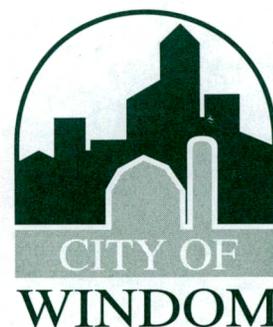


Council Meeting
Tuesday, November 6, 2018
City Council Chambers
8:05 p.m.
AGENDA



Call to Order

Pledge of Allegiance

1. Consent Agenda

- Minutes
 - Council Minutes –October 16, 2018
 - HRA – September 19, 2018
 - Community Center Commission – October 15, 2018
 - Charter Commission – October 17, 2018
 - Telecom Commission – October 22, 2018
 - Utility Commission – October 31, 2018
- Regular Bills
- Licenses
 - Liquor License Renewals
 - Phat Pheasant Pub
 - Windom Duffy's Inc
 - River City Eatery LLC
 - Plaza Jalisco II
 - Windom Country Club
 - China Restaurant
 - Wine On-Sale
 - Beer On-Sale
 - Strong Beer Authorization

2. Public Comment – Luke Andersen

3. Department Heads

4. Resolution Accepting Donations – Police Department – K-9 Unit

5. Hospital Re-Branding Presentation

6. Telecomm Commission – Recommendations –Video Services

7. Community Center Commission Recommendation & Resolution Establishing Rental Rates

8. Resolution Designating Annual Polling Place

9. Red Leaf Court/18th Avenue Stormwater – Engineering RFQ's

10. Council Meeting Dates

- Set Date to Canvass Election Returns and Declare the Results of the Election-Nov. 9th 12:45 (tentative)
- Set Date for CIP Budget Meeting

11. Contractor Payment

- Substation Project - Conductor Power LLC Pmt #8 \$154,704.65
- Arena Project – MN Ice, LLC Pmt #4 \$30,400

12. New Business

13. Old Business

14. Council Comments

Adjourn



**Regular Council Meeting
City Hall, Council Chamber
October 16, 2018
5:30 p.m. Budget Work Session**

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

Council Absent: None

City Staff Present: Steve Nasby, City Administrator; Chelsie Carlson, Finance Director/Controller; Ron Schramel, City Attorney; Tim Hacker, Ambulance Director; Dan Ortmann, Fire Chief; Ben Derickson, Assistant Fire Chief; Drew Hage, Development Director; Brian Cooley, Street Superintendent

2019 Budget Discussion:

Airport

- 2018 Hangar/Runway Extension Project rejected due to Estimate received from Contractor
- No Capital Requests for 2019

Ambulance

- New Ambulance Unit 29 requested
- Ambulance calls continue to increase
- Department is self-funded with Revenues

Fire Department

- Wildland turnout gear requested in the amount of \$18,000. Current gear being used is 12-15 years old.

EDA

- Solar sign at entrance to Windom. \$6,400 projected cost. Seeking a \$2,000 grant with additional funds needed (special project budget).

City Hall

- City Hall office building needs roofing repairs. Current expenses included \$4,200 in patching. In 2007, roof was resurfaced (included a 10-year warranty).
- Council Chamber's video and sound improvements. Looking at possibly moving meetings to the Emergency Services Facility.

City Office

- Expenses remain stable.
- Computer replacement

Preliminary

Community Center

- There are funds in the mechanical reserve and meeting room renovations account so the CIP requests for these areas are being scaled back.

Street

- The price of insect fogging chemical has increased. Labor is approximately 3.5 hours of time per fogging.
- Accuracy of street maintenance budget as it pertains to the potholes.
 - Hot Box Machine Equipment requested to improve on street patching (\$14,000 used versus \$26,000 new)
 - Mastic Heater \$43,000 used
 - Project material \$12,000
- Street sweeper is a key request.
- MNDOT – Stoplight repair at Highway 60 and 10th Street

Parks

- Upgrade restrooms at Island Park (potential 3 year installments)
- Baseball Field at Island Park is seeing improvements after 2018 Flood Event
- Current service agreement with Baseball Association
- Park bathroom improvements for all parks
- Transform unlighted ballfield at Island Park into a Dog Park
- Tennis Court relocation in 2019 from Emergency Services Building agreement

Jones recessed the budget workshop meeting at 7:15 pm. Council will reconvene at 7:30 pm.

Regular Council Meeting

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, Rod Byam, JoAnn Ray and Bryan Joyce

Council Absent: None.

City Staff Present: Steve Nasby, City Administrator; Ron Schramel, City Attorney; Brian Cooley, Street Superintendent; John Nelson, Liquor Store Manager; Dan Ortmann, Fire Chief; Andy Spielman, Building & Zoning Official; Drew Hage,

Development Director; Mike Haugen, Water/Wastewater
Superintendent

Pledge of Allegiance

3. Addition to Agenda:

- Wastewater Treatment Facility Improvement
 - Prime Pork – SIU Agreement

Motion by Ray second by Sherman approving the Addition to the Agenda. Motion carried 5 – 0.

4. Consent Agenda:

- Minutes
 - Council Minutes – October 2, 2018
 - Telecom Commission – September 20, 2018
 - Tree Commission – October 3, 2018
 - EDA – October 8, 2018
 - Library Board – October 9, 2018
 - Planning Commission – October 9, 2018
- Regular Bills
- License
 - Exempt Gambling Permits
 - Windom Fire Dept. Relief Association
 - Windom Youth Hockey Association

Motion by Grunig second by Sherman approving the Consent Agenda. Motion carried 5 – 0.

5. Department Heads:

Brian Cooley, Street Superintendent, updated the Council on Street patching. River Road and a portion of 10th Street are currently being worked on. He mentioned several other roads will get a small overlay yet this fall.

Drew Hage, Development Director, mentioned that the Southwest Initiative Foundation has a “Grow Our Own” regional summit on November 8th in Marshall, MN. The focus of this event is children in poverty and how communities can raise children out of poverty. A current program the EDA and HRA are working on is “Rebuilding Together”. This program helps improve existing housing quality in Windom, creating a stable environment for children in the home. He encouraged several to attend and will help arrange transportation.

Hage stated that a Multi-family Housing Meeting has been scheduled for November 20th from 6:30 pm to 7:15 pm prior to the City Council Meeting that evening. He plans on focusing on why multi-family apartments are included in the housing study and the financial impact of these buildings. Large employers are expanding and needing employees that live in Windom.

Preliminary

Jones thanked Prime Pork for the community support and helping the general public with this large project.

Kelly Yahnke, Bolton & Menk Engineers, and Mike Haugen, Water/Wastewater Superintendent gave a brief overview of the Wastewater Treatment Facility Improvement Project. Yahnke stated the base bid is for Wastewater Treatment Facility plant upgrades that include new pretreatment facilities and biological phosphorus removal to reduce nitrogen levels that have lower permit requirements. Alternate #1 is coating the North Interceptor Line that begins by Prime Pork and Windom Wash. Alternate #2 is coating the South Interceptor line that starts by Hardee's of Windom and runs to the main lift at the Sewer Plant.

Grunig questioned if the low bidder is alright due keeping the bid price due to the steel tariffs? Yahnke concurred stating that they may ask for an extension due to losing a few months of construction time, but are good with the prices as bid.

Jones stressed that cost is important and to keep the project within budget. He also mentioned to present change orders timely for Council approval.

Schramel asked when ground breaking would occur. Yahnke stated that they can begin early November 2018.

Council member Joyce introduced the Resolution No. 2018-80, entitled "A RESOLUTION AW ARD ING THE CONTRACT FOR THE PROJECT ENTITLED "WASTEWATER TREATMENT FACILITY IMPROVEMENTS PROJECT"" and moved its adoption. The resolution was seconded by Sherman and on roll call vote: Yes: Joyce, Byam, Grunig, Ray, Sherman. No: None. Absent: None. Abstain: None. Resolution passed 5 – 0.

7. Planning Commission Recommendation Conditional Use Permit – 1044 3rd Avenue:

Andy Spielman, Building & Zoning Official, stated that on October 9th a public hearing was held in regards to a Conditional Use Application Permit for 1044 3rd Avenue. The owner would like to request the space be changed from office space to a residential use apartment. This is in a B-3 zoning district which allows conditional uses including multi-family housing. The submitted floor plan shows a single family use. As such, the Planning Commission recommends a Conditional Use Permit approval as it will not be detrimental to the zoned District. No public comment was received at the hearing. Spielman noted that the property has off-street parking and green space available.

Motion by Sherman second by Grunig to approve the Conditional Use Permit for 1044 3rd Avenue. Motion carried 5 – 0.

8. Riverbend Liquor – Sunday Sales Hours:

Nelson requested the Council change the hours of operation for Riverbend Liquor to follow state statute which allows sales from 11 am to 6 pm on Sundays with the discretion to the Liquor Store Manager. The current operational hours are 1 pm-5 pm. Nelson has received public comments about opening earlier on Sundays.

Preliminary

Grunig questioned if the change would create a staffing issue. Nelson stated this would not be a problem.

Sherman mentioned the early opening would conflict with churches still having services. He is opposed to it infringing on church goers. Sherman stated that the Liquor Store is currently available a lot during the week and the increased flexibility on Sunday may not be necessary.

Motion by Ray second by Joyce to approve the Riverbend Liquor Store Hours to follow State Statute 340A.540 to be between 11:00 am and 6:00 pm, and allow the Liquor Store Management to set the actual store hours. Motion carried 4 – 1 (Sherman).

Jones added that the Liquor Store Manager would also have the judgement of closures for weather events.

9. Fire Department:

Dan Ortmann, Fire Chief, briefed the Council on a Firefighter's Assistance Grant Application. The department would like to replace one of the fire engines that goes on both rural and city fire calls. The grant would be for \$465,000. The grant would pay for 95% of the truck with the remaining 5% split with the City and townships.

Nasby stated that the cost would have to be negotiated with the townships and he contracted the township attorney so they had a timely notice if the City was to receive the grant.

Council member Grunig introduced the Resolution No. 2018-81, entitled "RESOLUTION SUPPORTING THE SUBMISSION OF A GRANT APPLICATION TO THE "ASSISTANCE TO FIREFIGHTERS" GRANT PROGRAM ON BEHALF OF THE WINDOM FIRE DEPARTMENT", and moved its adoption. The resolution was seconded by Sherman and on roll call vote: Yes: Byam, Grunig, Ray, Sherman, Joyce. No: None. Absent: None. Abstain: None. Resolution passed 5 – 0.

Ortmann stated that the Fire Department has had some recent retirements and is projecting retirements in the next year. They have had tryouts for the Department along with testing requirements. Four top candidates have been selected to be added to their roster and Ortmann would like the Council to approve the recommendations to be added to the Firefighter 1/Firefighter 2 training that is beginning in November.

Motion by Joyce second by Ray to approve hiring 5 additional Fire Fighters as presented. Motion carried 5 - 0.

10. New Business:

None.

11. Old Business:

None.

Preliminary

12. Council Comments:

Joyce appreciated seeing the Wastewater Treatment Plant Project being approved and moved forward. He thanked all parties who partook in this task. Joyce also encouraged the public to vote on November 6th.

Grunig concurred with Joyce on the progress with the Wastewater Treatment Plant Project.

Jones thanked the Council and staff for their work on the Wastewater Treatment Plant Project. He reminded everyone that the next Council meeting will begin at 8:05 pm after the General Election polls close.

13. Adjournment:

Mayor Jones adjourned the meeting by unanimous consent at 8:30 PM.

Dominic Jones, Mayor

Attest: _____
Steve Nasby, City Administrator

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

September 19, 2018 ~ 4:00 pm

A regular meeting of the Board of Directors was held on Wednesday, September 19, 2018, at the Riverview Apartments Community Room. Board Members present: Frank Dorpinghaus, Linda Jaakola, Margaret McDonald, Dan Molitor and Liaison Mike Meyer. Also present were: Executive Director, Connie Clausen and Operations Manager, Linda Loewen. Absent: Pam Dobson

The Meeting was called to order at 4:02 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 20 units since 4/1/2018 and our average days to complete a turnover are 5.05.
2. An update was given on the RV Parking Lot Project. We have made a partial payment in the amount of \$158,080, leaving a balance of \$35,713.
3. An update was given on the 957 River Road property. Fredin Construction anticipates being completed 9/21. We plan to do a final walk-through with them on 9/25. It was brought to our attention by Fredin Construction that the water softener needs attention. Maintenance is planning to address the issue. The Executive Director has made a call to Holt's Cleaning for a quote for duct cleaning prior to starting the furnace. Maintenance is planning to do the step repairs. New windows have been ordered for the garage. With a new garage door and the windows, it will be approximately \$500. A partial payment was made to Fredin Construction in the amount of \$25,000, leaving a balance of \$24,887.04.
4. An update to Special Projects was given. Drew Hage with the Windom EDA will be at the October board meeting and giving an update on the SCDP grant and also the Cemstone project in regards to loan funds.
5. An update was given on the HS sidewalk and street repairs. Tri-State plans to fix the sidewalk by the end of October. The Executive Director has been in touch with Brian Cooley from the Windom Street Department and in an effort to address the issues with the street repair.
6. An update was given on the long-term radon testing completed at Hillside Manor. RFP's were sent out and we received one bid back that was a price range verses an actual bid. After some discussion, a motion was made to reject the bid and rebid the project. (Jaakola/McDonald)
7. Our Annual Audit was completed on 7/20 and is due to REAC by 12/31/18. We are waiting on results.
8. An update was given on the Fee Accountant situation. RFP's were sent out and we received one bid back from Hawkins Ash CPA's. There is a slight increase to \$4,955 annually verses our current annual amount of \$4,150, which has been our rate since 2012. A motion was made to accept the bid proposal from Hawkins Ash CPA's. (McDonald/Molitor)
9. The Executive Director and the Operations Manager attended the Annual MN NAHRO Fall Conference 9/11-9/14 in Duluth MN. One issue that was brought to the table at conference was the conversion push to RAD (changing from PHA to Section 8 with a private investor). The Executive Director will start looking into this for more information.

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, which was denied. The Jackson HRA is updating the cable TV system in the hi-rise. Maintenance staff is currently washing/painting scattered houses. The Geo-therm at the hi-rise needs some repair. The Executive Director will be sending out an RFP for the repairs. There has been some employee turn-over and the Executive Director and the Operations Manager will be doing interviews on 9/20 for the Operations Manager position.
2. The Executive Director presented the CFP 2018 Annual Plan to the board for review. After some discussion, a motion was made to approve the CFP 2018 Annual Plan with adjustments. (McDonald/Jaakola)

3. An update was given on the HS Parking Lot Project. The Executive Director received an independent estimate in the amount of \$53,569.90, of which \$15,500.00 is needed to fix the south entrance of the parking lot. We will need to hire an Engineer for this project and will work on this for the Spring of 2019.
4. The Executive Director presented information to the board in regard to the RV Security Camera Project. Three companies have come to RV to quote the project and bids were received. All three bids were different and could not be compared. After some discussion, a motion was made to reject all the bids and ask them to re-bid with more specific specifications. (McDonald/Jaakola)
5. The Executive Director presented the board with a new financial policy. After some review, a motion was made to approve the policy. (McDonald/Jaakola)
6. The Executive Director reports working on the following reports: (Windom) CFP 2018 Annual Plan (Jackson) Year End Prep, 2019 Proposed Budget, Annual Employee Reviews, Bad Debt processing, Workman's Comp Payroll Audit.
7. The annual boiler inspections are scheduled for 10/25 at RV.
8. We have been notified that we will have a REAC inspection scheduled for 10/17 at both RV and HS. Maintenance staff will be doing pre-inspections the first week in October.
9. The Executive Director asked for approval to attend Financial Training in Willmar on October 3rd and 4th. The cost will be \$325 plus hotel. A motion was made to approve her attendance. (Jaakola/McDonald)
10. HUD Lead the Way training: The Executive Director as well as board members will be taking part in this training, independently.
11. Upcoming board meetings will be October 10th at HS and November 14th at RV.

With no further business, the meeting was adjourned at 4:57 pm (Jaakola/McDonald).

Frank Dorpinghaus, Chairman

Connie Clausen, Executive Director

Community Center Commission Minutes
Monday October 15, 2018

1. Call to Order: The meeting was called to order by President Wayne Maras at 5:35 p.m.

2. Roll Call: President: Wayne Maras
CC Director:
Commission Members: Linda Stuckenbroker-Absent
Mitch Voehl
Lenny Thiner
Jim Crunch Rosenkranz
Commission Liaisons: Rod Byam-Absent
Jo Ann Ray-Absent
Brian Cooley-Absent
City Administrator: Steve Nasby
EDA Director: Drew Hage
Public: Lois Eigenberg

3. Approval of Minutes:

Motion by Mitch Voehl, seconded by Lenny Thiner to approve the September 17, 2018 Community Center Commission Minutes. Motion carried 3-0

4. Additions to the agenda:

Oath of Office and Welcome to Jim Crunch Rosenkranz
Rental Survey had Good Results

5. President's Report:

a. Discussed Possible Office Rental

6. Director's Report:

Nothing to Report

7. SMART Goals:

Discussed to Research more and bring Goals to next Meeting

8. Resource Management:

Schedule of Events: Events were Reviewed

Income & Expense: Was Approved

9. Outside Entertainment Area:

a. Electrical and Landscaping Bids: **Motion by Lenny Thiner, seconded by Mitch Voehl to approve the bid from Ron's Electric for the Electrical Bid. Motion Carried 4-0. Motion by Lenny Thiner, seconded by Mitch Voehl to approve the**

bid from Master's Landscaping for the Landscaping Bid. Motion carried 4-0.

b. Remove and Replant Tree: **Motion by Lenny Thiner, seconded by Mitch Voehl to approve the bid from Kolander Tree Service to remove and replant tree.**

Motion carried 4-0.

c. WCC Commission was informed that a penetrating sealer with a dark green dye will be applied to the entire surface under the Negen Construction Bid at no additional cost.

10. Miscellaneous:

WCC Recommendations to City Council: Reviewed and discussed Rate Recommendations that will be provided to the City Council. **Motion by Mitch Voehl, seconded by Lenny Thiner to send Rate Recommendations to City Council for approval. Motion carried 4-0.**

Motion by Mitch Voehl, seconded by Lenny Thiner to have City Council allocate \$7,000.00 from our Donated Funds to cover the Electrical and Landscaping Bids for the Outside Entertainment Area. Motion carried 4-0.

11. Open Forum:

Discussed Noon Hour Coverage for WCC Employees

12. Next Meeting:

Tuesday November 20, 2018 @ 5:30pm

Adjourn:

Motion by Jim Crunch Rosenkranz, seconded by Mitch Voehl, to adjourn the meeting at 7:30 pm. Motion carried 4-0.

Wayne Maras, WCC President

Linda Stuckenbroker, WCC Secretary

Attest: _____

WCC Director

CHARTER COMMISSION MINUTES
October 17, 2018 at 5:30 pm
Windom Community Center

Present: Alice Huebert, Bruce Torinato, Diana Vellema, Donna Gravley, Nestor Palm, Ron Tibodeau and Jeanette Schuur

Absent: Tim Hiley, Joe LaCanne, Josh Sammons, Laura Alvstad and Charles Severson

Staff: Steve Nasby

Election of Chair and Vice Chair

Gravley nominated Alice Huebert for Charter Commission Chair. No other nominations were made.

Motion by Gravley second by Palm to elect Alice Huebert as Chair. Motion carried 7 – 0.

Motion by Palm second by Huebert to elect Donna Gravley as Vice Chair. Motion carried 7 – 0.

Presentation by LMC Attorney

Amber Eisenschenk, LMC Attorney, presented a PowerPoint entitled “Understanding Charter Cities”. She covered what it means to be a charter city, how charter cities are different than statutory cities and the pros\cons of each type. Several items from Windom’s charter were pointed out by Eisenschenk that were somewhat unique. This list included the following: incompatible offices, fire department elections, ward representation, recall elections, vacancy elections, Council President, ordinance and budget readings, Civil Service Commission and Mayor’s veto. One other item is the Mayor as head of the police force, which was not on the PowerPoint list but is an unusual item. She said that one thing for further review is the Fire Department elections.

A question by the Commission related to the incompatible offices provision was raised if a person who is on the City Council could be a City employee as there is Charter language regulating this aspect. Eisenschenk said that this is an item for the City Attorney. Nasby said there has been a City Attorney opinion and it is allowed according to the conditions in the Charter. Gravley disagreed and said another attorney has given her a different interpretation of the Charter language. Eisenschenk said that a person cannot be restricted from running for office and the person has not been elected yet so the voters still have a choice if they feel it is incompatible.

Members of the Charter Commission asked about the Fire Department elections of officers. Eisenschenk said that the LMC has a policy position against this practice as there are liability issues. The LMC understands this is a sensitive subject for fire departments, but there are many reasons why the practice should be eliminated. Palm and Tibodeau said that they were on the Fire Department and this item is controversial. The Charter Commission requested that the City Attorney and Fire Chief be invited to the next meeting to discuss this item.

Old Business

None

New Business

Next meeting was set for November 28, 2018 starting at 6:00 pm.

Adjourn

Huebert adjourned the meeting at 7:05 pm.

TELECOM COMMISSION MEETING
October 22nd, 2018 at 6:00pm
CITY OF WINDOM Community Center, WINDOM, MN 56101

I. Call to Order – Kelly calls meeting to order at 6:05 PM

II. Roll Call:

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

III. Approval of Minutes

Motion by Rogotzke to approve minutes from the Sept 24th, 2018 meeting.
Seconded by Travis Eichstadt Motion approves 3 to 0.

IV. SMBS Liaison Report

No questions on email from Travis. After hour service call we have to define what type of after hours problem it is. If it is the inbound system issue would they need to get involved and take the calls? If it is a signal problem, there would be a recorded response letting them know the issue is being investigated. They will share marketing materials.

Video Service Update – Dahna communicated the committee’s questions to Travis Thies, GM SMBS and here are the responses:

What are the costs for a SW TV / SFN service? *Per subscriber \$5.00*

Any transport costs? *No. A direct fiber feed from Lakefield to Windomnet NOC would be needed.*

Can Windom Roll-up, currently on channel 3, be added to the SW TV lineup? *Yes. You will need to purchase encoders for the channels that you want to add. Around \$400 (or more) for each would need an encoder for each channel.*

Can Eagle TV, currently on channel 22, be added to the SW TV lineup? *Yes. You will need to purchase encoders for the channels that you want to add. School would have to pay for encoder to have their channel.*

Would the subs be directed to SMBS for SW TV issues, service requests? *No, Windomnet would handle*

Who does the service call on a SW TV issue? *Windomnet will have to handle the service calls*

How would after hours support on SW TV be handled? *By Windomnet after hours service.*

Franchise fee? *No.*

Who would own the customer? *Windomnet.*

Work on getting a 2-year commitment, so we don't have an issue of changing our customers over after only a year. Need to be able to play Radio Station in background of channel 3.

SFN estimated Costs:

Basic \$37.97 Expanded \$48.45 Showtime \$9.50 Starz \$5.00
Showtime & Starz \$10.00

Set our own margins.

V. Project Updates

Cottonwood Co. Rd 25/Jackson Co. Rd 17- got approval for a loan to start that. Should start working on it this week. 3 people and one business. No legal issues with the bond. Continuing to work on migration project. Switching people over as we can.

VI. Manager's Report

Telecom and Electric departments will be directional boring and placing the new fiber section on Wednesday, October 24, 2018.

Fiber optic drop was damaged by a contractor working on sprinkler system. Will have to bill them and get it redone. It was located correctly.

Spec houses being built on 7th Ave. May or may not be able to get fiber line drops to the houses this year. Want the drop in the slab not through the attic.

Internet gained 3 customers. Phone customers dropped 3. Video Customers dropped 8.

New Business

Game Show Network is currently in digital pkg, contract expires 12/31/18. Rogotzke motions to not renew GSN with NCTC and remove GSN from channel lineup on Digital Cable channel 137 at end of term. Palm Seconds

VII. Old Business

Discussed video service updated during SMBS Liaison Report. Wireless internet could be a potential revenue stream. Makes more sense to go up on a tower rather than go up on farmers grain legs.

Need to look at hiring a marketing firm to advertise video/gigacenter offer. Summer interns could be an option to help have enough manpower to do installs. Logistics would need to be figured out.

Need a timeline to bring to council about switching over video path and update on amount of gigacenters installed.

Motion by Rogotzke to move to an over the top video service provider through SMBS contingent upon contract language of 18 months or similar timelines. Seconded by Eichstadt. Motion approved 4 – 0.

Discussion: Amount of bandwidth each user will need to stream video. Next council meeting will be informational then we will see contract and go to council.

Motion from Telecom Meeting 9/24/2018

Motion by Eichstadt, seconded by Palm, to set install cost of Project- County Road 25/17- due to cost reductions from a property owner, in said project, initial cost of service connection fee will be \$500 per customer to sign up and pay prior to December 31st, 2018 thereafter fee will be \$1000. Motion approved 4 – 0.

Eichstadt motions to amend motion above previous motion to allow a down payment towards service connection fee and a payment schedule. Palm seconds. Motion approved 4 - 0.

Meeting adjourned. Motion by Rogotzke to adjourn meeting. Eichstadt seconds.
Meeting adjourned at 7:31 PM.

UTILITY COMMISSION MINUTES
Windom City Hall, Council Chamber
October 31, 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
Member Absent: Glen Francis
City Council Liaison: Marv Grunig
Staff Present Mike Haugen, Water\Wastewater Superintendent, Jason Sykora, Electric Superintendent, Chelsie Carlson, Finance Director; Steve Nasby, City Administrator

APPROVE MINUTES

Motion by Riordan second by Schwalbach to approve the September 26, 2018 minutes. Motion carried 2-0.

WATER\WASTEWATER ITEMS

SIU AGREEMENTS

Kelly Yahnke, Bolton & Menk, was present to provide an update on the Significant Industrial User (SIU) Agreements for Prime Pork and Windom Wash. The Prime Pork SIU was signed prior to the October 16th City Council meeting and approved by the Council at the meeting. The biggest change in the agreement was accelerated payments for Prime Pork's 40% share of the plant upgrade project. Haugen reported the fees for flows and loading is very similar to the interim agreement and will be reviewed annually for significant operational expense changes. Yahnke is reworking Windom Wash (2610 Hwy 60 E) agreement. He is going to use the final Prime Pork agreement as a template for finalizing the Windom Wash agreement.

WASTEWATER RATES

Yahnke presented two scenarios to the Commission for needed future Wastewater rate increases to cover the Wastewater Treatment Plant Improvement project costs. The Commission discussed the appropriate cash reserve to maintain and decided set the cash reserve at 115% of annual operating and maintenance costs. In order to maintain the 115% reserve, Yahnke proposed a 4.25% rate increase for 2019, 2020, and 2021. He indicated future operating expenses for the new plant are estimated and subject to change. The biggest increase will be in chemical costs dependent on the carbon source used for denitrification. The Commission was in favor of a three year rate increase of 4.25% to maintain the set cash reserve balance. The Commission will vote on a resolution for the rate increase at the next Utility Commission meeting.

Yahnke informed the Commission the contractor for the WWTP project was requesting a time extension for the project due to the late start. There is an issue with sludge storage because of the timing of the project. The permit requires the project be substantially complete by December 2020 and he doesn't see any issues with this time extension. Yahnke will complete a no cost change order for the time extension.

WATER RATES

The Commission discussed Water rate increases for 2019. Haugen informed the Commission he locked in a five year agreement with POET and is currently working on an agreement with Red Rock Rural Water. He presented a review showing a 2% increase in rates for 2019. The Commission was in favor of doing a 2% increase in Water rates for 2019 and will vote on a resolution at the next meeting.

OTHER WATER/WASTEWATER

Haugen reported completion of hauling biosolids last week. He also told the Commission of 4 water leaks that were fixed the last couple of weeks.

The Commission discussed Smart Goals for 2019 and possibly contributing to ballfield restroom project or replacing the sewer line by the pool and ballfields.

Nasby informed the Commission and Staff of possible flood hazard mitigation funding for water generation. The Staff will let Nasby know if there are any projects to pursue.

ELECTRIC ITEMS

OTHER ELECTRIC ITEMS

Sykora provided the Commission with a Scope of Work from DGR for a transmission study. The estimated fees are \$20,000-\$25,000. Sykora also talked to Utilities Plus and S E H about the project and recommends using DGR. The Commission was supportive of moving forward with DGR for the project and had no adjustments to the Scope of Work.

Motion by Riordan , seconded by Schwalbach, to approve DGR Scope of Work for transmission study project for estimated fees of \$20,000-\$25,000. Motion carried 2-0.

Sykora reported the issues they have had with the Ditch Witch vacuum excavator. They have had to repair this equipment three times since purchasing in 2017. He also indicated the equipment is too large to pull with 1 Ton pickup and this has caused extra wear and tear on their Digger Derrick. Sykora would like to update to a Vermeer lower weight unit. A new Vermeer is around \$76,000 and they could get approximately \$50,000 for the Ditch Witch trade-in. The Commission recommended getting a quote on a used Vermeer with low hours but was in favor of upgrading.

Sykora reported completion of River Road underground project.

REGULAR BILLS

Sykora provided update on Substation project. The work by Conductor Power has been completed.

Motion by Riordan , seconded by Schwalbach, to pay the bills as presented. Motion carried 2-0.

NEW BUSINESS

Next meeting will be November 28th, 2018.

OLD BUSINESS

None.

ADJOURN

Schwalbach adjourned the meeting at 11:30 a.m.

Attest: _____
Steve Nasby, City Administrator

Mike Schwalbach, Chairperson



Windom, MN

Expense Approval Report

By Fund

Payment Dates 10/13/2018 - 10/25/2018

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL					
MARCELO P HERNANDEZ	20181016	10/16/2018	REFUND - STATEMENT CREDIT	100-20191	3.80
NIKKIE STEEN	20181016	10/16/2018	REFUND - STATEMENT CREDIT	100-20191	58.78
MONICA CHANNOI	20181016	10/16/2018	REFUND - STATEMENT CREDIT	100-20191	8.93
MICHAEL & LOIS ANDERSON	20181016	10/16/2018	REFUND - STATEMENT CREDIT	100-20191	140.57
KATHY REINKEN	20181016	10/16/2018	REFUND - STATEMENT CREDIT	100-20191	32.94
JONATHON SMITH	20181016	10/16/2018	REFUND - STATEMENT CREDIT	100-20191	13.06
MN REVENUE	20181016	10/16/2018	SALES TAX - SEPT 2018	100-20202	18,171.03
MN REVENUE	20181016	10/16/2018	SALES TAX - SEPT 2018	100-20202	36.41
MN REVENUE	20181016	10/16/2018	SALES TAX - SEPT 2018	100-20202	8,103.31
US BANK	#8263 9-20-18	10/18/2018	CREDIT CARD #8263- QUARTE	100-36200	-359.22
					26,209.61
Activity: 41110 - Mayor & Council					
US BANK	#8263 9-20-18	10/18/2018	CREDIT CARD #8263- SURVEY	100-41110-326	37.00
SECR REV FUND/CITY OF WD	20181024	10/24/2018	PETTY CASH - OCT 2018	100-41110-334	12.50
CONVENT. & VISITOR BUREAU	20181019	10/23/2018	LODGING TAX - GUARDIAN IN	100-41110-491	848.67
CONVENT. & VISITOR BUREAU	20181022	10/23/2018	LODGING TAX - RED CARPET I	100-41110-491	572.22
CONVENT. & VISITOR BUREAU	20181023	10/23/2018	LODGING TAX - AMERIC INN	100-41110-491	2,354.55
					Activity 41110 - Mayor & Council Total:
					3,824.94
Activity: 41310 - Administration					
US BANK	#8263 9-20-18	10/18/2018	CREDIT CARD #8263- HY-VEE	100-41310-200	24.42
AMAZON CAPITAL SERVICES, I	1FDJ-T93T-M1F3	10/24/2018	#A2QOYJ8ZLN2YT - SUPPLIES	100-41310-200	7.98
INDOFF, INC	3159459	10/05/2018	SUPPLIES	100-41310-200	30.09
INDOFF, INC	3159463	10/05/2018	PAPER	100-41310-200	256.43
SELECTACCOUNT	1285131	10/23/2018	PARTICIPANT FEE	100-41310-217	151.80
MN MUNICIPAL UTILITIES ASS	52040	10/08/2018	SAFETY COMP #52040	100-41310-217	2,388.89
US BANK	#8263 9-20-18	10/18/2018	CREDIT CARD #8263-CPE-COU	100-41310-308	39.95
WINDOM AREA CHAMBER OF	2443	10/22/2018	2018 GALA -ANNUAL MEETIN	100-41310-308	40.00
AGC NETWORKS, INC.	#518567 10-17-18	10/17/2018	ANNUAL MAINT #518567 #3	100-41310-321	447.90
ELECTRIC FUND	20181018	10/18/2018	MONTHLY UTILITY & TELECO	100-41310-321	116.80
SECR REV FUND/CITY OF WD	20181024	10/24/2018	PETTY CASH - OCT 2018	100-41310-322	2.95
SECR REV FUND/CITY OF WD	20181024	10/24/2018	PETTY CASH - OCT 2018	100-41310-322	2.36
US BANK	#8263 9-20-18	10/18/2018	CREDIT CARD #8263- CRASH P	100-41310-326	10.00
ELECTRIC FUND	20181018	10/18/2018	MONTHLY UTILITY & TELECO	100-41310-326	283.50
US BANK	#8263 9-20-18	10/18/2018	CREDIT CARD #8263- NORTO	100-41310-480	117.56
BLUE CROSS/BLUE SHIELD	181002400346	10/12/2018	INSURANCE PREM- NOV 2018	100-41310-480	632.00
HY-VEE, INC.	20181023	10/24/2018	WELLNESS SCREENING	100-41310-480	225.00
					Activity 41310 - Administration Total:
					4,777.63
Activity: 41910 - Building & Zoning					
INDOFF, INC	3158021	10/02/2018	SUPPLIES	100-41910-200	10.80
INDOFF, INC	3159462	10/08/2018	SUPPLIES	100-41910-200	57.75
INDOFF, INC	3159465	10/08/2018	SUPPLIES	100-41910-200	3.50
WEX BANK	56050682	10/12/2018	FUEL - P/Z	100-41910-212	60.82
AGC NETWORKS, INC.	#518567 10-17-18	10/17/2018	ANNUAL MAINT #518567 #3	100-41910-321	55.99
ELECTRIC FUND	20181018	10/18/2018	MONTHLY UTILITY & TELECO	100-41910-321	93.86
MN MUNICIPAL UTILITIES ASS	52040	10/08/2018	SAFETY COMP #52040	100-41910-480	716.67
					Activity 41910 - Building & Zoning Total:
					999.39
Activity: 41940 - City Hall					
ELECTRIC FUND	20181018	10/18/2018	MONTHLY UTILITY & TELECO	100-41940-381	419.36
ELECTRIC FUND	20181018	10/18/2018	MONTHLY UTILITY & TELECO	100-41940-382	57.31
MN ENERGY RESOURCES	20181010	10/16/2018	HEATING #0505105084-00001	100-41940-383	115.91
HOMETOWN SANITATION SER	0000302467	10/05/2018	GARBAGE SERVICE - CITY HAL	100-41940-384	85.04
ELECTRIC FUND	20181018	10/18/2018	MONTHLY UTILITY & TELECO	100-41940-385	117.04

Expense Approval Report

Payment Dates: 10/13/2018 - 10/25/2018

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ELECTRIC FUND	218	10/23/2018	EL - CITY HALL	100-41940-409	1.82
Activity 41940 - City Hall Total:					796.48
Activity: 42120 - Crime Control					
US BANK	#8263 9-20-18	10/18/2018	CREDIT CARD #8263- AMAZO	100-42120-200	139.99
INDOFF, INC	3159182	10/02/2018	SUPPLIES	100-42120-200	42.90
WEX BANK	56050682	10/12/2018	FUEL CREDIT - POLICE	100-42120-212	-26.24
WEX BANK	56050682	10/12/2018	FUEL - POLICE	100-42120-212	1,191.64
COTTONWOOD CO AUD/TREA	20181011	10/12/2018	DEPUTY ATTORNEY	100-42120-304	3,957.50
WINDOM AREA HOSPITAL	302961284	10/18/2018	SERVICE #30005319	100-42120-305	120.00
US BANK	#8263 9-20-18	10/18/2018	CREDIT CARD #8263- BCA TRA	100-42120-308	375.00
ELECTRIC FUND	20181018	10/18/2018	MONTHLY UTILITY & TELECO	100-42120-321	67.68
VERIZON WIRELESS	9816069781	10/16/2018	SERVICE - #986701203-00001	100-42120-321	114.10
SECR REV FUND/CITY OF WD	20181024	10/24/2018	PETTY CASH - OCT 2018	100-42120-322	5.17
DONNA MARCY	20181017	10/17/2018	EXPENSE - STING OP - WGTN	100-42120-334	15.27
WINDOM AUTO VALU	#3400540 9-25-18	10/18/2018	MAINTENANCE #3400540	100-42120-405	338.77
GRAHAM TIRE CO	20181019	10/22/2018	MAINTENANCE -	100-42120-405	2,253.08
P.M. REPAIR & DETAILING	7578	10/03/2018	MAINTENANCE	100-42120-405	70.00
P.M. REPAIR & DETAILING	7591	10/03/2018	MAINTENANCE	100-42120-405	70.03
P.M. REPAIR & DETAILING	7671	10/08/2018	MAINTENANCE	100-42120-405	54.00
COTTONWOOD CO AUD/TREA	20181011	10/12/2018	RENT	100-42120-412	1,900.00
BLUE CROSS/BLUE SHIELD	181002400346	10/12/2018	INSURANCE PREM- NOV 2018	100-42120-480	632.00
DRIVER AND VEHICLE SERVICE	20180906	09/06/2018	LICENSE PLATES	100-42120-480	30.00
WINDOM TOWING LLC	6978	10/16/2018	SERVICE	100-42120-480	95.00
Activity 42120 - Crime Control Total:					11,445.89
Activity: 42220 - Fire Fighting					
AMERIPRIDE SERVICES INC.	2800944496	10/15/2018	SERVICE #280001722	100-42220-211	27.83
WEX BANK	56050682	10/12/2018	FUEL - FIRE	100-42220-212	108.74
ALEX AIR APPARATUS, INC	INV-37846	10/02/2018	MATERIALS & EQUIPMENT	100-42220-215	356.05
AGC NETWORKS, INC.	#518567 10-17-18	10/17/2018	ANNUAL MAINT #518567 #3	100-42220-321	167.96
ELECTRIC FUND	20181018	10/18/2018	MONTHLY UTILITY & TELECO	100-42220-321	41.87
VERIZON WIRELESS	9816069781	10/16/2018	SERVICE - #986701203-00001	100-42220-321	18.50
VERIZON WIRELESS	9816069781	10/16/2018	SERVICE - #986701203-00001	100-42220-326	10.00
ELECTRIC FUND	20181018	10/18/2018	MONTHLY UTILITY & TELECO	100-42220-381	217.72
ELECTRIC FUND	20181018	10/18/2018	MONTHLY UTILITY & TELECO	100-42220-382	12.63
MN ENERGY RESOURCES	20181009B	10/18/2018	HEATING #0616354678-00001	100-42220-383	115.19
HOMETOWN SANITATION SER	0000302506	10/05/2018	GARBAGE SERVICE - EMS BLD	100-42220-384	41.99
ELECTRIC FUND	20181018	10/18/2018	MONTHLY UTILITY & TELECO	100-42220-385	26.98
O'REILLY AUTOMOTIVE, INC	#1510318 9-28-18	10/17/2018	MAINTENANCE	100-42220-405	7.12
WINDOM AUTO VALU	#3400540 9-25-18	10/18/2018	MAINTENANCE #3400540	100-42220-405	145.67
US BANK	#8263 9-20-18	10/18/2018	CREDIT CARD #8263- SCHWAL	100-42220-406	27.78
Activity 42220 - Fire Fighting Total:					1,326.03
Activity: 42500 - Civil Defense					
ELECTRIC FUND	20181018	10/18/2018	MONTHLY UTILITY & TELECO	100-42500-381	31.50
Activity 42500 - Civil Defense Total:					31.50
Activity: 43100 - Streets					
COUNTRY PRIDE SERVICE	#970744 9-30-18	10/17/2018	MAINTENANCE	100-43100-212	131.47
WEX BANK	56050682	10/12/2018	FUEL - STREET CREDIT	100-43100-212	-26.24
WEX BANK	56050682	10/12/2018	FUEL - STREET	100-43100-212	938.22
WINDOM AUTO VALU	#3400540 9-25-18	10/18/2018	MAINTENANCE #3400540	100-43100-215	257.03
RUNNINGS SUPPLY, INC	#71920 9-24-18	10/18/2018	#71920 MAINT	100-43100-215	24.54
ELECTRIC FUND	20181018	10/18/2018	MONTHLY UTILITY & TELECO	100-43100-217	70.00
MN MUNICIPAL UTILITIES ASS	51820	10/03/2018	RANDOM TESTING 2018	100-43100-217	124.00
MN MUNICIPAL UTILITIES ASS	52040	10/08/2018	SAFETY COMP #52040	100-43100-217	2,388.89
COUNTRY PRIDE SERVICE	#970744 9-30-18	10/17/2018	MAINTENANCE	100-43100-224	19.24
JOHNSON FEED, INC	107122	10/10/2018	STREET MATERIALS	100-43100-224	1,953.02
JOHNSON FEED, INC	107123	10/10/2018	STREET MATERIALS	100-43100-224	1,861.07
DUININCK	533986	10/18/2018	STREET MATERIALS	100-43100-224	718.96
WINDOM AUTO VALU	#3400540 9-25-18	10/18/2018	MAINTENANCE #3400540	100-43100-241	67.60
RUNNINGS SUPPLY, INC	#71920 9-24-18	10/18/2018	#71920 - MAINT	100-43100-241	36.94

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Payment Dates: 10/13/2018 - 10/25/2018

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
SCHWALBACH HARDWARE	#72861 9-25-18	10/18/2018	MAINTENANCE -	100-43100-241	31.99
US BANK	#8263 9-20-18	10/18/2018	CREDIT CARD #8263- MN FALL	100-43100-308	120.00
AGC NETWORKS, INC.	#518567 10-17-18	10/17/2018	ANNUAL MAINT #518567 #3	100-43100-321	167.96
ELECTRIC FUND	20181018	10/18/2018	MONTHLY UTILITY & TELECO	100-43100-321	45.42
ELECTRIC FUND	20181018	10/18/2018	MONTHLY UTILITY & TELECO	100-43100-381	276.71
ELECTRIC FUND	20181018	10/18/2018	MONTHLY UTILITY & TELECO	100-43100-381	2,487.05
ELECTRIC FUND	20181018	10/18/2018	MONTHLY UTILITY & TELECO	100-43100-382	18.51
MN ENERGY RESOURCES	20181008	10/16/2018	HEATING #0505064121-00001	100-43100-383	63.73
HOMETOWN SANITATION SER	0000302468	10/10/2018	GARBAGE SERVICE - STREET D	100-43100-384	84.73
COTTONWOOD CO SOLID WA	1815662	10/24/2018	PRINTER, TOWER, VCR, BULBS	100-43100-384	33.00
COTTONWOOD CO SOLID WA	1815951	10/24/2018	APPLIANCES	100-43100-384	20.00
ELECTRIC FUND	20181018	10/18/2018	MONTHLY UTILITY & TELECO	100-43100-385	37.46
RUNNINGS SUPPLY, INC	#71920 9-24-18	10/18/2018	#71920 - MAINT	100-43100-401	83.94
MN DEPT OF LABOR & INDUS	ABR01953521	10/12/2018	301963 PRESSURE VESSEL	100-43100-401	10.00
WINDOM AUTO VALU	#3400540 9-25-18	10/18/2018	MAINTENANCE #3400540	100-43100-404	27.98
DGR ENGINEERING	00231326	10/16/2018	MAINTENANCE	100-43100-404	552.00
FLOORCOAT MIDWEST, LLC	92418	10/12/2018	MAINTENANCE	100-43100-404	5,900.00
WINDOM AUTO VALU	#3400540 9-25-18	10/18/2018	MAINTENANCE #3400540	100-43100-405	467.87
RUNNINGS SUPPLY, INC	#71920 9-24-18	10/18/2018	#71920 - MAINT	100-43100-405	8.76
DUININCK	532563	10/15/2018	MAINTENANCE	100-43100-407	551.76
DUININCK	533812	10/12/2018	MAINTENANCE	100-43100-407	1,114.69
DUININCK	533969	10/15/2018	MAINTENANCE	100-43100-407	736.56
BLUE CROSS/BLUE SHIELD	181002400346	10/12/2018	INSURANCE PREM- NOV 2018	100-43100-480	632.00
BLUE CROSS/BLUE SHIELD	181002400346	10/12/2018	INSURANCE PREM- NOV 2018	100-43100-480	632.00
Activity 43100 - Streets Total:					22,668.86
Activity: 43210 - Sanitation					
WAYNE ERICKSON	20181023	10/23/2018	COMPOST SITE MANAGER	100-43210-307	168.00
Activity 43210 - Sanitation Total:					168.00
Activity: 45120 - Recreation					
GRAPHIC EDGE	1264457	10/17/2018	SUPPLIES	100-45120-215	206.42
BRAYDEN KREOFKY	20181017	10/17/2018	UMPIRE	100-45120-217	145.00
Activity 45120 - Recreation Total:					351.42
Activity: 45202 - Park Areas					
WEX BANK	56050682	10/12/2018	FUEL - PARK	100-45202-212	1,248.13
MN MUNICIPAL UTILITIES ASS	51820	10/03/2018	RANDOM TESTING 2018	100-45202-217	31.00
ELECTRIC FUND	20181018	10/18/2018	MONTHLY UTILITY & TELECO	100-45202-326	466.67
ELECTRIC FUND	20181018	10/18/2018	MONTHLY UTILITY & TELECO	100-45202-381	528.25
ELECTRIC FUND	20181018	10/18/2018	MONTHLY UTILITY & TELECO	100-45202-382	1,479.71
HOMETOWN SANITATION SER	0000302469	10/10/2018	GARBAGE SERVICE - SQUARE	100-45202-384	46.12
HOMETOWN SANITATION SER	0000302486	10/10/2018	GARBAGE SERVICE - ISLAND P	100-45202-384	17.55
HOMETOWN SANITATION SER	0000302487	10/10/2018	GARBAGE SERVICE - TEGELS P	100-45202-384	26.34
HOMETOWN SANITATION SER	0000302488	10/10/2018	GARBAGE SERVICE - KASTLE KI	100-45202-384	54.74
ELECTRIC FUND	20181018	10/18/2018	MONTHLY UTILITY & TELECO	100-45202-385	279.29
RUNNINGS SUPPLY, INC	#71920 9-24-18	10/18/2018	#71920 - MAINT	100-45202-402	87.09
RUNNINGS SUPPLY, INC	#71920 9-24-18	10/18/2018	#71920 - MAINT	100-45202-406	87.69
SCHWALBACH HARDWARE	#72861 9-25-18	10/18/2018	MAINTENANCE -	100-45202-406	33.77
MN MUNICIPAL UTILITIES ASS	52040	10/08/2018	SAFETY COMP #52040	100-45202-480	477.78
Activity 45202 - Park Areas Total:					4,864.13
Fund 100 - GENERAL Total:					77,463.88
Fund: 211 - LIBRARY					
Activity: 45501 - Library					
US BANK	#8263 9-20-18	10/18/2018	CREDIT CARD #8263- AMAZO	211-45501-200	52.00
ELECTRIC FUND	20181018	10/18/2018	MONTHLY UTILITY & TELECO	211-45501-321	27.26
ELECTRIC FUND	20181018	10/18/2018	MONTHLY UTILITY & TELECO	211-45501-326	203.33
ELECTRIC FUND	20181018	10/18/2018	MONTHLY UTILITY & TELECO	211-45501-381	282.19
ELECTRIC FUND	20181018	10/18/2018	MONTHLY UTILITY & TELECO	211-45501-382	18.71
MN ENERGY RESOURCES	20181009	10/16/2018	HEATING #0504542703-00001	211-45501-383	58.25
ELECTRIC FUND	20181018	10/18/2018	MONTHLY UTILITY & TELECO	211-45501-385	38.05
US BANK	#8263 9-20-18	10/18/2018	CREDIT CARD #8263- NATION	211-45501-433	19.00

Expense Approval Report

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
US BANK	#8263 9-20-18	10/18/2018	CREDIT CARD #8263- BIRDS &	211-45501-433	16.98
US BANK	#8263 9-20-18	10/18/2018	CREDIT CARD #8263- SIMPLE	211-45501-433	16.98
US BANK	#8263 9-20-18	10/18/2018	CREDIT CARD #8263- WOMA	211-45501-433	24.97
INGRAM INDUSTRIES	#2004243 10-1-18	10/08/2018	BOOKS #2004243	211-45501-435	1,426.20
US BANK	#8263 9-20-18	10/18/2018	CREDIT CARD #8263- AMAZO	211-45501-435	187.20
US BANK	#8263 9-20-18	10/18/2018	CREDIT CARD #8263- AMAZO	211-45501-435	57.63
MICROMARKETING, LLC	740715	10/16/2018	BOOKS	211-45501-435	6.00
MICROMARKETING, LLC	741257	10/16/2018	BOOKS	211-45501-435	154.98
Activity 45501 - Library Total:					2,589.73
Activity: 49950 - Capital Outlay					
US BANK	#8263 9-20-18	10/18/2018	CREDIT CARD #8263- DELL - C	211-49950-500	-34.96
US BANK	#8263 9-20-18	10/18/2018	CREDIT CARD #8263- DELL CO	211-49950-500	-34.07
Activity 49950 - Capital Outlay Total:					-69.03
Fund 211 - LIBRARY Total:					2,520.70
Fund: 225 - AIRPORT					
Activity: 45127 - Airport					
SOUTHWEST MN BROADBAN	#886 10-15-18	10/16/2018	#886 507-831-6120 - SERVICE	225-45127-321	26.69
Activity 45127 - Airport Total:					26.69
Fund 225 - AIRPORT Total:					26.69
Fund: 230 - POOL					
Activity: 45124 - Pool					
ELECTRIC FUND	20181018	10/18/2018	MONTHLY UTILITY & TELECO	230-45124-217	133.33
ELECTRIC FUND	20181018	10/18/2018	MONTHLY UTILITY & TELECO	230-45124-321	31.05
ELECTRIC FUND	20181018	10/18/2018	MONTHLY UTILITY & TELECO	230-45124-381	59.35
ELECTRIC FUND	20181018	10/18/2018	MONTHLY UTILITY & TELECO	230-45124-382	16.34
Activity 45124 - Pool Total:					240.07
Fund 230 - POOL Total:					240.07
Fund: 235 - AMBULANCE					
DORIS REMUND	20181016	10/16/2018	REFUND- OVERPAYMENT ON	235-34205	450.00
EDWARD GRUNEWALD	20181016	10/16/2018	REDUND-OVERPAYMENT OF A	235-34205	450.00
DAVID BLACKSTAD	20181016	10/16/2018	REFUND-OVERPAYMENT OF A	235-34205	70.09
					970.09
Activity: 42153 - Ambulance					
WEX BANK	56050682	10/12/2018	FUEL - AMBULANCE	235-42153-212	2,197.70
WEX BANK	56050682	10/12/2018	FUEL CREDIT - AMBULANCE	235-42153-212	-26.24
BRITTANY ESPENSON - RIVERS	20180930	10/16/2018	SERVICE	235-42153-217	220.00
PRAXAIR DISTRIBUTION INC	85407425	10/08/2018	OPERATING SUPPLIES	235-42153-217	305.89
AGC NETWORKS, INC.	#518567 10-17-18	10/17/2018	ANNUAL MAINT #518567 #3	235-42153-321	167.96
ELECTRIC FUND	20181018	10/18/2018	MONTHLY UTILITY & TELECO	235-42153-321	17.46
ELECTRIC FUND	20181018	10/18/2018	MONTHLY UTILITY & TELECO	235-42153-321	27.91
VERIZON WIRELESS	9816069781	10/16/2018	SERVICE - #986701203-00001	235-42153-321	115.56
US BANK	#8263 9-20-18	10/18/2018	CREDIT CARD #8263- JACKPO	235-42153-334	262.98
BUCKWHEAT JOHNSON	20181023	10/23/2018	EXPENSE - AMBULANCE	235-42153-334	10.28
JOLYNN NERHUS	20181023	10/23/2018	EXPENSE - AMBULANCE	235-42153-334	50.57
JUSTIN HARRINGTON	20181023	10/23/2018	EXPENSE - AMBULANCE	235-42153-334	17.49
KIM POWERS	20181023	10/23/2018	EXPENSE - AMBULANCE	235-42153-334	70.94
MARY HOLMEN	20181023	10/23/2018	EXPENSE - AMBULANCE	235-42153-334	7.60
ELECTRIC FUND	20181018	10/18/2018	MONTHLY UTILITY & TELECO	235-42153-381	145.15
ELECTRIC FUND	20181018	10/18/2018	MONTHLY UTILITY & TELECO	235-42153-382	8.42
MN ENERGY RESOURCES	20181009B	10/18/2018	HEATING #0616354678-00001	235-42153-383	76.79
HOMETOWN SANITATION SER	0000302506	10/05/2018	GARBAGE SERVICE - EMS BLD	235-42153-384	28.00
ELECTRIC FUND	20181018	10/18/2018	MONTHLY UTILITY & TELECO	235-42153-385	17.98
SANFORD HEALTH	1673	10/16/2018	#S-000831	235-42153-404	118.20
ARROW MANUFACTURING IN	4758	10/04/2018	MAINTENANCE	235-42153-404	42.36
COUNTRY PRIDE SERVICE	#970744 9-30-18	10/17/2018	MAINTENANCE	235-42153-405	428.48
AMERIPRIDE SERVICES INC.	2800944496	10/15/2018	SERVICE #280001722	235-42153-406	18.56

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
MN REVENUE	20181011	10/12/2018	MINN CARE TAX - 3RD Q 2018	235-42153-460	801.00
				Activity 42153 - Ambulance Total:	5,131.04
				Fund 235 - AMBULANCE Total:	6,101.13

Fund: 250 - EDA GENERAL

Activity: 46520 - EDA

INDOFF, INC	3158021	10/02/2018	SUPPLIES	250-46520-200	10.79
INDOFF, INC	3159462	10/08/2018	SUPPLIES	250-46520-200	57.75
INDOFF, INC	3159465	10/08/2018	SUPPLIES	250-46520-200	3.49
VIEWPOINT CONSULTING GR	18093	10/09/2018	SERVICE #14020047	250-46520-301	400.00
US BANK	#8263 9-20-18	10/18/2018	CREDIT CARD #8263- NDC RE	250-46520-308	1,051.88
WINDOM AREA CHAMBER OF	2443	10/22/2018	2018 GALA -ANNUAL MEETIN	250-46520-308	40.00
AGC NETWORKS, INC.	#518567 10-17-18	10/17/2018	ANNUAL MAINT #518567 #3	250-46520-321	167.96
ELECTRIC FUND	20181018	10/18/2018	MONTHLY UTILITY & TELECO	250-46520-321	255.70
ELECTRIC FUND	20181018	10/18/2018	MONTHLY UTILITY & TELECO	250-46520-321	93.87
ELECTRIC FUND	20181018	10/18/2018	MONTHLY UTILITY & TELECO	250-46520-381	48.45
BUILDING SPRINKLER INC.	#185813 9-26-18	10/04/2018	SERVICE - SPRINKLER INSPECT	250-46520-402	375.00
US BANK	#8263 9-20-18	10/18/2018	CREDIT CARD #8263- HYVEE	250-46520-438	28.96
SECR REV FUND/CITY OF WD	20181024	10/24/2018	PETTY CASH - OCT 2018	250-46520-438	2.50
COTTONWOOD CO SOLID WA	1816199	10/24/2018	BRUSH	250-46520-480	10.00
COTTONWOOD CO SOLID WA	1816202	10/24/2018	BRUSH	250-46520-480	10.00
COTTONWOOD CO SOLID WA	1816206	10/24/2018	BRUSH	250-46520-480	10.00
COTTONWOOD CO SOLID WA	1816208	10/24/2018	BRUSH	250-46520-480	10.00
COTTONWOOD CO SOLID WA	1816215	10/24/2018	BRUSH	250-46520-480	10.00
COTTONWOOD CO SOLID WA	1816218	10/24/2018	BRUSH	250-46520-480	10.00
COTTONWOOD CO SOLID WA	1816228	10/24/2018	BRUSH	250-46520-480	10.00
COTTONWOOD CO SOLID WA	1816231	10/24/2018	BRUSH	250-46520-480	10.00
DREW HAGE	20181011	10/12/2018	SW INITIATIVE FOUNDATION	250-46520-480	1,224.47
MN MUNICIPAL UTILITIES ASS	52040	10/08/2018	SAFETY COMP #52040	250-46520-480	716.67
				Activity 46520 - EDA Total:	4,557.49
				Fund 250 - EDA GENERAL Total:	4,557.49

Fund: 401 - GENERAL CAPITAL PROJECTS

Activity: 49950 - Capital Outlay

RED ROCK RURAL WATER	20181023	10/23/2018	GIS ELEVATION	401-49950-439	5,000.00
RED ROCK RURAL WATER	20181023	10/23/2018	GIS ELEVATION / LABOR	401-49950-439	603.00
SEH	357142	10/22/2018	WINDOM FEMA FLOODPLAIN	401-49950-500	409.92
				Activity 49950 - Capital Outlay Total:	6,012.92
				Fund 401 - GENERAL CAPITAL PROJECTS Total:	6,012.92

Fund: 601 - WATER

Activity: 49400 - Water

INDOFF, INC	3159463	10/05/2018	PAPER	601-49400-200	128.21
WEX BANK	56050682	10/12/2018	FUEL - WATER	601-49400-212	273.03
MN MUNICIPAL UTILITIES ASS	51820	10/03/2018	RANDOM TESTING 2018	601-49400-217	62.00
MN MUNICIPAL UTILITIES ASS	52040	10/08/2018	SAFETY COMP #52040	601-49400-217	1,433.33
WINDOM AUTO VALU	#3400540 9-25-18	10/18/2018	MAINTENANCE #3400540	601-49400-241	111.47
RUNNINGS SUPPLY, INC	#71920 9-24-18	10/18/2018	#71920 - MAINT	601-49400-241	56.33
AGC NETWORKS, INC.	#518567 10-17-18	10/17/2018	ANNUAL MAINT #518567 #3	601-49400-321	167.96
ELECTRIC FUND	20181018	10/18/2018	MONTHLY UTILITY & TELECO	601-49400-321	49.74
GOPHER STATE ONE CALL	8090822	10/05/2018	LOCATES	601-49400-321	14.16
RUNNINGS SUPPLY, INC	#71920 9-24-18	10/18/2018	#71920 - MAINT	601-49400-322	0.75
INNOVATIVE SYSTEMS LLC	39486	10/05/2018	POSTAGE	601-49400-322	229.74
ELECTRIC FUND	20181018	10/18/2018	MONTHLY UTILITY & TELECO	601-49400-326	70.00
INNOVATIVE SYSTEMS LLC	39200	10/02/2018	BILLING SYSTEM MAINTENAN	601-49400-326	760.50
INNOVATIVE SYSTEMS LLC	39435	10/03/2018	BILLING SYSTEM SOFTWARE S	601-49400-326	517.50
INNOVATIVE SYSTEMS LLC	39486	10/05/2018	PROCESSING	601-49400-326	192.72
INNOVATIVE SYSTEMS LLC	39486	10/05/2018	INSERTS	601-49400-350	14.03
ELECTRIC FUND	20181018	10/18/2018	MONTHLY UTILITY & TELECO	601-49400-381	4,585.44
ELECTRIC FUND	20181018	10/18/2018	MONTHLY UTILITY & TELECO	601-49400-382	17.10
MN ENERGY RESOURCES	20181011A	10/16/2018	HEATING #0505923431-00001	601-49400-383	420.47

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ELECTRIC FUND	20181018	10/18/2018	MONTHLY UTILITY & TELECO	601-49400-385	33.28
SCHWALBACH HARDWARE	#72861 9-25-18	10/18/2018	MAINTENANCE -	601-49400-386	37.99
ELECTRIC FUND	20181018	10/18/2018	MONTHLY UTILITY & TELECO	601-49400-386	1,154.65
WINDOM AUTO VALU	#3400540 9-25-18	10/18/2018	MAINTENANCE #3400540	601-49400-404	71.93
RUNNINGS SUPPLY, INC	#71920 9-24-18	10/18/2018	#71920 - MAINT	601-49400-404	45.75
SCHWALBACH HARDWARE	#72861 9-25-18	10/18/2018	MAINTENANCE -	601-49400-404	120.43
GRAHAM TIRE CO	20181019	10/22/2018	MAINTENANCE -	601-49400-404	572.00
ITRON INC.	499098	10/16/2018	SOFTWARE MAINTENANCE	601-49400-404	544.73
ITRON INC.	499098	10/16/2018	SOFTWARE MAINTENANCE	601-49400-404	544.73
P.M. REPAIR & DETAILING	7718	10/12/2018	MAINTENANCE	601-49400-405	70.00
SVOBODA EXCAVATING, INC	00008289	10/18/2018	WATERMAIN REPAIR-DES MOI	601-49400-408	2,116.50
SVOBODA EXCAVATING, INC	00008292	10/18/2018	MAINTENANCE-REPAIR WATE	601-49400-408	925.00
AMUNDSON DIG	09241802	10/12/2018	MAINTENANCE	601-49400-408	105.00
SCOTT VEENKER	25383	10/16/2018	SERVICE	601-49400-408	1,635.09
WESTRUM LEAK DETECTION I	3318	10/03/2018	MAINTENANCE - 2018 LEAK D	601-49400-408	1,500.00
FLOORCOAT MIDWEST, LLC	92418	10/12/2018	MAINTENANCE	601-49400-408	1,000.00
CORE & MAIN LP	J599333	10/16/2018	MAINTENANCE	601-49400-408	388.39
				Activity 49400 - Water Total:	19,969.95
				Fund 601 - WATER Total:	19,969.95

Fund: 602 - SEWER

Activity: 49450 - Sewer

INDOFF, INC	3159463	10/05/2018	PAPER	602-49450-200	128.21
WEX BANK	56050682	10/12/2018	FUEL - SEWER	602-49450-212	383.75
HAWKINS, INC	4375002	10/12/2018	CHEMICALS	602-49450-216	424.50
MN MUNICIPAL UTILITIES ASS	51820	10/03/2018	RANDOM TESTING 2018	602-49450-217	93.00
MN MUNICIPAL UTILITIES ASS	52040	10/08/2018	SAFETY COMP #52040	602-49450-217	1,433.33
SCHWALBACH HARDWARE	#72861 9-25-18	10/18/2018	MAINTENANCE -	602-49450-241	4.99
MN VALLEY TESTING	939184	09/26/2018	TESTING	602-49450-310	214.40
MN VALLEY TESTING	939776	10/03/2018	TESTING	602-49450-310	348.00
MN VALLEY TESTING	940083	10/08/2018	TESTING	602-49450-310	158.40
MN VALLEY TESTING	940318	10/03/2018	TESTING	602-49450-310	241.60
MN VALLEY TESTING	940714	10/08/2018	TESTING	602-49450-310	596.40
MN VALLEY TESTING	940765	10/08/2018	TESTING	602-49450-310	158.40
MN VALLEY TESTING	941076	10/08/2018	TESTING	602-49450-310	28.80
MN VALLEY TESTING	941599	10/08/2018	TESTING	602-49450-310	241.60
AGC NETWORKS, INC.	#518567 10-17-18	10/17/2018	ANNUAL MAINT #518567 #3	602-49450-321	111.98
ELECTRIC FUND	20181018	10/18/2018	MONTHLY UTILITY & TELECO	602-49450-321	172.61
GOPHER STATE ONE CALL	8090822	10/05/2018	LOCATES	602-49450-321	14.18
RUNNINGS SUPPLY, INC	#71920 9-24-18	10/18/2018	#71920 - MAINT	602-49450-322	25.02
INNOVATIVE SYSTEMS LLC	39486	10/05/2018	POSTAGE	602-49450-322	229.74
ELECTRIC FUND	20181018	10/18/2018	MONTHLY UTILITY & TELECO	602-49450-326	70.00
INNOVATIVE SYSTEMS LLC	39200	10/02/2018	BILLING SYSTEM MAINTENAN	602-49450-326	760.50
INNOVATIVE SYSTEMS LLC	39435	10/03/2018	BILLING SYSTEM SOFTWARE S	602-49450-326	517.50
INNOVATIVE SYSTEMS LLC	39486	10/05/2018	PROCESSING	602-49450-326	192.72
INNOVATIVE SYSTEMS LLC	39486	10/05/2018	INSERTS	602-49450-350	14.02
ELECTRIC FUND	20181018	10/18/2018	MONTHLY UTILITY & TELECO	602-49450-381	14,182.75
ELECTRIC FUND	20181018	10/18/2018	MONTHLY UTILITY & TELECO	602-49450-382	463.19
MN ENERGY RESOURCES	20181008A	10/16/2018	HEATING #0506646838-00001	602-49450-383	364.83
MN ENERGY RESOURCES	20181010A	10/16/2018	HEATING #0506746718-00001	602-49450-383	19.97
MN ENERGY RESOURCES	20181011	10/16/2018	HEATING #050488160-00001	602-49450-383	19.97
HOMETOWN SANITATION SER	0000302471	10/08/2018	GARBAGE SERVICE - WASTEW	602-49450-384	85.04
RUNNINGS SUPPLY, INC	#71920 9-24-18	10/18/2018	#71920 - MAINT	602-49450-402	184.99
RUNNINGS SUPPLY, INC	#71920 9-24-18	10/18/2018	#71920 - MAINT	602-49450-404	76.96
SCHWALBACH HARDWARE	#72861 9-25-18	10/18/2018	MAINTENANCE -	602-49450-404	340.30
GRAHAM TIRE CO	20181019	10/22/2018	MAINTENANCE -	602-49450-404	717.08
WINDOM TOWING LLC	6915	10/02/2018	SERVICE	602-49450-405	25.00
P.M. REPAIR & DETAILING	7706	10/08/2018	MAINTENANCE	602-49450-405	70.00
RUNNINGS SUPPLY, INC	#71920 9-24-18	10/18/2018	#71920 - MAINT	602-49450-406	28.99
SCHWALBACH HARDWARE	#72861 9-25-18	10/18/2018	MAINTENANCE -	602-49450-408	309.99

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
RUNNINGS SUPPLY, INC	#71920 9-24-18	10/18/2018	#71920 - MAINT	602-49450-409	15.48
				Activity 49450 - Sewer Total:	23,468.19
				Fund 602 - SEWER Total:	23,468.19
Fund: 604 - ELECTRIC					
BORDER STATES	916376042	10/18/2018	CREDIT - INVENTORY	604-14200	-11.75
IRBY ELECTRICAL DISTRIBUTO	S010967890.001	10/03/2018	INVENTORY	604-14200	390.00
ELECTRIC FUND	20181023	10/23/2018	OCTOBER LABOR-RIVER RD	604-16300	14,692.56
ELECTRIC FUND	216	10/18/2018	EL -CONSTRUCT NEW #1-RIVE	604-16300	2,062.67
MN REVENUE	20181016	10/16/2018	SALES TAX - SEPT 2018	604-20202	41.97
MARCELO P HERNANDEZ	20181015	10/16/2018	REFUND-UTILITY PREPAYMEN	604-22000	300.00
TAMMY HILL	20181016	10/16/2018	REFUND - UTILITY PREPAYME	604-22000	300.00
SARAH MCNEA	20181016	10/16/2018	REFUND - BALANCE OF UTILIT	604-22000	61.64
DES MOINES VALLEY HEALTH	20181016	10/16/2018	REFUND-ANGELA MARTINEZ'S	604-22000	81.75
TRAVIS ANDERSON	20181016	10/16/2018	REFUND - UTILITY PREPAYME	604-22000	300.00
TAMMY HOLTZ	20181016	10/16/2018	REFUND - UTILITY PREPAYME	604-22000	300.00
KATHERINE NELSON	20181016	10/16/2018	REFUND - MISTY NELSON'S U	604-22000	300.00
GREGORIO HERNANDEZ	20181016	10/16/2018	REFUND - UTILITY PREPAYME	604-22000	59.80
DAVID HUSE	20181016	10/16/2018	UTILITY PREPAYMENT REFUN	604-22000	300.00
MATTHEW BICHEL	20181016	10/16/2018	REFUND - UTILITY PREPAYME	604-22000	300.00
MARY LIDTKE	20181016	10/16/2018	REFUND-SHYANN LIDTKE'S UT	604-22000	300.00
					19,778.64
Activity: 49550 - Electric					
US BANK	#8263 9-20-18	10/18/2018	CREDIT CARD #8263- HY VEE	604-49550-200	4.26
INDOFF, INC	3159463	10/05/2018	PAPER	604-49550-200	128.21
SCHWALBACH HARDWARE	#72861 9-25-18	10/18/2018	MAINTENANCE -	604-49550-211	92.78
WEX BANK	56050682	10/12/2018	FUEL - ELECTRIC	604-49550-212	771.05
RUNNINGS SUPPLY, INC	#71920 9-24-18	10/18/2018	#71920 - MAINT	604-49550-217	549.91
US BANK	#8263 9-20-18	10/18/2018	CREDIT CARD #8263- NEWEG	604-49550-217	2,149.00
MN MUNICIPAL UTILITIES ASS	51820	10/03/2018	RANDOM TESTING 2018	604-49550-217	155.00
MN MUNICIPAL UTILITIES ASS	52040	10/08/2018	SAFETY COMP #52040	604-49550-217	2,866.67
BORDER STATES	916314096	10/15/2018	UNIFORMS	604-49550-218	191.78
AMAZON CAPITAL SERVICES, I	1YG4-HCTT-1XKR	10/18/2018	#A2Q0YJ8ZLN2YT - SUPPLIES	604-49550-241	60.00
CMP - CENTRAL MUNICIPAL P	6433	10/12/2018	POWER COST	604-49550-263	112,510.04
CMP - CENTRAL MUNICIPAL P	6433	10/12/2018	POWER COST	604-49550-263	138,627.76
DEPARTMENT OF ENERGY	BFPB000800918	10/05/2018	POWER COST	604-49550-263	80,582.58
MN MUNICIPAL UTILITIES ASS	52040	10/08/2018	SAFETY COMP #52040	604-49550-308	2,400.00
AGC NETWORKS, INC.	#518567 10-17-18	10/17/2018	ANNUAL MAINT #518567 #3	604-49550-321	279.95
ELECTRIC FUND	20181018	10/18/2018	MONTHLY UTILITY & TELECO	604-49550-321	130.04
GOPHER STATE ONE CALL	8090822	10/05/2018	LOCATES	604-49550-321	14.18
INNOVATIVE SYSTEMS LLC	39486	10/05/2018	POSTAGE	604-49550-322	229.74
GOLDEN WEST TECH & INT SO	180900380	10/03/2018	SERVICE #A3786	604-49550-325	41.10
ELECTRIC FUND	20181018	10/18/2018	MONTHLY UTILITY & TELECO	604-49550-326	186.03
INNOVATIVE SYSTEMS LLC	39200	10/02/2018	BILLING SYSTEM MAINTENAN	604-49550-326	1,521.00
INNOVATIVE SYSTEMS LLC	39435	10/03/2018	BILLING SYSTEM SOFTWARE S	604-49550-326	223.90
INNOVATIVE SYSTEMS LLC	39486	10/05/2018	PROCESSING	604-49550-326	192.72
INNOVATIVE SYSTEMS LLC	39486	10/05/2018	INSERTS	604-49550-350	14.02
ELECTRIC FUND	20181018	10/18/2018	MONTHLY UTILITY & TELECO	604-49550-381	114.33
ELECTRIC FUND	20181018	10/18/2018	MONTHLY UTILITY & TELECO	604-49550-382	20.67
MN ENERGY RESOURCES	20181011C	10/18/2018	HEATING #0506419706-0001	604-49550-383	49.39
HOMETOWN SANITATION SER	0000302472	10/10/2018	GARBAGE SERVICE - ELECTRIC	604-49550-384	84.75
ELECTRIC FUND	20181018	10/18/2018	MONTHLY UTILITY & TELECO	604-49550-385	39.99
RUNNINGS SUPPLY, INC	#71920 9-24-18	10/18/2018	#71920 - MAINT	604-49550-402	42.99
SCHWALBACH HARDWARE	#72861 9-25-18	10/18/2018	MAINTENANCE -	604-49550-402	215.39
US BANK	#8263 9-20-18	10/18/2018	CREDIT CARD #8263- NORTHE	604-49550-402	1,949.99
DICKS WELDING INC	66100	10/17/2018	MAINTENANCE	604-49550-402	237.62
O'REILLY AUTOMOTIVE, INC	#1510318 9-28-18	10/17/2018	MAINTENANCE	604-49550-404	9.99
ITRON INC.	499098	10/16/2018	SOFTWARE MAINTENANCE	604-49550-404	544.73
PRITTS ELECTRIC MOTORS, IN	52411	10/12/2018	MAINTENANCE	604-49550-404	10.00
BANK OF THE WEST - DITCHW	R13918 #7543	10/15/2018	#7543 MAINTENANCE	604-49550-404	1,239.46

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
WINDOM AUTO VALU	#3400540 9-25-18	10/18/2018	MAINTENANCE #3400540	604-49550-405	240.34
SCHWALBACH HARDWARE	#72861 9-25-18	10/18/2018	MAINTENANCE -	604-49550-405	29.76
SOMILAT CORP - LAWNPRO	#103199 10-1-18	10/12/2018	SERVICE #103199	604-49550-406	597.64
RUNNINGS SUPPLY, INC	#71920 9-24-18	10/18/2018	#71920 - MAINT	604-49550-406	351.94
RAGE INC - CAMPUS CLEANER	09-011860	10/02/2018	SERVICE - POWER PLANT	604-49550-406	34.17
SCHWALBACH HARDWARE	#72861 9-25-18	10/18/2018	MAINTENANCE -	604-49550-408	168.87
BANK OF THE WEST - DITCHW	24102 #7543	10/15/2018	#7543 MAINENANCE	604-49550-408	4,711.00
MANKATO LANDSHAPES, INC.	6869	10/16/2018	MAINTENANCE	604-49550-408	445.79
RESCO	729247-00	10/05/2018	MAINTENANCE	604-49550-408	201.72
BORDER STATES	916314097	10/15/2018	MAINTENANCE	604-49550-408	79.13
BORDER STATES	916344306	10/18/2018	MAINTENANCE	604-49550-408	78.71
SCHWALBACH HARDWARE	#72861 9-25-18	10/18/2018	MAINTENANCE -	604-49550-409	135.56
ELECTRIC FUND	214	10/18/2018	EL - ELECTRIC SHOP	604-49550-409	25.52
RETROFIT RECYCLING, INC	0100951-IN	10/03/2018	CONSERVATION	604-49550-450	1,293.77
FREEDOM GAS	20181015	10/15/2018	ENERGY REBATE	604-49550-450	990.90
CMP - CENTRAL MUNICIPAL P	6433	10/12/2018	POWER COST	604-49550-450	2,501.13
MN REVENUE	20181016	10/16/2018	SALES TAX - SEPT 2018	604-49550-460	76.34
Activity 49550 - Electric Total:					360,443.31
Fund 604 - ELECTRIC Total:					380,221.95
Fund: 609 - LIQUOR STORE					
MN REVENUE	20181016	10/16/2018	SALES TAX - SEPT 2018	609-20202	14,903.00
					14,903.00

Activity: 49751 - Liquor Store

US BANK	#8263 9-20-18	10/18/2018	CREDIT CARD #8263- AMAZO	609-49751-200	21.36
INDOFF, INC	3159463	10/05/2018	PAPER	609-49751-200	128.22
SCHWALBACH HARDWARE	#72861 9-25-18	10/18/2018	MAINTENANCE -	609-49751-211	7.99
US BANK	#8263 9-20-18	10/18/2018	CREDIT CARD #8263- SHOPKO	609-49751-211	106.86
RAGE INC - CAMPUS CLEANER	10-010441	10/15/2018	SERVICE - RIVER BEND LIQ	609-49751-211	50.17
SCHWALBACH HARDWARE	#72861 9-25-18	10/18/2018	MAINTENANCE -	609-49751-217	15.98
ATLANTIC COCA-COLA	442303A	10/15/2018	MERCHANDISE	609-49751-217	200.40
MN MUNICIPAL UTILITIES ASS	52040	10/08/2018	SAFETY COMP #52040	609-49751-217	477.78
AH HERMEL COMPANY	729400	10/23/2018	MERCHANDISE	609-49751-217	15.25
AH HERMEL COMPANY	733926	10/02/2018	MERCHANDISE	609-49751-217	30.49
AH HERMEL COMPANY	736151	10/15/2018	MERCHANDISE	609-49751-217	63.17
AH HERMEL COMPANY	736334	10/15/2018	MERCHANDISE	609-49751-217	90.11
VINOCOPIA, INC	0216752-IN	10/08/2018	MERCHANDISE	609-49751-251	144.00
VINOCOPIA, INC	0216762-IN	10/08/2018	MERCHANDISE	609-49751-251	90.00
BREAKTHRU BEVERAGE MN	1080867501	10/08/2018	MERCHANDISE	609-49751-251	1,807.66
JOHNSON BROS.	1113390	10/02/2018	MERCHANDISE	609-49751-251	1,088.82
JOHNSON BROS.	1119489	10/08/2018	MERCHANDISE	609-49751-251	2,383.70
SOUTHERN GLAZER'S OF MN	1734617	10/03/2018	MERCHANDISE	609-49751-251	7,296.38
PHILLIPS WINE & SPIRITS	2429571	10/03/2018	MERCHANDISE	609-49751-251	1,180.50
PHILLIPS WINE & SPIRITS	2433569	10/08/2018	MERCHANDISE	609-49751-251	4,054.75
BEVERAGE WHOLESALERS	024503	10/15/2018	MERCHANDISE	609-49751-252	34.10
BEVERAGE WHOLESALERS	028054	10/15/2018	MERCHANDISE	609-49751-252	1,874.65
BEVERAGE WHOLESALERS	029055	10/18/2018	MERCHANDISE	609-49751-252	8,061.75
BREAKTHRU BEVERAGE MN	1080867502	10/08/2018	MERCHANDISE	609-49751-252	46.10
JOHNSON BROS.	1113392	10/02/2018	MERCHANDISE	609-49751-252	22.99
JOHNSON BROS.	1119491	10/08/2018	MERCHANDISE	609-49751-252	22.99
ARTISAN BEER COMPANY	3294145	10/02/2018	MERCHANDISE	609-49751-252	228.40
ARTISAN BEER COMPANY	3295689	10/08/2018	MERCHANDISE	609-49751-252	197.80
DOLL DISTRIBUTING, LLC	532337	10/08/2018	MERCHANDISE	609-49751-252	3,006.80
DOLL DISTRIBUTING, LLC	534169	10/15/2018	CREDIT - MERCHANDISE	609-49751-252	-456.00
DOLL DISTRIBUTING, LLC	534170	10/15/2018	MERCHANDISE	609-49751-252	420.00
DOLL DISTRIBUTING, LLC	536545	10/15/2018	MERCHANDISE	609-49751-252	2,554.40
BREAKTHRU BEVERAGE MN	1080867501	10/08/2018	MERCHANDISE	609-49751-253	360.00
JOHNSON BROS.	1113391	10/02/2018	MERCHANDISE	609-49751-253	1,527.99
JOHNSON BROS.	1119490	10/08/2018	MERCHANDISE	609-49751-253	1,269.39
SOUTHERN GLAZER'S OF MN	1734618	10/03/2018	MERCHANDISE	609-49751-253	608.00

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
PHILLIPS WINE & SPIRITS	2433570	10/08/2018	MERCHANDISE	609-49751-253	636.50
BEVERAGE WHOLESALERS	028054	10/15/2018	MERCHANDISE	609-49751-254	98.40
BREAKTHRU BEVERAGE MN	1080867501	10/08/2018	MERCHANDISE	609-49751-254	60.00
PBC - PEPSI BEVERAGES COM	19034913	09/25/2018	MERCHANDISE	609-49751-254	201.69
AH HERMEL COMPANY	733926	10/02/2018	MERCHANDISE	609-49751-254	112.50
AH HERMEL COMPANY	736151	10/15/2018	MERCHANDISE	609-49751-254	91.90
AH HERMEL COMPANY	733926	10/02/2018	MERCHANDISE	609-49751-256	259.02
ARCTIC GLACIER U.S.A. INC	1947827001	10/02/2018	MERCHANDISE	609-49751-257	175.92
AH HERMEL COMPANY	733926	10/02/2018	MERCHANDISE	609-49751-261	1.48
AH HERMEL COMPANY	736151	10/15/2018	MERCHANDISE	609-49751-261	131.43
ELECTRIC FUND	20181018	10/18/2018	MONTHLY UTILITY & TELECO	609-49751-321	101.84
ELECTRIC FUND	20181018	10/18/2018	MONTHLY UTILITY & TELECO	609-49751-326	650.72
VINOCOPIA, INC	0216752-IN	10/08/2018	MERCHANDISE	609-49751-333	2.50
VINOCOPIA, INC	0216762-IN	10/08/2018	MERCHANDISE	609-49751-333	2.50
BREAKTHRU BEVERAGE MN	1080867501	10/08/2018	MERCHANDISE	609-49751-333	33.92
JOHNSON BROS.	1113390	10/02/2018	MERCHANDISE	609-49751-333	16.53
JOHNSON BROS.	1113391	10/02/2018	MERCHANDISE	609-49751-333	51.78
JOHNSON BROS.	1119489	10/08/2018	MERCHANDISE	609-49751-333	61.47
JOHNSON BROS.	1119490	10/08/2018	MERCHANDISE	609-49751-333	45.24
SOUTHERN GLAZER'S OF MN	1734617	10/03/2018	MERCHANDISE	609-49751-333	125.93
SOUTHERN GLAZER'S OF MN	1734618	10/03/2018	MERCHANDISE	609-49751-333	20.84
ARCTIC GLACIER U.S.A. INC	1947827001	10/02/2018	MERCHANDISE	609-49751-333	1.00
PHILLIPS WINE & SPIRITS	2429571	10/03/2018	MERCHANDISE	609-49751-333	17.40
PHILLIPS WINE & SPIRITS	2429572	10/03/2018	MERCHANDISE	609-49751-333	1.74
PHILLIPS WINE & SPIRITS	2433569	10/08/2018	MERCHANDISE	609-49751-333	44.37
PHILLIPS WINE & SPIRITS	2433570	10/08/2018	MERCHANDISE	609-49751-333	16.39
PHILLIPS WINE & SPIRITS	308079	10/16/2018	CREDIT - MERCHANDISE	609-49751-333	-1.74
AH HERMEL COMPANY	733926	10/02/2018	MERCHANDISE	609-49751-333	4.95
KDOM RADIO	#0229 9-30-18	10/16/2018	ADVERTISING #0229	609-49751-340	604.66
KKOJ - KUXX	#101449 9-30-18	10/16/2018	ADVERTISING #101449	609-49751-340	195.00
RADIO WORKS LLC	18090379	10/16/2018	ADVERTISING #1933	609-49751-340	60.00
ELECTRIC FUND	20181018	10/18/2018	MONTHLY UTILITY & TELECO	609-49751-381	1,107.43
ELECTRIC FUND	20181018	10/18/2018	MONTHLY UTILITY & TELECO	609-49751-382	18.82
MN ENERGY RESOURCES	201810118	10/18/2018	HEATING #0507314125-00001	609-49751-383	52.47
HOMETOWN SANITATION SER	0000302470	10/15/2018	GARBAGE SERVICE - RIVER BE	609-49751-384	139.00
ELECTRIC FUND	20181018	10/18/2018	MONTHLY UTILITY & TELECO	609-49751-385	34.87
WINDOM AREA CHAMBER OF	20181016	10/16/2018	ANNUAL INVESTMENT - RIVER	609-49751-433	200.00
MN REVENUE	20181016	10/16/2018	SALES TAX - SEPT 2018	609-49751-460	-2.11
MN DEPT OF EMPLOY & ECON	#07973084 09302018	10/12/2018	PHILIP CENZANO #07973084	609-49751-480	8.77

Activity 49751 - Liquor Store Total: 44,418.08

Fund 609 - LIQUOR STORE Total: 59,321.08

Fund: 614 - TELECOM

US BANK	#8263 9-20-18	10/18/2018	CREDIT CARD #8263- FIBERST	614-16400	347.00
CALIX	1379789	10/04/2018	CORE UPGRADE	614-16400	799.20
MN REVENUE	20181016	10/16/2018	SALES TAX - SEPT 2018	614-20202	21.69
KIIR AYUEK KIIR	20181023	10/23/2018	REFUND - TELECOM INSTALL F	614-38271	40.00

1,207.89

Activity: 49870 - Telecom

INDOFF, INC	3159463	10/05/2018	PAPER	614-49870-200	128.22
RAGE INC - CAMPUS CLEANER	09-011862	10/04/2018	SERVICE - WINDOM NET	614-49870-211	21.33
WEX BANK	56050682	10/12/2018	FUEL - TELECOM	614-49870-212	94.52
MN MUNICIPAL UTILITIES ASS	51820	10/03/2018	RANDOM TESTING 2018	614-49870-217	124.00
MN MUNICIPAL UTILITIES ASS	52040	10/08/2018	SAFETY COMP #52040	614-49870-217	1,911.11
SCHWALBACH HARDWARE	#72861 9-25-18	10/18/2018	MAINTENANCE -	614-49870-227	9.36
US BANK	#8263 9-20-18	10/18/2018	CREDIT CARD #8263- AMAZO	614-49870-227	119.00
SCHWALBACH HARDWARE	#72861 9-25-18	10/18/2018	MAINTENANCE -	614-49870-241	5.99
INTERSTATE TRS FUND	82580795055	10/22/2018	ASSESSMENT FOR 499-A FILIN	614-49870-304	269.20
AGC NETWORKS, INC.	#518567 10-17-18	10/17/2018	ANNUAL MAINT #518567 #3	614-49870-321	503.89
ELECTRIC FUND	20181018	10/18/2018	MONTHLY UTILITY & TELECO	614-49870-321	360.33

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
GOPHER STATE ONE CALL	8090822	10/05/2018	LOCATES	614-49870-321	14.18
INNOVATIVE SYSTEMS LLC	39486	10/05/2018	POSTAGE	614-49870-322	229.74
INNOVATIVE SYSTEMS LLC	39200	10/02/2018	BILLING SYSTEM MAINTENAN	614-49870-326	875.00
INNOVATIVE SYSTEMS LLC	39200	10/02/2018	BILLING SYSTEM MAINTENAN	614-49870-326	1,521.00
INNOVATIVE SYSTEMS LLC	39348	10/03/2018	ACS QUARTERLY 10/1/18 - 12/	614-49870-326	900.00
INNOVATIVE SYSTEMS LLC	39435	10/03/2018	BILLING SYSTEM SOFTWARE S	614-49870-326	1,846.10
INNOVATIVE SYSTEMS LLC	39486	10/05/2018	PROCESSING	614-49870-326	192.72
NEUSTAR, INC.	L-0000026029	10/12/2018	NUMBER PORTS #10202	614-49870-326	1.25
ICONNECTIV	L-10037072	10/17/2018	SERVICE #L-201353	614-49870-326	57.19
INNOVATIVE SYSTEMS LLC	39486	10/05/2018	INSERTS	614-49870-350	14.02
ELECTRIC FUND	20181018	10/18/2018	MONTHLY UTILITY & TELECO	614-49870-381	2,377.08
ELECTRIC FUND	20181018	10/18/2018	MONTHLY UTILITY & TELECO	614-49870-382	18.55
MN ENERGY RESOURCES	20181009A	10/17/2018	HEATING #0507509833-00001	614-49870-383	14.20
HOMETOWN SANITATION SER	0000302473	10/10/2018	GARBAGE SERVICE - TELECOM	614-49870-384	73.92
ELECTRIC FUND	20181018	10/18/2018	MONTHLY UTILITY & TELECO	614-49870-385	34.13
COLBERT'S SERVICES	857	10/17/2018	MAINTENANCE	614-49870-402	158.00
TOPPERS PLUS INC	134118	10/23/2018	MAINTENANCE	614-49870-405	103.30
WINDOM TOWING LLC	7039	10/24/2018	SERVICE	614-49870-405	45.00
CENTURY LINK	467374	10/16/2018	DIRECTORY LISTINGS #MN - C	614-49870-441	203.38
MLB NETWORK	110244	10/16/2018	SUBSCRIBER	614-49870-442	463.42
NEXSTAR BROADCASTING GR	1637-1100	10/16/2018	SUBSCRIBER	614-49870-442	3,330.75
INDEPENDENT COMMUNIATI	20180930	10/15/2018	SUBSCRIBER	614-49870-442	1,802.76
UNITED COMMUNICATIONS C	20180930	10/16/2018	SUBSCRIBER	614-49870-442	3,231.00
CBS TELEVISION STATIONS	20180930	10/15/2018	SUBSCRIBER	614-49870-442	2,907.90
FOX TELEVISION STATIONS, IN	421-1030	10/15/2018	SUBSCRIBER	614-49870-442	2,423.25
TOWER DISTRIBUTION COMP	710967	10/16/2018	SUBSCRIBER	614-49870-442	307.63
FOX SPORTS	093293	10/15/2018	SUBSCRIBER	614-49870-442	8,992.32
BTN - BIG TEN NETWORK	096387	10/15/2018	SUBSCRIBER	614-49870-442	2,041.02
CONSOLIDATED CALL CENTER	12123	10/04/2018	DA/OPERATOR ASSISTANCE -	614-49870-445	127.38
ONVOY, LLC dba INTELIGUENT	181002008508	10/10/2018	SS7 10/2 - 10/30 #001555600	614-49870-445	1,307.40
OLSEN THIELEN & CO.,LTD	43808	10/05/2018	SERVICE #947000	614-49870-445	482.00
OLSEN THIELEN & CO.,LTD	43915	10/05/2018	SERVICE #947000	614-49870-445	275.00
US BANK	#8263 9-20-18	10/18/2018	CREDIT CARD #8263- DREAM	614-49870-447	139.00
MANKATO NETWORKS, LLC	388321	10/17/2018	SERVICE	614-49870-447	200.00
GOLDEN WEST TECH & INT SO	180900309	10/05/2018	SERVICE #A3790	614-49870-448	133.58
SWWC - SOUTHWEST WEST C	58901	10/10/2018	ON CALL SUPPORT #1849	614-49870-448	950.00
ZAYO GROUP, LLC	#114184-002376 10-1	10/10/2018	TRANSPORT 10/1 - 10/30	614-49870-451	387.72
ONVOY, LLC dba INTELIGUENT	181002009041	10/10/2018	SWITCHING SERVICES 10/1/1	614-49870-451	3,115.24
MN REVENUE	20181016	10/16/2018	SALES TAX - SEPT 2018	614-49870-460	35.36
SECR REV FUND/CITY OF WD	20181024	10/24/2018	PETTY CASH - OCT 2018 - TAX	614-49870-460	100.00
AGC NETWORKS, INC.	#518567 10-17-18	10/17/2018	ANNUAL MAINT #518567 #3	614-49870-480	391.92

Activity 49870 - Telecom Total: 45,370.36

Fund 614 - TELECOM Total: 46,578.25

Fund: 615 - ARENA

Activity: 49850 - Arena

WEX BANK	56050682	10/12/2018	FUEL - ARENA	615-49850-212	106.00
MN MUNICIPAL UTILITIES ASS	52040	10/08/2018	SAFETY COMP #52040	615-49850-217	955.56
MN DEPT OF LABOR & INDUS	ABR01953571	10/18/2018	#421771 WINDOM CITY SWI	615-49850-217	10.00
WINDOM AUTO VALU	#3400540 9-25-18	10/18/2018	MAINTENANCE #3400540	615-49850-241	5.49
RUNNINGS SUPPLY, INC	#71920 9-24-18	10/18/2018	#71920 - MAINT	615-49850-241	74.10
SCHWALBACH HARDWARE	#72861 9-25-18	10/18/2018	MAINTENANCE -	615-49850-241	105.40
ELECTRIC FUND	20181018	10/18/2018	MONTHLY UTILITY & TELECO	615-49850-321	123.88
ELECTRIC FUND	20181018	10/18/2018	MONTHLY UTILITY & TELECO	615-49850-326	358.00
ELECTRIC FUND	20181018	10/18/2018	MONTHLY UTILITY & TELECO	615-49850-381	7,121.72
ELECTRIC FUND	20181018	10/18/2018	MONTHLY UTILITY & TELECO	615-49850-382	184.76
HOMETOWN SANITATION SER	0000302474	10/18/2018	GARBAGE SERVICE - ARENA	615-49850-384	130.88
ELECTRIC FUND	20181018	10/18/2018	MONTHLY UTILITY & TELECO	615-49850-385	107.72
RUNNINGS SUPPLY, INC	#71920 9-24-18	10/18/2018	#71920 - MAINT	615-49850-402	41.46
ELITE MECHANICAL SYSTEMS,	3958	10/17/2018	MAINTENANCE	615-49850-402	1,488.46
CITY OF NEW ULM PARK & RE	2445	10/17/2018	SUPPLIES - MAINTENANCE	615-49850-404	596.87

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
DICKS WELDING INC	66055	10/17/2018	MAINTENANCE	615-49850-404	58.44
SCHWALBACH HARDWARE	#72861 9-25-18	10/18/2018	MAINTENANCE -	615-49850-406	29.98
MN REVENUE	20181016	10/16/2018	SALES TAX - SEPT 2018	615-49850-460	674.00
				Activity 49850 - Arena Total:	12,172.72
				Fund 615 - ARENA Total:	12,172.72
Fund: 617 - M/P CENTER					
SECR REV FUND/CITY OF WD	20181018	10/18/2018	CASH FOR COMM CENTER EV	617-10200	1,500.00
MN REVENUE	20181016	10/16/2018	SALES TAX - SEPT 2018	617-20202	322.44
					1,822.44
Activity: 49860 - M/P Center					
WEX BANK	56050682	10/12/2018	FUEL - MP	617-49860-212	8.60
US BANK	#8263 9-20-18	10/18/2018	CREDIT CARD #8263- RUNNIN	617-49860-217	22.41
ATLANTIC COCA-COLA	442303A	10/15/2018	MERCHANDISE	617-49860-217	25.20
MN MUNICIPAL UTILITIES ASS	52040	10/08/2018	SAFETY COMP #52040	617-49860-217	1,433.32
US BANK	#8263 9-20-18	10/18/2018	CREDIT CARD #8263- HY VEE	617-49860-254	59.86
US BANK	#8263 9-20-18	10/18/2018	CREDIT CARD #8263- HY VEE	617-49860-254	96.46
ELECTRIC FUND	20181018	10/18/2018	MONTHLY UTILITY & TELECO	617-49860-321	111.26
ELECTRIC FUND	20181018	10/18/2018	MONTHLY UTILITY & TELECO	617-49860-326	403.33
ELECTRIC FUND	20181018	10/18/2018	MONTHLY UTILITY & TELECO	617-49860-381	1,450.80
ELECTRIC FUND	20181018	10/18/2018	MONTHLY UTILITY & TELECO	617-49860-382	74.17
HOMETOWN SANITATION SER	0000302475	10/10/2018	GARBAGE SERVICE - COMM C	617-49860-384	51.52
ELECTRIC FUND	20181018	10/18/2018	MONTHLY UTILITY & TELECO	617-49860-385	146.62
US BANK	#8263 9-20-18	10/18/2018	CREDIT CARD #8263- SCHWAL	617-49860-402	102.92
RAGE INC - CAMPUS CLEANER	09-011861	10/04/2018	SERVICE - COMM CENTER	617-49860-406	59.50
MN REVENUE	20181016	10/16/2018	SALES TAX - SEPT 2018	617-49860-460	545.56
BLUE CROSS/BLUE SHIELD	181002400346	10/12/2018	INSURANCE PREM- NOV 2018	617-49860-480	1,686.50
				Activity 49860 - M/P Center Total:	6,278.03
				Fund 617 - M/P CENTER Total:	8,100.47
Fund: 700 - PAYROLL					
BLUE CROSS/BLUE SHIELD	181002400346	10/12/2018	INSURANCE PREM- NOV 2018	700-21706	58,531.00
LOCAL UNION #949	20181024	10/24/2018	UNION DUES - OCT 2018	700-21707	1,732.32
LAW ENFORCEMENT LABOR S	20181024	10/24/2018	POLICE UNION DUES - OCT 20	700-21708	343.00
SELECTACCOUNT	38815208	10/16/2018	FLEX SPENDING	700-21712	402.51
AFLAC	735464	10/16/2018	INSURANCE - OCT 2018 - AFTE	700-21715	204.00
AFLAC	735464	10/16/2018	INSURANCE - OCT 2018 - PRE	700-21716	492.28
MN BENEFIT ASSOCIATION	2018-0040120	10/16/2018	INSURANCE - PRE TAX	700-21717	4.84
MN BENEFIT ASSOCIATION	2018-0040120	10/16/2018	INSURANCE - AFTER TAX	700-21719	99.27
MII LIFE	20181022	10/22/2018	VEBA - OCT 2018	700-21720	7,400.00
					69,209.22
				Fund 700 - PAYROLL Total:	69,209.22
				Grand Total:	715,964.71

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL	77,463.88
211 - LIBRARY	2,520.70
225 - AIRPORT	26.69
230 - POOL	240.07
235 - AMBULANCE	6,101.13
250 - EDA GENERAL	4,557.49
401 - GENERAL CAPITAL PROJECTS	6,012.92
601 - WATER	19,969.95
602 - SEWER	23,468.19
604 - ELECTRIC	380,221.95
609 - LIQUOR STORE	59,321.08
614 - TELECOM	46,578.25
615 - ARENA	12,172.72
617 - M/P CENTER	8,100.47
700 - PAYROLL	69,209.22
Grand Total:	715,964.71

Account Summary

Account Number	Account Name	Payment Amount
100-20191	Unapplied Cash	258.08
100-20202	Sales Tax Payable	26,310.75
100-36200	Other Income	-359.22
100-41110-326	Data Processing	37.00
100-41110-334	Meals/Lodging	12.50
100-41110-491	Payments to Other Orga	3,775.44
100-41310-200	Office Supplies	318.92
100-41310-217	Other Operating Supplie	2,540.69
100-41310-308	Training & Registrations	79.95
100-41310-321	Telephone	564.70
100-41310-322	Postage	5.31
100-41310-326	Data Processing	293.50
100-41310-480	Other Miscellaneous	974.56
100-41910-200	Office Supplies	72.05
100-41910-212	Motor Fuels	60.82
100-41910-321	Telephone	149.85
100-41910-480	Other Miscellaneous	716.67
100-41940-381	Electric Utility	419.36
100-41940-382	Water Utility	57.31
100-41940-383	Gas Utility	115.91
100-41940-384	Refuse Disposal	85.04
100-41940-385	Sewer Utility	117.04
100-41940-409	Repairs & Maint - Utilitie	1.82
100-42120-200	Office Supplies	182.89
100-42120-212	Motor Fuels	1,165.40
100-42120-304	Legal Fees	3,957.50
100-42120-305	Medical & Dental Fees	120.00
100-42120-308	Training & Registrations	375.00
100-42120-321	Telephone	181.78
100-42120-322	Postage	5.17
100-42120-334	Meals/Lodging	15.27
100-42120-405	Repairs & Maint - Vehicl	2,785.88
100-42120-412	Rentals - Building	1,900.00
100-42120-480	Other Miscellaneous	757.00
100-42220-211	Cleaning Supplies	27.83
100-42220-212	Motor Fuels	108.74
100-42220-215	Materials & Equipment	356.05
100-42220-321	Telephone	228.33

Account Summary

Account Number	Account Name	Payment Amount
100-42220-326	Data Processing	10.00
100-42220-381	Electric Utility	217.72
100-42220-382	Water Utility	12.63
100-42220-383	Gas Utility	115.19
100-42220-384	Refuse Disposal	41.99
100-42220-385	Sewer Utility	26.98
100-42220-405	Repairs & Maint - Vehicl	152.79
100-42220-406	Repairs & Maint - Groun	27.78
100-42500-381	Electric Utility	31.50
100-43100-212	Motor Fuels	1,043.45
100-43100-215	Materials & Equipment	281.57
100-43100-217	Other Operating Supplie	2,582.89
100-43100-224	Street Maint Materials	4,552.29
100-43100-241	Small Tools	136.53
100-43100-308	Training & Registrations	120.00
100-43100-321	Telephone	213.38
100-43100-381	Electric Utility	2,763.76
100-43100-382	Water Utility	18.51
100-43100-383	Gas Utility	63.73
100-43100-384	Refuse Disposal	137.73
100-43100-385	Sewer Utility	37.46
100-43100-401	Repairs & Maint - Buildi	93.94
100-43100-404	Repairs & Maint - M&E	6,479.98
100-43100-405	Repairs & Maint - Vehicl	476.63
100-43100-407	Repairs & Maint - Seal C	2,403.01
100-43100-480	Other Miscellaneous	1,264.00
100-43210-307	Management Fees	168.00
100-45120-215	Materials & Equipment	206.42
100-45120-217	Other Operating Supplie	145.00
100-45202-212	Motor Fuels	1,248.13
100-45202-217	Other Operating Supplie	31.00
100-45202-326	Data Processing	466.67
100-45202-381	Electric Utility	528.25
100-45202-382	Water Utility	1,479.71
100-45202-384	Refuse Disposal	144.75
100-45202-385	Sewer Utility	279.29
100-45202-402	Repairs & Maint - Struct	87.09
100-45202-406	Repairs & Maint - Groun	121.46
100-45202-480	Other Miscellaneous	477.78
211-45501-200	Office Supplies	52.00
211-45501-321	Telephone	27.26
211-45501-326	Data Processing	203.33
211-45501-381	Electric Utility	282.19
211-45501-382	Water Utility	18.71
211-45501-383	Gas Utility	58.25
211-45501-385	Sewer Utility	38.05
211-45501-433	Dues & Subscriptions	77.93
211-45501-435	Books and Pamphlets	1,832.01
211-49950-500	Capital Outlay	-69.03
225-45127-321	Telephone	26.69
230-45124-217	Other Operating Supplie	133.33
230-45124-321	Telephone	31.05
230-45124-381	Electric Utility	59.35
230-45124-382	Water Utility	16.34
235-34205	Ambulance Revenues -	970.09
235-42153-212	Motor Fuels	2,171.46
235-42153-217	Other Operating Supplie	525.89
235-42153-321	Telephone	328.89

Account Summary

Account Number	Account Name	Payment Amount
235-42153-334	Meals/Lodging	419.86
235-42153-381	Electric Utility	145.15
235-42153-382	Water Utility	8.42
235-42153-383	Gas Utility	76.79
235-42153-384	Refuse Disposal	28.00
235-42153-385	Sewer Utility	17.98
235-42153-404	Repairs & Maint - M&E	160.56
235-42153-405	Repairs & Maint - Vehicl	428.48
235-42153-406	Repairs & Maint - Groun	18.56
235-42153-460	Miscellaneous Taxes	801.00
250-46520-200	Office Supplies	72.03
250-46520-301	Auditing & Consulting Se	400.00
250-46520-308	Training & Registrations	1,091.88
250-46520-321	Telephone	517.53
250-46520-381	Electric Utility	48.45
250-46520-402	Repairs & Maint - Struct	375.00
250-46520-438	Meeting Expense	31.46
250-46520-480	Other Miscellaneous	2,021.14
401-49950-439	Special Projects	5,603.00
401-49950-500	Capital Outlay - Office	409.92
601-49400-200	Office Supplies	128.21
601-49400-212	Motor Fuels	273.03
601-49400-217	Other Operating Supplie	1,495.33
601-49400-241	Small Tools	167.80
601-49400-321	Telephone	231.86
601-49400-322	Postage	230.49
601-49400-326	Data Processing	1,540.72
601-49400-350	Printing & Design	14.03
601-49400-381	Electric Utility	4,585.44
601-49400-382	Water Utility	17.10
601-49400-383	Gas Utility	420.47
601-49400-385	Sewer Utility	33.28
601-49400-386	Landfill	1,192.64
601-49400-404	Repairs & Maint - M&E	1,899.57
601-49400-405	Repairs & Maint - Vehicl	70.00
601-49400-408	Repairs & Maint - Distrib	7,669.98
602-49450-200	Office Supplies	128.21
602-49450-212	Motor Fuels	383.75
602-49450-216	Chemicals and Chemical	424.50
602-49450-217	Other Operating Supplie	1,526.33
602-49450-241	Small Tools	4.99
602-49450-310	Lab Testing	1,987.60
602-49450-321	Telephone	298.77
602-49450-322	Postage	254.76
602-49450-326	Data Processing	1,540.72
602-49450-350	Printing & Design	14.02
602-49450-381	Electric Utility	14,182.75
602-49450-382	Water Utility	463.19
602-49450-383	Gas Utility	404.77
602-49450-384	Refuse Disposal	85.04
602-49450-402	Repairs & Maint - Struct	184.99
602-49450-404	Repairs & Maint - M&E	1,134.34
602-49450-405	Repairs & Maint - Vehicl	95.00
602-49450-406	Repairs & Maint - Groun	28.99
602-49450-408	Repairs & Maint - Distrib	309.99
602-49450-409	Repairs & Maint - Utilitie	15.48
604-14200	Inventory	378.25
604-16300	Improvements Other Th	16,755.23

Account Summary

Account Number	Account Name	Payment Amount
604-20202	Sales Tax Payable	41.97
604-22000	Prepayments	2,603.19
604-49550-200	Office Supplies	132.47
604-49550-211	Cleaning Supplies	92.78
604-49550-212	Motor Fuels	771.05
604-49550-217	Other Operating Supplie	5,720.58
604-49550-218	Uniforms	191.78
604-49550-241	Small Tools	60.00
604-49550-263	Merchandise for Resale -	331,720.38
604-49550-308	Training & Registrations	2,400.00
604-49550-321	Telephone	424.17
604-49550-322	Postage	229.74
604-49550-325	Dispatching	41.10
604-49550-326	Data Processing	2,123.65
604-49550-350	Printing & Design	14.02
604-49550-381	Electric Utility	114.33
604-49550-382	Water Utility	20.67
604-49550-383	Gas Utility	49.39
604-49550-384	Refuse Disposal	84.75
604-49550-385	Sewer Utility	39.99
604-49550-402	Repairs & Maint - Struct	2,445.99
604-49550-404	Repairs & Maint - M&E	1,804.18
604-49550-405	Repairs & Maint - Vehicl	270.10
604-49550-406	Repairs & Maint - Groun	983.75
604-49550-408	Repairs & Maint - Distrib	5,685.22
604-49550-409	Repairs & Maint - Utilitie	161.08
604-49550-450	Conservation	4,785.80
604-49550-460	Miscellaneous Taxes	76.34
609-20202	Sales Tax Payable	14,903.00
609-49751-200	Office Supplies	149.58
609-49751-211	Cleaning Supplies	165.02
609-49751-217	Other Operating Supplie	893.18
609-49751-251	Liquor	18,045.81
609-49751-252	Beer	16,013.98
609-49751-253	Wine	4,401.88
609-49751-254	Soft Drinks & Mix	564.49
609-49751-256	Tobacco Products	259.02
609-49751-257	Ice	175.92
609-49751-261	Other Merchandise	132.91
609-49751-321	Telephone	101.84
609-49751-326	Data Processing	650.72
609-49751-333	Freight and Express	444.82
609-49751-340	Advertising & Promotion	859.66
609-49751-381	Electric Utility	1,107.43
609-49751-382	Water Utility	18.82
609-49751-383	Gas Utility	52.47
609-49751-384	Refuse Disposal	139.00
609-49751-385	Sewer Utility	34.87
609-49751-433	Dues & Subscriptions	200.00
609-49751-460	Miscellaneous Taxes	-2.11
609-49751-480	Other Miscellaneous	8.77
614-16400	Machinery & Equipment	1,146.20
614-20202	Sales Tax Payable	21.69
614-38271	Telecom Labor Service C	40.00
614-49870-200	Office Supplies	128.22
614-49870-211	Cleaning Supplies	21.33
614-49870-212	Motor Fuels	94.52
614-49870-217	Other Operating Supplie	2,035.11

Account Summary

Account Number	Account Name	Payment Amount
614-49870-227	Utility System Maint Sup	128.36
614-49870-241	Small Tools	5.99
614-49870-304	Legal Fees	269.20
614-49870-321	Telephone	878.40
614-49870-322	Postage	229.74
614-49870-326	Data Processing	5,393.26
614-49870-350	Printing & Design	14.02
614-49870-381	Electric Utility	2,377.08
614-49870-382	Water Utility	18.55
614-49870-383	Gas Utility	14.20
614-49870-384	Refuse Disposal	73.92
614-49870-385	Sewer Utility	34.13
614-49870-402	Repairs & Maint - Struct	158.00
614-49870-405	Repairs & Maint - Vehicl	148.30
614-49870-441	Transmission Fees	203.38
614-49870-442	Subscriber Fees	25,500.05
614-49870-445	Switch Fees	2,191.78
614-49870-447	Internet Expense	339.00
614-49870-448	On-Call Support	1,083.58
614-49870-451	Call Completion	3,502.96
614-49870-460	Miscellaneous Taxes	135.36
614-49870-480	Other Miscellaneous	391.92
615-49850-212	Motor Fuels	106.00
615-49850-217	Other Operating Supplie	965.56
615-49850-241	Small Tools	184.99
615-49850-321	Telephone	123.88
615-49850-326	Data Processing	358.00
615-49850-381	Electric Utility	7,121.72
615-49850-382	Water Utility	184.76
615-49850-384	Refuse Disposal	130.88
615-49850-385	Sewer Utility	107.72
615-49850-402	Repairs & Maint - Struct	1,529.92
615-49850-404	Repairs & Maint - M&E	655.31
615-49850-406	Repairs & Maint - Groun	29.98
615-49850-460	Miscellaneous Taxes	674.00
617-10200	Petty Cash	1,500.00
617-20202	Sales Tax Payable	322.44
617-49860-212	Motor Fuels	8.60
617-49860-217	Other Operating Supplie	1,480.93
617-49860-254	Soft Drinks & Mix	156.32
617-49860-321	Telephone	111.26
617-49860-326	Data Processing	403.33
617-49860-381	Electric Utility	1,450.80
617-49860-382	Water Utility	74.17
617-49860-384	Refuse Disposal	51.52
617-49860-385	Sewer Utility	146.62
617-49860-402	Repairs & Maint - Struct	102.92
617-49860-406	Repairs & Maint - Groun	59.50
617-49860-460	Miscellaneous Taxes	545.56
617-49860-480	Other Miscellaneous	1,686.50
700-21706	Medical Insurance	58,531.00
700-21707	Union Dues	1,732.32
700-21708	PD Union Dues	343.00
700-21712	Flex Account	402.51
700-21715	Individual Insurance-Afla	204.00
700-21716	Individual Insurance-Afla	492.28
700-21717	Individual Insurance-MB	4.84
700-21719	Individual Insurance-MB	99.27

Account Summary

Account Number	Account Name	Payment Amount
700-21720	VEBA Contributions	7,400.00
	Grand Total:	715,964.71

Project Account Summary

Project Account Key	Payment Amount
None	710,361.71
EmProtect	5,603.00
Grand Total:	715,964.71

LA
10-24-18



Windom, MN

Expense Approval Report

By Fund

Payment Dates 10/26/2018 - 11/01/2018

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL					
Activity: 41310 - Administration					
NCPERS MINNESOTA	#84461118	10/26/2018	INSURANCE #844600 - OCT 20	100-41310-133	80.00
HEARTLAND SECURITY SERVIC	546412	10/26/2018	SERVICE #602016826	100-41310-200	275.40
VERIZON WIRELESS	9816867644	10/26/2018	TELEPHONE #486357723-000	100-41310-321	46.16
CREATIVE SPIRITS OKOBOJI	20181030	10/30/2018	WINDOM - PAINTING EVENT 1	100-41310-480	600.00
Activity 41310 - Administration Total:					1,001.56
Activity: 41910 - Building & Zoning					
NCPERS MINNESOTA	#84461118	10/26/2018	INSURANCE #844600 - OCT 20	100-41910-133	24.00
INDOFF, INC	3163632	10/22/2018	SUPPLIES	100-41910-200	59.99
CENTURY BUSINESS PRODUCT	442354	10/12/2018	SUPPLIES	100-41910-200	26.79
VERIZON WIRELESS	9816867644	10/26/2018	TELEPHONE #486357723-000	100-41910-321	36.16
Activity 41910 - Building & Zoning Total:					146.94
Activity: 42120 - Crime Control					
NCPERS MINNESOTA	#84461118	10/26/2018	INSURANCE #844600 - OCT 20	100-42120-133	144.00
VERIZON WIRELESS	9816867644	10/26/2018	TELEPHONE #486357723-000	100-42120-321	385.30
CDW GOVERNMENT	PPZ1718	10/25/2018	SERVICE #6027358	100-42120-326	89.27
BRANDON THONGVIVONG	20181025	10/25/2018	EXPENSES - DESERT SNOW TR	100-42120-334	366.54
GRAFIX SHOPPE	123844	10/25/2018	MAINTENANCE	100-42120-404	385.00
FLEET SERVICES DIVISION	2019030002	10/25/2018	SERVICE	100-42120-419	2,218.80
Activity 42120 - Crime Control Total:					3,588.91
Activity: 43100 - Streets					
NCPERS MINNESOTA	#84461118	10/26/2018	INSURANCE #844600 - OCT 20	100-43100-133	80.00
GMS INDUSTRIAL SUPPLIES, I	044331	10/25/2018	#3922 MATERIALS & EQUIPM	100-43100-215	254.31
MID-AMERICAN RESEARCH C	0648822-IN	10/25/2018	CHEMICALS	100-43100-216	482.18
VERIZON WIRELESS	9816867644	10/26/2018	TELEPHONE #486357723-000	100-43100-321	44.49
JOHNSON FEED, INC	107124	10/16/2018	MAINTENANCE	100-43100-404	1,864.75
TOWMASTER	409103	10/25/2018	MAINTENANCE	100-43100-404	821.42
TERMINAL SUPPLY CO.	66470-00	10/23/2018	MAINTENANCE	100-43100-404	178.08
MILLER SELLNER EQUIP	5440B	10/30/2018	MAINTENANCE	100-43100-405	152.65
BRYAN ROCK PRODUCTS, INC.	31904	10/23/2018	MAINTENANCE	100-43100-406	313.81
DUININCK	534135	10/30/2018	MAINTENANCE	100-43100-407	2,829.78
Activity 43100 - Streets Total:					7,021.47
Activity: 45202 - Park Areas					
NCPERS MINNESOTA	#84461118	10/26/2018	INSURANCE #844600 - OCT 20	100-45202-133	16.00
Activity 45202 - Park Areas Total:					16.00
Fund 100 - GENERAL Total:					11,774.88
Fund: 211 - LIBRARY					
Activity: 45501 - Library					
NCPERS MINNESOTA	#84461118	10/26/2018	INSURANCE #844600 - OCT 20	211-45501-133	16.00
HEARTLAND SECURITY SERVIC	546413	10/30/2018	SERVICE #602016834	211-45501-217	275.40
MICROMARKETING, LLC	741795	10/25/2018	BOOKS	211-45501-435	114.94
MICROMARKETING, LLC	742382	10/25/2018	BOOKS	211-45501-435	64.99
MICROMARKETING, LLC	744227	10/30/2018	BOOKS	211-45501-435	122.48
Activity 45501 - Library Total:					593.81
Fund 211 - LIBRARY Total:					593.81
Fund: 235 - AMBULANCE					
Activity: 42153 - Ambulance					
VERIZON WIRELESS	9816867644	10/26/2018	TELEPHONE #486357723-000	235-42153-321	108.48
EXPERT T BILLING	5020	10/16/2018	SERVICE	235-42153-326	1,944.00

Expense Approval Report

Payment Dates: 10/26/2018 - 11/01/2018

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
MOUNTAIN LAKE AUTOMOTI	85084	10/30/2018	MAINTENANCE - UNIT #29	235-42153-405	482.40
Activity 42153 - Ambulance Total:					2,534.88
Fund 235 - AMBULANCE Total:					2,534.88

Fund: 250 - EDA GENERAL

Activity: 46520 - EDA

NCPERS MINNESOTA	#84461118	10/26/2018	INSURANCE #844600 - OCT 20	250-46520-133	24.00
INDOFF, INC	3163632	10/22/2018	SUPPLIES	250-46520-200	38.97
CENTURY BUSINESS PRODUCT	442354	10/12/2018	SUPPLIES	250-46520-200	53.59
VERIZON WIRELESS	9816867644	10/26/2018	TELEPHONE #486357723-000	250-46520-321	26.90
ESSEX CAPITAL, LLC	20181026	10/26/2018	PROFESSIONAL SERVICES AGR	250-46520-340	3,500.00
EDAM	20181030	10/30/2018	2019 MEMBERSHIP DUES -WI	250-46520-433	295.00
Activity 46520 - EDA Total:					3,938.46
Fund 250 - EDA GENERAL Total:					3,938.46

Fund: 254 - NORTH IND PARK

Activity: 46520 - EDA

SOUTH CENTRAL ELECTRIC	#367404 9-30-18	10/30/2018	SERVICE #367404 #26-24-123	254-46520-381	120.00
Activity 46520 - EDA Total:					120.00
Fund 254 - NORTH IND PARK Total:					120.00

Fund: 601 - WATER

Activity: 49400 - Water

NCPERS MINNESOTA	#84461118	10/26/2018	INSURANCE #844600 - OCT 20	601-49400-133	32.00
MN VALLEY TESTING	942415	10/16/2018	TESTING	601-49400-310	67.50
VERIZON WIRELESS	9816867644	10/26/2018	TELEPHONE #486357723-000	601-49400-321	96.59
HP DATAONE, LLC	24	10/30/2018	#10 IN 2018	601-49400-326	1,328.13
LARAWAY ROOFING	1-02775	10/16/2018	MAINTENANCE	601-49400-402	822.00
SCOTT VEENKER	25396	10/26/2018	SERVICE	601-49400-408	1,438.98
CORE & MAIN LP	J564706	10/30/2018	MAINTENANCE	601-49400-480	3,358.78
Activity 49400 - Water Total:					7,143.98
Fund 601 - WATER Total:					7,143.98

Fund: 602 - SEWER

Activity: 49450 - Sewer

NCPERS MINNESOTA	#84461118	10/26/2018	INSURANCE #844600 - OCT 20	602-49450-133	64.00
MN VALLEY TESTING	942558	10/16/2018	TESTING	602-49450-310	158.40
VERIZON WIRELESS	9816867644	10/26/2018	TELEPHONE #486357723-000	602-49450-321	71.80
HP DATAONE, LLC	24	10/30/2018	#10 IN 2018	602-49450-326	1,328.12
SOUTH CENTRAL ELECTRIC	#367405 9-30-18	10/31/2018	SERVICE #367405 #26-24-125	602-49450-381	73.91
Activity 49450 - Sewer Total:					1,696.23
Fund 602 - SEWER Total:					1,696.23

Fund: 604 - ELECTRIC

J. H. LARSON	S101854880.001	10/23/2018	INVENTORY	604-14200	16.92
ELECTRIC FUND	219	10/30/2018	EL-CONSTRUCT NEW #2 7TH	604-16300	3,618.37
					3,635.29

Activity: 49550 - Electric

NCPERS MINNESOTA	#84461118	10/26/2018	INSURANCE #844600 - OCT 20	604-49550-133	112.00
DAKOTA SUPPLY GROUP	E222199	10/15/2018	UNIFORMS	604-49550-217	217.00
JOANNE NELSON	20181020	10/25/2018	SERVICE - UNIFORMS	604-49550-218	45.00
VERIZON WIRELESS	9816867644	10/26/2018	TELEPHONE #486357723-000	604-49550-321	121.77
HP DATAONE, LLC	24	10/30/2018	#10 IN 2018	604-49550-326	1,328.12
RDO EQUIPMENT CO	P42604	10/30/2018	MAINTENANCE # 2363008	604-49550-404	1,295.00
RAGE INC - CAMPUS CLEANER	10-010881	10/18/2018	SERVICE - POWER PLANT	604-49550-406	34.17
TRI-STATE POWER SOLUTIONS	1912999022281	10/15/2018	MAINTENANCE	604-49550-408	48.74
J. H. LARSON	S101857048.001	10/15/2018	MAINTENANCE	604-49550-408	20.34
VIRGIL REHNELT	20181025	10/25/2018	ENERGY REBATE	604-49550-450	150.00
GOODWIN & AUDREY YOUNG	20181025	10/25/2018	ENERGY REBATE	604-49550-450	450.00
Activity 49550 - Electric Total:					3,822.14
Fund 604 - ELECTRIC Total:					7,457.43

Expense Approval Report

Payment Dates: 10/26/2018 - 11/01/2018

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 609 - LIQUOR STORE					
Activity: 49751 - Liquor Store					
NCPERS MINNESOTA	#84461118	10/26/2018	INSURANCE #844600 - OCT 20	609-49751-133	32.00
BELLBOY CORP	0066472100	10/18/2018	MERCHANDISE	609-49751-251	181.48
JOHNSON BROS.	1124890	10/16/2018	MERCHANDISE	609-49751-251	972.11
SOUTHERN GLAZER'S OF MN	1739856	10/16/2018	MERCHANDISE	609-49751-251	2,191.20
PHILLIPS WINE & SPIRITS	2437542	10/16/2018	MERCHANDISE	609-49751-251	568.00
JOHNSON BROS.	505966	10/26/2018	CREDIT - MERCHANDISE	609-49751-251	-13.08
SOUTHERN GLAZER'S OF MN	C FM 950 9131779	10/25/2018	CREDIT -MERCHANDISE #913	609-49751-251	-72.00
SOUTHERN GLAZER'S OF MN	C FM 950 9140320	10/25/2018	CREDIT - MERCHANDISE #914	609-49751-251	-112.00
SOUTHERN GLAZER'S OF MN	C PU 950 9138798	10/25/2018	CREDIT - MERCHANDISE #913	609-49751-251	-496.02
BEVERAGE WHOLESALERS	030116	10/25/2018	MERCHANDISE	609-49751-252	6,280.80
RJM DISTRIBUTING	17281	10/16/2018	MERCHANDISE	609-49751-252	72.00
ARTISAN BEER COMPANY	3297394	10/15/2018	MERCHANDISE	609-49751-252	381.60
ARTISAN BEER COMPANY	437685	10/26/2018	CREDIT - MERCHANDISE	609-49751-252	-72.00
DOLL DISTRIBUTING, LLC	506412C	10/25/2018	CREDIT - MERCHANDISE	609-49751-252	-30.00
DOLL DISTRIBUTING, LLC	540752	10/18/2018	MERCHANDISE	609-49751-252	4,558.35
DOLL DISTRIBUTING, LLC	544990	10/26/2018	CREDIT - MERCHANDISE	609-49751-252	-43.20
JOHNSON BROS.	1124891	10/16/2018	MERCHANDISE	609-49751-253	887.23
ROUND LAKE VINEYARDS & W	1434	10/18/2018	MERCHANDISE	609-49751-253	396.00
PHILLIPS WINE & SPIRITS	2437543	10/16/2018	MERCHANDISE	609-49751-253	367.50
PAUSTIS WINE COMPANY	26411	10/16/2018	MERCHANDISE	609-49751-253	119.00
PAUSTIS WINE COMPANY	26414	10/16/2018	MERCHANDISE	609-49751-253	747.20
PAUSTIS WINE COMPANY	26564	10/16/2018	MERCHANDISE	609-49751-253	456.00
JOHNSON BROS.	505967	10/26/2018	CREDIT - MERCHANDISE	609-49751-253	-41.40
SOUTHERN GLAZER'S OF MN	C FM 950 9130342	10/25/2018	CREDIT - MERCHANDISE #913	609-49751-253	-30.00
RED BULL DISTRIBUTION CO, I	K-35146361	10/18/2018	MERCHANDISE	609-49751-254	32.50
ARCTIC GLACIER U.S.A. INC	1946828302	10/15/2018	MERCHANDISE	609-49751-257	49.14
JOHNSON BROS.	1124890	10/16/2018	MERCHANDISE	609-49751-333	18.22
JOHNSON BROS.	1124891	10/16/2018	MERCHANDISE	609-49751-333	36.54
SOUTHERN GLAZER'S OF MN	1739854	10/16/2018	MERCHANDISE	609-49751-333	1.02
SOUTHERN GLAZER'S OF MN	1739855	10/16/2018	MERCHANDISE	609-49751-333	0.34
SOUTHERN GLAZER'S OF MN	1739856	10/16/2018	MERCHANDISE	609-49751-333	51.59
ARCTIC GLACIER U.S.A. INC	1946828302	10/15/2018	MERCHANDISE	609-49751-333	1.00
PHILLIPS WINE & SPIRITS	2437542	10/16/2018	MERCHANDISE	609-49751-333	8.70
PHILLIPS WINE & SPIRITS	2437543	10/16/2018	MERCHANDISE	609-49751-333	15.66
PAUSTIS WINE COMPANY	26411	10/16/2018	MERCHANDISE	609-49751-333	2.25
PAUSTIS WINE COMPANY	26414	10/16/2018	MERCHANDISE	609-49751-333	8.75
PAUSTIS WINE COMPANY	26564	10/16/2018	MERCHANDISE	609-49751-333	7.00
JOHNSON BROS.	505966	10/26/2018	CREDIT - MERCHANDISE	609-49751-333	-0.29
JOHNSON BROS.	505967	10/26/2018	CREDIT - MERCHANDISE	609-49751-333	-1.74
CITY OF WINDOM	20181030	10/30/2018	CIGARETTE LICENSE - RIVER B	609-49751-444	20.00
Activity 49751 - Liquor Store Total:					17,551.45
Fund 609 - LIQUOR STORE Total:					17,551.45

Fund: 614 - TELECOM

POWER & TEL	6543519-00	10/23/2018	CO ROAD 25/17	614-16300	2,082.44
CALIX	1380881	10/31/2018	CORE UPGRADE	614-16400	1,154.07
CALIX	1381973	10/17/2018	CORE UPGRADE	614-16400	8,235.00
CALIX	613905	10/31/2018	CREDIT - CORE UPGRADE	614-16400	-174.00
POWER & TEL	6543560-00	10/23/2018	CORE UPGRADE -	614-16400	166.61
POWER & TEL	6546519-00	10/23/2018	CORE UPGRADE	614-16400	1,038.64
					12,502.76

Activity: 49870 - Telecom

NCPERS MINNESOTA	#84461118	10/26/2018	INSURANCE #844600 - OCT 20	614-49870-133	80.00
RAGE INC - CAMPUS CLEANER	10-010883	10/17/2018	SERVICE - WINDOM NET	614-49870-211	21.33
VIAVI SOLUTIONS INC	295135295	10/23/2018	SUPPLIES	614-49870-217	528.98
AMAZON CAPITAL SERVICES, I	1MMC-3CYX-PGMT	10/31/2018	#A2Q0YJ8ZLN2YT - SUPPLIES	614-49870-241	51.97
VERIZON WIRELESS	9816867644	10/26/2018	TELEPHONE #486357723-000	614-49870-321	300.64
AMAZON CAPITAL SERVICES, I	1GKG-H4C9-LTD4	10/31/2018	#A2Q0YJ8ZLN2YT - SUPPLIES	614-49870-322	31.34

Expense Approval Report

Payment Dates: 10/26/2018 - 11/01/2018

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
HP DATAONE, LLC	24	10/30/2018	#10 IN 2018	614-49870-326	1,328.13
NATIONAL CABLE TV COOP	18090554-01	10/30/2018	SUBSCRIBER	614-49870-442	7,771.44
NATIONAL CABLE TV COOP	18100629	10/31/2018	SUBSCRIBER	614-49870-442	48,090.16
NATIONAL CABLE TV COOP	51-597253	10/31/2018	SUPPLIES	614-49870-442	214.83
UNIVERSAL SERVICE ADMIN C	20181030	10/30/2018	499A CONTRIBUTION	614-49870-443	1,560.61
CENTURY LINK	#507-831-1075-104 10-16-18	10/31/2018	SERVICE #831-1075-104	614-49870-451	73.69
SOUTHWEST MN BROADBAN	20181030	10/30/2018	QVC COMMISSIONS - SEP 201	614-49870-480	90.79

Activity 49870 - Telecom Total: 60,143.91

Fund 614 - TELECOM Total: 72,646.67

Fund: 615 - ARENA

Activity: 49850 - Arena

NCPERS MINNESOTA	#84461118	10/26/2018	INSURANCE #844600 - OCT 20	615-49850-133	32.00
VERIZON WIRELESS	9816867644	10/26/2018	TELEPHONE #486357723-000	615-49850-321	58.24
WINDOM AREA CHAMBER OF	20181018	10/18/2018	ANNUAL INVEST-ARENA	615-49850-433	200.00

Activity 49850 - Arena Total: 290.24

Fund 615 - ARENA Total: 290.24

Fund: 617 - M/P CENTER

SECR REV FUND/CITY OF WD	20181031	10/31/2018	PETTY CASH - COMM CENTER	617-10200	1,500.00
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1,500.00

Activity: 49860 - M/P Center

NCPERS MINNESOTA	#84461118	10/26/2018	INSURANCE #844600 - OCT 20	617-49860-133	16.00
INDOFF, INC	3162515	10/12/2018	SUPPLIES	617-49860-200	11.95
COLE PAPERS INC.	9475772	10/30/2018	SUPPLIES	617-49860-211	127.61
MN DEPT OF PUBLIC SAFETY	31143 10-30-18	10/30/2018	BUYERS CARD #31143	617-49860-217	20.00
VERIZON WIRELESS	9816867644	10/26/2018	TELEPHONE #486357723-000	617-49860-321	40.90
MN ENERGY RESOURCES	20181011D	10/30/2018	HEATING #0503741572-00001	617-49860-383	151.21
RAGE INC - CAMPUS CLEANER	10010882	10/17/2018	SERVICE - COMM CENTER	617-49860-406	59.50
TRUGREEN	167164	10/30/2018	SERVICE #178265	617-49860-406	186.56

Activity 49860 - M/P Center Total: 613.73

Fund 617 - M/P CENTER Total: 2,113.73

Fund: 700 - PAYROLL

Internal Revenue Service-Payr	INV0001485	10/26/2018	Federal Tax Withholding	700-21701	9,372.02
MN Department of Revenue -	INV0001484	10/26/2018	State Withholding	700-21702	4,618.99
Internal Revenue Service-Payr	INV0001486	10/26/2018	Social Security	700-21703	11,905.54
MN Pera	INV0001478	10/26/2018	PERA	700-21704	13,293.13
MN Pera	INV0001479	10/26/2018	PERA	700-21704	6,447.09
MN Pera	INV0001480	10/26/2018	PERA	700-21704	789.60
MN State Deferred	INV0001481	10/26/2018	Deferred Compensation	700-21705	5,544.11
MN State Deferred	INV0001482	10/26/2018	Deferred Roth	700-21705	535.00
Internal Revenue Service-Payr	INV0001483	10/26/2018	Medicare Withholding	700-21711	3,434.94
SELECTACCOUNT	38830232	10/31/2018	FLEX SPENDING	700-21712	192.31
NCPERS MINNESOTA	#84461118	10/26/2018	INSURANCE #844600 - OCT 20	700-21718	16.00
NCPERS MINNESOTA	#84461118	10/26/2018	INSURANCE #844600 - OCT 20	700-21718	16.00

56,164.73

Fund 700 - PAYROLL Total: 56,164.73

Grand Total: 184,026.49

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL	11,774.88
211 - LIBRARY	593.81
235 - AMBULANCE	2,534.88
250 - EDA GENERAL	3,938.46
254 - NORTH IND PARK	120.00
601 - WATER	7,143.98
602 - SEWER	1,696.23
604 - ELECTRIC	7,457.43
609 - LIQUOR STORE	17,551.45
614 - TELECOM	72,646.67
615 - ARENA	290.24
617 - M/P CENTER	2,113.73
700 - PAYROLL	56,164.73
Grand Total:	184,026.49

Account Summary

Account Number	Account Name	Payment Amount
100-41310-133	Employer Paid Insurance	80.00
100-41310-200	Office Supplies	275.40
100-41310-321	Telephone	46.16
100-41310-480	Other Miscellaneous	600.00
100-41910-133	Employer Paid Insurance	24.00
100-41910-200	Office Supplies	86.78
100-41910-321	Telephone	36.16
100-42120-133	Employer Paid Insurance	144.00
100-42120-321	Telephone	385.30
100-42120-326	Data Processing	89.27
100-42120-334	Meals/Lodging	366.54
100-42120-404	Repairs & Maint - M&E	385.00
100-42120-419	Vehicle Lease	2,218.80
100-43100-133	Employer Paid Insurance	80.00
100-43100-215	Materials & Equipment	254.31
100-43100-216	Chemicals and Chemical	482.18
100-43100-321	Telephone	44.49
100-43100-404	Repairs & Maint - M&E	2,864.25
100-43100-405	Repairs & Maint - Vehicl	152.65
100-43100-406	Repairs & Maint - Groun	313.81
100-43100-407	Repairs & Maint - Seal C	2,829.78
100-45202-133	Employer Paid Insurance	16.00
211-45501-133	Employer Paid Insurance	16.00
211-45501-217	Other Operating Supplie	275.40
211-45501-435	Books and Pamphlets	302.41
235-42153-321	Telephone	108.48
235-42153-326	Data Processing	1,944.00
235-42153-405	Repairs & Maint - Vehicl	482.40
250-46520-133	Employer Paid Insurance	24.00
250-46520-200	Office Supplies	92.56
250-46520-321	Telephone	26.90
250-46520-340	Advertising & Promotion	3,500.00
250-46520-433	Dues & Subscriptions	295.00
254-46520-381	Electric Utility	120.00
601-49400-133	Employer Paid Insurance	32.00
601-49400-310	Lab Testing	67.50
601-49400-321	Telephone	96.59
601-49400-326	Data Processing	1,328.13
601-49400-402	Repairs & Maint - Struct	822.00
601-49400-408	Repairs & Maint - Distrib	1,438.98

Account Summary

Account Number	Account Name	Payment Amount
601-49400-480	Other Miscellaneous	3,358.78
602-49450-133	Employer Paid Insurance	64.00
602-49450-310	Lab Testing	158.40
602-49450-321	Telephone	71.80
602-49450-326	Data Processing	1,328.12
602-49450-381	Electric Utility	73.91
604-14200	Inventory	16.92
604-16300	Improvements Other Th	3,618.37
604-49550-133	Employer Paid Insurance	112.00
604-49550-217	Other Operating Supplie	217.00
604-49550-218	Uniforms	45.00
604-49550-321	Telephone	121.77
604-49550-326	Data Processing	1,328.12
604-49550-404	Repairs & Maint - M&E	1,295.00
604-49550-406	Repairs & Maint - Groun	34.17
604-49550-408	Repairs & Maint - Distrib	69.08
604-49550-450	Conservation	600.00
609-49751-133	Employer Paid Insurance	32.00
609-49751-251	Liquor	3,219.69
609-49751-252	Beer	11,147.55
609-49751-253	Wine	2,901.53
609-49751-254	Soft Drinks & Mix	32.50
609-49751-257	Ice	49.14
609-49751-333	Freight and Express	149.04
609-49751-444	License Fees	20.00
614-16300	Improvements Other Th	2,082.44
614-16400	Machinery & Equipment	10,420.32
614-49870-133	Employer Paid Insurance	80.00
614-49870-211	Cleaning Supplies	21.33
614-49870-217	Other Operating Supplie	528.98
614-49870-241	Small Tools	51.97
614-49870-321	Telephone	300.64
614-49870-322	Postage	31.34
614-49870-326	Data Processing	1,328.13
614-49870-442	Subscriber Fees	56,076.43
614-49870-443	Intergovernmental Fees	1,560.61
614-49870-451	Call Completion	73.69
614-49870-480	Other Miscellaneous	90.79
615-49850-133	Employer Paid Insurance	32.00
615-49850-321	Telephone	58.24
615-49850-433	Dues & Subscriptions	200.00
617-10200	Petty Cash	1,500.00
617-49860-133	Employer Paid Insurance	16.00
617-49860-200	Office Supplies	11.95
617-49860-211	Cleaning Supplies	127.61
617-49860-217	Other Operating Supplie	20.00
617-49860-321	Telephone	40.90
617-49860-383	Gas Utility	151.21
617-49860-406	Repairs & Maint - Groun	246.06
700-21701	Federal Withholding	9,372.02
700-21702	State Withholding	4,618.99
700-21703	FICA Tax Withholding	11,905.54
700-21704	PERA Contributions	20,529.82
700-21705	Retirement	6,079.11
700-21711	Medicare Tax Withholdi	3,434.94
700-21712	Flex Account	192.31
700-21718	Individual Insurance-NC	32.00
	Grand Total:	184,026.49

Project Account Summary

Project Account Key
None

Payment Amount
184,026.49
184,026.49

Grand Total:

LA
11-1-18



Minnesota Department of Public Safety

Alcohol and Gambling Enforcement

445 Minnesota Street, Suite 222

St. Paul, MN 55101

651-201-7500

RENEWAL OF LIQUOR, WINE, CLUB OR 3.2% LICENSES

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

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

License Code ONSS License Period Ending 12/31/2018 ID# 10046

ISSUING AUTHORITY Windom

Licensee Name Phat Pheasant Pub Inc.

Trade Name Phat Pheasant Bar et al

City, State, Zip Code 2370 Hwy 60 East

Windom MN 56101

Business Phone 5078313977

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

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

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

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

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

Licensee Signature [Signature] DOB # [Number] Date 10-29-18
(Signature certifies all above information to be correct and license has been approved by city/county.)

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

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

Police/Sheriff Signature Scott [Signature], Chief Date 11/01/18
Signature certifies licensee or associates have been checked for any state/local liquor law violations (criminal/civil) during the past five years. Report violations on back, then sign here.

[X] The Licensee is requesting an Outdoor Sales/Service of Alcoholic Beverages Endorsement as required per City of Windom Code of Ordinances §118.051. The outdoor area is included and listed in the required liquor liability insurance for the premise.



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

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License Code ONSS **License Period Ending** 12/31/2018 **ID#** 61764

ISSUING AUTHORITY Windom

Licensee Name Windom Duffy's Inc

Trade Name Duffy's Bar & Grill

City, State, Zip Code 745 2nd Ave N

Windom MN 56101

Business Phone 5078328070

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

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5. Licensee confirms that during the past license year, a summons has not been issued under the Liquor Liability Law (Dram Shop) MS 340A.802. If yes, attach a copy of the summons, then sign below.
6. Licensee confirms that Workers Compensation insurance will be kept in effect during the license period.

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

Licensee Signature Craig Mook I SS Date 10-24-18
(Signature certifies all above information to be correct and license has been approved by city/county.)

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

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

Police/Sheriff Signature Scott Getz, chief Date 11/01/18
Signature certifies licensee or associates have been checked for any state/local liquor law violations (criminal/civil) during the past five years. Report violations on back, then sign here.

The Licensee is requesting an Outdoor Sales/Service of Alcoholic Beverages Endorsement as required per City of Windom Code of Ordinances §118.051. The outdoor area is included and listed in the required liquor liability insurance for the premise.



Minnesota Department of Public Safety

Alcohol and Gambling Enforcement

445 Minnesota Street, Suite 222

St. Paul, MN 55101

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RENEWAL OF LIQUOR, WINE, CLUB OR 3.2% LICENSES

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License Code ONSS License Period Ending 12/31/2018 ID# 65969

ISSUING AUTHORITY Windom

Licensee Name Plaza Jalisco II

Trade Name Plaza Jalisco II

City, State, Zip Code 821 4th Ave

Windom MN 56101

Business Phone 5078328060

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

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

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

Licensee Signature [Signature] DOB [] SS# [] Date 11/1/18
(Signature certifies all above information to be correct and license has been approved by city/county.)

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

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

Police/Sheriff Signature [Signature] Date 11/02/18
Signature certifies licensee or associates have been checked for any state/local liquor law violations (criminal/civil) during the past five years. Report violations on back, then sign here.

[X] The Licensee is requesting an Outdoor Sales/Service of Alcoholic Beverages Endorsement as required per City of Windom Code of Ordinances §118.051. The outdoor area is included and listed in the required liquor liability insurance for the premise.



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

RENEWAL OF LIQUOR, WINE, CLUB OR 3.2% LICENSES

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License Code ONSS **License Period Ending** 12/31/2018 **ID#** 5049

ISSUING AUTHORITY Windom

Licensee Name Windom Country Club Inc.

Trade Name Windom Country Club

City, State, Zip Code 2825 Country Club Rd/PO Box 74
Windom MN 56101

Business Phone 5078313489

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

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

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

Licensee Signature *K. Lee* DOB/ S# Date 10/8/2018
(Signature certifies all above information to be correct and license has been approved by city/county.)

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

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

Police/Sheriff Signature *Det. [Signature], Chief* Date 11/02/18
Signature certifies licensee or associates have been checked for any state/local liquor law violations (criminal/civil) during the past five years. Report violations on back, then sign here.

The licensee is requesting an Outdoor Sales/Service of Alcoholic Beverages Endorsement as required per City of Windom Code of Ordinances §118.051. The outdoor area is included and listed in the required liquor liability insurance for the premise.



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

Name of Applicant: China RESTAURANT (Yi Xiang, Zhou)

Home Address: 302 10th ST

Business in connection with which the proposed license will operate:

Address of Business: 302 10th ST.

Required Minnesota Tax ID #: 4867 817

Required Federal Tax ID #: 41 197 3711

Applicant is (Owner), (Operator)

Name and address of Manager (if applicable) _____

License fee of \$100.00 must accompany this application.

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

Signed: Yi Xiang Zhou

Date: 11/1/18

Report of Investigation: _____

Approved by the City Council _____





Agenda Request Form

You are here: [Home](#) / [Administration](#) / [Agenda Request Form](#)

Administration

This form can be used only once a month by the same individual(s). It is not a venue to bypass policies and procedures of city commission and committees.

Name *

Luke Andersen

Email *

lucasandersen27@outlook.com

Enter Email

Confirm Email

Phone *

507 841 1196

Address *

1521 3rd Ave

Street Address

Address Line 2

City

Minnesota Windom

State

MN

ZIP Code

56101

Date of Council Meeting: *

The City Council meets on the first and third Tuesday of the month. Agenda item must be turned into the city office by Friday noon preceding the Tuesday Council meeting.

30th



Subject: *

Neighbor Hoarding

Have you brought this to the attention of the appropriate department head? *

Yes

No

Not applicable

Have you brought this to the attention of the appropriate committee?

Yes

No

Please list any hand-outs and audio-visual materials.

These must be simple and set up directly before you speak and taken down directly afterward.

This format gives citizens an opportunity to express concerns to the council without expectation of discussion or action. No more than two (2) people should speak on the same topic at one meeting. Remarks should not exceed five (5) minutes per person. They should be directed to the council as a whole and not to any individual member or department head.

Applicants Signature *

Please enter your full name here. Entering your name here is the same as your signature.

luke Andersen

RESOLUTION #2018-

INTRODUCED:

SECONDED:

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

AUTHORIZATION TO ACCEPT DONATIONS FOR THE WINDOM POLICE DEPARTMENT K-9 UNIT

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, local Windom businesses and individuals are supporters of the City of Windom Police Department; and

WHEREAS, the City of Windom has received donations for the Windom Police Department K-9 unit in the amount of \$4,100.00.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WINDOM, MINNESOTA, that the City Council accepts the donations from the donors as listed below to be used by the Windom Police Department for the new K-9 unit.

Gil and Betty Wipf	\$100.00
Lance Wipf	\$100.00
Windom Women of Today	\$200.00
GDF	\$200.00
Ag Builders	\$200.00
Kiwanis Club	\$300.00
Ron & Tracey Schramel	\$500.00
Staples Oil	\$500.00
Bank Midwest	\$500.00
United Prairie Bank	\$500.00
Sanford	\$500.00
State Farm	\$500.00

Adopted by the Council this 6th day of November, 2018.

Dominic Jones, Mayor

Attest: _____
Steven Nasby, City Administrator

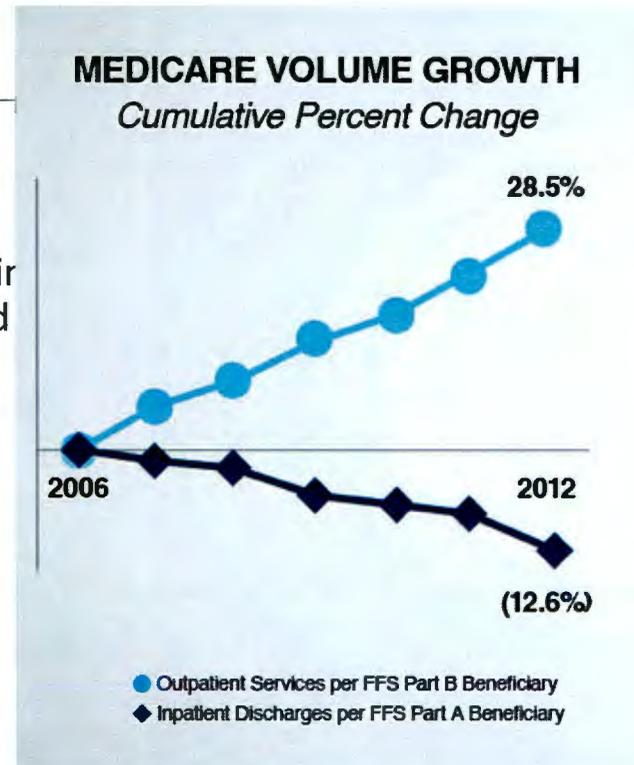
Healthcare Changes

Our industry is moving dramatically from 'hospital' to 'health'

- Not only in name, but in services delivered

Windom Area Hospital has responded to these changes in focus on service lines and expansion that are outpatient in nature, and preventative focused:

- Outreach Clinic
- Outpatient surgeries
- Community wellness/education
- Rehabilitation expansion
- Wound & Hyperbaric Healing Center



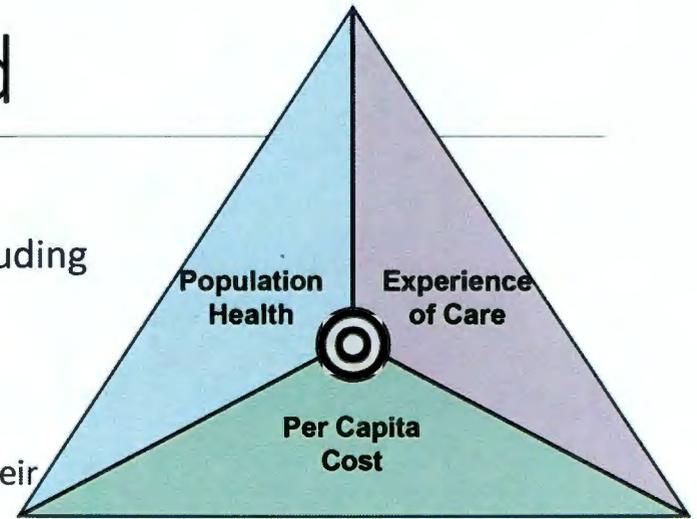
Healthcare Changes Cont'd

Our focus is keeping patients out of the hospital.

Government has outlined a model for healthcare to aim for, including focusing on population health.

The refocus of our industry has led to many organizations reconsidering their brand/identity.

- Including Minnesota Hospital Association (MHA); redefining what their 'H' stands for.



IHI Triple Aim



Rebranding to Match

The healthcare industry has updated brands and names to reflect the new emphasis on health, versus hospital.



Douglas County Hospital 2018 Rebrand



Grand Marais – 16 Bed CAH – Hospital District



Mora, MN



Newly formed entity with ACMC, Rice Memorial and CentraCare



Crookston, MN



Perham, MN – Sanford managed

WAH Rebranding Timeline

Rebranding discussions started during the summer of 2017. Several focus groups supported a brand and name change (Patient Family Advisory Council, Foundation, Board, Auxiliary)

Rebranding announced 11/17. Suggestions for changes to logo were considered.

Employee focus group met 4 times and looked at various logos and colors, resulting in many iterations of changes.

Patient & Family Advisory Council (PFAC) - diverse community group of various ages and backgrounds provided feedback on final choices.

Employees were sent a survey to pick their favorite of the finalists.

Final options brought forward to Med Staff; feedback gathered.

Feedback from employees, med staff, and PFAC brought forward to the Governing Board.



Recommended Rebrand Package



Sub-branding

The ability to call out specific services was important in a rebrand. Some examples include:



Launch

The name change would be filed as a DBA, no legal name change.

The rebrand would be a 'soft' launch in January 2019.

- The brand would be used on items/ads going forward.
- No 'old' branded items wouldn't be thrown out, we would replace when the stock is out (i.e. forms, logo promo items, letterhead, etc.)

Several signs needed updating/replacing, so the timing is optimal.

- Other external signs are phased in our capital budget over a 5 year period.
- 

MEMORANDUM



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

TO: Windom City Council
FROM: Jeff Dahna, General Manager Telecom
DATE: November 2, 2018
RE: Telecommunications Video System

The Telecom Commission met on October 22nd, 2018 and motion by Rogotzke to move to an over the top (OTT) video provider (SFN) through Southwest Minnesota Broadband Services (SMBS) contingent upon contact language of 18 months or similar timelines. Seconded by Eichstadt. Motion approved 4 – 0.

Our current video platform has fixed costs. These fixed costs remain the same regardless of subscriber count. If the current subscriber trend continues, our profit margin will be limited by December 2019. In an effort to improve profit margins, reduce risk, and increase customer value, the Telecom Commission is recommending Windomnet move to a OTT video solution with a scaling cost based on subscriber count.

A Streaming Video System can provide:

- Additional High Def channels
- Higher level of quality
- Digital Video Recorder
- Channel guide
- Better programming rates
- No set top box rental fees
- Local/Community channels
- Mobile viewing
- Analytics tracking
- Ease and convenience of video consumption
- A price point lower than some of our current video packages

This project will have timelines developed and additional information will be provided to City Council as the project proceeds. The Telecom General Manager is recommending that Windomnet move to a Streaming Video Platform and stay competitive with a triple play service offering.

See attachment: Telecom Video Product Outlook

11/2/2018

Jeff Dahna, Telecom General Manager Date

Telecom Video Product Future Outlook

With the advent of nationwide high-speed Internet and advances in live-streaming video technology, the cable television industry has experienced more economic and technological standards changes in the last 3 years than any time in the past. These industry-wide changes in addition to changes in our wholesale video business and infrastructure requirements have created cause for the City of Windom to re-evaluate its cable television strategy and customer offerings.

After reviewing alternative options, the Windom Telecommunications Committee is recommending the city council vote to eliminate our traditional cable offering and transition to a OTT (Over the Top) video product purchased wholesale from Southern Fibernet with transport provided by Southwest Broadband Services. This document will provide an overview of our current cable television offering as well as detail the risks, benefits, and challenges of the Southern Fibernet OTT video solution.

The following is short glossary to assist with this brief:

OTT – Over the Top – Television service provided over the internet.

Headend – A collection of equipment used to receive satellite television signals then convert and prepare them for distribution to a cable television system.

Content providers – Television networks and media conglomerates.

Retransmission Fees – Fees paid to content providers for the right to carry their cable channels (per subscriber/per month)

RFOG – Radio Frequency over glass - delivering typical RF television signal to the customer premise via Passive Optical Network (fiber-optics).

Roku – A digital media device which receives its content from multiple third-party content sources via the internet. <https://www.roku.com>

CPE- Customer premise equipment - telecom equipment at the customer home/business. E.g ONT, Set top box, Gigacenter

ONT – CPE which converts data signal at the customer premise to fiberoptic. ONTs with an integrated wireless router are referred to Gigacenters.

Encrypted – Television signal delivered in a way which requires a set top box to decrypt and read the signal

In the Clear – Television signal delivered in a way that is readable by a television tuner without a set top box or additional equipment

Transport – cost associated with transporting a television signal

Churn - Churn rate is the percentage of subscribers to a service who discontinue their subscriptions to the service within a given time period.

Current Video Product -Traditional cable television

Infrastructure

Our current video product is a traditional cable television service. We operate a headend in which provides television signal to CPE via RFOG. Channels 2-69 are delivered as analog in the clear, while additional channels are digital and require a set top box. Software to manage and facilitate the set top boxes is provided by third party vendors Adara and Azar. Under this model we must maintain and negotiate all retransmission contracts.

Maintenance of the headend culminates in just over \$85,000 in annual reoccurring costs related to software licensing, transport, and electrical utilities usage. Additional costs include an average annual amount of ~\$55,000 related to equipment replacement, satellite dish re-alignments, legal fees, and support contracts. This comes to a total annual maintenance cost of about \$140,000.

In addition to the costs associated with the current cable system there are additional costs associated with building our new fiber-optic system to accommodate traditional cable infrastructure. Purchasing ONTs with coaxial output adds another ~\$40,000 to the total cost of the system.

Programming

Due to our small size and weak bargaining position, programming costs are much higher for us. For the most popular cable package, our total base cost per subscriber is \$74 per subscriber per month. This does not include the headend costs detailed earlier. As we have retransmission contracts that come up for renewal each year, this base cost will continue to increase annually. With the changing industry landscape and the "cord cutting" trend among consumers, retransmission fees have begun to increase at a much more rapid pace. Last year alone we saw a total increase of 14%, with some content providers asking for an increase of more than 500% over their previous rate.

Subscriber Trends

Our current subscriber count stands at 945 across all tiers. Our total subscriber count has fallen every year since 2013 with an average 7% churn since 2015. As the market grows more competitive and costs increase, we anticipate churn to increase dramatically.

Additional Risks

Our current cable system is very old by industry standards. To continue with this configuration, we will need to invest in new infrastructure. Updated Set top boxes alone would cost hundreds of thousands of dollars.

Summary

With an advertised price of \$88/month for mostly standard definition expanded basic cable, when labor is factored we are operating this service at a loss. This problem is exacerbated every month we lose subscribers. Every year we continue to operate this service has an opportunity cost. With nation-wide OTT providers offering products in full HD at in the sub \$50 range, we cannot compete in the market with this product.

Proposed Southern Fibernet Video Product -Over the Top video solution

Infrastructure

Video will be delivered to the customer OTT via an application on a Roku. The application and video transport will be delivered by Southwest Minnesota Broadband Services. SMBS will be responsible for application performance, server maintenance and all other infrastructure services. Windomnet will be responsible for completing a network to network interface with SMBS to facilitate the new system.

- Estimated one-time costs for the implementation are \$10,000 for network planning and capacity engineering.
- Quoted transport and application costs are \$5 per subscriber per month
- All channel 3 infrastructure will need to be replaced at an estimated cost of \$5,000

Programming

Base programming costs are \$38 per subscriber per month. Southern Fibernet handles all retransmission agreements, license and legal fees.

Customer requirements

Since the video application is delivered OTT, customers will be required to also purchase internet service with video service. To ensure adequate performance, the minimum internet service package required will be 60mbps.

The video application is only available on Roku. Customers will need to purchase a Roku for each television set and they will need to maintain their own Roku account.

Benefits

- Headend infrastructure costs are eliminated with this solution and programming costs are reduced by half.
- Initial capital investment is extremely low.
- Reduced cost for customers and depending upon set margin, return video to profitability.
- High Definition is included.
- No set top box rental fees.
- No need to run coaxial cable in customer homes

Risks

- We will be more reliant on third parties to resolve channel and system outages. The product is different than what most customers are used to.
- The application does not support traditional 10-digit remote controls.
- Installs may take additional time.
- Rokus will not work with CRT 'tube' televisions.
- Customers will have to maintain a separate Roku account and add the unpublished app.
- Each television will require a Roku.
- SMBS lost 25% of their customers when they converted to this product.
- SMBS saw a significant increase in after-business-hours calls during their migration.
- Windomnet is currently in the process of a multi-year major infrastructure overhaul.

Figures-Expanded Basic package equivalent (per customer per month)

Total Per-customer base cost

- Southern Fibernet - \$43
- Current system - \$86 (due to fixed system cost, this figure increases with churn)

Customer price

- Southern Fibernet - \$55 (suggested)
- Current System - \$88

Margin

- Southern Fibernet - \$12 (constant at any subscriber level)
- Current System - \$2 (decreases with churn)

Additional Customer Costs

- Southern Fibernet
 - One-time purchase of Roku ~\$100 per television
 - Required internet service package \$87/mo for 60Mbps
- Current system
 - Set top box rental \$4/mo - \$15/mo

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: Community Center Commission
DATE: **October 15, 2018**
RE: **Proposed Rates**
DEPT: **Community Center**
CONTACT: Wayne Maras, Board Chair 831-3700

Recommendations/Options/Action Requested

The Community Center Commission recommends that the City Council approve the attached resolution regarding the proposed Wedding, Anniversary and Outside Entertainment Area package rates.

Issue Summary/Background

The Commission would like to see multiple events scheduled on weekends. The current Wedding and Anniversary Package rate for the full room is \$750.00. The Commission agreed that this package price should be for Saturday events. To increase weekend rentals, the Commission has developed a reduced Full Room Package rate of \$600.00 for Fridays and Sundays. They also recommend reducing the Half Room Package price for Fridays and Sunday to \$400.00.

The current Wedding and Anniversary Package allows the renter to have access to the facility before the day of their event. The contract will need to be rewritten to include the possibility of set up and tear down on the day of the event if something is scheduled the previous day. It will be critical to have temporary part-time staff to assist with these additional rentals.

With the completion of the new Outside Entertainment Area, a rental rate was also developed. A package rate of \$250.00 was recommended and will include: Set up and tear down with seating of up to 120 under the roof, access to bathrooms, decorating access availability based on previous day's usage, maximum usage of 14 hours, a portable bar, 50-amp outlet. The outside area can be rented in conjunction with interior space for \$100.00 - space only and does not include package amenities.

Rate changes effective immediately for new rental reservations.

Fiscal Impact

Increased revenue from additional rentals will provide funding for part-time staffing for event set-up.

Attachments

Resolution

RESOLUTION #2018-

INTRODUCED:

SECONDED:

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

CITY OF WINDOM

RESOLUTION ESTABLISHING RATES, CHARGES AND FEES FOR THE WINDOM COMMUNITY CENTER

WHEREAS, the City Council has the authority to establish rates and fees for municipal services, admissions and rentals; and

WHEREAS, the City Council periodically establishes rates and fees for municipal special revenue funds; and

WHEREAS, the Windom Community Center Commission recommends to the Windom City Council to change the following rental rates; and

WHEREAS, it is in the best interests of the City of Windom and its citizens to operate the city special revenue funds in a cost-effective manner.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Windom, Minnesota, that the Community Center rental rates be amended as follows:

Rental Rates

Wedding and Anniversary Package

Full Room Rate	Saturday Rate /\$750.00
	Friday & Sunday Rate/ \$600.00
½ Room Rate	Saturday Rate /\$550.00
	Friday & Sunday Rate/ \$400.00

Christmas Package

½ Room Rate	Saturday Rate /\$450.00
	Friday & Sunday Rate/ \$300.00

Outside Entertainment Package \$250.00 – Maximum usage 14 hrs.

Outside Entertainment Area \$100.00 – With interior room rental-does not include pkg amenities

Full Kitchen \$25.00 hr. – 3 hr. minimum rental (\$200.00 deposit required)

Portable Heaters \$10.00 each

Picnic Tables \$10.00 each

Effective immediately for new rental reservations.

Adopted this 6th day of November, 2018.

Dominic Jones, Mayor

ATTEST:

Steven Nasby, City Administrator

RESOLUTION #2018-

Introduced:

Seconded:

Voted: Aye:

Nay:

Absent:

RESOLUTION DESIGNATING ANNUAL POLLING PLACE

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

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

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

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

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

In accordance with Minnesota Statutes §204B.16, the Windom City Council hereby designates the Windom Community Center, located at 1750 Cottonwood Lake Drive, Windom, Cottonwood County, Minnesota, as its polling place for all City of Windom precincts for 2019 elections.

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

Adopted this 6th day of November, 2018.

Dominic Jones, Mayor

Attest:

Steven Nasby, City Administrator

City of Windom
Request for Qualifications and Proposals
for Engineering Services

I. Purpose

The City of Windom is inviting qualifications and proposals for Engineering Services from firms experienced in municipal engineering. Proposals will be considered for project specific City Engineering services.

II. City Background

The City of Windom, located in Cottonwood County, Minnesota with a population of approximately 4,646. Windom is governed by a City Council composed of a Mayor and five Council Members.

III. Service Description (Project Specific Engineer)

The selected contractor will perform the following (but not limited to) as Engineer, the contractor will serve the City related to this scope of services, but are not limited to:

A. General Engineering Services

1. Evaluate existing storm water infrastructure in the Red Leaf Court\18th Avenue, Maple Circle and Jamison Drive neighborhood.
2. Preliminary planning, rough design, cost estimating of two or three specific City improvement/infrastructure projects to mitigate storm water in the specified area.
3. Attend City of Windom meetings as needed and as directed by the City.
4. Work cooperatively with the public, City Council and City Staff on infrastructure projects.
5. Work with other engineering firms as desired by the City as there are previous efforts at obtaining a solution. Utilize existing engineering information as applicable to save cost.
6. Communicate effectively with the public, City Council and/or staff.
7. Update City storm water records for the specified area.
8. Estimate time lines for implementation of solutions.
9. The selected contractor is expected to give the City/community adequate information to select the best course of action and provide more than one alternative as solution when possible.

IV. Specific Scope of Work

- a. Comprehensive review the flooding issues arising adjacent the 18th Avenue storm sewer outlet (~ 422 ac).

- b. Topographic survey of the 18th Avenue ROW, ~ 3,000' (remaining watershed analysis to utilize County Lidar data) (this includes shooting first floor elevations and basement windows for homes along 18th Avenue, North side of Red Leaf Court, North side of Jamison Drive, and Red Leaf Court).
- c. Existing watershed rainfall and existing storm sewer conveyance analysis (includes executive summary of watershed findings and analysis assumptions).
- d. Provide two or three improvement plan concepts with preliminary cost estimates for Council review.
- e. Additional design development of concepts to be reviewed after receiving Council feedback regarding improvements direction and questions that arise.

Upon conclusion of the preliminary work (as shown above), if the City Council were to approve moving forward on a storm water project Engineer may be requested to provide the following services:

- A. Design and Bidding Service Specifics
 - 1. Prepare plans and specifications for all portions of a project and present to the City Council for approval.
 - 2. Assist with funding solutions for infrastructure projects such as grant and loan programs.
 - 3. Obtain proper approval and documentation from local, state, and federal authorities prior to implementing projects.
 - 4. Consult with state and federal agencies having jurisdictional authority over the project as warranted.
 - 5. Prepare and send Advertisements for Bids to the legal newspaper and the Construction Bulletin for solicitation of bids.
 - 6. Reproduce Contract Documents for bidding purposes.
 - 7. Review the bids and prepare bid tabulation.
 - 8. Evaluate bids, assist staff in preparing a recommendation to the City Council and assemble and award contracts.

- C. Project Management/Construction Service Specifics
 - 1. Convene a pre-construction conference with staff, contractor, utility company representatives, etc.
 - 2. Perform construction staking and survey work.
 - 3. Provide construction observation during construction.

4. Prepare and maintain necessary documentation, including photographs and/or video if warranted, and a log of the contractor's progress.
5. Convene regular construction progress meetings, as required.
6. Review of and make recommendations on contractor pay requests.
7. Prepare, review and recommend action for proposed change orders.
8. Review and recommend final acceptance by the City. Assist the City in ensuring that contractors have been paid and lien waivers have been acquired.
9. Provide as-built drawings upon conclusion of projects.
10. Contractor shall be responsible for the development of assessment rolls, and other documents related to the assessment process.
11. The engineer shall establish and maintain a library of the following records:
 - a. Permits and applications
 - b. Contract documents
 - c. Addenda
 - d. Copies of referenced standard specifications
 - e. Project schedules
 - f. Shop drawings and submittals
 - g. Applicable correspondence
 - h. Records of pertinent telephone conversations
 - i. File memoranda and directives; change orders
 - j. Requests and recommendations for payment
 - k. Project budget and cost information
 - l. Diaries and logs
 - m. Records of noncompliance
 - n. Field test results
 - o. Materials testing reports
 - p. Record drawings
 - q. Project photographs
 - r. Project studies and reports
 - s. Project progress meeting minutes
 - t. Other information as necessary or required

V. Proposal Qualifications

- A. Company Background
 1. Brief history of Company.
 2. Number of engineers, including number of partners and associates and areas of specialty.
 3. Statement of any insurance claims and/or ethics complaints taken against your firm or firm's engineer(s) over the last five years and the status or outcomes of such action. Indicate whether the action is pending or is currently under review by the State Ethics Board.

- B. Engineer Qualifications
Identify each engineer and support personnel who will be supplying services for which the City will be billed.
 - 1. The name of the P.E. assigned to the project.
 - 2. Description of prior municipal experience with projects in the City of Windom
- C. Names, telephone numbers and contact person of at least three municipal references where firm has done storm water projects.
- D. Copy of Liability Insurance Certificate in a minimum amount of \$1,000,000.
- E. Conflict of Interest
 - 1. Indicate whether designated the company represents, or have represented, any client whose representation may conflict with your ability to provide engineering services to the City.
- F. Fees.
 - 1. Provide a description and explanation of all fees and/or charges that may arise for engineering services.
 - 2. The City requests monthly billing statements which:
 - a. Itemize the date of services
 - b. Identify the engineer and/or support personnel providing the services
 - c. Lists time spent by activity
 - d. Provides a detail description of the services performed and the fee for those services

VI. Instructions to Firms

- A. Responses must provide complete information as described in this request. An electronic copy shall be submitted by 12:00 p.m. on Thursday, November 1, 2018, to the following:

Steve Nasby, City Administrator at Steve.Nasby@windommn.com

Brian Cooley, Streets & Parks Supt at Brian.Cooley@windommn.com

The Company representative must sign the proposal. All proposals shall become the property of the City and the City may, at its option, request an oral presentation prior to selection; notification will be given if such meetings are required.

- B. The City reserves the right to request clarification on the information submitted and to request additional information of one or more applicants.
- C. The contract with the firm will provide that it is not exclusive, that the City may retain other firms for some or all the services described in the RFP, and that the City may terminate the agreement at any time for any reason upon provision of written notice as specified in the final agreement.
- D. The firm shall not subcontract or assign any interest in the contract and shall not transfer any interest in the same without prior written consent of the City.

- E. All costs associated with the preparation of a proposal in response to the RFP shall be the responsibility of the firm submitting the proposal.
- F. This is a request for proposals and not bids; therefore, the City reserves the right to negotiate with any party and on any matter.
- G. The proposal should be as concise and responsive as possible.
- H. The proposal should not contain non-applicable promotional materials and should include only that information that is intended to address the information requested in this document.

VII. Selection Process

A. Anticipated Timeline

Following is the anticipated schedule the City expects to utilize for selection:

Distribute RFPs:	October 4, 2018
Deadline for receipt of RFPs:	Noon on November 1, 2018
Review of Responses:	November 2-5, 2018
Selection of Firm:	November 6, 2018 (City Council Meeting – 8:05 pm)

B. Interviews

The City may select companies for oral presentations following the November 6, 2018 City Council meeting if a decision is not reached. Each firm will then give a presentation summarizing their qualifications and their approach to the project followed by a question-and-answer period.

C. Evaluation of Proposals

Staff input and City Council discretion shall be used to evaluate the proposals based on the following criteria:

1. Quality of proposals and response to the Request for Proposal.
2. Experience in providing previous engineering services to Windom.
3. Experience and availability of staff assigned to serve the City.
4. References.
5. Fees: The City of Windom is interested in selecting that firm which professionally provides the City with optimal services, yet also meets the City's concern with regard to cost.

Please direct all inquiries regarding this RFP to: City Administrator, Steve Nasby at Telephone: 507-831-6129 or Steve.Nasby@windommn.com.

18th Avenue Watershed Drainage Analysis



Windom
MINNESOTA





October 31, 2018

Steve Nasby, City Administrator
steve.nasby@windom-mn.com

Brian Cooley, Streets and Parks Supt.
brian.cooley@windommn.com

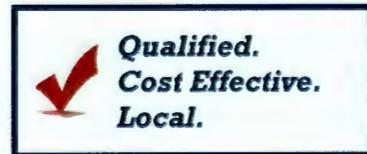
**RE: 18th Avenue Watershed Drainage Analysis
Statement of Qualifications
Windom, MN**

Dear Steve and Brian:

What sets one consulting engineering firm apart from another? The DGR Engineering team has the experience and qualifications to accomplish your drainage project... that said, so will most of the other firms you consider. We recognize that unless DGR can continue to offer you a trusted voice, you have no reason to continue partnering with us. We accept the challenge!

The following information about DGR Engineering outlines our second-to-none qualifications and engineering experience, and we are pleased to share them with you. We believe the real value of choosing DGR for the City of Windom comes from the benefits of an engineering firm that will:

- **Save Money.** We focus more on our existing clients than on pursuing new client relationships. As a result, DGR has one of the lowest client turnover rates and cost structures in the industry. This approach will save you money.
- **Familiarity with our Work.** You will place your trust in a consultant to be your liaison and advocate for your project. This includes collecting and utilizing information from all sources, including studies from other firms that you have sponsored in the past. We will not "recreate the wheel" to act as good stewards for your budget.
- **Stay Focused in this Region.** We will not chase projects from distances that we can't serve well. Our track record proves it.



We are grateful for your consideration and would appreciate the opportunity to visit with you further or to clarify any information. We are eager for the opportunity to continue to work with you on this drainage analysis.

Sincerely,

DGR Engineering

A handwritten signature in blue ink that reads "Dan Van Schepen".

Dan Van Schepen, P.E.
Project Manager
dan.vanschepen@dgr.com

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Liability Insurance Certificate

Tab 5
Conflict of Interest

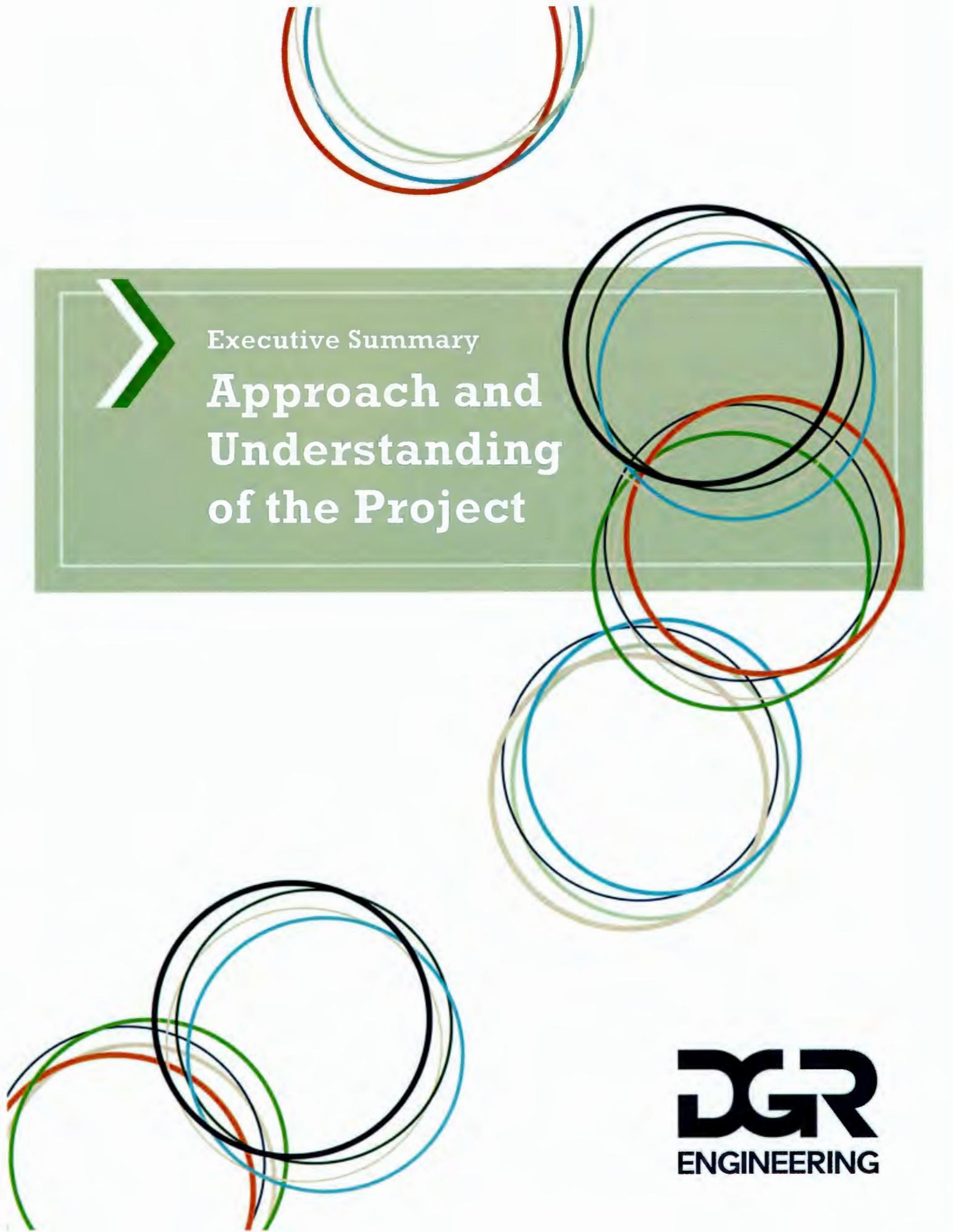
Tab 6
Fees





Executive Summary

Approach and Understanding of the Project



DGR
ENGINEERING

Approach and Understanding of the Project

Our Approach:

DGR Engineering is acquainted with the recent documentation of flooding problems and accumulation of previous engineering review of this watershed, in collaboration with City staff, since early season flooding occurred in June of 2018. During this time, the City produced documents of engineering review, watershed study and cost estimates dating back to at least 2010, including design documents dating back to the original infrastructure development of this area. These documents contain valuable information for portions of the problem and potential partial solutions based on the review parameters. The challenge for the City moving forward will be to balance the cost of proposed solutions with effectiveness of the chosen infrastructure solution paths. Due to the overall size and scope of the drainage issues, without better physical information, effective review of the overall area will be difficult to identify and even more difficult to assign solutions.

Understanding of the scope of the project:

- 422-acre watershed which outlet across River Road at 18th Avenue: 1% storm produces storm water runoff at the rate of 240 cubic feet per second (cfs) [SEH study, 2011]
- Estimated capacity of the existing 36" RCP outlet pipe flowing full ~ 38 cfs, capacity to convey <16% of the 1% storm.
- Estimated capacity of the existing dual 48" arch culverts crossing River Road ~ 156 cfs, capacity to convey approximately 65% of the 1% storm.
- City staff has also reported the existing 36" storm sewer was only flowing about ½ full during even the heaviest of the flooding period. This indicates the existing infrastructure is not functioning efficiently and needs further review.

Next Steps:

As acknowledged during Council review, the next steps proposed do not encompass all the engineering costs necessary in the overall process. These items, as identified by the RFQ as Specific Scope of Work, will provide the City with the physical data necessary to identify options to review with stakeholders and decide where to best place community resources to do the most good:

- Topographic survey of the 18th Avenue, Red Leaf Court, Maple Park Circle & Jamison Drive rights-of-way including select floor elevations of existing homes: Estimated \$3,000-3,600 if completed before snowfall (remaining watershed analysis to utilize previous SEH study provided by the anticipated City timeline)- as soon as directed in order to minimize cost of effort to the City.

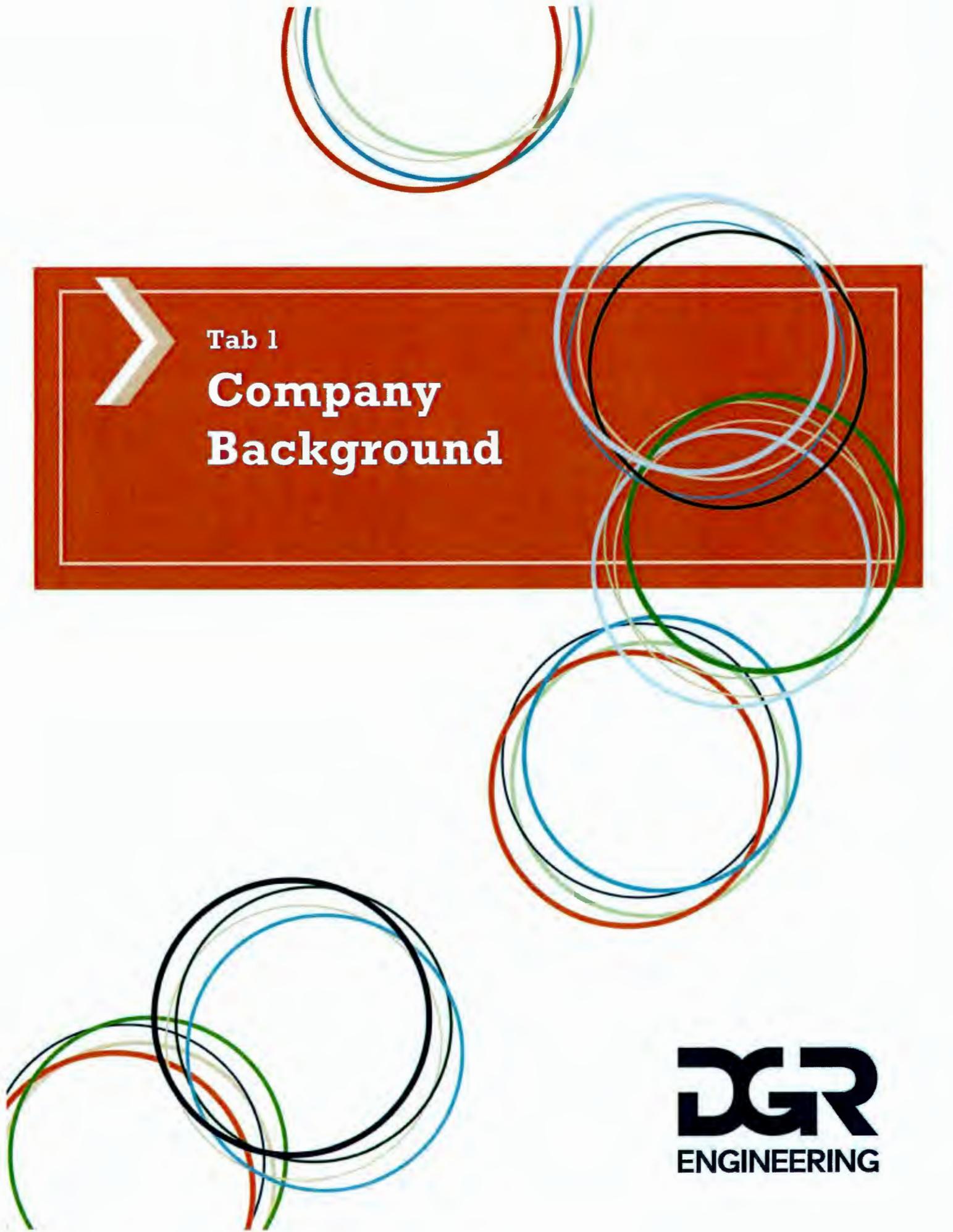
Approach and Understanding of the Project

- Compilation of previous Watershed Study and existing storm sewer conveyance analysis- \$6,600 (includes executive summary of watershed findings previously from SEH and analysis assumptions).
 - Timeline: work to occur by January 2019 to allow for public input sessions to be held prior to spring.
- 2-3 improvement plan concepts with preliminary cost estimates for Council and public review (includes 2 public input/Council meetings for discussion of options and answer questions) - \$4,700.
 - Timeline: Work to occur prior to anticipated meeting dates in February and March 2019.
- Additional design development of concepts to be reviewed after receiving Council/public feedback regarding improvements direction and questions that arise during the public input period. DGR will provide the additional services outlined in the RFQ to aid the City on the construction of the infrastructure that will improve the runoff characteristics of the watershed.



Tab 1

Company Background



DGR
ENGINEERING

Tab 1 | A.1 – Company History

A simple handshake on a street corner in 1952 was the foundation that started DGR Engineering. Our values still hold true to that simple handshake. We work hand in hand with our clients to provide engineering and surveying services that meet the highest standards for quality, honesty and integrity leading back to that simple handshake.

With a staff of over 120, DGR Engineering takes pride in building trusted relationships with our clients. Our low staff turnover and long-lasting client relationships are keys to our success and the cornerstones of our business model.

Specializing in civil, aviation, electrical power, water and wastewater engineering, land surveying, and GIS, along with planners and business

For 65 years, DGR Engineering professionals have accumulated “lessons-learned;” knowledge we now share with our clients.

We understand that an on-time and on-budget project experience is important to you. We strive to move beyond being merely a service provider, but to become a trusted partner.

professionals, allows us to leverage a full range of resources across our entire company. Our diversification and experience, not found in most engineering firms, allows us to provide our clients the best solutions possible. A broad array of market insights and professional disciplines gives us the ability to quickly respond to our clients’ evolving needs by utilizing our in-house expertise. We believe that the best solutions combine knowledge with common sense, allowing us to deliver practical, cost

effective solutions that offer our clients the highest quality outcome without compromise.

It is important to our clients to get the best service possible and our multiple locations allow us to do just that. With offices located in Rock Rapids, Sioux City, and Ankeny, Iowa and Sioux Falls, and Yankton, South Dakota, we can ensure that continued on-site resources and focused local support are available to our clients when needed.



Tab 1 | A.2 – Company Organizational Chart

Currently, DGR Engineering has 45 shareholders' (all professional engineers and land surveyors), 28 additional engineers and land survey staff, 32 technicians, and 13 business support personal. Our seasonal staff, which typically consists of 10 or more interns, are not listed in our company organizational chart.



Tab 1 | A.3 – Insurance Claims/Ethic Complaints

There have been no ethics complaints against DeWild Grant Reckert and Associates Company d/b/a DGR Engineering, or any of the firm's engineers and no action is pending or currently under review by the State Ethics Board.

See the Insurance Loss Runs Report below for our professional liability insurance claims history which is current through the date of this proposal.

Loss Run Summary

Data valued as of: 10/11/2018

DEWILD GRANT RECKERT AND ASSOCIATES COMPANY

Policy Year *: 2013

Professional Liability

Policy Number: EOC-6552389

Claim #	Claimant	Date of Loss	Loss State	Status	Reported Date	Closed Date	Incurred Total
9410439622	of Sioux city, Village Cooperativ	12/20/2013	IA	Closed	12/20/2013	07/15/2015	\$0.00
Acc Description: E/O: Architect/engineer-negligent design							
9410458180	Barchinger, JM	06/18/2014	MN	Closed	06/18/2014	02/10/2015	\$0.00
Acc Description: E/O: Architect/engineer-negligent design							
9410462883	Of Reclamation, Bureau	07/28/2014	MT	Closed	07/28/2014	07/01/2015	\$0.00
Acc Description: E/O: Architect/engineer-negligent design							
9410465421	Sioux Tribe, Cheyenne	08/20/2014	SD	Closed	08/20/2014	06/20/2016	\$1,121.13
Acc Description: E/O: Architect/engineer-negligent design							
Policy Year Totals:					4		\$1,121.13

Policy Year *: 2014

Professional Liability

Policy Number: EOC-6552389

Claim #	Claimant	Date of Loss	Loss State	Status	Reported Date	Closed Date	Incurred Total
9260143015	Pratt, Don	07/15/2015	IA	Closed	07/24/2015	04/15/2016	\$0.00
Acc Description: E/O: Architect/engineer-negligent design							
9410468570	Drainage Issues, Merrill IA	09/23/2014	IA	Closed	09/23/2014	06/20/2016	\$0.00
Acc Description: E/O: Architect/engineer-negligent design							
Policy Year Totals:					2		\$0.00

Policy Year *: 2015

Professional Liability

Policy Number: EOC-6552389

Claim #	Claimant	Date of Loss	Loss State	Status	Reported Date	Closed Date	Incurred Total
9260149706	Rural Water System,,	06/09/2016	SD	Closed	06/09/2016	02/09/2017	\$2,458.58
Acc Description: E/O: Architect/engineer-negligent design							
9260149847	Municipal Utilities, Watertown	06/21/2016	SD	Closed	06/21/2016	08/01/2017	\$0.00
Acc Description: E/O: Architect/engineer-negligent design							
Policy Year Totals:					2		\$2,458.58

Policy Year *: 2016

Professional Liability

Policy Number: EOC-6552389

Claim #	Claimant	Date of Loss	Loss State	Status	Reported Date	Closed Date	Incurred Total
9260152995	Butte Valley Water,	01/17/2017	SD	Closed	01/18/2017	03/29/2017	\$0.00
Acc Description: E/O: Architect/engineer-negligent design							
9260154165	Sioux Gateway Airport,	04/13/2017	IA	Opened	04/13/2017	00/00/0000	Pending
Acc Description: E/O: Architect/engineer-negligent design							
9260158573	Valley Energy, Sioux	08/29/2017	IA	Closed	08/29/2017	01/25/2018	\$0.00
Acc Description: E/O: Architect/engineer-negligent design							
Policy Year Totals:					3		Pending



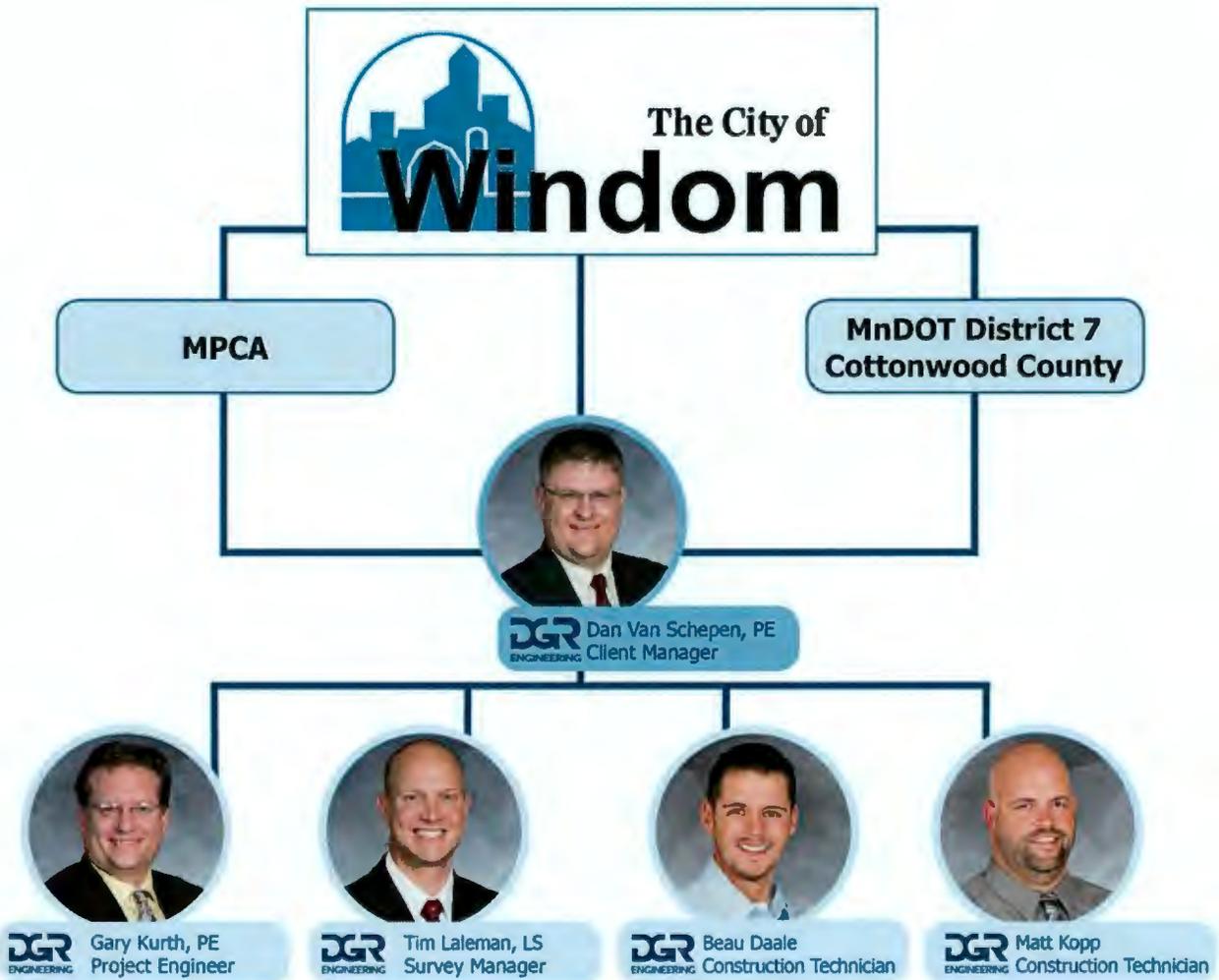
Tab 2

Engineer Qualifications

DGR
ENGINEERING

Tab 2 | B.1 – DGR Engineering Team

DGR Engineering proposes to utilize the following group of professionals with special expertise in each component of your project. These professionals have a long-term working history which sets us apart from the field. The DGR advantage is our years of experience working together on projects.



Tab 2 | B.1 – DGR Engineering Team

DGR has a dedicated team of professionals ready to build a strong relationship with the City of Windom. These professionals, along with various additional support staff, are committed to achieving your goals and ultimate project success. Your team will be an experienced group of professionals with the background, specialized qualifications, industry relationships, and commitment required to help you achieve your future goals. Our ability to assemble teams of experts on projects has allowed us to maintain a level of client satisfaction that keeps clients coming back to DGR time after time. These professionals have a long-term working history which sets us apart from the field. The DGR advantage is our years of experience working together on projects. Key staff for the City of Windom are listed below:



Dan Van Schepen, PE | Client Manager

Dan will continue to serve as your Client Manager for the City of Windom and primary point of contact for all your projects. As a seasoned engineer in municipal, residential and commercial development, as well as construction administration. Dan joined DGR in 2002 and has engineering and management experience on a wide range of civil engineering projects in the region. His expertise includes a variety of successful design and construction management projects, including sanitary sewer, storm sewer, water main, PCC paving and HMA paving elements. With over 17 years of project experience, Dan is well-versed with Minnesota DOT and MPCA regulations and procedures.



Gary Kurth, PE | Department Head | Project Engineer

Gary has experience in design engineering and project management with experience on a wide range of engineering projects in Minnesota, Iowa, and South Dakota. For over 25 years, Gary has worked with communities and private developers on multiple successful projects. His experience includes working on infrastructure improvements and site developments, multiple street grading and utility projects for private developers and municipalities. Gary is familiar with MPCA DNR regulations and Minnesota DOT procedures.



Justin Christensen, PE | Design Engineer

Justin has over 17 years of experience working with communities and industries on development and infrastructure projects. His experience includes a variety of successful design and construction management projects, including sanitary sewer, storm sewer, water main, PCC paving and HMA paving elements. Justin is familiar with project comprising funding from Federal, State, City and private sources. This understanding provides assistance from the inception of an idea, including special assessments for paving improvements. These projects encompass construction budgets of all sizes and complexity levels to provide goal focused solutions to fit your unique situation.

Tab 2 | B.1 – DGR Engineering Team

Matt Knips, PE | Design Engineer/Observation



Matt will assist the Project Manager on the design and construction phases of projects and will also provide construction observation and material testing, and administration. Matt joined DGR upon graduation from South Dakota State University in 2013. Matt has provided construction inspection for storm sewer, sanitary sewer, and water main installation, ADA ramps, as well as concrete and HMA paving. Other responsibilities include assisting in the design of parking lots, new developments, roadways, hydrology for road culverts and detention ponds, construction staking, and construction administration. Matt has Technical Certifications in the State of Minnesota for: Grading and Base, Concrete Field, Bituminous Street, Erosion and Storm Water Management.

Timothy Laleman, PLS | Survey Manager



Tim will provide coordination and management of topographic, boundary, and construction surveys. Tim joined DGR in 2005, is a licensed professional land surveyor, and has experience in construction and boundary surveys utilizing the latest technology in Robotic Total Stations and GPS. Tim has worked with private, local, state, and federal agencies performing flood zone elevation surveys adjacent to or within flood hazard areas and the preparation of appropriate documents for submittal to FEMA. Tim has worked with private developers and city and county officials on residential, commercial and industrial developments in Minnesota and Iowa.

Adam N. Wiersma, PLS | Land Surveyor



Adam will assist with topographic, boundary, and construction surveys. Adam is a licensed professional land surveyor with experience in boundary, topographic, and construction surveys utilizing the latest technology in Robotic Total Stations and GPS equipment, along with AutoCAD Civil 3D. Adam has worked with private land owners on boundary surveys and land transfers, as well as with private developers, along with city and county officials on residential, commercial, and industrial development in Minnesota and Iowa.

Beau Daale | Construction Technician



Beau will provide construction observation for infrastructure projects. Beau will also assist with surveying and materials testing. Beau has 13 years of designing, surveying, and construction inspection on municipal renovations and new construction of sanitary sewer, storm sewer, water main and street pavement in southwest Minnesota, northwest Iowa, and southeast South Dakota. Beau has performed topographical surveys and construction staking utilizing Total Station and GPS for multiple projects and is proficient in AutoCAD Civil 3D®. Beau has Technical Certifications in the State of Minnesota for: Grading and Base, Concrete Field, Bituminous Street, Erosion and Storm Water Management.

Tab 2 | B.1 – DGR Engineering Team

Matt Kopp | Construction Technician



Matt will assist with the design and also provide construction observation, administration, and materials testing for projects. Matt has experience in design, survey, construction inspection and construction administration on highway and municipal renovations including new construction of sanitary sewer, storm sewer, water main, street pavement and site grading in southern Minnesota and northwest Iowa. Matt has Technical Certifications in the State of Minnesota for: Grading and Base, Concrete Field, Bituminous Street, Erosion and Storm Water Management.

James Cohoon | Surveying Technician



James will perform the topographic and construction surveying. James has experience in drafting topographic surveying and construction staking. James has performed topographical surveys and construction staking utilizing Total Station and GPS for multiple projects and is proficient in AutoCAD Civil 3D. Currently, James is working on the construction staking needs for several streets, subdivisions and electrical transmission lines in communities in southwest Minnesota and northwest Iowa.

Timothy Bents | GIS Specialist



Timothy is the GIS specialist at DGR. His work has involved GIS database design and development, GPS based data collection, creating and displaying data on web-based mapping platforms, and cartographic design. He provides services to local governments, municipal utilities, rural water utilities, and rural electrical cooperatives. Recently, Timothy has completed GIS record documentation for the City of Windom, gaining extensive knowledge on their system. He is also currently working on a street condition GIS mapping tool for the Street Department. He received his master's degree from the University of Kansas in Geography and his bachelor's degrees from South Dakota State University, double majoring in Geography and Geographical Information Science.

Tab 2 | B.2 – Prior Experience

The City of Windom has worked together with DGR Engineering for a couple years, creating a team, working side by side to improve both the infrastructure and the quality of life for Windom. However, Windom and DGR have become more than just team members, we have become partners, able to work together to create improvements for your community. Together we have been able to work toward shared goals.

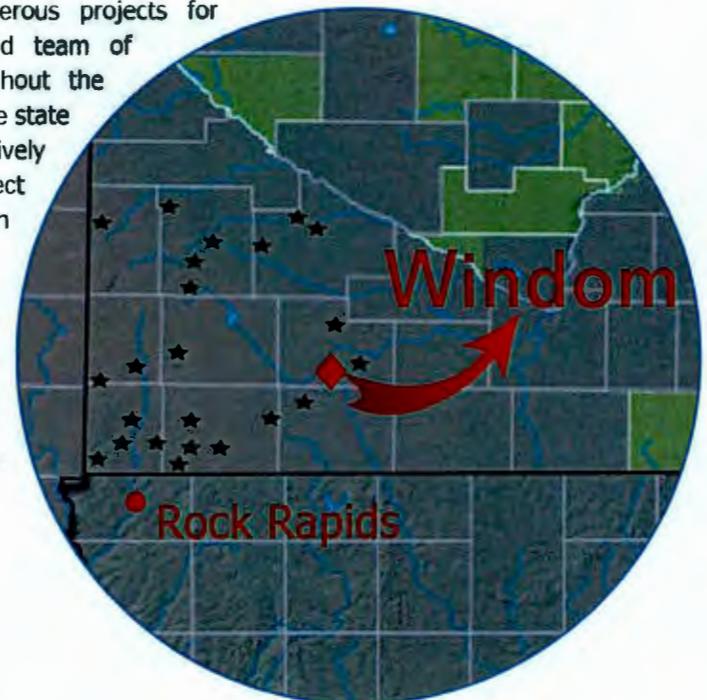
This is what sets DGR Engineering apart from other engineering firms. Building a solid partnership with our clients. Your engineering and planning needs are what we focus on. A common-sense, cost effective solution that provides you, our partner a greater value. It's not how some firms work, but it's who we are.

DGR has a dedicated team of professionals that have built a strong relationship with the City of Windom. These professionals, along with various additional support staff, are committed to achieving your goals and ultimate project success. We are committed to Windom and want to help you achieve your future goals. The long-term working history of our team of professionals, which sets us apart from the field, is a valuable tool we feel will be a benefit to the City of Windom on this project and for years to come. The DGR advantage is our years of experience working together on projects, providing you with trusted professional solutions.

The stars on the map below indicate recent projects throughout Minnesota. The shaded areas on the map indicate current and past DGR Engineering projects, along with our convenient home office location.

As noted on the map, we have completed numerous projects for communities throughout Minnesota. Our dedicated team of professionals have built strong relationships throughout the Midwest. With various projects and clients spanning the state of Minnesota, we are equipped to communicate effectively with the City of Windom and have field staff in the project area that are able to handle construction administration tasks if needed.

In summary, DGR will provide the City of Windom the most experience of any engineering firm in the surrounding area. Our team is familiar with your staff and the City's infrastructure and is ready to hit the ground running. We look forward to partnering with the City of Windom for many years to come.



WINDOM, MN STREET IMPROVEMENTS

- 11 different project locations
- Residential & downtown construction
- Water main, sanitary sewer and storm sewer replacement
- Significant coordination with local businesses/residents during construction to limit inconvenience
- Weekly project updates
- Portion of the funding: Property tax assessments

DGR
ENGINEERING



WINDOM, MINNESOTA

AmeriCInn Hotel

- FEMA 100-year Base Flood Elevation Study.
- Site parking, sidewalk and utility design.
- Coordination with City of Windom Zoning Staff.
- Meeting development goals that allgh with City needs.



HENDRICKS, MN IMPROVEMENTS

Lincoln Street

- Major infrastructure reconstruction on main thoroughfare from downtown to the hospital.
- Water main, sanitary sewer & storm sewer replacement
- Significant coordination necessary between the City, downtown businesses, school, hospital & residents.

DGR
ENGINEERING



Tab 3

References

Tab 3 | C. – References

The most reliable evidence of a consultant's success is a history and track record of satisfied repeat clients. We are selective and do not chase every client with a project, only those we know we can serve well. This way, our clients get the special attention they expect and deserve. Our approach is to focus more on doing good work and focus less on marketing. In return, our clients have rewarded us with an industry leading percentage of work from repeat clients.

DGR has extensive experience working throughout the region. We feel that providing engineering services in Windom is a partnership between the owner and the engineer. Below is a representative list of references.

Steven Nasby, City Administrator

City of Windom
(507) 831-6129
steve.nasby@windom-mn.com

David Blee, City Administrator

City of Hendricks
(507) 275-3192
hen56136@itctel.com

John Call, City Administrator

City of Luverne
(507) 449-2388
jcall@cityofluverne.org

Dave Harchanko

Apollo Development
(763) 314-0220
davidh@apollodevco.com

Dale Oltmans, City Administrator

City of Alton
(712) 756-4314
daleoltmans@midlands.net



Tab 4

Liability Insurance

Tab 4 | D. - Liability Insurance



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/29/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Marsh & McLennan Agency LLC 300 N Cherapa PL Suite 601 Sioux Falls SD 57103	CONTACT NAME: Toni Horton, CISR, AIS	
	PHONE (A/C, No, Ext): 605-339-3874	FAX (A/C, No): 605-339-3620
E-MAIL ADDRESS: toni.horton@marshmma.com		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: Travelers Indemnity Co of America		25686
INSURER B: Travelers Cas & Surety Co of America		31194
INSURER C: Travelers Indemnity Company		25658
INSURER D:		
INSURER E:		
INSURER F:		

INSURED **DEWILGRANT1**
 DeWild Grant Reckert and Associates Company,
 DeWild Grant Reckert and Associates Company,
 dba DGR Engineering
 1302 S Union St, PO Box 511
 Rock Rapids IA 51248-0511

COVERAGES **CERTIFICATE NUMBER:** 1603594539 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WORD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> XCU Included <input checked="" type="checkbox"/> Contractual Incl GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC OTHER:			#602H194241	9/1/2018	9/1/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (E& occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPIOP AGG \$ 2,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			BA1C505268	9/1/2018	9/1/2019	COMBINED SINGLE LIMIT (E& accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			CUP1C515386	9/1/2018	9/1/2019	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$
B	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER MEMBER EXCLUDED? (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	UB3J940155	9/1/2018	9/1/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B	<input checked="" type="checkbox"/> Professional Liability Claims Made Retro Date N/A			106796684	9/1/2018	9/1/2019	Each Claim/Aggregate Deductible \$ 5,000,000 \$0,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER To Whom It May Concern	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

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ACORD 25 (2016/03)

The ACORD name and logo are registered marks of ACORD





Tab 5

Conflict of Interest

Tab 5 | E. – Conflict of Interest

DGR Engineering, certifies that we have no affiliations or involvement with any organization or entity, with any financial interest or non-financial interest, with the City of Windom, Minnesota. As independent consulting engineers, DGR is responsible for the planning, design and supervision of many large important projects. In order to render professional service of maximum value to our clients, our organization shall remain free of conflicts of interest. Further, staff members will not have significant interest or ownership in firms, businesses, or real estate holdings outside the company which would stand to benefit from work on company projects.



Tab 6

Fees

Tab 6 | F.1 – Description of Fees

Estimated Service Rates [Based on Historical Averages]

Net Construction Cost	Design % Fee	Observation % Fee		
\$30,000	14.00	6.00	A)	For construction projects that are less than \$30,000, the fee will be negotiated between the consultant and the client.
\$50,000	12.50	5.80	B)	The schedule for Design engineering services includes: 1) Preliminary design services. 2) Collection of field data. 3) Final design services. 4) Project management services during construction including periodic inspections.
\$100,000	11.20	5.60		
\$200,000	9.95	5.00	C)	The schedule for Observation Services includes: 1) Full time Resident Construction Observation 2) Actual cost will vary due to weather, contractor work performance and pace of construction.
\$300,000	9.25	4.60		
\$500,000	8.55	4.30	D)	Recent mill and overlay projects have costs in the range of 8 – 10% of total construction costs versus the typical complete reconstruction cost identified.
\$750,000	7.80	4.00	E)	Where net construction cost fall between the figures above, the applicable percentage shall be determined graphically or by interpolation.
\$1,000,000	7.40	3.70	F)	This form is intended as a guide only. DGR Engineering will provide a project specific engineering services proposal for each project requested by the City.
\$2,000,000	6.70	3.40		
\$3,000,000	6.45	3.20		
\$5,000,000	6.15	2.85		
\$10,000,000	5.70	2.40		

Tab 6 | F.2 – Monthly Billing Statements

Sample Invoice



City of Windom, Mn
Mr. Steve Nasby
444 9th Street
Windom, MN 56101-0038

Invoice

1302 South Union Street
P.O. Box 511
Rock Rapids, IA 51246
phone: 712.472.2531 - fax: 712.472.2710

February 9, 2018
Project No: 366090.00
Invoice No: 00227814
Project Manager: Daniel Van Schepen

Invoice Total **\$611.00**

Project 366090.00 2017 Street Improvements
Professional Services through January 31, 2018

Task 0110 FEMA Grant Assistance

Professional Personnel

	Hours	Rate	Amount
Engineer 10 Carr, Michael damage estimation/prediction	1.00	163.00	163.00
Engineer 5 Stearns, Eric Gruver BCA	4.00	112.00	448.00
Totals	5.00		611.00
Total Labor			611.00
		Total this Task	\$611.00

AMOUNT DUE THIS INVOICE **\$611.00**

Respectfully Submitted: _____
Daniel Van Schepen

Personnel
Providing
Services

Time/Hours
Spent

Billing Backup

DeWild Grant Reckert & Associates Company Invoice 00227814

February 9, 2018 1:35:30 PM

Project 366090.00 2017 Street Improvements

Task 0110 FEMA Grant Assistance

Professional Personnel

	Hours	Rate	Amount
Engineer 10 701 210 - Carr, Michael damage estimation/prediction 9/6/2018	.50	163.00	81.50
701 210 - Carr, Michael damage estimation/prediction 9/7/2018	.50	163.00	81.50
Engineer 5 837 205 - Stearns, Eric Gruver BCA 9/6/2018	2.50	112.00	280.00
837 205 - Stearns, Eric Gruver BCA 9/7/2018	1.50	112.00	168.00
Totals			168.00
Total Labor	5.00		611.00
		Total this Task	\$611.00
		Total this Project	\$611.00
		Total this Report	\$611.00

Detailed
Description
of Services

Itemized
Date of
Service



Building a Better World
for All of Us®

October 30, 2018

RE: City of Windom
Storm Water Engineering for Red Leaf
Court/18th Avenue/Maple Park
Circle/Jamison Drive Area
SEH No. WINDM 148332 14.00

Steve Nasby, City Administrator
Brian Cooley, Street Superintendent
City of Windom
444 9th Street, P.O. Box 38
Windom, MN 56101-0038

Dear Mr. Nasby & Mr. Cooley:

We appreciate the opportunity to provide this proposal for professional services for storm water engineering for the 18th Avenue area which includes Red Leaf Court, Jamison Drive, Maple Park Circle, the contributing watersheds, and the connecting drainage systems. We have discussed the project and completed a field investigation of the study area with City staff, and have obtained valuable knowledge of the existing drainage patterns and flooding issues in the study area. We recognize that the natural drainage patterns in this area were affected by development in the past, and proper stormwater management was not provided when this area was developed decades ago. We understand that previous efforts have been made to address the flooding issues, including installation of a gate to promote ponding in non-developed areas, and installation of culverts. While these previous attempts have rerouted some flows, flooding continues to be a persistent issue, and the existing drainage system is not performing in an efficient manner. In addition to the existing flooding issues, we understand that there is a need for stormwater management to accommodate future development resulting from recent economic development successes in Windom, specifically two new proposed housing complexes.

Our team of water resources engineers have worked with numerous clients on similar projects which focused on reducing flood risk without inadvertently impacting upstream or downstream areas. To accomplish this for the City of Windom, we propose to take a comprehensive look at the study area and develop a hydrologic and hydraulic model to use as the basis of an alternatives analysis. SEH proposes to work closely with the City to develop feasible, effective alternatives which address the existing flooding issues and also account for future development. We will work cooperatively with other firms to utilize previous engineering studies and topographic data to minimize costs for the current scope.

Our common-sense approach, which is described in more detail on the attachment, keeps communication as a top priority; communication between SEH and the City, and also with the public. We intend to develop the proposed alternatives with input from the City at the project kickoff meeting, and keep the City informed of any necessary changes to the alternatives. The modeling software we propose to use can generate graphical results which makes project concepts and impacts easier to visualize and understand than traditional tabular results, which can help facilitate discussions at City Council and

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 11 Civic Center Plaza, Suite 200, Mankato, MN 56001-7710

SEH is 100% employee-owned | sehinc.com | 507.388.1989 | 877.316.7636 | 888.908.8166 fax

Steve Nasby & Brian Cooley
October 30, 2018
Page 2

project meetings. Through our past experience, we know that communication is a critical component of any successful project, and we intend to hold it at the forefront as we complete this project.

The information requested to support our proposal is included as attachments to this letter. To assist in proposal evaluation, the attachments are provided in the same order presented in the City's request. Please feel free to contact me if you have any questions or to discuss our proposal in more detail.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.

A handwritten signature in blue ink that reads "Rachel Pichelmann". The signature is written in a cursive, flowing style.

Rachel Pichelmann
Project Engineer

rep

Attachments

c: Alec Boyce (SEH)
Brad Woznak (SEH)

p:\uz\w\windm\common\red leaf court drainage\proposal\seh_redleafct_proposal.docx

SCOPE OF SERVICES

Phase 1 – Data Collection & Review

Task 1 – Review Previous Reports & Data

SEH will gather, review and utilize available existing information and previous reports in order to gain a more complete understanding of the existing drainage characteristics and the previous efforts to address the flooding issues. SEH will gather LIDAR data, aerial photography, and historical rainfall data, soils information, and other publicly available data pertinent to the study. Information provided by the City may include:

- Available record drawing information for the project area,
- Agricultural drain tile maps,
- Previous engineering reports and data,
- Historical rainfall data,
- Observed and recorded flooding information, such as approximate high water marks

All pertinent available data will be reviewed and utilized as the basis of a desktop evaluation of the study area. This desktop evaluation will focus on drainage area delineation, identification of existing flow paths and brainstorming potential design alternatives.

Task 2 – Site Visit & Kickoff Meeting

Although a site visit has already been completed with SEH and City staff during the proposal stage, we are proposing an additional site visit be held with City staff along with the kickoff meeting. The purpose of this meeting is to discuss project background such as previous reports and other relevant data found in Task 1, and also to bring forward preferences and potential concerns early in the process. This will allow for solution consensus in the general approach going forward. By having this discussion, we are inviting City and Economic Development Authority staff to participate in the decision-making process instead of reading about it in a report and wondering why each option was or was not considered. We would specifically request that Steve Nasby, Brian Cooley, and Drew Hage be in attendance at the site visit and kickoff meeting as each will have skin in the game towards the successful resolution of this problem. Prior to the meeting, SEH will prepare maps of the study area which will be marked-up during the meeting.

Task 3 – Topographic Survey

Following the site visit and kickoff meeting, SEH will complete the topographic survey of the study area. This survey will include surface drainage paths, existing storm sewers and culverts, and roadways. As stated in the RFP, this survey will also include first floor elevations and basement window elevations for homes along 18th Avenue, Red Leaf Court, and the north side of Jamison Drive. Survey data collected by SEH in 2011 covers a portion of the current study area and will be used to minimize our current survey effort. If the City is able to provide additional survey data of the study area, it will be incorporated and used to further reduce our survey efforts accordingly.

Phase 2 – Hydrologic and Hydraulic Evaluation

Task 1 – Existing Condition Assessment

SEH understands that previous hydrologic and hydraulic computations have been performed for the study area. It appears that previous watershed delineations were completed using USGS quad maps which display 10-ft contours. Since more accurate elevation data (LiDAR data) is available for Cottonwood County from MnDNR, it will be used to confirm the previous watershed delineations, and make adjustments as needed. In addition, more updated rainfall data for design events is available from NOAA, and will be used for the proposed analysis. Other components of previous studies will be incorporated in the proposed hydrologic and hydraulic analysis as appropriate.



SEH will develop a hydrologic and hydraulic model of the existing conditions for the study area. This model will incorporate survey data of the existing stormwater drainage system and topographic data of the surrounding area. At least one historical rainfall event will be simulated and used for model calibration. SEH assumes that the City will provide data from the selected event, which may include measurements, photographs, or even anecdotal descriptions of water levels. All of this information will be used with rainfall data to calibrate the model of the existing conditions prior to evaluating any alternatives. Model results from the historical event will be presented to the City to confirm the models are generating reasonable results. Model calibration is a critical step to ensure the model is generating reasonable results, and can often lead to identification of “hidden” issues such as collapsed pipes or clogged inlets. In addition to running the calibration event, the model will be used to simulate the 5-, 10-, and 100-year rainfall events.

SEH proposes to develop a 1D/2D xpswmm model of the study area, which will be used to analyze how runoff is routed through open channels, into pipe networks, and stored in ponding areas. Xpswmm is a comprehensive hydrologic and hydraulic modeling software that performs dynamic flow calculations and can be used to estimate impacts upstream and downstream of a project. Full hydrographs from historical and hypothetical rainfall events can be simulated to estimate the resulting hydraulic grade line, pipe flow rates and velocities, and surface ponding depths and drainage patterns. In a 1D/2D xpswmm model, graphical results can be generated to show overland flow paths and ponding areas overlaid on aerial photographs or other backgrounds, making the impacts of a project easy to visualize and understand.

The images below provide an example of the type of output that can be used to communicate model results. These graphics were produced for a stormwater study completed for another community in Minnesota which included developing and evaluating several alternatives to reduce flood risk associated with the stormwater drainage system in order to select the most cost effective solution that maximized the drainage issues corrected.



SEH team members have utilized the graphical results generated by 1D/2D hydrologic and hydraulic models to more effectively communicate model results and potential project impacts. We have found that these model results are more easily understood compared to traditional tabular results, and therefore are



ideal for public meetings. Since the graphical results illustrate inundation areas, the results can also be used to confirm the validity of the model.

Task 2 – Alternatives Analysis

After developing the existing conditions model, two or three improvement plan concepts will be developed and included in the hydrologic/hydraulic model. Alternatives presented in previous studies will be considered, along with the performance of the existing drainage system. While the alternatives will focus on improving the drainage and accommodating the anticipated development, they may also incorporate water quality, recreational, or aesthetic components. These concepts will be primarily created through discussions at the project kickoff meeting, but may be adjusted as needed based on model results. As the alternatives evolve, communication with the City will take place to ensure changes are acceptable. Conceptual drawings depicting the proposed alternatives will be generated for the study report and may be used for public meetings. Each alternative will be simulated in the calibrated 1D/2D xpswmm model, which will be used to estimate the potential upstream and downstream impacts. The rainfall event used for calibration will be simulated, along with the 2-, 5-, 10-, and 100-year events. Side-by-side graphical results of selected rainfall events will be generated to visualize the potential benefits of each alternative.

Phase 3 – Report Production & Meetings

Task 1 – Preliminary and Final Report

A preliminary report will be prepared to summarize the hydrologic and hydraulic analysis completed for the study. This report will present the alternatives analyzed for the study area, along with the corresponding modeling results and recommendations. Concept drawings of each alternative will also be presented in the report. Planning-level construction cost estimates, along with estimated implementation timelines, will be developed for each alternative, and included in the study report.

A draft report will be prepared and submitted to the City for review and comment. A meeting with City staff will be scheduled to discuss and resolve comments and questions. Following the meeting, the report will be finalized and provided to the City.

Task 2 – Meetings

In addition to the kickoff meeting described in Phase 1, SEH proposes to attend a report production meeting as well as one public meeting. At the report production meeting, City staff will be invited to provide feedback on the draft report. We also anticipate attending one public meeting where the study findings will be discussed. For all meetings attended by SEH, we will prepare handouts to help facilitate the discussion.

Next Steps

SEH is confident that the process outlined in the preceding pages will solve Windom's storm water problems in this neighborhood and allow for expedient development of the adjacent property as designated for new housing opportunity. Final design, bidding services, and construction administration are not included in this scope of work. If requested, SEH can provide an additional scope and fee estimate for these elements upon completion of Phases 1 through 3 described in this proposal.



COMPANY BACKGROUND

SEH Overall

SEH is a 100% employee-owned company providing engineering, architectural, planning and environmental services to public and private clients throughout the country. SEH was founded in 1927 and has grown to 31 locations and more than 800 professionals. We are a multi-disciplined firm with groups focusing on highways, traffic, transportation planning, structures, construction services, civil, water/wastewater, water resources, aviation, architecture and surveying.

Our collective purpose and body of work is focused on Building a Better World for All of Us®. "Building a better world" embodies our commitment to improving quality of life through safer roads, bridges, parks and trails; renewable energy and sustainable design; and cleaner air, drinking water, rivers and lakes. "For all of us" means we design customized solutions for our clients including the residents and businesses in the communities we serve, employees in the companies we serve, and citizens of the world. Our approach to project development, design and construction is to listen to our clients and design a solution that fits their needs.

SEH Water Resources

Our water resources team is composed of more than a dozen engineers and scientists, and has extensive experience with projects which focus on identifying, communicating, and minimizing flood risk. SEH offers a diverse portfolio of stormwater project experience – from innovative water quality improvements such as ultra-urban BMPs to master drainage design to large-scale hydraulic structures and watercourse rehabilitation in urban settings. We have designed numerous stormwater projects which balance a multitude of requirements including water quantity, water quality, recreational and aesthetic values and economic considerations. SEH designs multi-objective solutions to stormwater problems. We provide comprehensive planning, analysis, design, permitting and construction assistance that skillfully balances community demand and the needs of the development with the environment.

Claims

In 90 years of practice Short Elliott Hendrickson Inc. (SEH®) has never defaulted on any project or claim process. All claims are fairly evaluated and settled in accordance with our insurance guidelines. We are confident in our ability to successfully defend or settle on favorable terms for all such claims. Furthermore, for the protection of SEH and our clients, we always maintain a comprehensive insurance program, which includes professional liability, worker's compensation, comprehensive general liability, automobile and umbrella policies with limits sufficient to cover the defense and payment of all outstanding claims. In the opinion of our senior management, no claim or lawsuit currently pending against SEH will materially affect our ability to successfully perform our professional obligations.

It is our practice to take responsibility for our actions, and correct issues that do not meet expectations before they escalate to legal action. For confidentiality reasons (often a requirement of a mediated settlement), we have not disclosed specific names or venues. Should this be required, we will share those details verbally as may be required.



ENGINEER QUALIFICATIONS

Brad Woznak, PE, PH, CFM

Senior Professional Engineer

Qualifications: Brad is a Professional Engineer, Professional Hydrologist, and Certified Floodplain Manager with more than 21 years of experience in water resources engineering. As a senior water resources engineer and project manager, his project experience includes hydrologic and hydraulic modeling studies, design of spillways, outlet works, stilling basins, drop structures, channels and channel structures, drainage systems, storm water pump stations, and erosion protection measures. Brad has extensive experience working with communities to manage stormwater and minimize flood risk due to riverine flooding and local drainage issues.



Windom Experience: Brad assisted with the Des Moines River Dam Project by providing QA/QC support. He has also completed floodplain-related tasks for the Fulda Area Credit Union site. Most recently, Brad has assisted with the FEMA floodplain data review project for the City.

Proposed Role: Brad will serve as the project manager and senior technical lead for this project. In this role, he will be responsible for QA/QC, providing senior technical review, coordinating schedules and deliverables, and preparing invoicing.

Rachel Pichelmann, PE, CFM

Professional Engineer

Qualifications: Rachel is a Professional Engineer and Certified Floodplain Manager with over nine years of experience in water resources engineering. Rachel's experience includes hydrologic and hydraulic modeling, storm water alternatives development and analysis, design of traditional and unique hydraulic structures, and preparation of construction plans, specifications, and cost estimates. Rachel has completed the analysis and design of various stormwater improvements ranging from small wet ponds and infiltration basins to complete drainage systems for major metropolitan highway interchanges. Rachel also has extensive experience with flood risk modeling and mapping, and the use of hydrologic and hydraulic models to estimate and communicate flood risk.



Windom Experience: Rachel recently led the initial phases of the FEMA floodplain data review for the City of Windom. This project is ongoing with additional review of FEMA data expected. Rachel has also reviewed the feasibility study for the Des Moines River Dam Project.

Proposed Role: Rachel will serve as the project engineer. In this role, she will be responsible for conducting the stormwater evaluation and alternatives analysis, and preparing the report and corresponding figures. She will also assist with coordinating schedules and deliverables.

Other SEH Team Members – Water Resources

While Brad and Rachel will serve as the primary team members, SEH is also proposing to engage additional water resources staff as needed to complete the work. If work is completed by additional water resources staff, Brad and/or Rachel will provide direct oversight to ensure accuracy and quality.

Other SEH Team Members – Surveying

Matt Solmonson is a Survey Crew Chief with nearly 20 years of experience surveying at SEH. As the lead surveyor for this project, he will be responsible for conducting the topographic survey, and the survey of the first floor elevations in the study area. Matt will also work closely with Rachel to identify additional survey needs and ensure the data collection is complete.

Resumes

Resumes will be provided upon request.



MUNICIPAL REFERENCES

Name: Michael McCarty

Position: Senior Civil Engineer

Municipality: City of Mankato, Minnesota

Phone Number: 507-387-8643

Email Address: mmccarty@mankatomn.gov

Reference Projects: Upper Indian Creek Watershed Study (Rosewood Stormwater Study & Alternatives Analysis), Indian Creek Watershed Study, University Park Pond Evaluation & Alternatives Analysis, Minnesota River Bank Stabilization Projects, Flood Risk Reduction System Pump Station Modernization Study, Wilson Creek Watershed Study, and Ravine Erosion Studies

Name: Dan Coughlin

Position: City Administrator

Municipality: City of Olivia, Minnesota

Phone Number: 320-523-2361

Email Address: danc@olivia.mn.us

Reference Projects: Northeast Olivia Stormwater Study & Alternatives Analysis, Remington Seeds Drainage Evaluation, City Capital Improvement Plan

Name: Steven Lang

Position: City Engineer & Director of Public Works

Municipality: City of Austin, Minnesota

Phone Number: 507-437-9949

Email Address: slang@ci.austin.mn.us

Reference Projects: North Main Flood Mitigation Phases 1-12, Lion's Park Flood Mitigation, Waste Water Treatment Plant Flood Mitigation Feasibility Study, Independent Technical Review of Turtle Creek Flood Mitigation Project, and Dam Inspection Reports

The reference projects listed above were led by the SEH water resources team and completed with significant contributions from one or both of the Professional Engineers listed on our proposal (Brad Woznak and Rachel Pichelmann). In addition to the projects referenced above, SEH has completed other projects which focused on areas other than stormwater management or flooding for the municipalities listed above. Upon request, SEH will gladly provide additional information about the scope of any of the reference projects listed above.

LIABILITY INSURANCE

Copies of our certificates of liability insurance are attached.

CONFLICT OF INTEREST

SEH does not represent any client whose representation may conflict with our ability to provide engineering services to the City.

COMPENSATION

SEH will perform the work outlined herein on an hourly basis with a fee not to exceed \$28,900. Our detailed fee estimate is attached and provides a breakdown of the hours and fees associated with the proposed engineering services. Compensation will be based on the rates in effect at the time the work is completed plus reimbursable expenses including mileage, reproductions and equipment.





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/24/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER H. Robert Anderson and Associates, Inc. 8201 Norman Center Drive Suite 220 Bloomington MN 55437	CONTACT NAME: Jeanne Danmeier PHONE (A/C No. Ext): (952) 893-1933 FAX (A/C. No.): (952) 893-1819 E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE INSURER A: XL Specialty Insurance Co.	NAIC # 37885
INSURED Short-Elliott-Hendrickson, Incorporated 3535 Vadnais Center Drive St. Paul MN 55110	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	
	INSURER G:	

COVERAGES CERTIFICATE NUMBER: 2018 - 2019 1 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:					EACH OCCURRENCE	\$
						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$
						MED EXP (Any one person)	\$
						PERSONAL & ADV INJURY	\$
						GENERAL AGGREGATE	\$
						PRODUCTS - COM/POP AGG	\$
							\$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident)	\$
						BODILY INJURY (Per person)	\$
						BODILY INJURY (Per accident)	\$
						PROPERTY DAMAGE (Per accident)	\$
							\$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE	\$
						AGGREGATE	\$
							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A			PER STATUTE	OTH-ER
						E.L. EACH ACCIDENT	\$
						E.L. DISEASE - EA EMPLOYEE	\$
						E.L. DISEASE - POLICY LIMIT	\$
A	Professional Liability		DPR9932443	10/1/2018	10/1/2019	Each Claim/	\$5,000,000
						Each Policy Year Aggregate	\$10,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

This certificate or memorandum of insurance does not affirmatively or negatively amend, extend, or alter the coverage afforded by the insurance policy.

CERTIFICATE HOLDER City of Windom 444 9th Street P.O. Box 38 Windom, MN 56101-0038	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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Project Task Hours (Windom Red Leaf Court Neighborhood Drainage Study)

	SEH				
	Project Mgr Brad Woznak	Project Eng Rachel Pichelmann	Surveyor Matt Solmonson	CAD Tech Sandra Pomplun	Admin Tech Julie Brinkman
1. Data Collection & Review					
Review Previous Reports & Data	2	6			
Site Visit & Kickoff Meeting	2	8			
Topographic Survey		4	60	8	
2. Hydrologic and Hydraulic Evaluation					
Existing Condition Assessment	2	24			
Alternatives Analysis	4	40		8	
3. Report Production & Meetings					
Preliminary & Final Report Production	2	24		8	2
Meetings (1 Public Meeting & 1 Report Production Meeting)	2	8			
Total Hours	214	114	60	24	2

Design labor cost	\$27,410.00
Expenses	
Travel/Mileage	\$700.00
Equipment	\$790.00
Total project cost	\$28,900.00



Responsive partner.
Exceptional outcomes.

November 1, 2018

City of Windom

Steve Nasby – City Administrator
Brian Cooley – Streets & Parks Superintendent

Dear Mr. Nasby and Mr. Cooley:

We appreciate the opportunity to present to the City of Windom our qualifications to provide engineering services to the City of Windom addressing storm water infrastructure in the neighborhoods of Red Leaf Court, 18th Avenue, Maple Circle, and Jamison Drive. We are committed to providing the City of Windom with the highest level of quality and service throughout this project.

The enclosed proposal provides an overview of our extensive experience and expertise in storm water infrastructure improvements. We can provide the following unique qualifications to the City of Windom.

- ▲ **30+ Years of Experience** - providing municipal and storm water services.
- ▲ **Proven Track Record** - of success serving our clients.
- ▲ **Excellent Customer Service** - our track record is a testament to our mantra "Responsive Partner, Exceptional Outcomes".

On behalf of the 275+ employee-owners of Wenck, thank you for this opportunity to work with the City of Windom. Should you have any questions or need clarification of anything presented in the attached proposal, please do not hesitate to call me at 507-831-2703.

Sincerely,

Wenck Enterprises, Inc.

A handwritten signature in blue ink, appearing to read 'Dennis Johnson', with a long horizontal line extending to the right.

Dennis Johnson, P.E.
Principal/Senior Engineer

Wenck Company Profile

Year established: 1985
Professional disciplines:
Environmental
Engineering
Construction
Response

Legal status: Corporation

Ownership: ESOP

Size: 275+
employee-owners

Main contact:
Name: Dennis Johnson
Title: Senior Engineer
Phone: 507-831-2703

Locations:

- Golden Valley, MN
- Woodbury, MN
- Maple Plain, MN
- Windom, MN
- New Hope, MN
- Duluth, MN
- Fargo, ND
- Mandan, ND
- Roswell, GA
- Fort Collins, CO
- Denver, CO
- Sheridan, WY
- Cheyenne, WY

Markets:

- Water Resource Management
- Food & Agriculture
- Manufacturing
- Power & Utilities
- Metals
- Mining
- Government
- Oil & Gas
- Real Estate
- Transportation
- Sports & Recreation
- Education
- Waste Management

About Us

Wenck is a 100 percent employee-owned consulting enterprise that was founded 30+ years ago and now features 13 branch offices in five states strategically located around the country. Water resource services was and is a key service area since Wenck's beginning.

We are a united team of engineers, scientists, consultants, hazardous materials specialists, and construction professionals prepared to deliver the outcome you need. We are known and trusted for our technical excellence, and our experienced team can help manage every aspect of your most complex projects. Working jointly with all stakeholders, we are your **responsive partner** committed to producing **exceptional outcomes** for your organization.

Wenck has 9 main resource groups within the company with each group specializing in different engineering services. The resource groups include- Resource Disposal & Recovery Services, Environmental Compliance & Permitting Services, Engineering Design Services, Facility & Process Engineering, Water Services, Real Estate & Development Services, Business & Operation Services, Response Services, and Construction.

In total Wenck has- 50 licensed professional engineers (PE), 7 licensed geologists (PG), 46 principals, and 34 associates. A breakdown by Resource Group is provided below.

- ▲ Resource Disposal & Recovery (21 Employees)
 - ❖ 8 PE, 0 PG, 6 Principals, 5 Associates
- ▲ Environmental Compliance & Permitting (49 Employees)
 - ❖ 9 PE, 0 PG, 10 Principals, 9 Associates
- ▲ Engineering Design (30 Employees)
 - ❖ 9 PE, 0 PG, 6 Principals, 5 Associates
- ▲ Facility & Process Engineering (17 Employees)
 - ❖ 3 PE, 0 PG, 1 Principal, 1 Associate
- ▲ Water (50 Employees)
 - ❖ 19 PE, 4 PG, 11 Principals, 7 Associates
- ▲ Real Estate & Development (27 Employees)
 - ❖ 0 PE, 2 PG, 3 Principals, 3 Associates
- ▲ Business & Operation (38 Employees)
 - ❖ 3 PE, 1 PG, 8 Principals, 3 Associates
- ▲ Response (29 Employees)
 - ❖ 0 PE, 0 PG, 1 Principal, 1 Associate
- ▲ Construction (30 Employees)

Wenck Project Team & Qualifications

The Wenck project team will consist of five members who have numerous years of experience planning, modeling, analyzing, and designing storm water infrastructure projects of various types and sizes. This experience gives our team a unique advantage in formulating storm water infrastructure improvements that are not only cost effective but also meet the City of Windom and its residents' expectations.

The Wenck project team will be led by 2 members in our Windom office. The project manager will be Dennis Johnson (PE) and project engineer will be Mike Johnson (EIT). Our other team members consist of two members who specialize in storm water modeling and design, and an engineering technician.

An overview of our project team members and their expertise is outlined below.

Dennis Johnson, P.E. | Project Manager/Senior Engineer- Windom Office

Coordinate execution of project tasks
Manage Project Team & Budget
Analysis of Existing Watershed & Infrastructure
Assist in formulating Improvement Plan Concepts & Estimates

Qualifications – Mr. Johnson is a principal in Wenck Engineering Design Services group and has thirty-seven years of experience in municipal and storm water engineering. He has managed numerous projects ranging in size and complexity. Projects have included; waterworks improvements, street improvements, drainage improvements, and several county drainage systems. Mr. Johnson responsibilities include the supervision and preparation of plans and specifications, design, inspection, and construction supervision.

Mike Johnson, EIT | Project Engineer – Windom Office

Communicate with City of Windom
Analysis of Existing Watershed & Infrastructure
Assist in formulating Improvement Plan Concepts & Estimates
Topographic Survey

Qualifications – Mr. Johnson is a project engineer in Wenck Engineering Design Services group. He has 5 years of experience in municipal and private development design, project and construction management, and construction inspection. Projects have included; street improvements, drainage improvements, and public and private storm water modeling and design. He is responsible for performing design tasks, communication with client, inspection, and construction supervision.

Joel Toso, PhD, PH, PE | Senior Water Resources/Hydraulics Engineer

Analysis of Existing Watershed & Infrastructure
Assist in formulating Improvement Plan Concepts & Estimates

Qualifications – Mr. Toso is a civil engineer with more than 30 years of experience specializing in water resources engineering and hydraulics. Mr. Toso is a recognized project manager with expertise working with federal, state, local, and private clients. He has worked on numerous projects that include hydrologic and hydraulic modeling, surface water management plans, best management practice design, flood studies, wetland hydrology, as well as cost estimates. In addition to field work, Mr. Toso has taught Applied Hydrology and Hydraulics at the University of Minnesota for more than 18 years.

Bryce Cruey, PE, CFM | Water Resources Engineer

Analysis of Existing Watershed & Infrastructure
Assist in formulating Improvement Plan Concepts & Estimates

Qualifications – Mr. Cruey has over ten years of project experience working for clients from both private and public industry throughout the Midwest. Mr. Cruey areas of expertise include, hydraulic modeling, flood plain management, water resource management, and surface water management plans. Mr. Cruey is proficient using many hydrologic models including HEC-RAS, FLO-2d, HEC-HMS, and HydroCAD.

Todd Thurmer | Engineering Technician- Windom Office

AutoCad Drafting
Topographic Survey

Qualifications – Mr. Thurmer has over 25 years of experience in construction observation and AutoCad technician work. Mr. Thurmer has worked on numerous public and private storm sewer and street rehabilitation projects as lead AutoCad draftsman which include plan and profiles for sewer, water, storm sewer, and streets, excavation quantities, and site topography.

Other team members who will play a support role to the main team members outlined above include Wenck administration personal and include – Becki Wormstadt and Melissa Winterhalter.

Windom Experience

Our project team is familiar working with the City of Windom and its staff having worked on numerous projects since 1993. This experience includes work on the cities streets, wastewater collection system, water distribution system, stormwater collection system, wells, and residential/commercial developments. This gives our team a competitive advantage because we are familiar with Windom, its utility infrastructure, and neighborhoods that would be affected by this project. Below is a list of projects Wenck has worked on in the City of Windom since 2010.

- ▲ City of Windom 2016 Sealcoat
- ▲ Fiber Optic Extension
- ▲ City of Windom 2015 Sealcoat
- ▲ 2015 Street Repairs
- ▲ North Windom Industrial Park Phase II
- ▲ North Windom Industrial Park Extension
- ▲ Windom EDA River Bend Addition
- ▲ City of Windom 2014 Sealcoat
- ▲ North Redding Avenue Extension
- ▲ North Windom Industrial Park
- ▲ TH 71 Turn Lanes
- ▲ 4th Avenue Bridge
- ▲ 2013 Windom Street Improvements
- ▲ 6th Avenue Sidewalk
- ▲ 2012 Windom Streets
- ▲ City of Windom 2012 Sealcoat
- ▲ TH 60 Watermain and Services
- ▲ City of Windom Street Shop Repair
- ▲ 2010 Stormwater Prevention Plan
- ▲ TH 60 Watermain
- ▲ City of Windom 2010 Sealcoat
- ▲ 6th Street Hydrants
- ▲ Sykora Addition Water and Sewer
- ▲ City of Windom EDA WAHS Single Family Housing

In addition to the above projects and experience in Windom, our team has provided preliminary engineering services to the City of Windom regarding the area outlined in this RFP since 1996. The most recent services Wenck provided for this area was in 2015 while working with the Economic Development Director on storm sewer design options for the Windom Area High School Housing Subdivision. During this project Wenck looked at a total of 5 storm sewer options for the subdivision including 2 which included options that looked at alleviating storm water issues in the neighborhoods outlined in this RFP.

Municipal Storm Water Projects

The Wenck project team has experience working with small rural communities and private clients throughout the State of Minnesota. Some of the recently completed or in various stages of design are listed below.

Miller Creek | Mankato, MN

Contact: Tim Paulsen (Owner): 507-345-3007

Project Overview – HydroCAD modeling and storm water design of a 77 lot privately owned subdivision. Each lot was modeled individually and then analyzed as a system. Storm sewer consisted of a system of infiltration ditches, catch basins, storm sewer, and drain tile. Approval of design through the City of Mankato Engineering Department.



City of Fridley, City Hall/Civic Center Complex | Fridley, MN

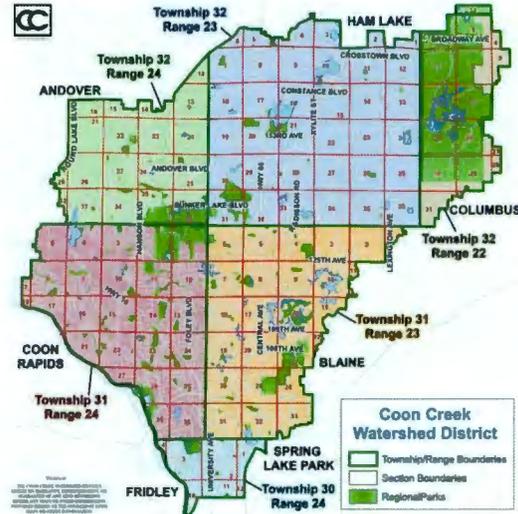
Contact: John Lennander (Engineering Division): 763-572-3551

Project Overview – Water management plan for the renovation of City Hall/Civic Center complex. The work included storm sewer, storm water quality and quantity infrastructure.



Coon Creek Watershed | Blaine, MN
 Contact: Tim Kelly (District Administrator): 763-755-0975

Project Overview – Numerous storm water management plans for development and municipalities. Wenck has performed the water management plan for the entire district.



Scope of Work

The scope of work proposed is as follows:

- 1) Evaluate existing work completed in the area prior to the RFP.
- 2) Interview City staff and local residents for past flooding, elevations and nature of flooding.
- 3) Take elevations on pertinent houses and existing infrastructure.
- 4) Using lydar data and elevations from above, determine sub watershed areas. Also, with aerial photographs, determine land use for insertion into the HydroCAD model.
- 5) Insert existing data into HydroCAD model, verify with City staff and local residents on results.
- 6) Review results of existing conditions with City staff.
- 7) Propose up to 3 different scenarios for remedies to the flooding, confirming with City staff on options.
- 8) Perform HydroCAD modeling of 3 scenarios.
- 9) Review results with city staff and revise as necessary.
- 10) Prepare technical memorandum to City Council with cost estimates.

Wenck Fees

The estimated fees are as follows:

1) Evaluate Existing Work	\$1,000
2) Interviews	\$400
3) Elevations	\$1,500
4) Lydar and Elevations – sub watersheds	\$1,700
5) HydroCAD Modeling	\$7,000
6) Review existing model with City and revise as necessary	\$1,000
7) Propose 3 Options	\$1,500

8) HydroCAD Model of 3 options	\$3,000
9) Review with Staff	\$800
10) Final report	\$3,000

TOTAL \$20,900

Wenck Billing

Monthly billing statements will be sent to the City of Windom following internal review by Dennis and Mike Johnson. Each monthly billing statement will include the following information:

- ▲ Itemized dates of service
- ▲ Engineer and/or support personal providing the services
- ▲ Time spent by activity
- ▲ Detailed description of the services performed and the fee for those services

An example billing statement is attached outlining what a potential billing statement from our project team could be formatted like. It should be noted, Wenck, is willing to work with City personal to determine a format that works best for all parties involved.

Conflicts of Interest

Wenck and the Wenck project team do not have any conflicts of interest that would hinder our ability to provide engineering services to the City of Windom. It should be noted that Wenck is assisting two clients located in the City of Windom in regard to the ongoing City of Windom Wastewater Treatment Plant Facility upgrades. The clients are listed below:

- ▲ Windom Wash, LLC – Wenck including 3 of the project team members are assisting Windom Wash in the design of a 11 Million Gallon Earthen Lagoon for wastewater produced from wash water.
- ▲ Prime Pork – Wenck is assisting Prime Pork with analysis of the cost for services to the proposed expansion for the City of Windom. It should be noted, Wenck representatives contacted the City Administrator prior to conducting this consulting work and it was stated it should not be a conflict.

Wenck Statement of Insurance Claims & Ethics Complaints

Wenck Associates Inc. ("Wenck") is not aware of existing ethics violations or ethics investigations of Wenck employees. Wenck is also not aware of any pending or past lawsuits which Wenck is a party. Wenck is aware of one pending/potential automobile insurance claim, two pending/potential workers compensation claims, and three pending/potential professional liability claims. None of these pending/potential claims is expected to impact Wenck's ability to conduct business.

The pending auto claim occurred on August 10, 2018 when a Wenck Construction, Inc. (insured under the same policy as Wenck Associates, Inc.) vehicle was struck from behind, causing the Wenck vehicle to collide with a vehicle in front of it. Wenck incurred \$1,396 in paid losses and \$23,675 has been reserved by our insurance carrier.



The first pending workers compensation claim occurred on August 6, 2018 when a Wenck Construction, Inc. (insured under the same policy as Wenck Associates, Inc.) employee fell from a golf cart and the employee's forehead was cut. No paid losses have been incurred, and \$400 has been reserved by our insurance carrier.

The second pending workers compensation claim occurred on August 29, 2018 when a Wenck employee found a wood tick embedded in the employee's neck. No paid losses have been incurred, and \$2,000 has been reserved by our insurance carrier.

All three pending professional liability claims are anticipated to be resolved at a cost below the applicable insurance deductible, but these incidents were reported to Wenck's insurance carrier in an attempt to be pro-active with dispute resolution. Wenck's insurance provider is also confident that these potential claims will be resolved at a cost below the applicable insurance deductible, and there, only \$1 has been reserved for each potential claim.

Wenck is not aware of other pending insurance claims. The attached insurance claim history report is for the 5 year period ending in May 2018.

City of Windom



Attachment 1: Wenck Proposed Billing Statement

Invoice

October 16, 2018
Invoice No:



Responsive partner.
Exceptional outcomes.

Mr. Steve Nasby
City Administrator
444 9th Street
PO Box 38
Windom, MN 56101

Project Manager Dennis Johnson
Mike Johnson

Project 0045 18th Avenue Stormwater

Professional Services Through

- Phase 1 – Meetings
- Phase 2 – Modeling & Design
- Phase 3 – Concept Plans & Estimates
- Phase 4 – Design Plans & Specifications
- Phase 5 – Project/Construction Management
- Phase 6 – Project Closeout

Professional Personnel

	Hours	Rate	Amount	
Dennis Johnson	--	--	--	
Mike Johnson	--	--	--	
Joel Toso	--	--	--	
Bryce Cruey	--	--	--	
Todd Thurmer	--	--	--	
Totals	--		--	
Total Labor				--
Reimbursable Expenses				
Mileage - Reimbursable			--	
Total Reimbursables			--	--
Additional Fees				
Technology Fee			--	
Total Additional Fees			--	--
				Total Invoice Amount
				--



Billing Backup

Tuesday, October 16, 2018

WAI - Wenck Associates, Inc.

Invoice

Dated 10/16/2018

9:19:46 AM

Project	0045	18th Avenue Stormwater
---------	------	------------------------

Professional Personnel

				Hours	Rate	Amount
	WINDOM Engineer II					
323	19031 - Johnson, Dennis look at site	10/16/2018		2.00	--	--
	WINDOM Engineer I					
443	19030 - Johnson, Michael	10/16/2018		10.00	--	--
	structural foundation calculations and drawings					
443	19030 - Johnson, Michael	10/16/2018		9.00	--	--
	structural foundation calculations and drawings					
443	19034 - Johnson, Michael	10/16/2018		3.50	--	--
	final structural revisions based on Paul comments, and horizontal loads					
	WINDOM Clerical/Technician					
157	921 - Winterhalter, Melissa Administrative assistance	10/16/2018		.50	--	--
	Totals			25.00		--
	Total Labor					--

Reimbursable Expenses

Mileage - Reimbursable						
EX	000000030934	10/16/2018	Johnson, Dennis / 18th Avenue / Site visit / 10.00 miles @ 0.545			--
	Total Reimbursables					--
					Project Total	--
					Total this Report	--

City of Windom



Attachment 2: Wenck Insurance Claim History Report

Wenck Enterprises

Coverage Line	Policy Period	Carrier	Claims	Paid	Reserved	Total Incurred
Workers Compensation	7-1-17/18	C N A	4	\$2,705	\$0	\$2,705
	5/8/16-7/1/17	C N A	2	\$211	\$0	\$211
	5/8/15-5/8/16	Travelers	11	\$18,103	\$2,304	\$20,407
	5/8/14-5/8/15	Travelers	5	\$126,477	\$11,410	\$137,887
	5/8/13-5/8/14	Travelers	5	\$10,429	\$0	\$10,429
	5/8/12-5/8/13	Travelers	6	\$64,444	\$15,841	\$80,285
	5/8/11-5/8/12	Travelers	2	\$19,976	\$28,436	\$48,412
				\$242,345	\$57,991	\$300,336
General Liability	7-1-17/18	C N A	0	\$0	\$0	\$0
	5/8/16-7/1/17	C N A	2	\$0	\$1,959	\$1,959
	5/8/15-5/8/16	Travelers	1	\$35,000	\$0	\$35,000
	5/8/14-5/8/15	Travelers	1	\$0	\$0	\$0
	5/8/13-5/8/14	Travelers	1	\$0	\$0	\$0
	5/8/12-5/8/13	Travelers	0	\$0	\$0	\$0
	5/8/11-5/8/12	Travelers	0	\$0	\$0	\$0
				\$35,000	\$1,959	\$36,959
Automobile	7-1-17/18	C N A	7	\$18,543	\$0	\$18,543
	5/8/16-7/1/17	C N A	3	\$7,317	\$0	\$7,317
	5/8/15-5/8/16	Travelers	2	\$3,419	\$0	\$3,419
	5/8/14-5/8/15	Travelers	3	\$8,250	\$0	\$8,250
	5/8/13-5/8/14	Travelers	1	\$0	\$0	\$0
	5/8/12-5/8/13	Travelers	5	\$9,787	\$0	\$9,787
	5/8/11-5/8/12	Travelers	6	\$1,818	\$0	\$1,818
				\$49,134	\$0	\$49,134
Inland Marine	7-1-17/18	C N A	0	\$0	\$0	\$0
	5/8/16-7/1/17	C N A	0	\$0	\$0	\$0
	5/8/15-5/8/16	Travelers	1	\$0	\$0	\$0
	5/8/14-5/8/15	Travelers	0	\$0	\$0	\$0
	5/8/13-5/8/14	Travelers	5	\$24,342	\$0	\$24,342
	5/8/12-5/8/13	Travelers	1	\$2,755	\$0	\$2,755
	5/8/11-5/8/12	Travelers	0	\$0	\$0	\$0
				\$27,097	\$0	\$27,097
ANNUAL TOTALS	7-1-17/18			\$21,248	\$0	\$21,248
	5/8/16-7/1/17			\$7,528	\$1,959	\$9,487
	5/8/15-5/8/16			\$56,522	\$2,304	\$58,826
	5/8/14-5/8/15			\$134,727	\$11,410	\$146,137
	5/8/13-5/8/14			\$34,771	\$0	\$34,771
	5/8/12-5/8/13			\$76,986	\$15,841	\$92,827
	5/8/11-5/8/12			\$21,794	\$28,436	\$50,230
				\$353,576	\$59,950	\$413,526

NOTES:

C N A Loss Runs Valued 5-18-18

Travelers Loss Runs Valued 5-20-18

Wenck Enterprises

Coverage Line	Policy Period	Carrier	Claims	Paid	Reserved	Total Incurred
Workers Compensation	7-1-17/18	C N A	4	\$2,705	\$0	\$2,705
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General Liability	7-1-17/18	C N A	0	\$0	\$0	\$0
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	5/8/15-5/8/16	Travelers	1	\$35,000	\$0	\$35,000
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	5/8/12-5/8/13	Travelers	0	\$0	\$0	\$0
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	5/8/12-5/8/13	Travelers	5	\$9,787	\$0	\$9,787
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	5/8/16-7/1/17	C N A	0	\$0	\$0	\$0
	5/8/15-5/8/16	Travelers	1	\$0	\$0	\$0
	5/8/14-5/8/15	Travelers	0	\$0	\$0	\$0
	5/8/13-5/8/14	Travelers	5	\$24,342	\$0	\$24,342
	5/8/12-5/8/13	Travelers	1	\$2,755	\$0	\$2,755
	5/8/11-5/8/12	Travelers	0	\$0	\$0	\$0
				\$27,097	\$0	\$27,097
ANNUAL TOTALS	7-1-17/18			\$21,248	\$0	\$21,248
	5/8/16-7/1/17			\$7,528	\$1,959	\$9,487
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	5/8/14-5/8/15			\$134,727	\$11,410	\$146,137
	5/8/13-5/8/14			\$34,771	\$0	\$34,771
	5/8/12-5/8/13			\$76,986	\$16,841	\$92,827
	5/8/11-5/8/12			\$21,794	\$28,436	\$50,230
				\$353,576	\$69,950	\$413,526

NOTES:

C N A Loss Runs Valued 5-18-18

Travelers Loss Runs Valued 5-20-18

City of Windom



Attachment 3: Wenck Certificate of Liability Insurance



ADDITIONAL REMARKS SCHEDULE

AGENCY Cobb Strecker Dunphy & Zimmermann		NAMED INSURED Wenck Enterprises Inc., etal P.O. Box 249 Maple Plain, MN 55359-0249	
POLICY NUMBER			
CARRIER	NAIC CODE	EFFECTIVE DATE:	

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
 FORM NUMBER: 25 FORM TITLE: CERTIFICATE OF LIABILITY INSURANCE

States West Water Resources Corporation
 Wenck Construction, Inc. dba Bossardt Corporation
 Wenck Response Services, Inc.
 Lidstone & Associates - A Wenck Company

- 1800 Pioneer Creek Drive; Maple Plain, MN 55359
- 1012 5th Avenue; Windom, MN 56101
- 1802 Wooddale Drive; Woodbury, MN 55125
- 301 First Street NE; Mandan, ND 58554
- 1904 E 15th Street; Cheyenne, WY 82201
- 3303 Fiechtner Drive; Fargo, ND 58103
- 5130 Winnetka Ave N; New Hope, MN 55428
- 2 N Main Street, Ste 402; Sheridan, WY 82801
- 1080 Holcomb Bridge Rd, Bldg 100 Ste 190; Roswell, GA 30076
- 7500 Olson Memorial Hwy, Ste 300; Golden Valley, MN 55427
- 1025 Automation Way, Bldg E; Fort Collins, CO 80525
- 240 Rudy Chase Dr.; Glenville, NY 12302
- 5445 DTC Parkway P4; Greenwood, CO 80111

RESOLUTION #2018-

INTRODUCED:

SECONDED:

VOTED:

Aye:

Nay:

Absent:

**A RESOLUTION CANVASSING THE ELECTION RETURNS FOR THE CITY
ELECTION AND DECLARING THE RESULTS OF THE ELECTION**

WHEREAS, the general election for the City of Windom was held on November 6, 2018, in accordance with provisions of the Windom City Charter; and

WHEREAS, the following results were tabulated by the election judges following the closing of the polls.

	<u>Ward I</u> <u>Prec. I</u>	<u>Ward I</u> <u>Prec. II</u>	<u>Ward II</u> <u>Prec. I</u>	<u>Ward II</u> <u>Prec. II</u>	<u>Totals</u>
<u>Council Member At-Large</u>					
JoAnn Ray					
Misc. Write-In					
<u>Council Member Ward I</u>					
Kenneth Derickson					
Jenny Quade					
Misc. Write-In					
<u>Council Member Ward II</u>					
James L. Nelson					
Misc. Write-In					

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

1. That _____ be declared elected to the Office of Council Member At-Large for a four-year term ending December 31, 2022.
2. That _____ be declared elected to the Office of Council Member Ward I for a four-year term ending December 31, 2022.
3. That _____ be declared elected to the Office of Council Member Ward II for a four-year term ending December 31, 2022.

Adopted this __th day of November, 2018.

Dominic Jones, Mayor

Attest: _____
Steven Nasby, City Administrator



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

Contract Invoice

Invoice#: 18-005S-008

Date: 10/23/2018

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: 11/06/2018

Terms: 30DY

Order#

Description	Amount
Progress Billing# 8	162,847.00

6024-116300
 Substation

Jason Johnson

AMMS

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:	162,847.00
Retention:	8,142.35
Amount Paid:	0.00
Amount Due	154,704.65



Conductor Power LLC

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

Progress Billing

Application: 8

Period: 10/23/2018

License:

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

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

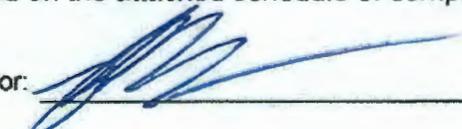
Client PO#: Project: N16085

Application For Payment On Contract

Original Contract.....	1,576,521.00
Net Change by Change Orders.....	-85,210.00
Contract Sum to Date.....	1,491,311.00
Total Complete to Date.....	1,427,591.00
Total Retained.....	71,379.55
Total Earned Less Retained.....	1,356,211.45
Less Previous Billings.....	1,201,506.80
Current Payment Due.....	154,704.65
Balance on Contract.....	135,099.55

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: 10/23/18

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: 8
 Application Date: 10/23/2018
 Period To: 10/23/2018
 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%	\$ -	\$ 6,466.10
5	Below Grade Grounding	1	\$ 6,480.00	\$ 2,391.00	\$ 8,871.00	\$ 8,871.00			\$ 8,871.00	100.0%	\$ -	\$ 443.55
6	Above Grade Grounding	1	\$ 2,380.00	\$ 2,727.00	\$ 5,107.00	\$ 2,727.00	\$ 2,380.00		\$ 5,107.00	100.0%	\$ -	\$ 255.35
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	\$ 82,642.00	\$ 8,683.00		\$ 91,325.00	100.0%	\$ -	\$ 4,566.25
10	LV Power & Control Cable Terminations	1	\$ 9,358.00	\$ 1,637.00	\$ 10,995.00	\$ 6,637.00	\$ 4,358.00		\$ 10,995.00	100.0%	\$ -	\$ 549.75
11	MV Power Cable	1	\$ 38,661.00	\$ 145,453.00	\$ 184,114.00	\$ 157,953.00	\$ 26,161.00		\$ 184,114.00	100.0%	\$ -	\$ 9,205.70
12	MV Power Cable Terminations	1	\$ 59,913.00	\$ 74,124.00	\$ 134,037.00	\$ 95,624.00	\$ 38,413.00		\$ 134,037.00	100.0%	\$ -	\$ 6,701.85
13	Grounding Platforms	1	\$ 99.00	\$ 797.00	\$ 896.00	\$ 797.00	\$ 99.00		\$ 896.00	100.0%	\$ -	\$ 44.80
14	High Voltage Equipment	1	\$ 10,713.00	\$ 664.00	\$ 11,377.00	\$ 8,500.00	\$ 2,877.00		\$ 11,377.00	100.0%	\$ -	\$ 568.85
15	Electrical Bus System	1	\$ 10,082.00	\$ 8,056.00	\$ 18,138.00	\$ 13,306.00	\$ 4,832.00		\$ 18,138.00	100.0%	\$ -	\$ 906.90
16	Control Building	1	\$ 44,582.00	\$ 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	\$ 45,321.00			\$ 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	\$ 10,000.00		\$ 166,693.00	100.0%	\$ -	\$ 8,334.65
19	Testing & Commissioning	1	\$ 103,245.00	\$ -	\$ 103,245.00	\$ -	\$ 65,044.00		\$ 65,044.00	63.0%	\$ 38,201.00	\$ 3,252.20
Totals			\$676,232.00	\$800,289.00	\$1,576,521.00	\$1,349,954.00	\$162,847.00	\$0.00	\$1,512,801.00	17.0%	\$63,720.00	\$75,640.05
Change Orders/Alternates												
1	COR #1 - Delete Shoring, curb & gutter and pa	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			\$812,487.00	\$878,824.00	\$1,491,311.00	\$1,264,744.00	\$162,847.00	\$0.00	\$1,427,591.00	95.7%	\$63,720.00	\$71,379.55

Progress Estimate

Contractor's Application for Payment

For (contract): Windom Ice Arena Ice System Replacement			Application Number: 4					
Application Period: through August 15, 2018			Application Date: 8/16/2018					
A		B	Work Completed		E	F		G
Item			C	D	Materials Presently	Total Completed	%	Balance to Finish
Specification Section No.	Description	Scheduled Value	From Previous Application (C+D)	This Period	Stored (not in C or D)	and Stored to Date (C + D + E)	(E) B	(B - F)
SECTION 1: GRADING								
1	Mobilization	\$25,000.00	\$20,000.00	\$2,000.00		\$22,000.00	88%	\$3,000.00
2	Mains Materials	\$30,000.00	\$30,000.00			\$30,000.00	100%	
3	Mains Insulation Materials	\$35,000.00	\$35,000.00			\$35,000.00	100%	
4	Mains and Mains Insulation Labor	\$15,000.00	\$15,000.00			\$15,000.00	100%	
5	Supply Headers (Sub Flor & Mail Floor)	\$35,000.00	\$35,000.00			\$35,000.00	100%	
6	Install Headers Labor (Sub Floor & Main Floor)	\$15,000.00	\$15,000.00			\$15,000.00	100%	
7	Supply Floor Insulation	\$50,000.00	\$50,000.00			\$50,000.00	100%	
8	Install Floor Insulation Labor	\$45,000.00	\$45,000.00			\$45,000.00	100%	
9	Supply Vapor Barrier	\$17,000.00	\$17,000.00			\$17,000.00	100%	
10	Install Labor Vapor Barrier	\$10,000.00	\$10,000.00			\$10,000.00	100%	
11	Supply Tubing Chairs	\$24,000.00	\$24,000.00			\$24,000.00	100%	
12	Install Labor Tubing Chairs	\$8,000.00	\$8,000.00			\$8,000.00	100%	
13	Supply Tubing Chairs	\$45,000.00	\$45,000.00			\$45,000.00	100%	
14	Install Labor Tubing Chairs	\$24,000.00	\$24,000.00			\$24,000.00	100%	
15	Supply Return Bends	\$14,000.00	\$14,000.00			\$14,000.00	100%	
16	Install Labor Return Bends	\$10,000.00	\$10,000.00			\$10,000.00	100%	
17	Main Floor Ancillary Materials	\$35,000.00	\$35,000.00			\$35,000.00	100%	
18	Supply and Install the Expansion Join	\$24,000.00	\$24,000.00			\$24,000.00	100%	
19	Supply and Install Concrete	\$123,000.00	\$123,000.00			\$123,000.00	100%	
20	Supply Zero Zone Refrigeration System	\$285,000.00	\$285,000.00			\$285,000.00	100%	
21	Install Labor Zero Zone Refrigeration System	\$30,000.00		\$30,000.00		\$30,000.00	100%	
22	Supply and Install Ethylene Glycol	\$36,000.00						\$36,000.00
23	Start-Up	\$4,972.00						\$4,972.00
24	A1: Stainless Steele Coil in Snowmelt Pit	\$4,000.00						\$4,000.00
Totals		\$943,972.00	\$864,000.00	\$32,000.00		\$896,000.00	95%	\$47,972.00

APPLICATION AND CERTIFICATE FOR PAYMENT

TO OWNER:
 City of Windom, Minnesota
 444 9th Street, PO Box 38
 Windom, MN 56101-0038

PROJECT:
 Windom Ice Arena Ice System Replacement
 1480 8th Ave
 Windom, MN 56101

APPLICATION #: 4
 PERIOD TO: 08/15/18
 PROJECT NOS: 900-17-287

Distribution to:
 Owner
 Const. Mgr
 Architect
 Contractor
 ENGINEER

FROM CONTRACTOR:
 Minnesota Ice LLC
 13540 Flagstaff Ave
 Apple Valley, MN 55124

VIA ENGINEER:
 Stevens Engineers Inc.
 2211 O'Neil Road
 Hudson, WI 54016

CONTRACT DATE: 02/17/18

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.
 Continuation Sheet is attached.

1. ORIGINAL CONTRACT SUM	\$	943,972.00
2. Net change by Change Orders	\$	
3. CONTRACT SUM TO DATE (Line 1 +/- 2)	\$	943,972.00
4. TOTAL COMPLETED & STORED TO DATE-\$ (Column G on Continuation Sheet)		896,000.00
5. RETAINAGE:		
a. 5.0% of Completed Work (Columns D+E on Continuation Sheet)	\$	44,800.00
b. of Stored Material (Column F on Continuation Sheet)	\$	
Total Retainage (Line 5a + 5b or Total in Column 1 of Continuation Sheet)	\$	44,800.00
6. TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total)	\$	851,200.00
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	820,800.00
8. CURRENT PAYMENT DUE	\$	30,400.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$	92,772.00

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total approved this Month		
TOTALS		
NET CHANGES by Change Order		

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown therein is now due.

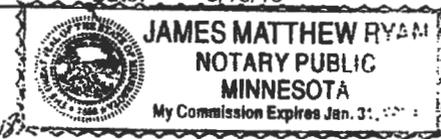
CONTRACTOR:

By: Minnesota Ice LLC

Date: 8/16/18

State of: MINNESOTA
 County of: Scott

Subscribed and sworn to before me this 16th day of August, 2018



Notary Public: *James Ryan*
 My Commission expires: 1/31/23

CERTIFICATE FOR PAYMENT

In accordance with Contract Documents, based on on-site observations and the data comprising application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$
 (Attach explanation if amount certified differs from the amount applied for. Initial all figures on this application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT:

By: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner of Contractor under this Contract.

CONTINUATION SHEET

ATTACHMENT TO PAY APPLICATION
 PROJECT:
 Windom Ice Arena Ice System Replacement
 1480 8th Ave
 Windom, MN 56101

APPLICATION NUMBER: 4
 APPLICATION DATE: 08/16/18
 PERIOD TO: 15-Aug-18
 ARCHITECT'S PROJECT NO: 900-17-287

A Item No.	B Description of Work	C Scheduled Value	D Work Completed		F Materials Presently Stored (Not In D or E)	G Total Completed And Stored To Date (D + E + F)	H % (G/C)	I Balance To Finish (C - G)	J Retainage
			From Previous Application (D + E)	This Period					
1	Mobilization	\$ 25,000	20,000.00	\$ 2,000		22,000.00	88%	3,000.00	1,100.00
2	Mains Materials	\$ 30,000	30,000.00			30,000.00	100%		1,500.00
3	Mains Insulation Materials	\$ 35,000	35,000.00			35,000.00	100%		1,750.00
4	Mains and Mains Insulation Labor	\$ 15,000	15,000.00			15,000.00	100%		750.00
5	Supply Headers (Sub Floor & Main Floor)	\$ 35,000	35,000.00			35,000.00	100%		1,750.00
6	Install Headers Labor (Sub Floor & Main Floor)	\$ 15,000	15,000.00			15,000.00	100%		750.00
7	Supply Floor Insulation	\$ 50,000	50,000.00			50,000.00	100%		2,500.00
8	Install Floor Insulation Labor	\$ 45,000	45,000.00			45,000.00	100%		2,250.00
9	Supply Vapor Barrier	\$ 17,000	17,000.00			17,000.00	100%		850.00
10	Install Labor Vapor Barrier	\$ 10,000	10,000.00			10,000.00	100%		500.00
11	Supply Tubing Chairs	\$ 24,000	24,000.00			24,000.00	100%		1,200.00
12	Install Labor Tubing Chairs	\$ 8,000	8,000.00			8,000.00	100%		400.00
13	Supply Tubing	\$ 45,000	45,000.00			45,000.00	100%		2,250.00
14	Install Labor Tubing	\$ 24,000	24,000.00			24,000.00	100%		1,200.00
15	Supply Return Bends	\$ 14,000	14,000.00			14,000.00	100%		700.00
16	Install Labor Return Bends	\$ 10,000	10,000.00			10,000.00	100%		500.00
17	Main Floor Ancillary Materials	\$ 35,000	35,000.00			35,000.00	100%		1,750.00
18	Supply and Install the Expansion Joint	\$ 24,000	24,000.00			24,000.00	100%		1,200.00
19	Supply and Install Concrete	\$ 123,000	123,000.00			123,000.00	100%		6,150.00
20	Supply Zero Zone Refrigeration System	\$ 285,000	285,000.00			285,000.00	100%		14,250.00
21	Install Labor Zero Zone Refrigeration System	\$ 30,000		\$ 30,000		30,000.00	100%		1,500.00
22	Supply and Install Ethylene Glycol	\$ 36,000						36,000.00	
23	Start-up	\$ 4,972						4,972.00	
24	A1: Stainless Steel Coil In Snowmelt Pit	\$ 4,000						4,000.00	
25									
26									
SUBTOTALS PAGE 2		943,972.00	864,000.00	32,000.00		896,000.00	95%	47,972.00	44,800.00