49870-404	45.38

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
SCHWALBACH HARDWARE	20180125	02/05/2018	MAINTENANCE	614-49870-405	7.99
ADVANTAGE COLLECTION PR	#3796 2-1-18	02/05/2018	SERVICE #3796	614-49870-432	165.40
CENTURY LINK	7242105D-D-18017	02/07/2018	CABS	614-49870-441	52.16
NATIONAL CABLE TV COOP	18010874	02/02/2018	SUBSCRIBER	614-49870-442	95,895.25
DISPLAY SYSTEMS INTERNATI	29954	02/07/2018	SERVICE #3142012	614-49870-442	198.44
SHOWTIME NETWORKS INC	9002731-1217	01/24/2018	SUBSCRIBER	614-49870-442	419.65
E-911 - INDEPENDENT EMERG	#100-0141 2-1-18	02/07/2018	MONTHLY 911 SERVICE - 2/1 -	614-49870-445	40.00
WOODSTOCK COMMUNICATI	10078014	02/07/2018	SPECIAL ACCESS CIRCUITS- 2/	614-49870-445	205.10
US BANK	#8263 1-22-18	02/07/2018	CR CARD #8263- DREAMHOST	614-49870-447	139.00
HURRICANE ELECTRIC LLC	98266677-IN	02/07/2018	10 GB INTERNET COLOG2-MP	614-49870-447	4,000.00
COGENT COMMUNICATIONS,	CITYOFWI00001 2-1-18	02/07/2018	SERVICE -	614-49870-447	1,750.00
GOLDEN WEST TECH & INT SO	180110304	02/07/2018	SERVICE #A3790	614-49870-448	327.14
				Activity 49870 - Telecom Total:	115,741.51
				Fund 614 - TELECOM Total:	120,940.97

Fund: 615 - ARENA

Activity: 49850 - Arena

HEARTLAND PAPER COMPANY	448532-0	02/02/2018	SUPPLIES	615-49850-211	234.96
US BANK	#8263 1-22-18	02/07/2018	CR CARD #8263- COUNTRY PR	615-49850-212	96.00
US BANK	#8263 1-22-18	02/07/2018	CR CARD #8263- CO PRIDE - L	615-49850-212	120.00
WEX BANK	53010754	02/13/2018	FUEL - ARENA	615-49850-212	170.77
TOSHIBA FINANCIAL SERVICES	349627224	02/05/2018	COPIER LEASE 2/20 - 3/20	615-49850-217	27.23
WINDOM AUTO VALU	20180125	02/06/2018	MAINTENANCE #3400540	615-49850-241	157.44
ATLANTIC COCA-COLA	301110	02/05/2018	MERCHANDISE	615-49850-254	181.27
AH HERMEL COMPANY	689336	02/02/2018	MERCHANDISE	615-49850-260	121.10
U S POSTAL SERVICE	BOX 38 2-28-18	02/02/2018	POST OFFICE BOX #38 RENT	615-49850-322	12.93
WINDOM AREA FIGURE SKATI	20180205	02/05/2018	SPONSORSHIP -ICE SHOW AD	615-49850-340	35.00
LEAGUE OF MN CITIES INS TR	#10002745 2-5-18	02/13/2018	WORKER'S COMP - 2018	615-49850-364	2,880.62
LUCAN COMMUNITY TV INC	137	02/07/2018	MAINTENANCE - SERVICE	615-49850-402	177.50
SCHWALBACH HARDWARE	20180125	02/05/2018	MAINTENANCE	615-49850-404	8.59
				Activity 49850 - Arena Total:	4,223.41
				Fund 615 - ARENA Total:	4,223.41

Fund: 617 - M/P CENTER

Activity: 49860 - M/P Center

INDOFF, INC	3061562	01/31/2018	SUPPLIES	617-49860-200	44.44
US BANK	#8263 1-22-18	02/07/2018	CR CARD #8263- HY VEE SUPP	617-49860-211	89.51
COLE PAPERS INC.	9389217	01/16/2018	SUPPLIES	617-49860-211	64.14
WEX BANK	53010754	02/13/2018	FUEL - JAN 2018 - MP	617-49860-212	30.64
ATLANTIC COCA-COLA	301110	02/05/2018	MERCHANDISE	617-49860-254	77.94
U S POSTAL SERVICE	BOX 38 2-28-18	02/02/2018	POST OFFICE BOX #38 RENT	617-49860-322	12.93
KDOM RADIO	#0563 1-31-18	02/13/2018	ADVERTISING - COMM CENTE	617-49860-340	167.54
LIVEWIRE PRINTING CO INC	L0035998	02/02/2018	ADVERTISING	617-49860-340	135.00
LEAGUE OF MN CITIES INS TR	#10002745 2-5-18	02/13/2018	WORKER'S COMP - 2018	617-49860-364	3,312.24
TOSHIBA FINANCIAL SERVICES	349627224	02/05/2018	COPIER LEASE 2/20 - 3/20	617-49860-404	15.13
TOSHIBA FINANCIAL SERVICES	349627224	02/05/2018	COPIER LEASE 2/20 - 3/20	617-49860-404	60.00
RAGE INC - CAMPUS CLEANER	01-011115	01/29/2018	SERVICE - COMM CENTER	617-49860-406	59.50
US BANK	#8263 1-22-18	02/07/2018	CR CARD #8263- SCHWALBAC	617-49860-409	51.98
US BANK	#8263 1-22-18	02/07/2018	CR CARD #8263- RUNNINGS	617-49860-409	36.57
				Activity 49860 - M/P Center Total:	4,157.56
				Fund 617 - M/P CENTER Total:	4,157.56

Fund: 700 - PAYROLL

Internal Revenue Service-Payr	INV0001302	02/02/2018	Federal Tax Withholding	700-21701	9,840.26
MN Department of Revenue -	INV0001301	02/02/2018	State Withholding	700-21702	4,756.45
Internal Revenue Service-Payr	INV0001303	02/02/2018	Social Security	700-21703	12,146.36
MN Pera	INV0001294	02/02/2018	PERA	700-21704	12,967.66
MN Pera	INV0001295	02/02/2018	PERA	700-21704	6,224.90
MN Pera	INV0001296	02/02/2018	PERA	700-21704	1,093.72
MN Pera	INV0001297	02/02/2018	PERA	700-21704	15.00
MN State Deferred	INV0001298	02/02/2018	Deferred Compensation	700-21705	5,138.07

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
MN State Deferred	INV0001299	02/02/2018	Deferred Roth	700-21705	475.00
BLUE CROSS/BLUE SHIELD	180202295042	02/13/2018	INSURANCE PREM- MAR 2018	700-21706	58,155.50
LOCAL UNION #949	20180213	02/13/2018	UNION DUES	700-21707	1,944.98
LAW ENFORCMENT LABOR SE	20180213	02/13/2018	POLICE UNION DUES - FEB 20	700-21708	343.00
Internal Revenue Service-Payr	INV0001300	02/02/2018	Medicare Withholding	700-21711	3,478.54
SELECTACCOUNT	38592146	02/06/2018	FLEX SPENDING	700-21712	270.92
SELECTACCOUNT	38595893	02/13/2018	FLEX SPENDING	700-21712	1,811.17
MII LIFE	20180213	02/13/2018	VEBA - FEB 2018	700-21720	7,100.00
					<u>125,761.53</u>
				Fund 700 - PAYROLL Total:	125,761.53
				Grand Total:	<u>937,381.97</u>

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL	87,978.03
211 - LIBRARY	4,136.62
225 - AIRPORT	33,546.29
230 - POOL	2,076.39
235 - AMBULANCE	17,687.83
250 - EDA GENERAL	5,572.29
307 - 2017 STREET PROJECT	923.00
401 - GENERAL CAPITAL PROJECTS	610.98
601 - WATER	9,870.48
602 - SEWER	441,433.76
604 - ELECTRIC	17,115.12
609 - LIQUOR STORE	61,347.71
614 - TELECOM	120,940.97
615 - ARENA	4,223.41
617 - M/P CENTER	4,157.56
700 - PAYROLL	125,761.53
Grand Total:	937,381.97

Account Summary

Account Number	Account Name	Payment Amount
100-41110-365	Insurance - Misc	59.75
100-41110-491	Payments to Other Orga	1,236.11
100-41310-200	Office Supplies	230.93
100-41310-217	Other Operating Supplie	30.25
100-41310-301	Auditing & Consulting Se	1,000.00
100-41310-322	Postage	29.60
100-41310-326	Data Processing	19.99
100-41310-364	Insurance - Worker's Co	2,194.57
100-41310-480	Other Miscellaneous	1,264.00
100-41910-200	Office Supplies	2.53
100-41910-212	Motor Fuels	57.46
100-41910-308	Training & Registrations	199.00
100-41910-364	Insurance - Worker's Co	470.27
100-41910-405	Repairs & Maint - Vehicl	76.89
100-41910-480	Other Miscellaneous	25.00
100-41940-211	Cleaning Supplies	20.67
100-41940-406	Repairs & Maint - Groun	752.50
100-42120-200	Office Supplies	74.48
100-42120-212	Motor Fuels	1,780.26
100-42120-308	Training & Registrations	1,881.06
100-42120-322	Postage	50.32
100-42120-323	Radio Units	108.00
100-42120-334	Meals/Lodging	12.60
100-42120-350	Printing & Design	66.50
100-42120-364	Insurance - Worker's Co	18,764.89
100-42120-404	Repairs & Maint - M&E	15.13
100-42120-405	Repairs & Maint - Vehicl	1,345.83
100-42120-444	License Fees	47.50
100-42120-480	Other Miscellaneous	39.97
100-42220-211	Cleaning Supplies	24.12
100-42220-212	Motor Fuels	111.15
100-42220-215	Materials & Equipment	88.80
100-42220-218	Uniforms	287.65
100-42220-308	Training & Registrations	545.00
100-42220-322	Postage	20.13
100-42220-331	Travel Expense	361.35
100-42220-334	Meals/Lodging	17.39

Account Summary

Account Number	Account Name	Payment Amount
100-42220-364	Insurance - Worker's Co	12,414.01
100-42220-404	Repairs & Maint - M&E	886.20
100-42700-300	Charges for Services	77.00
100-43100-212	Motor Fuels	5,566.05
100-43100-215	Materials & Equipment	565.65
100-43100-217	Other Operating Supplie	141.59
100-43100-224	Street Maint Materials	1,660.00
100-43100-241	Small Tools	85.96
100-43100-364	Insurance - Worker's Co	18,778.25
100-43100-404	Repairs & Maint - M&E	8,289.14
100-43100-480	Other Miscellaneous	2,950.50
100-45120-217	Other Operating Supplie	15.13
100-45202-200	Office Supplies	12.93
100-45202-364	Insurance - Worker's Co	2,481.23
100-45202-402	Repairs & Maint - Struct	742.74
211-45501-200	Office Supplies	27.94
211-45501-217	Other Operating Supplie	7.56
211-45501-364	Insurance - Worker's Co	940.53
211-45501-402	Repairs & Maint - Struct	794.00
211-45501-433	Dues & Subscriptions	246.56
211-45501-435	Books and Pamphlets	2,120.03
225-45127-200	Office Supplies	29.00
225-45127-217	Other Operating Supplie	46.99
225-45127-264	Merchandise For Resale	12,630.14
225-45127-365	Insurance - Misc	569.20
225-45127-381	Electric Utility	653.71
225-45127-404	Repairs & Maint - M&E	185.25
225-49950-500	Capital Outlay	19,432.00
230-45124-217	Other Operating Supplie	7.56
230-45124-322	Postage	12.93
230-45124-364	Insurance - Worker's Co	2,055.90
235-42153-200	Office Supplies	9.58
235-42153-212	Motor Fuels	2,136.00
235-42153-217	Other Operating Supplie	728.80
235-42153-218	Uniforms	1,021.11
235-42153-312	Nursing	2,804.93
235-42153-322	Postage	12.93
235-42153-334	Meals/Lodging	274.05
235-42153-340	Advertising & Promotion	342.94
235-42153-364	Insurance - Worker's Co	7,383.94
235-42153-405	Repairs & Maint - Vehicl	17.47
235-42153-406	Repairs & Maint - Groun	16.08
235-42153-435	Books and Pamphlets	2,940.00
250-46520-200	Office Supplies	2.52
250-46520-301	Auditing & Consulting Se	1,000.00
250-46520-322	Postage	12.93
250-46520-331	Travel Expense	180.94
250-46520-334	Meals/Lodging	14.37
250-46520-340	Advertising & Promotion	495.00
250-46520-364	Insurance - Worker's Co	470.27
250-46520-438	Meeting Expense	36.26
250-49980-602	Other Long-Term Obliga	2,184.02
250-49980-612	Other Interest	1,175.98
307-41000-500	Capital Outlay	923.00
401-49950-502	Capital Outlay - Fire	610.98
601-14200	Inventory	246.10
601-49400-212	Motor Fuels	321.92
601-49400-308	Training & Registrations	690.00

Account Summary

Account Number	Account Name	Payment Amount
601-49400-322	Postage	12.93
601-49400-364	Insurance - Worker's Co	4,910.57
601-49400-381	Electric Utility	72.00
601-49400-386	Landfill	140.00
601-49400-402	Repairs & Maint - Struct	96.56
601-49400-404	Repairs & Maint - M&E	232.14
601-49400-405	Repairs & Maint - Vehicl	19.07
601-49400-408	Repairs & Maint - Distrib	1,632.46
601-49400-432	Uncollectible	16.12
601-49400-444	License Fees	1,480.61
602-16300	Improvements Other Th	412,500.00
602-16400	Machinery & Equipment	14,095.44
602-49450-200	Office Supplies	597.50
602-49450-212	Motor Fuels	282.87
602-49450-301	Auditing & Consulting Se	692.55
602-49450-308	Training & Registrations	840.00
602-49450-310	Lab Testing	498.40
602-49450-322	Postage	12.93
602-49450-364	Insurance - Worker's Co	7,011.28
602-49450-381	Electric Utility	120.63
602-49450-404	Repairs & Maint - M&E	604.85
602-49450-405	Repairs & Maint - Vehicl	57.24
602-49450-408	Repairs & Maint - Distrib	3,782.87
602-49450-409	Repairs & Maint - Utilitie	304.03
602-49450-432	Uncollectible	33.17
604-14200	Inventory	284.09
604-49550-212	Motor Fuels	433.15
604-49550-218	Uniforms	140.20
604-49550-241	Small Tools	45.98
604-49550-322	Postage	12.93
604-49550-325	Dispatching	132.59
604-49550-334	Meals/Lodging	9.76
604-49550-364	Insurance - Worker's Co	12,894.37
604-49550-404	Repairs & Maint - M&E	1,604.98
604-49550-405	Repairs & Maint - Vehicl	42.04
604-49550-406	Repairs & Maint - Groun	214.77
604-49550-432	Uncollectible	100.26
604-49550-491	Payments to Other Orga	1,200.00
609-49751-200	Office Supplies	77.94
609-49751-217	Other Operating Supplie	341.52
609-49751-251	Liquor	11,361.35
609-49751-252	Beer	36,705.49
609-49751-253	Wine	4,241.43
609-49751-254	Soft Drinks & Mix	401.13
609-49751-256	Tobacco Products	336.98
609-49751-259	Non- Alcoholic	240.00
609-49751-261	Other Merchandise	88.36
609-49751-265	Merchandise Returned f	561.00
609-49751-322	Postage	12.93
609-49751-333	Freight and Express	324.68
609-49751-340	Advertising & Promotion	1,018.51
609-49751-364	Insurance - Worker's Co	5,522.23
609-49751-404	Repairs & Maint - M&E	30.25
609-49751-406	Repairs & Maint - Groun	43.32
609-49751-409	Repairs & Maint - Utilitie	40.59
614-16400	Machinery & Equipment	3,032.00
614-20201	Excise Tax Payable	923.78
614-20206	911 TAP & TACIP Fees CI	1,243.68

Account Summary

Account Number	Account Name	Payment Amount
614-49870-200	Office Supplies	53.67
614-49870-211	Cleaning Supplies	57.32
614-49870-212	Motor Fuels	169.28
614-49870-217	Other Operating Supplie	6.99
614-49870-240	Equipment	469.94
614-49870-241	Small Tools	4.79
614-49870-304	Legal Fees	210.00
614-49870-322	Postage	14.13
614-49870-364	Insurance - Worker's Co	11,509.88
614-49870-404	Repairs & Maint - M&E	45.38
614-49870-405	Repairs & Maint - Vehicl	7.99
614-49870-432	Uncollectible	165.40
614-49870-441	Transmission Fees	52.16
614-49870-442	Subscriber Fees	96,513.34
614-49870-445	Switch Fees	245.10
614-49870-447	Internet Expense	5,889.00
614-49870-448	On-Call Support	327.14
615-49850-211	Cleaning Supplies	234.96
615-49850-212	Motor Fuels	386.77
615-49850-217	Other Operating Supplie	27.23
615-49850-241	Small Tools	157.44
615-49850-254	Soft Drinks & Mix	181.27
615-49850-260	Concessions	121.10
615-49850-322	Postage	12.93
615-49850-340	Advertising & Promotion	35.00
615-49850-364	Insurance - Worker's Co	2,880.62
615-49850-402	Repairs & Maint - Struct	177.50
615-49850-404	Repairs & Maint - M&E	8.59
617-49860-200	Office Supplies	44.44
617-49860-211	Cleaning Supplies	153.65
617-49860-212	Motor Fuels	30.64
617-49860-254	Soft Drinks & Mix	77.94
617-49860-322	Postage	12.93
617-49860-340	Advertising & Promotion	302.54
617-49860-364	Insurance - Worker's Co	3,312.24
617-49860-404	Repairs & Maint - M&E	75.13
617-49860-406	Repairs & Maint - Groun	59.50
617-49860-409	Repairs & Maint - Utilitie	88.55
700-21701	Federal Withholding	9,840.26
700-21702	State Withholding	4,756.45
700-21703	FICA Tax Withholding	12,146.36
700-21704	PERA Contributions	20,301.28
700-21705	Retirement	5,613.07
700-21706	Medical Insurance	58,155.50
700-21707	Union Dues	1,944.98
700-21708	PD Union Dues	343.00
700-21711	Medicare Tax Withholdi	3,478.54
700-21712	Flex Account	2,082.09
700-21720	VEBA Contributions	7,100.00
	Grand Total:	937,381.97

Project Account Summary

Project Account Key	Payment Amount
None	937,381.97
Grand Total:	937,381.97

2-15-18


RESOLUTION #2018-

INTRODUCED:

SECONDED:

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

**AUTHORIZATION TO ACCEPT A DONATION FROM
FRIENDS OF THE WINDOM LIBRARY
TO THE WINDOM LIBRARY FOR THE WINDOW REPLACEMENT
PROJECT**

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 City of Windom has received a donation of \$10,000.00 from Friends of the Windom Library for the Windom Library; and

WHEREAS, the donation requires that the donation be used for the Window Replacement Project.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WINDOM, MINNESOTA, that the City Council accepts the donation of \$10,000.00 offered by Friends of the Windom Library to be used for the Window Replacement Project.

Adopted by the Council this 20th day of February, 2018.

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: Dawn Aamot, Library Director
DATE: 2/14/2018
RE: Minnesota Department of Education Library Construction Grant Application
DEPT: Library
CONTACT: Dawn Aamot 831-6131

Recommendations/Options/Action Requested

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

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

Issue Summary/Background

The Library Board met on February 13, 2018, and reviewed quotes and estimated costs to update the bathroom to accommodate handicap accessibility and painting the Children Library section and entry ways. The Board agreed to recommend to the Council the submission of a grant application through the Library Construction Grant Program for a total project cost up to \$44,000. The Grant would require a dollar-for-dollar match of \$22,000.

Fiscal Impact

CIP Funds allocated to the Project	\$7,000
Friends of the Library Fund Raising Project	\$5,000
Private Donation	<u>\$10,000</u>
	\$22,000 matching grant funds

Attachments

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

RESOLUTION #2018-

INTRODUCED:

SECONDED:

VOTED:

Aye:

Nay:

Absent:

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

WHEREAS, the City Council of Windom, Minnesota, supports the Windom Library Board in its efforts in pursuing funding through the Minnesota Department of Education Library Construction Grant Program for funds to update the bathroom to accommodate handicap accessibility and painting the Children Library section and entry ways at the public library; and

WHEREAS, the estimated total project cost is up to Forty-Four Thousand Dollars (\$44,000) for the construction project; and

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

WHEREAS, the City of Windom, Friends of the Library and donations received for the library have been committed as funds for the local match requirement.

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

1. The City of Windom will act as the legal sponsor for the grant application and the project described in the application to the Minnesota Department of Education Library Construction Grant Program to be submitted on March 14, 2018; and that the Mayor and the City Administrator are hereby authorized to submit a grant application through the Minnesota Department of Education Library Construction Grant Program for funding of this project on behalf of the City of Windom.
2. The City of Windom has legal authority to apply for financial assistance, and the institutional, managerial, and financial capacity to ensure adequate project administration, compliance with the grant requirements and completion of the proposed project.
3. The City of Windom has title to the site and building where the Windom Public Library is located.
4. The sources and amounts of the local match, identified in the application, are committed to the project upon acceptance of the grant by the Windom City Council.
5. The City of Windom understands and agrees to adhere to the list of assurances as stated in the grant application.
6. The City of Windom has not violated any Federal, State, or local laws pertaining to fraud, bribery, graft, kickbacks, collusion, conflict of interest or other unlawful or corrupt practice.
7. Upon approval of the application, the City of Windom certifies that it will comply with all applicable laws, policies and regulations as stated in the application and subsequent agreements.
8. The Mayor and City Administrator are hereby authorized, on behalf of the City of Windom, to execute such agreements and contracts as are necessary to implement the project.

ADOPTED this 20th day of February, 2018.

Dominic Jones, Mayor

ATTEST: _____
Steve Nasby, City Administrator

PLUM CREEK LIBRARY SYSTEM AGENCY AGREEMENT

This agreement is made pursuant to Minn. Stat. §§ 471.59 and 134.20 and entered into by and among the counties of Cottonwood, Jackson, Lincoln, Lyon, Murray, Nobles, Pipestone, Redwood, and Rock; by the cities within said counties including: Edgerton, Fulda, Hendricks, Ivanhoe, Lake Benton, Lamberton, Marshall, Minneota, Morgan, Mountain Lake, Pipestone, Redwood Falls, Slayton, Tracy, Tyler, Wabasso, Westbrook, and Windom, each of which are political subdivisions organized and existing under the Constitution and laws of the State of Minnesota; and by the libraries established by said counties and cities; and the School District of Pipestone pursuant to its agreement with the City of Pipestone authorized by Minn. Stat. 134.195, hereinafter collectively referred to as "Members", and individually as "Member" which are signatories to this "Agreement."

The Members have agreed that the extension and improvement of public library services within these jurisdictions can be accomplished as authorized and described within this agreement.

I. PURPOSE

- A. The signatory Members have come together under Minnesota Statutes to participate in a Regional Public Library System known as Plum Creek Library System , and to extend and improve library services for citizens who live in their jurisdictions. As such, the Members recognize the advantages of this collaborative effort, which include:
 - 1. Shared materials and resources for wider access;
 - 2. Collective purchasing of digital and other materials and resources, particularly those that would be financially difficult for Member Libraries to purchase individually;
 - 3. A stronger voice in advocating to regional, state and national funders and organizations;
 - 4. A forum to create new collaborations for programming and shared collections, as well as learn from each other's experiments, pilots, and explorations of new services, ideas, and processes.

- B. All Member Libraries are required to participate in these Plum Creek Library System collaborative efforts:
 - 1. The shared integrated library system (ILS) and public catalog of materials; and
 - 2. A delivery system to move materials among the member libraries.

- C. In addition, Member Libraries are encouraged to participate in other Plum Creek Library System collaborative efforts which may include, but are not limited to:
 - 1. Specialized collections that rotate among Member Libraries;
 - 2. Shared programming; and
 - 3. Technology support.

II. BOARD OF TRUSTEES

A. Membership

The Board of Trustees of the Plum Creek Library System shall consist of two representatives from each Member County. One of these representatives shall be appointed by the County Commissioners from among its members. The second of these representatives shall be chosen from among the boards of the Member Libraries in that county. In counties with a population of greater than 15,000 residents, an additional representative will be selected from the Member Library boards.

Representatives from library boards shall be determined using a method agreed upon by the library boards in each county.

B. Term of Office

Trustees appointed by County Commissioners shall be appointed for a term of one year and Trustees selected from library boards shall be appointed for a term of 3 years. Trustee terms shall be staggered so approximately an equal number of terms shall expire each year. No Trustee shall serve for more than nine consecutive years. Any Trustee who has served a full nine years may return to the Board of Trustees after at least one full year of non-membership. In the event a Trustee shall cease to be a member of the appointing authority, the Trustee shall resign from the Board of Trustees and a replacement shall be selected by the appointing authority for the remainder of the term. Any Trustee who is unable to attend more than two consecutive Board of Trustee meetings shall notify the appropriate appointing authority, which shall appoint either an alternate or a replacement as the appointing authority deems appropriate.

C. Duties of Trustees

1. Meetings

The Board of Trustees shall hold no fewer than 6 regular meetings per year at such time and place as the Board of Trustees may determine. These meetings shall be open to the public and the approved minutes shall be made available to the public on request. The chairperson of the Board of Trustees or any 5 Trustees may call a special meeting by giving at least 2 weeks' notice to all Trustees; and the Board of Trustees may hold special meetings at any time by unanimous consent, with due public notification as outlined in Minn. Stat. §13D.01.

2. Annual Meeting

The Board of Trustees shall hold an annual meeting at such time and place as the Board of Trustees may determine. The purpose of this meeting shall be to discuss the status of the Plum Creek Library System.

3. Officers of the Board of Trustees

At its final meeting each year, the Board of Trustees shall elect a chair, vice-chair/chair elect, secretary, and treasurer. These officers and the immediate past chair, meeting together, shall compromise the Executive Committee.

- a. **Executive Committee**

The purpose of the Executive Committee shall be to advise the Director. The Executive Committee shall have the authority to act on behalf of the Board of Trustees in cases of emergency in which a meeting of the Board of Trustees is impossible. All actions taken by the Executive Committee shall be approved by the Board of Trustees at its next meeting. All meetings of the Executive Committee shall be posted and open to the public.
 - b. **Compensation of Trustees**

Trustees shall serve without compensation from Plum Creek Library System. Plum Creek Library System shall provide mileage reimbursement to those Trustees attending duly noticed meetings or otherwise attending to Plum Creek Library System business, in an amount equal to the Federal mileage allowance set by the IRS each year.
 - c. **Quorum and Voting**

A quorum shall consist of a majority of Trustees. A simple majority vote of the Trustees present at a meeting with a valid quorum shall be required for the Board of Trustees to take action, unless otherwise provided in this Agreement or by law. There shall be no voting by proxy, except as otherwise provided in this Agreement or by law. Each Trustee shall have one (1) vote.
4. **Specific Authority of the Board of Trustees**

The Board of Trustees shall have the authority to carry out and transact all business on behalf of the Plum Creek Library System, including the following:

 - a. **Accepting Funds**

The Board of Trustees shall have the authority to accept any county, local, state, or federal funds made available to the Plum Creek Library System and any funds paid to it by Member Libraries, to disburse such funds for the benefit of library service in the region according to such rules and regulations as may cover the use of county, local, state, and federal funds, and are adopted by the Board of Trustees. The Board of Trustees shall also have the authority to accept funds from foundations and other grant sources and donations from individuals and groups.
 - b. **Hiring Personnel**

The Board of Trustees shall hire a qualified director, who shall hire any additional staff the Board of Trustees deems necessary to carry out the service programs of Plum Creek Library System. The Board of Trustees shall have no authority over the staff of any Member Library.
 - c. **Advisory Council**

The Board of Trustees shall create an Advisory Council consisting of the head librarian/director (or a designated alternate) of each Member Library. It shall be the function of the Advisory Council to assist the Board of Trustees in identifying necessary services, supervising the management of the programs of the Plum Creek Library System, and providing a forum for idea sharing among the Member Libraries.

The Advisory Council shall elect one of its members to serve as a liaison to the Board of Trustees and said liaison shall attend the Board of Trustees meetings.

5. **By-Laws**

The Board of Trustees shall maintain a set of by-laws governing its operation. Such by-laws shall be established, amended, or repealed by a majority vote of the Board of Trustees.

6. **Contractual Agreements**

The Board of Trustees shall have the authority to enter into contractual agreements with other entities for the benefit of the Library System. Any agreement having a direct financial impact upon Member Libraries shall be discussed and voted upon by the Advisory Council before action may be taken by the Board of Trustees.

7. **Collection and Accumulation of Funds**

The Board of Trustees may collect money, subject to the provisions of this Agreement, from its Members and from any other source(s) authorized by law. The Board of Trustees may assess and collect reasonable charges from the Member Libraries. The Board of Trustees may accumulate reserve funds for the purposes herein mentioned and may invest funds of the Plum Creek Library System not currently needed for its operations.

8. **Review of Agreement**

This Agreement shall be reviewed for possible revision as deemed necessary by the Board of Trustees or a majority of its signatories, but not less frequently than every 10 years.

III. AUDITS

- A. The Board of Trustees shall cause to be made an annual audit of the books and accounts of the Board of Trustees and shall make and file a report to its Members at least once each year. Strict accountability of all funds and report of all receipts and disbursements shall be made.
- B. The Board of Trustees' books, reports and records shall be available for and open to inspection by its Members and to the public at all reasonable times pursuant to Minnesota Statutes, Chapter 13. The Board of Trustees shall maintain financial records which shall be subject to audit for a minimum of six years pursuant to Minnesota Statutes 16C.05, Subd. 5.

IV. FUNDING AND GENERAL ADMINISTRATION

- A. The Board of Trustees shall, in consultation with the Advisory Council, begin preparing its annual budget by January 1. A preliminary budget shall be prepared by the third Wednesday in March and an estimated list of charges shall be released to Member Libraries by the third Wednesday in May, subject to final approval by the Board of Trustees no later than the third Wednesday in June.
- B. Contributions to the general fund are to be used for general administration purposes including, but not limited to: purchase of equipment, purchase of ILS program and licenses, training expenses and reimbursement of salaries, supplies, insurance and bonds. Plum Creek Library System funds may be expended by the Board of Trustees in any manner determined by the

Board of Trustees to be for the benefit of the Plum Creek Library System and its Member Libraries.

V. RIGHTS AND RESPONSIBILITIES OF MEMBER LIBRARIES

- A. Each Member Library agrees to the use of its library materials in reciprocal borrowing and interlibrary loans according to the policies established by the Board of Trustees in consultation with the Advisory Council or by state law and regulation. The lending period of such loans shall be the same as that of the borrowing library.
- B. Each Member Library agrees to do the following in order to remain a member in good standing:
 - 1. Remain open to the public an average of at least 20 hours per week.
 - 2. Use the barcode prefix assigned to it by MINITEX and accept the library cards of other system Member Libraries.
 - 3. Abide by ILS policies approved by the Advisory Council and adopted by the Board of Trustees.
 - 4. Maintain and train staff to use the technology necessary for the ILS.
 - 5. Employ a paid library director to work a minimum average of at least 20 hours per week.
- C. Each Member Library agrees to charge a non-resident fee to any patron who does not live or own property in an area which either participates in or which has a reciprocal agreement with the Plum Creek Library System. The amount of such fee shall be fixed from time-to-time by the Board of Trustees in consultation with the Advisory Council.
- D. Member Libraries shall pay charges assessed under Section IV. when due.
- E. Should any Member Library not meet the requirements of this section, such Member Library may not be eligible to participate in the system and its services until the problem is resolved. Correction of the non-compliance shall be completed within six months of the time the Member Library is notified it does not meet the requirements. The Board of Trustees shall determine which, if any, services shall be withheld during this period. A Member Library that fails to correct the non-compliance within 6 months following receipt of notice of non-compliance shall be considered to have voluntarily withdrawn from the system and thereafter shall not be considered a Member Library as of the date the Board of Trustees had determined to be the end of the 6 month resolution period [see Section IX. Withdrawal].

VI. RIGHTS AND RESPONSIBILITIES OF COUNTIES

- A. Each Member County agrees to provide at least the minimum level of support certified annually by the Minnesota Department of Education's State Library Services. Those counties providing County Aid to Public Libraries (Cottonwood, Lincoln, Murray, Pipestone, and Redwood) shall pay these funds to the local library in May and November of each year according to a formula determined by that county. Upon request, Plum Creek Library System shall assist in determining the amount to be distributed to each library.
- B. Should any Member County not subject to County Aid to Public Libraries (Jackson, Lyon, Nobles, and Rock) not meet the requirements of this section, such Member County and the Library it

established may not be eligible to participate in the System and its services until the problem is resolved. Resolution shall take place within six months of the time the County and Library are notified they do not meet the requirements. The Board of Trustees shall determine which, if any, services shall be withheld during this period. A County that fails to meet the requirements within six months and its Library shall be considered to have voluntarily withdrawn from the System [see section IX. Withdrawal]

- C. Notwithstanding any other provisions of this contract, it is understood that in order to be eligible for grants the Plum Creek Library System (PCLS) must abide by the rules and regulations of the Department of Education's State Library Services and it is agreed that PCLS and its Member Counties will be subject to such rules and regulations now existing or hereafter established.
- D. Should any Member County not meet the requirements of this section, such Member County may not be eligible to participate in the system and its services until the problem is resolved. Correction of the non-compliance shall be completed within six months of the time the Member County is notified it does not meet the requirements. The Board of Trustees shall determine which, if any, services shall be withheld during this period. A Member County that fails to correct the non-compliance within six months following receipt of notice of non-compliance shall be considered to have voluntarily withdrawn from the system and thereafter shall not be considered a Member County as of the date the Board of Trustees had determined to be the end of the six month resolution period [see Section IX. Withdrawal].

VII. RIGHTS AND RESPONSIBILITIES OF MUNICIPALITIES

- A. Each Member Municipality agrees that it will provide at least the minimum level of support certified annually by the Minnesota Department of Education under Minn. Stat 134.34 as modified by Minn. Stat. 275.761 or any successor statutes. The amount contributed by the Member County in the form of County Aid to Public Libraries shall not be considered a part of the contribution by the Member Municipality.
- B. Notwithstanding any other provisions of this Agreement, it is understood that in order to be eligible for grants the Plum Creek Library System must abide by the rules and regulations of the Department of Education's State Library Services and it is agreed that the System and its Member Libraries will be subject to such rules and regulations now existing or hereafter established.
- C. A school district which has jointly established a public library with a Member Municipality shall have the same rights and responsibilities as other Member Municipalities within this section.
- D. Should any Member Municipality not meet the requirements of this section, such Member Municipality may not be eligible to participate in the system and its services until the problem is resolved. Correction of the non-compliance shall be completed within six months of the time the Member Municipality is notified it does not meet the requirements. The Board of Trustees shall determine which, if any, services shall be withheld during this period. A Member Municipality that fails to correct the non-compliance within six months following receipt of notice of non-compliance shall be considered to have voluntarily withdrawn from the system

and thereafter shall not be considered a Member Municipality as of the date the Board of Trustees had determined to be the end of the six month resolution period [see Section IX. Withdrawal].

VIII. NEW MEMBERS

- A. Public libraries in a participating county may apply to enter into this Agreement and benefit from its services upon adoption of a resolution to abide by its terms. The resolution shall be adopted by the library's Board and the governing body of the municipality that established the library. A library that applies to enter into this Agreement to be a Member of the Plum Creek Library System shall pay for all expenses associated with joining the Plum Creek Library System if its membership is accepted by the Board of Trustees.
- B. A public library may only become a new member of the Plum Creek Library System if the Board of Trustees approves the application by a majority vote.

IX. WITHDRAWAL

- A. A Member Library may withdraw from the System by providing written notice to the Board of Trustees; however, no Member Library may withdraw prior to at least three years' participation as a Member.
- B. The withdrawal process may begin no sooner than 3 months after written notice has been given. During this time, the Chair of the Board of Trustees and the PCLS Director shall meet with the board of the library and the library director in order to identify the reasons for the decision to withdraw and attempt to identify a mutually acceptable resolution to these concerns.
- C. If these meetings fail to identify a mutually acceptable resolution, the State Librarian shall be asked to meet with the Chair of the Board, the Plum Creek Library System Director, the board of the library, and the county or municipal governing body that established the library in order to attempt to identify a mutually acceptable resolution.
- D. If within three months, no mutually acceptable resolution has been achieved the withdrawal process shall begin. The withdrawal process shall follow a policy reviewed by the Advisory Council and approved by the Board of Trustees. This policy shall not be amended while a library is withdrawing from the system.
- E. The withdrawal shall be complete within six months of the time the process began. The withdrawing library shall be responsible for all expenses incurred during the withdrawal process and identified within the withdrawal policy. The withdrawing Member Library forfeits all interests in any property or assets of the Plum Creek Library System upon the finalization of the withdrawal process and is no longer considered a Member Library for the purposes of this Agreement.

X. DISSOLUTION

This Agreement may be dissolved by mutual consent of all members in good standing at the time of the decision to dissolve the system is made. Agreement with dissolution is evidenced by a resolution approved by the governing body of each Member County, Municipality, and Library within a 90 day time

period. The Members may choose to dissolve the Plum Creek Library System completely as outlined in this Agreement or may create and/or designate a successor regional library under the provision of Minnesota law and turning the functions and assets of the Board of Trustees over to the successor organization.

Upon dissolution of the Plum Creek Library System, all property purchased or owned pursuant to this Agreement shall be allocated or sold and the proceeds thereof, together with any monies on hand, shall be distributed to the Members. Such distribution of assets shall be made in proportion of the total contributions by the respective Members over the entire duration of this Agreement. Grant funds shall be returned if required by the terms of the grant to the granting agency or disposed of as required below. All records retained by Plum Creek Library System shall be turned over to the respective Members according to residency in their jurisdictions. The Board of Trustees shall continue to exist after dissolution for such period, no longer than six months, as is necessary to wind up its affairs, but for no other purpose.

XI. DISPOSITION OF GRANT FUNDS

Upon written notification to the Minnesota Department of Education, which administers state aid to public libraries, no later than December 31 of the year prior to the end of the state fiscal year for which the system has received aid funds provided by said office; and by providing said office with a plan for disposition of assets acquired with aid funds. Disposition of assets shall be consistent with *Minnesota Rules Chapter 3530.0200, Subp. 4(C)*.

XII. INDEMNIFICATION AND HOLD HARMLESS

- A. The Plum Creek Library System shall be considered a separate and distinct public entity to which the Members have transferred all responsibility and control for actions taken pursuant to this Agreement. Plum Creek Library System shall comply with all laws and rules that govern a public entity in the State of Minnesota and shall be entitled to the protections of Minnesota Statutes Chapter 466.
- B. The Plum Creek Library System shall fully defend, indemnify and hold harmless the Members against all claims, losses, liability, suits, judgments, costs and expenses by reason for the action or inaction of the Board and/or employees and/or agents of the Plum Creek Library System. This Agreement to indemnify and hold harmless does not constitute a waiver of any participant of limitations on liability provided under Minnesota Statutes § 466.04. To the full extent permitted by law, actions by the Members pursuant to this Agreement are intended to be and shall be construed as a "cooperative activity" and it is the intent of the Members that they shall be deemed a "single governmental unit" for the purpose of liability, as set forth in Minnesota Statutes § 471.59, Subd. 1a(a); provided further that for purposes of that statute, each Member agreeing to this Agreement expressly declines responsibility for the acts or omissions of the other Member. The Members of this Agreement are not liable for the acts or omissions of the other participants to this Agreement except to the extent to which they have agreed in writing to be responsible for acts or omissions of the other Members.
- C. In order to facilitate the above indemnification requirement, the Plum Creek Library System shall at all times maintain in full force and effect liability insurance sufficient to cover the limitations on liability provided under Minn. Stat. § 466.0. Additionally, Plum Creek Library

System shall maintain in full force and effect workers compensation and vehicle insurance as required by law. Plum Creek Library System shall insure all assets against damage or loss so that the investment of the Members into the Plum Creek Library System assets is protected against such damage or loss.

XII. AMENDMENTS

Any Member may petition the Board or the Board may on its own initiative to recommend changes in this Agreement to its Members. An Amendment to this Agreement shall become effective upon approval of two-thirds of the Members as evidenced by a resolution approved by the governing body of at least two-thirds of the Members.

This Joint Powers Agreement between the Members revokes all prior Joint Powers Agreements between these parties concerning the creation and operation of the Plum Creek Library System.

**IN TESTIMONY WHEREOF, the parties have executed this
Agreement the day and year written:**

**City
Mayor or Council President signs**

City of Windom

Date

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
DATE: February 15, 2018
RE: **City Wide Cleanup Event**
DEPT: Administration
CONTACT: Denise Nichols 832-8652

Recommendations/Options/Action Requested

Staff requests that the City Council select a date for the City Wide Cleanup Event and approve a fee for mattress recycling and pickup.

Issue Summary/Background

Hometown Sanitation will conduct the cleanup event on one Saturday for the entire city. Dates in May that are available for the event are Saturday, May 12th or May 26th. If the Council prefers, there are also many dates available later in the year. Dates for cleanup have been going fast. To ensure that Windom has a date for the event in May, Hometown and SW Recycling are holding the date of May 12th until the City Council makes its selection of a date.

Cottonwood County Commissioners have approved offering all cities in Cottonwood County half-price tipping fees for their cleanup events.

The County will charge a fee of \$11/per mattress or box spring that is recycled. The County will provide curbside pickup prior to the Saturday event for an additional \$2/per piece for a total cost of \$13.00 per mattress or box spring. If a mattress or box spring is not recycled and is picked up by Hometown, there will be a charge of \$25 per piece. Last year a \$5.00 tag was required for County recycling pickup and Hometown was instructed not to pick up any mattresses or box springs.

SW Recycling will charge the same curbside recycling fees for electronics and appliances as last year.

\$10.00 - all appliances

\$25.00 – TVs and monitors

\$15.00 – computer towers

\$15.00 – electronics including printers, stereos, DVD/VCR players

Fiscal Impact

The City collects a monthly fee of \$1.00 per household for the cleanup event and recycling tag fees cover cost for recycling.

Attachments

City Wide Cleanup Report.

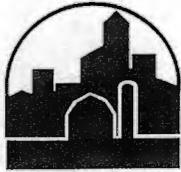
CITY OF WINDOM CITY WIDE CLEAN-UP

	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
Citizen/KDOM	\$403.20	\$491.40	\$540.00	\$1,992.60	\$2,581.00	\$2,380.05	\$2,013.95	\$1,863.20	\$1,635.13	\$1,960.86	\$2,302.24	\$2,209.25	\$1,766.80	\$1,820.00
Sanitation Vendor	\$4,020.00	\$5,130.00	\$1,417.29	\$8,109.64	\$12,097.00	\$12,662.85	\$11,153.64	\$11,776.85	\$6,315.93	\$7,629.82	\$6,989.96	\$8,409.28	\$8,564.69	\$11,142.92
Cottonwood County Landfill attress fee \$11+\$2 pickup fee)	\$5,504.51	\$2,985.31	\$2,576.56	\$3,785.70	\$4,667.00	\$5,008.44	\$4,286.70	\$4,490.94	\$4,444.62	\$3,761.52	\$3,086.53	\$3,682.60 \$2,187.00	\$3,704.17 \$4,037.00	\$2,958.05 \$1,890.00
Total Cost	\$9,927.71	\$8,606.71	\$4,533.85	\$13,887.94	\$19,345.00	\$20,051.34	\$17,454.29	\$18,130.99	\$12,395.68	\$13,352.20	\$12,378.73	\$16,468.13	\$18,072.66	\$17,610.97
Spring Clean-up fees collected						\$23,324.12	\$25,444.23	\$25,382.39	\$27,264.72	\$25,415.00	\$25,415.00	\$25,516.40	\$25,237.00	\$25,761.20
Tons	100.31	87.38	95.31	90.76	110.08	118.23	101.76	107.12	104.81	88	80.62	96.99	99.94	78.1
Landfill Cost per Ton	\$50.00	\$34.17	\$27.04	\$41.71	\$42.40	\$42.36	\$42.13	\$41.92	\$42.41	\$42.74	\$38.28	\$37.97	\$37.06	\$37.88
Total Cost per Ton	\$98.97	\$98.50	\$47.57	\$153.02	\$175.74	\$169.60	\$171.52	\$169.26	\$118.27	\$151.73	\$153.54	\$147.45	\$140.44	\$203.85
Cost per Household	\$5.11	\$4.42	\$2.33	\$7.09	\$9.87	\$10.23	\$8.25	\$8.56	\$5.84	\$6.33	\$5.87	\$7.82	\$8.63	\$8.43
Number of Households	1944	1948	1953	1958	1959	1961	* 2116	* 2119	* 2123	* 2110	* 2109	*2105	*2094	*2088

* Based on December monthly billing

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MEMORANDUM



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

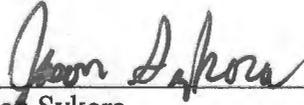
TO: Jason Sykora
FROM: Steve Nasby, City Administrator
DATE: February 14, 2018
RE: Electric Superintendent – Terms of Employment

The City Council and I are excited about having you on board as our new Electric Superintendent. Per our discussion, I have outlined terms of the employment offer. These terms and the formal offer of employment are subject to final approval by the City Council on February 20, 2018.

- Salary \$75,442 Electric Superintendent Grade, Step 4 on the 2018 Supervisory pay scale. Then go to Step 5 on February 21, 2019. This is an exempt position.
- Starting Date On or before February 21, 2018.
- Vacation Accrual Vacation accrual according to City Policy equal to Year 13 with anniversary promotion date.
- Holidays Eleven paid holidays (City Policy)
- Sick Leave One day per month (City Policy).
- Retirement State of Minnesota – PERA
- Deferred Compensation State of Minnesota (employee’s option – no City matching)
- Health Insurance City Health Plan Options w\VEBA or HSA of \$1200 or \$2400
- Medical\Dependent Care Flex Acct Available (employee’s option – no City contribution)
- Life Insurance City Plan (decreasing term life policy for employee & family)
- Probation Period 6 months (terms according to City Policy)

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

Steve Nasby, City Administrator



Jason Sykora

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: Chelsie Carlson and Kevin Spangler
DATE: February 16, 2018
RE: Liquor Store Part-Time Clerk Hiring
DEPT: Liquor Store
CONTACT: Chelsie Carlson Chelsie.Carlson@windommn.com

Recommendations/Options/Action Requested

Staff recommends that the City Council approve the hiring of Philip Cenzano as a part-time Liquor Store Clerk at \$9.65/hour.

Issue Summary/Background

Recently a part-time liquor store clerk resigned leaving a part-time position open. Following review of the applications received and the interview process a final candidate was selected to fill the position.

Fiscal Impact

This hiring will re-fill an existing position so there will not be a fiscal impact to the store's payroll outside of the budgeted personnel expenses.

Attachments

1. None.

RESOLUTION NO. 2018-

INTRODUCED:

SECONDED:

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

**RESOLUTION APPROVING APPOINTMENT OF REPRESENTATIVES TO THE
CENTRAL MUNICIPAL POWER AGENCY AND SERVICES (CMPAS)
BOARD OF DIRECTORS**

BE IT RESOLVED by the City Council of the City of Windom as follows:

Section 1: Steve Nasby, City Administrator, is hereby appointed as the City of Windom's representative on the Central Municipal Power Agency and Services (CMPAS) Board of Directors.

Section 2: Jason Sykora is hereby appointed as the City of Windom's alternate representative on the Central Municipal Power Agency and Services (CMPAS) Board of Directors.

Adopted by the Windom City Council this 20th day of February, 2018.

Dominic Jones, Mayor

Attest:

Steve Nasby, City Administrator

MEMORANDUM



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: City Administrator *[Signature]*
DATE: February 13, 2018
RE: Charter Commission –Re-appointments Update

At the January 16, 2018 City Council meeting the Mayor requested that the people that had been members of the Charter Commission be contacted as all of the appointments expired in 2014 and 2016.

The following is list of the persons previously serving on the Charter Commission. These individuals have agreed to continue their service.

Alice Hubert
Joe LaCanne
Chuck Severson
Tim Hiley
Josh Sammons
Laura Alvstad
Donna Gravely
Sonya Johnson
Nestor Palm
Jeanette Schuur
Bruce Torinato
Diane Vellema

Dave Farber was on the Charter Commission, but he has moved out of town so he was not contacted to continue serving on the commission. The Mayor has asked that Ron Tibodeau be placed on the list to replace Mr. Farber.

Once all names are approved by the City Council they will be submitted to the District Court for approval.

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: Mayor Dominic Jones
DATE: February 20, 2018
RE: Mayor Appointments & Reappointments
DEPT: Mayor/Council
CONTACT: Mayor Dominic Jones

Recommendations/Options/Action Requested

Recommendation from the Mayor to the City Council for approval of the following additional 2018 Appointments and Reappointments.

Issue Summary/Background

Telecom Commission

J D Palm

Capital Finance Committee

Dan McDonald

Fiscal Impact

None.

Attachments

None.

MEMORANDUM



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: Mayor Jones
DATE: February 14, 2018
RE: Council Assignments

Due to Paul Johnson's resignation, and subsequent replacement by JoAnn Ray on the City Council, there are some Council assignments that need to be updated.

At this time I am re-assigning Board\Commission representation as follows:

Capital Finance	JoAnn Ray
Liquor Committee	JoAnn Ray
Utility Commission	Marv Grunig
Street Committee	JoAnn Ray
Economic Development Authority	Rod Byam
Community Center Commission	JoAnn Ray

SMART Goal Planning Form – Administration
Enhance Social Media Announcements

Specific – Work to enact recommendations of the Gustavus Adolphus College marketing project. Set up additional City of Windom page(s) on social media platforms or improve existing pages to inform current residents and provide information to prospective residents.

Measurement/Assessment – Minimum goal of at least five postings per department per month. Inclusion of images is key to build on perception of the community by people not living in Windom.

Attainable/Achieve – Some staff training will be needed to establish social media presence and “how to”.

Relevant – The expected result is the positive promotion of the community through social media to expand the reach of information to existing and prospective citizens.

Timed – Goal will be to be achieved monthly.

SMART Goal Planning Form – Airport Master Plan

Specific – Finish the FAA required 20-year Master Plan.

Measurement/Assessment – Completion of the master plan with submission to FAA and MN DOT for review and approval.

Attainable/Achieve – Federal and State funds will cover 95% of the project cost and City funds are budgeted to complete the project.

Relevant – No additional improvements at the Windom Airport may be undertaken prior to the completion and approval of the Master Plan. So the airport cannot grow to meet the needs of the community.

Timed – Completion of the study by July 2018 with review and approval by FAA and MN DOT by January 2019.

SMART Goal Planning Form – Airport Hanger Construction

Specific – Start construction on two additional hangers as extensions onto the two 2006 hanger buildings.

Measurement/Assessment – Completion of two hanger bays.

Attainable/Achieve – Federal and State funds will fund 75% or more of the construction project with monies available after July 2018.

Relevant – There is a waiting list at the Windom Airport for hanger spaces that serve local businesses and private pilots.

Timed – Construction to start Fall 2018 with completion by May 2019.

2018 S.M.A.R.T. Goal Planning Form

BUILDING & ZONING - SHORT-TERM GOAL (1-3 Years) - NO. 1
Rental Housing Ordinance – Implementation

CATEGORY: CITY COUNCIL GOAL – STRATEGY I: COMMUNITY PRIDE: A
positive image and reputation developed by a progressive and active community.

Specific:

Begin implementation of licensing and inspections of rental housing properties in the City of Windom.

(Background: In 2017, the City Council adopted a rental housing ordinance. The implementation plan includes dividing the City into 3 zones for purposes of licensing and inspections of rental properties over the next 3 years.)

Methods/Plan/Steps:

Review the rental properties in Zone 1 in 2018. Make all forms and information available online. Establish system for scheduling inspections and tracking information to promote an easy seamless process for Staff and property owners. Schedule rental inspections for properties located in Zone 1.

Attainable/Resources Available:

The City has a database listing rental housing properties which will be updated. The Building and Zoning Official will be in contact with property owners in Zone 1 to bring rental properties into compliance with the new rental housing ordinance.

Result(s) Expected/Measurement:

License and inspect all rental housing properties in Zone 1. Work towards 100% compliance.

Timeframe:

License and inspect all rental housing properties in the first zone in 2018.

Goal approved by Planning Commission on January 9, 2018.

BUILDING & ZONING - SHORT-TERM GOAL (1-2 Years) - NO. 2
Demolition of Blighted Properties – Implementation

CATEGORY: CITY COUNCIL GOALS – STRATEGY I: COMMUNITY PRIDE: A
positive image and reputation developed by a progressive and active community.

Specific:

Establish the procedure and begin the process of demolition of blighted properties in the City of Windom.

(Background: In 2017, the City Council budgeted \$10,000 for the demolition of blighted properties in 2018.)

Methods/Plan/Steps:

Establish the procedure and guidelines for the program. Proposed Program Steps: The property owner(s) would convey the property to the City free and clear of all liens; the City would pay for demolition and site remediation; the City would sell the property; or the property may be used for low income housing by the HRA. Contact property owners of blighted properties to see if they would be willing to participate in the demolition program. Contact demolition companies to provide estimates for demolition and site remediation of a specified blighted property. Monitor all phases of the program.

Attainable/Resources Available:

The Development Department has compiled a list of blighted properties. The funding budgeted by the City Council will allow for the demolition and site remediation of one blighted residential property in 2018.

Result(s) Expected/Measurement:

Demolition and site remediation of one blighted residential property in 2018. Sell the property and revolve the funds to pay for demolition and site remediation of another blighted property in 2019. Funding will depend on the marketability of the remediated property and any budgeting of additional funds by the City Council.

Timeframe:

It is anticipated that one blighted property can be addressed every year.

Goal approved by Planning Commission on January 9, 2018.

BUILDING & ZONING - SHORT-TERM GOAL (1-2 Years) - NO. 3
Fence Ordinance Review & Revision

CATEGORY: CITY COUNCIL GOALS – STRATEGY I: COMMUNITY PRIDE: A
positive image and reputation developed by a progressive and active community.

Specific:

Review the provisions of the Windom City Code that relate to fences and provide recommendations to the Planning Commission and City Council concerning a proposed ordinance modifying specific sections of the City Code.

Methods/Plan/Steps:

The Development Department will review the specific sections of the City Code that relate to fences with the Planning Commission to determine appropriate modifications to these sections. A proposed ordinance would be drafted pursuant to recommendations from the Planning Commission, reviewed by the City Attorney, resubmitted to the Planning Commission if necessary, and then submitted to the City Council for review and approval.

Attainable/Resources Available:

The Planning Commission plans to conduct this review during 2018. As questions arise, Staff will review appropriate Minnesota State Building Code provisions and Minnesota Statutes and will be in contact with the City Attorney's Office for clarification.

Result(s) Expected/Measurement:

Adoption of an ordinance modifying specific sections of the Windom City Code that relate to fences.

Timeframe:

Submit a proposed updated fence ordinance, following review by the Planning Commission and City Attorney, to the City Council for discussion in 2018.

Goal approved by Planning Commission on January 9, 2018.

BUILDING & ZONING - SHORT-TERM GOAL (1-2 Years) - NO. 4
Outdoor Liquor Ordinance

CATEGORY: CITY COUNCIL GOALS – STRATEGY I: COMMUNITY PRIDE: A positive image and reputation developed by a progressive and active community.

Specific:

Develop a proposed Outdoor Liquor Ordinance, submit the proposal to the Planning Commission and City Attorney for review; and upon the Planning Commission's recommendation, submit the proposal to the City Council for review and discussion.

(Background: An informal policy concerning outdoor liquor sales currently exists.)

Methods/Plan/Steps:

A proposed ordinance would be drafted pursuant to recommendations from the Planning Commission, reviewed by the City Attorney, resubmitted to the Planning Commission if necessary, and then submitted to the City Council for review and approval.

Attainable/Resources Available:

The Development Department will review the informal outdoor liquor policy with the Police Chief. A draft Outdoor Liquor Ordinance will be based on existing ordinances from other communities. As questions arise, Staff will refer to Minnesota Statutes and will be in contact with the City Attorney's Office for clarification.

Result(s) Expected/Measurement:

Adopt an Outdoor Liquor Ordinance.

Timeframe:

Submit a proposed Outdoor Liquor Ordinance, following review by the Planning Commission and City Attorney, to the City Council for discussion in 2018.

Goal approved by Planning Commission on January 9, 2018.

BUILDING & ZONING - LONG-TERM GOAL (1-5 Years) - NO. 1
Code Review & Revision as Needed

CATEGORY: CITY COUNCIL GOALS – STRATEGY I: COMMUNITY PRIDE: A
positive image and reputation developed by a progressive and active community.

Specific:

As circumstances and situations change, regulations and policies should be reviewed and updated. Periodic review of ordinances is recommended.

Methods/Plan/Steps:

One of the goals of the Development Department is to encourage development in Windom. When reviewing ordinances, codes, and policies, Staff should continuously be evaluating the development process to make it easier while ensuring adequate controls and maintaining compliance with local, state, and federal regulations.

Attainable/Resources Available:

There are opportunities for Staff to participate in continuing education training and conferences on zoning issues and the review of new model ordinances. As new model ordinances are proposed, our local ordinances need to be evaluated to determine whether they should be updated. Outdated ordinances should also be revised.

As questions arise, Staff will refer to Minnesota Statutes and will be in contact with the City Attorney's Office for clarification.

Result(s) Expected/Measurement:

Adoption of ordinances, codes, and policies that encourage development while ensuring adequate controls and maintaining compliance with local, state, and federal regulations.

Timeframe:

Continuously

Goal approved by Planning Commission on January 9, 2018.

2018 S.M.A.R.T. Goal Planning Form

EDA – SHORT-TERM GOAL-Medium Priority

Multi-Family Housing

CATEGORY: CITY COUNCIL GOAL – STRATEGY II: COMMUNITY

VITALITY: Create a diversified jobs base and a thriving, revitalized commercial corridor and downtown square. Note: The availability of options for single-family and multi-family housing assists the workforce.

Specific:

Continue to work with multi-family housing developers to facilitate the development of multi-family units for workforce housing and senior housing.

(Background: The EDA secured a signed Purchase Agreement with a multi-family housing developer on December 1, 2016, to construct a 46-unit market-rate apartment building. Anticipated completion of the apartment building was 2017. However, sale of the land for this project was not approved by the City Council. This multi-family housing developer is still interested in building in Windom.)

Methods/Plan/Steps:

Work with multi-family housing developers in selection of potential new locations.

Attainable/Resources Available:

In 2014 a housing study was completed and the report has been and will continue to be supplied to potential developers.

The housing study identified the need for approximately 130 new housing units in Windom from 2014 to the end of the decade. Of the demand, roughly 95 to 100 units will be for rental and senior housing. The Housing Study was completed prior to Fast Global Solutions' expansion and Prime Pork's opening.

Result(s) Expected/Measurement:

To present a potential housing development/redevelopment project to the EDA Board for consideration.

Timeframe:

Secure a potential new site by the end of 2018.

Goal approved by EDA Board of Commissioners on January 8, 2018.

EDA – SHORT-TERM GOAL-High Priority
Maintain Commercial & Industrial Property Inventory

CATEGORY: CITY COUNCIL GOAL – STRATEGY II: COMMUNITY VITALITY: Create a diversified jobs base and a thriving, revitalized commercial corridor and downtown square.

Specific:

Maintain an inventory of available commercial and industrial properties on the EDA's website and other searchable websites.

Methods/Plan/Steps:

Work with property owners to improve the marketing of available lots in Windom. Add properties on LOIS and LoopNet.

Attainable/Resources Available:

The EDA already maintains an inventory of available properties. The process includes posting the list and periodically verifying that the list is up-to-date.

Result(s) Expected/Measurement:

Commercial and industrial properties in Windom will receive more online exposure.

Timeframe:

Continuous

Goal approved by EDA Board of Commissioners on January 8, 2018.

EDA – SHORT-TERM GOAL-High Priority
Highway 60 Commercial Lots

CATEGORY: CITY COUNCIL GOAL – STRATEGY II: COMMUNITY VITALITY: Create a diversified jobs base and a thriving, revitalized commercial corridor and downtown square.

Specific:

Increase the availability of commercial lots along Highway 60 in Windom by developing the East Highway 60 corridor between Runnings and Windom Wash and redeveloping other underutilized commercial lots along this corridor.

Methods/Plan/Steps:

Work with property owners to develop/redevelop lots; research funding opportunities for installation of infrastructure (street, water, sewer, storm sewer, telecommunications) between Runnings and Windom Wash's private drive; submit applications for grants and other funding sources for installation of infrastructure; if funding is received, construct a street between Runnings and Windom Wash's private drive; and facilitate negotiations between the owners of the truck wash and the City for acquisition of the private drive.

Attainable/Resources Available:

There are websites available for marketing of available lots and the EDA will work with property owners to market lots. The City applied for a TEDI grant in 2017 to construct the street between Runnings and Windom Wash's private drive. This grant was not awarded. However, the EDA has other funding options which can be pursued.

Result(s) Expected/Measurement:

2018 – Construct street in the East Highway 60 Development if we receive funding.

Acquire Private Drive/Street: If we receive funding for construction of new street which would connect to the private drive.

Timeframe:

2018 - 2019

Goal approved by EDA Board of Commissioners on January 8, 2018.

EDA – SHORT-TERM GOAL-High Priority
NWIP Phase II

CATEGORY: CITY COUNCIL GOAL – STRATEGY II: COMMUNITY VITALITY: Create a diversified jobs base and a thriving, revitalized commercial corridor and downtown square.

Specific:

Purchase the 76 acres located directly south of the North Windom Industrial Park (NWIP).

Methods/Plan/Steps:

The Notice of Exercise of Option will be presented to the EDA Board for approval on January 8, 2018. The project had been discussed at the previous three EDA Board meetings and received Board approval to proceed.

Attainable/Resources Available:

The land purchase will be funded by a bond against future tax revenues from TIF District 1-19. The EDA will also pursue grant funding to implement construction of infrastructure.

Result(s) Expected/Measurement:

Acquisition of the south 76 acres for expansion of the industrial park.

Timeframe:

Close on the purchase of the property in the Spring of 2018 (prior to planting season) to allow a portion of the property to be rented as farmland.

Goal reapproved by EDA Board of Commissioners on January 8, 2018.

EDA – SHORT-TERM GOAL Medium Priority

Infill Development

CATEGORY: CITY COUNCIL GOAL – STRATEGY II: COMMUNITY

VITALITY: Create a diversified jobs base and a thriving, revitalized commercial corridor and downtown square.

Specific:

Encourage infill development within the City.

Methods/Plan/Steps:

Identify vacant or underutilized properties and work with property owners to develop these properties. Infrastructure is extremely expensive, so infill development should be encouraged before new greenfield developments are pursued.

Attainable/Resources Available:

The EDA has created a list of potential properties for development. The EDA will contact property owners concerning potential development/redevelopment of their properties, assist with marketing efforts, and help facilitate communications between potential developers and property owners.

Result(s) Expected/Measurement:

Promotion and sale of available lots situated in close proximity to existing infrastructure for development/redevelopment.

Timeframe:

Continuous

Goal approved by EDA Board of Commissioners on January 8, 2018.

EDA – LONG-TERM (2-5 Years) GOAL-High to Medium Priority
Additional Grocery Store

CATEGORY: CITY COUNCIL GOAL – STRATEGY II: COMMUNITY

VITALITY: Create a diversified jobs base and a thriving, revitalized commercial corridor and downtown square.

Specific:

The EDA has identified a goal to pursue an additional grocery store in Windom.

(Background: Hy-Vee acquired the lease for the downtown Sunshine Foods' location. Thereafter, the lease for the existing Hy-Vee grocery store was terminated and the property was sold to O'Reilly's. This resulted in a 30% loss of retail food space. Customers experienced the effect immediately with the loss of product variety and the realization that the resulting store was too small to serve all of their needs. Lack of sufficient parking spaces and long checkout lines are serious issues at the Hy-Vee in Windom. Opportunity: Windom's trade area has the population base and potential to support a second "in-town" supermarket.)

Methods/Plan/Steps:

The EDA will continue to share information from the market study with grocery store chains. The EDA will continue to investigate potential site(s) and share this information with grocery store chains.

Attainable/Resources Available:

A Grocery Store Market Study was completed by Perkins Marketing Company in 2010.

There is a potential site contiguous with the existing Shopko Hometown building. Shopko leases the property and the property owner has indicated that a grocery store would be a compatible match with Shopko on the property.

Result(s) Expected/Measurement:

To present to the EDA Board a proposal concerning a new grocery store option in Windom. This proposal might be in the form of an additional grocery store or the construction of a new larger store by Hy-Vee.

Timeframe:

To bring potential projects to the EDA Board by the end of 2018 with anticipated construction of a new grocery store within the next 5 years.

Goal reapproved by EDA Board of Commissioners on January 8, 2018.

EDA – LONG-TERM (2-5 Years) GOAL-Medium Priority
Data Center

CATEGORY: CITY COUNCIL GOAL – STRATEGY II: COMMUNITY

VITALITY: Create a diversified jobs base and a thriving, revitalized commercial corridor and downtown square.

Specific:

The EDA has identified a goal to pursue a small to medium-sized data center to be situated in the designated location in the North Windom Industrial Park.

Methods/Plan/Steps:

The EDA obtained Preferred Site Designation for a data center in 2014 and will continue to market information gained in the data center site assessment process. The EDA will work with site selectors to pursue data center prospects and also contact data center companies in the Midwest that are considering expansion locations.

Attainable/Resources Available:

The EDA has the information collected during the site assessment process, the power point presentation of the consultant, the list of contacts provided by the site selector who visited Windom in September 2015, a list of contacts provided by other entities, and also assistance from MN DEED in identifying potential prospects.

Result(s) Expected/Measurement:

To present to the EDA Board a proposal from a data center to locate in Windom.

Timeframe:

Attract a data center to Windom in the next 5 years.

Goal reapproved by EDA Board of Commissioners on January 8, 2018.

SMART Goal Planning Form – Electric Department
Plan for Transmission Upgrades

Specific – Engage an engineer to inspect and study the two transmission lines providing power to the City of Windom.

Measurement/Assessment – A report on the condition and plan of action (if needed) will be completed and presented to the Windom Public Utility Commission.

Attainable/Achieve – Funds available within the Electric Department 2018 budget to engage an engineering firm or consultant to perform the work.

Relevant – The transmission lines into Windom were constructed in 1965 and 1974. These two transmission lines provide all of our power and are redundant sources to avoid power failure. Reliable power is necessary for business, industry and to keep\attract people into our community.

Timed – Inspection\Study to be completed by December 31, 2018.

SMART Goal Planning Form – Electric Department
Enhance and Maintain Reliability of Electric Utility

Specific – Complete the substation and switch gear project.

Measurement/Assessment – Construction will be completed on these two items.

Attainable/Achieve – Contracts have been assigned and construction underway in 2017.

Relevant – The expected result is to maintain a reliable electric utility with a goal of 99.5%+ in service time.

Timed – Contract completion date set for April 2018.

Windom Public Library 2018 Goals

Goal III

Specific – The Windom Library will provide the highest level of customer service to all residents and anyone who walks into the library.

Measurement/Assessment – Provide opportunities for staff to attend trainings, conferences, and workshops. Maintain a friendly, knowledgeable, and customer oriented staff. Provide and encourage team work and customer appreciation. Encourage new programs, new services that the library can provide.

Attainable/Achieve – To cultivate and keep current core collections for all ages. Develop collection standards and weed all collections accordingly. Identify popular trends in print materials and purchase materials accordingly. Seek patron recommendations for collections. Organize all collections in ways that promote interest and discovery of new materials and develop new offerings to patrons as community needs change.

Relevant – The result will be a library that is a welcoming, and safe environment. The library will keep providing materials that are current and updated. The library will provide learning and interaction for families and the public. It is our goal for the public to come to the library to access any material on our shelves or use the Plum Creek Library System and MnLink to obtain items that are requested.

Timed – The timeline is every day. Providing the highest level customer service is the library's priority each day.

2018 Annual Goals

SMART Goal Planning Form – Office/Finance – Setup of MaxGalaxy for Recreation Registration/Facility Scheduling

Specific – WHO? WHAT?

The City Hall Office staff will partner with Arena Director to implement upgrade to MaxGalaxy web software for recreation registration and facility scheduling.

Measurement/Assessment – HOW?

Success toward this goal will be measured the system being successfully used for 2018 registration starting 4/1/2018.

Attainable/Achieve – REASONABLE/RESOURCES AVAILABLE?

Capital funding for upgrade was approved in 2018 budget. Employee staff time during normal working hours will be needed to complete this goal.

Relevant – EXPECTED RESULT?

Accomplishing this goal will replace end of life software currently used. The new system will be more user friendly for staff and the public registering for activities.

Timed – WHEN?

Planning for this project started in December 2017. The software will be operational by March 1, 2018.

SMART Goal Planning Form – Office/Finance – Automatic provisioning and diagnosing of voice and data services after core system upgrade.

Specific – WHO? WHAT?

Work with Office/WindowNet Staff to resolve issues with billing system provisioning interface and add functionality available after completion of core system upgrade.

Measurement/Assessment – HOW?

Success will be measured by the ability of voice and data services to auto provision in Innovative Systems and also for CSRs to be able to use the diagnose feature for customer trouble tickets.

Attainable/Achieve – REASONABLE/RESOURCES AVAILABLE?

City Staff time will be needed for system setup and troubleshooting. Additional staff time will be used for training.

Relevant – EXPECTED RESULT?

Improvement in customer service to residents by decreasing time needed to resolve service issues. Also, reduction in technician staff time and truck rolls for Telecom service changes.

Timed – WHEN?

Work on system setup during Q1 2018 and continue to troubleshoot problems throughout 2018. Provide staff training on new system features during Q2 2018.

SMART Goal Planning Form – Office/Finance – Backup Coverage of Billing Processes (Continuation from 2017)

Specific – WHO? WHAT?

Finance Director will work with Billing Independent Contractor and Office Staff to have backup coverage for billing processes.

Measurement/Assessment – HOW?

The achievement of this goal will be determined by the availability of billing process documentation and the ability of Office Staff to independently complete monthly billing processes.

Attainable/Achieve – REASONABLE/RESOURCES AVAILABLE?

City Hall Office Staff time will be needed along with Independent Contractor time to complete this goal.

Relevant – EXPECTED RESULT?

City Hall will have the ability to provide backup coverage for monthly Utility and Telecom billing processes if needed.

Timed – WHEN?

Documentation of the billing processes using the new billing system will continue through Q1 of 2018. City Staff will review and test adequacy of documentation during Q2 of 2018.

SMART Goal Planning Form – Parks Department – Island Park Improvements

Specific – Apply for a State grant to improve the existing Island Park facilities that may include tennis\pickle ball courts, restroom facilities and campground enhancements.

Measurement/Assessment – Submission of a State grant for \$150,000.

Attainable/Achieve – City funds budgeted for the tennis\pickle ball courts can be used a leverage for a larger Island Park improvement project.

Relevant – Construction of new or upgraded amenities will provide recreational opportunities to people visiting our community.

Timed – Completion of the grant application by March 30. If grant is awarded design and bidding would be completed by the 3rd Quarter of 2018.

SMART Goal Planning Form – Parks Department – Tennis\Pickle Ball Courts

Specific – Design and bid the Tennis Court\Pickle Ball Court project.

Measurement/Assessment – Completion of the design and specifications for the project.

Attainable/Achieve – City funds amounting to \$200,000 is budgeted for this activity. Preliminary cost estimates and locational design to be completed in February\March 2018.

Relevant – Construction of this amenity will provide recreational opportunities to residents and improve quality of life issues for attracting new residents.

Timed – Completion of the design by May 2018 with bidding in July\August (if tied to a state grant).

**Windom Community Center 2018 Goals:
Raising the Population of Windom to 5,000 plus by the Year 2020**

Goals for this year hopefully will coincide with each other making the Windom Community Center and its surrounding grounds and outside event area a special place in which to come enjoy and use. This will help promote the Windom area with its jobs and opportunities as a top community to live and raise a family.

Our first goal will pertain to the staging of the outdoor Event Area . Our goal will be to begin the staging process. To make this a beautiful reality, we will start with cost and time lines and start formulating ideas for the addition of a large concrete area and pergola up against the present building. Also, later stages 2 and 3 will be adding to the south with the sheltered wedding area and gathering shelters for multi-functions being held at the same times.

For our second goal I would like to continue the growth of Ein Bier Bitte tasting festival and fireworks. This hopefully will bring people to town to enjoy the festival and park activities with the grand finale being a great fireworks display. People coming to the festival will in turn be able to see and use the parts of the event area. This will in turn hopefully make guests want to use these areas more for events and functions. This makes the Windom Community a beautiful place to move and use it facilities for multi-purposes.

SMART Goal Planning Form – Police Dept. – BCA Investigation Certificate

Specific – Officer Donna Marcy will be finishing her courses through the Bureau of Criminal Apprehension (BCA) in order to obtain an Investigator's Certificate.

Measurement/Assessment – We will measure this goal by whether it is completed.

Attainable/Achieve – We have budgetary resources available for implementation.

Relevant – Continuing education and staff development are key components in our organization. These courses are also helpful to Officer Marcy as she begins her new duties as an investigator for the Windom Police Department.

Timed – This goal should be completed by the end of 2018.

SMART Goal Planning Form – Police Dept. – K9

Specific – The Windom Police Department plans to purchase a police canine by using forfeiture funds in 2018.

Measurement/Assessment – We will measure this goal by whether we purchase the dog.

Attainable/Achieve – It is attainable by using forfeiture funds. We also have some budgetary resources available. It is our intent to limit the use of taxpayer funds in funding this project.

Relevant – Our officers are intent in making Windom a “drug-free community.” Having a drug dog assists us in taking steps to make this a reality. We will also use the dogs in our schools for drug searches, when requested. The dog will also have tracking capabilities that will allow it to track fleeing suspects, as well as missing people.

Timed – It is our hope to have a dog fully operational by December 2018.

SMART Goal Planning Form – Police Dept. - Bicycle Patrol

Specific – The Windom Police Department intends to again patrol the City of Windom on bicycles during the summer months. We also intend to have an officer assigned to the Cottonwood County Fair on a bicycle. We have two new officers on our staff that are interested in participating.

Measurement/Assessment – We will measure this goal by whether we patrol in this fashion.

Attainable/Achieve – Limited budgetary resources will be used as the majority of equipment was purchased last year.

Relevant – This is a community-policing concept. We hope to have more personal contact with residents of the community. There is also a strategic component in that officers may be able to detect crimes that they wouldn't ordinarily by patrolling in a car.

Timed – It is possible that this goal could be implemented in May of 2018.

SMART Goal Planning Form – Police Dept. – MILO Public Interaction

Specific – The Windom Police Department plans to allow citizens of our community to go through our MILO Range program. In the past, we have held a citizen’s academy each year to promote community-policing and give our residents a better understanding in how law enforcement works. Last year, we partnered with the Lakefield Police Department and the Cottonwood County Sheriff’s Office in purchasing a MILO Range. The device simulates use of force encounters that an officer may be faced with. The user is confronted with decisions concerning the use of force.

Our recent attempts to host a citizen’s academy have not been successful, due to lack of interest. We believe there will be interest in going through a ½ hour session on the MILO Range. This will truly allow people to “be in the shoes of an officer,” and will not have a dedicated time commitment.

Measurement/Assessment – We will measure its success in whether or not we have enough participants to hold sessions.

Attainable/Achieve – We have budgetary resources available for implementation. The MILO Range was purchased last year with capital funding.

Relevant – This opportunity gives participants the best chance to see what it is like to be a police officer and to understand their decision making processes.

Timed – We would hope to have this completed by December 2018.

SMART Goal Planning Form – Police Dept. – SRO Practitioner Certificate

Specific – School Resource Officer Dana Wallace will attend the National School Resource Officers Convention in Reno, Nevada, in order to obtain her SRO Practitioner Certificate.

Measurement/Assessment – We will measure this goal by whether it is completed.

Attainable/Achieve – The Windom Area Schools and the Windom Police Department are partnering together to make this goal achievable.

Relevant – SRO Wallace has completed the Basic and Advanced SRO courses. The SRO Practitioner Certificate is the highest level of training for School Resource Officers. The training will allow her to have current training in how to be an effective officer in the schools.

Timed – This goal will be completed by August of 2018.

SMART Goal Planning Form – Telecommunications Department – 2018
Council's 5K by 2020 Support

Specific – The Telecommunication's Department General Manger and Telecommunications Committee have determined that Telecommunications Department will support the Council's 5K by 2020 by lowering the new house construction cost to \$1,000.00 per new construction, which is far below the estimated actual cost. Telecommunications Department will improve customer experience by increasing Broadband system capacities, Video services and improved Wi-Fi experience.

Measurement/Assessment – The measurement of these efforts will be based off the of the new housing numbers and additional broadband customers.

Attainable/Achieve – The Telecommunications Department will work with other city departments to achieve the Council's 5K by 2020 goal.

Relevant – This goal is to encourage population growth of the City of Windom.

Timed – The objective would be to work on this goal throughout 2018.

SMART Goal Planning Form – Telecommunications Department – Website 2018

Specific – The Telecom Department has identified a goal to inform the public of current service offerings, changes, and updates.

Measurement/Assessment – The Telecom Department will update the current website, Windomnet.com, to reflect current services, changes, and updates, as well as new and enhanced services.

Attainable/Achieve – Any changes to service offering or rate changes will be updated by Telecom staff as they occur. The website will be reviewed by the Telecom manager quarterly thereafter to ensure the information is accurate.

Relevant – An updated Windomnet.com website will allow the public to research information without having to contact City Hall. There would also be a link to the City's new website to allow for bill viewing, subscriber's packages and payments.

Timed – The website will be updated by July 1st 2018. Any changes to service offerings or rate changes will be updated at least quarterly.

SMART Goal Planning Form – Telecommunications Department – 2018
NOC Building Security/Safety

Specific – The Telecommunication Department Operations Manager has identified a need to improve NOC building security/safety and improve efficiencies.

Measurement/Assessment – Current wall pack exterior lighting is prone to failure of metal halide bulbs and transformers, use 100w of power and have a 1 year warranty. Suitable replacement LED wall pack lighting use around 32w of power and have a 5 year warranty. Energy efficiency is improved.
NOC room lighting is inadequate. Currently uses 3200K bulbs, replace with 4500K bulbs. Safety is improved.

Attainable/Achieve – Replace exterior building wall pack lighting with LED lights. Replace light bulbs in NOC room with brighter bulbs.

Relevant – NOC building exterior lighting will be more reliable and energy efficient. NOC room interior lighting will be brighter, reduce eye strain and improve safety of staff.

Timed – The end of August 2018.

SMART Goal Planning Form – Telecommunications Department –
Employee Continuing Education 2018

Specific – The Telecommunication Department staff will develop a schedule and identify trainings that would be beneficial for employees to attend. The trainings will help keep the department familiar with industry standards, safety practices and customer relations.

Measurement/Assessment – The Telecommunication Department employees will be given specific questions or goals to be met from the training and be asked to give a report to the group during a staff meeting.

Attainable/Achieve – We have a number of available training resources available from several of our equipment vendors (Calix and MetaSwitch), Minnesota Telecom Alliance and other sources.

Relevant – This goal if reached would produce a well-informed team willing to accept change when needed and work together effectively.

Timed – The goal would be to have each employee attend one training event or class every other year.

SMART Goal Planning Form – Water Department

Specific – WHO? WHAT?

Commercial Water Agreements.

Measurement/Assessment – HOW?

Meeting with commercial customers to meet their needs and to project into the future needs of the city.

Attainable/Achieve – REASONABLE/RESOURCES AVAILABLE?

Based on available capacity.

Relevant – EXPECTED RESULT?

To have current agreements with commercial customers.

Timed – WHEN?

December 2018

SMART Goal Planning Form – Water & Wastewater Department

Specific – **WHO? WHAT?**

Island Park Addition. Upgrading restrooms and water and sewer hookups for camper sites.

Measurement/Assessment – **HOW?**

Work with engineers to extent water and sewer connections.

Attainable/Achieve – **REASONABLE/RESOURCES AVAILABLE?**

Connect new services into existing lines to park.

Relevant – **EXPECTED RESULT?**

Modernize restrooms and upgrade campground facilities.

Timed – **WHEN?**

Fall 2018

SMART Goal Planning Form – Water & Wastewater Department

Specific – WHO? WHAT?

Support EDA with any future expansions in the city.

Measurement/Assessment – HOW?

By increased growth.

Attainable/Achieve – REASONABLE/RESOURCES AVAILABLE?

Based on available capacity.

Relevant – EXPECTED RESULT?

To generate future expansion for the City of Windom

Timed – WHEN?

2018 and beyond.

SMART Goal Planning Form – Wastewater Department

Specific – WHO? WHAT?
Industrial User Agreements

Measurement/Assessment – HOW?
Meeting with industrial users to have agreements into place .

Attainable/Achieve – REASONABLE/RESOURCES AVAILABLE?
Based on available capacity.

Relevant – EXPECTED RESULT?
To have current industrial user agreements for available capacity.

Timed – WHEN?
December 2018 And beyond.