

**Council Meeting
Tuesday, October 2, 2018
City Council Chambers
5:30 p.m.
AGENDA**



5: 30 BUDGET WORKSHOP

1. 2019 Proposed Budget Discussion

7:30 p.m. Regular City Council

Call to Order
Pledge of Allegiance

1. Consent Agenda
 - Minutes
 - Council Minutes –September 18, 2018
 - Housing and Redevelopment Authority –August 8, 2018
 - Community Center Commission – September 17, 2018
 - Utility Commission – September 26, 2018
 - Regular Bills
2. Department Heads
3. Public Input Meeting – MN Workforce Housing Grant – Water Retention & Housing Project
 - Resolution of Support – Workforce Housing Grant
 - Neighborhood Petition
4. Resolution Accepting Donations
 - Library – In Memory of Dale Minion
5. Resolution Appointing Additional Election Judges
6. Resolution Calling for a Public Hearing for 2018 Miscellaneous Special Assessments
7. Contractor Payment – Substation Project - Conductor Power #7 - \$29,527.90
8. New Business
9. Old Business
10. Council Comments
11. Adjourn

REMINDER BUDGET WORKSHOP – OCT. 2, 2018 AT 5:30 P.M. – CITY COUNCIL CHAMBERS



Preliminary

**Regular Council Meeting
City Hall, Council Chamber
September 18, 2018
7:30 p.m.**

1. Call to Order:

The meeting was called to order by Mayor Dominic Jones.

2. Roll Call:

Council Present: Mayor Dominic Jones, Jayesun Sherman, Marv Grunig and Bryan Joyce

Council Absent: Rod Byam and JoAnn Ray

City Staff Present:

Steve Nasby, City Administrator; Ron Schramel, City Attorney; Jason Sykora, Electric Superintendent; John Nelson, Liquor Store Manager; Brian Cooley, Street Superintendent; Andy Spielman, Building & Zoning Official; Drew Hage, Development Director; Al Baloun, Park & Recreation Director; Mike Haugen, Water/Wastewater Superintendent

Pledge of Allegiance

3. Consent Agenda:

- Minutes
 - Council Minutes – September 4, 2018
 - Telecom Commission – August 27, 2018
 - Street Committee – September 6, 2018
 - EDA – September 10, 2018
 - Library Board – September 11, 2018
 - Planning Commission – September 11, 2018
- Regular Bills

Motion by Joyce second by Grunig approving the Consent Agenda. Motion carried 3 – 0.

4. Department Heads:

None.

5. Resolution of Appreciation – Brad Bussa:

Council member Grunig introduced the Resolution No. 2018-72, entitled “A RESOLUTION EXPRESSING SINCERE APPRECIATION TO BRADLEY BUSSA FOR HONORABLE AND DEVOTED PUBLIC SERVICE TO THE CITY OF WINDOM, MINNESOTA”, and

moved its adoption. The resolution was seconded by Sherman and on roll call vote: Yes: Grunig, Sherman, Joyce. No: None. Absent: Ray, Byam. Abstain: None. Resolution passed 3 – 0.

6. Annual Firefighters Relief Association Report:

Nasby reviewed the Firefighter Relief Association Report, noting that this is the retirement benefit for the firefighters. This fund is self-sustaining and no City funding is needed or required. The Firefighter Relief Association is required to submit an annual report to the State of Minnesota with City Council approval.

Motion by Grunig second by Joyce to approve Annual Firefighters Relief Association 2017 Report. Motion carried 3 – 0.

7. Planning Commission Recommendation – Conditional Use Permit – 2610 Hwy 60 E:

Andy Spielman, Building & Zoning Official, presented a Conditional Use Permit (CUP) for 2610 Hwy 60 E in Windom. Applicants are requesting a CUP to allow the installation of a gray water earthen basin on undeveloped land in the A-O District. The gray water from Windom Wash will pass through a sewage pre-treatment building removing any solid materials, flow into the basin to be later spray irrigated onto three adjoining fields. The City had previously granted a CUP in 2017 for a covered earthen basin, however, the Minnesota Pollution Control Agency has recently removed the requirement for a cover on gray water basins with a stipulation that all water still pass through the treatment facility.

Motion by Joyce second by Sherman to approve the Conditional Use Permit for 2610 Hwy 60 E per the conditions set forth by the Planning Commission. Motion carried 3 – 0.

Motion by Joyce second by Sherman to suspend Council Rules to allow public comments from Scott Veenker, 2610 Hwy 60 E, to answer Council questions. Motion carried 3 – 0.

Jones noted that at the Windom Wash (2610 Hwy 60 E) is currently hooked into the City Sewer system for the industrial usage but asked if future would be just domestic (i.e. bathrooms, showers) usage. He questioned Veenker's intention to sign the Significant Industrial User Agreement as it pertains to the upcoming Wastewater Treatment Improvement Project. Veenker replied that he is still considered a SIU as they still would have a connection to the City Sewer System. The current loading requirements would be reduced using the earthen basin, pre-treatment and spray irrigation. Water can be re-used, it is better for the environment and a financial benefit to Veenker.

Grunig asked if Windom Wash would still be participating in capital costs. Veenker replied that his cost would be compared to other large business' that have a maximum of 25,000 gallons of waste water per day. By using an earthen basin, he can control what is discharged into the City Wastewater System. Windom Wash would still be a SIU as it would be identified by the MPCA as a possible contributor for contamination. The sampling building would remain in place with still monitor discharge levels.

Preliminary

Grunig asked if the basin is able to take water in the winter. Veenker stated that the basin should be able to hold 6 months of grey water and then would be applied to growing crops.

8. Public Hearing – New Housing Tax Abatement Program – 2255, 2265, 2275 7th Avenue:

Drew Hage, Development Director, presented information on three new single-family homes to be built in Windom. The Housing Tax Abatement Program provides a five-year abatement of real estate taxes on the increased market value of the property. The estimated abatement of real estate taxes by the City for the three homes for the five-year period is \$35,775.

Jones opened the Public Hearing at 7:50 P.M.

No comments were received.

Jones closed the Public Hearing at 7:51 P.M.

Joyce asked how the abatement applied as these homes will not be owner-occupied right away. Hage stated the 5-year abatement period would transfer to the new homeowner. The program, however, is open to both owner-occupied housing and rental housing.

Council member Grunig introduced the Resolution No. 2018-73, entitled “RESOLUTION APPROVING TAX ABATEMENT FOR CERTAIN PROPERTIES PURSUANT TO MINN. ST AT. §469.1813”, and moved its adoption. The resolution was seconded by Joyce and on roll call vote: Yes: Sherman, Joyce, Grunig. No: None. Absent: Ray, Byam. Abstain: None. Resolution passed 3 – 0.

9. Park & Recreation Commission Recommendations:

Al Baloun, Park & Recreation Director, and Brent Staples, Windom Youth Hockey Association Representative, updated the Council on the Arena Ice System project and the need to replace the Studio Rink Boards and Dasher boards. Park & Recreation Board is recommending replacement with the received quotation from Rink Systems.

Jones asked if the project was originally budgeted for in the Ice System upgrade. Nasby replied that this is an addition to the project whereas the original project included only the radius changes. He said it is the Commission's intent is to use the contingency money that remains from the Ice System project. Jones noted that the contingency funds could also be used to pay down on the Arena Ice System loan.

Staples added that the Volunteer Committee that assisted the Commission getting the bid package, had arranged for volunteer labor to reduce the overall cost of the project. The Studio Rink has been reshaped for safety and maintenance improvements. As such, the existing boards will not work and it needs new caps. Staples stated that the Hockey Association would volunteer labor to remove the old boards and install the replacement boards under Rink Systems guidance.

Preliminary

Council inquired about the condition and life span of the replacement boards. Staples answered that the replacement boards are steel/aluminum opposed to the old wooden boards. The replacement boards will also have a new rail cap as an additional benefit for the glass installation. There will be significant savings in using glass that they Hockey Association has already obtained.

Grunig asked what Capital Improvements are in the near future. Baloun replied roof repairs and parking lot improvements.

Motion by Joyce second by Sherman to approve the replacement of the Studio Rink Boards and Dasher Boards with the quote received from Rink Systems in the amount of \$37,500 as recommended by the Parks and Recreation Commission. Motion carried 3 – 0.

Joyce asked if the ceiling improvements were in the 2018 budget or the intent was to use additional contingency dollars from the Ice Arena Project. Nasby explained that there are funds in the 2018 budget to cover a majority of the improvements with the remaining expense to be covered by the contingency dollars if needed.

Motion by Grunig second by Joyce to accept the bid from Fredin Construction to remodel the Hallway Ceiling behind the Grandstand at the Arena in the amount of \$22,574.51. Motion carried 3 – 0.

Council questioned the progress of the Arena Ice System Project. It is noted that the compressor will be started on Wednesday September 19th marking the substantial completion date. The original substantial completion date was July 13, 2018. As such, liquidated damages should be costing the contractor \$500/day that will have to be assessed on the contract. The final completion date was set for August 15, 2018. The Project Engineer will be notified of the intended liquidated damages as Baloun has a ledger of the contractor progress.

Staples thanked the Council for supporting the Arena Improvement effort.

Joyce asked if the ice in date is on schedule. Baloun said that they will be starting soon and the target date for skating is October 9th.

10. Wastewater Treatment Facility Improvement:

Mike Haugen, Water/Wastewater Superintendent, and Travis Winter, Bolton & Menk Engineer, approached the Council with a Wastewater Treatment Facility Improvement update.

Ron Schramel, City Attorney, stated the City and Prime Pork are working out a SIU agreement. A draft has been submitted to Prime Pork about 30 days ago. Prime Pork is working with a new legal team reviewing the SIU. Schramel noted that it is Prime Pork's intent to complete the SIU with the City in the next 7-10 days. The Council's previous bid acceptance extension expires on September 23, 2018. The contractor is willing to extend this date to October 17 to allow more time to complete the SIU. The Council also had a concern regarding the September 30 cut-off date, which according to the State of Minnesota Public Funding Association will not press in order to receive accurate contract information.

Preliminary

Grunig asked if Prime Pork had any additional comments regarding the Financial Guarantee. Schramel replied that Prime Pork and the PFA will need to work out details.

Motion by Joyce second by Sherman to approve the Agreement presented to extend the extension of the Wastewater Treatment Bid to October 17, 2018. Motion carried 3 – 0.

Motion by Sherman second by Grunig to table the Wastewater Treatment Plant Bid award to October 16, 2018. Motion carried 3 – 0.

Haugen extended thanks to Schramel for working diligently on completing the SIU agreements. Initial construction was scheduled for October 1, 2018. Construction may begin 4 weeks after bid award. The MPCA deadline for compliance on permit is October 2020.

11. Street Committee Recommendation – Homecoming Parade – Street Closure:

Jones reviewed the proposed street closure for the 2018 Homecoming Parade.

Motion by Grunig second by Sherman to approve the Parade Route and Street Closure as presented. Motion carried 3 – 0.

12. Set Preliminary 2019 Budget Levy:

Nasby said the 2019 Preliminary Tax Levy is not to exceed 5.22%. He noted no staff changes are projected but the Council had allocated dollars to the flood plain study and removal of a hazardous property in 2018, to be budgeted out of 2019 dollars. Capital expenses are more costly so this is reflected in the projection as well. Home and business values have been increasing in the previous two years which will essentially hold the tax levy rate steady.

Joyce mentioned that the Capital requests are set at \$1.8 million from non-enterprise funds while there is \$200,000 budgeted. He also noted that the City of Windom has spent \$160,000 on the Cemstone Reclamation Project and no noted progress has been made. The Council needs to be realistic on how to fund proposed projects and have a set plan to accomplish them. He is concerned how to finance a 5-year plan based on the budget proposed.

Jones is also concerned about the Cemstone project but voiced that this is a housing investment for future City growth. Nasby replied stating that if the development does not move forward, Cemstone will repay for the fill that was used for their project and the City owns fill that is stockpiled on that site.

Joyce asked what amount of the street sweeper has been allocated. Nasby said that last year the Council budgeted \$90,000 of the projected \$184,000 cost.

Jones stressed that street maintenance needs to be completed. Sherman noted that the Street Committee is discussing new equipment to improve the needed patching and longevity of the 36 miles of existing streets.

Council member Grunig introduced the Resolution No. 2018-74, entitled “A RESOLUTION ADOPTING PROPOSED PROPERTY TAX LEVY”, not to exceed 5.22%. The resolution was seconded by Sherman and on roll call vote: Yes: Sherman, Joyce, Grunig. No: None. Absent: Byam, Ray. Abstain: None. Resolution passed 3 – 0.

13. Establish 2019 Budget Hearing Dates:

Nasby recommended Council approval for the following dates:

- December 4, 2018 as the 2019 budget presentation and public input meeting
- December 18, 2018 for adoption of the 2019 budget and final property tax levy

Motion by Sherman second by Grunig to approve the Budget Hearing Dates as stated. Motion carried 3 – 0.

14. Airport – MN Department of Transportation – Grant Resolution:

Nasby reviewed with the Council the 2018 Airport Taxiway and Hangar Improvement Project was not awarded, however the design cost is still an expense that needs to be paid. The State portion of this expense is \$6,220 and needs approval via resolution.

Council member Sherman introduced the Resolution No. 2018-75, entitled “AUTHORIZATION TO EXECUTE MINNESOTA DEPARTMENT OF TRANSPORTATION GRANT AGREEMENT FOR AIRPORT IMPROVEMENT EXCLUDING LAND ACQUISITION”, and moved its adoption. The resolution was seconded by Grunig and on roll call vote: Yes: Joyce, Grunig, Sherman. No: None. Absent: Byam, Ray. Abstain: None. Resolution passed 3 – 0.

15. Personnel:

Nasby stated that the Community Center had a vacancy on their part-time staffing when Mindy DeWall was promoted to full-time status. The Council had previously approved the advertisement for a part-time maintenance position. Nasby and Community Center liaison JoAnn Ray conducted interviews and are recommending hiring James Nelson for the position. Nelson is also a candidate for the 2018 City Council election.

Grunig questioned the legality and potential conflict of interest. Schramel has reviewed state law stating that a part-time employee is allowed to hold a Council seat.

Motion by Joyce second by Sherman to approve hiring James Nelson as a part-time Community Center Maintenance position for 25 hours per week at a starting wage of \$12.87 per hour. Motion carried 2 – 1 (Grunig).

Joyce mentioned the need at the Community Center for help, and cautioned the potential conflict of interest in future Council decisions.

Grunig hopes that Nelson picks one course of action or the other.

John Nelson, Liquor Store Manager, is requesting Council approval to hire Stacia Hetterich as a non-union Part-time Liquor Store Clerk at a starting wage of \$9.65/hour. Nelson stated that 2 of the 3 previous hires have not worked out.

Motion by Joyce second by Sherman to approve hiring Stacia Hetterich as a non-union Part-time Liquor Store Clerk at \$9.65/hour. Motion carried 3 – 0.

16. Call for Public Input Meeting – MN Workforce Housing Grant:

Hage presented the Council with a background on a potential market rate housing project. Developers are looking for locations, amenities, and infrastructure. Hage mentioned that there are two potential developments. The first includes a 46-unit multi-family complex and another with four, 4-unit townhomes. The workforce need has increased in town, so the need for housing is growing. This property is located north of the School District's property and between 17th and 18th Avenues. As this area does flood along with the adjacent Red Leaf Court area, it is also essential to create an area for water retention and detention.

Brian Cooley, Street Superintendent, mentioned that the current subdivision can handle the water intake; it is the outside sources that flood the low-lying areas. DGR Engineers have mentioned the nearby fields that are tiled increases the amount and speed of water flowing in to the subdivision. A retention pond would absorb the water running into the subdivision on the west side of the ditch. The plans are in a preliminary design phase with reference to work that has been completed in 2010 and 2012.

Grunig understands the need for a retention area, but questioned if the outlet to the river is being addressed as well. Cooley replied during the recent heavy rain event, the culvert outlet was only running half full; however, water receded when manhole covers were graded and opened. DGR stated the existing 36" pipe is sufficient if water flow was directed correctly but repairs are necessary to correct the problems.

Hage explained that improvement costs can be shared if a new development is approved in the adjacent area. Approximately 26 acres are needed to provide the necessary water retention/detention requirements. Soil samples have been collected revealing sand that could be sold thus lowering the cost to reclaim the area if this material were mined. An electric extension would be needed for the 46-unit complex if placed on the end of 18th Street. The 4 townhomes are proposed to be built at the end of 17th Street but would require an extension of the street and utilities. Re-zoning will be necessary for the proposed projects as the area is now R-1. The comprehensive plan intent is to provide multi-family housing on the edges of town. The new housing investment would be \$7 million with property tax payments of about \$115,000 annually.

Grunig questioned if the 46-unit complex would qualify for tax abatement program. Hage said they would, but stated that if 60 acres of land is purchased a housing TIF district would be a better strategy to the City as they can reimburse ourselves for the land cost which will also host the water retention being proposed.

Preliminary

Joyce discussed being proactive with zoning properties for development as opposed to reactive and needing to re-zone areas. Hage stated that the comprehensive plan proposal should have R-2 and R-3 zones on the edges of town.

Jones asked if the property owner is willing to sell. Hage stated the property owner has verbally agreed to sell.

Council discussed the flooding in the area and questioned if this project will raise water issues with the neighboring citizens. The current water table in the area is 7-9 feet and if the water retention/detention pond is created it would need a clay berm to maintain incoming waters for larger rain events. Clay would also have to surround the pond edges to help prevent water seepage to surrounding houses as surrounding homeowners are anxious. A public input meeting is a good way to inform the residents, address concerns and to answer questions.

Joyce asked when the Grant Application was due for the 4 townhome proposal. Drew answered the application is due October 11th but the Council can always refuse the Grant if the project does not move forward.

Council member Joyce introduced the Resolution No. 2018-76, entitled “RESOLUTION CALLING FOR A PUBLIC INPUT MEETING ON PROPOSED WORKFORCE HOUSING GRANT APPLICATION AND POTENTIAL PLANS TO RESOLVE STORM WATER ISSUES”, and moved its adoption. The resolution was seconded by Sherman and on roll call vote: Yes: Grunig, Sherman, Joyce. No: None. Absent: Byam, Ray. Abstain: None. Resolution passed 3 – 0.

Joyce would like an update at the next meeting on the condition of 18th Avenue knowing that the future development will see an increased traffic flow.

17. New Business:

None.

18. Old Business:

None.

19. Council Comments:

Jones pointed out that the Highway 62 improvements brought forward by MN DOT has some property owner concerns with the sidewalk proposal. MN DOT is planning on attending a future meeting to provide a presentation and answer questions.

20. Closed Session – Labor Negotiations:

Motion by Joyce second by Sherman to move into a Closed Session to discuss Labor Negotiations. Motion carried 3 – 0.

Preliminary

Meeting was closed at 9:55 P.M.

Motion by Joyce second by Grunig to come out of closed session and resume the Regular Council Meeting. Motion carried 3 – 0.

Meeting was resumed at 10:34 P.M.

21. Adjournment:

Mayor Jones adjourned the meeting by unanimous consent at 10:35 PM.

Dominic Jones, Mayor

Attest: _____
Steve Nasby, City Administrator

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

August 8, 2018 ~ 4:00 pm

A regular meeting of the Board of Directors was held on Wednesday, August 8, 2018, at the Hillside Manor Community Room. Board Members present: Frank Dorpinghaus, Linda Jaakola, Margaret McDonald, Pam Dobson, Dan Molitor and Liaison Mike Meyer. Also present were: Executive Director, Connie Clausen and Operations Manager, Linda Loewen.

The Meeting was called to order at 4:04 pm with the consent agenda approved (Jaakola/McDonald) which included minutes from the previous meeting, the agenda, utility report, balance report and bills report.

Scheduled Guests: None

Old business consisted of:

1. An update was given on the monthly turnaround rate/days. We have turned around 16 units since 4/1/2018 and our average days to complete a turnover are 5.76.
2. We welcomed our new Resident Board Member, Dan Molitor.
3. An update was given on the RV Parking Lot Project. We have received a partial pay request in the amount of \$166,400-\$8,320 retainage for a total of \$158,080. After some discussion, a motion was made to approve the pay request. (Jaakola/McDonald) Another motion was made to pay \$36,974 out of our savings and use \$84,478 from CFP2016 and \$36,628 from CFP2017 (Jaakola/McDonald). Payment will be sent after payroll report corrections are taken care of.
4. An update was given on the 957 River Road property. The board did a walk-through of the property today to see the progress. Terry Fredin with Fredin Construction has indicated their target for completion is the end of August. There was discussion about the front steps, the garage and the yard/landscaping. The Executive Director will be getting quotes for the front step as well as the garage. Staff will be planning a clean-up day for the yard/landscaping.
5. An update to Special Projects was given. The City of Windom has been approved for the SCDP grant. The \$20,000 grant that the Windom HRA agreed to will be used as follows: Any resident of Windom who applies for funding through the SCDP grant and receives approval will be given \$1,000 grant from the Windom HRA to offset their portion of the project that will not be covered. The HRA will also be taking applications for our Residential and Rental Rehab loan program. The board also discussed the \$125,000 loan to the City of Windom for the CemStone project. The Executive Director will contact Drew Hage with the Windom EDA about attending the October board meeting and giving an update on the project.
6. An update was given on the HS sidewalk and street repairs. Tri-State plans to fix the sidewalk yet this summer/fall. The Executive Director and maintenance staff will follow up with Brian Cooley from the Windom Street Department next week regarding issues with the street repair.
7. An update was given on the long-term radon testing completed at Hillside Manor. The Executive Director is working on the RFP and expects to send it out in the next 7-10 days.
8. Our Annual Audit was completed on 7/20. The audit took longer than normal due to issues with our current fee accountant. We will be reviewing our fee accountant contract and also sending out an RFP for services in the near future.
9. The MHFA inspections were completed on 7/23. There were only a couple of minor issues that have been addressed and we remain in compliance. MHFA will be inspecting the Riverview Apartments property every 2 years as part of the POHP grant we received for the RV wall project.
10. The Windom HRA staff participated in Windom's Night to Unite on 8/6. Children's games were provided by Resident Board Member, Dan Molitor. A total of \$25 was spent for prizes to be handed out with the games.
11. The Annual MN NAHRO Fall Conference will be held 9/11-9/14 in Duluth MN. Both the Executive Director and Operations Manager will be attending.

New Business consisted of:

1. An update was given for the Jackson HRA. The Executive Director attended a city council meeting in Jackson on 7/17 to request a tax levy for fiscal year 2019. The next step will be meeting with the Finance Committee prior to receiving a decision on the request. The Jackson HRA is in negotiations regarding updating the cable TV system in the hi-rise. Maintenance staff is currently washing/painting scattered houses.
2. The Executive Director will be reviewing annual renewals for employee health insurance coverage.
3. The Executive Director reports working on the following reports: (Windom) Workman's Compensation Payroll Audit and 2019 CFP Certification and (Jackson) Year End Prep, 2019 Proposed Budget, Annual Employee Reviews, Bad Debt processing, POCRI Fee filing for Health Insurance and 2019 CFP Certification.
4. HUD Lead the Way training: The Executive Director will be taking the on-line training and report back to the board.
5. Upcoming board meetings will be September 19th at RV and October 10th at HS.

With no further business, the meeting was adjourned at 4:59 pm (McDonald/Jaakola).

Frank Dorpinghaus, Chairman

Connie Clausen, Executive Director

Community Center Commission Minutes
Monday September 17, 2018

1. Call to Order: The meeting was called to order by President Wayne Maras at 5:40 p.m.

2. Roll Call: President: Wayne Maras
CC Director:
Commission Members: Linda Stuckenbroker
Mitch Voehl
Lenny Thiner
Commission Liaisons: Rod Byam-Absent
Jo Ann Ray-Absent
Brian Cooley-Absent
City Administrator: Steve Nasby
EDA Director: Drew Hage
Liquor Store Manager: John Nelson
Public: Lois Eigenberg, Mindy Dewall, Chamber
Director Anna Smith

3. Approval of Minutes:

Motion by Lenny Thiner, seconded by Mitch Voehl to approve the August 20 and August 27, 2018 Community Center Commission Minutes. Motion carried 4-0

4. Additions to the agenda:

Holiday Wine Event added to Miscellaneous

5. President's Report:

a. Nothing to Report

6. Director's Report: By City Administrator Steve Nasby

a. Scheduling done through September with WCC Staff.

b. James Nelson applied for part time employment at WCC-Recommendation to City Council.

c. Consulted with League of MN Cities in regards to Compensation Base Salary.

7. Resource Management:

Schedule of Events: Events were Reviewed

Income & Expense: Was Approved

8. Miscellaneous:

WCC Recommendations to City Council: Reviewed pages with amendments to City Council with group.

WCC Website presentation by AD MFG: was tabled decision pending presentations from other vendors.

Holiday Wine Event: Liquor Store Manager John Nelson wants to utilize WCC November 9 for a 3-hour Wine Tasting Event.

9. Open Forum:

Chamber of Commerce Director Anna Smith discussed funds available for signage.

10. Next Meeting:

Monday October 15, 2018 @ 5:30pm

Adjourn:

Motion by Lenny Thiner, seconded by Mitch Voehl, to adjourn the meeting at 8:00 pm. Motion carried 4-0.

Wayne Maras, WCC President

Linda Stuckenbroker, WCC Secretary

Attest: _____
WCC Director

UTILITY COMMISSION MINUTES

Windom City Hall, Council Chamber

September 26, 2018

Call Meeting to Order: The Utility Commission meeting was called to order at 10:00 a.m.

Members Present: Utility Commission Chairperson: Mike Schwalbach
Members Present: Tom Riordan Glen Francis (Arrived Late)
Member Absent: None
City Council Liaison: Marv Grunig (Absent)
Staff Present Mike Haugen, Water/Wastewater Superintendent, Jason Sykora, Electric Superintendent, Chelsie Carlson, Finance Director; Glenn Lund, Wastewater Foreman; Steve Nasby, City Administrator

APPROVE MINUTES

Motion by Riordan second by Schwalbach to approve the August 15, 2018 minutes. Motion carried 2-0.

NEW BUSINESS

WINDOMNET EXPANSION

Jeff Dahna, Telecom Manager, was present to request an inter-department loan from Commission for a data expansion project to plow main line fiber on Cottonwood County Road 25/Jackson County Road 17. Dahna was approached by a contractor willing to complete the labor boring and plowing for a reduced rate in order to get Windomnet service at his residence. The inter-department loan is to complete the work this fall. The cost estimate provided by Dahna was \$12,300. There is a potential of gaining 14 Windomnet customers from this expansion.

Motion by Riordan second by Francis to approve a one year inter-department loan of \$12,300 to the Telecom department at 3% interest. Motion carried 3-0.

WATER/WASTEWATER ITEMS

SIU AGREEMENTS

Kelly Yahnke, Bolton & Menk, Inc. provided an update regarding the Wastewater Treatment Plant Project and negotiations of the Significant Industrial User Agreements for Prime Pork and Windom Wash. Two extensions on the bid contract for completion of the project have been executed to allow 30 days plus two weeks to accept the bid. This time is needed to finalize the Prime Pork and Windom Wash SIU agreements. The legal counsel for Prime Pork has requested several adjustments to the draft agreement including removal of the personal guarantee and also requesting additional capacity. City staff and the City Attorney are working through the proposed changes and will meet with Prime Pork to finalize the agreements prior to the October 16th Council meeting.

Yahnke explained Windom Wash (2610 Hwy 60 E) is looking at using earthen basin, pre-treatment and spray irrigation. This would reduce loading requirements, is better for the environment, and has a financial benefit to Veenker. Windom Wash would still be considered a Significant Industrial User by the MPCA but the operational charges would be at the Commercial user rate up to 25,000 gallons of waste water per day. These changes significantly reduce the ongoing operational revenues the City would charge Windom Wash so Yahnke is currently revising his previous analysis of projected user rate increases related to the Waste Water Treatment Plant Project. The revised analysis will be presented to the City Council at the October 16th meeting.

CGMC – VOLUNTARY ASSESSMENT

Motion by Riordan second by Francis to approve Voluntary Assessment of 0.50 per sewer connection. Motion carried 3-0.

NWIP – LIFT GENERATOR

Haugen provided a quote from Ron's Electric for a backup generator for the lift station at the NWIP. Nasby explained the purchase will be made with excess revenue received from TIF 1-17 NWIP as a form of repayment on funds contributed by the utility during the development of NWIP.

Motion by Francis second by Riordan to approve purchase of backup generator for NWIP Lift Station from Ron's Electric.

2019 BUDGET

Haugen reviewed 2019 Budget and noted replacement of his truck for 2019. Schwalbach questioned increase in Chemical Expense and Electric Utility. Haugen was going to review those line items. Schwalbach also noted future years are not adjusted on some line items.

OTHER WATER/WASTEWATER

Haugen informed the Commission of a meeting that he and Glenn Lund will be attending on Wastewater Permitting: Solutions to Address Chloride and Other Salty Parameters

Haugen also noted Leak Detectors has identified two possible leaks that he is investigating.

ELECTRIC ITEMS

RECYCLING PROGRAM

Sykora requested approval to charge for commercial bulb recycling. In the past the cost was paid using the Conservation Improvement Program budget but this is no longer an accepted practice. The largest users of the program are Toro and the Windom Area School and the recycler has agreed to make stops at these locations and bill the customers directly. The Commission was in favor of other Commercial customers having the recycling fees applied on their monthly utility bill going forward.

UTILITY FEE ADJUSTMENT

Sykora requested the Commission take action to increase the after-hours labor charge associated with non-pay reconnections. The current charge of \$75.00 does not cover the minimum two hour labor costs incurred during after hour reconnections. Sykora also requested the Commission approve adding a \$25.00 charge for Tag Hanging.

Motion by Schwalbach second by Riordan to approve \$150.00 labor charge for after-hours reconnection and addition of \$25.00 fee for Tag Hanging. Motion Passed 3-0.

APPRENTICESHIP PROGRAM

Sykora requested approval to enroll Apprentice Linemen in MMUA On-site/On-Demand program with books from Northwest Lineworker College. The cost of the program is \$7,000 per year. The apprentices are responsible for buying the books with the agreement that the Utility would reimburse them upon completion of the four year program. The Commission is supported of the program to train new linemen and adding \$7,000 per year to the training budget.

2019 BUDGET

The Commission received the Electric Line item budget and capital requests for 2019. Sykora provided quotes on capital spending items. Schwalbach questioned transfer from Electric department to the General Fund.

RATE STUDY

Nasby and Sykora inquired if there is interest in completing an Electric rate study through CMMPA. The Commission does not think it is needed at this time.

PLOTTER

Sykora informed Commission of a Plotter purchased to print maps. Previously maps were printed at the County or by an engineer. The Plotter is at the Powerhouse and will be available for all departments to use as needed.

OTHER ELECTRIC ITEMS

Information was provided to Commission regarding various potential Transmission Projects.

Sykora reported successfully bringing new substation online. He reported issues with the CAT generators that day not automatically adjusting to load changes. He also informed the Commission Veenker has been contracted to remove the old building.

Sykora has been working with Windom Hospital to resolve voltage issues.

Sykora plans to paint hoods on the building. The cost will be covered within the 2018 budget.

Continued work on River Road project.

REGULAR BILLS

Motion by Riordan , seconded by Francis, to pay the bills as presented. Motion carried 3-0.

NEW BUSINESS

Next meeting will be October 24th, 2018.

OLD BUSINESS

None.

ADJOURN

Schwalbach adjourned the meeting at 12:15 p.m.

Mike Schwalbach, Chairperson

Attest: _____
Steve Nasby, City Administrator



Windom, MN

Expense Approval Report

By Fund

Payment Dates 09/07/2018 - 09/24/2018

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL					
CORY AMUNDSON & HALEY C	20180918	09/18/2018	REFUND - STATEMENT CREDIT	100-20191	0.31
JASON KRUGER	20180918	09/18/2018	REFUND - STATEMENT CREDIT	100-20191	10.81
CARL TREIBER	20180918A	09/18/2018	REFUND - STATEMENT CREDIT	100-20191	42.13
MN REVENUE	20180912	09/18/2018	SALES TAX - AUG 2018	100-20202	1,129.31
MN REVENUE	20180912	09/18/2018	SALES TAX - AUG 2018	100-20202	20,240.44
MN REVENUE	20180912	09/18/2018	SALES TAX - AUG 2018	100-20202	12.88
					21,435.88
Activity: 41110 - Mayor & Council					
SCHRAMMEL LAW OFFICE	20180904	09/18/2018	LEGAL FEES	100-41110-304	540.00
US BANK	#8263 8-20-18	09/10/2018	CREDIT CARD - SURVEY MONK	100-41110-326	37.00
					Activity 41110 - Mayor & Council Total:
					577.00
Activity: 41310 - Administration					
INDOFF, INC	3146037	09/04/2018	SUPPLIES	100-41310-200	4.76
INDOFF, INC	3147059	09/04/2018	SUPPLIES	100-41310-200	72.75
ELECTRIC FUND	20180918	09/18/2018	MONTHLY UTILITY & TELECO	100-41310-321	1265.53
CMRS - TMS #256704	20180907	09/18/2018	POSTAGE #256704 - CITY OFF	100-41310-322	474.68
US BANK	#8263 8-20-18	09/10/2018	CREDIT CARD - 4105 CRASH P	100-41310-326	10.00
ELECTRIC FUND	20180918	09/18/2018	MONTHLY UTILITY & TELECO	100-41310-326	2863.32
CHELSIE CARLSON	20180918	09/18/2018	EXPENSE - SEMINAR - HR FUN	100-41310-331	57.77
US BANK	#8263 8-20-18	09/10/2018	CREDIT CARD - COURTYARD -	100-41310-334	99.00
US BANK	#8263 8-20-18	09/10/2018	CREDIT CARD - COURTYARD -	100-41310-334	99.00
STEVE NASBY	20180918	09/18/2018	EXPENSE - DNR FLOODPLAIN	100-41310-334	22.50
US BANK	#8263 8-20-18	09/10/2018	CREDIT CARD - DISPUTED AM	100-41310-480	206.24
RIVER VALLEY FITNESS LLC	3/2/531	09/18/2018	2018 WELLNESS - RIVER VALL	100-41310-480	552.50
					Activity 41310 - Administration Total:
					2,012.05
Activity: 41410 - Elections					
US BANK	#8263 8-20-18	09/10/2018	CREDIT CARD - SHOPKO - ELEC	100-41410-200	29.05
INDOFF, INC	3146037	09/04/2018	SUPPLIES	100-41410-200	11.34
SCHRAMMEL LAW OFFICE	20180904	09/18/2018	LEGAL FEES	100-41410-480	210.00
CMRS - TMS #256704	20180907	09/18/2018	POSTAGE #256704 - ELECTIO	100-41410-480	39.76
					Activity 41410 - Elections Total:
					290.15
Activity: 41910 - Building & Zoning					
SCHRAMMEL LAW OFFICE	20180904	09/18/2018	LEGAL FEES	100-41910-304	135.00
ELECTRIC FUND	20180918	09/18/2018	MONTHLY UTILITY & TELECO	100-41910-321	97.80
CMRS - TMS #256704	20180907	09/18/2018	POSTAGE #256704 - P & Z	100-41910-322	45.97
US BANK	#8263 8-20-18	09/10/2018	CREDIT CARD - APPLEBEES -	100-41910-334	19.00
US BANK	#8263 8-20-18	09/10/2018	CREDIT CARD - COURTYARD -	100-41910-334	99.00
					Activity 41910 - Building & Zoning Total:
					396.77
Activity: 41940 - City Hall					
ELECTRIC FUND	20180918	09/18/2018	MONTHLY UTILITY & TELECO	100-41940-381	499.69
ELECTRIC FUND	20180918	09/18/2018	MONTHLY UTILITY & TELECO	100-41940-382	56.21
ELECTRIC FUND	20180918	09/18/2018	MONTHLY UTILITY & TELECO	100-41940-385	114.35
KRI - KATO ROOFING, INC.	18676	09/18/2018	MAINTENANCE - CITY HALL - L	100-41940-406	971.42
ELECTRIC FUND	195	09/06/2018	EL - CITY HALL	100-41940-406	93.09
					Activity 41940 - City Hall Total:
					1,734.76
Activity: 42120 - Crime Control					
US BANK	#8263 8-20-18	09/10/2018	CREDIT CARD - AMAZON - SU	100-42120-200	106.86
WEX BANK	55659506	09/10/2018	FUEL CREDIT - POLICE	100-42120-212	-27.38
WEX BANK	55659506	09/10/2018	FUEL - POLICE	100-42120-212	1,513.40
SCHRAMMEL LAW OFFICE	20180904	09/18/2018	LEGAL FEES	100-42120-304	270.00
COTTONWOOD CO AUD/TREA	20180911	09/18/2018	DEPUTY ATTORNEY	100-42120-304	3,957.50

Expense Approval Report

Payment Dates: 09/07/2018 - 09/24/2018

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
US BANK	#8263 8-20-18	09/10/2018	CREDIT CARD - BCA TRAINING	100-42120-308	375.00
RELENTLESS LLC	7022	09/10/2018	TRAINING REGISTRATION	100-42120-308	599.00
ELECTRIC FUND	20180918	09/18/2018	MONTHLY UTILITY & TELECO	100-42120-321	67.57
VERIZON WIRELESS	9814205091	09/18/2018	SERVICE FOR LAP TOPS 9/8-10	100-42120-321	114.12
CMRS - TMS #256704	20180907	09/18/2018	POSTAGE #256704 - POLICE	100-42120-322	1.91
US BANK	#8263 8-20-18	09/10/2018	CREDIT CARD - COURTYARD -	100-42120-334	99.00
COUNTRY PRIDE SERVICE	20180831	09/10/2018	SUPPLIES - CARWASH	100-42120-405	170.00
COTTONWOOD CO AUD/TREA	20180918	09/18/2018	RENT	100-42120-412	1,900.00
SCHWALBACH HARDWARE	20180825	09/10/2018	MAINTENANCE - POLICE	100-42120-480	22.48
DRIVER AND VEHICLE SERVICE	20180906	09/06/2018	LICENSE PLATES	100-42120-480	30.00
Activity 42120 - Crime Control Total:					5,199.46

Activity: 42220 - Fire Fighting

US BANK	#8263 8-20-18	09/10/2018	CREDIT CARD - SHOPKO - OFFI	100-42220-200	47.00
STAPLES OIL CO	20180831	09/11/2018	FUEL	100-42220-212	24.30
WEX BANK	55659506	09/10/2018	FUEL - FIRE	100-42220-212	23.82
US BANK	#8263 8-20-18	09/10/2018	CREDIT CARD - POSITIVE PRO	100-42220-217	331.50
US BANK	#8263 8-20-18	09/10/2018	CREDIT CARD - GALLS - CLOTH	100-42220-218	64.95
MN FIRE SERVICE CERTIFICATI	20180818BJ	09/10/2018	CERTIFICATION - B JOHNSON	100-42220-308	25.00
MN FIRE SERVICE CERTIFICATI	20180818JB	09/10/2018	CERTIFICATION - J BUSSA	100-42220-308	25.00
MN FIRE SERVICE CERTIFICATI	20180818LV	09/10/2018	CERTIFICATION - L VOLLAN	100-42220-308	25.00
MN FIRE SERVICE CERTIFICATI	20180818RW	09/10/2018	CERTIFICATION - R WINKER	100-42220-308	25.00
AVERA MEDICAL GROUP	ST2182430009XB	09/18/2018	SERVICE #XB0000001081	100-42220-310	384.00
ELECTRIC FUND	20180918	09/18/2018	MONTHLY UTILITY & TELECO	100-42220-321	41.87
VERIZON WIRELESS	9814205091	09/18/2018	SERVICE FOR LAP TOPS 9/8-10	100-42220-321	183.50
CMRS - TMS #256704	20180907	09/18/2018	POSTAGE #256704 - FIRE	100-42220-322	5.66
VERIZON WIRELESS	9814205091	09/18/2018	SERVICE FOR LAP TOPS 9/8-10	100-42220-326	10.00
ELECTRIC FUND	20180918	09/18/2018	MONTHLY UTILITY & TELECO	100-42220-381	732.82
ELECTRIC FUND	20180918	09/18/2018	MONTHLY UTILITY & TELECO	100-42220-382	12.43
ELECTRIC FUND	20180918	09/18/2018	MONTHLY UTILITY & TELECO	100-42220-385	26.38
CREATIVE AD SOLUTIONS INC.	INV-203009	09/18/2018	SERVICE - PLATES	100-42220-480	86.19
Activity 42220 - Fire Fighting Total:					1,409.42

Activity: 42500 - Civil Defense

ELECTRIC FUND	20180918	09/18/2018	MONTHLY UTILITY & TELECO	100-42500-381	32.96
Activity 42500 - Civil Defense Total:					32.96

Activity: 43100 - Streets

WEX BANK	55659506	09/10/2018	FUEL - STREET	100-43100-212	624.53
WEX BANK	55659506	09/10/2018	FUEL CREDIT - STREET	100-43100-212	-27.38
AMAZON CAPITAL SERVICES, I	17N6-HMPG-PRY7	09/18/2018	SUPPLIES	100-43100-215	265.53
US BANK	#8263 8-20-18	09/10/2018	CREDIT CARD - DELL.COM - C	100-43100-217	277.86
ELECTRIC FUND	20180918	09/18/2018	MONTHLY UTILITY & TELECO	100-43100-217	70.00
RUNNINGS SUPPLY, INC	#71920 8-31-18	09/18/2018	MAINTENANCE	100-43100-224	83.98
SCOTT VEENKER	25334	09/18/2018	SALT/SAND MIX - WINTER	100-43100-224	1,429.91
US BANK	#8263 8-20-18	09/10/2018	CREDIT CARD - HOTELS.COM -	100-43100-308	1283.12
US BANK	#8263 8-20-18	09/10/2018	CREDIT CARD - MN TRUCKING	100-43100-308	230.00
ELECTRIC FUND	20180918	09/18/2018	MONTHLY UTILITY & TELECO	100-43100-321	45.42
CMRS - TMS #256704	20180907	09/18/2018	POSTAGE #256704 - STREET	100-43100-322	8.93
US BANK	#8263 8-20-18	09/10/2018	CREDIT CARD - COURTYARD -	100-43100-334	99.00
ELECTRIC FUND	20180918	09/18/2018	MONTHLY UTILITY & TELECO	100-43100-381	296.75
ELECTRIC FUND	20180918	09/18/2018	MONTHLY UTILITY & TELECO	100-43100-381	2,103.15
ELECTRIC FUND	20180918	09/18/2018	MONTHLY UTILITY & TELECO	100-43100-382	20.85
MN ENERGY RESOURCES	20180907A	09/18/2018	HEATING #0505064121-00001	100-43100-383	57.42
COTTONWOOD CO SOLID WA	#1543 8-31-18	09/18/2018	#1543 - AUG 2018	100-43100-384	10.00
ELECTRIC FUND	20180918	09/18/2018	MONTHLY UTILITY & TELECO	100-43100-385	44.36
RUNNINGS SUPPLY, INC	#71920 8-31-18	09/18/2018	MAINTENANCE	100-43100-402	25.10
RUNNINGS SUPPLY, INC	#71920 8-31-18	09/18/2018	MAINTENANCE	100-43100-404	196.71
ECONO SIGNS LLC	10-947322	09/18/2018	MAINTENANCE - SUPPLIES	100-43100-404	269.90
DICKS WELDING INC	65931	09/06/2018	MAINTENANCE	100-43100-405	440.06
RUNNINGS SUPPLY, INC	#71920 8-31-18	09/18/2018	MAINTENANCE	100-43100-406	155.94
M R PAVING & EXCAVATING I	36168	09/18/2018	MAINTENANCE	100-43100-407	5,600.78

Expense Approval Report

Payment Dates: 09/07/2018 - 09/14/2018

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
SANFORD LABORATORIES	30266662	09/18/2018	#70000675	100-43100-480	42.01
SANFORD HEALTH OCCUPATIO	421032	09/18/2018	#WINDCC	100-43100-480	50.00
				Activity 43100 - Streets Total:	13,234.93

Activity: 43210 - Sanitation

WAYNE ERICKSON	20180909	09/10/2018	COMPOST SITE MANAGER	100-43210-307	168.00
WAYNE ERICKSON	20180918	09/18/2018	COMPOST SITE MANAGER	100-43210-307	168.00
				Activity 43210 - Sanitation Total:	336.00

Activity: 45120 - Recreation

KOBE LOVELL	20180906	09/10/2018	SERVICES - UMPIRE	100-45120-217	50.00
CMRS - TMS #256704	20180907	09/18/2018	POSTAGE #256704 - OTHER O	100-45120-217	3.10
AUSTIN DOORENBOS	20180910	09/10/2018	SERVICE - UMPIRE	100-45120-217	25.00
SAM DOORENBOS	20180910	09/10/2018	SERVICES - UMPIRE	100-45120-217	150.00
MN REVENUE	20180912	09/18/2018	SALES TAX - AUG 2018	100-45120-460	1.00
				Activity 45120 - Recreation Total:	239.10

Activity: 45202 - Park Areas

RUNNINGS SUPPLY, INC	#71920 8-31-18	09/18/2018	MAINTENANCE	100-45202-211	5.96
SCHWALBACH HARDWARE	20180825	09/10/2018	MAINTENANCE - PARKS	100-45202-211	28.35
WEX BANK	55659506	09/10/2018	FUEL - PARK	100-45202-212	847.65
US BANK	#8263 8-20-18	09/10/2018	CREDIT CARD - DELL.COM - C	100-45202-217	277.85
RUNNINGS SUPPLY, INC	#71920 8-31-18	09/18/2018	MAINTENANCE	100-45202-241	19.99
ELECTRIC FUND	20180918	09/18/2018	MONTHLY UTILITY & TELECO	100-45202-326	466.67
ELECTRIC FUND	20180918	09/18/2018	MONTHLY UTILITY & TELECO	100-45202-381	733.16
ELECTRIC FUND	20180918	09/18/2018	MONTHLY UTILITY & TELECO	100-45202-382	741.96
COTTONWOOD CO SOLID WA	#1543 8-31-18	09/18/2018	#1543 - AUG 2018	100-45202-384	464.12
COTTONWOOD CO SOLID WA	#1543 8-31-18	09/18/2018	#1543 - AUG 2018	100-45202-384	363.29
ELECTRIC FUND	20180918	09/18/2018	MONTHLY UTILITY & TELECO	100-45202-385	163.69
RUNNINGS SUPPLY, INC	#71920 8-31-18	09/18/2018	MAINTENANCE	100-45202-402	35.86
SCHWALBACH HARDWARE	20180825	09/10/2018	MAINTENANCE - PARKS	100-45202-402	22.99
JERRY'S REPAIR	18608	09/18/2018	MAINTENANCE - PARK MOWE	100-45202-405	1,528.50
ST CROIX RECREATION FUN PL	19936	09/06/2018	MAINTENANCE	100-45202-406	3,899.00
SCHWALBACH HARDWARE	20180825	09/10/2018	MAINTENANCE - PARKS	100-45202-406	38.45
				Activity 45202 - Park Areas Total:	11,657.49

Fund 100 - GENERAL Total: 69,335.97

Fund: 211 - LIBRARY

Activity: 45501 - Library

US BANK	#8263 8-20-18	09/10/2018	CREDIT CARD - AMAZON - SU	211-45501-200	44.22
PLUM CREEK LIBRARY	IV24957	09/18/2018	SUPPLIES	211-45501-200	21.69
ELECTRIC FUND	20180918	09/18/2018	MONTHLY UTILITY & TELECO	211-45501-321	33.27
ELECTRIC FUND	20180918	09/18/2018	MONTHLY UTILITY & TELECO	211-45501-326	203.33
US BANK	#8263 8-20-18	09/10/2018	CREDIT CARD - COURTYARD -	211-45501-334	99.00
ELECTRIC FUND	20180918	09/18/2018	MONTHLY UTILITY & TELECO	211-45501-381	449.91
ELECTRIC FUND	20180918	09/18/2018	MONTHLY UTILITY & TELECO	211-45501-382	19.72
ELECTRIC FUND	20180918	09/18/2018	MONTHLY UTILITY & TELECO	211-45501-385	41.03
US BANK	#8263 8-20-18	09/10/2018	CREDIT CARD - STAR TRIBUNE	211-45501-433	78.78
US BANK	#8263 8-20-18	09/10/2018	CREDIT CARD - ROMANTIC HO	211-45501-433	21.95
US BANK	#8263 8-20-18	09/10/2018	CREDIT CARD - FOOD NETWO	211-45501-433	22.00
US BANK	#8263 8-20-18	09/10/2018	CREDIT CARD - OPRAH	211-45501-433	34.97
US BANK	#8263 8-20-18	09/10/2018	CREDIT CARD - MINNESOTA M	211-45501-433	35.95
US BANK	#8263 8-20-18	09/10/2018	CREDIT CARD - ROMANTIC HO	211-45501-433	21.95
THE LAND MAGAZINE	20180918	09/18/2018	SUBSCRIPTION	211-45501-433	25.00
INGRAM INDUSTRIES	#2004243 9-1-18	09/18/2018	BOOKS #2004243	211-45501-435	1,455.58
US BANK	#8263 8-20-18	09/10/2018	CREDIT CARD - AMAZON - BO	211-45501-435	26.93
US BANK	#8263 8-20-18	09/10/2018	CREDIT CARD - AMAZON - BO	211-45501-435	189.79
US BANK	#8263 8-20-18	09/10/2018	CREDIT CARD - AMAZON - BO	211-45501-435	25.92
US BANK	#8263 8-20-18	09/10/2018	CREDIT CARD - AMAZON - BO	211-45501-435	13.51
US BANK	#8263 8-20-18	09/10/2018	CREDIT CARD - AMAZON - BO	211-45501-435	55.01
US BANK	#8263 8-20-18	09/10/2018	CREDIT CARD - AMAZON - BO	211-45501-435	-29.17
MICROMARKETING, LLC	736520	09/18/2018	BOOKS	211-45501-435	34.95

Expense Approval Report

Payment Dates: 09/07/2018 - 09/24/2018

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
MICROMARKETING, LLC	737072	09/18/2018	BOOKS	211-45501-435	34.99
Activity 45501 - Library Total:					2,960.28
Activity: 49950 - Capital Outlay					
US BANK	#8263 8-20-18	09/10/2018	CREDIT CARD - DELL - COMPU	211-49950-500	543.97
US BANK	#8263 8-20-18	09/10/2018	CREDIT CARD - DELL - COMPU	211-49950-500	530.08
Activity 49950 - Capital Outlay Total:					1,074.05
Fund 211 - LIBRARY Total:					4,034.33
Fund: 225 - AIRPORT					
Activity: 45127 - Airport					
SCHWALBACH HARDWARE	20180825	09/10/2018	MAINTENANCE - AIRPORT	225-45127-217	30.98
CMRS - TMS #256704	20180907	09/18/2018	POSTAGE #256704 - AIRPORT	225-45127-217	6.51
SCHRAMMEL LAW OFFICE	20180904	09/18/2018	LEGAL FEES	225-45127-304	225.00
ELECTRIC FUND	196	09/06/2018	EL - AIRPORT	225-45127-409	4.57
Activity 45127 - Airport Total:					267.06
Activity: 49950 - Capital Outlay					
SEH	355132	09/18/2018	SERVICE	225-49950-500	50,400.00
Activity 49950 - Capital Outlay Total:					50,400.00
Fund 225 - AIRPORT Total:					50,667.06
Fund: 230 - POOL					
Activity: 45124 - Pool					
SCHWALBACH HARDWARE	20180825	09/10/2018	MAINTENANCE - POOL	230-45124-211	7.48
ELECTRIC FUND	20180918	09/18/2018	MONTHLY UTILITY & TELECO	230-45124-217	133.33
ELECTRIC FUND	20180918	09/18/2018	MONTHLY UTILITY & TELECO	230-45124-321	-1.48
ELECTRIC FUND	20180918	09/18/2018	MONTHLY UTILITY & TELECO	230-45124-321	31.05
CMRS - TMS #256704	20180907	09/18/2018	POSTAGE #256704 - POOL	230-45124-322	8.10
ELECTRIC FUND	20180918	09/18/2018	MONTHLY UTILITY & TELECO	230-45124-381	768.20
ELECTRIC FUND	20180918	09/18/2018	MONTHLY UTILITY & TELECO	230-45124-382	575.57
HORIZON CHEMICAL CO. INC	180803061	09/05/2018	MAINTENANCE - SENSOR	230-45124-404	263.36
MN REVENUE	20180912	09/18/2018	SALES TAX - AUG 2018	230-45124-460	111.00
Activity 45124 - Pool Total:					1,896.61
Fund 230 - POOL Total:					1,896.61
Fund: 235 - AMBULANCE					
Activity: 42153 - Ambulance					
WEX BANK	55659506	09/10/2018	FUEL CREDIT - AMBULANCE	235-42153-212	-27.39
WEX BANK	55659506	09/10/2018	FUEL - AMBULANCE	235-42153-212	2,003.39
BRITTANY ESPENSON - RIVERS	20180831	09/18/2018	SERVICE	235-42153-217	210.00
ZOLL MEDICAL CORPORATION	2740394	09/18/2018	OPERATING SUPPLIES	235-42153-217	32.42
ZOLL MEDICAL CORPORATION	2741303	09/18/2018	OPERATING SUPPLIES	235-42153-217	114.96
LEWIS FAMILY DRUG, LLC	36313	09/18/2018	OPERATING SUPPLIES	235-42153-217	12.81
LEWIS FAMILY DRUG, LLC	56-095751800	09/18/2018	OPERATING SUPPLIES	235-42153-217	319.84
WINDOM AREA HOSPITAL	734-0024-082018-0024	09/18/2018	SUPPLIES	235-42153-217	92.38
PRAXAIR DISTRIBUTION INC	84914845	09/18/2018	OPERATING SUPPLIES	235-42153-217	347.14
WINDOM AREA HOSPITAL	734-0024-082018-0024	09/18/2018	NURSING STAFF	235-42153-312	1,508.40
ELECTRIC FUND	20180918	09/18/2018	MONTHLY UTILITY & TELECO	235-42153-321	17.46
ELECTRIC FUND	20180918	09/18/2018	MONTHLY UTILITY & TELECO	235-42153-321	27.91
VERIZON WIRELESS	9814205091	09/18/2018	SERVICE FOR LAP TOPS 9/8-10	235-42153-321	115.56
CMRS - TMS #256704	20180907	09/18/2018	POSTAGE #256704 - AMBULA	235-42153-322	2.23
REAL TIME TRANSLATION, INC	112849	09/18/2018	SERVICE	235-42153-327	34.00
TIM HACKER	20180819	09/18/2018	EXPENSE - MILEAGE	235-42153-331	57.56
JODI JOHNSON	20180918A	09/18/2018	EXPENSE - AMBULANCE MILE	235-42153-331	57.56
KRISTEN PORATH	20180918	09/18/2018	EXPENSE - AMBULANCE	235-42153-334	44.79
JODI JOHNSON	20180918	09/18/2018	EXPENSE - AMBULANCE	235-42153-334	116.99
BUCKWHEAT JOHNSON	20180918	09/18/2018	EXPENSE - AMBULANCE	235-42153-334	68.48
MEGAN BRAMSTEDT	20180918	09/18/2018	EXPENSE - AMBULANCE	235-42153-334	40.39
ELECTRIC FUND	20180918	09/18/2018	MONTHLY UTILITY & TELECO	235-42153-381	155.22
ELECTRIC FUND	20180918	09/18/2018	MONTHLY UTILITY & TELECO	235-42153-382	8.28
ELECTRIC FUND	20180918	09/18/2018	MONTHLY UTILITY & TELECO	235-42153-385	17.59
US BANK	#8263 8-20-18	09/10/2018	CREDIT CARD - CASEGUYS - S	235-42153-404	138.80

Expense Approval Report

Payment Dates: 09/07/2018 - 09/24/2018

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
SCHWALBACH HARDWARE	20180825	09/10/2018	MAINTENANCE - AMBULANCE	235-42153-406	1.39
			Activity 42153 - Ambulance Total:		5,518.16
			Fund 235 - AMBULANCE Total:		5,518.16
Fund: 250 - EDA GENERAL					
Activity: 46520 - EDA					
CLIFTON-LARSON-ALLEN, LLP	1897415	09/18/2018	AUDIT SERVICE	250-46520-301	567.58
EHLERS & ASSOC., INC.	78124	09/18/2018	SERVICE	250-46520-301	180.00
ELECTRIC FUND	20180918	09/18/2018	MONTHLY UTILITY & TELECO	250-46520-321	97.80
ELECTRIC FUND	20180918	09/18/2018	MONTHLY UTILITY & TELECO	250-46520-321	255.70
CMRS - TMS #256704	20180907	09/18/2018	POSTAGE #256704 - EDA	250-46520-322	8.85
US BANK	#8263 8-20-18	09/10/2018	CREDIT CARD - COURTYARD -	250-46520-334	99.00
ELECTRIC FUND	20180918	09/18/2018	MONTHLY UTILITY & TELECO	250-46520-381	47.60
US BANK	#8263 8-20-18	09/10/2018	CREDIT CARD - SUBWAY - MEE	250-46520-438	53.57
WENCK ASSOCIATES, INC.	11805832	09/18/2018	PROJ B3184-0011 SHOPKO W	250-46520-439	2,511.08
			Activity 46520 - EDA Total:		3,821.18
			Fund 250 - EDA GENERAL Total:		3,821.18
Fund: 401 - GENERAL CAPITAL PROJECTS					
Activity: 49950 - Capital Outlay					
COTTONWOOD CO SOLID WA	#1543 8-31-18	09/18/2018	#1543 - AUG 2018	401-49950-439	1,821.27
NORTH STAR LUMBER & SUPP	132141	09/18/2018	2018 FLOOD - ISLAND PARK B	401-49950-439	2,500.00
NORTH STAR LUMBER & SUPP	132142	09/18/2018	2018 FLOOD - ISLAND PARK -	401-49950-439	2,500.00
ZIESKE LAND SURVEYING	20180911	09/18/2018	2018 FLOOD - ISLAND PARK	401-49950-439	175.00
SCOTT VEENKER	25330	09/18/2018	2018 FLOOD-ISLAND PARK BU	401-49950-439	8,900.00
SCHRAMMEL LAW OFFICE	20180904	09/18/2018	LEGAL FEES	401-49950-506	1,385.00
			Activity 49950 - Capital Outlay Total:		17,281.27
			Fund 401 - GENERAL CAPITAL PROJECTS Total:		17,281.27
Fund: 407 - DILIPIDATED HOUSING PROGRAM					
Activity: 49950 - Capital Outlay					
SCOTT VEENKER	25324	09/10/2018	DEMOLITION OF 1120 MILLER	407-49950-480	6,842.01
			Activity 49950 - Capital Outlay Total:		6,842.01
			Fund 407 - DILIPIDATED HOUSING PROGRAM Total:		6,842.01
Fund: 601 - WATER					
Activity: 49400 - Water					
WEX BANK	55659506	09/10/2018	FUEL - WATER	601-49400-212	357.76
M R PAVING & EXCAVATING I	36168	09/18/2018	MAINTENANCE	601-49400-227	12,428.10
US BANK	#8263 8-20-18	09/10/2018	CREDIT CARD - AMERICAN WA	601-49400-308	60.00
ELECTRIC FUND	20180918	09/18/2018	MONTHLY UTILITY & TELECO	601-49400-321	49.74
RUNNINGS SUPPLY, INC	#71920 8-31-18	09/18/2018	MAINTENANCE	601-49400-322	14.33
CMRS - TMS #256704	20180907	09/18/2018	POSTAGE #256704 - WATER	601-49400-322	50.31
ELECTRIC FUND	20180918	09/18/2018	MONTHLY UTILITY & TELECO	601-49400-326	70.00
US BANK	#8263 8-20-18	09/10/2018	CREDIT CARD - COURTYARD -	601-49400-334	99.00
US BANK	#8263 8-20-18	09/10/2018	CREDIT CARD - APPLEBEES -	601-49400-334	19.00
ELECTRIC FUND	20180918	09/18/2018	MONTHLY UTILITY & TELECO	601-49400-381	4,418.25
ELECTRIC FUND	20180918	09/18/2018	MONTHLY UTILITY & TELECO	601-49400-382	17.02
ELECTRIC FUND	20180918	09/18/2018	MONTHLY UTILITY & TELECO	601-49400-385	33.03
ELECTRIC FUND	20180918	09/18/2018	MONTHLY UTILITY & TELECO	601-49400-386	1,135.08
WINDOM FARM SERVICE	171780	09/06/2018	MAINTENANCE - UNIT 61	601-49400-405	155.95
SCHWALBACH HARDWARE	20180825	09/10/2018	MAINTENANCE - WATER	601-49400-408	10.99
			Activity 49400 - Water Total:		18,918.56
			Fund 601 - WATER Total:		18,918.56
Fund: 602 - SEWER					
ELECTRIC PUMP INC	0063596-IN	09/18/2018	INVENTORY	602-16400	15,577.16
ELECTRIC PUMP INC	0063597-IN	09/18/2018	INVENTORY	602-16400	994.15
					16,571.31
Activity: 49450 - Sewer					
INDOFF, INC	3148257	09/05/2018	SUPPLIES	602-49450-200	81.80
STAPLES OIL CO	20180831	09/11/2018	FUEL	602-49450-212	925.34

Expense Approval Report

Payment Dates: 09/07/2018 - 09/24/2018

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
WEX BANK	55659506	09/10/2018	FUEL - SEWER	602-49450-212	388.63
HAWKINS, INC	4350436	09/04/2018	CHEMICALS	602-49450-216	379.50
HAWKINS, INC	4354869	09/18/2018	CHEMICALS	602-49450-216	434.50
RUNNINGS SUPPLY, INC	#71920 8-31-18	09/18/2018	MAINTENANCE	602-49450-241	58.93
SCHRAMMEL LAW OFFICE	20180904	09/18/2018	LEGAL FEES	602-49450-304	4,560.00
MN VALLEY TESTING	934467	08/28/2018	TESTING	602-49450-310	214.40
MN VALLEY TESTING	934531	08/28/2018	TESTING	602-49450-310	158.40
MN VALLEY TESTING	935570	09/05/2018	TESTING	602-49450-310	100.80
MN VALLEY TESTING	935621	09/05/2018	TESTING	602-49450-310	214.40
ELECTRIC FUND	20180918	09/18/2018	MONTHLY UTILITY & TELECO	602-49450-321	171.41
CMRS - TMS #256704	20180907	09/18/2018	POSTAGE #256704 - SEWER	602-49450-322	1.94
CMRS - TMS #256704	20180907	09/18/2018	POSTAGE #256704 - SEWER	602-49450-322	50.31
ELECTRIC FUND	20180918	09/18/2018	MONTHLY UTILITY & TELECO	602-49450-326	70.00
US BANK	#8263 8-20-18	09/10/2018	CREDIT CARD - TIMBERLAKE L	602-49450-334	566.96
ELECTRIC FUND	20180918	09/18/2018	MONTHLY UTILITY & TELECO	602-49450-381	13,343.09
ELECTRIC FUND	20180918	09/18/2018	MONTHLY UTILITY & TELECO	602-49450-382	656.23
MN ENERGY RESOURCES	20180907	09/18/2018	HEATING #0506646838-00001	602-49450-383	48.01
RUNNINGS SUPPLY, INC	#71920 8-31-18	09/18/2018	MAINTENANCE	602-49450-404	130.44
US BANK	#8263 8-20-18	09/10/2018	CREDIT CARD - USA BLUEBOO	602-49450-404	411.03
DUANE W. NIELSEN COMPAN	11825	09/06/2018	MAINTENANCE	602-49450-404	657.40
RON'S ELECTRIC INC	137679	09/18/2018	MAINTENANCE	602-49450-404	3,655.72
RON'S ELECTRIC INC	138257	09/18/2018	MAINTENANCE	602-49450-404	75.60
SCHWALBACH HARDWARE	20180825	09/10/2018	MAINTENANCE - SEWER	602-49450-404	20.17
PLUNKETT'S PEST CONTROL	5975806	09/06/2018	SERVICE #9056489	602-49450-406	135.20
WENNER HOLDINGS LLC	2617	09/18/2018	MAINTENANCE	602-49450-408	1,630.00
HOLT'S CLEANING SERVICE IN	3297	09/06/2018	SERVICE	602-49450-408	85.00
				Activity 49450 - Sewer Total:	29,225.21
				Fund 602 - SEWER Total:	45,796.52

Fund: 604 - ELECTRIC

US BANK	#8263 8-20-18	09/10/2018	CREDIT CARD - BOLLARD COV	604-14200	668.50
WESCO DISTRIBUTION, INC	256984	08/28/2018	INVENTORY	604-14200	284.55
WESCO DISTRIBUTION, INC	263335	09/04/2018	INVENTORY	604-14200	418.70
RESCO	725106-00	09/18/2018	INVENTORY	604-14200	1,766.80
BORDER STATES	916035576	09/18/2018	INVENTORY	604-14200	5.82
ELECTRIC FUND	192	09/06/2018	EL - CONSTRUCTION NEW #2 (604-16300	7,642.54
ELECTRIC FUND	193	09/06/2018	EL CONSTRUCTION -NEW #2 -	604-16300	12,840.97
ELECTRIC FUND	199	09/06/2018	EL - CONSTRUCTION NEW #1	604-16300	20,084.36
ELECTRIC FUND	20180906	09/06/2018	SUBSTATION CAPITALIZED LAB	604-16300	18,302.37
ELECTRIC FUND	20180906A	09/06/2018	CIRCUIT 6 CAPITALIZED LABO	604-16300	33,818.22
ELECTRIC FUND	20180906B	09/06/2018	WELL #7 CAPITALIZED LABOR	604-16300	6,649.65
ELECTRIC FUND	20180906C	09/06/2018	RIVER RD CAPITALIZED LABOR	604-16300	35,084.82
MN REVENUE	20180912	09/18/2018	SALES TAX - AUG 2018	604-20202	39.56
ARACELY TORRES	20180918	09/18/2018	REFUND - UTILITY PREPAYME	604-22000	300.00
KARA MARCY	20180918	09/18/2018	REFUND - BALANCE OF UTILIT	604-22000	158.81
JUAREZ GARCIA	20180918	09/18/2018	SERVICE - CLEANING	604-22000	300.00
LEVI HERNANDEZ	20180918	09/18/2018	REFUND - UTILITY PREPAYME	604-22000	300.00
MARIA RAMOS	20180918	09/18/2018	REFUND - BALANCE OF UTILIT	604-22000	166.21
PEGGY BEHREND	20180918	09/18/2018	REFUND - UTILITY PREPAYME	604-22000	300.00
CARL TREIBER	20180918	09/18/2018	REFUND - UTILITY PREPAYME	604-22000	300.00
CORY AMUNDSON & HALEY C	20180918A	09/18/2018	REFUND - UTILITY REFUND	604-22000	300.00
					139,731.88

Activity: 49550 - Electric

WEX BANK	55659506	09/10/2018	FUEL - ELECTRIC	604-49550-212	1,038.14
CHERYL LILLEGAARD	20180918	09/18/2018	EXPENSE - SAFETY BOOTS	604-49550-218	89.93
RUNNINGS SUPPLY, INC	#71920 8-31-18	09/18/2018	MAINTENANCE	604-49550-241	10.29
SCHWALBACH HARDWARE	20180825	09/10/2018	MAINTENANCE - ELECTRIC	604-49550-241	181.95
DEPARTMENT OF ENERGY	BFPB000800818	09/18/2018	POWER COST	604-49550-263	83,662.35
US BANK	#8263 8-20-18	09/10/2018	CREDIT CARD - SKILLPATH - RE	604-49550-308	149.00
RUNNINGS SUPPLY, INC	#71920 8-31-18	09/18/2018	MAINTENANCE	604-49550-310	59.35

Expense Approval Report

Payment Dates: 09/07/2018 - 09/24/2018

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
SKARSHAUG TESTING LAB	229281	08/28/2018	TESTING	604-49550-310	578.17
SKARSHAUG TESTING LAB	229490	09/06/2018	SERVICE	604-49550-310	264.46
ELECTRIC FUND	20180918	09/18/2018	MONTHLY UTILITY & TELECO	604-49550-321	130.17
CMRS - TMS #256704	20180907	09/18/2018	POSTAGE #256704 - ELECTRIC	604-49550-322	50.31
CMRS - TMS #256704	20180907	09/18/2018	POSTAGE #256704 - ELECTRIC	604-49550-322	3.79
GOLDEN WEST TECH & INT SO	180810362	09/06/2018	SERVICE #A3786	604-49550-325	67.10
ELECTRIC FUND	20180918	09/18/2018	MONTHLY UTILITY & TELECO	604-49550-326	186.03
BORDER STATES	916035576	09/18/2018	SUPPLIES	604-49550-333	11.75
US BANK	#8263 8-20-18	09/10/2018	CREDIT CARD - COURTYARD -	604-49550-334	99.00
US BANK	#8263 8-20-18	09/10/2018	CREDIT CARD - APPLEBEES -	604-49550-334	19.00
KDOM RADIO	#0951 8-31-18	09/18/2018	#0951 ADVERTISING	604-49550-340	110.16
ELECTRIC FUND	20180918	09/18/2018	MONTHLY UTILITY & TELECO	604-49550-381	123.02
ELECTRIC FUND	20180918	09/18/2018	MONTHLY UTILITY & TELECO	604-49550-382	26.54
ELECTRIC FUND	20180918	09/18/2018	MONTHLY UTILITY & TELECO	604-49550-385	52.52
SCHWALBACH HARDWARE	20180825	09/10/2018	MAINTENANCE - ELECTRIC	604-49550-402	2.99
FORKLIFTS OF MINNESOTA, IN	01s6511770	09/18/2018	MAINTENANCE - LABOR	604-49550-404	147.04
COUNTRY PRIDE SERVICE	20180831	09/10/2018	SUPPLIES - LP	604-49550-404	24.00
SCHWALBACH HARDWARE	20180825	09/10/2018	MAINTENANCE - ELECTRIC	604-49550-405	11.58
GRUNEWALD FRAME & GLASS	2018-293	09/04/2018	MAINTENANCE	604-49550-405	738.00
JORDAN BUSSA	001	09/18/2018	SERVICE - CLEANING	604-49550-406	184.60
RAGE INC - CAMPUS CLEANER	08-012356	09/06/2018	SERVICE - POWER PLANT	604-49550-406	34.17
SCHWALBACH HARDWARE	20180825	09/10/2018	MAINTENANCE - ELECTRIC	604-49550-406	10.49
RUNNINGS SUPPLY, INC	#71920 8-31-18	09/18/2018	MAINTENANCE	604-49550-408	79.74
US BANK	#8263 8-20-18	09/10/2018	CREDIT CARD - AMAZON - SU	604-49550-408	153.76
US BANK	#8263 8-20-18	09/10/2018	CREDIT CARD - AMAZON -LAD	604-49550-408	609.76
FLAGSHOOTER, INC.	160104025	09/18/2018	MAINTENANCE - FLAGSHOOT	604-49550-408	488.28
ELECTRIC FUND	197	09/06/2018	EL - DISTRIBUTION	604-49550-408	80.88
SCHWALBACH HARDWARE	20180825	09/10/2018	MAINTENANCE - ELECTRIC	604-49550-408	17.48
ELECTRIC FUND	202	09/06/2018	EL - TRUCK STOCK	604-49550-408	60.89
CEMSTONE PRODUCTS CO	C1910897	09/11/2018	MATERIALS	604-49550-408	255.00
CEMSTONE PRODUCTS CO	C1949095	09/18/2018	WELL 7 CONSTRUCTION	604-49550-408	233.00
ELECTRIC FUND	200	09/06/2018	EL - ELECTRIC SHOP	604-49550-409	88.04
ZIEGLER, INC.	5W050302512	09/06/2018	SERVICE#9696600	604-49550-410	425.21
ADVANTAGE COLLECTION PR	#3796 9-1-18	09/18/2018	SERVICE #3796	604-49550-432	20.00
MN DEPT OF COMMERCE	1000040733	09/18/2018	2ND Q FY 2019 INDIRECT ASS	604-49550-433	246.27
MN DEPT OF COMMERCE	1000040733	09/18/2018	2ND Q FY 2019 INDIRECT ASS	604-49550-450	983.37
MN REVENUE	20180912	09/18/2018	SALES TAX - AUG 2018	604-49550-460	48.66
			Activity 49550 - Electric Total:		91,856.24
			Fund 604 - ELECTRIC Total:		231,588.12
Fund: 609 - LIQUOR STORE					
MN REVENUE	20180912	09/18/2018	SALES TAX - AUG 2018	609-20202	17,871.00
					17,871.00
Activity: 49751 - Liquor Store					
SCHWALBACH HARDWARE	20180825	09/10/2018	MAINTENANCE - LIQUOR	609-49751-211	16.97
BREAKTHRU BEVERAGE MN	1080847706	08/28/2018	MERCHANDISE	609-49751-251	2,843.50
JOHNSON BROS.	1086281	08/28/2018	MERCHANDISE	609-49751-251	5,668.66
JOHNSON BROS.	1091696	09/04/2018	MERCHANDISE	609-49751-251	1,470.62
SOUTHERN GLAZER'S OF MN	1723968	09/04/2018	MERCHANDISE	609-49751-251	4,883.63
SOUTHERN GLAZER'S OF MN	1723969	09/04/2018	MERCHANDISE	609-49751-251	89.91
PHILLIPS WINE & SPIRITS	2410548	08/28/2018	MERCHANDISE	609-49751-251	2,808.71
PHILLIPS WINE & SPIRITS	2414268	09/04/2018	MERCHANDISE	609-49751-251	5,747.20
PHILLIPS WINE & SPIRITS	304988	09/10/2018	MERCHANDISE	609-49751-251	-825.00
PHILLIPS WINE & SPIRITS	305566	09/18/2018	CREDIT - MERCHANDISE	609-49751-251	-153.00
BEVERAGE WHOLESALERS	022620	09/18/2018	MERCHANDISE	609-49751-252	3,297.00
BEVERAGE WHOLESALERS	023760	09/18/2018	MERCHANDISE	609-49751-252	7,139.80
BEVERAGE WHOLESALERS	024241	09/18/2018	MERCHANDISE	609-49751-252	93.50
BREAKTHRU BEVERAGE MN	1080847707	08/28/2018	MERCHANDISE	609-49751-252	167.40
JOHNSON BROS.	1086283	08/28/2018	MERCHANDISE	609-49751-252	336.75
DOLL DISTRIBUTING, LLC	507426	09/10/2018	MERCHANDISE	609-49751-252	-252.00

Expense Approval Report

Payment Dates: 09/07/2018 - 09/24/2018

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
DOLL DISTRIBUTING, LLC	508919	09/10/2018	MERCHANDISE	609-49751-252	739.20
DOLL DISTRIBUTING, LLC	514834	09/18/2018	MERCHANDISE	609-49751-252	16,641.75
BREAKTHRU BEVERAGE MN	1080847706	08/28/2018	MERCHANDISE	609-49751-253	152.00
JOHNSON BROS.	1086282	08/28/2018	MERCHANDISE	609-49751-253	1,785.03
SOUTHERN GLAZER'S OF MN	1723969	09/04/2018	MERCHANDISE	609-49751-253	538.00
PAUSTIS WINE COMPANY	22044	08/31/2018	MERCHANDISE	609-49751-253	1,164.00
PHILLIPS WINE & SPIRITS	2410549	08/28/2018	MERCHANDISE	609-49751-253	216.00
PHILLIPS WINE & SPIRITS	2414269	09/04/2018	MERCHANDISE	609-49751-253	56.00
JOHNSON BROS.	5764.33	09/04/2018	MERCHANDISE	609-49751-253	5,634.70
JOHNSON BROS.	699429	09/18/2018	CREDIT - MERCHANDISE	609-49751-253	-45.50
BEVERAGE WHOLESALERS	024241	09/18/2018	MERCHANDISE	609-49751-254	47.00
BREAKTHRU BEVERAGE MN	1080847706	08/28/2018	MERCHANDISE	609-49751-254	161.50
JOHNSON BROS.	1086282	08/28/2018	MERCHANDISE	609-49751-254	37.00
PHILLIPS WINE & SPIRITS	2410549	08/28/2018	MERCHANDISE	609-49751-254	28.00
PHILLIPS WINE & SPIRITS	2410549	08/28/2018	MERCHANDISE	609-49751-259	18.75
BEVERAGE WHOLESALERS	024241	09/18/2018	MERCHANDISE	609-49751-265	30.00
ELECTRIC FUND	20180918	09/18/2018	MONTHLY UTILITY & TELECO	609-49751-321	102.49
CMRS - TMS #256704	20180907	09/18/2018	POSTAGE #256704 - LIQUOR	609-49751-322	3.33
ELECTRIC FUND	20180918	09/18/2018	MONTHLY UTILITY & TELECO	609-49751-326	650.72
BREAKTHRU BEVERAGE MN	1080847706	08/28/2018	MERCHANDISE	609-49751-333	67.37
JOHNSON BROS.	1086281	08/28/2018	MERCHANDISE	609-49751-333	94.53
JOHNSON BROS.	1086282	08/28/2018	MERCHANDISE	609-49751-333	53.94
JOHNSON BROS.	1091696	09/04/2018	MERCHANDISE	609-49751-333	17.12
SOUTHERN GLAZER'S OF MN	1723968	09/04/2018	MERCHANDISE	609-49751-333	76.53
SOUTHERN GLAZER'S OF MN	1723969	09/04/2018	MERCHANDISE	609-49751-333	19.47
PAUSTIS WINE COMPANY	22044	08/31/2018	MERCHANDISE	609-49751-333	16.25
PHILLIPS WINE & SPIRITS	2410548	08/28/2018	MERCHANDISE	609-49751-333	40.02
PHILLIPS WINE & SPIRITS	2410549	08/28/2018	MERCHANDISE	609-49751-333	12.18
PHILLIPS WINE & SPIRITS	2414268	09/04/2018	MERCHANDISE	609-49751-333	104.40
PHILLIPS WINE & SPIRITS	2414269	09/04/2018	MERCHANDISE	609-49751-333	1.74
PHILLIPS WINE & SPIRITS	304988	09/10/2018	MERCHANDISE	609-49751-333	-8.70
PHILLIPS WINE & SPIRITS	305566	09/18/2018	CREDIT - MERCHANDISE	609-49751-333	-1.74
JOHNSON BROS.	5764.33	09/04/2018	MERCHANDISE	609-49751-333	125.63
JOHNSON BROS.	699429	09/18/2018	CREDIT - MERCHANDISE	609-49751-333	-1.74
US BANK	#8263 8-20-18	09/10/2018	CREDIT CARD - COURTYARD -	609-49751-334	99.00
US BANK	#8263 8-20-18	09/10/2018	CREDIT CARD - BEST WESTER	609-49751-334	85.59
US BANK	#8263 8-20-18	09/10/2018	CREDIT CARD - APPLEBEES -	609-49751-334	19.00
KDOM RADIO	#0229 8-31-18	09/18/2018	#0229 ADVERTISING	609-49751-340	605.37
KKOJ - KLEVEN BROADCASTIN	18081030	09/18/2018	ADVERTISING #101449	609-49751-340	195.00
ELECTRIC FUND	20180918	09/18/2018	MONTHLY UTILITY & TELECO	609-49751-381	1,154.07
CULLIGAN	#15331 8-31-18	09/18/2018	SERVICE #15331	609-49751-382	8.98
ELECTRIC FUND	20180918	09/18/2018	MONTHLY UTILITY & TELECO	609-49751-382	19.14
ELECTRIC FUND	20180918	09/18/2018	MONTHLY UTILITY & TELECO	609-49751-385	35.77
MN REVENUE	20180912	09/18/2018	SALES TAX - AUG 2018	609-49751-460	32.48

Activity 49751 - Liquor Store Total: 64,169.02

Fund 609 - LIQUOR STORE Total: 82,040.02

Fund: 614 - TELECOM

CALIX	1371662	08/29/2018	CORE UPGRADE	614-16400	3,734.68
ENGBARTH DIRECTIONAL DRI	3698	09/18/2018	FIBER PROJECT -LACANNE TO	614-16400	7,718.32
INTERNAL REVENUE SERVICE	20180910	09/18/2018	EXCISE TAX POSTING - SEPT 2	614-20201	500.00
INTERNAL REVENUE SERVICE	20180910A	09/18/2018	EXCISE TAX POSTING - FINAL:	614-20201	442.35
MN REVENUE	20180912	09/18/2018	SALES TAX - AUG 2018	614-20202	21.69
MN 9-1-1 PROGRAM	201808	09/10/2018	AUGUST 911 SERVICE	614-20206	1,237.06
					13,654.10

Activity: 49870 - Telecom

WEX BANK	55659506	09/10/2018	FUEL - TELECOM	614-49870-212	188.26
US BANK	#8263 8-20-18	09/10/2018	CREDIT CARD - AMAZON - MA	614-49870-217	73.95
RUNNINGS SUPPLY, INC	#71920 8-31-18	09/18/2018	MAINTENANCE	614-49870-227	5.78
US BANK	#8263 8-20-18	09/10/2018	CREDIT CARD - FIBERSTORE -	614-49870-227	115.11

Expense Approval Report

Payment Dates: 09/07/2018 - 09/24/2018

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
SCHWALBACH HARDWARE	20180825	09/10/2018	MAINTENANCE - TELECOM	614-49870-227	21.99
MN DEPT OF COMMERCE	1000040431	09/18/2018	2ND Q FY 2019 INDIRECT ASS	614-49870-304	240.98
CINNAMON MUELLER LLC	1897	09/18/2018	SERVICE - CABLE MATTERS	614-49870-304	210.00
US BANK	#8263 8-20-18	09/10/2018	CREDIT CARD - CALIX - TRAINI	614-49870-308	295.00
ELECTRIC FUND	20180918	09/18/2018	MONTHLY UTILITY & TELECO	614-49870-321	365.70
CMRS - TMS #256704	20180907	09/18/2018	POSTAGE #256704 - TELECOM	614-49870-322	50.31
CMRS - TMS #256704	20180907	09/18/2018	POSTAGE #256704 - TELECO	614-49870-322	144.04
NEUSTAR, INC.	L-0000025697	09/18/2018	NUMBER PORTS #10202	614-49870-326	3.25
US BANK	#8263 8-20-18	09/10/2018	CREDIT CARD - COURTYARD -	614-49870-334	99.00
KDOM RADIO	#0073 8-31-18	09/18/2018	#0073 ADVERTISING	614-49870-340	100.98
ELECTRIC FUND	20180918	09/18/2018	MONTHLY UTILITY & TELECO	614-49870-381	2,394.47
ELECTRIC FUND	20180918	09/18/2018	MONTHLY UTILITY & TELECO	614-49870-382	18.56
ELECTRIC FUND	20180918	09/18/2018	MONTHLY UTILITY & TELECO	614-49870-385	34.18
CENTURY LINK	466534	09/18/2018	DIRECTORY LISTING # MN-CO	614-49870-441	158.07
FOX SPORTS	077936	09/18/2018	SUBSCRIBER	614-49870-442	10,013.76
BTN - BIG TEN NETWORK	081594	09/18/2018	SUBSCRIBER	614-49870-442	2,152.08
TEGNA	1450-1100	09/18/2018	SUBSCRIBER	614-49870-442	3,773.70
NEXSTAR BROADCASTING GR	1616-1132	09/18/2018	SUBSCRIBER	614-49870-442	3,714.75
DISPLAY SYSTEMS INTERNATI	16318	09/04/2018	SERVICE	614-49870-442	198.44
CBS TELEVISION STATIONS	20180831	09/18/2018	SUBSCRIBER	614-49870-442	3,234.60
UNITED COMMUNICATIONS C	20180831	09/18/2018	SUBSCRIBER	614-49870-442	3,594.00
INDEPENDENT COMMUNIATI	20180831	09/18/2018	SUBSCRIBER	614-49870-442	2,213.63
INCA NETWORKS INC	2130	09/05/2018	ANNUAL SUPPORT 10/1/18 -	614-49870-442	999.00
FOX TELEVISION STATIONS, IN	417-1030	09/18/2018	SUBSCRIBER	614-49870-442	2,695.50
ADARA TECHNOLOGIES INC	AP100223CW-35	09/18/2018	SERVICE-SET TOP BOX HOSTIN	614-49870-442	10,500.00
E-911 - INDEPENDENT EMERG	#0010143 9-1-18	09/18/2018	MONTHLY 911 SERVICE	614-49870-445	40.00
CONSOLIDATED CALL CENTER	11915	09/05/2018	DA/OPERATOR ASSISTANCE -	614-49870-445	122.37
ONVOY, LLC dba INTELIGUENT	180905008508	09/18/2018	SS7 9/2 - 9/30/18	614-49870-445	1,293.86
US BANK	#8263 8-20-18	09/10/2018	CREDIT CARD - DREAMHOST	614-49870-447	139.00
ZAYO GROUP, LLC	2018090027696	09/18/2018	#027696 TRANSPORT	614-49870-447	1,793.50
COGENT COMMUNICATIONS,	CITYOFWI0001 9-1-18	09/18/2018	1 GB INTERNET CONN AT 511	614-49870-447	1,750.00
GOLDEN WEST TECH & INT SO	180810287	09/06/2018	SERVICE #A3790	614-49870-448	103.70
TIM FJELD	20180918	09/18/2018	INTERNET SUPPORT: MAY-SEP	614-49870-448	217.50
ZAYO GROUP, LLC	#114184-002376 9-1-18	09/18/2018	#114184-002376 TRANSPORT	614-49870-451	387.72
ONVOY, LLC dba INTELIGUENT	180905009038	09/18/2018	SWITCHING SERVICES 9/1/18	614-49870-451	3,190.01
MN REVENUE	20180912	09/18/2018	SALES TAX - AUG 2018	614-49870-460	26.98
NATIONAL CABLE TV COOP	SI-590821	09/05/2018	SUPPLIES FOR SMBS	614-49870-480	182.05
				Activity 49870 - Telecom Total:	56,855.78
				Fund 614 - TELECOM Total:	70,509.88

Fund: 615 - ARENA

Activity: 49850 - Arena

WEX BANK	55659506	09/10/2018	FUEL - ARENA	615-49850-212	310.41
COTTONWOOD CO SOLID WA	#1543 8-31-18	09/18/2018	#1543 - AUG 2018	615-49850-217	63.13
RUNNINGS SUPPLY, INC	#71920 8-31-18	09/18/2018	MAINTENANCE	615-49850-217	383.20
US BANK	#8263 8-20-18	09/10/2018	CREDIT CARD - DYNAMIC RAD	615-49850-217	422.58
COTTONWOOD VET CLINIC	193286	09/10/2018	VETERINARY SERVICES	615-49850-217	180.00
RUNNINGS SUPPLY, INC	#71920 8-31-18	09/18/2018	MAINTENANCE	615-49850-241	60.20
SCHWALBACH HARDWARE	20180825	09/10/2018	MAINTENANCE - ARENA	615-49850-241	55.00
SCHRAMMEL LAW OFFICE	20180904	09/18/2018	LEGAL FEES	615-49850-304	60.00
ELECTRIC FUND	20180918	09/18/2018	MONTHLY UTILITY & TELECO	615-49850-321	123.88
CMRS - TMS #256704	20180907	09/18/2018	POSTAGE #256704 - ARENA	615-49850-322	2.63
ELECTRIC FUND	20180918	09/18/2018	MONTHLY UTILITY & TELECO	615-49850-326	358.00
US BANK	#8263 8-20-18	09/10/2018	CREDIT CARD - APPLEBEES -	615-49850-334	19.00
US BANK	#8263 8-20-18	09/10/2018	CREDIT CARD - COURTYARD -	615-49850-334	99.00
ELECTRIC FUND	20180918	09/18/2018	MONTHLY UTILITY & TELECO	615-49850-381	2,574.94
ELECTRIC FUND	20180918	09/18/2018	MONTHLY UTILITY & TELECO	615-49850-382	809.07
ELECTRIC FUND	20180918	09/18/2018	MONTHLY UTILITY & TELECO	615-49850-385	645.52
SCHWALBACH HARDWARE	20180825	09/10/2018	MAINTENANCE - ARENA	615-49850-402	82.97
RUNNINGS SUPPLY, INC	#71920 8-31-18	09/18/2018	MAINTENANCE	615-49850-404	43.01
US BANK	#8263 8-20-18	09/10/2018	CREDIT CARD - BROCK WHITE	615-49850-404	937.68

Expense Approval Report

Payment Dates: 09/07/2018 - 09/24/2018

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
SCHWALBACH HARDWARE	20180825	09/10/2018	MAINTENANCE - ARENA	615-49850-404	152.82
DICKS WELDING INC	65851	09/06/2018	MAINTENANCE -	615-49850-404	1,003.94
SCHWALBACH HARDWARE	20180825	09/10/2018	MAINTENANCE - ARENA	615-49850-405	23.99
SCHWALBACH HARDWARE	20180825	09/10/2018	MAINTENANCE - ARENA	615-49850-409	45.47
SCHRAMEL LAW OFFICE	20180904	09/18/2018	LEGAL FEES	615-49850-439	510.00
MN REVENUE	20180912	09/18/2018	SALES TAX - AUG 2018	615-49850-460	19.00
Activity 49850 - Arena Total:					8,985.44
Fund 615 - ARENA Total:					8,985.44

Fund: 617 - M/P CENTER

SECR REV FUND/CITY OF WD	20180912	09/14/2018	WCC PETTY CASH FOR COMM	617-10200	1,500.00
SECR REV FUND/CITY OF WD	20180920	09/20/2018	PETTY CASH - COMM CENTER	617-10200	1,500.00
MN REVENUE	20180912	09/18/2018	SALES TAX - AUG 2018	617-20202	170.49
					3,170.49

Activity: 49860 - M/P Center

INDOFF, INC	3146027	09/04/2018	SUPPLIES	617-49860-200	12.60
US BANK	#8263 8-20-18	09/10/2018	CREDIT CARD - HYVEE SUPPLI	617-49860-254	100.61
US BANK	#8263 8-20-18	09/10/2018	CREDIT CARD - HYVEE - SUPPL	617-49860-254	76.88
US BANK	#8263 8-20-18	09/10/2018	CREDIT CARD - HYVEE - SUPPL	617-49860-254	214.86
ELECTRIC FUND	20180918	09/18/2018	MONTHLY UTILITY & TELECO	617-49860-321	111.37
CMRS - TMS #256704	20180907	09/18/2018	POSTAGE #256704 - M/P	617-49860-322	37.33
ELECTRIC FUND	20180918	09/18/2018	MONTHLY UTILITY & TELECO	617-49860-326	403.33
KDOM RADIO	#0563 8-31-18	09/18/2018	#0563 ADVERTISING	617-49860-340	167.54
ELECTRIC FUND	20180918	09/18/2018	MONTHLY UTILITY & TELECO	617-49860-381	1,644.40
ELECTRIC FUND	20180918	09/18/2018	MONTHLY UTILITY & TELECO	617-49860-382	136.33
ELECTRIC FUND	20180918	09/18/2018	MONTHLY UTILITY & TELECO	617-49860-385	214.21
RON'S ELECTRIC INC	138308	09/18/2018	MAINTENANMCE- WASHER IN	617-49860-404	854.07
US BANK	#8263 8-20-18	09/10/2018	CREDIT CARD - RUNNINGS - M	617-49860-406	53.42
RAGE INC - CAMPUS CLEANER	08-012357	09/10/2018	SERVICE	617-49860-406	59.50
US BANK	#8263 8-20-18	09/10/2018	CREDIT CARD - SCHWALBACH	617-49860-409	29.91
US BANK	#8263 8-20-18	09/10/2018	CREDIT CARD - AMAZON - EQ	617-49860-439	717.90
US BANK	#8263 8-20-18	09/10/2018	CREDIT CARD - AMAZON - EQ	617-49860-439	2,459.82
MN REVENUE	20180912	09/18/2018	SALES TAX - AUG 2018	617-49860-460	258.51
MN State Deferred	#98946-01 9-12-18	09/18/2018	HEALTH CARE SAVINGS - BB	617-49860-480	155.34
Activity 49860 - M/P Center Total:					7,707.93
Fund 617 - M/P CENTER Total:					10,878.42

Fund: 700 - PAYROLL

Internal Revenue Service-Payr	INV0001454	09/14/2018	Federal Tax Withholding	700-21701	9,805.53
Internal Revenue Service-Payr	INV0001458	09/14/2018	Federal Tax Withholding	700-21701	130.48
MN Department of Revenue -	INV0001453	09/14/2018	State Withholding	700-21702	4,815.07
MN Department of Revenue -	INV0001457	09/14/2018	State Withholding	700-21702	32.06
Internal Revenue Service-Payr	INV0001455	09/14/2018	Social Security	700-21703	12,834.86
Internal Revenue Service-Payr	INV0001459	09/14/2018	Social Security	700-21703	491.04
MN Pera	INV0001446	09/14/2018	PERA	700-21704	13,382.99
MN Pera	INV0001447	09/14/2018	PERA	700-21704	6,565.71
MN Pera	INV0001448	09/14/2018	PERA	700-21704	857.80
MN Pera	INV0001449	09/14/2018	PERA	700-21704	415.00
MN State Deferred	INV0001450	09/14/2018	Deferred Compensation	700-21705	5,344.11
MN State Deferred	INV0001451	09/14/2018	Deferred Roth	700-21705	535.00
LOCAL UNION #949	20180912	09/18/2018	UNION DUES - SEP 2018	700-21707	1,730.96
LAW ENFORCEMENT LABOR S	20180912	09/18/2018	POLICE UNION DUES - SEP 20	700-21708	343.00
Internal Revenue Service-Payr	INV0001452	09/14/2018	Medicare Withholding	700-21711	3,672.50
Internal Revenue Service-Payr	INV0001456	09/14/2018	Medicare Withholding	700-21711	114.84
SELECTACCOUNT	38783167	09/18/2018	FLEX SPENDING	700-21712	447.68
SELECTACCOUNT	38790030	09/18/2018	FLEX SPENDING	700-21712	525.50
MN BENEFIT ASSOCIATION	2018-0037716	09/18/2018	#0029143 - PRE TAX	700-21717	4.84
MN BENEFIT ASSOCIATION	2018-0037716	09/18/2018	#0029143 AFTER TAX	700-21719	99.27

Expense Approval Report

Payment Dates: 09/07/2018 - 09/24/2018

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
MII LIFE	20180914	09/18/2018	VEBA - SEPT 2018	700-21720	7,200.00
					<u>69,348.24</u>
				Fund 700 - PAYROLL Total:	69,348.24
				Grand Total:	<u>697,681.79</u>

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL	69,555.97
211 - LIBRARY	4,034.33
225 - AIRPORT	50,667.06
230 - POOL	1,896.61
235 - AMBULANCE	5,518.16
250 - EDA GENERAL	3,821.18
401 - GENERAL CAPITAL PROJECTS	17,281.27
407 - DILIPIDATED HOUSING PROGRAM	6,842.01
601 - WATER	18,918.56
602 - SEWER	45,796.52
604 - ELECTRIC	231,588.12
609 - LIQUOR STORE	82,040.02
614 - TELECOM	70,509.88
615 - ARENA	8,985.44
617 - M/P CENTER	10,878.42
700 - PAYROLL	69,348.24
Grand Total:	697,681.79

Account Summary

Account Number	Account Name	Payment Amount
100-20191	Unapplied Cash	53.25
100-20202	Sales Tax Payable	28,382.63
100-41110-304	Legal Fees	540.00
100-41110-326	Data Processing	37.00
100-41310-200	Office Supplies	77.51
100-41310-321	Telephone	126.53
100-41310-322	Postage	474.68
100-41310-326	Data Processing	296.32
100-41310-331	Travel Expense	57.77
100-41310-334	Meals/Lodging	220.50
100-41310-480	Other Miscellaneous	758.74
100-41410-200	Office Supplies	40.39
100-41410-480	Other Miscellaneous	249.76
100-41910-304	Legal Fees	135.00
100-41910-321	Telephone	97.80
100-41910-322	Postage	45.97
100-41910-334	Meals/Lodging	118.00
100-41940-381	Electric Utility	499.69
100-41940-382	Water Utility	56.21
100-41940-385	Sewer Utility	114.35
100-41940-406	Repairs & Maint - Groun	1,064.51
100-42120-200	Office Supplies	106.86
100-42120-212	Motor Fuels	1,486.02
100-42120-304	Legal Fees	4,227.50
100-42120-308	Training & Registrations	974.00
100-42120-321	Telephone	181.69
100-42120-322	Postage	1.91
100-42120-334	Meals/Lodging	99.00
100-42120-405	Repairs & Maint - Vehicl	170.00
100-42120-412	Rentals - Building	1,900.00
100-42120-480	Other Miscellaneous	52.48
100-42220-200	Office Supplies	47.00
100-42220-212	Motor Fuels	48.12
100-42220-217	Other Operating Supplie	331.50
100-42220-218	Uniforms	64.95
100-42220-308	Training & Registrations	100.00
100-42220-310	Lab Testing	384.00

Account Summary

Account Number	Account Name	Payment Amount
100-42220-321	Telephone	60.37
100-42220-322	Postage	5.66
100-42220-326	Data Processing	10.00
100-42220-381	Electric Utility	232.82
100-42220-382	Water Utility	12.43
100-42220-385	Sewer Utility	26.38
100-42220-480	Other Miscellaneous	86.19
100-42500-381	Electric Utility	32.96
100-43100-212	Motor Fuels	597.15
100-43100-215	Materials & Equipment	26.53
100-43100-217	Other Operating Supplie	347.86
100-43100-224	Street Maint Materials	2,438.89
100-43100-308	Training & Registrations	358.12
100-43100-321	Telephone	45.42
100-43100-322	Postage	8.93
100-43100-334	Meals/Lodging	99.00
100-43100-381	Electric Utility	2,399.90
100-43100-382	Water Utility	20.85
100-43100-383	Gas Utility	57.42
100-43100-384	Refuse Disposal	10.00
100-43100-385	Sewer Utility	44.36
100-43100-402	Repairs & Maint - Struct	25.10
100-43100-404	Repairs & Maint - M&E	466.61
100-43100-405	Repairs & Maint - Vehicl	440.06
100-43100-406	Repairs & Maint - Groun	155.94
100-43100-407	Repairs & Maint - Seal C	5,600.78
100-43100-480	Other Miscellaneous	92.01
100-43210-307	Management Fees	336.00
100-45120-217	Other Operating Supplie	228.10
100-45120-460	Miscellaneous Taxes	11.00
100-45202-211	Cleaning Supplies	34.31
100-45202-212	Motor Fuels	847.65
100-45202-217	Other Operating Supplie	277.85
100-45202-241	Small Tools	19.99
100-45202-326	Data Processing	466.67
100-45202-381	Electric Utility	733.16
100-45202-382	Water Utility	741.96
100-45202-384	Refuse Disposal	827.41
100-45202-385	Sewer Utility	163.69
100-45202-402	Repairs & Maint - Struct	78.85
100-45202-405	Repairs & Maint - Vehicl	3,528.50
100-45202-406	Repairs & Maint - Groun	3,937.45
211-45501-200	Office Supplies	65.91
211-45501-321	Telephone	33.27
211-45501-326	Data Processing	203.33
211-45501-334	Meals/Lodging	99.00
211-45501-381	Electric Utility	449.91
211-45501-382	Water Utility	19.72
211-45501-385	Sewer Utility	41.03
211-45501-433	Dues & Subscriptions	240.60
211-45501-435	Books and Pamphlets	1,807.51
211-49950-500	Capital Outlay	1,074.05
225-45127-217	Other Operating Supplie	37.49
225-45127-304	Legal Fees	225.00
225-45127-409	Repairs & Maint - Utilitie	4.57
225-49950-500	Capital Outlay	50,400.00
230-45124-211	Cleaning Supplies	7.48
230-45124-217	Other Operating Supplie	133.33

Account Summary

Account Number	Account Name	Payment Amount
230-45124-321	Telephone	29.57
230-45124-322	Postage	8.10
230-45124-381	Electric Utility	768.20
230-45124-382	Water Utility	575.57
230-45124-404	Repairs & Maint - M&E	263.36
230-45124-460	Miscellaneous Taxes	111.00
235-42153-212	Motor Fuels	1,976.00
235-42153-217	Other Operating Supplie	1,129.55
235-42153-312	Nursing	1,508.40
235-42153-321	Telephone	160.93
235-42153-322	Postage	2.23
235-42153-327	Interpretation Fees	34.00
235-42153-331	Travel Expense	115.12
235-42153-334	Meals/Lodging	270.65
235-42153-381	Electric Utility	155.22
235-42153-382	Water Utility	8.28
235-42153-385	Sewer Utility	17.59
235-42153-404	Repairs & Maint - M&E	138.80
235-42153-406	Repairs & Maint - Groun	1.39
250-46520-301	Auditing & Consulting Se	747.58
250-46520-321	Telephone	353.50
250-46520-322	Postage	8.85
250-46520-334	Meals/Lodging	99.00
250-46520-381	Electric Utility	47.60
250-46520-438	Meeting Expense	53.57
250-46520-439	Special Projects	2,511.08
401-49950-439	Special Projects	15,896.27
401-49950-506	Capital Outlay - Building	1,385.00
407-49950-480	Other Miscellaneous	6,842.01
601-49400-212	Motor Fuels	357.76
601-49400-227	Utility System Maint Sup	12,428.10
601-49400-308	Training & Registrations	60.00
601-49400-321	Telephone	49.74
601-49400-322	Postage	64.64
601-49400-326	Data Processing	70.00
601-49400-334	Meals/Lodging	118.00
601-49400-381	Electric Utility	4,418.25
601-49400-382	Water Utility	17.02
601-49400-385	Sewer Utility	33.03
601-49400-386	Landfill	1,135.08
601-49400-405	Repairs & Maint - Vehicl	155.95
601-49400-408	Repairs & Maint - Distrib	10.99
602-16400	Machinery & Equipment	16,571.31
602-49450-200	Office Supplies	81.80
602-49450-212	Motor Fuels	1,313.97
602-49450-216	Chemicals and Chemical	814.00
602-49450-241	Small Tools	58.93
602-49450-304	Legal Fees	4,560.00
602-49450-310	Lab Testing	688.00
602-49450-321	Telephone	171.41
602-49450-322	Postage	52.25
602-49450-326	Data Processing	70.00
602-49450-334	Meals/Lodging	566.96
602-49450-381	Electric Utility	13,343.09
602-49450-382	Water Utility	656.23
602-49450-383	Gas Utility	48.01
602-49450-404	Repairs & Maint - M&E	4,950.36
602-49450-406	Repairs & Maint - Groun	135.20

Account Summary

Account Number	Account Name	Payment Amount
602-49450-408	Repairs & Maint - Distrib	1,715.00
604-14200	Inventory	3,144.37
604-16300	Improvements Other Th	134,422.93
604-20202	Sales Tax Payable	39.56
604-22000	Prepayments	2,125.02
604-49550-212	Motor Fuels	1,038.14
604-49550-218	Uniforms	89.93
604-49550-241	Small Tools	192.24
604-49550-263	Merchandise for Resale -	83,662.35
604-49550-308	Training & Registrations	149.00
604-49550-310	Lab Testing	901.98
604-49550-321	Telephone	130.17
604-49550-322	Postage	54.10
604-49550-325	Dispatching	67.10
604-49550-326	Data Processing	186.03
604-49550-333	Freight and Express	11.75
604-49550-334	Meals/Lodging	118.00
604-49550-340	Advertising & Promotion	110.16
604-49550-381	Electric Utility	123.02
604-49550-382	Water Utility	26.54
604-49550-385	Sewer Utility	52.52
604-49550-402	Repairs & Maint - Struct	2.99
604-49550-404	Repairs & Maint - M&E	171.04
604-49550-405	Repairs & Maint - Vehicl	749.58
604-49550-406	Repairs & Maint - Groun	229.26
604-49550-408	Repairs & Maint - Distrib	1,978.79
604-49550-409	Repairs & Maint - Utilitie	88.04
604-49550-410	Repairs & Maint - Gener	425.21
604-49550-432	Uncollectible	20.00
604-49550-433	Dues & Subscriptions	246.27
604-49550-450	Conservation	983.37
604-49550-460	Miscellaneous Taxes	48.66
609-20202	Sales Tax Payable	17,871.00
609-49751-211	Cleaning Supplies	16.97
609-49751-251	Liquor	22,534.23
609-49751-252	Beer	28,163.40
609-49751-253	Wine	9,500.23
609-49751-254	Soft Drinks & Mix	273.50
609-49751-259	Non- Alcoholic	18.75
609-49751-265	Merchandise Returned f	30.00
609-49751-321	Telephone	102.49
609-49751-322	Postage	3.33
609-49751-326	Data Processing	650.72
609-49751-333	Freight and Express	621.00
609-49751-334	Meals/Lodging	203.59
609-49751-340	Advertising & Promotion	800.37
609-49751-381	Electric Utility	1,154.07
609-49751-382	Water Utility	28.12
609-49751-385	Sewer Utility	35.77
609-49751-460	Miscellaneous Taxes	32.48
614-16400	Machinery & Equipment	11,453.00
614-20201	Excise Tax Payable	942.35
614-20202	Sales Tax Payable	21.69
614-20206	911 TAP & TACIP Fees Cl	1,237.06
614-49870-212	Motor Fuels	188.26
614-49870-217	Other Operating Supplie	73.95
614-49870-227	Utility System Maint Sup	142.88
614-49870-304	Legal Fees	450.98

Account Summary

Account Number	Account Name	Payment Amount
614-49870-308	Training & Registrations	295.00
614-49870-321	Telephone	365.70
614-49870-322	Postage	194.35
614-49870-326	Data Processing	3.25
614-49870-334	Meals/Lodging	99.00
614-49870-340	Advertising & Promotion	100.98
614-49870-381	Electric Utility	2,394.47
614-49870-382	Water Utility	18.56
614-49870-385	Sewer Utility	34.18
614-49870-441	Transmission Fees	158.07
614-49870-442	Subscriber Fees	43,089.46
614-49870-445	Switch Fees	1,456.23
614-49870-447	Internet Expense	3,682.50
614-49870-448	On-Call Support	321.20
614-49870-451	Call Completion	3,577.73
614-49870-460	Miscellaneous Taxes	26.98
614-49870-480	Other Miscellaneous	182.05
615-49850-212	Motor Fuels	310.41
615-49850-217	Other Operating Supplie	1,048.91
615-49850-241	Small Tools	115.20
615-49850-304	Legal Fees	60.00
615-49850-321	Telephone	123.88
615-49850-322	Postage	2.63
615-49850-326	Data Processing	358.00
615-49850-334	Meals/Lodging	118.00
615-49850-381	Electric Utility	2,574.94
615-49850-382	Water Utility	809.07
615-49850-385	Sewer Utility	645.52
615-49850-402	Repairs & Maint - Struct	82.97
615-49850-404	Repairs & Maint - M&E	2,137.45
615-49850-405	Repairs & Maint - Vehicl	23.99
615-49850-409	Repairs & Maint - Utilitie	45.47
615-49850-439	Special Projects	510.00
615-49850-460	Miscellaneous Taxes	19.00
617-10200	Petty Cash	3,000.00
617-20202	Sales Tax Payable	170.49
617-49860-200	Office Supplies	12.60
617-49860-254	Soft Drinks & Mix	392.35
617-49860-321	Telephone	111.37
617-49860-322	Postage	37.33
617-49860-326	Data Processing	403.33
617-49860-340	Advertising & Promotion	167.54
617-49860-381	Electric Utility	1,644.40
617-49860-382	Water Utility	136.33
617-49860-385	Sewer Utility	214.21
617-49860-404	Repairs & Maint - M&E	854.07
617-49860-406	Repairs & Maint - Groun	112.92
617-49860-409	Repairs & Maint - Utilitie	29.91
617-49860-439	Special Projects	3,177.72
617-49860-460	Miscellaneous Taxes	258.51
617-49860-480	Other Miscellaneous	155.34
700-21701	Federal Withholding	9,936.01
700-21702	State Withholding	4,847.13
700-21703	FICA Tax Withholding	13,325.90
700-21704	PERA Contributions	21,221.50
700-21705	Retirement	5,879.11
700-21707	Union Dues	1,730.96
700-21708	PD Union Dues	343.00

Account Summary

Account Number	Account Name	Payment Amount
700-21711	Medicare Tax Withholdi	3,787.34
700-21712	Flex Account	973.18
700-21717	Individual Insurance-MB	4.84
700-21719	Individual Insurance-MB	99.27
700-21720	VEBA Contributions	7,200.00
	Grand Total:	697,681.79

Project Account Summary

Project Account Key	Payment Amount	
None	681,785.52	
Buildings	15,896.27	
	Grand Total:	697,681.79

9/24/18
ES

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: Jason Sykora
DATE: September 28, 2018
RE: Utility Commission Update

During the Utility Commission meeting held on September 26, 2018 the following fees were adopted by the Commission:

- \$150 after hour labor fee for reconnecting services after 5:00 pm.
- \$25 tag hanging fee for notice prior to disconnect.

I made the initial recommendation to the Commission that the after hour fee should be raised from \$75 to \$110. After discussion it was determined by the Commission that the proposed \$110 fee was not sufficient to cover all related costs. The Utility Commission agreed to increase the fee to \$150. The new fee will now cover lineworker wages, office staff time, truck time, and the cost of using our dispatch service.

A tag hanging fee of \$25 was added to recover wages and truck time for hanging disconnect notices. The tag is the fourth notice given before disconnecting service.

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: Development Department
DATE: October 2, 2018 (City Council Meeting Date)
RE: Flood Mitigation and Housing Project / Workforce Housing Grant Application
DEPT: Development Department
CONTACT: Drew Hage, Development Director, at 832-8661 or drew.hage@windommn.com

Recommendations/Options/Action Requested

Staff recommends that the City Council take the following actions regarding the Flood Mitigation and Workforce Housing Grant Application:

1. Hold a public input meeting at the City Council Meeting on October 2nd to discuss flood mitigation plans, water retention/detention, the proposed site location for the 46-unit apartment building (18th Avenue north of Maple Park Circle), and the four 4-unit townhomes (17th Avenue north of Jamison Drive), and submission of the Workforce Housing Grant Application.
2. Adopt a Resolution approving submission of the Workforce Housing Grant Application to Minnesota Housing (after the Public Input Meeting at the October 2nd City Council Meeting).

Issue Summary/Background

The City Street Department has been working with DGR Engineering regarding flood mitigation plans for the neighborhood around Red Leaf Court, Maple Park Circle, 18th Avenue, 17th Avenue, and surrounding streets. Potential drainage improvements have been proposed along with water retention, so water can be released at a controlled level to the Des Moines River along the 18th Avenue and 17th Avenue drainage network.

Numerous locations for multi-family housing have been discussed since 2016. The potential locations are based on developer's requirements and City infrastructure. Originally the 46-unit apartment developer was only interested in property by Cottonwood Lake, Des Moines River, or golf course. Property by the school was not an option until the water retention/detention pond project was developed over the Summer of 2018.

The City Council has an opportunity to approve approximately 7 million dollars' worth of new housing development in Windom. The 46-unit apartment building would create approximately 5 million of investment in housing in Windom and the four 4-unit townhomes investment would be approximately 2 million. Both projects are workforce housing not low income housing, so the developer proposes the project location not the EDA.

Growth

Overall, market value in Windom grew by 19.2% over the past year to \$284.3 million in 2017 (S&P Global Ratings). From 2016 through 2017, Windom saw a number of large commercial/industrial projects and a number of expansions. Prime Pork created 500 new jobs and invested nearly \$80 million in Windom to create a state-of-the-art pork processing facility. Other new projects include: Windom Wash (a full-service truck wash / 35 new jobs), Duffy's Bar and Grill (a new family-friendly restaurant), New Vision Coop's new grain storage facilities and scale, a new building for the Fulda Area Credit Union, and a new 47-unit AmericInn.

Housing Study

A Comprehensive Housing Study was finalized for the City of Windom in 2014 by Viewpoint Consulting Group. The Housing Study identified a need for 130 new housing units in Windom from 2014 to the end of the decade. The Housing Study identified the need for single-family homes, duplexes, quads, and multi-family units to accommodate market rate housing, seniors, higher-income families, and lower-income families. The Housing Study was completed prior to Fast Global Solution's expansion and the opening of Prime Pork creating 500+ new jobs. As such, since 2014 the housing market has tightened and the demand for units has grown.

Fiscal Impact

The annual gross tax increment to be generated by the 46-unit apartment and the townhomes is estimated at \$115,253. This revenue will help to purchase the property for the water retention/detention pond, water control improvements, culverts, etc. These revenue sources will substantially reduce the potential assessments to properties that benefit from the flood mitigation project.

The 46-unit apartment project is not contingent on a grant. This project could break ground in June or July of 2019. No street extension will be required for the 46-unit apartment project. City infrastructure costs are minimal for this project, since the development is utilizing existing infrastructure.

The four 4-unit townhome project is likely to be contingent on receipt of the Workforce Housing Grant. This project would require 17th Avenue to be extended to the north. The estimate for extending the street, sewer, and water is \$334,000.

Attachments

1. Resolution approving submission of the Workforce Housing Grant Application to Minnesota Housing
2. Flood Mitigation & Housing Project Q&A (Separate Attachment to City Council Packet)
3. Presentation (Separate Attachment to City Council Packet)
 - a. Site Map
 - b. Drainage Area
 - c. Drainage Issues
 - d. 22 and 26-acre retention/detention ponds
 - e. 46-Unit Apartment Pictures
 - f. Proposed Rezoning Map and Future land Use Map

RESOLUTION #

INTRODUCED:

SECONDED:

VOTED: Aye:
 Nay:
 Absent:
 Abstained:

CITY OF WINDOM, MINNESOTA

**RESOLUTION AUTHORIZING SUBMISSION OF WORKFORCE HOUSING
DEVELOPMENT PROGRAM APPLICATION**

WHEREAS, a Comprehensive Housing Study was completed for the City of Windom in May 2014. The housing study identified the need for approximately 130 new housing units (market rate units and affordable rental units) in Windom from 2014 to the end of the decade. The Housing Study identified a 3.7% vacancy rate in Windom in 2014. The housing study was completed before the 2016 business expansions in Windom. In October and November of 2016, Viewpoint Consulting Group resurveyed the rental properties in Windom. In November 2016, the vacancy rate in Windom was 2.3%; and

WHEREAS, the Economic Development Authority of Windom is working with a Developer who has an interest in constructing four four-plexes in Windom; and

WHEREAS, the Developer's proposed site for the new four-plexes is a portion of the Kruse Property northwest of 17th Avenue (the "project"); and

WHEREAS, Minnesota Housing Finance Agency ("Minnesota Housing") provides a Workforce Housing Development Program (the "Program") to assist with development of rental housing to serve employees of businesses located in the City; and

WHEREAS, the amount of any grant may not exceed 25 percent of the total rental housing development project costs; and

WHEREAS, any awarded grant from the Program requires a match of at least \$1 for every \$2 provided in grant funds and the source of said match is the Developer (business) that will be completing the development; and

WHEREAS, the Developer has requested that the City submit an Application for a grant for the Project, pursuant to the Program, in order to obtain funding from Minnesota Housing for eligible development costs in an amount not to exceed \$500,000 (the "Grant/Loan"); and

WHEREAS, the Developer has verified that he is able to comply with all of the requirements of the Program including the required match and has the capability to ensure adequate construction, operation, maintenance and replacement of the Project for its design life; and

WHEREAS, the City of Windom is an Eligible Project Area as defined in Minnesota Statutes Section 462A.39, Subdivision 2; and

WHEREAS, the City of Windom has the legal authority to apply for financial assistance, and the institutional, managerial, and financial capability to ensure adequate project administration; and

WHEREAS, the City of Windom certifies that it will use the Grant/Loan for qualified expenditures for the Project to serve employees of businesses located in Windom and the surrounding area; and

WHEREAS, the City Council has determined that the submission of the Application, as set forth herein, is in the best interests of the City of Windom and the citizens of Windom; and

WHEREAS, 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.

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

1. The City of Windom shall act as the legal sponsor for the Workforce Housing Development Program Application (the "Application") to be submitted to Minnesota Housing on or before the October 11, 2018, deadline, and the EDA is authorized to submit such Application on behalf of the Developer for funding of the Project as set forth above.

2. The Mayor and/or City Administrator, as required, are hereby authorized to execute the Workforce Housing Development Program Application set forth herein on behalf of the City of Windom.

3. The amount of the grant will be matched, as per program requirements, by the for-profit Developer with at least \$1 for every \$2 provided in grant funds.

4. Upon approval of its application by Minnesota Housing, the City of Windom may enter into a Grant Contract/Funding Agreement with Minnesota Housing for the approved project, and the City of Windom certifies that it will comply with all applicable laws and regulations as stated in all contract agreements.

5. Upon approval of its application by Minnesota Housing and review of the proposed agreements, the Windom City Council shall, by resolution, authorize the Mayor and City Administrator, or their successors in office, to execute the Grant Contract/Funding Agreement and such other agreements, and amendments thereto, as are necessary to implement the project on behalf of the City, and will provide Minnesota Housing with a certified copy of such resolution.

BE IT FURTHER RESOLVED that Minnesota Housing is authorized to rely on the continuing force and effect of this Resolution until receipt by the Commissioner of Minnesota Housing, at its principal office, of notice in writing from the City of Windom of any amendment or alteration of such Resolution.

ADOPTED by the City Council of the City of Windom, Minnesota, this 2nd day of October, 2018.

Dominic Jones, Mayor

ATTEST: _____
Steven Nasby, City Administrator

CERTIFICATION

I CERTIFY THAT as Windom City Administrator, I am the keeper of the records of the City of Windom, Minnesota, including the City Council's records; that the foregoing is a true and correct copy of the Resolution duly adopted by the Windom City Council on October 2, 2018, during a regularly-scheduled meeting at which a quorum was present; further, that such meeting was called in compliance with all applicable laws and any other requirements of the City of Windom; that such Resolution does not conflict with any laws of the City of Windom nor has the Resolution been in any way altered, amended or repealed since its adoption on October 2, 2018, and is in full force and effect, unrevoked and unrescinded as of this date; and said Resolution has been entered in the regular Resolution book of the City of Windom as of the aforementioned date; and that the members of the Windom City Council have, and at the time of adoption of such Resolution, had full power and lawful authority to adopt such Resolution and to confer the powers thereby granted to the officers therein named who have full power and lawful authority to exercise the same.

Dated this _____ day of October, 2018.

Steven Nasby, City Administrator

(Seal)

- Why is this project so rushed? If it's to reach the population growth to 5,000 shouldn't it be done right the first time by considering all options before deciding the location.
- Concerns
 1. Water issue. How could we be guaranteed that the lake will eliminate everyone's problem. What are the plans for water control?
 2. Traffic in an otherwise quiet neighborhood
 3. Street Plans and expenses
 4. Will this effect homeowners with costs from street and water improvements?
 5. Properties were originally purchased with the idea that this would be only a residential neighborhood, not a housing development.
- Consider alternate sites.
 1. Mews Property by LaCanne Funeral Home. It could have access to Highway 71 or a residential street access on 7th Avenue. There wouldn't be the water issue there. Also, the access to Pure Pork, Toro Locations and Fast Industries would be a convenient site for commuting to work. The location is also fairly close to the school.
 2. Visker Property on the Southside of Windom. That would have access to Highway 60.
 3. Reconsider the Cemstone Property. A lot of resources have already gone into this location.
- Consider single dwelling homes or duplexes with one level and garages.
- The apartment building and the fourplexes have no garages. If we are trying to attract families where will they store bikes, wagons, strollers, outside toys, fishing equipment, hunting equipment, or any other items needing storage.
- What is the cost per unit? Would it be more cost effective for residents to buy a home instead of renting an apartment.
- Do we know that these dwellings will have people who want to rent these apartments and fourplexes and be able to afford them?
- The water issue on Red Leaf Court could be addressed as a separate issue.

This petition is in regard to the Kruse Property apartment complex and fourplex project. We are opposed to this project because of the potential water drainage problems, the increased traffic on the narrow single access 18th avenue and impact on our quiet neighborhood. We feel other properties in Windom are more suitable for this type of housing development.

Jim and Karen Kruse	1773 Maple Park Circle	831-5163
David Ely	1752 "	831-4420
Alex Jim	1795 "	822-2394
Ed Kelly	1755 Maple Park Circle	507-360-0818
Paul Peters	1730 Maple Park Circle	507-227-2242
Dr. W. [Signature]	2385 Red Leaf Ct	507-295-2029
Blair Howe	1860 Red Leaf Ct	507-822-3447
Drake Borgard	2350 18 th AVE	507-822-3845
Jan Gordon	1805 Red Leaf Court	507-831-5126
Kaylee Grove	1820 Red leaf Ct	507-822-5156
Poppy Willard	1885 Red leaf Ct.	507-822-3412
Sten Willard	1885 RED LEAF CT.	507-822-3413
Justi Warden	1895 Red Ct	612-201-7913
Dora Wendge	1895 Red Ct	612-201-7913
Gene Fisher	2410 Red Leaf Ct	507-831-3378
Carl [Signature]	1870 Red Leaf Ct	651-357-0898
Alex Haukeil	1850 Red Leaf Ct.	507-822-8045
Rachel Amot	1830 Red Leaf Ct	507-822-1693
2-13/B	1810 Red leaf Ct.	507-822-0089

This petition is in regard to the Kruse Property apartment complex and fourplex project. We are opposed to this project because of the potential water drainage problems, the increased traffic on the narrow single access 18th avenue and impact on our quiet neighborhood. We feel other properties in Windom are more suitable for this type of housing development.

Eric Hubbard	2360 Redleaf Ct.	507-360-6857
Betsey Green	1815 Red Leaf Ct.	831-0077
Catherine Smeal	1840 Red Leaf Ct	507-832-8500
Deborah M. Med	1840 Red Leaf	832-8500
Emily Fada	2250 18th Ave	507-381-4611
Ryan Fox	2250 18 th Ave	507-380-0761
Dubin	1772 Maple Park Cir	507-822-9826
John	1790 Maple Park	507-530-7898
Sally Ottmann	1875 Red Leaf Ct.	507-822-1259
Ken Fast	1845 Red Leaf Ct.	507-830-0055
John Brommer	2205 18 th Ave	507 831-3690
Alexander	1865 Red Leaf Ct	605-940-6757
Brady Lyons	1855 Red Leaf Ct.	507-822-2382

This petition is in regard to the Kruse Property apartment complex and fourplex project. We are opposed to this project because of the potential water drainage problems, the increased traffic on the narrow single access 18th avenue and impact on our quiet neighborhood. We feel other properties in Windom are more suitable for this type of housing development.

Rubén Hiese	1820 Jamison Dr	831-3346
Curtis Hiese	1820 JAMISON DR	831-3346
John Hiese	1800 Jamison Dr	605 940 4957
Judy Seyler	1800 Jamison Dr	605 201-3241
Ray Cobb	1710 17 th Street	507-831-0249
Dawn Lambert	1790 17 th St.	507-831-2554
Robert Lambert	1790 17 th St	831-2774
Jane Paulsen	1800 River Rd	831-2068
Kim Paulsen	1800 River Rd	831-2068
Mike Schwaetter	2174 17 th Ave	822 6070
Nikki Schaub	2174 17 th AVE	822 2462
Sean Mills	2150 17 th Ave	922-3419
Leah Lambert	2150 17 th Ave	822-407-1380
Devia Markus	1692 17 th Street	822-5858
Orville Markus	1692 17 th St.	822-5858
Jay Keller	1685 17 th St	507-250-6224
Jim Keller	1685 17 th St	952-456-1667
Renee Green	760 Plum Ave	822-2164
Joann Anderson	1815 Jamison Dr	507 640 0354
John Anderson	1815 Jamison Dr	507 640 0241

This petition is in regard to the Kruse Property apartment complex and fourplex project. We are opposed to this project because of the potential water drainage problems, the increased traffic on the narrow single access 18th avenue and impact on our quiet neighborhood. We feel other properties in Windom are more suitable for this type of housing development.

Cindi Lohse	1700 17 th St	831-5558
Keith Lohse	1700 17 th St	831-5558
Gay Ek	1738 17 th St	831-0060
Ann Bkg	1738 17 th St	831-0060
Alice Huebert	1945 Great Bend Blvd	831-2642
Vern Huebert	1945 Great Bend Blvd	831-2642
Candy Solt	1950 Great Bend Blvd	831-4464
Pat Mellow	1992 Great Bend Blvd	831-5972
Aaron Niemi	2004 Great Bend Blvd	831-2648
Charize Mathis	7072 Great Bend Blvd	209-4836
Wanda Link	2087 Great Bend Blvd	831-5858
Bruce Kintzi	2037 Great Bend Blvd	831-3011
Dana Kintzi	2037 Great Bend Blvd	831-3011
Marlene Nadgost	1995 Great Bend Blvd	830-1400
Carl O'Neale	1995 Great Bend Blvd	831-0194
Stanley J. Johnson	1650 River Road	831-1353
James	760 Plum Ave	832-8346
Dennis Bonde	1695-17 th St	831-1369
Priscilla Bonde	1695 17 th St	831-1369
Ryan Doorebos	1830 Johnson Drive	898-1568

RESOLUTION #2018-

INTRODUCED:

SECONDED:

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

AUTHORIZATION TO ACCEPT A DONATION IN MEMORY OF DALE MINION FOR THE WINDOM LIBRARY

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, Dale Minion supported the community including the Windom Library and promoted local philanthropy in Southwest Minnesota; and

WHEREAS, the Windom Library has received memorial donation in memory of Dale Minion the amount of \$100.00.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WINDOM, MINNESOTA, that the City Council accepts the donation in the amount of \$100.00 to be used for items needed for the Windom Library.

Adopted by the Council this 2nd day of October, 2018.

Dominic Jones, Mayor

Attest: _____
Steven Nasby, City Administrator



MEMO

TO: Mayor & City Council

FROM: Denise Nichols, Deputy City Clerk

DATE: September 28, 2018

RE: Student Election Judge Trainees

Again this election year the City of Windom is working with WAHS and students to provide an opportunity for students to train and participate as Election Judge Trainees.

The last day the City Council may appoint election judges for the November 6th election is October 12, 2018. The City Council meets on October 2nd and will not hold a meeting until October 16th which is after the October 12th deadline.

We are working at this time to confirm and finalize the Student Election Judge Trainee list. As of Friday we do not have a final list of students to include in the Council Resolution. We will have the final list of Student Election Judge Trainees on Tuesday. A revised resolution will be prepared and provided for Council Members to review and consider prior to the City Council meeting.

Requested Action:

Approve the Revised Resolution Appointing Additional Election Judges for the Forthcoming General Election.

Thank you.

RESOLUTION #2018-

INTRODUCED:
SECONDED:
VOTED: Aye:
Nay:
Absent:

A RESOLUTION APPOINTING ADDITIONAL ELECTION JUDGES FOR THE FORTHCOMING GENERAL ELECTION IN 2018

WHEREAS, pursuant to Minnesota Statutes, a General Election will be held on November 6, 2018; and

WHEREAS, it is necessary that additional election judges be appointed.

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

1. The following additional election judges are hereby appointed to serve at the above-mentioned election.

Lori Collin

1349 5th Ave, Bingham Lake

Student Election Judge Trainees

Adopted this 2nd day of October, 2018.

Dominic Jones, Mayor

Attest: _____
Steven Nasby, City Administrator

RESOLUTION #2018-

INTRODUCED:

SECONDED:

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

RESOLUTION DECLARING THE COSTS TO BE ASSESSED, ORDERING THE CITY ADMINISTRATOR TO PREPARE AN ASSESSMENT ROLL, AND CALLING FOR A PUBLIC HEARING FOR THE "2018 MISCELLANEOUS SPECIAL ASSESSMENTS"

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

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

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

1. The costs of such services to be specially assessed are hereby declared to be a maximum of \$11,465.63.
2. The City Administrator shall calculate the proper amounts to be assessed per parcel for such services and shall file a copy of such proposed assessments at City Hall for public inspection.
3. Such assessments shall be payable with real estate taxes in equal annual installments extending over a period of one (1) year at an interest rate of five percent (5%) per annum from the date of certification.
4. A public hearing shall be held before the City Council at the City Hall in Windom, Minnesota, on the 20th day of November, 2018, during the regular City Council Meeting commencing at 7:30 p.m., to consider and vote upon such proposed assessments. At such time and place, all persons owning property affected by such services will be given an opportunity to be heard with reference to such assessments.
5. The City Administrator is hereby directed to cause a notice of the hearing on the proposed assessments to be published once in the official newspaper at least two weeks prior to the hearing. The notice shall state the total cost of the services.
6. The City Administrator shall also cause notice of said hearing to be mailed to the owner(s) of each parcel, described in the assessment roll, not less than two (2) weeks prior to the hearing. The notice mailed to the owner(s) of each parcel shall specify the amount of the proposed assessment for that particular parcel.

Adopted by the Council this 2nd day of October, 2018.

Dominic Jones, Mayor

Attest: _____
Steve Nasby, City Administrator

2018 Misc. Assessment List

1 year 5%

Property ID	Description	Owner	Address	Amount	Service	
25-164-0290	336 16th Street Cnty Aud Subd 4 Lot 7	Steve & Carolyn Nichols	183 14th Street Windom, MN 56101	500.00 350.00	Fire Call Assist-Veenker	
					TOTAL	\$ 850.00
25-673-0180	1016 13th Street Lot 21 Block 2 Ringkob & Pope's Addition	Thomas Clipperton	1016 13th Street Windom, MN 56101	500.00	Fire Call	
					TOTAL	\$ 500.00
25-352-0230	99 10th Street Lot 9 Block 4 Hutton & Collin Subd	Jordan Johnson	916 Baily Street Jackson, MN 56143	1,415.63	Clean up	
					TOTAL	\$ 1,415.63
03-004-0400	294 North Shore Dr Sect-04, Twp-104 Range-035 E PT SW Corner Lot 5	John & Marilyn Flatgard	635 3rd Ave Windom, MN 56101	1,000.00	Fire Call	
					TOTAL	\$ 1,000.00
25-823-1990	552 11th Street Lot 5 Block 25 Windom Third Addition	James & Simoine Bolin	PO Box 423 Windom, MN 56101	100.00	Snow Removal	
					TOTAL	\$ 100.00
25-521-0370	1340 6th Ave Lot 5 Block 6 McGregor's Addition	Michael Cobb	1340 6th Ave Windom, MN 56101	100.00	Snow Removal	
					TOTAL	\$ 100.00
25-352-0250	965 Prospect Ave Lot 11/Block 4 Hutton & Collin Subd	Tajiddin & Eboney Mason	965 Prospect Ave Windom, MN 56101	100.00	Snow Removal	
					TOTAL	\$ 100.00
25-822-0040	1224 5th Ave Lot 5 Block 41 Windom Second Addition	John Kirst	1411 3rd Ave Heron Lake, MN 56137	100.00	Snow Removal	
					TOTAL	\$ 100.00
25-352-0790	657 Prospect Ave Lot 18 Block 7 Hutton & Collin Subd	Howard Leibowitz	702 10th St, Apt 5 Worthington, MN 56187	1,000.00	Fire Call	
					TOTAL	\$ 1,000.00
25-820-0890	355 9th Street Lot 7 Block 12 Windom Original Twnsite	Iryna Johnson	580 Orangwood Dr Lemoore, CA 93245	1,000.00	Fire Call	
					TOTAL	\$ 1,000.00

25-835-0200	681 Redding Ave Lot 9 Block 2	Victor Vargas	681 Redding Ave Windom, MN 56101	<u>200.00</u>	Mowed grass	TOTAL \$ 200.00
25-352-0050	70 11th Street Lot 6 & 7 Block 2 Hutton & Collin Subd	John Weber	C/O DVHHS PO Box 9 Windom, MN 56101	<u>200.00</u>	Mowed Grass	TOTAL \$ 200.00
25-680-0170	2025 Great Bend Blvd Lot 5 Block 3 Riverdale Subd	Jody Knapper	2025 Great Bend Blvd Windom, MN 56101	<u>1,000.00</u>	Fire Call	TOTAL \$ 1,000.00
08-015-0401	40817 470th St W 1/2 SE 1/4 80 15-105-36	William Bieser Lori Kay Nyandieka Trust	26 Jessica Ln Brainerd, MN 56401	<u>1,000.00</u>	Fire Call	TOTAL \$ 1,000.00
25-160-0390	1101 8th Ave Lot 6 Block 6 Clark's Addition	Jerry Parker/Maria Adame	Jerry Parker PO Box 181 Windom, MN 56101	<u>1,000.00</u>	Fire Call	TOTAL \$ 1,000.00
			Caballero/Socorro Adame PO Box 431 Windom, MN 56101			
03-004-3500	642 S. Shore Dr Sect-04 Twop-04 Range-035 63'x283'x75'x270' E & Adj to Lt 19 McKinny's 1st in Govt Lots 3 & 4	Ronald & Monica Maurer	642 South Shore Dr Windom, MN 56101	<u>1,000.00</u>	Fire Call	TOTAL \$ 1,000.00
10-029-0101	50208 Co Rd 17 553.75'Frt on S Qtr line & S line Gov't Lot 3 in SW 1/4 SW 1/4 & Gov't Lot 3 8.93	Derick Hall	50208 Co Rd 17 Windom, MN 56101	<u>1,000.00</u> <u>100.00</u>	Fire Call Foam supplies	TOTAL \$ 1,100.00
GRAND TOTAL						<u>\$ 11,465.63</u>



Conductor Power LLC
 4993 Gull Dam Road
 Brainerd MN 56401
 (218) 316-7801

Contract Invoice

Invoice#: 18-005S-007
 Date: 07/30/2018

License:

Billed To: Windom Municipal Utilities
 444 9th Street
 PO Box 38
 Windom MN 56101-0038

Project: 17-005S
 1105 1st Avenue North
 Windom MN 56101

Due Date: 08/29/2018

Terms: 30DY

Order#

Description	Amount
Progress Billing# 7	31,082.00

APPROVED

*607-16300
 Substation
 Ellegaard
 Anas
 Jason Dykora*

A service charge of 0.00 % per annum will be charged on all amounts overdue on regular statement dates.

Thank you for your prompt payment!

Sales Tax:	0.00
Invoice Total:	31,082.00
Retention:	1,554.10
Amount Paid:	0.00
Amount Due	29,527.90



Conductor Power LLC
 4993 Gull Dam Road
 Brainerd MN 56401
 (218) 316-7801

Progress Billing

Application: 7

Period: 07/30/2018

License:

Owner: Windom Municipal Utilities
 1105 1st Avenue
 North Windom MN 56101

Job Location: 17-005S
 1105 1st Avenue North
 Windom MN 56101

Client PO#: Project: N16085

Application For Payment On Contract

Original Contract.....	1,576,521.00
Net Change by Change Orders.....	<u>-85,210.00</u>
Contract Sum to Date.....	1,491,311.00
Total Complete to Date.....	<u>1,264,744.00</u>
Total Retained.....	63,237.20
Total Earned Less Retained.....	<u>1,201,506.80</u>
Less Previous Billings.....	<u>1,171,978.90</u>
Current Payment Due.....	29,527.90
Balance on Contract.....	<u>289,804.20</u>

Contractor's Certification of Work

The undersigned contractor certifies that, to the best of the contractor's knowledge, the work on the above named job has been completed in accordance with the plans and specifications to the level of completion indicated on the attached schedule of completion.

Contractor: _____

Date: _____

7-30-18

Terms: Invoices are due and payable 30DY from the date of invoice. All overdue amounts will be charged a service charge of 0.00 % per annum. Please make checks payable to: Conductor Power LLC

Thank you for your prompt payment.

**SUBCONTRACTOR'S REQUEST FOR PAYMENT
DISTRIBUTION DETAIL**

Application No.: 7
 Application Date: 7/27/2018
 Period To: 7/31/2018
 Contractor's PO No. _____

Windom CP - 05 S

A	B											
Item No.	Description of Work	No. of Units	Labor	Materials	Labor & Materials	Work From Prev Applications	Labor This Period	Materials This Period	Total Completed	% (G divided by C)	Balance to Finish (C - G)	Retainage 5%
1	General Conditions, Mobilization, Demobilization	1	\$ 9,919.00	\$ -	\$ 9,919.00	\$ 9,919.00			\$ 9,919.00	100.0%	\$ -	\$ 495.95
2	Demolition	1	\$ 28,171.00	\$ -	\$ 28,171.00	\$ 7,000.00			\$ 7,000.00	24.8%	\$ 21,171.00	\$ 350.00
3	Sitework	1	\$ 161,100.00	\$ 107,400.00	\$ 268,500.00	\$ 268,500.00			\$ 268,500.00	100.0%	\$ -	\$ 13,425.00
4	Concrete	1	\$ 95,006.00	\$ 34,316.00	\$ 129,322.00	\$ 129,322.00			\$ 129,322.00	100.0%	\$ -	\$ 8,486.10
5	Below Grade Grounding	1	\$ 6,480.00	\$ 2,391.00	\$ 8,871.00	\$ 8,871.00			\$ 8,871.00	100.0%	\$ -	\$ 443.56
6	Above Grade Grounding	1	\$ 2,380.00	\$ 2,727.00	\$ 5,107.00	\$ 2,727.00			\$ 2,727.00	53.4%	\$ 2,380.00	\$ 138.35
7	Fence Grounding	1	\$ 4,348.00	\$ 963.00	\$ 5,311.00	\$ 963.00			\$ 963.00	18.1%	\$ 4,348.00	\$ 48.15
8	Below Grade Conduit	1	\$ 12,929.00	\$ 8,723.00	\$ 21,652.00	\$ 21,652.00			\$ 21,652.00	100.0%	\$ -	\$ 1,082.60
9	LV Power & Control Cable	1	\$ 13,183.00	\$ 78,142.00	\$ 91,325.00	\$ 78,142.00	\$ 4,500.00		\$ 82,642.00	90.5%	\$ 8,683.00	\$ 4,132.10
10	LV Power & Control Cable Terminations	1	\$ 9,358.00	\$ 1,637.00	\$ 10,995.00	\$ 4,137.00	\$ 2,500.00		\$ 6,637.00	60.4%	\$ 4,358.00	\$ 331.85
11	MV Power Cable	1	\$ 38,661.00	\$ 145,453.00	\$ 184,114.00	\$ 152,953.00	\$ 5,000.00		\$ 157,953.00	85.8%	\$ 26,161.00	\$ 7,897.65
12	MV Power Cable Terminations	1	\$ 59,913.00	\$ 74,124.00	\$ 134,037.00	\$ 80,624.00	\$ 15,000.00		\$ 95,624.00	71.3%	\$ 38,413.00	\$ 4,781.20
13	Grounding Platforms	1	\$ 99.00	\$ 797.00	\$ 896.00	\$ 797.00			\$ 797.00	89.0%	\$ 99.00	\$ 39.85
14	High Voltage Equipment	1	\$ 10,713.00	\$ 664.00	\$ 11,377.00	\$ 8,500.00			\$ 8,500.00	74.7%	\$ 2,877.00	\$ 425.00
15	Electrical Bus System	1	\$ 10,082.00	\$ 8,056.00	\$ 18,138.00	\$ 13,306.00			\$ 13,306.00	73.4%	\$ 4,832.00	\$ 665.30
16	Control Building	1	\$ 44,562.00	\$ 288,945.00	\$ 333,527.00	\$ 333,527.00			\$ 333,527.00	100.0%	\$ -	\$ 16,676.35
17	Battery System	1	\$ 8,332.00	\$ 36,989.00	\$ 45,321.00	\$ 41,239.00	\$ 4,082.00		\$ 45,321.00	100.0%	\$ -	\$ 2,266.05
18	Control Panel Modifications	1	\$ 57,731.00	\$ 108,962.00	\$ 166,693.00	\$ 156,693.00			\$ 156,693.00	94.0%	\$ 10,000.00	\$ 7,834.65
19	Testing & Commissioning	1	\$ 103,245.00	\$ -	\$ 103,245.00	\$ -			\$ -	0.0%	\$ 103,245.00	\$ -
Totals			\$676,232.00	\$900,289.00	\$1,576,521.00	\$1,318,872.00	\$31,082.00	\$0.00	\$1,349,954.00	84.3%	\$226,567.00	\$67,497.70
Change Orders/Alternates												
1	COR #1 - Delete Shoring, curb & gutter and par	1	\$ (63,745.00)	\$ (21,465.00)	\$ (85,210.00)	\$ (85,210.00)			\$ (85,210.00)	100.0%	\$ -	\$ (4,260.50)
					\$ -				\$ -	#DIV/0!	\$ -	
					\$ -				\$ -	#DIV/0!	\$ -	
Total of all Change Orders			\$ (63,745.00)	\$ (21,465.00)	\$ (85,210.00)	\$ (85,210.00)	\$ -	\$ -	\$ (85,210.00)	100.0%	\$ -	\$ (4,260.50)
Adjusted Contract Amount Totals			\$612,487.00	\$878,824.00	\$1,491,311.00	\$1,233,662.00	\$31,082.00	\$0.00	\$1,264,744.00	84.6%	\$226,567.00	\$63,237.20