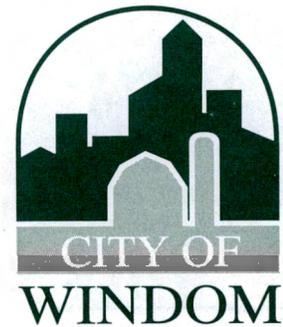


Council Meeting
Tuesday, March 5, 2019
City Council Chambers
7:30 p.m.
AGENDA



Call to Order

Pledge of Allegiance

1. Consent Agenda
 - Minutes
 - Council Minutes –February 19, 2019
 - Charter Commission – February 13, 2019
 - Community Center Commission – February 19, 2019
 - Street Committee Meeting – February 22, 2019
 - Park & Recreation Commission – February 26, 2019
 - Utility Commission – February 27, 2019
 - Regular Bills
2. Department Heads
3. League of MN Cities Insurance Renewal – Josh Peterson
4. Residential Tax Abatement – Resolution Calling for a Public Hearing
5. Decertification of TIF District No. 1-8
6. 2019 City Council Meeting Time
7. 2019 Board of Appeal and Equalization Meeting Scheduled for May 13, 2019
8. Arena Management Employment Agreement
9. Contractor Payments & Change Orders
 - Gridor Construction, Inc. – WWTF Improvement Project #4 - \$441,446.00
 - Conductor Power, LLC – Change Order # E2 \$7,284.48
 - Conductor Power, LLC – Substation – Pmt #10 - \$74,565.55
10. New Business
11. Old Business
12. Council Comments
13. Adjourn



**Regular Council Meeting
City Hall, Council Chamber
February 19th, 2019
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, JoAnn Ray, Marv Grunig, Rod Byam, Jenny Quade and James Nelson

Council Absent: None

City Staff Present: Steve Nasby, City Administrator; Tim Hacker, Ambulance Director; John Nelson, Liquor Store Manager; Scott Peterson, Police Chief; Ben Derickson, Fire Chief; Lonny Vollan, Assistant Fire Chief and Kristen Porth, Assistant Fire Chief

3. Pledge of Allegiance

4. Consent Agenda:

- Minutes
 - Council Minutes – February 5th, 2019
 - HRA – January 9th, 2019
 - Telecom Commission – January 28, 2019
 - Utility Commission – February 4, 2019
 - EDA – February 11, 2019
 - Planning Commission – February 12, 2019
 - Library Board – February 12, 2019
- Regular Bills

Motion by Byam second by Ray approving the Consent Agenda. Motion carried 5 – 0.

5. Department Heads:

None.

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

Nasby reviewed that Fees and Charges Schedule is updated annually. He noted that most fees/charges are set by Commissions and City Council.

Grunig mentioned that the Fire Call fee needed to be switched to \$1,000 as it was set by a previous City Ordinance.

Council Member Byam introduced the Resolution No. 2019-11, entitled “RESOLUTION APPROVING AMENDMENTS TO THE FEES AND CHARGES SCHEDULE”, and moved its adoption. The resolution was seconded by Quade and on roll call vote: Yes: Nelson, Grunig, Byam, Quade and Ray. No: None. Absent: None. Abstain: None. Resolution passed 5 – 0.

7. Ratification of Fire Department Election:

Nasby stated that the Charter Commission has recently discussed the Fire Department’s election and ratification by City Council. They asked that the qualifications for officers be formalized and used for qualifying persons to hold officer positions. The Fire Department added language to their Standard Operating Procedures which states the qualifications needed for their Officer Positions. This was acceptable to the Charter Commission and as no charter revision was needed and City Council has the authority to ratify the elections no further action is needed at this time.

The newly elected officers submitted by the Windom Fire Department are as follows:

- Ben Derickson – Fire Chief
- Lonny Vollan – First Assistant Chief
- Justin Harrington – Second Assistant Chief
- Kristen Porath – Third Assistant Chief

Motion by Grunig second by Ray to approve the Ratification of the Windom Fire Department Election results. Motion carried 5 – 0.

8. Second Reading Ordinance No. 175, 2nd Series – City Council Meetings; Time and Place:

Mayor gave a brief overview of the Reading. The 2019 meeting times and place will be set at a March meeting as a result of the Ordinance change. In subsequent years the Council will set City Council Meetings; Time and Place during their First Council Meeting of that year in January.

Motion by Ray second by Quade to approve the Second Reading of Ordinance No. 175, 2nd Series – City Council Meetings; Time and Place. Motion carried 5 – 0.

9. Subordination Policy – GAP/HELP Loans:

Nasby noted the EDA has previously constructed housing in the Riverbluff Estates Subdivision and as part of the sales process for these homes, the EDA offered GAP and HELP loans to assist homebuyers. As such, if a homeowner were to refinance the primary loan, the new mortgage would no longer have first priority on the property. If the City adopts a policy to subordinate these GAP and HELP Loans, these loans would return to their same priorities as in the original transaction when the property was purchased by the homeowners. The EDA is recommending its adoption.

Council Member Byam introduced the Resolution No. 2019-12, entitled “RESOLUTION ESTABLISHING SUBORDINATION POLICY FOR GAP AND HELP LOANS IN RIVERBLUFF ESTATES SUBDIVISION”, and moved its adoption. The resolution was seconded by Grunig and on roll call vote: Yes: Quade, Ray, Nelson, Grunig, and Byam. No: None. Absent: None. Abstain: None. Resolution passed 5 – 0.

10. Human Resource Recommendations:

Nasby gave an overview of the Community Center Director position hiring process. The Community Center Director interview team reviewed 14 applications and conducted 5 interviews. They are recommending hiring Spencer Winzenried for this position. Terms of the offer were included in the Council packet.

Motion by Ray second by Byam to hire Spencer Winzenried as the Community Center Director according to the terms presented. Motion carried 5 – 0.

Nasby stated that the former Pool Manager has declined the position for the 2019 season. The position was then advertised. After an interview, the Recreation Director and he are recommending hiring Eliza Jacob for this position.

Motion by Grunig second by Nelson to hire Eliza Jacob for the Pool Manager position at \$13.50 per hour. Motion carried 5 – 0.

Tim Hacker, Ambulance Director, is recommending hiring three additional EMT's. Hacker stated the increased call load and possible future retirements, more staff is needed. He would like to add John Nelson, Rob Visker, and Dan Mesner to the squad.

Quade thanked the new hires for stepping up and becoming members of the Windom Ambulance Department.

Motion by Ray second by Quade to hire John Nelson, Rob Visker, and Dan Mesner as EMTs on the Windom Ambulance squad. Motion carried 5 – 0.

John Nelson, Liquor Store Manager, has received a resignation from one of his part-time staff. Nelson has advertised for the open position and is recommending hiring Jessica Foy. He is also requesting hiring Cody Mischke to allow for adequate scheduling for employee time off requests, vacations, holidays, and additional help for busy summer months. Both positions are Non-Union Part-Time starting at \$9.86 per hour.

Motion by Quade second by Ray to hire Jessica Foy and Cody Mischke at \$9.86 per hour as Part-Time Non-Union clerks at the Liquor Store. Motion carried 5 – 0.

Scott Peterson, Police Chief, stated the LELS Union has negotiated an MOU for an investigator position. Nasby said the union requested an increase in wage for the investigator position for 2019 and 2020. The increase will be phased into the 2019 and 2020 wages. The pay will be retroactive to January 1, 2019. The investigator position is usually paid at 105% of top patrol pay. Parties met to discuss the position and all agreed that having a dedicated investigator position was at this time in the best interest of the Windom PD.

Jones stated that scheduling has changed slightly to allow a full time investigator position. Peterson concurred that himself and the assistant Police Chief have been flexible to cover shifts when a patrol officer is not on duty.

A letter of understanding has also been discussed for the newly created K-9 Officer. They are requesting an additional 100 hours of paid time off (one, 10-hour shift per month for 10 months) for duties related to upkeep of the K-9.

Motion by Byam second by Quade to approve the wage increase for the Police Investigator and approve the additional 100 hours of paid time off for the K-9 Officer. Motion carried 5 – 0.

11. 2018 Annual Report:

Nasby stated the Annual Report is a statistical analysis of all departments. The information is compiled by Denise Nichols and Department Heads, he thanked them for all the work.

Grunig noted that the Police portion of the report shows depth and pride in their department. He encouraged other departments to highlight items of interest in the report. Grunig also would like to see the Fire Department to tie fire calls to expenses.

Motion by Grunig second by Ray to approve the 2018 Annual Report. Motion carried 5 – 0.

12. New Business:

None.

13. Old Business:

Byam asked about the City of Windom's snow emergency plan and why it has not been used. Nasby stated that the City of Windom has a snow emergency plan, but the Street Department is currently revisiting the snow emergency plan. Nasby continued that the revisions are needed to make improvements to lessen confusion as when the odd\even system was implemented it was unclear if it was for the whole winter, day to day and how to get notices to the public. It also created some additional work for law enforcement to put out warnings and tickets. Council discussed ways to improve the plan and urged them to speak with the Street Committee on potential resolutions. Homeowners will need to comply as well. Council will also consider the downtown business district snow removal options.

14. Council Comments:

Quade thanked Officer Jon Beck for his 5 ½ years of service to the City of Windom. March 1st is his last day.

Byam recognized the work that the Street Department did during the last snow storm. He said that residents should address the ice dams on their roofs as this is a potential hazard to the home. Byam stated that large icicles should be taken down safely. He persuaded using caution around intersections as visibility is difficult due to the snow piles. Byam concluded by mentioning the Windom Foundation meeting is March 14th at City Hall at 5:00 P.M. The Windom Foundation is not affiliated with the City of Windom, but can accept on behalf of the City for specific projects.

Nelson wished residents luck as more winter is ahead.

Ray urged citizens to get vehicles off of the street for easier snow removal for the Street Department. She also mentioned not to blow snow into the street as it is illegal.

Jones encouraged residents to clear snow from around fire hydrants to save time in case of an emergency.

Preliminary

15. Adjournment:

Major Jones adjourned the meeting by unanimous consent at 8:18 p.m.

Dominic Jones, Mayor

Attest: _____
Steve Nasby, City Administrator

Preliminary

CHARTER COMMISSION MINUTES

February 13, 2019 at 6:00 pm

Windom Community Center

Present: Alice Huebert, Bruce Torinato, Donna Gravley, Nestor Palm, Ron Tibodeau, Laura Alvstad, Sonja Johnson and Jeanette Schuur

Absent: Joe LaCanne, Josh Sammons, Diana Vellema, Tim Hiley and Charles Severson

Staff: Steve Nasby, City Administrator; Ron Schramel, City Attorney and Dan Ortmann, Fire Chief

Call to Order

Chair Huebert called the meeting to order at 6:00 pm.

Approve Minutes

Motion by Gravley second by Alvstad to approve the minutes from the November 28, 2019 meeting with the addition of Sonja Johnson as “present”. Motion carried 8 – 0.

Review and Discussion of Charter Section 5.04

Nasby said that at the previous meeting members of the Charter Commission asked about the Fire Department elections of officers and requested the Fire Department to come up with a list of qualifications for officers. Language for the Windom Fire Department Standard Operating Procedures (SOPs) was included in the packet.

Palm said he would like to see officer training or education added, but understands the limitations of getting this completed. Palm also noted that the City Council still retains ratification approval of the elections.

Motion by Palm second by Johnson to recommend that Section 5.04 of the Windom Charter be left as is, but the Fire Department would include the new SOP language on qualifications for an officer position. Motion carried 8 – 0.

Review and Discussion of Charter Section 1.02 – Boundaries

Nasby said there were four annexations since the last Charter update, but one was the industrial park and another a vacant piece of property. Only five residential units were added in the other annexations so the voting districts would not need to be updated, but the boundaries of the City would be updated in the Charter to reflect these annexations.

Motion by Palm second by Schuur to approve revisions to Section 1.02 to reflect annexations completed since 2003. Motion carried 8 – 0.

Review and Discussion of Charter Section 2.05 - City Council Vacancies

Nasby said that the City Charter requires special election of Council members if there is a vacant seat with over one year of time left on the unexpired term, whereas State statute allows for up to two years. Currently, if a Council vacancy is less than one year the City Council can appoint a new member without an election and if the State Statute applied the term of an appointment could be up to two years. The rationale for allowing an appointment up to two years is that special elections are costly and allowing up to a two year appointment a Council vacancy could be filled during the next general election. The advantage of having the current Charter language is that it gives citizens more immediate say in re-filling a vacant position.

Preliminary

Motion by Torinato second by Alvstad to amend the City Charter to follow State Statute regarding City Council Vacancies. Motion carried 8 – 0.

Review and Discussion of Charter Section 2.06 - Mayor Powers and Duties

Nasby said the attorney from the League of Minnesota Cities had flagged this section as one to review regarding the powers of the Mayor for command and control of the Police force. Nasby said that the Windom Police Department operates as any other department of the City and is covered by a labor agreement. Discussion on steps for a grievance procedure and if this includes a Mayoral decision. Nasby said that grievances are covered in the labor agreement and do include the Mayor, but not independently from City Council action. He had discussed this section of the Charter with the Mayor, who is not opposed to a revision if that is the direction from the Charter Commission. Nasby said that the Charter was probably worded to give the Mayor "command and control" during times of emergency, but the daily operations of the department is the same as other departments.

Motion by Palm second by Gravley to strike the words "command and control of the police force" from Section 2.06 of the City Charter. Motion carried 8 – 0.

Review and Discussion of Charter Section 3.08 - Proceedings on Resolutions

Nasby said that the Charter requires the reading of all resolutions unless dispensed with by a vote of the City Council. He noted that this requirement was likely a carryover from the 1800s when State law required actual readings of resolutions, bills and laws due to not everyone being literate. He said that reading of resolutions is not done by the Council currently nor is it practice at the County Commission or School board. If readings were done the length of the meetings would be much longer as some resolutions such as those for bonds can be 15 pages or longer. Several options were provided to the Charter Commission for discussion.

Motion by Palm second by Alvstad to revise the City Charter Section 3.08 to remove the required readings of resolutions and ordinances unless requested by a majority of the City Council. Motion carried 8 – 0.

Review and Discussion of Charter Section 5.01 - Subordinate Officers

Nasby said the Charter Commission selected this section to review as it included the appointment of a Street Superintendent and City Engineer, but no direction was given as to what the Commission wanted to do so no options were presented in the packet.

Gravley asked if the Street Superintendent was hired or supervised in a method different from other departments. Nasby said the hiring is done by the City Council, as with all hires, and as it is a Department Head position the interviewing would be done by the Street Committee, Personnel Committee, City Council or some combination of those groups. Regarding daily oversight that falls to the City Administrator. The position of City Engineer has not been appointed for a few years as the City uses several firms depending on the project. At present, there are five engineering firms working on City projects. Firms have areas of expertise and have knowledge of Windom's systems so he would suggest eliminating the requirement to appoint a City Engineer and continue with the project by project selection for these professional services.

Tibodeau said that the Street Superintendent position should be handled the same way as the other Department Heads and not have to go through an appointment process. Nasby said that the City Administrator and Assistant City Administrator are appointed as well, but he is recommending that be retained as it is good for the City Council to have a decision on that as Councils change over time.

Preliminary

Motion by Tibodeau second by Gravley that Section 5.01 of the Charter be revised to remove the Street Superintendent and City Engineer from being appointed and to revise Section 5.02 of the Charter to include the "Street Department". Motion carried 8 – 0.

11.08 Effective Date of Charter

Nasby said that the effective date of the Charter would be changed to reflect the date these language changes formally take effect.

Old Business

None.

New Business

Next meeting was set for November 2019

Adjourn

Huebert adjourned the meeting at 6:40 pm.

Community Center Commission Minutes
Tuesday February 19, 2019

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
Mitch Voehl
Lenny Thiner
Jim Crunch Rosenkranz
Commission Liaisons: Rod Byam
Jo Ann Ray-Absent
City Administrator: Steve Nasby
EDA Director: Drew Hage-Absent
Public: Lois Eigenberg

3. Approval of Minutes:

Motion by Lenny Thiner, seconded by Jim Rosenkranz to approve the January 15, 2019 Community Center Commission Minutes. Motion carried 5-0.

4. Additions to the agenda:

Nothing to Report

5. President's Report:

An Offer was made to the new Community Center Director with a start date of March 11 or March 18, 2019. He is relocating from out of state.

6. Director's Report:

a. On call help update from Steve Nasby- currently there was 1 applicant for Community Center assistance.

7. Resource Management:

Schedule of Events: Events are being added

Income & Expense: Was Reviewed

Cress Evaluation of Equipment –Was tabled until next month to prioritize equipment replacement on 5 year plan in comparison with Capitol Improvement Fund

Divider Wall In gym- in need of repair, Skold Specialty Contracting LLC was contacted and they sent an estimate. Mitch Voehl will contact another company to compare costs.

KDOM Radio Ads-Mitch Voehl explained new ads to sponsor weather. **Motion by Mitch Voehl, seconded by Jim Rosenkranz to make this change on Ads. Motion passed 5-0.**

8. Miscellaneous:

Nothing to Report

9. Open Forum:

Lenny Thiner reported that 15-25 Seniors use the Senior Center on a daily basis.

10. Next Meeting:

Tuesday March 19, 2019 @ 5:30 pm

Adjourn:

Motion by Mitch Voehl, seconded by Lenny Thiner, to adjourn the meeting at 6:07 pm. Motion carried 5-0.

Wayne Maras, WCC President

Linda Stuckenbroker, WCC Secretary

Attest: _____
WCC Director

STREET COMMITTEE MEETING MINUTES

February 22, 2019

Call to Order 4:00 p.m. at the Street Department Shop in Windom.

Roll Call:

Members Present: Joan Ray, Jenny Quade, and Brian Cooley

Members Absent: None

City Staff Present: None

1. **Snow Emergency Policy:**

The Street Committee reviewed a proposed snow emergency written by the Street Superintendent. They agreed with its content and discussed types of notifications. Brian will meet with the Police Chief, Scott Pederson and City Administrator, Steve Nasby and discuss the next steps in the process.

2. **Street Project**

The Street Superintendent handed out the **proposed** street repairs listed by DGR according to the last street survey and test borings done. This is for the 2020 street project. They are as follows:

Verona Avenue, between Highland Road and Des Moines Drive-Mill and overlay

Fairview Avenue, between Highland Road and Des Moines Drive-Mill and overlay

Des Moines Drive, from a block past Fairview Avenue to the intersection of Highland Road- Mill and overlay.

Highland Road, from a block past Fairview Avenue to the intersection of Minnesota State Highway 62- Mill and overlay.

Jamison Drive-Mill and overlay.

*14th Street, from 6th Avenue to Minnesota State Highway 60- Catch basin repairs, mill and overlay.

*15th Street, from 6th Avenue to Minnesota State Highway 60- Catch basin repairs, mill and overlay.

**We need to do soil borings in the spring for 14th and 15th Streets.*

3. **New equipment:**

Brian told the Street Committee members that the new street sweeper had arrived earlier this month and asked if they wanted to look it over. The Council members also visited with the Street Maintenance workers and thanked them for all of the hard work they have done this winter.

The meeting adjourned at 5:05pm.

Parks & Recreation Commission
Windom City Hall
February 26, 2019
5:30 p.m.

Call to Order:

Commission member Josh Schunk called the meeting to order. Chairman Jason Kloss arrived at 5:45PM and presided over the rest of the meeting

Roll Call:

Present: Jason Kloss (arrived at 5:45pm), Ron Kuecker, Howard Davis, Josh Schunk, Marri Harries, and Jess Smith
Absent: Bryan Joyce
Council Liaisons: Jenny Quade and Rod Byam (present)
City Staff Present: Steve Nasby, City Administrator, Brian Cooley, Street and Park Superintendent

1. Approve Agenda and Minutes:

- a) The agenda was approved unanimous vote, motion by, Ron Kuecker, second by Marri Harries.
- b) The minutes for the January 9 were amended Brian Cooley who change the next meeting date from February 13, to February 26. Motion by Josh Schunk, seconded by Howard Davis to accept the amended minutes.

2. Tennis court discussion:

- a) City Administrator, Steve Nasby gave a short presentation of pool, tennis court, and soccer field location utilizing city property in and around the rec area.
- b) The commission began a discussion about the locations that they had previously picked at the recreation area north of the skate park, and a location in the southern end of Tegals Park. The consciences was for Brian to gather information about locating I just north of the restrooms and to contact the legion about moving some of their items closer to the corner.
- c) The Chairman Jason Kloss asked the commission to reaffirm their willingness to keep the tennis courts as their priority and commitment to seeing it followed through with the project. A Motion by Howard Davis, and seconded by Marri Harries.

3. Dog park discussion:

- a) The commission would like to have Joann Kaiser to come to a meeting and give some more details about the Dog Park and its location, possibly north of the pool area.

4. Street and Parks Superintendent's Report:

- a) Updated the Commission on the bathroom repairs this summer.

5. Open mike discussion:

Nothing to report

Meeting adjourned at 6:27pm.

Next Meeting Wednesday, March 13, 2019 @ 5:30pm Windom City Hall Council Chambers.

UTILITY COMMISSION MINUTES
Windom Community Center
February 27, 2019

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: Glen Francis and Tom Riordan
Member Absent: None
City Council Liaison: Marv Grunig
Staff Present Mike Haugen, Water\Wastewater Superintendent; Jason Sykora, Electric Superintendent and Steve Nasby, City Administrator

APPROVE MINUTES

Motion by Riordan second by Francis to approve the February 4, 2019 minutes. Motion carried 3-0.

REGULAR BILLS

Nasby said this request includes releasing the retainage on the project. The issue with the leaking on the building has been addressed and staff is recommending approval. The building will be covered by the warranty as well in the event there are future issues.

Motion by Riordan second by Francis to approve the pay request for Conductor Power for \$74,565.55 and a change order for \$7,284.48. Motion carried 3-0.

Motion by Francis second by Riordan to pay a bill from Wenck Associates for the landfill in an amount of \$785.80. Motion carried 3-0.

Haugen said that he had emailed out pay request #4 for Gridor Construction for the Commission's review.

Motion by Francis second by Riordan to recommend approval of pay request #4 from Gridor Construction in the amount of \$441,446.00. Motion carried 3-0.

WATER\WASTEWATER ITEMS

Red Rock Water Agreement

Haugen said the information regarding the water system and costs had been sent to Rock Rural Water and their engineer. Their Executive Director had sent a text asking to meet with City staff prior to March 14 to review some details so the Red Rock board could take action on March 14. Nasby said if Red Rock approves an amount then a contract can be drafted and brought back to the Utility Commission for approval on March 27. Schwalbach asked if the agreement would go back to January 1 or start after execution. Nasby said that had not been discussed, but he felt it would be good for both parties to have it as of January 1. Haugen noted that Red Rock had not yet purchased any water in 2019.

Windom School District

Haugen said the Building Official had contacted him about water and wastewater connections and inspections. Haugen noted the wastewater would be hooking on to an existing system for the high school, but the water would be a new connection in the street. Consensus that the new connection to the street would need to have a connection permit and inspection.

Other Wastewater Items

Haugen said they have had four private residences call with water line freeze up and the staff is working to fix those issues.

Nasby said that there is legislation that would exempt municipal buildings from paying sales tax on materials. This legislation may succeed or not, but either way Windom's wastewater treatment plant would not benefit as it is currently under construction. As such, Nasby worked with the League of Minnesota Cities and Representative Hamilton on stand-alone legislation that would rebate sales taxes paid on materials for the Windom project. Nasby has also contacted other cities building wastewater plants and encouraged them to submit legislation too and maybe as a group the wastewater plants could get the sales taxes rebated.

ELECTRIC ITEMS

CAT Generator Maintenance

Sykora said that the department has a three-year extended warranty on the CAT generators, but time for maintenance and service work is due. Several options for changing oil and coolant were discussed along with some repairs needed to a leak in a coolant line. Testing of the oil and coolant is done twice a year, but changing these fluids is due. The costs vary depending on the maintenance program selected. The costs range from about \$35,000 to \$50,000.

Motion by Francis second by Riordan to approve the maintenance service proposal to include an oil change and coolant change with extended life coolant. Motion carried 3-0.

Other Electric Items

Sykora said the distributed generation binder would need to be updated due to State law changes. He had two linemen at apprentice school, the crew was working on mapping and changing out old electrical panels.

NEW BUSINESS

Next meeting will be Wednesday, March 27, 2019 at 10:00 a.m.

OLD BUSINESS

None.

ADJOURN

Schwalbach adjourned the meeting at 10:55 a.m.

Mike Schwalbach, Chairperson

Attest: _____

Steve Nasby, City Administrator



Windom, MN

Expense Approval Report

By Fund

Payment Dates 02/16/2019 - 03/01/2019

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL					
MN REVENUE	20190214	02/19/2019	SALES TAX - JAN 2019	100-20202	13.47
MN REVENUE	20190214	02/19/2019	SALES TAX - JAN 2019	100-20202	20,193.12
MN REVENUE	20190214	02/19/2019	SALES TAX - JAN 2019	100-20202	7,741.62
					<u>27,948.21</u>
Activity: 41110 - Mayor & Council					
JAMES L NELSON	20190227	02/27/2019	EXPENSE - COUNCIL CONFERE	100-41110-331	306.78
CITIZEN PUBLISHING CO	20190131	02/06/2019	ADVERTISING	100-41110-350	689.80
CONVENT. & VISITOR BUREAU	20190226	02/27/2019	LODGING TAX - AMERIC INN -J	100-41110-491	3,646.47
CONVENT. & VISITOR BUREAU	20190227	02/27/2019	LODGING TAX - RED CARPET I	100-41110-491	475.54
					<u>5,118.59</u>
Activity: 41310 - Administration					
INDOFF, INC	3209883	02/12/2019	SUPPLIES	100-41310-200	46.87
FURTHER (Select Account)	1321092	02/20/2019	ADMIN FEE	100-41310-217	307.55
COALITION OF GREATER MN C	20190218	02/25/2019	CGMC LEGISLATIVE ACTION D	100-41310-308	70.00
ELECTRIC FUND	20190215	02/15/2019	MONTHLY UTILITY & TELECO	100-41310-321	118.87
CMRS - TMS #256704	#256704 2-19-19	02/20/2019	POSTAGE #256704 - CITY OFF	100-41310-322	621.98
ELECTRIC FUND	20190215	02/15/2019	MONTHLY UTILITY & TELECO	100-41310-326	280.63
STEVE NASBY	20190222	02/25/2019	EXPENSE - LMC LEGISLATIVE C	100-41310-331	192.64
CHELSIE CARLSON	20190225	02/26/2019	EXPENSE - MCFOA REG V TRAI	100-41310-331	40.60
					<u>1,679.14</u>
Activity: 41910 - Building & Zoning					
MARY HENSEN	20190221	02/25/2019	EXPENSE - REIMBURSE FOR S	100-41910-200	12.38
CENTURY BUSINESS PRODUCT	458423	02/12/2019	#SF308 SUPPLIES	100-41910-200	30.09
ELECTRIC FUND	20190215	02/15/2019	MONTHLY UTILITY & TELECO	100-41910-321	93.41
CMRS - TMS #256704	#256704 2-19-19	02/20/2019	POSTAGE #256704 - P & Z	100-41910-322	25.79
ANDREW SPIELMAN	20190219	02/19/2019	EXPENSE - ICC REG III EDUCAT	100-41910-331	141.52
BAUER BUILT	830100383	02/27/2019	#2147218 - MAINTENANCE	100-41910-405	460.64
					<u>763.83</u>
Activity: 41940 - City Hall					
COLE PAPERS INC.	9511459	02/06/2019	SUPPLIES	100-41940-211	134.40
ELECTRIC FUND	20190215	02/15/2019	MONTHLY UTILITY & TELECO	100-41940-381	526.53
ELECTRIC FUND	20190215	02/15/2019	MONTHLY UTILITY & TELECO	100-41940-382	64.87
MN ENERGY RESOURCES	20190214	02/19/2019	HEATING #0505105084-00001	100-41940-383	1,236.74
HOMETOWN SANITATION SER	0000316167	02/06/2019	GARBAGE SERVICE - CITY HAL	100-41940-384	89.28
ELECTRIC FUND	20190215	02/15/2019	MONTHLY UTILITY & TELECO	100-41940-385	130.09
ELECTRIC FUND	258	02/19/2019	EL - CITY HALL	100-41940-409	5.46
					<u>2,187.37</u>
Activity: 42120 - Crime Control					
INDOFF, INC	3209866	02/12/2019	SUPPLIES	100-42120-200	42.90
ASPEN MILLS	74280	02/25/2019	UNIFORMS	100-42120-218	1,355.29
KIESLER'S POLICE SUPPLY, INC.	IN102262	02/12/2019	UNIFORMS	100-42120-218	429.00
AXON ENTERPRISE, INC	SI-1575134	02/25/2019	#114546 UNIFORMS	100-42120-218	152.00
AXON ENTERPRISE, INC	SI-1575272	02/25/2019	#114546 UNIFORMS	100-42120-218	1,472.00
WINDOM AREA HEALTH	304035358	02/25/2019	#30005319 - SERVICE	100-42120-305	124.75
SANFORD HEALTH	304045426	02/26/2019	#30000253 SERVICE	100-42120-305	90.00
ELECTRIC FUND	20190215	02/15/2019	MONTHLY UTILITY & TELECO	100-42120-321	70.70
VERIZON WIRELESS	9823739683	02/19/2019	SERVICE FOR LAP TOPS	100-42120-321	101.48
CMRS - TMS #256704	#256704 2-19-19	02/20/2019	POSTAGE #256704 - POLICE	100-42120-322	0.54
LEASE FINANCE PARTNERS	#3250 2-20-19	02/27/2019	#3250 SERVICE	100-42120-326	136.00
CDW GOVERNMENT	QXT0127	02/12/2019	SERVICE	100-42120-326	392.86
CORY HILLESHEIM	20190252019	02/26/2019	EXPENSE - BCA TRAINING	100-42120-334	243.91
SUNSET LAW ENFORCEMENT	0002758-IN	02/26/2019	MAINTENANCE #0056101	100-42120-404	45.56

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NORTHERN SAFETY TECHNOL	47430	02/06/2019	MAINTENANCE	100-42120-404	121.07
FLEET SERVICES DIVISION	2019070002	02/27/2019	#A00WIN - SERVICE	100-42120-419	2,292.76
FORD MOTOR CREDIT CO LLC	9482800 #1	02/19/2019	#9482800 #1	100-42120-419	663.95
FORD MOTOR CREDIT CO LLC	9482800 #2	02/19/2019	#9482800 #2	100-42120-419	663.95
CORY HILLESHEIM	20190222	02/26/2019	EXPENSE - USB HUBS FOR PD	100-42120-480	41.64
LEAGUE OF MN CITIES INS TR	4339	02/19/2019	CLAIM #LMC GL 62741 - INV 4	100-42120-480	153.34
WINDOM TOWING LLC	7829	02/25/2019	SERVICE	100-42120-480	145.00
Activity 42120 - Crime Control Total:					8,738.70
Activity: 42220 - Fire Fighting					
LUCAN COMMUNITY TV INC	386	02/11/2019	MATERIALS & EQUIPMENT	100-42220-215	50.00
WINDOM AREA HEALTH	734-0046-01-19-0046	02/19/2019	IMMUNIZATIONS - J. JOHN SO	100-42220-310	120.00
ELECTRIC FUND	20190215	02/15/2019	MONTHLY UTILITY & TELECO	100-42220-321	42.00
VERIZON WIRELESS	9823739683	02/19/2019	SERVICE FOR LAP TOPS	100-42220-321	18.50
CMRS - TMS #256704	#256704 2-19-19	02/20/2019	POSTAGE #256704 - FIRE	100-42220-322	11.32
VERIZON WIRELESS	9823739683	02/19/2019	SERVICE FOR LAP TOPS	100-42220-326	10.04
ELECTRIC FUND	20190215	02/15/2019	MONTHLY UTILITY & TELECO	100-42220-381	327.86
ELECTRIC FUND	20190215	02/15/2019	MONTHLY UTILITY & TELECO	100-42220-382	13.98
MN ENERGY RESOURCES	20190208B	02/20/2019	HEATING #0616354678-00001	100-42220-383	1,001.31
HOMETOWN SANITATION SER	0000316199	02/06/2019	GARBAGE SERVICE - EMS BUIL	100-42220-384	44.10
ELECTRIC FUND	20190215	02/15/2019	MONTHLY UTILITY & TELECO	100-42220-385	31.23
WINDOM FIRE & SAFETY	6853	02/19/2019	SERVICE	100-42220-404	145.00
MN STATE FIRE DEPT ASSOCIA	20190226	02/26/2019	SUBSCRIPTION - 31 MEMBERS	100-42220-435	217.00
Activity 42220 - Fire Fighting Total:					2,032.34
Activity: 42500 - Civil Defense					
ELECTRIC FUND	20190215	02/15/2019	MONTHLY UTILITY & TELECO	100-42500-381	31.73
Activity 42500 - Civil Defense Total:					31.73
Activity: 43100 - Streets					
GMS INDUSTRIAL SUPPLIES, I	047001	02/25/2019	MATERIALS & EQUIPMENT	100-43100-215	46.53
ELECTRIC FUND	20190215	02/15/2019	MONTHLY UTILITY & TELECO	100-43100-217	70.00
SCOTT VEENKER	25626	02/19/2019	SERVICE	100-43100-224	6,390.00
ELECTRIC FUND	20190215	02/15/2019	MONTHLY UTILITY & TELECO	100-43100-321	45.53
CMRS - TMS #256704	#256704 2-19-19	02/20/2019	POSTAGE #256704 - STREET	100-43100-322	38.30
ELECTRIC FUND	20190215	02/15/2019	MONTHLY UTILITY & TELECO	100-43100-381	540.86
ELECTRIC FUND	20190215	02/15/2019	MONTHLY UTILITY & TELECO	100-43100-381	2,248.31
ELECTRIC FUND	20190215	02/15/2019	MONTHLY UTILITY & TELECO	100-43100-382	19.35
MN ENERGY RESOURCES	20190207A	02/19/2019	HEATING #0505064121-00001	100-43100-383	1,969.05
HOMETOWN SANITATION SER	0000316168	02/06/2019	GARBAGE SERVICE - STREET D	100-43100-384	88.98
ELECTRIC FUND	20190215	02/15/2019	MONTHLY UTILITY & TELECO	100-43100-385	40.50
SCHWICKERT'S TECTA AMERIC	S510046643	02/25/2019	MAINTENANCE	100-43100-401	1,082.00
H & L MESABI	03059	02/19/2019	MAINTENANCE #848	100-43100-404	5,216.82
FOX BROTHERS OF SANBORN,	500954	02/12/2019	MAINTENANCE	100-43100-404	122.46
FOX BROTHERS OF SANBORN,	70670	02/19/2019	MAINTENANCE	100-43100-404	2,157.22
MACQUEEN EQUIP. CO.	P17422	02/01/2019	MAINTENANCE	100-43100-404	915.20
C & B OPERATIONS, LLC	10182331	02/25/2019	MAINTENANCE	100-43100-405	85.80
LUBE - TECH & PARTNERS, LLC	1322718	02/12/2019	MAINTENANCE	100-43100-405	734.55
LEAGUE OF MN CITIES INS TR	4331	02/19/2019	CLAIM #LMC GL 73949	100-43100-480	1,000.00
Activity 43100 - Streets Total:					22,811.46
Activity: 45202 - Park Areas					
ELECTRIC FUND	20190215	02/15/2019	MONTHLY UTILITY & TELECO	100-45202-326	466.67
ELECTRIC FUND	20190215	02/15/2019	MONTHLY UTILITY & TELECO	100-45202-381	478.43
ELECTRIC FUND	20190215	02/15/2019	MONTHLY UTILITY & TELECO	100-45202-382	149.94
HOMETOWN SANITATION SER	0000316169	02/06/2019	GARBAGE SERVICE - SQUARE	100-45202-384	48.99
ELECTRIC FUND	20190215	02/15/2019	MONTHLY UTILITY & TELECO	100-45202-385	129.48
MARLON ZINKE	166443	02/19/2019	MAINTENANCE	100-45202-402	50.00
COTTONWOOD CO HWY DEPT	20190206	02/15/2019	SIGNS - ABBY PARK	100-45202-406	43.86
Activity 45202 - Park Areas Total:					1,367.37
Fund 100 - GENERAL Total:					72,678.74

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount	
Fund: 211 - LIBRARY						
Activity: 45501 - Library						
ILLINOIS LIBRARY ASSOCIATIO	154497	02/26/2019	SUPPLIES	211-45501-200	113.00	
PLUM CREEK LIBRARY	IV25096	02/19/2019	SUPPLIES	211-45501-200	23.92	
PLUM CREEK LIBRARY	IV25096A	02/20/2019	SUPPLIES	211-45501-200	48.00	
ELECTRIC FUND	20190215	02/15/2019	MONTHLY UTILITY & TELECO	211-45501-321	34.06	
ELECTRIC FUND	20190215	02/15/2019	MONTHLY UTILITY & TELECO	211-45501-326	203.33	
ELECTRIC FUND	20190215	02/15/2019	MONTHLY UTILITY & TELECO	211-45501-381	261.15	
ELECTRIC FUND	20190215	02/15/2019	MONTHLY UTILITY & TELECO	211-45501-382	18.56	
MN ENERGY RESOURCES	20190208	02/19/2019	HEATING #0504542703-00001	211-45501-383	816.30	
ELECTRIC FUND	20190215	02/15/2019	MONTHLY UTILITY & TELECO	211-45501-385	38.11	
MICROMARKETING, LLC	758810	02/26/2019	BOOKS	211-45501-435	106.98	
					Activity 45501 - Library Total:	1,663.41
					Fund 211 - LIBRARY Total:	1,663.41
Fund: 225 - AIRPORT						
Activity: 45127 - Airport						
CMRS - TMS #256704	#256704 2-19-19	02/20/2019	POSTAGE #256704 - AIRPORT	225-45127-217	1.02	
SOUTHWEST MN BROADBAN	#886 2-15-19	02/19/2019	SERVICE #886	225-45127-321	26.68	
ELECTRIC FUND	259	02/19/2019	EL - AIRPORT	225-45127-409	168.86	
					Activity 45127 - Airport Total:	196.56
					Fund 225 - AIRPORT Total:	196.56
Fund: 230 - POOL						
Activity: 45124 - Pool						
ELECTRIC FUND	20190215	02/15/2019	MONTHLY UTILITY & TELECO	230-45124-217	133.33	
ELECTRIC FUND	20190215	02/15/2019	MONTHLY UTILITY & TELECO	230-45124-321	32.37	
CITIZEN PUBLISHING CO	20190131	02/06/2019	ADVERTISING	230-45124-350	279.72	
ELECTRIC FUND	20190215	02/15/2019	MONTHLY UTILITY & TELECO	230-45124-381	29.00	
ELECTRIC FUND	20190215	02/15/2019	MONTHLY UTILITY & TELECO	230-45124-382	16.66	
					Activity 45124 - Pool Total:	491.08
					Fund 230 - POOL Total:	491.08
Fund: 235 - AMBULANCE						
Activity: 42153 - Ambulance						
EMSRB	529574	02/25/2019	OPERATING SUPPLIES/FORMS	235-42153-217	234.00	
BOUND TREE MEDICAL, LLC	83103030	02/12/2019	OPERATING SUPPLIES	235-42153-217	315.31	
BOUND TREE MEDICAL, LLC	83105732	02/12/2019	OPERATING SUPPLIES	235-42153-217	203.15	
PRAXAIR DISTRIBUTION INC	87466617	02/12/2019	OPERATING SUPPLIES	235-42153-217	461.22	
ELECTRIC FUND	20190215	02/15/2019	MONTHLY UTILITY & TELECO	235-42153-321	17.45	
ELECTRIC FUND	20190215	02/15/2019	MONTHLY UTILITY & TELECO	235-42153-321	28.00	
VERIZON WIRELESS	9823739683	02/19/2019	SERVICE FOR LAP TOPS	235-42153-321	116.00	
CMRS - TMS #256704	#256704 2-19-19	02/20/2019	POSTAGE #256704 - AMBULA	235-42153-322	7.53	
TIM HACKER	20190212	02/12/2019	EXPENSE - AMBULANCE	235-42153-334	27.59	
JOHN MEYER	20190225	02/26/2019	EXPENSE - AMBULANCE	235-42153-334	26.26	
MEGAN BRAMSTEDT	20190225	02/26/2019	EXPENSE - AMBULANCE	235-42153-334	33.84	
JUSTIN HARRINGTON	20190225	02/26/2019	EXPENSE - AMBULANCE	235-42153-334	32.19	
LONDON JOHNSON	20190225	02/26/2019	EXPENSE - AMBULANCE	235-42153-334	116.72	
KRISTEN PORATH	20190225	02/26/2019	EXPENSE - AMBULANCE	235-42153-334	12.09	
TIM HACKER	20190225	02/26/2019	EXPENSE - AMBULANCE	235-42153-334	31.75	
MEGAN BRAMSTEDT	20190226	02/26/2019	EXPENSE - AMBULANCE	235-42153-334	47.64	
WINDOM AREA CHAMBER OF	20190219	02/19/2019	WINDOM AMBULANCE-FARM	235-42153-340	50.00	
ELECTRIC FUND	20190215	02/15/2019	MONTHLY UTILITY & TELECO	235-42153-381	218.58	
ELECTRIC FUND	20190215	02/15/2019	MONTHLY UTILITY & TELECO	235-42153-382	9.32	
MN ENERGY RESOURCES	20190208B	02/20/2019	HEATING #0616354678-00001	235-42153-383	667.54	
HOMETOWN SANITATION SER	0000316199	02/06/2019	GARBAGE SERVICE - EMS BUIL	235-42153-384	29.40	
ELECTRIC FUND	20190215	02/15/2019	MONTHLY UTILITY & TELECO	235-42153-385	20.82	
					Activity 42153 - Ambulance Total:	2,706.40
					Fund 235 - AMBULANCE Total:	2,706.40

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 250 - EDA GENERAL					
Activity: 46520 - EDA					
MARY HENSEN	20190221	02/25/2019	EXPENSE - REIMBURSE FOR S	250-46520-200	12.38
CENTURY BUSINESS PRODUCT	458423	02/12/2019	#SF308 SUPPLIES	250-46520-200	60.19
ELECTRIC FUND	20190215	02/15/2019	MONTHLY UTILITY & TELECO	250-46520-321	255.94
ELECTRIC FUND	20190215	02/15/2019	MONTHLY UTILITY & TELECO	250-46520-321	93.41
CMRS - TMS #256704	#256704 2-19-19	02/20/2019	POSTAGE #256704 - EDA	250-46520-322	9.23
STEVE NASBY	20190218	02/20/2019	EXPENSE - CEMSTONE REDEV	250-46520-331	78.88
CITIZEN PUBLISHING CO	20190131	02/06/2019	ADVERTISING	250-46520-340	344.30
CITIZEN PUBLISHING CO	20190131	02/06/2019	ADVERTISING	250-46520-350	79.50
INNOVATIVE SYSTEMS LLC	41486	02/12/2019	INSERTS	250-46520-350	265.93
ELECTRIC FUND	20190215	02/15/2019	MONTHLY UTILITY & TELECO	250-46520-381	50.33
Activity 46520 - EDA Total:					1,250.09
Fund 250 - EDA GENERAL Total:					1,250.09
Fund: 254 - NORTH IND PARK					
Activity: 46520 - EDA					
SOUTH CENTRAL ELECTRIC	#367404 01312019	02/27/2019	#367404 #26-24-123-04	254-46520-381	156.98
Activity 46520 - EDA Total:					156.98
Fund 254 - NORTH IND PARK Total:					156.98
Fund: 401 - GENERAL CAPITAL PROJECTS					
Activity: 49950 - Capital Outlay					
SEH	363070	02/25/2019	FEMA FLOODPLAIN DATA	401-49950-500	479.93
Activity 49950 - Capital Outlay Total:					479.93
Fund 401 - GENERAL CAPITAL PROJECTS Total:					479.93
Fund: 406 - PIR					
Activity: 49950 - Capital Outlay					
DGR ENGINEERING	00233201	02/19/2019	18TH AVENUE DRAINAGE STU	406-49950-500	1,671.20
Activity 49950 - Capital Outlay Total:					1,671.20
Fund 406 - PIR Total:					1,671.20
Fund: 601 - WATER					
Activity: 49400 - Water					
THE GLOBE	#177926871 2-20-19	02/20/2019	#177926871 SUBSCRIPTION	601-49400-217	45.00
STEVE WILLARD	20190222	02/25/2019	EXPENSE - SAFETY BOOTS	601-49400-217	100.00
ELECTRIC FUND	20190215	02/15/2019	MONTHLY UTILITY & TELECO	601-49400-321	49.96
GOPHER STATE ONE CALL	9010825	02/06/2019	LOCATES	601-49400-321	2.70
CMRS - TMS #256704	#256704 2-19-19	02/20/2019	POSTAGE #256704 - WATER	601-49400-322	31.77
CMRS - TMS #256704	#256704 2-19-19	02/20/2019	POSTAGE #256704 - WATER	601-49400-322	1.08
INNOVATIVE SYSTEMS LLC	41486	02/12/2019	POSTAGE	601-49400-322	226.49
ELECTRIC FUND	20190215	02/15/2019	MONTHLY UTILITY & TELECO	601-49400-326	70.00
HP DATAONE, LLC	20190227	02/27/2019	#2 IN 2019	601-49400-326	1,328.13
INNOVATIVE SYSTEMS LLC	41235	02/06/2019	BILLING SYSTEM MAINTENAN	601-49400-326	760.50
INNOVATIVE SYSTEMS LLC	41372	02/06/2019	BILLING SYSTEM SOFTWARE P	601-49400-326	517.50
INNOVATIVE SYSTEMS LLC	41486	02/12/2019	PROCESSING	601-49400-326	190.16
ELECTRIC FUND	20190215	02/15/2019	MONTHLY UTILITY & TELECO	601-49400-381	4,945.70
ELECTRIC FUND	20190215	02/15/2019	MONTHLY UTILITY & TELECO	601-49400-382	17.33
MN ENERGY RESOURCES	20190214A	02/20/2019	HEATING #0505923431-00001	601-49400-383	892.53
ELECTRIC FUND	20190215	02/15/2019	MONTHLY UTILITY & TELECO	601-49400-385	34.39
ELECTRIC FUND	20190215	02/15/2019	MONTHLY UTILITY & TELECO	601-49400-386	50.00
TOOLS PLUS INDUSTRIES LLC	46937	02/27/2019	MAINTENANCE	601-49400-404	348.22
Activity 49400 - Water Total:					9,611.46
Fund 601 - WATER Total:					9,611.46
Fund: 602 - SEWER					
BOLTON & MENK, INC.	0228905	02/15/2019	WINDOM-WWTF IMPROVEM	602-16200	25,613.50
GRIDOR CONSTRUCITON, INC.	20190212	02/12/2019	WASTEWATER TREATMENT FA	602-16200	353,506.00
AMERICAN ENGINEERING TES	806514	02/27/2019	#WINO21 - 2018 WWTF IMPR	602-16200	2,701.80
					381,821.30

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Activity: 49450 - Sewer					
A & B BUSINESS	IN539244	02/27/2019	SUPPLIES	602-49450-200	89.95
THE GLOBE	#177926871 2-20-19	02/20/2019	#177926871 SUBSCRIPTION	602-49450-217	45.00
BRANNON PAPLOW	20190212	02/15/2019	SAFETY BOOTS	602-49450-217	100.00
MN VALLEY TESTING	959097	02/06/2019	TESTING	602-49450-310	144.00
MN VALLEY TESTING	959793	02/06/2019	TESTING	602-49450-310	230.40
MN VALLEY TESTING	960320	02/12/2019	TESTING	602-49450-310	144.00
ELECTRIC FUND	20190215	02/15/2019	MONTHLY UTILITY & TELECO	602-49450-321	171.97
GOPHER STATE ONE CALL	9010825	02/06/2019	LOCATES	602-49450-321	2.70
CMRS - TMS #256704	#256704 2-19-19	02/20/2019	POSTAGE #256704 - SEWER	602-49450-322	31.77
CMRS - TMS #256704	#256704 2-19-19	02/20/2019	POSTAGE #256704 - SEWER	602-49450-322	6.54
INNOVATIVE SYSTEMS LLC	41486	02/12/2019	POSTAGE	602-49450-322	226.47
ELECTRIC FUND	20190215	02/15/2019	MONTHLY UTILITY & TELECO	602-49450-326	70.00
HP DATAONE, LLC	20190227	02/27/2019	#2 IN 2019	602-49450-326	1,328.12
INNOVATIVE SYSTEMS LLC	41235	02/06/2019	BILLING SYSTEM MAINTENAN	602-49450-326	760.50
INNOVATIVE SYSTEMS LLC	41372	02/06/2019	BILLING SYSTEM SOFTWARE P	602-49450-326	517.50
INNOVATIVE SYSTEMS LLC	41486	02/12/2019	PROCESSING	602-49450-326	190.16
SOUTH CENTRAL ELECTRIC	#367405 01312019	02/27/2019	#367405 #26-24-125-04	602-49450-381	153.90
ELECTRIC FUND	20190215	02/15/2019	MONTHLY UTILITY & TELECO	602-49450-381	14,594.25
ELECTRIC FUND	20190215	02/15/2019	MONTHLY UTILITY & TELECO	602-49450-382	405.38
MN ENERGY RESOURCES	20190207	02/12/2019	HEATING #0506646838-00001	602-49450-383	1,743.89
MN ENERGY RESOURCES	20190211	02/20/2019	HEATING #0506746718-00001	602-49450-383	20.08
MN ENERGY RESOURCES	20190215	02/25/2019	HEATING #0504488160-00001	602-49450-383	127.77
HOMETOWN SANITATION SER	0000316171	02/06/2019	GARBAGE SERVICE - WASTEW	602-49450-384	89.98
TOOLS PLUS INDUSTRIES LLC	46937	02/27/2019	MAINTENANCE	602-49450-404	348.22
Activity 49450 - Sewer Total:					21,542.55
Fund 602 - SEWER Total:					403,363.85

Fund: 604 - ELECTRIC

WERNER ELECTRIC	S010034190.001	02/25/2019	INVENTORY	604-14200	106.92
DAKOTA SUPPLY GROUP	E259532	02/06/2019	NEW TRANSFORMER-SOGGE	604-16300	13,702.00
DAKOTA SUPPLY GROUP	E370953	02/12/2019	NEW CIRCUIT 7	604-16300	73,925.00
MN REVENUE	20190214	02/19/2019	SALES TAX - JAN 2019	604-20202	6.88
					87,740.80

Activity: 49550 - Electric

COLE PAPERS INC.	9511458	02/06/2019	SUPPLIES	604-49550-211	102.07
BORDER STATES	917120460	02/20/2019	UNIFORMS	604-49550-218	311.88
BORDER STATES	917129101	02/20/2019	UNIFORMS	604-49550-218	274.25
BORDER STATES	917172511	02/25/2019	UNIFORMS	604-49550-218	287.50
CMP - CENTRAL MUNICIPAL P	6505	02/15/2019	ENERGY	604-49550-263	139,120.61
CMP - CENTRAL MUNICIPAL P	6505	02/15/2019	TRANSMISSION	604-49550-263	155,570.35
DEPARTMENT OF ENERGY	BFPB000800119	02/12/2019	POWER COST	604-49550-263	67,144.17
ELECTRIC FUND	20190215	02/15/2019	MONTHLY UTILITY & TELECO	604-49550-321	130.52
GOPHER STATE ONE CALL	9010825	02/06/2019	LOCATES	604-49550-321	2.70
CMRS - TMS #256704	#256704 2-19-19	02/20/2019	POSTAGE #256704 - ELECTRIC	604-49550-322	31.77
CMRS - TMS #256704	#256704 2-19-19	02/20/2019	POSTAGE #256704 - ELECTRIC	604-49550-322	33.04
INNOVATIVE SYSTEMS LLC	41486	02/12/2019	POSTAGE	604-49550-322	226.49
ELECTRIC FUND	20190215	02/15/2019	MONTHLY UTILITY & TELECO	604-49550-326	186.03
HP DATAONE, LLC	20190227	02/27/2019	#2 IN 2019	604-49550-326	1,328.12
INNOVATIVE SYSTEMS LLC	41235	02/06/2019	BILLING SYSTEM MAINTENAN	604-49550-326	1,521.00
INNOVATIVE SYSTEMS LLC	41372	02/06/2019	BILLING SYSTEM SOFTWARE P	604-49550-326	223.90
INNOVATIVE SYSTEMS LLC	41486	02/12/2019	PROCESSING	604-49550-326	190.16
STEVE NASBY	20190220	02/20/2019	EXPENSE - CMPAS MONTHLY	604-49550-331	154.28
ELECTRIC FUND	20190215	02/15/2019	MONTHLY UTILITY & TELECO	604-49550-381	273.42
ELECTRIC FUND	20190215	02/15/2019	MONTHLY UTILITY & TELECO	604-49550-382	22.32
MN ENERGY RESOURCES	20190214C	02/25/2019	HEATING #0506419706-00001	604-49550-383	1,191.35
HOMETOWN SANITATION SER	0000316172	02/06/2019	GARBAGE SERVICE - ELECTRIC	604-49550-384	88.98
ELECTRIC FUND	20190215	02/15/2019	MONTHLY UTILITY & TELECO	604-49550-385	45.26
WERNER ELECTRIC	S010028192.001	02/19/2019	MAINTENANCE	604-49550-402	176.28
BAUER BUILT	830100383	02/27/2019	#2147218 - MAINTENANCE	604-49550-405	518.56

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
RAGE INC - CAMPUS CLEANER	02-010078	02/06/2019	SERVICE - POWER PLANT	604-49550-406	34.17
ELECTRIC FUND	261	02/19/2019	EL - ELECTRIC SHOP	604-49550-406	3.71
ELECTRIC FUND	260	02/19/2019	EL - DISTRIBUTION	604-49550-408	499.05
ELECTRIC FUND	262	02/20/2019	EL - ACCIDENT-HIT & RUN ELE	604-49550-408	281.02
BRADY WORLDWIDE, INC.	9339258150	02/05/2019	MAINTENANCE	604-49550-408	369.55
ENGINEERING UNLIMITED, IN	INV057081	02/19/2019	MAINTENANCE	604-49550-408	912.18
WERNER ELECTRIC	5010022731.001	02/19/2019	SERVICE	604-49550-410	11.25
CMP - CENTRAL MUNICIPAL P	6505	02/15/2019	ENERGY / TRANSMISSION	604-49550-450	2,804.35
MN REVENUE	20190214	02/19/2019	SALES TAX - JAN 2019	604-49550-460	76.08
Activity 49550 - Electric Total:					374,146.37
Fund 604 - ELECTRIC Total:					461,887.17
Fund: 609 - LIQUOR STORE					
MN REVENUE	20190214	02/19/2019	SALES TAX - JAN 2019	609-20202	12,885.00
					12,885.00

Activity: 49751 - Liquor Store

SHI INTERNATIONAL CORP	809432476	02/12/2019	SERVICE #1090569	609-49751-200	98.72
RAGE INC - CAMPUS CLEANER	02-010465	02/12/2019	SERVICE - RIVER BEND LIQ	609-49751-211	48.57
BREAKTHRU BEVERAGE MN	108926132	02/12/2019	MERCHANDISE	609-49751-251	1,588.89
JOHNSON BROS.	1214821	02/12/2019	MERCHANDISE	609-49751-251	4,336.91
JOHNSON BROS.	1214823	02/12/2019	MERCHANDISE	609-49751-251	1,371.07
SOUTHERN GLAZER'S OF MN	1780855	02/06/2019	MERCHANDISE	609-49751-251	2,592.55
PHILLIPS WINE & SPIRITS	2501027	02/12/2019	MERCHANDISE	609-49751-251	13,278.10
PHILLIPS WINE & SPIRITS	320915	02/26/2019	CREDIT - MERCHANDISE	609-49751-251	-81.50
JOHNSON BROS.	528271	02/26/2019	CREDIT - MERCHANDISE	609-49751-251	-288.22
BEVERAGE WHOLESALERS	046055	02/15/2019	MERCHANDISE	609-49751-252	3,772.29
BEVERAGE WHOLESALERS	046720	02/20/2019	MERCHANDISE	609-49751-252	44.30
BEVERAGE WHOLESALERS	047072	02/26/2019	MERCHANDISE	609-49751-252	5,060.50
BEVERAGE WHOLESALERS	047727	02/26/2019	MERCHANDISE	609-49751-252	201.60
LOCHER BROS., INC.	1120731	02/12/2019	MERCHANDISE	609-49751-252	644.15
ARTISAN BEER COMPANY	3323462	02/12/2019	MERCHANDISE	609-49751-252	87.70
DOLL DISTRIBUTING, LLC	607134	02/12/2019	MERCHANDISE	609-49751-252	16,372.00
DOLL DISTRIBUTING, LLC	611557	02/15/2019	MERCHANDISE	609-49751-252	2,579.60
BREAKTHRU BEVERAGE MN	1080926133	02/12/2019	MERCHANDISE	609-49751-253	88.00
BREAKTHRU BEVERAGE MN	108926132	02/12/2019	MERCHANDISE	609-49751-253	131.33
JOHNSON BROS.	1214822	02/12/2019	MERCHANDISE	609-49751-253	447.60
JOHNSON BROS.	1214824	02/12/2019	MERCHANDISE	609-49751-253	3,180.27
SOUTHERN GLAZER'S OF MN	1780856	02/06/2019	MERCHANDISE	609-49751-253	594.00
PHILLIPS WINE & SPIRITS	2501028	02/12/2019	MERCHANDISE	609-49751-253	135.50
PAUSTIS WINE COMPANY	39303	02/06/2019	MERCHANDISE	609-49751-253	812.80
BREAKTHRU BEVERAGE MN	108926132	02/12/2019	MERCHANDISE	609-49751-254	74.00
JOHNSON BROS.	1214822	02/12/2019	MERCHANDISE	609-49751-254	37.00
JOHNSON BROS.	1214824	02/12/2019	MERCHANDISE	609-49751-254	49.50
ATLANTIC COCA-COLA	1917025	02/20/2019	MERCHANDISE	609-49751-254	166.20
PHILLIPS WINE & SPIRITS	2501028	02/12/2019	MERCHANDISE	609-49751-254	45.00
AH HERMEL COMPANY	753649	02/05/2019	MERCHANDISE	609-49751-254	53.61
AH HERMEL COMPANY	753649	02/05/2019	MERCHANDISE	609-49751-256	86.51
ARCTIC GLACIER U.S.A. INC	1946903303	02/05/2019	MERCHANDISE #172363	609-49751-257	90.45
AH HERMEL COMPANY	753649	02/05/2019	MERCHANDISE	609-49751-261	1.54
ELECTRIC FUND	20190215	02/15/2019	MONTHLY UTILITY & TELECO	609-49751-321	101.40
CMRS - TMS #256704	#256704 2-19-19	02/20/2019	POSTAGE #256704 - LIQUOR	609-49751-322	3.62
ELECTRIC FUND	20190215	02/15/2019	MONTHLY UTILITY & TELECO	609-49751-326	650.72
BREAKTHRU BEVERAGE MN	1080926133	02/12/2019	MERCHANDISE	609-49751-333	2.16
BREAKTHRU BEVERAGE MN	108926132	02/12/2019	MERCHANDISE	609-49751-333	46.79
JOHNSON BROS.	1214821	02/12/2019	MERCHANDISE	609-49751-333	52.20
JOHNSON BROS.	1214822	02/12/2019	MERCHANDISE	609-49751-333	24.36
JOHNSON BROS.	1214823	02/12/2019	MERCHANDISE	609-49751-333	22.22
JOHNSON BROS.	1214824	02/12/2019	MERCHANDISE	609-49751-333	78.87
SOUTHERN GLAZER'S OF MN	1780855	02/06/2019	MERCHANDISE	609-49751-333	37.24
SOUTHERN GLAZER'S OF MN	1780856	02/06/2019	MERCHANDISE	609-49751-333	18.45

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ARCTIC GLACIER U.S.A. INC	1946903303	02/05/2019	MERCHANDISE #172363	609-49751-333	1.00
PHILLIPS WINE & SPIRITS	2501027	02/12/2019	MERCHANDISE	609-49751-333	256.64
PHILLIPS WINE & SPIRITS	2501028	02/12/2019	MERCHANDISE	609-49751-333	5.22
PHILLIPS WINE & SPIRITS	320915	02/26/2019	CREDIT - MERCHANDISE	609-49751-333	-1.74
PAUSTIS WINE COMPANY	39303	02/06/2019	MERCHANDISE	609-49751-333	10.00
JOHNSON BROS.	528271	02/26/2019	CREDIT - MERCHANDISE	609-49751-333	-2.03
AH HERMEL COMPANY	753649	02/05/2019	MERCHANDISE	609-49751-333	4.95
CITIZEN PUBLISHING CO	20190131	02/06/2019	ADVERTISING	609-49751-340	1,722.80
VIVIAN FLANIGAN DAVIS	96405	02/26/2019	ADVERTISING	609-49751-340	149.50
ELECTRIC FUND	20190215	02/15/2019	MONTHLY UTILITY & TELECO	609-49751-381	883.52
ELECTRIC FUND	20190215	02/15/2019	MONTHLY UTILITY & TELECO	609-49751-382	178.22
MN ENERGY RESOURCES	20190214D	02/26/2019	HEATING #0507314125-00001	609-49751-383	276.61
HOMETOWN SANITATION SER	0000316170	02/12/2019	GARBAGE SERVICE - RIVER BE	609-49751-384	149.00
ELECTRIC FUND	20190215	02/15/2019	MONTHLY UTILITY & TELECO	609-49751-385	204.86
MN REVENUE	20190214	02/19/2019	SALES TAX - JAN 2019	609-49751-460	-2.52
Activity 49751 - Liquor Store Total:					62,574.60
Fund 609 - LIQUOR STORE Total:					75,459.60

Fund: 614 - TELECOM

MN REVENUE	20190214	02/19/2019	SALES TAX - JAN 2019	614-20202	43.38
					43.38

Activity: 49870 - Telecom

RAGE INC - CAMPUS CLEANER	01-011039	02/27/2019	SERVICE - WINDOM NET	614-49870-211	21.33
RAGE INC - CAMPUS CLEANER	02-010080	02/06/2019	SERVICE - WINDOM NET	614-49870-211	21.33
DELL EMC	10299079297	02/27/2019	#44046203 - SUPPLIES	614-49870-217	1,324.13
POWER PRODUCT SERVICES, I	123697	02/13/2019	OPERATING SUPPLIES	614-49870-217	708.40
AMAZON CAPITAL SERVICES, I	1613-Y1DJ-4MVG	02/27/2019	#A2Q0YJ8ZLN2YT - SUPPLIES	614-49870-217	133.87
AMAZON CAPITAL SERVICES, I	1YG4-43L7-QMF1	02/27/2019	#A2Q0YJ8ZLN2YT - SUPPLIES	614-49870-217	399.61
INTERSTATE TRS FUND	82580795059	02/19/2019	ASSESSMENT FOR 499-A FILIN	614-49870-304	269.20
ELECTRIC FUND	20190215	02/15/2019	MONTHLY UTILITY & TELECO	614-49870-321	388.31
GOPHER STATE ONE CALL	9010825	02/06/2019	LOCATES	614-49870-321	2.70
CMRS - TMS #256704	#256704 2-19-19	02/20/2019	POSTAGE #256704 - TELECOM	614-49870-322	31.76
CMRS - TMS #256704	#256704 2-19-19	02/20/2019	POSTAGE #256704 - TELECO	614-49870-322	80.21
INNOVATIVE SYSTEMS LLC	41486	02/12/2019	POSTAGE	614-49870-322	226.49
HP DATAONE, LLC	20190227	02/27/2019	#2 IN 2019	614-49870-326	1,328.13
INNOVATIVE SYSTEMS LLC	41235	02/06/2019	BILLING SYSTEM MAINTENAN	614-49870-326	875.00
INNOVATIVE SYSTEMS LLC	41235	02/06/2019	BILLING SYSTEM MAINTENAN	614-49870-326	1,521.00
INNOVATIVE SYSTEMS LLC	41372	02/06/2019	BILLING SYSTEM SOFTWARE P	614-49870-326	1,846.10
INNOVATIVE SYSTEMS LLC	41486	02/12/2019	PROCESSING	614-49870-326	190.16
ELECTRIC FUND	20190215	02/15/2019	MONTHLY UTILITY & TELECO	614-49870-381	2,108.51
ELECTRIC FUND	20190215	02/15/2019	MONTHLY UTILITY & TELECO	614-49870-382	19.51
MN ENERGY RESOURCES	20190208A	02/20/2019	HEATING #0507509833-00001	614-49870-383	278.35
HOMETOWN SANITATION SER	0000316173	02/06/2019	GARBAGE SERVICE - TELECOM	614-49870-384	77.98
ELECTRIC FUND	20190215	02/15/2019	MONTHLY UTILITY & TELECO	614-49870-385	37.29
ELITE MECHANICAL SYSTEMS,	4295	02/20/2019	MAINTENANCE	614-49870-404	80.00
CENTURY LINK	472405	02/19/2019	DIRECTORY LISTINGS #MN-CO	614-49870-441	161.36
MLB NETWORK	117018	02/19/2019	SUBSCRIBER	614-49870-442	440.50
TEGNA	1493-1117	02/20/2019	SUBSCRIBER	614-49870-442	3,058.65
NEXSTAR BROADCASTING GR	1773-1132	02/19/2019	SUBSCRIBER	614-49870-442	3,409.00
UNITED COMMUNICATIONS C	20190131	02/19/2019	SUBSCRIBER	614-49870-442	3,360.00
INDEPENDENT COMMUNIATI	20190131	02/19/2019	SUBSCRIBER	614-49870-442	1,992.00
CBS TELEVISION STATIONS	20190131	02/15/2019	SUBSCRIBER	614-49870-442	2,784.00
REGISTER OF COPYRIGHTS	20190220	02/20/2019	ROYALTY PAYMENT - 2019	614-49870-442	1,338.44
FOX TELEVISION STATIONS, IN	234162	02/19/2019	SUBSCRIBER	614-49870-442	2,371.20
CONFLUENT TECHNOLOGY GR	563F168989R	02/13/2019	CATV HEADEND EQUIPMENT	614-49870-442	557.65
TOWER DISTRIBUTION COMP	743513	02/19/2019	SUBSCRIBER	614-49870-442	285.88
FOX SPORTS	P50271	02/19/2019	SUBSCRIBER	614-49870-442	8,669.04
BTN - BIG TEN NETWORK	P54822	02/15/2019	SUBSCRIBER	614-49870-442	1,823.67
NATIONAL CABLE TV COOP	SI-607364	02/20/2019	SI-607364 CATV HEADEND	614-49870-442	884.47
CONSOLIDATED CALL CENTER	12939	02/06/2019	SERVICE - DA/OPERATOR ASSI	614-49870-445	124.48

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
MANKATO NETWORKS, LLC	388439	02/13/2019	SERVICE	614-49870-447	3,060.32
MANKATO NETWORKS, LLC	388458	02/20/2019	SERVICE	614-49870-447	200.00
JEREMY ROLFES	20190220	02/20/2019	EXPENSE - INTERNET DEC & J	614-49870-448	55.83
MN REVENUE	20190214	02/19/2019	SALES TAX - JAN 2019	614-49870-460	76.97

Activity 49870 - Telecom Total: 46,622.83

Fund 614 - TELECOM Total: 46,666.21

Fund: 615 - ARENA

Activity: 49850 - Arena

DELL EMC	10299079140	02/25/2019	# 44046203 OFFICE EQUIPME	615-49850-200	590.58
SHI INTERNATIONAL CORP	809451745	02/25/2019	SUPPLIES	615-49850-200	268.00
ATLANTIC COCA-COLA	504873	02/19/2019	MERCHANDISE	615-49850-254	383.16
ELECTRIC FUND	20190215	02/15/2019	MONTHLY UTILITY & TELECO	615-49850-321	125.11
CMRS - TMS #256704	#256704 2-19-19	02/20/2019	POSTAGE #256704 - ARENA	615-49850-322	5.25
ELECTRIC FUND	20190215	02/15/2019	MONTHLY UTILITY & TELECO	615-49850-326	358.00
ELECTRIC FUND	20190215	02/15/2019	MONTHLY UTILITY & TELECO	615-49850-381	8,405.80
ELECTRIC FUND	20190215	02/15/2019	MONTHLY UTILITY & TELECO	615-49850-382	2,965.33
MN ENERGY RESOURCES	20190215A	02/25/2019	HEATING #0504094426-00001	615-49850-383	2,856.12
HOMETOWN SANITATION SER	0000316174	02/06/2019	GARBAGE SERVICE - ARENA	615-49850-384	137.00
ELECTRIC FUND	20190215	02/15/2019	MONTHLY UTILITY & TELECO	615-49850-385	2,748.23
WERNER ELECTRIC	5010024831.001	02/19/2019	MAINTENANCE	615-49850-402	402.26
RINK SYSTEMS, INC	073352	02/19/2019	MAINTENANCE	615-49850-404	1,538.50
RINK SYSTEMS, INC	073353	02/19/2019	MAINTENANCE	615-49850-404	523.00
ELITE MECHANICAL SYSTEMS,	4280	02/25/2019	MAINTENANCE	615-49850-404	92.37
ELITE MECHANICAL SYSTEMS,	4353	02/25/2019	MAINTENANCE	615-49850-404	172.59
WINDOM FIRE & SAFETY	6903	02/25/2019	SERVICE - ARENA	615-49850-404	179.95
MN REVENUE	20190214	02/19/2019	SALES TAX - JAN 2019	615-49850-460	110.00
RINK SYSTEMS, INC	073390	02/19/2019	MITE NETS - PAID BY YOUTH H	615-49850-480	2,000.00

Activity 49850 - Arena Total: 23,861.25

Fund 615 - ARENA Total: 23,861.25

Fund: 617 - M/P CENTER

MN REVENUE	20190214	02/19/2019	SALES TAX - JAN 2019	617-20202	127.88
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127.88

Activity: 49860 - M/P Center

COLE PAPERS INC.	9511457	02/06/2019	SUPPLIES	617-49860-211	400.18
RIVER BEND LIQUOR	20190219	02/20/2019	#8316149 - COMM CENTER	617-49860-251	76.03
RIVER BEND LIQUOR	20190219	02/20/2019	#8316149 - COMM CENTER	617-49860-252	228.22
RIVER BEND LIQUOR	20190219	02/20/2019	#8316149 - COMM CENTER	617-49860-253	13.15
RIVER BEND LIQUOR	20190219	02/20/2019	#8316149 - COMM CENTER	617-49860-254	8.54
ELECTRIC FUND	20190215	02/15/2019	MONTHLY UTILITY & TELECO	617-49860-321	110.94
CMRS - TMS #256704	#256704 2-19-19	02/20/2019	POSTAGE #256704 - M/P	617-49860-322	27.48
ELECTRIC FUND	20190215	02/15/2019	MONTHLY UTILITY & TELECO	617-49860-326	403.33
STEVE NASBY	20190219	02/20/2019	EXPENSE-COMM CTR DIRECT	617-49860-334	77.00
CITIZEN PUBLISHING CO	20190131	02/06/2019	ADVERTISING	617-49860-340	440.24
ELECTRIC FUND	20190215	02/15/2019	MONTHLY UTILITY & TELECO	617-49860-381	1,218.32
ELECTRIC FUND	20190215	02/15/2019	MONTHLY UTILITY & TELECO	617-49860-382	65.94
MN ENERGY RESOURCES	20190214B	02/25/2019	HEATING #0503741572-00001	617-49860-383	2,286.44
ELECTRIC FUND	20190215	02/15/2019	MONTHLY UTILITY & TELECO	617-49860-385	134.97
RAGE INC - CAMPUS CLEANER	02-010079	02/06/2019	SERVICE - COMM CENTER	617-49860-406	59.50
ELITE MECHANICAL SYSTEMS,	4317	02/25/2019	MAINTENANCE	617-49860-409	370.80
MN REVENUE	20190214	02/19/2019	SALES TAX - JAN 2019	617-49860-460	135.12
COLE PAPERS INC.	9511457	02/06/2019	SUPPLIES	617-49860-480	95.59

Activity 49860 - M/P Center Total: 6,151.79

Fund 617 - M/P CENTER Total: 6,279.67

Fund: 700 - PAYROLL

Internal Revenue Service-Payr	INV0001562	03/01/2019	Federal Tax Withholding	700-21701	9,726.18
MN Department of Revenue -	INV0001563	03/01/2019	State Withholding	700-21702	5,017.99
Internal Revenue Service-Payr	INV0001562	03/01/2019	Social Security	700-21703	12,635.18
MN Pera	INV0001560	03/01/2019	PERA	700-21704	957.64

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
MN Pera	INV0001560	03/01/2019	PERA	700-21704	13,665.51
MN Pera	INV0001560	03/01/2019	PERA	700-21704	6,935.13
MN State Deferred	INV0001561	03/01/2019	Deferred Roth	700-21705	535.00
MN State Deferred	INV0001561	03/01/2019	Deferred Compensation	700-21705	5,800.28
LOCAL UNION #949	20190201	02/19/2019	UNION DUES - FEB. 2019	700-21707	1,699.86
LAW ENFORCEMENT LABOR S	20190131	02/19/2019	POLICE UNION DUES - FEB. 20	700-21708	357.00
MUNDT LAW GROUP, LLC	20190219	02/19/2019	WAGE LEVY	700-21709	51.37
Internal Revenue Service-Payr	INV0001562	03/01/2019	Medicare Withholding	700-21711	3,643.12
FURTHER (Select Account)	38932062	02/19/2019	FLEX SPENDING	700-21712	899.16
FURTHER (Select Account)	38937765	02/27/2019	FLEX SPENDING	700-21712	1,233.71
AFLAC	445596	02/19/2019	INSURANCE - FEB 2019 - AFTE	700-21715	320.22
AFLAC	445596	02/19/2019	INSURANCE - FEB 2019	700-21716	519.06
MN BENEFIT ASSOCIATION	2019-0053258	02/19/2019	INSURANCE 3/1/19 - PRE TAX	700-21717	4.84
MN BENEFIT ASSOCIATION	2019-0053258	02/19/2019	INSURANCE 3/1/19 - AFTER T	700-21719	103.59
FURTHER (Select Account)	INV0001559	03/01/2019	HSA Employee Contribution	700-21723	284.23
					64,389.07
Fund 700 - PAYROLL Total:					64,389.07
Grand Total:					1,172,812.67

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL	72,678.74
211 - LIBRARY	1,663.41
225 - AIRPORT	196.56
230 - POOL	491.08
235 - AMBULANCE	2,706.40
250 - EDA GENERAL	1,250.09
254 - NORTH IND PARK	156.98
401 - GENERAL CAPITAL PROJECTS	479.93
406 - PIR	1,671.20
601 - WATER	9,611.46
602 - SEWER	403,363.85
604 - ELECTRIC	461,887.17
609 - LIQUOR STORE	75,459.60
614 - TELECOM	46,666.21
615 - ARENA	23,861.25
617 - M/P CENTER	6,279.67
700 - PAYROLL	64,389.07
Grand Total:	1,172,812.67

Account Summary

Account Number	Account Name	Payment Amount
100-20202	Sales Tax Payable	27,948.21
100-41110-331	Travel Expense	306.78
100-41110-350	Printing & Design	689.80
100-41110-491	Payments to Other Orga	4,122.01
100-41310-200	Office Supplies	46.87
100-41310-217	Other Operating Supplie	307.55
100-41310-308	Training & Registrations	70.00
100-41310-321	Telephone	118.87
100-41310-322	Postage	621.98
100-41310-326	Data Processing	280.63
100-41310-331	Travel Expense	233.24
100-41910-200	Office Supplies	42.47
100-41910-321	Telephone	93.41
100-41910-322	Postage	25.79
100-41910-331	Travel Expense	141.52
100-41910-405	Repairs & Maint - Vehicl	460.64
100-41940-211	Cleaning Supplies	134.40
100-41940-381	Electric Utility	526.53
100-41940-382	Water Utility	64.87
100-41940-383	Gas Utility	1,236.74
100-41940-384	Refuse Disposal	89.28
100-41940-385	Sewer Utility	130.09
100-41940-409	Repairs & Maint - Utilitie	5.46
100-42120-200	Office Supplies	42.90
100-42120-218	Uniforms	3,408.29
100-42120-305	Medical & Dental Fees	214.75
100-42120-321	Telephone	172.18
100-42120-322	Postage	0.54
100-42120-326	Data Processing	528.86
100-42120-334	Meals/Lodging	243.91
100-42120-404	Repairs & Maint - M&E	166.63
100-42120-419	Vehicle Lease	3,620.66
100-42120-480	Other Miscellaneous	339.98
100-42220-215	Materials & Equipment	50.00
100-42220-310	Lab Testing	120.00
100-42220-321	Telephone	60.50

Account Summary

Account Number	Account Name	Payment Amount
100-42220-322	Postage	11.32
100-42220-326	Data Processing	10.04
100-42220-381	Electric Utility	327.86
100-42220-382	Water Utility	13.98
100-42220-383	Gas Utility	1,001.31
100-42220-384	Refuse Disposal	44.10
100-42220-385	Sewer Utility	31.23
100-42220-404	Repairs & Maint - M&E	145.00
100-42220-435	Books and Pamphlets	217.00
100-42500-381	Electric Utility	31.73
100-43100-215	Materials & Equipment	46.53
100-43100-217	Other Operating Supplie	70.00
100-43100-224	Street Maint Materials	6,390.00
100-43100-321	Telephone	45.53
100-43100-322	Postage	38.30
100-43100-381	Electric Utility	2,789.17
100-43100-382	Water Utility	19.35
100-43100-383	Gas Utility	1,969.05
100-43100-384	Refuse Disposal	88.98
100-43100-385	Sewer Utility	40.50
100-43100-401	Repairs & Maint - Buildi	1,082.00
100-43100-404	Repairs & Maint - M&E	8,411.70
100-43100-405	Repairs & Maint - Vehicl	820.35
100-43100-480	Other Miscellaneous	1,000.00
100-45202-326	Data Processing	466.67
100-45202-381	Electric Utility	478.43
100-45202-382	Water Utility	149.94
100-45202-384	Refuse Disposal	48.99
100-45202-385	Sewer Utility	129.48
100-45202-402	Repairs & Maint - Struct	50.00
100-45202-406	Repairs & Maint - Groun	43.86
211-45501-200	Office Supplies	184.92
211-45501-321	Telephone	34.06
211-45501-326	Data Processing	203.33
211-45501-381	Electric Utility	261.15
211-45501-382	Water Utility	18.56
211-45501-383	Gas Utility	816.30
211-45501-385	Sewer Utility	38.11
211-45501-435	Books and Pamphlets	106.98
225-45127-217	Other Operating Supplie	1.02
225-45127-321	Telephone	26.68
225-45127-409	Repairs & Maint - Utilitie	168.86
230-45124-217	Other Operating Supplie	133.33
230-45124-321	Telephone	32.37
230-45124-350	Printing & Design	279.72
230-45124-381	Electric Utility	29.00
230-45124-382	Water Utility	16.66
235-42153-217	Other Operating Supplie	1,213.68
235-42153-321	Telephone	161.45
235-42153-322	Postage	7.53
235-42153-334	Meals/Lodging	328.08
235-42153-340	Advertising & Promotion	50.00
235-42153-381	Electric Utility	218.58
235-42153-382	Water Utility	9.32
235-42153-383	Gas Utility	667.54
235-42153-384	Refuse Disposal	29.40
235-42153-385	Sewer Utility	20.82
250-46520-200	Office Supplies	72.57

Account Summary

Account Number	Account Name	Payment Amount
250-46520-321	Telephone	349.35
250-46520-322	Postage	9.23
250-46520-331	Travel Expense	78.88
250-46520-340	Advertising & Promotion	344.30
250-46520-350	Printing & Design	345.43
250-46520-381	Electric Utility	50.33
254-46520-381	Electric Utility	156.98
401-49950-500	Capital Outlay - Office	479.93
406-49950-500	Capital Outlay	1,671.20
601-49400-217	Other Operating Supplie	145.00
601-49400-321	Telephone	52.66
601-49400-322	Postage	259.34
601-49400-326	Data Processing	2,866.29
601-49400-381	Electric Utility	4,945.70
601-49400-382	Water Utility	17.33
601-49400-383	Gas Utility	892.53
601-49400-385	Sewer Utility	34.39
601-49400-386	Landfill	50.00
601-49400-404	Repairs & Maint - M&E	348.22
602-16200	Buildings	381,821.30
602-49450-200	Office Supplies	89.95
602-49450-217	Other Operating Supplie	145.00
602-49450-310	Lab Testing	518.40
602-49450-321	Telephone	174.67
602-49450-322	Postage	264.78
602-49450-326	Data Processing	2,866.28
602-49450-381	Electric Utility	14,748.15
602-49450-382	Water Utility	405.38
602-49450-383	Gas Utility	1,891.74
602-49450-384	Refuse Disposal	89.98
602-49450-404	Repairs & Maint - M&E	348.22
604-14200	Inventory	106.92
604-16300	Improvements Other Th	87,627.00
604-20202	Sales Tax Payable	6.88
604-49550-211	Cleaning Supplies	102.07
604-49550-218	Uniforms	873.63
604-49550-263	Merchandise for Resale -	361,835.13
604-49550-321	Telephone	133.22
604-49550-322	Postage	291.30
604-49550-326	Data Processing	3,449.21
604-49550-331	Travel Expense	154.28
604-49550-381	Electric Utility	273.42
604-49550-382	Water Utility	22.32
604-49550-383	Gas Utility	1,191.35
604-49550-384	Refuse Disposal	88.98
604-49550-385	Sewer Utility	45.26
604-49550-402	Repairs & Maint - Struct	176.28
604-49550-405	Repairs & Maint - Vehicl	518.56
604-49550-406	Repairs & Maint - Groun	37.88
604-49550-408	Repairs & Maint - Distrib	2,061.80
604-49550-410	Repairs & Maint - Gener	11.25
604-49550-450	Conservation	2,804.35
604-49550-460	Miscellaneous Taxes	76.08
609-20202	Sales Tax Payable	12,885.00
609-49751-200	Office Supplies	98.72
609-49751-211	Cleaning Supplies	48.57
609-49751-251	Liquor	22,797.80
609-49751-252	Beer	28,762.14

Account Summary

Account Number	Account Name	Payment Amount
609-49751-253	Wine	5,389.50
609-49751-254	Soft Drinks & Mix	425.31
609-49751-256	Tobacco Products	86.51
609-49751-257	Ice	90.45
609-49751-261	Other Merchandise	1.54
609-49751-321	Telephone	101.40
609-49751-322	Postage	3.62
609-49751-326	Data Processing	650.72
609-49751-333	Freight and Express	556.33
609-49751-340	Advertising & Promotion	1,872.30
609-49751-381	Electric Utility	883.52
609-49751-382	Water Utility	178.22
609-49751-383	Gas Utility	276.61
609-49751-384	Refuse Disposal	149.00
609-49751-385	Sewer Utility	204.86
609-49751-460	Miscellaneous Taxes	-2.52
614-20202	Sales Tax Payable	43.38
614-49870-211	Cleaning Supplies	42.66
614-49870-217	Other Operating Supplie	2,566.01
614-49870-304	Legal Fees	269.20
614-49870-321	Telephone	391.01
614-49870-322	Postage	338.46
614-49870-326	Data Processing	5,760.39
614-49870-381	Electric Utility	2,108.51
614-49870-382	Water Utility	19.51
614-49870-383	Gas Utility	278.35
614-49870-384	Refuse Disposal	77.98
614-49870-385	Sewer Utility	37.29
614-49870-404	Repairs & Maint - M&E	80.00
614-49870-441	Transmission Fees	161.36
614-49870-442	Subscriber Fees	30,974.50
614-49870-445	Switch Fees	124.48
614-49870-447	Internet Expense	3,260.32
614-49870-448	On-Call Support	55.83
614-49870-460	Miscellaneous Taxes	76.97
615-49850-200	Office Supplies	858.58
615-49850-254	Soft Drinks & Mix	383.16
615-49850-321	Telephone	125.11
615-49850-322	Postage	5.25
615-49850-326	Data Processing	358.00
615-49850-381	Electric Utility	8,405.80
615-49850-382	Water Utility	2,965.33
615-49850-383	Gas Utility	2,856.12
615-49850-384	Refuse Disposal	137.00
615-49850-385	Sewer Utility	2,748.23
615-49850-402	Repairs & Maint - Struct	402.26
615-49850-404	Repairs & Maint - M&E	2,506.41
615-49850-460	Miscellaneous Taxes	110.00
615-49850-480	Other Miscellaneous	2,000.00
617-20202	Sales Tax Payable	127.88
617-49860-211	Cleaning Supplies	400.18
617-49860-251	Liquor	76.03
617-49860-252	Beer	228.22
617-49860-253	Wine	13.15
617-49860-254	Soft Drinks & Mix	8.54
617-49860-321	Telephone	110.94
617-49860-322	Postage	27.48
617-49860-326	Data Processing	403.33

Account Summary

Account Number	Account Name	Payment Amount
617-49860-334	Meals/Lodging	77.00
617-49860-340	Advertising & Promotion	440.24
617-49860-381	Electric Utility	1,218.32
617-49860-382	Water Utility	65.94
617-49860-383	Gas Utility	2,286.44
617-49860-385	Sewer Utility	134.97
617-49860-406	Repairs & Maint - Groun	59.50
617-49860-409	Repairs & Maint - Utilitie	370.80
617-49860-460	Miscellaneous Taxes	135.12
617-49860-480	Other Miscellaneous	95.59
700-21701	Federal Withholding	9,726.18
700-21702	State Withholding	5,017.99
700-21703	FICA Tax Withholding	12,635.18
700-21704	PERA Contributions	21,558.28
700-21705	Retirement	6,335.28
700-21707	Union Dues	1,699.86
700-21708	PD Union Dues	357.00
700-21709	Wage Levy	51.37
700-21711	Medicare Tax Withholdi	3,643.12
700-21712	Flex Account	2,132.87
700-21715	Individual Insurance-Afla	320.22
700-21716	Individual Insurance-Afla	519.06
700-21717	Individual Insurance-MB	4.84
700-21719	Individual Insurance-MB	103.59
700-21723	HSA Employee Contribu	284.23
	Grand Total:	1,172,812.67

Project Account Summary

Project Account Key	Payment Amount
None	1,172,812.67
Grand Total:	1,172,812.67

GA
2-28-19

March 5, 2019

City of Windom
City Officials
444 9th St.
Windom, MN 56101

Re: 2019 Insurance Renewal Summary

Attached is the summary of the renewal premiums and coverages for the policies offered by the LMCIT and policies secured through other markets for coverages that are either more competitive than the LMCIT or not offered by the LMCIT.

I have listed the renewal premiums for the current and previous year for a comparison.

The LMCIT has declared a dividend to participating cities for 2018. Windom's dividend is \$7,860 and was paid out in December 2018.

Presented by:

Josh Peterson
Agent of Record

Renewal Summary
Created For:



Bank Midwest Insurance Services
1525 18th Street, Suite 100
Spirit Lake, Iowa 51360

Date: 3/5/2019

Phone: 712.336.1224
Fax: 712.336.3682

**Bank
Midwest**
Great Experience!
insurance

Renewal Summary

CITY OF WINDOM RENEWAL PREMIUM SUMMARY

Coverage	2018		2019	
	Prem Basis	Premium	Prem Basis	Premium
Property	\$69,500,033	\$89,879	\$73,548,032	\$99,131
	<i>Property Values</i>			
Mobile Property	*\$2,040,403	\$6,397	\$2,161,333	\$7,063
	<i>Equipment Values</i>			
Municipal Liability	Various	\$48,902	Various	\$49,465
Automobile Liability	All Units	\$6,808	All Units	\$9,202
Automobile Physical Damage		\$8,673		\$9,469
	Physical damage is included on police, fire, & emergency vehicles. No physical damage on other dept. vehicles >10 years old			
Equipment Breakdown	Travelers			
Liquor Liability	Receipts	\$3,648	Receipts	\$4,036
Bond Coverage	\$250,000	\$848	\$250,000	\$804
Total		\$165,155		\$179,170

*Mobile property terms of coverage - LMCIT provides blanket coverage with a basic limit of \$100,000 per unit. Losses will be paid at the lesser of:

1. The cost to repair the unit.
2. 200% of the fair market value
3. The cost of a new unit \$100,000 (if the unit is scheduled, this amount is increased and an increased limit rate would apply)

This is only a summary of the premium and values, refer to the policy for complete coverage explanations.

Renewal Summary

CITY OF WINDOM RENEWAL OF OTHER POLICIES

	2018 Premium	2019 Premium
Equipment Breakdown – Travelers Municipal Power Plant and Substation All city property	\$65,282	\$68,575
Deductible: \$100,000 on Detroit Allison Gas Turbine \$100,000 on all other covered equipment at power plant and distribution locations including 101 2 nd Ave and all sub stations. \$1.50 per maximum rated KVA for all transformers subject to \$100,000 minimum \$1,000 on all other covered equipment at all other covered locations		
Miscellaneous bonds as required	\$350	\$350
Package Premium from summary page	\$165,155	\$179,170
Total Premium	\$230,787	\$248,095

Renewal Summary

WORKERS COMPENSATION

<u>Year</u>	<u>Payroll</u>	<u>Exp. Mod. Factor</u>	<u>Premium</u>
2015	\$3,271,049	.64	\$74,260
2016	\$3,253,229	.69	\$84,280
2017	\$3,174,700	.69	\$85,569
2018	\$3,292,200	.88	\$114,624
2019	\$3,369,327	.88	\$116,567

Members with renewal on or after January 1, 2019, which includes the City of Windom, will see a 1% average increase in overall workers' compensation premium rates.

The experience modification factor remained flat at .88 for 2019. A three year period is used for this formula not including the most recent year. The experience modification factor for 2019 is determined by using data from years 2015, 2016 and 2017.

2015 claims total paid \$ 5,498
2016 claims total paid \$ 130,940
2017 claims total paid \$ 4,774
2018 claims total paid \$ 6,967

Renewal Summary

ITEMS NEEDING COUNCIL ACTION

Waiver of Statutory Tort Limit: The city has currently elected to not waive the statutory tort limit of \$500,000 per claimant. Choosing not to waive the statutory limit, the city's liability is limited by the statute to no more than \$500,000 per claimant and \$1.5 million per occurrence.

Leave this the same or waive the statutory tort limit?

Excess Liability: You can add \$1,000,000 excess liability coverage for an annual premium of \$13,985.

The city has made a motion not to accept this coverage in the past.

Accept or reject the Excess Liability coverage for 2019?

THANK YOU FOR YOUR BUSINESS!

ACTION ITEM



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

TO: CITY COUNCIL
FROM: DREW HAGE, DEVELOPMENT DIRECTOR
CC MEETING DATE: MARCH 5, 2019
RE: CALL FOR PUBLIC HEARING – RESIDENTIAL TAX ABATEMENT
DEPT: ECONOMIC DEVELOPMENT AUTHORITY OF WINDOM
CONTACT: DREW HAGE (drew.hage@windommn.com) (507-832-8661)

Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action regarding a request for tax abatement:

1. Adopt attached RESOLUTION setting the public hearing on an application for residential tax abatement.
-

Issue Summary/Background

Minnesota Statutes gives authority to cities to grant an abatement of taxes imposed by the City if certain criteria are met.

In 2016, Cottonwood County established a “home initiative program” which provides guidelines and a program through which the County, City, and School can grant abatement of real estate taxes for new residential housing. The purpose of this initiative is to provide incentives to encourage construction of new owner-occupied and rental residential housing units including single-family homes, duplexes, and multi-family complexes.

The program provides for a five-year abatement of real estate taxes on the increased market value of the property generated by the new home, duplex, or multi-family building. The abatement commences on the first year of taxes payable on the increased assessed value of the property. The abatement does not include the real estate taxes on the land.

On October 18, 2016, the City of Windom adopted a resolution approving the Cottonwood County Home Initiative Guidelines and approving participation in the Cottonwood County Home Initiative Program.

The EDA received a request for abatement of the City’s real estate taxes on a proposed new home to be constructed on property at 1204 River Road.

Based on an estimated market value of \$100,000 and the 2018 tax rates, the estimated tax abatement for the City would be the sum of \$639 per year for an estimated total abatement of \$3,195 over the five-year period. However, these are only estimates because the market value for the new home will not be known until completion of the construction and the tax rates change each year.

Example: The estimated tax abatement for a \$100,000 homestead property: County \$376; Windom Public Schools \$109; Windom \$639 (per year). Estimated Total 5-year tax abatement: \$5,620.

Pursuant to Minnesota Statutes, it is necessary to hold a public hearing on any proposed abatement of real estate taxes. Attached is a proposed Resolution calling for a public hearing to be held at the next City Council Meeting.

Fiscal Impact

Amount: No fiscal impact in calling for the public hearing. If the tax abatement is granted following the public hearing, the estimated abatement of real estate taxes by the City for the five-year period for the home is \$3,195.

Attachments

1. Resolution Calling for Public Hearing on Proposed Tax Abatement for New Residential Project.
2. Letter Requesting Abatement and attachments.

mah

WHEREAS, based on an Estimated Market Value of \$100,000 for the new home and based on 2018 tax rates, the estimated tax abatement for the City of Windom for this property would be approximately \$639 per year. The total estimated tax abatement by the City of Windom for the five-year period is approximately \$3,195. (These figures were calculated using 2018 tax rates. The market value for the project is only an estimate, since the building has not yet been constructed. The tax rates will also change each year.)

WHEREAS, Minnesota Statutes require that a public hearing be held prior to the approval of the proposed tax abatement.

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

1. Public Hearing. A public hearing to consider the proposed tax abatement, as set forth above, shall be held on Tuesday, March 19, 2019, in the Windom City Hall Council Chambers during the regular City Council Meeting which begins at _____ p.m.

2. Notice of Public Hearing. The City Administrator is authorized and directed to cause notice of the hearing to be published once in the official newspaper of the City at least ten (10) days prior to the date of hearing. The public hearing notice shall include a description of the property for which the abatement is being considered and the total estimated amount of the proposed tax abatement based on current information.

Adopted by the City Council this 5th day of March, 2019.

Dominic Jones, Mayor

Attest: _____
Steven Nasby, City Administrator

February 20, 2019

To: Cottonwood County Home Initiative Administrator

c/o Drew Hage, Executive Director
Economic Development Authority of Windom
444 Ninth Street
P.O. Box 38
Windom, MN 56101

Re: Request for Residential Tax Abatement

Dear Mr. Hage:

We plan to construct a new single family home on property at 1204 River Road in Windom, Minnesota. We are requesting residential tax abatement for the new home pursuant to the Cottonwood County Home Initiative. Our plans are to begin construction of this new home in April or May of this year.

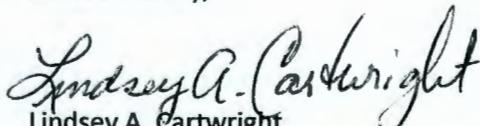
Our application includes:

1. **This letter of request for tax abatement,**
2. **Legal description of the property (Lot 06 BLK 004 Ringkob and Pope's Addition, NW 1/3 Front Lot 5 and SE 69' Front of Lot 6 Blk 4)
Address of the property (1204 River Road Windom, MN 56101)
Property ID # (25-673-0450)**
3. **An Aerial survey plat map showing lot lines of the property, (attached)**
4. **A site plan of the purposed location and dimensions of the new home, (attached)**
5. **Construction Plans for the new home, (attached)**
6. **Estimated market value of the new home based on comparable properties. (\$85,000)**

A copy of the Building Permit, issued by the Windom Building & Zoning Office, will be provided when it becomes available.

If you should have any further questions, or need additional information, feel free to contact us.

Most sincerely,


Lindsey A. Cartwright


Jane L. Cartwright

Applicants: Lindsey and Jane Cartwright

Address: 709 River Road Windom, MN 56101

Telephone: (507) 831-5032 (Home) or (507) 830-1305 (Cell)

Exhibit "A"

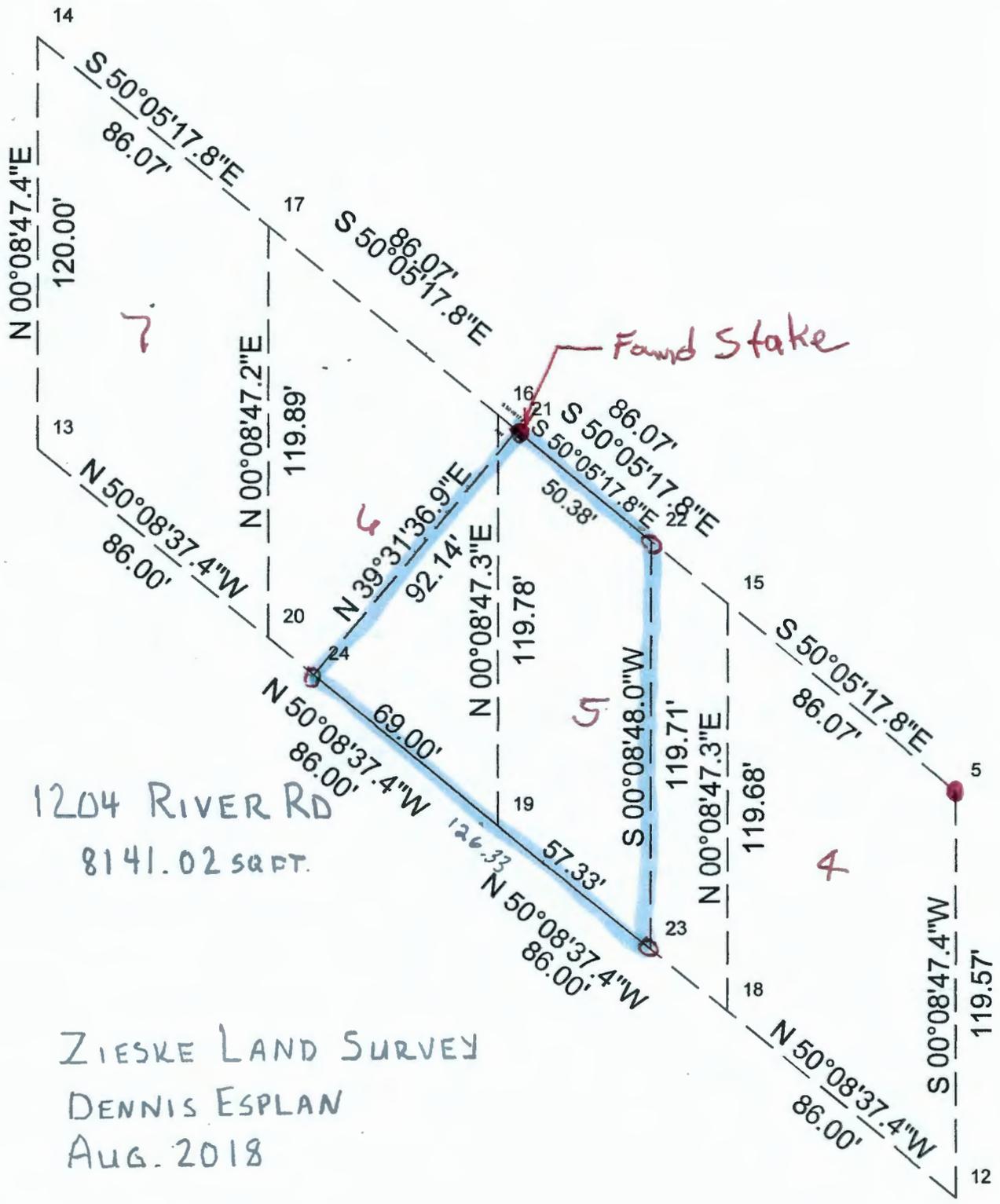
Part of Lots 5 and 6 of Block 4 in Ringkob and Pope's Addition to the Village (now City) of Windom, described as follows to wit:

Beginning at a point on the Northeasterly line of said Lot 5, which is 7 feet Southeasterly from the most Northerly point of said Lot 5; thence running Southeasterly on and along the Northeasterly line of said Lot 5 to the most Easterly point of the Northwesterly two-thirds of said Lot 5; thence running Southwesterly on and along the Southeasterly line of the Northwesterly two-thirds of Lot 5 to the Southwesterly line of said Lot 5; thence running Northwesterly on and along the Southwesterly line of said Lots 5 and 6 to a point which is 69 feet Northwesterly of the most Southerly point of said Lot 6; thence Northeasterly to the point or beginning.

Plat No. 1

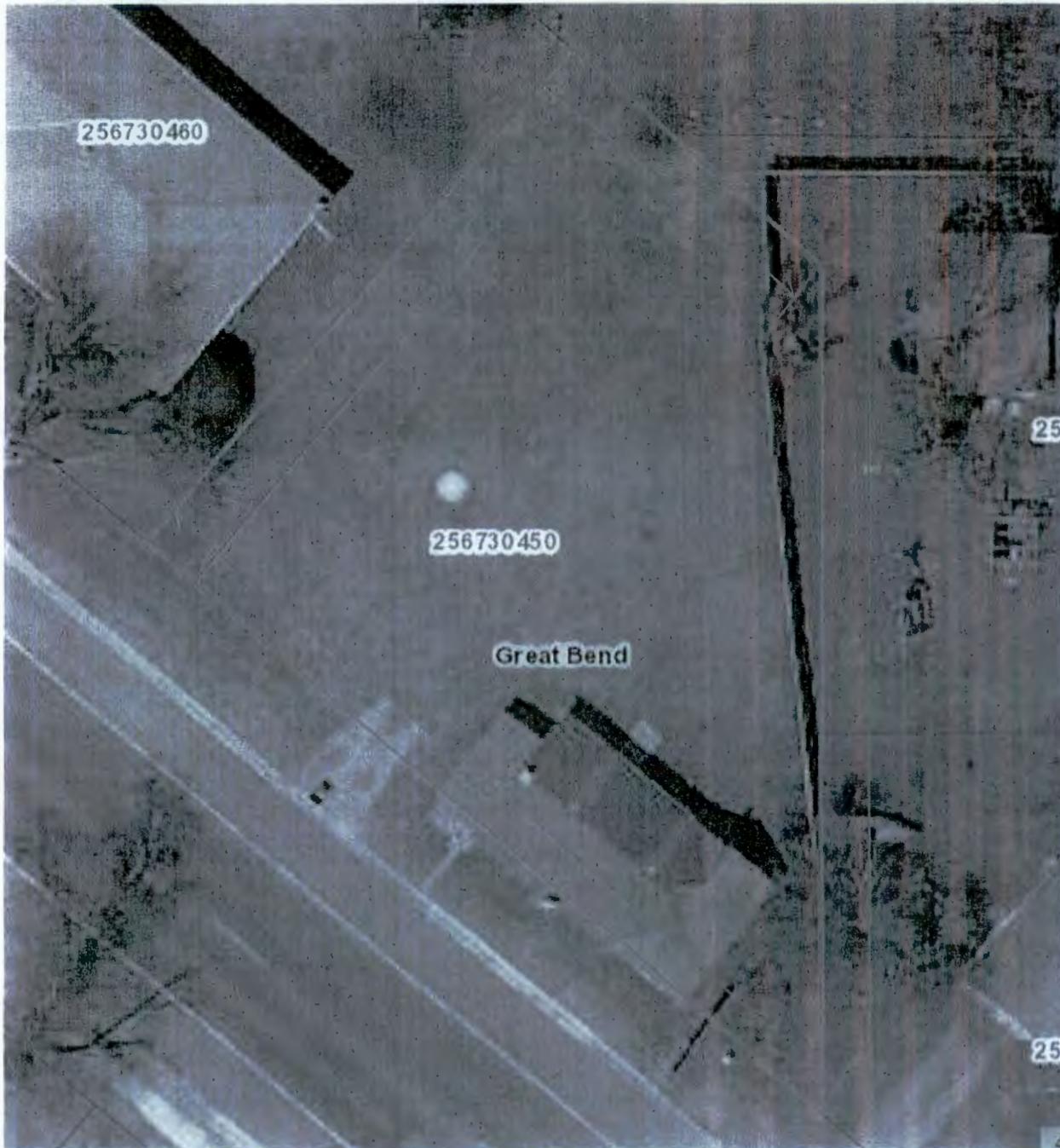
Map of Block 4 in Ringkob and Pope's Addition to the Village (now City) of Windom, Iowa, showing the location of the part of Lots 5 and 6 described above.

The above described part of Lots 5 and 6 of Block 4 in Ringkob and Pope's Addition to the Village (now City) of Windom, Iowa, is shown on the attached map, which is a true and correct copy of the original map on file in the office of the Register of Deeds for the State of Iowa, at Des Moines, Iowa, and is a true and correct copy of the original map on file in the office of the Register of Deeds for the State of Iowa, at Des Moines, Iowa, and is a true and correct copy of the original map on file in the office of the Register of Deeds for the State of Iowa, at Des Moines, Iowa.



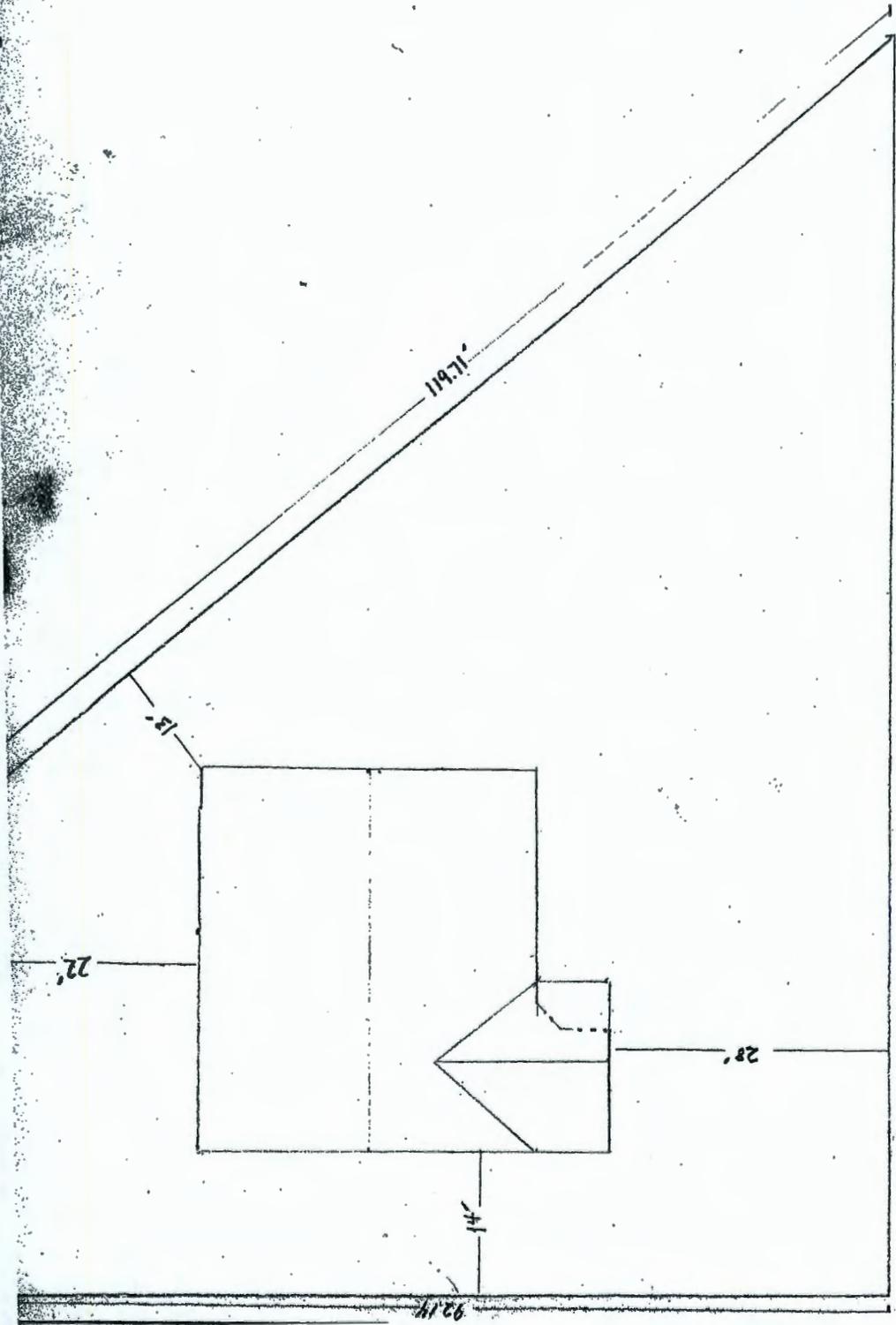
1204 RIVER RD
 8141.02 SQ FT.

ZIESKE LAND SURVEY
 DENNIS ESPLAN
 AUG. 2018



1204 River Road

Lot size is approximate.
Image from Schneider Corp.,
Cottonwood County. A lot
survey from a licensed
surveyor may be required
prior to any building.



PLOT PLAN

SCALE 3/32" = 1'-0"
 DATE 1-7-19

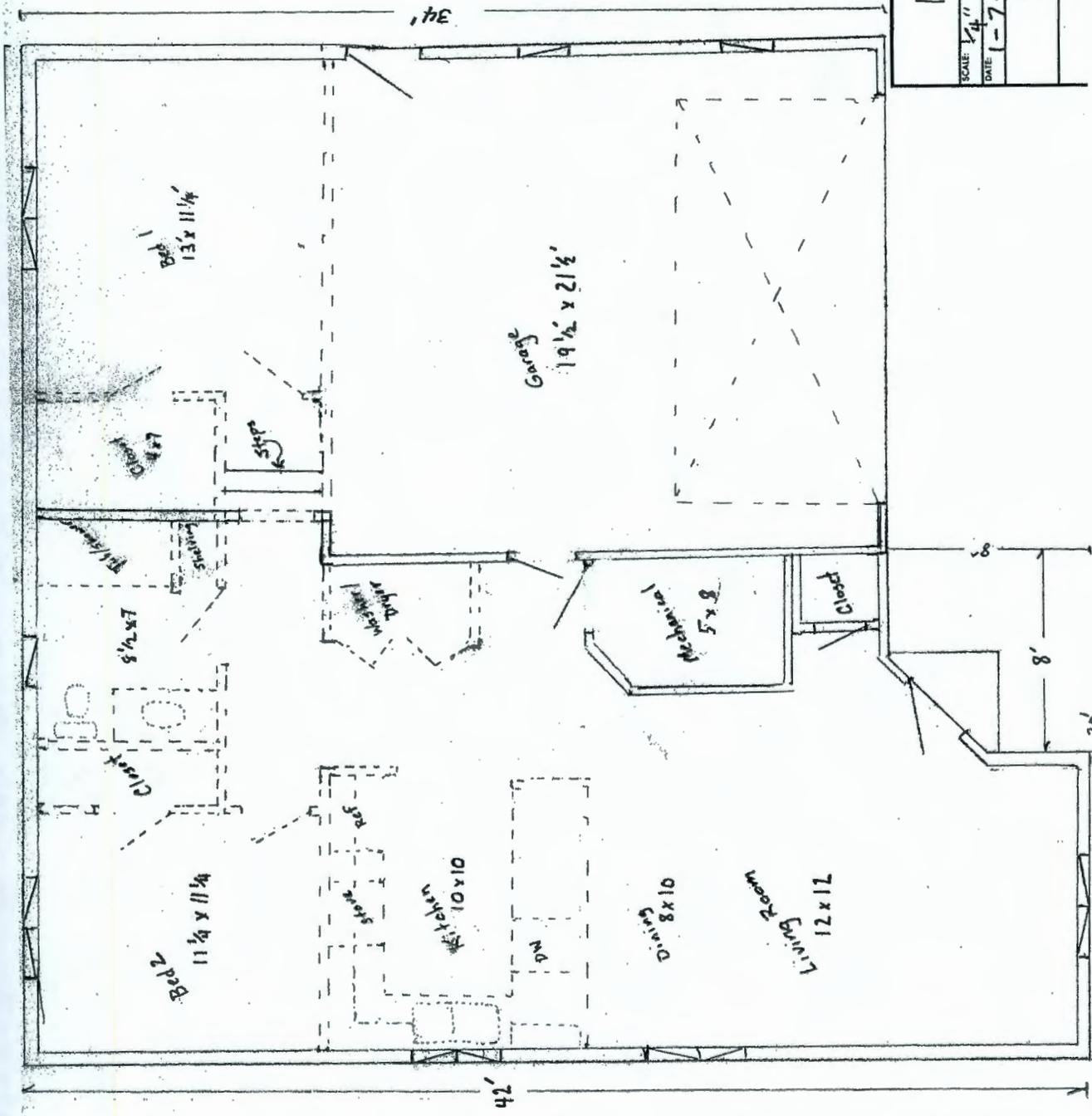
APPROVED BY: [Signature]
 DRAWING NUMBER

1204 RIVER RD.

RIVER RD.

126.33'

92.14'

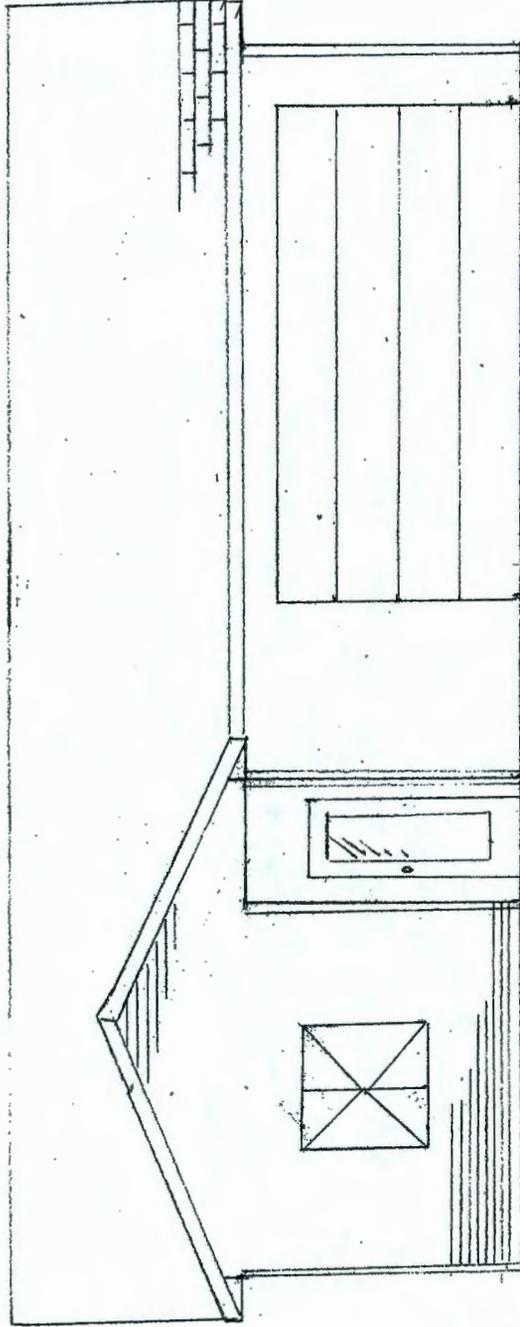


FLOOR PLAN 1017 S&T

SCALE: 1/4" = 1'-0"
 DATE: 1-7-19

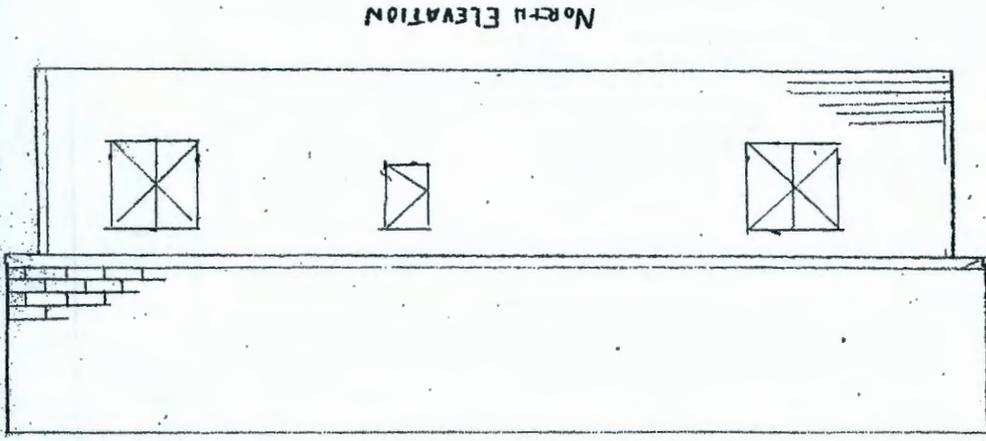
APPROVED BY:
 J. CAETWRIGHT
 REVISOR

DRAWING NUMBER: 1204 RIVER RD.

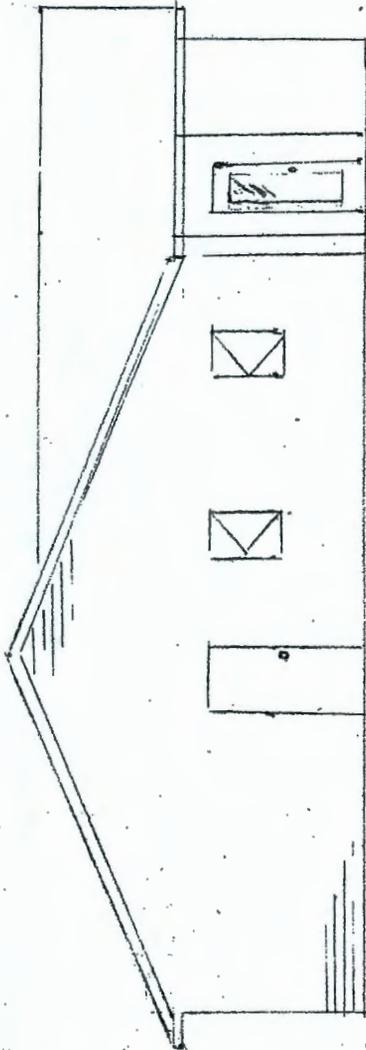


SOUTH ELEVATION [FRONT]

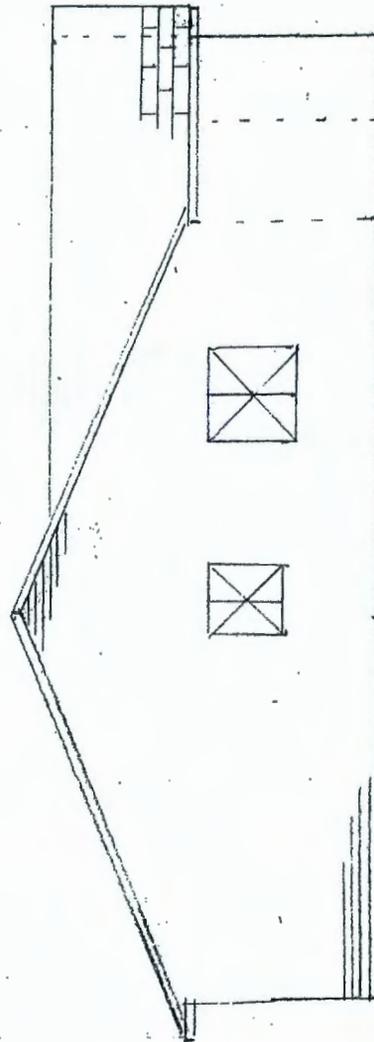
FRONT ELEVATION	
SCALE 1/4"	APPROVED BY:
DATE 1-7-19	L. CARTWRIGHT
	REVISED
1204 RIVER RD.	
	DRAWING NUMBER 4



NORTH ELEVATION



EAST ELEVATION



WEST ELEVATION

ELEVATIONS

SCALE: 3/16
 DATE: 1-7-19

DRAWN BY: L. CARTWRIGHT
 REVISED:

1704 RIVER RD.

DRAWING NUMBER

ACTION ITEM



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

TO: City Council
FROM: Development Department
DATE: March 5, 2019 (City Council Meeting Date)
RE: Decertification of TIF District No. 1-8
DEPT: Development Department
CONTACT: Drew Hage, Development Director, at 832-8661 or drew.hage@windommn.com

Recommendations/Options/Action Requested

After review, adopt the “Resolution Approving the Decertification of Tax Increment Financing District No. 1-8”.

Issue Summary/Background

TIF District 1-8 was created on January 6, 1998. This district is locally known as the “Downtown Redevelopment” District and covers the property at 339 Ninth Street where the USDA Farm Service Agency and other State/County offices are located.

Minnesota Statutes and the tax increment financing plan adopted for this TIF district established an expiration date for the district of twenty-five years after receipt of the first tax increment unless the obligations of the District are met prior to that time. The first tax increment was received in July 2007. It has been determined that the obligations of the District were satisfied by the end of 2018 and all eligible costs of the project have been paid. Thus, the district needs to be decertified by the Cottonwood County Auditor effective December 31, 2018.

To begin the process, the EDA Board adopted a resolution on February 11, 2019, approving the decertification of TIF District 1-8. To meet statutory requirements, the next step is for the City Council to adopt a resolution approving the decertification of this district. Attached is a Resolution for this purpose for your review. If the Resolution is adopted, EDA Staff will provide the Cottonwood County Auditor with the documentation necessary to complete the decertification of TIF District 1-8.

Fiscal Impact

The real estate taxes for the property will be distributed by the Cottonwood County Auditor/Treasurer in the same manner as other property taxes collected by the Treasurer. This means that the City, School and County will all receive their proportionate shares of the property taxes paid for this property.

Attachments

1. Resolution Approving the Decertification of Tax Increment Financing District No. 1-8.

mah

RESOLUTION #2019-

INTRODUCED:

SECONDED:

VOTED: Aye:
 Nay:
 Absent:

CITY OF WINDOM

**RESOLUTION APPROVING THE DECERTIFICATION OF TAX
INCREMENT FINANCING DISTRICT NO. 1-8**

WHEREAS, on January 6, 1998, the Economic Development Authority of Windom (the "EDA") and the City of Windom, Minnesota, (the "City") created Tax Increment Financing District No. 1-8, County Number 15, (locally known as "Downtown Redevelopment" District or "9th Street" District) (the "District"), within Windom's Development District No. 1 (the "Project"); and

WHEREAS, the property covered by this District is addressed as 339 Ninth Street, Windom, Minnesota, and briefly described as Lots 8, 9, 10; West 7.5 feet of Lot 11; and Alley between Lots 9 and 10, all in Block 12 of the Original Townsite to the City of Windom, Cottonwood County, Minnesota, (Parcel No. 25-820-0900); and

WHEREAS, the Tax Increment Financing Plan adopted on January 6, 1998, for this TIF District requires, pursuant to Minnesota Statutes, that the duration of this district will be 25 years from the date of receipt of first tax increment unless the obligations of the district are met prior to that time; and

WHEREAS, the receipt of first tax increment was July of 2007; and

WHEREAS, the plan provides for estimated decertification of the district after December 31, 2024, unless the obligations of the district are met prior to that time; and

WHEREAS, it has been determined that the obligations of the district were satisfied by the end of 2018 and all eligible costs of the Project have been paid; and

WHEREAS, there are no parcels located in this district which currently have delinquent taxes under the duration limits; and

WHEREAS, the City of Windom acknowledges the expiration of this District pursuant to the TIF Plan and statutory requirements; and

WHEREAS, the City of Windom desires by this resolution to acknowledge the expiration of this District effective December 31, 2018, after which all property taxes generated by property within this TIF District will be distributed in the same manner as other property taxes collected by the Cottonwood County Auditor/Treasurer.

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

1. All eligible obligations of said district were paid by December 31, 2018, and Tax Increment Financing District No. 1-8, (County No. 15), (locally known as "Downtown Redevelopment" District or "9th Street" District) should be decertified pursuant to Minnesota Statutes and the tax increment financing plan adopted for said district.

2. EDA Staff is directed to take all action and provide all necessary documentation to the County Auditor of Cottonwood County for the County Auditor to discontinue collection and remittance to the City of any tax increment from this District and to decertify TIF District No. 1-8 as a tax increment district effective December 31, 2018.

ADOPTED this 5th day of March, 2019.

Dominic Jones, Mayor

ATTEST: _____
Steven Nasby, City Administrator

ORDINANCE NO. 175, 2ND SERIES

AN ORDINANCE OF THE CITY OF WINDOM, MINNESOTA, AMENDING CITY CODE TITLE III: ADMINISTRATION, CHAPTER 31: CITY COUNCIL

THE CITY COUNCIL OF THE CITY OF WINDOM, MINNESOTA, DOES ORDAIN: TO REVISE CHAPTER 31: CITY COUNCIL, SECTION 31.02 COUNCIL MEETINGS; TIME AND PLACE, BY REMOVING THE EXISTING SECTION AND REPLACING IT WITH THE FOLLOWING:

31.02 COUNCIL MEETINGS; TIME AND PLACE.

Regular meetings of the Council shall be held in the Council Chambers on the first and third Tuesdays of each month. The time of the meeting shall be set annually by the Council in January of each year, except for 2019 when the meeting time will be set in March of 2019. Special and adjourned meetings shall also be held in the Council Chambers. In the event that any regular meeting falls on a holiday, then the meeting shall be held on the next day at the same time. (Prior Code, § 2.02)

EFFECTIVE DATE OF ORDINANCE. This ordinance becomes effective from and after its passage and publication.

Adopted by the City Council of the City of Windom, Minnesota, this 19th day of February, 2019.

Dominic Jones, Mayor

Attest: _____
Steve Nasby, City Administrator

1st Reading: February 5, 2019
2nd Reading: February 19, 2019
Adoption: February 19, 2019
Published: February 27, 2019

IMPORTANT INFORMATION REGARDING PROPERTY ASSESSMENTS

**** THIS MAY AFFECT YOUR 2020 PROPERTY TAXES. ****

THE BOARD OF APPEAL AND EQUALIZATION FOR THE CITY OF WINDOM WILL MEET ON MONDAY, MAY 13TH, 2019, FROM 4:30 TO 5:00 PM, AT THE WINDOM CITY HALL IN SAID TOWNSHIP OR CITY. THE PURPOSE OF THIS MEETING IS TO DETERMINE WHETHER PROPERTY IN THE JURISDICTION HAS BEEN PROPERLY VALUED AND CLASSIFIED BY THE ASSESSOR.

IF YOU BELIEVE THE VALUE OR CLASSIFICATION OF YOUR PROPERTY IS INCORRECT, PLEASE CONTACT YOUR ASSESSOR'S OFFICE TO DISCUSS YOUR CONCERNS. IF YOU DISAGREE WITH THE VALUATION OR CLASSIFICATION AFTER DISCUSSING IT WITH YOUR ASSESSOR, YOU MAY APPEAR BEFORE THE LOCAL BOARD OF APPEAL AND EQUALIZATION. THE BOARD WILL REVIEW YOUR ASSESSMENTS AND MAY MAKE CORRECTIONS AS NEEDED. GENERALLY, YOU MUST APPEAL TO THE LOCAL BOARD BEFORE APPEALING TO THE COUNTY BOARD OF APPEAL & EQUALIZATION.

GIVEN UNDER MY HAND THIS 19th DAY OF February, 2019



CLERK OF THE City OF Windom

February 13, 2019

TO: Township Boards, City Councils, and Local Assessors
SUBJECT: 2019 Local Boards of Appeal and Equalization

Below is the schedule of the dates and times for the 2019 Local Boards of Appeal and Equalization Meetings. If the date assigned to your board of equalization will not work for your district, please let me know immediately and we can reschedule it. Please make sure your board members are aware of the district's meeting date and are able to attend.

You will need to post three (3) notices of the meeting in three conspicuous locations at least ten (10) days prior to the scheduled meeting date (enclosed). Each notice should contain the meeting date, time and location. Please make note of the date that you post these notices for the Board of Equalization record.

As in the past, my office will be taking care of the newspaper advertising for all of the districts. If you have any questions, please contact my office.

Gale Bondhus
Cottonwood County Assessor

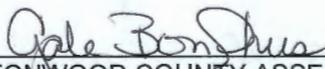
Cottonwood County 2019 Local Boards of Appeal and Equalization				
Day	Date	Township/City	Time	Location/Assessor
Friday	April 19, 2019	Amboy Township	10:00-10:30 a.m.	Amboy Town Hall
Friday	April 19, 2019	Amo Township	2:00-2:30 p.m.	Storden Community Center
Friday	April 19, 2019	Ann Township	11:00-11:30 a.m.	Storden Community Center
Wednesday	April 17, 2019	Carson Township	3:30-4:00 p.m.	Laurie Bartsch Home
Thursday	April 18, 2019	Dale Township	6:30-7:00 p.m.	Charles Dewanz Home
Thursday	April 18, 2019	Delton Township	5:00-5:30 p.m.	Delton Town Hall
Thursday	April 18, 2019	Germantown Township (Open Book Meeting)	1:00-1:30 p.m.	Cottonwood County Assessor's Office
Thursday	April 18, 2019	Great Bend Township	3:30-4:00 p.m.	Cottonwood County LEC
Friday	April 19, 2019	Highwater Township	1:00-1:30 p.m.	Storden Community Center
Wednesday	April 17, 2019	Lakeside Township	10:00-10:30 a.m.	Lakeside Town Hall
Wednesday	April 17, 2019	Midway Township	1:00-1:30 p.m.	Mountain Lake Fire Department
Wednesday	April 17, 2019	Mountain Lake Township	11:00-11:30 a.m.	Mountain Lake Town Hall
Friday	April 19, 2019	Rosehill Township	4:00-4:30 p.m.	Storden Community Center
Wednesday	April 17, 2019	Selma Township	2:30-3:00 p.m.	Selma Town Hall
Thursday	April 18, 2019	Southbrook Township	9:00-9:30 a.m.	Ann Harms Home
Thursday	April 18, 2019	Springfield Township	10:30-11:00 a.m.	Springfield Town Hall
Friday	April 19, 2019	Storden Township	3:00-3:30 p.m.	Storden Community Center
Friday	April 19, 2019	Westbrook Township	5:00-5:30 p.m.	Westbrook Town Hall
Monday	April 8, 2019	Bingham Lake (City)	6:00-6:30 p.m.	Bingham Lake City Hall
Monday	April 15, 2019	Comfrey (City)	7:00-7:30 p.m.	Comfrey City Hall
Wednesday	May 8, 2019	Jeffers (City)	5:00-5:30 p.m.	Jeffers City Hall
Thursday	May 9, 2019	Mountain Lake (City)	5:30-6:00 p.m.	Mountain Lake City Hall
Tuesday	May 7, 2019	Storden (City)	5:00-5:30 p.m.	Storden Community Center
Monday	May 6, 2019	Westbrook (City)	5:30-6:00 p.m.	Westbrook City Hall
Monday	May 13, 2019	Windom (City)	4:30-5:00 p.m.	Windom City Hall
Tuesday	June 18, 2019	County Equalization	6:00 p.m.	Cottonwood County Courthouse

ASSESSMENT NOTICE

NOTICE IS HEREBY GIVEN, THAT THE BOARD OF REVIEW OF THE **CITY** OF **WINDOM**, COTTONWOOD COUNTY, MINNESOTA, WILL MEET AT THE **WINDOM CITY HALL** IN SAID TOWNSHIP OR CITY, AT **4:30 TO 5:00** O'CLOCK **PM** ON **MONDAY** THE **13TH** DAY OF **MAY**, **2019**, FOR THE PURPOSE OF REVIEWING AND CORRECTING THE ASSESSMENT OF SAID TOWNSHIP OR CITY FOR THE YEAR 2019.

NO COMPLAINT THAT ANOTHER PERSON IS ASSESSED TOO LOW WILL BE ACTED UPON UNTIL THE PERSON SO ASSESSED, OR HIS AGENT, HAS BEEN NOTIFIED OF SUCH COMPLAINT.

GIVEN UNDER MY HAND THIS _____ 13TH _____ DAY OF _____ FEBRUARY _____, 2019



COTTONWOOD COUNTY ASSESSOR

ACTION ITEM



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

TO: City Council
FROM: Steve Nasby, City Administrator 
DATE: February 28, 2019
RE: Arena, Pool and Recreation Programs - Management Agreement
DEPT: Administration
CONTACT: Steve Nasby: Steve.Nasby@windommn.com

Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action:

1. Approve termination of the contracted services agreement with Aaron Walkin; and
2. Approve a contracted services agreement with Tim Hogan

Issue Summary/Background

Last week I was informed by Aaron Walkin that he had accepted a job with the Windom Area School District and he is requesting the City to terminate our contracted services agreement effective March 10, 2019. This is unfortunate, but does get the Arena through the end of the ice season as the Windom Figure Skaters have their show on March 9 & 10.

Mr. Walkin has done an excellent job at the Arena and has stated that he will still be available to help out and would do so on his own time during any transition.

The contracted services agreement with Mr. Walkin was always intended to be temporary in nature and certainly understand him wanting to engage in other employment. The City's options would be as follows:

1. Hold Mr. Walkin to the agreement;
2. Terminate the Agreement and exercise the early termination penalty; or
3. Terminate the agreement.

My recommendation would be to approve Option 3 which would provide the smoothest situation. If the City holds Mr. Walkin to the agreement (Option 1) he would sub-contract the work and having a third party responsible for the work through another employer would add another layer of complexity as to who is doing the work, create confusion on responsibilities and delay communications. Option 2 is certainly within the rights of the City, but as this position was always intended to be temporary. Mr. Walkin has done a great job and will continue to help out. If the City exercises the penalty then I anticipate it would negatively impact the goodwill and partnerships that have been built at the Arena with Mr. Walkin, Arena Booster Club and Hockey Association.

The good news in this is that if the City terminates the contracted services agreement with Mr. Walkin we have interest from Tim Hogan in taking on the contracted services position. Mr. Hogan has been working with Mr. Walkin for the last month or so and he is willing to take on the contracted services agreement under the same terms. I have spoken to Mr. Hogan and he is excited about the opportunity as he sees a long term future in the position.

Fiscal Impact

By contracting for services this is intended to be an interim solution. The cost of hiring additional services is estimated to be \$28,800 (for six months). The City has already incurred approximately \$11,000 from January 7, 2019 – March 10, 2019 for contracted services. These expenses were not budgeted for 2019 and will incur an additional expense to the Arena budget.

Attachments

1. Termination agreement between the City of Windom and Aaron Walkin
2. Contracted Services Agreement between the City of Windom and Tim Hogan

CONTRACT TERMINATION AGREEMENT

This agreement is entered into this _____ day of _____, 2019, between the City of Windom, First Party; and Aaron Walklin, Second Party.

WHEREAS, the parties entered into that Contract Agreement dated January 7, 2019, under the terms of which Second Party would undertake management and operation of Windom Arena and Recreation Management.

WHEREAS, such Contract Agreement provided that both parties may mutually agree to early termination without penalty.

NOW THEREFORE, it is agreed as follows:

I.

The parties agree that such Contract Agreement will be terminated as of the closing of business on March 10, 2019. The parties further agree that for the partial month of March, Second Party will be paid One Thousand Six Hundred Seventy-seven and 42/100ths dollars (\$1,677.42).

II.

The parties further agree that neither party shall pay to the other party any termination penalty, and each party releases the other party from any further duties or obligations under the terms of said Contract Agreement.

Accepted by:

Steve Nasby, City Administrator (DATE)
City of Windom, Minnesota

Aaron Walklin, Sole Proprietor (DATE)

Contract Agreement between Tim Hogan and the City of Windom, MN

Purpose of Contract

The City of Windom is entering into a contract with Tim Hogan, sole proprietor, (herein HOGAN) for management and operations of the Windom Arena, Pool and Recreation programs.

Independent Contractor

It is understood and agreed that HOGAN will provide the Services under this Agreement as an independent contractor and that during the performance of the Services under this Agreement, neither HOGAN nor any of its employees, agents or representatives will be considered an employee of the City within the meaning or application of any federal, state or local laws or regulations including, but not limited to, laws or regulations covering unemployment insurance, old age benefits, worker's compensation, industrial accident, labor or taxes of any kind. Neither HOGAN nor any of its employees, agents or representatives shall be entitled to any benefits that may be afforded from time to time to the City's employees, including without limitation, vacation, holidays, sick leave, worker's compensation and unemployment insurance. Further, the City shall not be responsible for withholding or paying any taxes or social security for or on behalf of HOGAN or any of its employees, agents or representatives. HOGAN shall be fully responsible for any such withholding or payment of taxes or social security for HOGAN and any of its employees, agents or representatives.

Liability Insurance

HOGAN agrees to maintain general auto liability insurance and an umbrella coverage of one million dollars (\$1,000,000.00) throughout the term of this Agreement in such a form and manner as to provide coverage for any and all claims that may be made against HOGAN during performance of the Services.

Due Diligence

HOGAN agrees to proceed with performance of the Services with due diligence and complete the Services in a timely manner as provided herein unless completion is delayed by a cause set forth in the specifications and for which timely completion would be excused.

Contract Period

It has been agreed upon by both parties that this contract will be for a six month (6) term with the opportunity to discuss further working arrangements at the end of the contract period and to extend contact for another six months. The start date for this contract is March 11, 2019 thru September 3, 2019.

Termination Agreement

After September 3, 2019, it has been agreed upon by both parties that the contract can be terminated at any time without penalty by providing thirty (30) day written notice to the other party. Both parties may mutually agree to early termination in writing without penalty.

Non-Performance and Remedy

HOGAN agrees that the City must have services for operating the Arena, Pool and Recreation programs as noted within this contract and primarily identified within Duties, Tasks & Responsibilities (attached hereto).

Should HOGAN not perform the services described herein the City shall provide HOGAN a written notice as to performance deficiency (ies). HOGAN shall have five (5) calendar days to respond to the City with a plan to remedy the issue(s) within ten (10) calendar days. If HOGAN does not reply to City within the time allowed and/or present a plan that will reasonably address the non-performance the City may, at its option, terminate this Agreement without penalty.

Professional Fees

It has been agreed upon by both parties that the rate paid to HOGAN by City of Windom will be \$5,200 (five thousand – two hundred dollars and no/100) per month. HOGAN agrees to invoice the City of Windom monthly showing the hours worked and a description of duties accomplished. Said invoice shall be due on or before the 1st of each month starting in April 2019. City of Windom agrees to pay HOGAN within 15 days of receipt of the invoice.

Work Space & Equipment

City will provide reasonable work and office space at the Windom Arena and use of City equipment (including incidentals such as maintenance supplies, cleaning supplies, office supplies and tools) required for HOGAN to undertake the duties, tasks and responsibilities identified herein. City will be responsible for replacement, repair or upgrades to said equipment and facility unless property has been damaged by HOGAN.

Time Worked

These duties shown below will be primarily performed on weekly basis as needed and will not be restricted to normal business hours, but will be performed and accomplished on a varied schedule, as determined by HOGAN for the purpose of optimum proficiency and management. HOGAN agrees that a minimum of thirty (30) hours of this work per calendar week will occur during regular Windom Arena hours (7:00 a.m. to 10:00 p.m. Sunday – Saturday) on location unless HOGAN gives at least a week notice of fewer hours on location. HOGAN agrees that the work to be completed may require additional hours over 40 per week, however, any increase in time worked in excess of 40 hours per week that may be billed to the City shall be approved in advance by the City Administrator or his\her representative.

Duties, Tasks & Responsibilities

It has been agreed upon by both parties that HOGAN will perform the following list of duties, tasks and responsibilities on the behalf of the City of Windom as stated in Attachment A, as reasonably requested by the City Administrator and\or his\her representative or apparent to HOGAN for the management and operation of the Arena, Pool and Recreation programs.

Contact Notifications:

Correspondence between the parties for written notifications pursuant to this contract may be delivered by ordinary, first-class mail service by the US Postal Service. Addresses of the parties are as follows:

City of Windom
City Administrator’s Office
444 9th Street, PO Box 38
Windom, MN 56101

HOGAN
Tim Hogan, Independent Contractor
702 3rd Avenue
Mt. Lake, MN 56159

Accepted by:

Steve Nasby, City Administrator DATE
City of Windom, Minnesota

Tim Hogan, Sole Proprietor DATE

CITY OF WINDOM, MN
CLASS SPECIFICATION

CLASS SPECIFICATION TITLE: ARENA & RECREATION MANAGER

FLSA STATUS:

Exempt

CLASS SUMMARY:

This is the third level in the Arena & Recreation series and is responsible for overseeing the operations of all Parks & Recreation facilities and programming. Incumbents work closely with the Parks and Recreation Commission, Windom City Council, and Departmental leadership to provide services to the public in the Parks and Recreation Department.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

1. *Provides oversight and manages the implementation of internal operations for the Arena & Recreation department, which includes planning, coordinating, administering, and evaluating programs, projects, processes, procedures, systems, standards, and/or service offerings; ensures compliance with Federal, State, and local laws, regulations, codes, and/or standards; coordinates activities between multiple service areas; works to integrate and coordinate service areas.*
2. *Manages and directs staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.*
3. *Responds to requests for information and provides subject-matter-expert guidance to other departments, officials, the general public, and/or external agencies; explains and interprets programs, policies, and activities.*
4. *Prepares and administers budget; prepares cost estimates for budget recommendations; monitors and controls expenditures.*
5. *Participates and/or serves on a variety of internal and external committees, meetings, and/or other related groups to secure advocacy and influence support for programs and ideals.*
6. *Creates marketing plans utilizing advertising, special events, and promotions.*
7. *Performs other duties of a similar nature or level.*

CITY OF WINDOM, MN
CLASS SPECIFICATION

CLASS SPECIFICATION TITLE: ARENA & RECREATION MANAGER

Training and Experience (positions in this class typically require):

Bachelor's Degree in Business Management or related field with three years of related experience.

Licensing Requirements (positions in this class typically require):

Licensing Requirements:

- *None*

Knowledge (position requirements at entry):

Knowledge of:

- *Management and leadership principles;*
- *Program development and administration principles and practices;*
- *Applicable local, state and federal laws, rules, regulations, codes, and/or statutes;*
- *Advanced principles, practices, theories, and methodologies in assigned area of responsibility;*
- *Strategic planning principles;*
- *Marketing and communication principles and practices;*
- *Fiscal management principles;*
- *Conflict mediation principles;*
- *Public relations principles;*
- *Budgeting principles;*

Skills (position requirements at entry):

Skill in:

- *Monitoring and evaluating employees;*
- *Prioritizing and assigning work;*
- *Using computers and applicable software applications;*
- *Managing and coordinating projects, the preparation and publication of a variety of marketing, promotional, and/or communication materials;*
- *Giving presentations and speaking in public;*
- *Interpreting, applying, and ensuring compliance with applicable federal, state, and local laws, rules, and regulations;*
- *Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, and implementing recommendations in support of goals;*
- *Managing contracts;*
- *Preparing and administering budgets;*
- *Planning, analyzing, and evaluating programs and services, operational needs, and fiscal constraints;*
- *Resolving conflict;*
- *Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.*

CITY OF WINDOM, MN
CLASS SPECIFICATION

CLASS SPECIFICATION TITLE: ARENA & RECREATION MANAGER

Physical Requirements:

Positions in this class typically require: reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson & Associates, LLC (CC)

Date: (08/08)



COTTONWOOD COUNTY ARENA

P. O. BOX 38

WINDOM, MINNESOTA 56101

PHONE (507) 831-1050

JOB DESCRIPTION: MANAGER WINDOM ARENA

NATURE OF WORK:

Within broad policy guidelines under the direction of the Arena Commission there shall be delegated to the Arena Manager the following executive and administrative duties and for which the holder of said office shall bear ultimate responsibility.

1. The management of the Cottonwood County Arena, includes making arrangements for and scheduling rentals, promoting sale of tickets for events securing temporary and volunteer help, checking of receipts and rental fees as well as taking necessary action to insure the safety and convenience of the public. Work includes basic accounting and clerical procedures. Typing would be helpful.

2. DIRECTION AND WORK HOURS:

- a. The manager will answer directly to the Chairman of the Arena Commission or to any commission member so appointed by the Chairman.
- b. The manager will attend council meetings by invitation of the City Council and the Chairman of the commission, or a commission member appointed by the chairman will attend with him.
- c. The manager will be appointed as secretary of the Commission and be responsible in the keeping of the minutes, making all expense records, mailing of notice of meetings planned, and any other items of importance as so directed by the Arena Commission.
- d. The Manager will act as secretary to the Cottonwood County Arena Corporation, a non-profit corporation that meets monthly to help promote and raise funds for the Arena. Commonly called the CCA. This group sponsors paper drives, shows, and underwrites the costs of various items needed by the Arena. In this position he will also be responsible to mail notice of meetings, etc.
- e. The Manager will be responsible to manage his own time. The City does not pay over-time. They will, however, allow the manager time off the job, not to conflict with any promotion.

- f. The Arena is open almost all City paid holidays. In the event the Manager works on one of these holidays he may take off appropriate time another day of the week.
1. No over-time will be offered to this job.
 2. Additional staffing to off-set the need for over-time.

3. STAFFING:

Because of the financial position of the Arena, this job is not a suit-and-tie job. A number of items require the hands on help of the manager.

- a. Summer time staffing: One full-time member, one part or full time student depending on government funding.
- b. Winter time staffing: One full time Arena Staff member. Two park employees have been used in previous years. Possibly one part-time student office staff member. Possibly one part time adult to manage Racquetball.
- c. It is economically feasible to use other City Departments whenever needed. (Electric, Water and Street). They are competent and knowledgeable, lead time is a must. In the event the problem must be handled by licence, they will do the job.
Never should the department heads be bothered with minimal projects that can be handled by staff or manager. The less you call them for minor projects the better. In an emergency they will respond.
- d. Street department will haul out all waste after horse shows.

Hires and prepares time cards for employees.

- a. Use summer program funded by state for students if available.
- b. Use CETA Program in winter for part-time office help if available.
- c. All new employees must provide manager with Social Security Number before payroll record can be made and check issued.
- d. Keeps record of specific time spent by employees and manager on all events to determine labor cost. This item to be used in preparing statement of profit and loss on each promotion.

Directs work of custodial staff.

- a. Bathroom maintenance every day problem.
- b. Hall maintenance also every day problem.
- c. Follow up to see that Racquetball courts are properly cleaned daily.
- d. Follow-up to see that proper humidity control kept in Racquetball Courts.
- e. Major electrical, water and sewer problems, as well as Parking Lot maintenance would be directed to other city department heads. They are willing and have the ability to solve most problems that relate to their respective departments. Important to try to give them as much lead time as possible in taking care of a job.

f. Responsible for all maintenance at the Arena.

4. PROMOTION--ICE RELATED:

- a. Plan and schedule best use of the ice during the ice season.
- b. This includes local hockey, outside hockey, instruction, open skating, and any other ice events.
- c. Establish rates with the Arena Commission and implement rates.
- d. Maintain the Ice Booster Program.
- e. Schedule staff to maintain open hours at least amount of staff time to include staffing of office for racquetball, as well as for other non-ice events (Weight Watchers, Archery, etc.)
- f. Become knowledgeable of the Zamboni. (Very expensive piece of machinery, needs daily maintenance.) Be sure preventive maintenance is followed.
- g. Daily maintenance must be kept up in locker rooms. Cleaned and disinfected daily.

NON-ICE RELATED:

- a. Write contracts with various organizations wishing to use the facility. (Sample contracts from past years as guide, Arena Commission will help set rates.)
- b. Schedule staff including manager to properly staff the Arena during such events. Split scheduled days are a must (16 to 20 hours some days).
- c. See that proper maintenance is maintained during, before and after shows.
- d. Important to keep main hall-way clean so as not to drag dirt into the racquetball courts.
- e. Locker rooms for racquetball should be cleaned and disinfected daily.
- f. The manager will be responsible to sell and maintain all signs within the confines of the Arena. This is a contract item, yearly billing. Billing dates must be maintained and follow-up collections made.

PUBLIC INFORMATION.

- a. Gives information to the public and to prospective renters on questions of schedules, rental fees and Arena facilities.
- b. Sign in front of Chamber office with magnetic letters, belongs to Arena, we share it with the Chamber, they store the letters and provide lighting nightly on our time clock. This item is good to promote future happenings at the Arena, advertise shows, etc. It should be changed regularly (need a long ladder).
- c. Regular weekly radio program available to Arena at no charge to promote the Arena and what is going on at the Arena. Time is 1:00 o'clock, you call them and do it right from your office.

- d. Regular weekly newspaper spot available if needed, also no charge to promote the Arena. This item is run at the discretion of newspaper and when space available.
- e. Best public information word of mouth from manager when asked on the street. Good PR a must for this job.

FUND RAISING:

- a. Manager will be required to raise funds periodically to help underwrite various shows. The amount will vary, approximately 5M to 10M yearly.
 - b. Door to door solicitation of merchants and businesses benefitting from shows.
 - c. From industry.
 - d. Grants may be available from time to time.
 - e. Other
5. Plans and recommends building improvements.
 6. Prepares the annual budget with the help of the Arena Commission for presentation to the City Council.
 - a. Ted Weeks, City Clerk, very helpful in the preparation of this budget.
 7. **IMMEDIATELY AFTER EACH PROMOTION:**
 - a. Provide a profit and loss statement pertaining to the promotion.
 8. Keep all the books needed and maintain a purchase order buying program to insure keeping costs down in the operation and maintenance of the Arena, and to insure proper credit to proper expense items.
 9. Implement the policy and direction reflected in the minutes of the Arena Commission.
 10. Be responsible and visible in the establishment of a good public relations posture in the community in the name of the Cottonwood County Arena.
 11. SALARY:
Salary will be commensurate with experience of candidate.
Salary offered will be between \$15,000 and \$20,000.00
 12. Every person employed to a permanent position with the City of Window shall be required to complete a successful probationary period of at least (6) months' duration. The probationary period shall begin immediately upon employment.

Job Description

Arena Manager

Duties

1. ORGANIZATION AND MISSION STATEMENT

Manager shall know organizational purpose and mission statement as outlined in the organizational by-laws.

2. PUBLIC RELATIONS

Inform and promote a positive image of the Windom Arena and its resources.

3. PERSONNEL MANAGEMENT

Implement policies set forth by City personnel manual.

Expected Standards

1. Develop annual goal statements.
2. Maintain liaison activities and establish annual objectives with each liaison group.
3. Maintain open line of communications with employees through weekly staff meetings.
4. Maintain organizational chart and lines of communication to and within the organization.
5. Maintain and update procedural manuals.
6. Prepare agenda and participate in Arena Commission meetings monthly.
7. Attend and participate in CCA meetings monthly.
8. Attend and participate in City Council meetings as requested.

1. Responsible for weekly newspaper column. Column shall appear 80% of the time over a 52 week period.
2. Be responsible for weekly radio show. Show shall be aired 80% of the time over a 52 week period.
3. Provide current brochure and review and update annually with commission.

1. Complete annual performance appraisal of assistant manager.
2. Review annual performance appraisals of all Arena staff.
3. Develop and complete new employee orientation and training package. Orientation of new employees shall be completed within 5 working days.
4. Provide employee continuing education and training as needed to meet the goals and objectives of the organization.
5. Utilize job service and other government sponsored programs when applicable.
6. Provide City Clerk with all required personnel records.
7. Develop and implement recognition of plan for meritorious or outstanding performance.

P. 2. Job Description

Duties

4. MARKETING

Identify market, discover needs, match needs with resources. Use advertising, direct mail et., to increase revenues.

5. FINANCIAL MANAGEMENT

Promote prudent use of financial resources to provide safe and effective implementation of Arena activities.

6. PROGRAM MANAGEMENT

Supervise, monitor and evaluate all programs and activities of the Arena.

7. PHYSICAL PLANT

Physical plant and monitor needs for expansion and major repair.

Expected Standards

1. Maintain activity usage lists and update them annually.
2. Maintain and implement procedures to to increase facility use during non-scheduled times and/or during cancellation of scheduled activities. Example: Notify groups or individuals who may wish to use the racquetball courts on impromptu notice basis.
3. Know and monitor competition.
4. Maintain active membership in Minnesota Ice Arena Managers Assoc.
5. Maintain active membership in Minnesota Morse Expo.
6. Make available promotional programs (videos, etc.) to increase interest in activities at the Arena.

1. Operate within the revenue and expense guidelines.
2. Provide revenue and expense reports and projections.
3. Provide usage figures on a monthly basis.
4. Provide and maintain inventory of equipment and supplies. Update inventory annually.
5. Provide and maintain cash receipt control procedure.
6. Secure available grants, foundation and community organization interest groups to fund projects/activities.
7. Review annual activity fee schedule.

1. Assign and schedule staff to manage the programs.
2. Evaluate programs through observation, feed-back from consumer interest groups, and survey reports.

1. Maintain files and manuals of buildings and equipment.
2. Develop short and long term capital improvement and renovation plans.
3. Maintain communication lines with agencies government health and safety of the Arena operations.



**BOLTON
& MENK**

Real People. Real Solutions.

12224 Nicollet Avenue
Burnsville, MN 55337-1649

Ph: (952) 890-0509
Fax: (952) 890-8065
Bolton-Menk.com

February 26, 2019

Via Email

City of Windom
444 9th Street
PO Box 38
Windom, MN 56101-0038

RE: Payment Request No. 4
Wastewater Treatment Facility Improvements
Windom, Minnesota
Project No. T22.113672

Attn: Steve Nasby, City Administrator

Dear Mayor and Council Members:

Please find attached Application for Payment No. 4 from Gridor Constr., Inc. for the work completed to date for the construction of the Wastewater Treatment Facility Improvements. We reviewed this application and find it acceptable for payment. We recommend making a payment of \$441,446.00 to Gridor Constr., Inc. Please sign the first page of the application, forward copy along with the payment to Gridor Constr., Inc., a copy to Steve Moline, Bolton & Menk, and keep one copy for your records.

Sincerely,

Bolton & Menk, Inc.

R. Kelly Yahnke
Project Manager

RKY

Enclosure

Item No.	Description of Work	Scheduled Value	Work Completed		Material Presently Stored (Not in D or E)	Total Completed and Stored To Date (D+E+F)	Percent Completed (G/C)	Balance To Finish (C-G)	
			From Previous Application	This Period					
				Percent					Amount
1.001	Mobilization Insurance and Bonds	\$450,000	\$450,000			\$450,000	100.0%	\$0	
1.001	Allowances	\$421,000	\$20,777			\$20,777	4.9%	\$400,223	
Subtotal for	Division 1	\$871,000	\$470,777			\$470,777	54.1%	\$400,223	
			\$470,777		check	\$470,777			

Division 2								
2.001	Erosion Control / Silt Fence	\$30,000	\$21,000			\$21,000	70.0%	\$9,000
2.002	Clear and Grub Site	\$35,000	\$24,500			\$24,500	70.0%	\$10,500
2.003	Fine Grade and Restore Site	\$300,000				\$0	0.0%	\$300,000
2.004	Demo Labor and Material	\$420,000	\$21,000			\$21,000	5.0%	\$399,000
2.005	General Excavation	\$400,000	\$180,000			\$180,000	45.0%	\$220,000
2.006	General Backfill Materials	\$250,000				\$0	0.0%	\$250,000
2.007	Pipe Lining - Alt #1	\$1,270,000				\$0	0.0%	\$1,270,000
2.008	Pipe Lining - Alt #2	\$330,000				\$0	0.0%	\$330,000
2.009	Fencing	\$20,000	\$3,000			\$3,000	15.0%	\$17,000
2.010	Landscaping and Seedings	\$25,000				\$0	0.0%	\$25,000
2.011	Roads, Walks and Curbs	\$175,000				\$0	0.0%	\$175,000
2.012	Site Utilities - Labor & Equipment	\$315,000	\$15,750			\$15,750	5.0%	\$299,250
2.013	Site Utilities - Material	\$425,000	\$12,750		\$293,471	\$306,221	72.1%	\$118,779
2.014	Manholes - Labor/ Equipment & Material	\$40,000				\$0	0.0%	\$40,000
Subtotal for	Division 2	\$4,035,000	\$278,000.00		\$0	\$293,471	14.16%	\$3,463,529
			check	\$278,000	Check	\$571,471		

Division 3									
3.001	F/P/I Concrete 4000 cy @ 450 cy	\$1,800,000	\$405,000	4.00%	\$72,000		\$477,000	26.5%	\$1,323,000
3.002	Rebar Materials	\$530,000	\$143,100	2.00%	\$10,600	\$73,027	\$226,727	42.8%	\$303,273
3.003	Rebar Install	\$230,000	\$62,100	3.00%	\$6,900		\$69,000	30.0%	\$161,000
3.004	Precast Concrete / Hollowcore	\$60,000					\$0	0.0%	\$60,000
Subtotal for	Division 3	\$2,620,000	\$610,200.00		\$89,500	\$73,027	\$772,727	29.49%	\$1,847,273
			check	\$610,200	Check	\$772,727			

Item No.	B Description of Work	C Scheduled Value	D Work Completed		E Amount	F Material Presently Stored (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	H Percent Completed (G/C)	I Balance To Finish (C-G)	
			From Previous Application	This Period						
				Percent						Amount
4.001	Masonry	\$360,000					\$0	0.0%	\$360,000	
Subtotal for	Division 4	\$360,000	\$0.00		\$0	\$0	\$0	0.00%	\$360,000	
		check				Check	\$0			
5.001	Misc Metals - Materials	\$240,000					\$0	0.0%	\$240,000	
5.002	Misc Metals - Labor	\$60,000					\$0	0.0%	\$60,000	
5.003	Hatches	\$20,000				\$14,716	\$14,716	73.6%	\$5,284	
Subtotal for	Division 5	\$320,000	\$0.00		\$0	\$14,716	\$14,716	4.60%	\$305,284	
		check				Check	\$14,716			
6.001	Carpentry	\$10,000					\$0	0.0%	\$10,000	
Subtotal for	Division 6	\$10,000	\$0.00		\$0	\$0	\$0	0.00%	\$10,000	
		check				Check	\$0			
7.001	Dampproofing	\$30,000					\$0	0.0%	\$30,000	
7.002	Insulation / Vapor Barriers	\$35,000					\$0	0.0%	\$35,000	
7.003	Roof System	\$70,000					\$0	0.0%	\$70,000	
7.004	Caulking	\$15,000					\$0	0.0%	\$15,000	
Subtotal for	Division 7	\$150,000	\$0.00		\$0	\$0	\$0	0.00%	\$150,000	
		check				Check	\$0			
8.001	Hollow Metal Doors Frames and Hardware	\$35,000					\$0	0.0%	\$35,000	
8.002	Overhead Doors	\$15,000					\$0	0.0%	\$15,000	
Subtotal for	Division 8	\$50,000	\$1.00		\$0	\$0	\$0	0.00%	\$50,000	
		check				Check	\$0			

Item No.	B Description of Work	C Scheduled Value	D Work Completed		E Material Presently Stored (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	H Percent Completed (G/C)	I Balance To Finish (C-G)	
			From Previous Application	This Period					
				Percent					Amount
Division 9									
9.001	Painting - Headworks	\$100,000				\$0	0.0%	\$100,000	
9.002	Painting - Anerobix / Anoxic Basins	\$70,000				\$0	0.0%	\$70,000	
9.003	Painting - Rapid Mix Tank	\$35,000				\$0	0.0%	\$35,000	
9.004	Painting - Aeration Tanks 1-3	\$110,000				\$0	0.0%	\$110,000	
9.005	Painting - Clarifiers 1 & 2	\$35,000				\$0	0.0%	\$35,000	
9.006	Painting - Control Building	\$40,000				\$0	0.0%	\$40,000	
9.007	Painting - Filter Building	\$25,000				\$0	0.0%	\$25,000	
9.008	Painting - Chlorine / Post Aeratoin	\$50,000				\$0	0.0%	\$50,000	
9.009	Painting - Sludge Building / Biosolids	\$65,000				\$0	0.0%	\$65,000	
Subtotal for	Division 9	\$530,000	\$0.00		\$0	\$0	0.00%	\$530,000	
		check			Check	\$0			
Division 10									
10.001	Specialties	\$5,000				\$0	0.0%	\$5,000	
Subtotal for	Division 10	\$5,000	\$0.00		\$0	\$0	0.00%	\$5,000	
		check			Check	\$0			
Division 11									
11.001	Horizontal End Suction Pumps	\$80,000				\$0	0.0%	\$80,000	
11.002	Chemical Feed Equipment	\$230,000				\$0	0.0%	\$230,000	
11.003	Hydraulic Gates	\$55,000				\$0	0.0%	\$55,000	
11.004	Submersible Pumps	\$50,000				\$0	0.0%	\$50,000	
11.005	Recess Vortex Pumps	\$110,000				\$0	0.0%	\$110,000	
11.006	Rotary Lobe Pumps	\$75,000			\$62,986	\$62,986	84.0%	\$12,014	
11.007	Grit Removal Equipment	\$160,000				\$0	0.0%	\$160,000	
11.008	Fine Screen	\$275,000				\$0	0.0%	\$275,000	
11.009	Clarifier Equipment	\$250,000				\$0	0.0%	\$250,000	
11.010	Blowers	\$375,000				\$0	0.0%	\$375,000	
11.011	Fine Bubble Aeration	\$100,000				\$0	0.0%	\$100,000	
11.012	Sludge Heat Exchanger	\$40,000				\$0	0.0%	\$40,000	
11.013	Course Bubble Aeration	\$40,000				\$0	0.0%	\$40,000	
11.014	Rapid Mixers	\$40,000				\$0	0.0%	\$40,000	
11.015	Submersible Mixers	\$75,000				\$0	0.0%	\$75,000	
11.016	Biosolids Tank Mixers	\$50,000				\$0	0.0%	\$50,000	
11.017	Lab Equipment	\$10,000				\$0	0.0%	\$10,000	
11.018	Samplers	\$20,000				\$0	0.0%	\$20,000	
Subtotal for	Division 11	\$2,035,000	\$0.00		\$0	\$62,986	3.10%	\$1,972,014	
		check							

Item No.	Description of Work	C Scheduled Value	D Work Completed		E Amount	F Material Presently Stored (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	H Percent Completed (G/C)	I Balance To Finish (C-G)	
			From Previous Application	This Period						
				Percent						Amount
Division 12										
12.001	Furnishings	\$3,200					\$0	0.0%	\$3,200	
Subtotal for	Division 12	\$3,200	\$0.00		\$0	\$0	\$0	0.00%	\$3,200	
		check				Check	\$0			
Division 13										
13.001	Disc Filters	\$730,000					\$0	0.0%	\$730,000	
13.001	FRP Wiers and Baffles	\$30,000					\$0	0.0%	\$30,000	
Subtotal for	Division 13	\$760,000	\$0.00		\$0	\$0	\$0	0.00%	\$760,000	
		check				Check	\$0			
Division 14										
14.001	Davit Hoists	\$7,000					\$0	0.0%	\$7,000	
Subtotal for	Division 14	\$7,000	\$0.00		\$0	\$0	\$0	0.00%	\$7,000	
		check				Check	\$0			
Division 15										
15.001	Int. DIP & FTGS - Material	\$850,000	\$17,000			\$92,554	\$109,554	12.9%	\$740,446	
15.002	Int. DIP & FTGS - Labor	\$150,000	\$3,000				\$3,000	2.0%	\$147,000	
15.003	Valves	\$500,000				\$86,360	\$86,360	17.3%	\$413,640	
15.004	Misc Process Pipe - Material	\$50,000					\$0	0.0%	\$50,000	
15.005	Misc Process Pipe - Labor	\$30,000					\$0	0.0%	\$30,000	
15.006	Mechanical Insulation	\$32,000					\$0	0.0%	\$32,000	
15.007	Pre-treatment Plumbing / HVAC	\$250,000					\$0	0.0%	\$250,000	
15.008	Sludge Building Plumbing /HVAC	\$50,000					\$0	0.0%	\$50,000	
15.009	Filter Building Plumbing / HVAC	\$50,000					\$0	0.0%	\$50,000	
15.010	Control Building Plumbing / HVAC	\$50,000					\$0	0.0%	\$50,000	
15.011	Insulation	\$50,000					\$0	0.0%	\$50,000	
15.012	Temp Controls	\$80,000					\$0	0.0%	\$80,000	
Subtotal for	Division 15	\$2,142,000	\$20,000.00		\$0	\$178,914	\$198,914	9.29%	\$1,943,086	
		check	\$20,000			Check	\$198,914			

Item No.	Description of Work	Scheduled Value	Work Completed		Material Presently Stored (Not in D or E)	Total Completed and Stored To Date (D+E+F)	Percent Completed (G/C)	Balance To Finish (C-G)	
			From Previous Application	This Period					
				Percent					Amount
16.001	Electrical GC's	\$30,000		5.00%	\$1,500	\$1,500	5.0%	\$28,500	
16.002	Basic Materials	\$100,000		5.00%	\$5,000	\$5,000	5.0%	\$95,000	
16.003	Conduit and Fittings	\$250,000				\$0	0.0%	\$250,000	
16.004	Wire and Cable	\$210,000				\$0	0.0%	\$210,000	
16.005	Outlet Boxes	\$10,000				\$0	0.0%	\$10,000	
16.006	Pull and Junction Boxes	\$15,000				\$0	0.0%	\$15,000	
16.007	Wiring Devices	\$10,000				\$0	0.0%	\$10,000	
16.008	Electrical Motors	\$15,000				\$0	0.0%	\$15,000	
16.009	Disconnects	\$60,000				\$0	0.0%	\$60,000	
16.010	Grounding	\$10,000				\$0	0.0%	\$10,000	
16.011	Transformers	\$20,000				\$0	0.0%	\$20,000	
16.012	Panelboards	\$25,000				\$0	0.0%	\$25,000	
16.013	MCC's	\$410,000				\$0	0.0%	\$410,000	
16.014	Transfer Switches	\$50,000				\$0	0.0%	\$50,000	
16.015	Lighting	\$100,000				\$0	0.0%	\$100,000	
16.016	Generator	\$160,000				\$0	0.0%	\$160,000	
16.017	Electrical Resistance Heating	\$25,000				\$0	0.0%	\$25,000	
16.018	Softwear	\$135,000				\$0	0.0%	\$135,000	
16.019	Control Panels	\$670,000				\$0	0.0%	\$670,000	
16.020	Fiber Optics	\$20,000				\$0	0.0%	\$20,000	
16.021	DO Analyzers	\$50,000				\$0	0.0%	\$50,000	
16.022	Nitrate Analyzers	\$60,000				\$0	0.0%	\$60,000	
16.023	Ammonia Analyzers	\$35,000				\$0	0.0%	\$35,000	
16.024	Phosphorus Analyzers	\$35,000				\$0	0.0%	\$35,000	
16.025	LEL Gas Monitoring	\$15,000				\$0	0.0%	\$15,000	
16.026	Cable Junction Boxes	\$35,000				\$0	0.0%	\$35,000	
16.027	Control Stations	\$15,000				\$0	0.0%	\$15,000	
16.028	Instrumentation	\$115,000				\$0	0.0%	\$115,000	
16.029	Coordination Study	\$15,000				\$0	0.0%	\$15,000	
Subtotal for	Division 16	\$2,700,000	\$0.00		\$6,500	\$0	0.24%	\$2,693,500	
		check				Check	\$6,500		
	Grand Total	\$16,598,200	\$1,378,977		\$98,000	\$623,114	2,098,091	\$14,500,109	
							2,098,091		

Windom, MN WWTF

Stored Materials & Equipment Summary

Gridor Constr., Inc.
3990 27th Street SE
Buffalo, MN 55313



Pay Req. No. 4
Period Ending: 2/28/2019

Grand Totals		\$16,598,200							
1.001	Mobilization Insurance and Bonds	\$450,000							
1.001	Allowances	\$421,000							
Subtotal for	Division 1	\$871,000							

2.001	Erosion Control / Silt Fence	\$30,000							
2.002	Clear and Grub Site	\$35,000							
2.003	Fine Grade and Restore Site	\$300,000							
2.004	Demo Labor and Material	\$420,000							
2.005	General Excavation	\$400,000							
2.006	General Backfill Materials	\$250,000							
2.007	Pipe Lining - Alt #1	\$1270,000							
2.008	Pipe Lining - Alt #2	\$330,000							
2.009	Fencing	\$20,000							
2.010	Landscaping and Seedings	\$25,000							
2.011	Roads, Walks and Curbs	\$175,000							
2.012	Site Utilities - Labor & Equipment	\$315,000							
2.013	Site Utilities - Material	\$425,000	\$172,727	\$120,744	Core and Main	\$293,471			\$293,471
2.014	Manholes - Labor/ Equipment & Material	\$40,000							
Subtotal for	Division 2	\$4,036,000	\$172,727	\$120,744		\$293,471	\$0	\$0	\$0

3.001	F/P/I Concrete 4000 cy @ 450 cy	\$1,800,000							
3.002	Rebar Materials	\$530,000	\$86,492	\$12,462	Rebar Fab	\$98,954	\$25,927	\$25,927	\$73,027
3.003	Rebar Install	\$230,000							
3.004	Precast Concrete / Hollowcore	\$60,000							
Subtotal for	Division 3	\$2,620,000	\$86,492	\$12,462		\$98,954	\$0	\$25,927	\$25,927

4.001	Masonry	\$360,000							
Subtotal for	Division 4	\$360,000	\$0	\$0		\$0	\$0	\$0	\$0

5.001	Misc Metals - Materials	\$240,000							
5.002	Misc Metals - Labor	\$60,000							
5.003	Hatches	\$20,000		\$14,716	Holiday / O/S	\$14,716			\$14,716
Subtotal for	Division 5	\$320,000	\$0	\$14,716		\$14,716	\$0	\$0	\$14,716

6.001	Carpentry	\$10,000							
Subtotal for	Division 6	\$10,000	\$0	\$0		\$0	\$0	\$0	\$0

Windom, MN WWTF

Stored Materials & Equipment Summary

Gridor Constr., Inc.
3990 27th Street SE
Buffalo, MN 55313



Pay Req. No. **4**
Period Ending: **2/28/2019**

Pay Item No.	Pay Application Work Item	Contracted Value	Previous Stored To Date	New Storage To Date	Vendor/Description of New Storage	Total Stored to Date	Previous Stored to Date	Invoice Due Month	Total Invoiced to Date	Amount Remaining in Storage
Division 7										
7.001	Dampproofing	\$30,000								
7.002	Insulation / Vapor Barriers	\$35,000								
7.003	Roof System	\$70,000								
7.004	Caulking	\$15,000								
Subtotal for	Division 7	\$150,000	\$0	\$0		\$0	\$0	\$0	\$0	\$0

Division 8										
8.001	Hollow Metal Doors Frames and Hardware	\$35,000								
8.002	Overhead Doors	\$15,000								
Subtotal for	Division 8	\$50,000	\$0	\$0		\$0	\$0	\$0	\$0	\$0

Division 9										
9.001	Painting - Headworks	\$100,000								
9.002	Painting - Anaerobic / Anoxic Basins	\$70,000								
9.003	Painting - Rapid Mix Tank	\$35,000								
9.004	Painting - Aeration Tanks 1-3	\$110,000								
9.005	Painting - Clarifiers 1 & 2	\$35,000								
9.006	Painting - Control Building	\$40,000								
9.007	Painting - Filter Building	\$25,000								
9.008	Painting - Chlorine / Post Aeration	\$50,000								
9.009	Painting - Sludge Building / Biosolids	\$65,000								
Subtotal for	Division 9	\$530,000	\$0	\$0		\$0	\$0	\$0	\$0	\$0

Division 10										
10.001	Specialties	\$5,000								
Subtotal for	Division 10	\$5,000	\$0	\$0		\$0	\$0	\$0	\$0	\$0

Division 11										
11.001	Horizontal End Suction Pumps	\$80,000								
11.002	Chemical Feed Equipment	\$230,000								
11.003	Hydraulic Gates	\$55,000								
11.004	Submersible Pumps	\$50,000								
11.005	Recess Vortex Pumps	\$110,000								
11.006	Rotary Lobe Pumps	\$75,000		\$62,986	ofs	\$62,986				\$62,986
11.007	Grit Removal Equipment	\$160,000								
11.008	Fine Screen	\$275,000								
11.009	Clarifier Equipment	\$250,000								
11.010	Blowers	\$375,000								
11.011	Fine Bubble Aeration	\$100,000								
11.012	Sludge Heat Exchanger	\$40,000								
11.013	Course Bubble Aeration	\$40,000								
11.014	Rapid Mixers	\$40,000								
11.015	Submersible Mixers	\$75,000								
11.016	Biosolids Tank Mixers	\$50,000								
11.017	Lab Equipment	\$10,000								
11.018	Samplers	\$20,000								
Subtotal for	Division 11	\$2,035,000	\$0	\$62,986		\$62,986	\$0	\$0	\$0	\$62,986

Windom, MN WWTF

Stored Materials & Equipment Summary

Gridor Constr., Inc.
3960 27th Street SE
Buffalo, MN 55313



Pay Req. No. **4**
Period Ending: **2/28/2019**

Pay Item No.	Pay Application Work Item	Scheduled Value	Previous Stored To Date	New Storage This Month	Vendor/Description for New Storage	Total Stored to Date	Previous Installed to date	Installed this month	Total Installed to date	Amount Remaining in Storage
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Division 12										
12.001	Furnishings	\$3,200								
Subtotal for:	Division 12	\$3,200	\$0	\$0		\$0	\$0	\$0	\$0	\$0

Division 13										
13.001	Disc Filters	\$730,000								
13.001	FRP Wiers and Baffles	\$30,000								
Subtotal for:	Division 13	\$760,000	\$0	\$0		\$0	\$0	\$0	\$0	\$0

Division 14										
14.001	Davit Hoists	\$7,000								
Subtotal for:	Division 14	\$7,000	\$0	\$0		\$0	\$0	\$0	\$0	\$0

Division 15										
15.001	Int. DIP & FTGS - Material	\$850,000	\$44,376	\$48,178	Core and Main	\$92,554				\$92,554
15.002	Int. DIP & FTGS - Labor	\$150,000								
15.003	Valves	\$500,000		\$86,360	Veeco	\$86,360				\$86,360
15.004	Misc Process Pipe - Material	\$50,000								
15.005	Misc Process Pipe - Labor	\$30,000								
15.006	Mechanical Insulation	\$32,000								
15.007	Pre-treatment Plumbing / HVAC	\$250,000								
15.008	Sludge Building Plumbing /HVAC	\$50,000								
15.009	Filter Building Plumbing / HVAC	\$50,000								
15.010	Control Building Plumbing / HVAC	\$50,000								
15.011	Insulation	\$50,000								
15.012	Temp Controls	\$80,000								
Subtotal for:	Division 15	\$2,142,000	\$44,376	\$134,538		\$178,914	\$0	\$0	\$0	\$178,914

Division 16										
16.001	Electrical GC's	\$30,000								
16.002	Basic Materials	\$100,000								
16.003	Conduit and Fittings	\$250,000								
16.004	Wire and Cable	\$210,000								
16.005	Outlet Boxes	\$10,000								
16.006	Pull and Junction Boxes	\$15,000								
16.007	Wiring Devices	\$10,000								
16.008	Electrical Motors	\$15,000								
16.009	Disconnects	\$60,000								
16.010	Grounding	\$10,000								
16.011	Transformers	\$20,000								
16.012	Panelboards	\$25,000								
16.013	MCC's	\$410,000								
16.014	Transfer Switches	\$50,000								
16.015	Lighting	\$100,000								
16.016	Generator	\$160,000								
16.017	Electrical Resistance Heating	\$25,000								

Windom, MN WWTF

Stored Materials & Equipment Summary

Gridor Constr., Inc.
3990 27th Street SE
Buffalo, MN 55313



Pay Req. No. **4**
Period Ending: **2/28/2019**

16.018	Software	\$135,000								
16.019	Control Panels	\$670,000								
16.020	Fiber Optics	\$20,000								
16.021	DO Analyzers	\$50,000								
16.022	Nitrate Analyzers	\$60,000								
16.023	Ammonia Analyzers	\$35,000								
16.024	Phosphorus Analyzers	\$35,000								
16.025	LEL Gas Monitoring	\$15,000								
16.026	Cable Junction Boxes	\$35,000								
16.027	Control Stations	\$15,000								
16.028	Instrumentation	\$115,000								
16.029	Coordination Study	\$15,000								
Subtotal for	Division 16	\$2,700,000	\$0							

Grand Totals \$16,598,200 \$303,595 \$345,446 \$649,041 \$25,927 \$25,927 \$623,114



Utilities Plus Energy Services, Inc.
Contract Change Order

Owner	Windom Municipal Utilities	Change Order Date	1-8-2019
Contract No.		Change Order No.	E-2
Project	Modification and Upgrade of the 15/28MVA Substation	Project No.	N16085
Contractor	Conductor Power LLC		

The following changes shall be made to the contract documents:

- Description:**
1. Conductor Power assisted in pulling new feeder cable for the City - \$4,901.00
 2. Changing conduit from new circuit switcher to J-Box and to basement from 2" conduit to 3" conduit to accommodate extra wires - \$2,383.48
 3. Correction of Stoop - 0\$

- Purpose of Change Order:**
1. Since older wire was found in the existing basement the city decided to pull all new conductor to the riser pole with conductor powers assistance at extra cost.
 2. Since new wires would not fit in the existing 2" conduit running from the circuit switcher to the J-Box and from the J-Box to the existing basement new 3" conduit was installed to replace the 2" conduit by Conductor Power.
 3. Stoop is to be covered at contractors' expense per drawing E-005 note 25

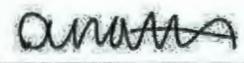
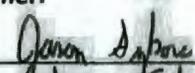
Attachments (list supporting documents):

Contract Status	Time	Cost
Original Contract		\$ 1,576,521.00
Previous Authorized Change Orders (___ to ___)		\$ -85,210.00
Subtotal		\$ 1,491,311.00
Current Change Order		\$ 7,284.48
Revised Contract Total		\$ 1,498,595.48

Not valid unless signed by both the Owner and Contractor.

Recommended for approval: Utilities Plus Energy Services, Inc. by Michael Thielen/Alex Martin

Accepted by Contractor:
 Signature: 
 Printed Name: ROBERT HAGUE
 Title: PRESIDENT
 Dated: 2-7-19

Approved by Owner:

 Signature: 
 Printed Name: Jason Sykora
 Title: Electric Supt.
 Dated: 1-22-19



Conductor Power LLC
4993 Gull Dam Road
Brainerd MN 58401
(218) 316-7801

Contract Invoice

Invoice#: 17-005S COR E-2

Date: 01/31/2019

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: 02/28/2019

Terms: 30DY

Order# Project: N16085

Description	Amount
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Invoice/Change Order to assist City	7,284.48
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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:	7,284.48
Retention:	0.00
Amount Paid:	0.00
Amount Due	7,284.48



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

Contract Invoice

Invoice#: 18-005S-RET

Date: 10/30/2018

License:

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

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

Due Date: 11/29/2018

Terms: 30DY

Order# Project: N18085

Description	Amount
Retention Release	74,565.55

Approved 2-28-19 

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:	74,565.55
Retention:	0.00
Amount Paid:	0.00
Amount Due	74,565.55