

Council Meeting
Tuesday, April 16, 2013
City Council Chambers
7:30 p.m.
AGENDA



Call to Order
Pledge of Allegiance

1. Approval of Minutes
 - Council Minutes–April 2, 2013
2. Consent Agenda
 - Minutes
 - EDA Commission – March 11, 2013 & April 8, 2013
 - Tree Committee – April 3, 2013
 - Library Board – April 9, 2013
 - Planning Commission – April 9, 2013
 - Park & Recreation Commission – April 10, 2013
3. Department Heads
4. Public Hearing – Establishment of TIF District No 1-17
 - Resolution Modifying DD1 & Establishing TIF 1-17
 - Resolution Authorizing Interfund Loan – City/EDA Funds
 - Resolution Authorizing Interfund Loan – G.O. Bond
5. North Windom Industrial Park
 - Change Order
 - Street Name Change Ordinance
6. Street Committee Recommendations
 - Call for Bids for 2013 Seal Coat Project
 - 2013 Crack Repair Project
7. Personnel
 - Seasonal Hire Recommendations – Street & Parks Departments
 - Liquor Store Hire Recommendation
8. Long Range Plan Reports
9. New Business
10. Old Business
11. Regular Bills
12. Contractor Payment – Large Airport Hangar – TKDA \$58,170.21
13. Council Concerns
14. Adjourn



**Regular Council Meeting
Windom City Hall, Council Chamber
April 2, 2013
7:30 p.m.**

1. Call to Order:

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

2. Roll Call:

Mayor:

Corey Maricle

Council Members:

Brian Cooley, Kelsey Fossing, Dominic Jones,
Bradley Powers and JoAnn Ray

Council Members Absent:

None

City Staff Present:

Steve Nasby, City Administrator; Bruce Caldwell,
Streets & Parks Superintendent; Dan Olsen, Telecom
Manager; Mike Haugen, Water/Wastewater; Joan
Hunter, Library Director; Al Baloun, Recreation
Director and Jeff Dahna, Telecom

3. Pledge of Allegiance

4. Approval of Minutes:

Motion by Ray second by Powers to approve the City Council minutes from March 19, 2013. Motion carried 5 – 0.

5. Consent Agenda:

Maricle noted the minutes from the following Boards and Commissions:

- Arena Building Committee – March 14, 2013 and March 25, 2013
- Telecom Commission – March 19, 2013
- Community Center Commission – March 25, 2013
- Utility Commission – March 27, 2013

**Motion by Jones second by Fossing to approve the Consent Calendar as presented.
Motion carried 5 – 0.**

6. Public Comments:

Brianna Grandprey and Jay Grandprey introduced themselves. Briana Grandprey said she is a student at the Windom Area High School and as part of her Eagle Achievement Project she is speaking to express the need for a humane society in Windom. She had a handout

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stating that 50-75 animals in the Windom area are thought to need services annually and that the solution would be a humane society. At present the Windom Police Department and Cottonwood County Vet provides for short-term services, but these do not promote adoptions or overpopulation issues. She said the City pays some money now for these short-term services and suggests that part of the funding could be directed to a humane society.

Cooley said that he thinks this is a good idea and would provide additional options for the care of animals.

Jones asked if other communities have partnered on the creation of humane societies. Brianna Grandprey said there are several in the area and St. James is the closest and this is a joint effort with the County and private partners.

Maricle suggested this as a possible topic for the joint government meeting.

Cooley said he had found a homeless dog and placed the information on the radio and the owner was located.

Ray said that Jackson has PAWS which is like a humane society and it is privately funded and operated.

Fossing asked for more information on the St. James facility. Jay Grandprey said that it is run by volunteers and has funding from multiple partners such as the City and County. The facility is operated out of an old City building.

Jones asked if Grandprey was going to bring this issue to the Cottonwood County Board of Supervisors. Grandprey said she was on their agenda for the next meeting.

Powers said he would like to look at animal control for wild animals too.

7. Department Heads:

None.

8. Proclamation for National Library Week:

Maricle read the resolution for Recognizing National Library Week.

Joan Hunter, Library Director, provided an overview of the library's activities. Hunter said that the library had started e-books last summer, the summer reading program preparations are underway and the library has federal and state tax forms available.

Jones asked about the 24/7 homework help program. Hunter said that is a national program and Windom does not have it available 24/7, but is available many hours during the week to support homework activities.

Council thanked Hunter and her staff their work.

Council member Ray introduced the Resolution No. 2013-21, entitled “2013 NATIONAL LIBRARY WEEK PROCLAMATION” and moved its adoption. The resolution was seconded by Cooley and on roll call vote: Aye: Cooley, Powers, Ray, Fossing and Jones. Nay: None. Abstain: None. Absent: None. Resolution passed 5 - 0.

9. 2013 Bond Sale:

Todd Hagen, Ehlers & Associates said that the preliminary issue is for \$5.125 million under Minnesota Statutes 410, 412 and 429. The proposed single issue is for 20 years. In conversations with staff and recommendation from Ehlers & Associates there would be a more efficient way of issuing the bonds for the Street Project, NWIP project and Equipment Certificates by breaking the bond issue into two pieces. The 2013 Street Project would qualify for State credit enhancement due to the amount and purpose of the utility work. The equipment certificates and industrial park project could then be issued separately as 10 year bonds, which works well since the TIF proceeds over 9 years are repaying the industrial park portion of the debt. Also, by splitting the issue and having the credit enhancement there would be an interest savings of about \$250,000. The bond sale would still be scheduled for May 7, 2013 and would have the 2013A issue for \$4.51 million and 2013B issue for \$625,000.

Powers asked about the anticipated interest rates. Hagen said that the 2013A would be about 2.35% over 20 years and the 2013B would be about 1.65% over 10 years.

Powers asked if these were fixed rates. Hagen said they are the average rates for the bond issues as the interest rate fluctuates within the bond but the overall rates are the figures he stated.

Hagen said that the fee the underwriters get, which is their profit is anticipated at 1% and 1.5% for the 2013A and 2013B bonds. In a couple of the recent bonds he has done the underwriters have not taken their whole fee, which could reduce the City's bond a little.

Nasby said there were now separate resolutions for each of the bond issues instead of just one resolution and there would also be a resolution for the State credit enhancement program.

Hagen said that with the equipment certificates there is also a resolution needed, which he handed out. This is needed as the percentage is slightly in excess of the .25% of market value which is only needed due to the State's use of the Market Value Exclusion program. The City Council's other option to stay under the limit is to issue \$419,000 in equipment certificates instead of the \$435,000 planned.

Consensus of the Council to issue the \$435,000 that was planned for capital purchases.

Council member Fossing introduced the Resolution No. 2013-22, entitled “RESOLUTION PROVIDING FOR THE SALE OF \$4,510,000 GENERAL OBLIGATION IMPROVEMENT BONDS, SERIES 2013A” and moved its adoption. The resolution was seconded by Ray and on roll call vote: Aye: Jones, Cooley, Powers, Ray and Fossing. Nay: None. Abstain: None. Absent: None. Resolution passed 5 - 0.

Council member Powers introduced the Resolution No. 2013-23, entitled “RESOLUTION PROVIDING FOR THE SALE OF \$625,000 GENERAL OBLIGATION IMPROVEMENT BONDS, SERIES 2013B” and moved its adoption. The resolution was seconded by Jones and on roll call vote: Aye: Fossing, Jones, Cooley, Powers and Ray. Nay: None. Abstain: None. Absent: None. Resolution passed 5 - 0.

Council member Cooley introduced the Resolution No. 2013-24, entitled “RESOLUTION AUTHORIZING THE CITY TO ENTER INTO A CREDIT ENHANCEMENT PROGRAM AGREEMENT WITH THE MINNESOTA PUBLIC FACILITIES AUTHORITY” and moved its adoption. The resolution was seconded by Powers and on roll call vote: Aye: Ray, Fossing, Jones, Cooley and Powers. Nay: None. Abstain: None. Absent: None. Resolution passed 5 - 0.

Council member Ray introduced the Resolution No. 2013-25, entitled “RESOLUTION DETERMINING THE NECESSITY TO ISSUE NOT TO EXCEED \$435,000 GENERAL OBLIGATION EQUIPMENT CERTIFICATES, SERIES 2013” and moved its adoption. The resolution was seconded by Jones and on roll call vote: Aye: Powers, Ray, Fossing, Jones and Cooley. Nay: None. Abstain: None. Absent: None. Resolution passed 5 - 0.

10. Telecom Commission Cable TV Rate Recommendation:

Dan Olsen, Telecom Manager, said that a rate change is needed to help compensate for increasing programming costs which are \$3\customer higher than last year. The Telecom Commission is proposing a \$2\month increase, which would then increase all package rates if they include cable television.

Jones asked for clarification on the rate increase for cable. Olsen said the rate increase is only on the cable television service and not an increase in internet or telephone rate. The cable prices are proposed to go up and as such it will impact all packages with cable. The cost for programming is up about \$3\customer\month and the rate increase is \$2 with the other dollar made up through efficiencies and economy of scale.

Powers clarified that the rate increase is a flat \$2\month on cable television and not \$2\month per package so there would not be \$2 on Basic cable and another \$2 on Expanded, etc. Olsen said that is correct, just one \$2\month increases.

Cooley asked if the Windomnet cable is comparable to other markets. Olsen said the national average is \$78 and we are lower.

Jones noted that cable television service is not a large money maker and the margins are very slim.

Cooley asked if additional increases could be coming due to more programming contracts coming due. Olsen said that is likely the rates will need to change again and that the programmers have shortened their programming year from 12 months to 8 months, as such negotiations on rates will happen more frequently.

Cooley said that the programmer rate increases and requirements are difficult for small systems. Olsen noted that Windom is part of the National TV Coop so that helps us negotiate better deals.

Council member Jones introduced the Resolution No. 2013-26, entitled “RESOLUTION ESTABLISHING RATES, CHARGES AND FEES FOR TELECOMMUNICATIONS ENTERPRISE FUND” and moved its adoption. The resolution was seconded by Fossing and on roll call vote: Aye: Cooley, Powers, Ray, Fossing and Jones. Nay: None. Abstain: None. Absent: None. Resolution passed 5 - 0.

11. Arena Donations:

Al Baloun, Recreation Director, said that there had been several donations to the Arena. The most recent one was a defibulator from the National Hockey League Alumni.

Jones asked about training for staff on the defibulator. Baloun said that training will be arranged, possibly thorough our Safety Coordinator. Powers said the equipment is advanced and does provide step by step instructions as well as safe guards in the equipment.

Fossing suggested offering training to user groups as well.

Jones asked if the defibulator units were in other City facilities. Nasby said there were none he could think of.

Powers noted that the trend is to have them in public facilities.

Cooley said the County building has one where he works.

Jones suggested researching the possible liability issues of having the machines.

Council member Fossing introduced the Resolution No. 2013-27, entitled “AUTHORIZATION TO ACCEPT A DONATION OF A DEFIBULATOR FROM MINNESOTA NATIONAL HOCKEY LEAGUE ALUMNI FOR THE WINDOM ARENA” and moved its adoption. The resolution was seconded by Ray and on roll call vote: Aye: Jones, Cooley, Powers, Ray and Fossing. Nay: None. Abstain: None. Absent: None. Resolution passed 5 - 0.

Baloun said the second donation was from the Arena Booster Club for rink panel glass that was purchased to complete the glass for the new boards that were installed. The cost was \$2,113.40.

Council member Powers introduced the Resolution No. 2013-28, entitled “AUTHORIZATION TO ACCEPT A DONATION FROM THE WINDOM ARENA BOOSTER CLUB FOR THE WINDOM ARENA” and moved its adoption. The resolution was seconded by Cooley and on roll call vote: Aye: Fossing, Jones, Cooley, Powers and Ray. Nay: None. Abstain: None. Absent: None. Resolution passed 5 - 0.

Baloun said the third donation was by Fast Distributing for service as that firm power-coated the new hand rails that were installed in the Arena bleachers and for the accessibility project.

Council member Powers introduced the Resolution No. 2013-29, entitled “AUTHORIZATION TO ACCEPT A DONATION FROM FAST DISTRIBUTING FOR THE WINDOM ARENA” and moved its adoption. The resolution was seconded by Ray and on roll call vote: Aye: Ray, Fossing, Jones, Cooley, and Powers. Nay: None. Abstain: None. Absent: None. Resolution passed 5 - 0.

12. 2013 Street Project Engineering Services Agreement:

Nasby said that this agreement covers the scope of engineering services for this project and that the Utility Commission and City Council had discussed firm selection previously and had decided to use Wenck Associates. The agreement is similar to the Master Services agreement the City has with Wenck and the other services contract used in a previous project.

Jones said he needed clarification for compensation as the agreement refers to both Option A and Option B. Dennis Johnson, Wenck Associates, said that the number in Option A is a not to exceed cost and the schedule shown in Option B is the billing rate that would be used.

Jones noted the percentage of the engineering fee for the Street Project was higher than the fee for the North Windom Industrial Park and asked about the difference. Johnson said that Wenck had done the previous design work on the industrial park and it is an easier project since it is in an undeveloped area versus the in town project where there is existing development to work around and coordinate.

Powers said that the engineering contract should have been done prior to the start of the project. Nasby agreed, but noted there was discussion at the Utility Commission and City Council about doing an RFP for services.

Nasby said that the compensation language is in Section 4 of the agreement. Johnson said that he would change the language to read specifically that Option A is a “not to exceed” number and Option B is only for progress payment calculations.

Motion by Jones second by Cooley to approve the Engineering Services Agreement between the Wenck Associates and City of Windom for the 2013 Street Project with the revisions to Section 4 as presented. Motion carried 5 – 0.

13. Declaration of Surplus Equipment and Authorization for Sale:

Nasby said the joint government group had discussed a sale of surplus items for April. A list of the City items is presented in the packet along with a handout from the Library. Also, there was a memo from the EDA\Building Office covering the disposition of three computers and their donation to PCs for People. Nasby said the sale will be via auction that is planned for April 27, 2013 at the Windom Arena.

Motion by Powers second by Fossing to approve the declaration of surplus equipment as presented and authorized the sale of items at the planned auction. Motion carried 5 – 0.

Motion by Ray second by Cooley to approve the donation of three surplus computers to the PCs for People program. Motion carried 5 – 0.

14. Fire Department – Approval for Capital Purchase from Donated Funds:

Nasby said that the Fire Department is requesting to purchase new lockers for about \$10,000 and that the funds come from money donated by the Bruce Nelson Estate. These donated monies have been set aside for Fire Department use. The existing lockers would be demolished and the new ones installed by the fire fighters. These new lockers could easily be moved into a new facility if\when that time comes.

Jones asked about the use or sale of the old lockers. Maricle noted they were made from plywood, have seen much use and may be destroyed when they are removed so likely nothing for sale.

Motion by Ray second by Powers to approve the use of donated funds from the Bruce Nelson Estate to the Fire Department for new lockers. Motion carried 5 - 0.

15. Resolution Supporting Street Improvement Districts:

Nasby said the League of Minnesota Cities is working with communities to get legislation for the option to create municipal street improvement districts. This tool would be similar to sidewalk improvement districts which allow a City the option to charge for an improvement over time to property owners within the established district and then use those funds to help pay for a future improvement. This may be one way the City could be less dependent on special assessments and allow for long-term contributions to improvements versus only assessing current property owners for an improvement that was used by prior owners. Again, this is only supporting the legislation and cities still have the specific opportunity to enact municipal street improvement districts or not.

Council member Powers introduced the Resolution No. 2013-30, entitled “A RESOLUTION SUPPORTING LEGISLATION AUTHORIZING THE ESTABLISHMENT OF MUNICIPAL STREET IMPROVEMENT DISTRICTS” and moved its adoption. The resolution was seconded by Cooley and on roll call vote: Aye: Powers, Ray, Fossing, Jones, and Cooley. Nay: None. Abstain: None. Absent: None. Resolution passed 5 - 0.

16. Hospital Board – Re-appointment:

Maricle said he is nominating Al Peterson for another term.

Motion by Powers second by Jones to re-appoint Al Peterson to the Windom Area Hospital Board. Motion carried 5 – 0.

17. New Business:

None.

18. Old Business:

Maricle said that he had followed up on the City Council’s discussion regarding funding sources relating to transfers from the Hospital and reported that at the last meeting. He asked if the City Council had other areas of interest that needed to be discussed or have staff research.

Jones said that he would like more information from the hospital as they show about \$5 million in cash reserves and he needs to better understand their needs before any direction is pursued.

Fossing concurred and the appropriate place to ask questions would be from the hospital.

Cooley said he knows there are many federal and state regulations and requirements that affect their operations. He would also like an orientation.

Maricle suggested inviting the Hospital CEO and CAO to a future meeting.

Jones said that he would entertain looking at other enterprise funds too and why is water and wastewater treated differently than the electric department or liquor store. Nasby replied that historically water and sewer were seen as public facilities from a general health and well-being standpoint as well as these services being nearly entirely operated on a municipal basis by cities. Whereas, electric and liquor are more of a private-business type of activity.

Jones asked if the equipment fund, built through a surcharge on utility services is still on the table for discussion. Maricle and Cooley said they are still interested.

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Jones said that he has been thinking if it is fairer to do a flat surcharge or fixing that surcharge as a percent of the bill. With a percentage then large users would pay more and low volume users would pay less so there is less of an impact on low income households. Maricle said this could be discussed as there may be concerns if it were a percentage too.

19. Regular Bills:

Motion by Powers seconded by Jones, to approve the regular bills. Motion carried 5 – 0.

Fossing said he saw the bill for some water tower inspection work and asked how that was progressing. Mike Haugen, Water/Wastewater Superintendent, said that the inspection was done as part of some repair and touch up painting work to be completed. Fossing asked about the timeframe. Haugen said June or July 2013 for this small interior repair project.

20. Council Concerns:

Powers said he noticed trash behind the ShopKo building by the railroad track. He asked that staff find out ownership of the property and to contact them about picking up the area.

21. Adjourn:

Maricle adjourned the meeting by unanimous consent. Meeting adjourned at 8:57 p.m.

Corey Maricle, Mayor

Attest: _____
Steve Nasby, City Administrator

ECONOMIC DEVELOPMENT AUTHORITY OF WINDOM
AMENDED MINUTES
MARCH 11, 2013

1. Call to Order: The meeting was called to order by President Slette at 12:04 p.m.

2. Roll Call & Guest Introductions:

EDAWN Commissioners: Trevor Slette, Juhl Erickson, Dominic Jones, and Kelsey Fossing. Absent: Sally Larson.

Also Present: EDA Staff – Aaron Backman, EDA Executive Director, and Mary Hensen, Admin. Asst.; City Administrator Steve Nasby, WADC Liaison Justin Espenson, City Attorney Ron Schramel, William Kemp of Podawiltz Development Corporation, Dennis Johnson of Wenck Associates, School Superintendent Wayne Wormstadt, and Nathan Busch.

3. Additions to Agenda: Upon consensus, the following two items were added to the agenda: 7C. Easements and 9B. CVN Contract.

4. Approval of Minutes:

Motion by Commissioner Fossing, seconded by Commissioner Erickson, to approve the Minutes of the EDA Special Meeting held on February 25, 2013. Motion carried 4-0.

5. Public Hearing – 12:10 P.M.

A. Sale of Land – Lots 3, 4 & 5, Block 1, North Windom Industrial Park Subdivision: President Slette opened the public hearing at 12:10 p.m. Notice of the public hearing was published in the February 27, 2013, Citizen. A Letter of Intent and \$7,500 earnest money were accepted and approved by the EDA Board on February 4, 2013. The EDA Commissioners received copies of the Notice of Hearing and the Purchase Agreement. Director Backman reported that Fast Distributing Inc. submitted a Purchase Agreement for Lots 3, 4, and 5, Block 1, North Windom Industrial Park Subdivision for a total purchase price of \$41,362.00. He reviewed provisions of the purchase agreement with the Board. Pursuant to Minnesota Statutes, the EDA is required to hold a public hearing on the proposed sale of property. President Slette asked if there were any questions or comments from anyone in the audience. Nathan Busch, an attorney from Windom, expressed concern whether the EDA had any assurances that the jobs created by Fast Sprayers would stay in Windom or be moved out of the country if competition arises. He also suggested that a data center should be put in the new industrial park. President Slette asked if there were any other questions or comments from the audience. No other comments were received from anyone present. All public testimony was completed. President Slette closed the public hearing at 12:19 p.m. and referred the matter to the EDA Board for consideration.

B. Follow-up Action to Public Hearing:

1) Resolution No. 2013-03 (Re: Sale of Land)

Resolution introduced and motion by Commissioner Erickson, seconded by Commissioner Jones, to adopt EDA Resolution No. 2013-03, entitled “Resolution Approving Sale of Property Described as Lots 3, 4, and 5, Block 1 of North Windom Industrial Park Subdivision to the City of Windom, Cottonwood County, Minnesota”.

Upon roll call vote being taken, the following voted in favor thereof: Commissioners Jones, Slette, Erickson and Fossing; the following voted against the same: None; the following were absent: Commissioner Larson. (The Resolution was adopted.)

6. Multi-Family Housing – Presentation – William Kemp: One of the 2013 Strategic Goals for the Windom EDA is encouraging developers to evaluate the feasibility of constructing additional housing in Windom, particularly rental housing. In January, the EDA Executive Director contacted Podawiltz Development Corporation (a housing developer in St. Cloud that he has worked with previously in the Twin Cities). Director Backman advised that Podawiltz (PDC) has developed thousands of units throughout the state over the past 30 years and own approximately 1,200 units, and that they are interested in doing a housing project in Windom. The project they are considering would be the construction and rental of a total of 24 to 32 town homes in groupings of 4, 6 and/or 8-unit structures. The units would be split between 2-bedroom and 3-bedroom units. The ideal land area would be approximately five acres. This week the EDA considered eight possible locations in Windom for this potential rental housing project, narrowed it down to about five potential sites, talked and met with most of the landowners, put together concept plans for each of the sites, and provided those to the developer. Director Backman indicated that this is still a very preliminary project. William Kemp, the Director of Development for PDC, was introduced and made a PowerPoint presentation. PDC is contemplating using a tax credit program administered by the MHFA that does involve a competitive application process. Mr. Kemp briefly explained the application process for MHFA funding for the project, possible other funding partners, the timeline for the project, a possible 2% to 3% local match, the income levels that would be eligible for this housing, and a range of proposed rental rates. PDC would be interested in establishing a housing TIF district to assist with infrastructure costs. Mr. Kemp will be preparing additional information for presentation to the EDA and City Council prior to requesting a support resolution for the proposed project.

7. North Windom Industrial Park

A. Project Update: Director Backman reported that on March 5, 2013, MnDOT issued the permit for the Highway 71 improvements. On March 7th, the bid opening was held for the NWIP infrastructure project, Highway 71 improvements, and the 2013 Street Project. There were 10 bids submitted for the NWIP Project, 4 for the Highway 71 Project, and 5 for the City Street Project. Bids were submitted by contractors from Minnesota and South Dakota. MnDOT has approved the use of bituminous for the Highway 71 Project. The apparent low bidder for the Highway 71 Project is Svoboda Excavating of Jackson, Minnesota, with a bid of \$719,184.02. The state concurrence letter from MnDOT, concerning the low bid for the Highway 71 Project, was received on March 8, 2013. Director Backman and Dennis Johnson from Wenck Associates reviewed the project bids with the Board and discussed the bituminous and concrete options for the NWIP Project. The apparent low bituminous base bid of \$1,147,506.66 for the North Windom Industrial Park Infrastructure Project and alternate bituminous bid of \$159,975.81 (for Commerce Boulevard extension) were submitted by Holtmeier Construction of Mankato, Minnesota. Due to a calculation issue on the bid submitted by Holtmeier Construction for the concrete option, the next lowest bidder for the concrete option was Svoboda Excavating with a concrete base bid of \$1,338,548.70 and the alternate concrete bid of \$171,060.50 for a total cost of \$1,509,609.20. Dennis Johnson had prepared a recap detailing initial costs, useful life, timing of repairs, and maintenance costs for a bituminous road and a concrete road. Dennis Johnson said a life cycle cost analysis was very similar in comparison between bituminous and concrete for the roads in the North Windom Industrial Park. The weight limits on all NWIP interior streets will be 10-ton regardless of whether the road is bituminous or concrete. The bids are scheduled for consideration and award at the City Council Meeting on March 19, 2013.

Motion by Commissioner Jones, seconded by Commissioner Fossing, to recommend City Council approval of the low base bid for bituminous for the Highway 71 Project and both the low bituminous base bid and the low bituminous alternate bid for the North Windom Industrial Park Infrastructure Project. Motion carried 4-0.

- B. Restrictive Covenants – Review/Revise: Director Backman advised the Board that the Protective (Restrictive) Covenants for the North Windom Industrial Park Subdivision were adopted in 2004. The EDA Staff and Building & Zoning Official have reviewed these covenants and prepared proposed revisions and updates. The City Attorney has reviewed the proposed revisions and suggested additional introductory language to be added prior to recording of any modifications to the covenants. Director Backman reviewed the proposed changes with the Board.

Motion by Commissioner Erickson, seconded by Commissioner Fossing, approving the proposed revisions to the Protective Covenants for the North Windom Industrial Park Subdivision, authorizing the EDA President to sign the Modified Protective Covenants, and authorizing EDA Staff to file the document with the Cottonwood County Recorder. Motion carried 4-0.

- C. Easements: Zieske Land Surveying and the City Attorney reviewed the dedicated easements shown on the plat of the North Windom Industrial Park Subdivision and are recommending the addition of ten foot (10') utility easements on the front of each lot that borders a road in the industrial park and on any side of a lot that borders a road including 410th Street, Commerce Boulevard, and Trotter Court. The existing utility easements would also remain in place.

Motion by Commissioner Erickson, seconded by Commissioner Fossing, approving the dedication of additional public utility easements of ten feet (10') on any side of a lot which borders a road in the North Windom Industrial Park Subdivision, including 410th Street, Commerce Boulevard, and Trotter Court, and a public utility easement on the West 60 feet and South 10 feet of Lot 1, Block 2, all in the North Windom Industrial Park Subdivision. Motion carried 4-0.

8. TIF 1-17 (NWIP-I) – Update: Director Backman reported that the City Council adopted a resolution calling for a public hearing on the modification of Development District 1, the establishment of the new TIF District 1-17, and approval of the plans for TIF 1-17 for April 16, 2013, during the City Council Meeting which starts at 7:30 p.m. The EDA has confirmed that on March 1st Cottonwood County received the TIF Plan to review for potential County road impacts. The modified program and TIF plan will be considered by the EDA Board on April 8th and the Planning Commission on April 9th. Fiscal/economic implications of the TIF project will also be sent to the County Auditor and the School District.

9. New Business:

- A. Director Backman advised the Board concerning a potential warehouse project.

- B. CVN Contract: Director Backman reported that the annual CVN membership is up for renewal. This is a membership that is shared jointly with the Mt. Lake EDA at a cost of \$3,000 per community. After a brief discussion, the following action was taken.

Motion by Commissioner Erickson, seconded by Commissioner Jones, to approve the proposed 2013 joint membership in the Community Venture Network between the Windom and Mountain Lake EDAs, and to authorize the EDA to pay the \$3,000 joint membership fee to EsseX Capital, LLC. Motion carried 3-0. (Commissioner Fossing was required to leave for another meeting prior to this vote.)

10. Miscellaneous Information

A. Monthly Budget Recap: The Board received a copy of the monthly budget report for February, 2013.

B. River Bluff Townhomes – Monthly Financial Report: The Board received copies of the financial reports provided by Van Binsbergen & Associates for the periods ending December 31, 2012, and January 31, 2013.

11. Adjourn: By consensus, President Slette adjourned the meeting at 1:40 p.m.

Trevor Slette, EDA President

Attest: _____

Aaron A. Backman, EDA Executive Director

ECONOMIC DEVELOPMENT AUTHORITY OF WINDOM
MINUTES
APRIL 8, 2013

1. Call to Order: The meeting was called to order by President Slette at 12:02 p.m.
2. Roll Call & Guest Introductions:

EDAWN Commissioners: Trevor Slette, Juhl Erickson, Sally Larson, Dominic Jones, and Kelsey Fossing.

Also Present: EDA Staff – Aaron Backman, EDA Executive Director, and Mary Hensen, Admin. Asst.; City Administrator Steve Nasby, and WADC Liaison Justin Espenson.

3. Approval of Minutes: Commissioner Jones indicated an item had been left out of the Minutes specifically in Item No. 7. A. – North Windom Industrial Park – Project Update. He felt that Dennis Johnson’s comparison of the anticipated costs over the lifetime of the roads, for bituminous and concrete, was an important item in the Board’s decision to recommend selection of the low bid for bituminous for the new roads in the NWIP.

Motion by Commissioner Larson, seconded by Commissioner Erickson, to approve the Minutes of the EDA Meeting held on March 11, 2013, with the addition of the following sentence between the existing second and third sentences from the end of the minutes under Agenda Item. 7.A.: “Dennis Johnson said a life cycle cost analysis was very similar in comparison between bituminous and concrete for the roads in the North Windom Industrial Park.” Motion carried 5-0.

4. TIF 1-17 (NWIP-I)

A. Modified Program for Development District No. 1 AND

B. TIF Plan for Economic Development TIF District 1-17: The proposed new economic development TIF district, referred to as “TIF 1-17 (NWIP-I)”, covers Lots 1 through 5 in Block 1 of the North Windom Industrial Park (NWIP). The purpose of this TIF district is to provide reimbursement to the EDA, as developer, for a portion of the costs of the infrastructure to be installed in this initial phase of the project. On February 25, 2013, the EDA Board adopted a resolution requesting that the City Council call for a public hearing on the proposed new TIF District 1-17. The City Council has scheduled this public hearing for April 16, 2013, at its regularly-scheduled meeting which begins at 7:30 p.m. Development District No. 1 encompasses all of the property within the Windom city limits. To establish a new TIF district, it is necessary that the Program for Development District No. 1 be modified to include the new TIF district and also that a new TIF Plan be approved for TIF District 1-17. The Board received copies of the proposed “Modification to the Development Program for Development District No. 1 and the Tax Increment Financing Plan for the Establishment of Tax Increment Financing District No. 1-17 within Development District No. 1”. Director Backman reviewed highlights of the plan with the Board.

Resolution introduced and motion by Commissioner Erickson, seconded by Commissioner Fossing, to adopt EDA Resolution No. 2013-04, entitled “Resolution Adopting a Modification to the Development Program for Development District No. 1, Establishing Tax Increment Financing District No. 1-17 Therein and Adopting a Tax Increment Financing Plan Therefor”.

Upon roll call vote being taken, the following voted in favor thereof: Commissioners Slette, Jones, Erickson, Larson and Fossing; the following voted against the same: None; the following were absent: None. (The Resolution was adopted.)

5. North Windom Industrial Park

A. Project Update – Pre-Con Meeting: On March 19, 2013, the City Council considered the base and alternate bids for the Hwy 71 Turn Lane Project, the NWIP Infrastructure Project, and the City Street Project. The Highway 71 Turn Lane Project, with the low bid of \$719,184.02, was awarded to Svoboda Excavating. The City Council accepted the EDA's recommendation to accept the bituminous base bid for the NWIP Infrastructure Project. The low bid of \$1,307,482.47 (including \$1,147,506.66 for base bid and \$159,975.81 for alternate bid which is the Commerce Boulevard Extension) was awarded to Holtmeier Construction. Construction contracts have been signed by the parties. The Pre-Construction Meeting for the NWIP Infrastructure Project was held on Friday, April 5, 2013, with representatives from Wenck Associates, City Departments, other utility providers, and Holtmeier Construction in attendance. Because there is still 2 feet of frost in the ground, construction at the industrial park is not expected to begin until mid-April. Fast Sprayers continues to move forward with their expansion to NWIP. At the end of March they selected Everstrong Construction of Redwood Falls to be the general contractor. Director Backman related information concerning an adjustment in their building location, the Developer's planning for possible additional phases, and the need to extend the Commerce Boulevard infrastructure farther north. Initial estimates were provided for this extension. There was further discussion concerning possible funding of this second extension to Commerce Boulevard.

Motion by Commissioner Larson, seconded by Commissioner Erickson, to authorize up to \$30,000 for a second extension of Commerce Boulevard a distance of 100 feet and extension of the water and sewer in the Commerce Boulevard right-of-way a distance of 200 feet. Motion carried 5-0.

B. Revised Project Budget: Director Backman reviewed the NWIP Infrastructure Project Budget (updated as of 4/4/13) to reflect the bituminous low bid from Holtmeier Construction and the debt service schedule for the 2013A & B Bond Pre-Sale Report.

C. 410th Street – Name Change: The North Windom Industrial Park (NWIP) was originally platted in 2004. At that time, the main entrance road into the new park was named as "410th Street". Construction is slated to begin shortly on all the NWIP roads and it is appropriate to change what is a County road designation to a City-designated street name. Pursuant to MN Statute Section 440.11, the Windom City Council can adopt an ordinance which changes the name of the street. It would be appropriate for the EDA, as Developer, to recommend a new street name for 410th Street. Director Backman supplied a list of ten possible names and asked for additional suggestions from the Board. After discussion, the following action was taken.

Motion by Commissioner Erickson, seconded by Commissioner Larson, to recommend to the City Council that the name of the east-west entrance road into the North Windom Industrial Park Subdivision be changed from 410th Street to Opportunity Drive. Motion carried: Ayes - 4; Nay - 1 (Commissioner Jones).

6. USDA RBEG Application – Update: On February 5, 2013, the EDA Board adopted a resolution establishing a new Revolving Loan Fund (RLF) and authorizing the EDA to submit an application for the USDA Rural Business Enterprise Grant (RBEG) program. The EDA's

application was for the purpose of funding an RLF “to assist small and emerging businesses” within the City of Windom. At a special EDA meeting on February 25th, the EDA approved the Loan Criteria for the EDA’s Small & Emerging Business (SEB) RLF. The application, filed on March 1, 2013, requested a grant of \$99,990 (with a local match of \$26,000). Director Backman reported that the EDA should receive more information concerning the status of the application at the end of April. These USDA program dollars are required to be obligated or awarded to grantees by June 28, 2013.

7. Small Cities Development Program

A. Owner-Occupied Rehab Project Review: Western Community Action processed and inspected one Windom property and one Mountain Lake property for the housing rehabilitation program. The Board received a recap sheet for these projects that outlined the scope of work, the total project costs, owners’ matches, and proposed loans of SCDP funds. The average SCDP loan is \$15,600 with a maximum of \$18,000. The proposed projects are within the funding range and are within the designated target areas in Windom and Mountain Lake. The Applicants in the Mt. Lake project qualify for the Small Cities Development Program under the provisions for the “very low income” applicants. The requested amount of SCDP funds is \$16,655 and WX (weatherization) funds will be used towards the homeowner’s match. Western Community Action is requesting that the EDA waive the 40% match requirement on this project which the EDA has authority to do pursuant to the program guidelines.

<u>Application No.</u>	<u>Proposed Improvements</u>	<u>Project Costs</u>	<u>SCDP Funds (Maximum for Project)</u>
Windom No. 11-117	Roofing, Doors, Egress Window, Smoke Detectors	\$18,693	\$11,216
Mt. Lake No. 11-120	Roofing, Windows, Electrical Service & Code Items	\$21,655	\$16,655

Motion by Commissioner Larson, seconded by Commissioner Erickson, approving the SCDP owner-occupied rehab requests for Windom Project No. 11-117 and Mountain Lake Project No. 11-120 and the waiver of the 40% match requirement for the Mt. Lake Project as submitted by Western Community Action. Motion carried 5-0.

8. Townhome Project – Update: Director Backman reported that since the presentation by William Kemp, Director of Development for Podawiltz Development, at the EDA Meeting on March 11, 2013, the EDA Executive Director has been working with the Developer to identify five potential sites and has arranged meetings with several of the landowners. To make the project feasible, the Developer is anticipating the use of housing tax credits for the Windom project. This funding source is a very competitive process through the MN Housing Finance Agency. The Developer continues to work on the project, including working on a tax credit scoring worksheet and other application components, and will be contacting landowners in the near future.

9. R & L Investments

A. Closed Session – Negotiations: President Slette announced that the purpose of the closed session was to discuss property owned by R & L Investments (the former Towlerton Motors’ site).

Motion by Commissioner Jones, seconded by Commissioner Erickson, authorizing the Board to go into closed session. Motion carried 5-0.

President Slette closed the meeting to the public at 1:00 p.m.

Motion by Commissioner Larson, seconded by Commissioner Fossing, authorizing the EDA President to re-open the meeting to the public. Motion carried 5-0.

President Slette re-opened the meeting to the public at 1:24 p.m.

It was the consensus of the EDA Board that the EDA Executive Director should continue negotiations with the secured creditor.

10. New Business

A. Prospect Update: Director Backman updated the Board concerning two new small businesses that may be opening in Windom in the next couple months and also concerning another small business prospect with whom he has had recent communications.

B. Legislative Update: City Administrator Nasby updated the Board concerning the presentations to the Minnesota Senate and House Tax Committees made by Justin Espenson, Councilmember Jones, Al Baloun, and Administrator Nasby concerning a proposed local option sales tax. The City of Windom has requested legislative approval prior to presenting the issue to the voters in November, 2014. Among other items, the proposed local option sales tax may provide additional funding for an EDA revolving loan fund.

11. Miscellaneous Information

A. River Bluff Townhomes – Monthly Financial Report: The Board received copies of the financial reports provided by Van Binsbergen & Associates for the period ending February 28, 2013.

12. Adjourn: By consensus, President Slette adjourned the meeting at 1:33 p.m.

Sally Larson, EDA Secretary-Treasurer

Attest:

Aaron A. Backman, EDA Executive Director

CITY OF WINDOM TREE COMMISSION MEETING
MINUTES April 3, 2013

1. Call to Order: The meeting was called to order at 5:15 p.m. in the council chambers at city hall by Eldon Moon, chairperson.
2. Roll Call:
Commission Present: Vicky Tucci, Deborah Polzin
Craig Zimmerman, Joanne Kaiser, Eldon Moon
Commission Absent:
City Staff Present: Bruce Caldwell, City of Windom Tree Inspector
Council Liaisons: Kelsey Fossing (Absent)
Public Present: David Bucklin
3. Approve Minutes of January 2, 2012:
Motion by Joanne Kaiser, seconded by Craig Zimmerman
Motion Carried.
4. Treasurer Report: \$2,000.00 balance.
5. Old Business:
 - a. Update on the DNR Island Park project: \$5,000 has been approved to purchase 105 native trees and shrubs to be planted in the immediate vicinity of the Des Moines River. The trees and shrubs selected are water tolerant and suitable for planting in flood plain areas. Planting will take place on May 15 and will be carried out by the MN Conservation Corps.
 - b. Utility Bill Insert: The board found the insert created by a city staff member to be well thought out and informative. The insert listed information about purchasing a tree through the Tree Commission on one side and tree pruning tips on the other.
6. New Business:
 - a. 2013 Tree Order: A total of 45 trees have been ordered for the 2013 planting season. Most of the trees have been purchased by the public and any unsold will be planted at Island Park. The 2013 budget will be utilized for tree purchases.
Motion by Deborah Polzin, seconded by Vicky Tucci.
Motion Carried.
7. Open Mic: Joanne Kaiser shared some information with the board concerning tree planting opportunities. American Forest (a non-profit organization) estimates 634 million more trees can be planted within metro areas in the United States. A tiny wasp named Tetrastichus is the only known predator of the emerald ash borer. Released in 2010 in four counties in Minnesota, the wasp feeds only on emerald ash borers or their larvae. It is hoped the wasp will slow down the spread of emerald ash borer movement. At the last meeting, discussion was held concerning the City Ordinance Code and language describing dangerous trees, naming oaks and elms but not specifying the newer emerald ash tree borers. He stated the Code contains language which deals with all species of trees on public land.
8. Meeting adjourned at 5:50 pm.

Next Tree Commission Meeting September 4, 2013 at 5:15 p.m. at Council Chambers.

ATTEST:

Tree Commission President _____

Tree Commission Secretary _____

Windom Library Board Meeting
Windom Library
April 9, 2013
5:05 p.m.

1. Call to order: The meeting was called to order by John Duscher at 5:05 p.m.
2. Roll Call: Members Present: Anita Winkel, Kathy Hiley, Charles Reid, Beth Fleming, John Duscher and Barb Henning

Members Absent: Mary Erickson

Library Staff Present: Dawn Aamot and Joan Hunter

City Council Member Present: None

3. Agenda and Minutes:

Motion by Charles Reid and seconded by Anita Winkel to approve the Agenda and the Minutes.

4. Financial Report:

Motion by Charles Reid and seconded by Barb Henning to approve the Financial Report.

5. Librarians Report:

Joan attended a City Council meeting where she was presented with an official proclamation declaring the week of April 14-22 as "National Library Week".

Joan reported that plastic covers for the paperback books have been purchased with proceeds from the Book Sale. These plastic sleeves will prolong the life of the paperback books.

Reference books that are over 10 years old have been discarded.

The city, county and school are holding an auction on Saturday, April 27. The library will be auctioning an old copier and all of the rental pictures.

Joan shared her annual report to the state and noted that there were no big changes.

Dawn has also been weeding juvenile books. She is hosting the Headstart class with their parents on April 10. Bridges preschool continues to visit once a month. As the school year comes to an end, the 1st and 4th grade classes will be visiting and Dawn will go to Winfair to meet with the second graders.

The summer reading program will run from the first Monday in June through July.

Motion by Kathy Hiley and seconded by Barb Henning to accept the Librarian's Report.

6. Old Business:

Anita Winkel will be meeting with the Plum Creek Library Board and a fee committee of that

board in the next 2 weeks.

7. New Business:

Beth Fleming presented a magazine article with various money saving suggestions. From this article, Beth learned that many libraries are purchasing online subscriptions that could be accessed by library patrons. Using Ancestry.com as an example, Beth inquired if this is something our library might do. Joan said that she encourages patrons to go to the Historical Society to use this service. The article Beth read also sighted libraries offering e-readers and iPads. Dawn had a patron tell her about one particular children's learning app for the iPad that was quite good. Ideas to consider!

Joan informed the board that the City would like to cut either Joan's or Dawn's hours so that they don't have to pay health insurance on one of them. Joan sent the City a letter declining health insurance as she receives insurance through her husband's military insurance so there is no reason to cut hours. The cut in hours for either of them would cause a huge monetary loss. Joan is the only city department head that does not receive full benefits.

8. New Book Suggestions:

The board presented their suggestions.

9. Adjourn:

Motion by Charles Reid, seconded by Beth Fleming to adjourn.

Meeting adjourned at 5:25 p.m.

Respectfully submitted,

Kathy Hiley, recording secretary

**CITY OF WINDOM
PLANNING COMMISSION
MINUTES
APRIL 9, 2013**

1. **Call to Order:** The meeting was called to order by Chairman Hunter at 7:01 p.m.

2. **Roll Call & Guest Introductions:**

Planning Commission: Lindsey Cartwright, Ben Derickson, Krissy Fossing, Gary Hunter, Greg Pfeffer, Kevin Rose, Marilyn Wahl, and Council Liaison Brad Powers.
Absent: Lorri Cole.

Also Present: Planning/Zoning Staff-James Kartes (Zoning Administrator) and Mary Hensen (Adm. Asst.); City Attorney Ron Schramel, EDA Executive Director Aaron Backman, Joe LaCanne, Kim Nielsen, David Vaupel, Donna Vaupel, Howard Davis, Marilla Whitney, and others (not introduced or listed on attendance sheet).

3. **Approval of Minutes:**

Motion by Commissioner Cartwright, seconded by Commissioner Derickson, and carried to approve the Planning Commission Minutes for the meeting held on March 12, 2013. Motion carried 7-0.

4. **Review of TIF Plans**

A. **Modified Program for Development District No. 1**

B. **Tax Increment Financing Plan for TIF District No. 1-17**

The Planning Commission received copies of the map showing the proposed TIF District 1-17, the Modified Program for Development District No. 1, the Tax Increment Financing Plan for the proposed new TIF District 1-17, an engineer's drawing detailing infrastructure to be installed in the North Windom Industrial Park Subdivision (NWIP), an engineer's drawing detailing the proposed location of the new building to be constructed in the NWIP by Fast Sprayers, and a proposed resolution. Development District No. 1 is the entire City of Windom and within the Development District, there are numerous smaller TIF districts. The map highlights the area for the proposed new TIF district. Zoning Administrator Kartes introduced the agenda item. EDA Executive Director Aaron Backman was present to provide an overview of the project. Director Backman advised that the district would encompass Lots 1 through 5 in Block 1 of the North Windom Industrial Park Subdivision. The purpose of this new economic development TIF district is to provide reimbursement to the EDA, as developer, for the infrastructure to be installed in this initial phase of the project. Director Backman explained the basic purpose and length of the economic development district, provided an overview of the infrastructure to be installed in this phase of the North Windom Industrial Park project, and reviewed highlights of the Modified Program for Development District No. 1 and the TIF Plan for the new TIF District 1-17. In answer to a question as to why the TIF district did not include the entire industrial park, Director Backman explained the "5-year rule" for TIF districts which requires certain steps to be taken in a TIF district within 5 years of the establishment of the district. In answer to a question, Director Backman advised as to the estimated tax increment that could be received during the 9-year period.

The Planning Commission's role is to review the proposed Modified Program for Development District No. 1 and the proposed Tax Increment Financing Plan for TIF District No. 1-17 and verify that both conform with the City's general plans for development and redevelopment as contained in the City's Comprehensive Plan. Director Backman read the proposed resolution. After review of the documents and information presented, the following actions were taken.

Resolution introduced and motion by Commissioner Cartwright, seconded by Commissioner Wahl, to adopt Planning & Zoning Resolution No. 2013-01, entitled "RESOLUTION OF THE CITY OF WINDOM PLANNING COMMISSION FINDING THAT A MODIFICATION TO THE DEVELOPMENT PROGRAM FOR DEVELOPMENT DISTRICT NO. 1 AND A TAX INCREMENT FINANCING PLAN FOR TAX INCREMENT FINANCING DISTRICT NO. 1-17 CONFORM TO THE GENERAL PLANS FOR THE DEVELOPMENT AND REDEVELOPMENT OF THE CITY."

Upon roll call vote being taken, the following voted in favor thereof: Commissioners Derickson, Fossing, Wahl, Cartwright, Hunter, Pfeffer, and Rose; the following voted against the same: None; Commissioner Cole was not present for the vote. The Resolution was adopted.

5. Finding Windom – Nuisance Procedures: On March 19, 2013, representatives from the Finding Windom Committee appeared before the Windom City Council to discuss their “Beautification and Cleanup Project” specifically as it relates to public nuisance enforcement, occupied houses that need repair, and unoccupied houses that are dilapidated and uninhabitable. Following their presentation, the City Council referred the matter to the Planning Commission and asked that the Commission meet with representatives from the Committee. Summary sheets and a copy of the Public Nuisance Complaint Form were provided for everyone in attendance. Zoning Administrator Jim Kartes advised those present that the City will be including a flyer in the May utility bills that references the City’s public nuisance ordinance and grass/weed ordinance. He presented further information concerning the difference between public nuisance violations and “clutter” issues, rights of property owners, and staffing levels for the handling of complaints. City Attorney Ron Schramel reviewed the City’s procedure for processing public nuisance complaints. He reiterated that the Judge, not the City, has the authority to set the fines for violations. The City has a Complaint Form for use by the citizens of Windom. The City cannot release the names of the complainants. However, if the violation is cited and goes to Court, the complainant could be called as a witness.

Motion by Commissioner Derickson, seconded by Commissioner Wahl, to recommend to the City Council to ratify the City’s current policy whereby individuals wishing to submit complaints concerning possible public nuisance violations are directed to complete and sign the City’s Complaint Form and submit it to the City’s Building & Zoning Office for further action. Motion carried 7-0.

Zoning Administrator Kartes and City Attorney Schramel outlined procedures concerning uninhabitable homes and costs associated with the process. In the early 2000’s when the EDA was involved in the demolition of a fire-damaged home, the costs were approximately \$23,000 to \$25,000. Members of the Finding Windom Committee presented their concerns regarding the number of properties where junk items are accumulating and not being abated, the condition of abandoned properties, and questions regarding what additional steps can be taken to increase enforcement. Committee members indicated an interest in providing assistance to those individuals who do not have a trailer or a pickup or are not physically able to comply with the cleanup letter. Kim Nielsen advised that she had received information from other communities as to how they handle nuisance complaints. There was a discussion concerning the requirements, procedures, and costs associated with “house burns” done by the Fire Department. Another audience member spoke on behalf of individuals who do not have the means or ability to clean up their properties and asked City officials, the Planning Commissioners, and the audience to consider ways to assist these people. The idea of an annual Beautification Week was discussed. The City’s budget has been set for 2013. During budget discussions for 2014, the Building & Zoning Department can submit proposals for consideration by the City Council requesting additional funding in the areas of public nuisance enforcement or possible demolition of one uninhabitable home. After extensive discussion between the audience and Planning Commissioners, the Planning Commissioners requested that Finding Windom’s Beautification Committee provide to Zoning Administrator Kartes a summary of information obtained regarding other cities’ procedures and contact numbers for representatives they spoke with at these cities. The Commissioners also advised that the Committee can provide a flyer to be included with cleanup letters. This flyer would list a contact number of a Committee member the individuals receiving cleanup letters can call to request assistance in cleaning up their property or to request a list of individuals or companies that pick up or dispose of junk items. The Planning Commission will add an item on the agenda for the May 14, 2013, Meeting for further discussion of this matter with representatives from Finding Windom’s Beautification Committee.

6. Adjourn: By consensus, the meeting was adjourned at 8:40 p.m.

Gary Hunter, Chairman

Attest: _____
James Kartes, Zoning Administrator

**PARK AND RECREATION COMMISSION MEETING
MINUTES APRIL 10, 2013**

1. Call to Order: The meeting was called to order by Chairman Terry Fredin 5:18 p.m. at City Hall.
2. Roll Call:
Commission Present: Terry Fredin, Kay Clark, Jeff LaCanne, & Angie Blanshan
Commission Absent: Jason Kloss
City Staff Present: Recreation Director Al Baloun & Park Superintendent Bruce Caldwell
Council Liaisons: Brian Cooley & Kelsey Fossing absent
Public: None
4. Approve Agenda
Motion by Clark, seconded by Blanshan to approve agenda
Motion Carried Unanimous
6. Approve Minutes from March 13, 2013 Park & Recreation Meeting
Motion by Blanshan, seconded by Clark to approve minutes
Motion Carried Unanimous
7. Park Superintendent Bruce Caldwell Report
 - a. Seasonal part time staff hire; 13 applications were received, the top three candidates were interviewed by Caldwell and he selected; Nicholas Riordan & Craig Kneeland for the positions. Both can start on or around May 13, 2013.
 - b. Island Park south softball field fencing; new fencing fabric has been ordered for the first base line and third base line in front of the dugouts to the backstop. The old chain link fabric was in poor condition. Staff will install when spring cleanup has been completed.
8. Recreation Director's Report- Al Baloun
 - a. Summer Recreation; Application deadline was Tuesday, April 9. Abby Hayenga will be returning as Baseball Coordinator. There will be some new staff for youth baseball due to individuals not returning. Hershey's track will need at least twelve participants in order to be offered, an individual has applied to coach the Hershey's program.
 - b. Pool; Pool staff was sent a letter last month to notify Al if they plan on returning. About half of the pool staff has responded. Al recommended that two commission members assist with the interviews for the pool manager's position. He will try to set up interviews next week.
 - c. Quarterly Report for Long Range Plan- Al Handed out a report to be given to the council in regards to long range planning.
 - d. Swimming lesson and Recreation Registration: Will be held at the Community Center on Thursday, April 18 from 5:00PM-6:30PM.
9. Open Mike: None;
Fredin stated that he attended the Arena Building Committee meetings and he said he was upset that their direction was to build a new complex. He stated he talked to the Chairman Justin Espenson concerning looking at both options; remodel the old arena and construct a new facility. He also stated that he felt the current location is the best site.
Clark had a question for Baloun about the usage of other buildings at the fair grounds for horse shows.
10. Meeting Adjourned at 5:59 p.m.



City of Windom Staff Report

To: Mayor and Windom City Council
From: Aaron Backman, EDA Executive Director
Council Meeting Date: April 16, 2013
Item Title/Subject: **PUBLIC HEARING & ADOPTION OF THE MODIFICATION TO DEVELOPMENT DISTRICT NO. 1 AND THE TAX INCREMENT FINANCING (TIF) DISTRICT 1-17 (NWIP – 1)**

Background:

The proposed new economic development Tax Increment Financing (TIF) district, referred to as "TIF 1-17 (NWIP - 1)", covers Lots 1 through 5 in Block 1 or the western half of the North Windom Industrial Park (NWIP). The purpose of this TIF district is to provide reimbursement to the Windom EDA, as developer, for a portion of the infrastructure to be installed in this initial phase of the project. On February 25, 2013, the EDA Board adopted a resolution requesting that the City Council call for a public hearing on the proposed TIF District 1-17. The City Council scheduled the public hearing for April 16, 2013. Attached is a copy of the public hearing notice published in the Citizen on April 3, 2013.

To establish the new TIF district, it is necessary that the Program for Development District No. 1 be modified to include the new TIF district and also that a new financing plan be approved for TIF District 1-17. At its regular meeting on April 8, 2013, the EDA Board approved the Modification of the Development District and the TIF Plan for the new district by resolution. There was one change identified at the meeting that the Executive Director will discuss with the council members.

On April 9, 2013, the Windom Planning Commission reviewed the Modified Program and TIF Plan to determine if they were in conformity with the general plans for the development and redevelopment of the City as described in the comprehensive plan. The Planning Commission unanimously adopted a resolution finding that the Modified Program for Development District No. 1 and the Tax Increment Financing Plan for TIF District No. 1-17 were in compliance with the City's Comprehensive Plan.

The City Council will be considering three resolutions pertaining to this TIF District 1-17. The first resolution formally adopts the modification to the Development Program for the Development District No. 1, establishes the new TIF District 1-17 and adopts the financing plan for the new district. The second resolution authorizes an Interfund loan pertaining to special EDA and City funds for the advance of certain costs in connection with TIF District 1-17. This resolution enables the reimbursement of the EDA's local match from the PM RLF and the reimbursement of the City's Water, Sewer and Electrical Funds, based on tax

increments generated over the next nine years. The third resolution authorizes an Interfund loan pertaining to the General Obligation bond for the advance of certain costs in connection with TIF District 1-17. The EDA's TIF Advisor is recommending a separate Interfund loan solely for bond proceeds. Attached are copies of the Modification to the Development Program for Development District No. 1 and the Tax Increment Financing Plan for the establishment of Tax Increment Financing District No. 1-17 within Development District No. 1 for your review.

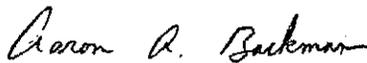
During the public hearing, the EDA Executive Director can respond to questions regarding the NWIP Infrastructure Project and the proposed NWIP - 1 TIF District 1-17.

Requested Action:

Following the public hearing, take three actions:

- 1) Adopt the Resolution approving the Modification to Development District No.1 and the TIF Plan for establishing an Economic Development Tax Increment Financing District 1-17 that would encompass Lots 1 through 5 in Block 1 of NWIP;
- 2) Adopt the Resolution authorizing an Interfund loan pertaining to the reimbursement of EDA and City Enterprise Funds advanced for NWIP infrastructure;
- 3) Adopt the Resolution authorizing an Interfund loan pertaining to the General Obligation bond proceeds.

Respectfully submitted,



Aaron A. Backman
EDA Executive Director

Attachments

RESOLUTION # 2013-

INTRODUCED:

SECONDED:

VOTED: AYE:

NAY:

ABSENT:

ABSTAINED:

CITY OF WINDOM STATE OF MINNESOTA

RESOLUTION ADOPTING A MODIFICATION TO THE DEVELOPMENT PROGRAM FOR DEVELOPMENT DISTRICT NO. 1, AND ESTABLISHING TAX INCREMENT FINANCING DISTRICT NO. 1-17 THEREIN, AND ADOPTING A TAX INCREMENT FINANCING PLAN THEREFOR.

BE IT RESOLVED by the City Council (the "Council") of the City of Windom, Minnesota (the "City"), as follows:

Section 1. Recitals.

1.01. The Board of Commissioners of the Economic Development Authority of Windom (the "EDA") has heretofore established Development District No. 1 and adopted the Development Program therefor. It has been proposed by the EDA and the City that the City adopt a Modification to the Development Program (the "Development Program Modification") for Development District No. 1 (the "Project Area") and establish Tax Increment Financing District No. 1-17 (the "District") therein and adopt a Tax Increment Financing Plan (the "TIF Plan") therefor (the Development Program Modification and the TIF Plan are referred to collectively herein as the "Program and Plan"); all pursuant to and in conformity with applicable law, including Minnesota Statutes, Sections 469.090 to 469.1082, Sections 469.124 to 469.134 and Sections 469.174 to 469.1799, all inclusive, as amended, (the "Act") all as reflected in the Program and Plan, and presented for the Council's consideration.

1.02. The EDA and City have investigated the facts relating to the Program and Plan and have caused the Program and Plan to be prepared.

1.03. The EDA and City have performed all actions required by law to be performed prior to the establishment of the District and the adoption and approval of the proposed Program and Plan, including, but not limited to, notification of Cottonwood County and Independent School District No. 177 having taxing jurisdiction over the property to be included in the District, a review of and written comment on the Program and Plan by the City Planning Commission, approval of the Program and Plan by the EDA on April 8, 2013, and the holding of a public hearing upon published notice as required by law.

1.04. Certain written reports (the "Reports") relating to the Program and Plan and to the activities contemplated therein have heretofore been prepared by staff and consultants and submitted to the Council and/or made a part of the City files and proceedings on the Program and Plan. The Reports include data, information and/or substantiation constituting or relating to the basis for the other findings and determinations made in this resolution. The Council hereby confirms, ratifies and adopts the Reports, which are hereby incorporated into and made as fully a part of this resolution to the same extent as if set forth in full herein.

1.05. The City is not modifying the boundaries of the Project Area, but is however, modifying the Development Program therefor.

Section 2. Findings for the Adoption and Approval of the Development Program Modification.

2.01. The Council approves the Development Program Modification, and specifically finds that: (a) the land within the Project area would not be available for redevelopment without the financial aid to be sought under this Development Program; (b) the Development Program, as modified, will afford maximum opportunity, consistent with the needs of the City as a whole, for the development of the Project by private enterprise; and (c) that the Development Program, as modified, conforms to the general plan for the development of the City as a whole.

Section 3. Findings for the Establishment of Tax Increment Financing District No. 1-17.

3.01. The Council hereby finds that the District is in the public interest and is an "economic development district" under Minnesota Statutes, Section 469.174, Subd. 12 of the Act.

3.02 The Council further finds that the proposed development would not occur solely through private investment within the reasonably foreseeable future and that the increased market value of the site that could reasonably be expected to occur without the use of tax increment financing would be less than the increase in the market value estimated to result from the proposed development after subtracting the present value of the projected tax increments for the maximum duration of the District permitted by the Tax Increment Financing Plan, that the Program and Plan conform to the general plan for the development or redevelopment of the City as a whole; and that the Program and Plan will afford maximum opportunity consistent with the sound needs of the City as a whole, for the redevelopment or development of the District by private enterprise.

3.03. The Council further finds, declares and determines that the City made the above findings stated in this Section and has set forth the reasons and supporting facts for each determination in writing, attached hereto as Exhibit A.

Section 4. Public Purpose.

4.01. The adoption of the Program and Plan conforms in all respects to the requirements of the Act and will help discourage commerce, industry, or manufacturing from moving their operations to another state or municipality, will result in increased employment in the state, and will result in preservation and enhancement of the tax base of the State and thereby serves a public purpose. For the reasons described in Exhibit A, the City believes these benefits directly derive from the tax increment assistance provided under the TIF Plan. A private developer will receive only the assistance needed to make this development financially feasible. As such, any private benefits received by a developer are incidental and do not outweigh the primary public benefits.

Section 5. Approval and Adoption of the Program and Plan.

5.01. The Program and Plan, as presented to the Council on this date, including without limitation the findings and statements of objectives contained therein, are hereby approved, ratified, established, and adopted and shall be placed on file in the office of the City Administrator.

5.02. The staff of the City, the City's advisors and legal counsel are authorized and directed to proceed with the implementation of the Program and Plan and to negotiate, draft, prepare and present to this Council for its consideration all further plans, resolutions, documents and contracts necessary for this purpose.

5.03 The Auditor of Cottonwood County is requested to certify the original net tax capacity of the District, as described in the Program and Plan, and to certify in each year thereafter the amount by which the original net tax capacity has increased or decreased; and the Economic Development Authority of Windom is authorized and directed to forthwith transmit this request to the County Auditor in such form and content as the Auditor may specify, together with a list of all properties within the District, for which building permits have been issued during the 18 months immediately preceding the adoption of this resolution.

5.04. The City Administrator/Clerk/Treasurer is further authorized and directed to file a copy of the Program and Plan with the Commissioner of Revenue and the Office of the State Auditor pursuant to Minnesota Statutes 469.175, Subd. 4a.

ADOPTED this 16th day of April, 2013.

Corey J. Maricle, Mayor

ATTEST: _____
Steven Nasby, City Administrator

EXHIBIT A

RESOLUTION NO. _____

The reasons and facts supporting the findings for the adoption of the Tax Increment Financing Plan for Tax Increment Financing District No. 1-17 as required pursuant to *M.S., Section 469.175, Subd. 3* are as follows:

1. *Finding that the Tax Increment Financing District No. 1-17 is an economic development district as defined in M.S., Section 469.174, Subd. 12.*

Tax Increment Financing District No. 1-17 is a contiguous geographic area within the City's Development District No. 1, delineated in the TIF Plan, for the purpose of financing economic development in the City through the use of tax increment. The District is in the public interest because it will facilitate development of a 144,000 square foot phased-in manufacturing facility which will discourage commerce, industry, or manufacturing from moving their operations to another state or municipality; it will increase employment in the state, and preserve and enhance the tax base of the state.

2. *Finding that the proposed development, in the opinion of the City Council, would not reasonably be expected to occur solely through private investment within the reasonably foreseeable future and that the increased market value of the site that could reasonably be expected to occur without the use of tax increment financing would be less than the increase in the market value estimated to result from the proposed development after subtracting the present value of the projected tax increments for the maximum duration of Tax Increment Financing District No. 1-17 permitted by the TIF Plan.*

The proposed development, in the opinion of the City, would not reasonably be expected to occur solely through private investment within the reasonably foreseeable future: This finding is supported by the fact that the development proposed in this plan is a 144,000 square foot facility that meets the City's objectives for economic development. The cost of public improvements and utilities makes development of the facility infeasible without City assistance. The City plans to reimburse itself for part of the upfront costs it incurred from other sources (see attachment in Appendix F).

The increased market value of the site that could reasonably be expected to occur without the use of tax increment financing would be less than the increase in market value estimated to result from the proposed tax increment development after subtracting the present value of the projected tax increments for the maximum duration of the TIF District permitted by the TIF Plan: The City supported this finding on the grounds that the cost of public improvements and utilities add to the total development cost. Historically, site development costs in this area have made development infeasible without public assistance. Therefore, the City reasonably determines that no other development of similar scope is anticipated on this site without substantially similar assistance being provided to the development.

Therefore, the City concludes as follows:

- a. The City's estimate of the amount by which the market value of the entire District will increase without the use of tax increment financing is \$0.
- b. If the proposed development occurs, the total increase in market value will be \$5,125,000.
- c. The present value of tax increments from the District for the maximum duration of the district permitted by the TIF Plan is estimated to be \$208,300.

d. Even if some development other than the proposed development were to occur, the Council finds that no alternative would occur that would produce a market value increase greater than \$4,916,700 (the amount in clause b less the amount in clause c) without tax increment assistance.

3. *Finding that the TIF Plan for Tax Increment Financing District No. 1-17 conforms to the general plan for the development or redevelopment of the municipality as a whole.*

The Planning Commission reviewed the TIF Plan and found that the TIF Plan conforms to the general development plan of the City.

4. *Finding that the Tax Increment Financing Plan for Tax Increment Financing District No. 1-17 will afford maximum opportunity, consistent with the sound needs of the City as a whole, for the development of Development District No. 1 by private enterprise.*

The project to be assisted by the District will result in increased employment in the City and the State of Minnesota, increased tax base of the State, and will help develop an area of the state which is underutilized.

RESOLUTION # 2013-

INTRODUCED:

SECONDED:

VOTED: AYE:

NAY:

ABSENT:

ABSTAINED:

RESOLUTION AUTHORIZING AN INTERFUND LOAN FROM CITY/EDA FUNDS FOR ADVANCE OF CERTAIN COSTS IN CONNECTION WITH TAX INCREMENT FINANCING DISTRICT NO. 1-17 .

BE IT RESOLVED by the City Council (the "Council") of the City of Windom, Minnesota (the "City"), as follows:

Section 1. Background.

1.01. The City has heretofore approved the establishment of Tax Increment Financing District No. 1-17 (the "TIF District") within Development District No. 1 (the "Project"), and has adopted a Tax Increment Financing Plan (the "TIF Plan") for the purpose of financing certain improvements within the Project.

1.02. The City has determined to pay for certain costs identified in the TIF Plan consisting of land/building acquisition, site improvements/preparation, utilities, other qualifying improvements, interest and administrative costs (collectively, the "Qualified Costs"), which costs may be financed on a temporary basis from City/EDA funds available for such purposes.

1.03. Under Minnesota Statutes, Section 469.178, Subd. 7, the City is authorized to advance or loan money from the City's general fund or any other fund from which such advances may be legally authorized, in order to finance the Qualified Costs.

1.04. The City/EDA intends to reimburse themselves for the Qualified Costs from tax increments derived from the TIF District in accordance with the terms of this resolution (which terms are referred to collectively as the "Interfund Loan").

Section 2. Terms of Interfund Loan.

2.01. The City hereby authorizes the advance of up to \$619,664 from the EDA's PM RLF Fund, \$100,000 from the Water Enterprise Fund, \$80,000 from the Sewer Enterprise Fund, and \$32,7000 from the Electrical Fund, or so much thereof as may be paid as Qualified Costs. The City/EDA shall reimburse themselves for such advances together with interest at the rate stated below. Interest accrues on the principal amount from the date of each advance. The maximum rate of interest permitted to be charged is limited to the greater of the rates specified under Minnesota Statutes, Section 270C.40 or Section 549.09 as of the date the loan or advance is authorized, unless the written agreement states that the maximum interest rate will fluctuate as the interest rates specified under Minnesota Statutes, Section 270C.40 or Section 549.09 are from time to time adjusted. The interest rate shall be 4% and will not fluctuate.

2.02. Principal and interest ("Payments") on the Interfund Loan shall be paid semi-annually on each August 1 and February 1 (each a "Payment Date"), commencing on the first Payment Date on which

the Authority has Available Tax Increment (defined below), or on any other dates determined by the City Administrator, through the date of last receipt of tax increment from the TIF District.

2.03. Payments on this Interfund Loan are payable solely from "Available Tax Increment," which shall mean, on each Payment Date, tax increment available after other obligations have been paid, or as determined by the City Administrator, generated in the preceding six (6) months with respect to the property within the TIF District and remitted to the City by Cottonwood County, all in accordance with Minnesota Statutes, Sections 469.174 to 469.1799, all inclusive, as amended. Payments on this Interfund Loan may be subordinated to any outstanding or future bonds, notes or contracts secured in whole or in part with Available Tax Increment, and are on parity with any other outstanding or future interfund loans secured in whole or in part with Available Tax Increment.

2.04. The principal sum and all accrued interest payable under this Interfund Loan are pre-payable in whole or in part at any time by the City without premium or penalty. No partial prepayment shall affect the amount or timing of any other regular payment otherwise required to be made under this Interfund Loan.

2.05. This Interfund Loan is evidence of an internal borrowing by the City in accordance with Minnesota Statutes, Section 469.178, Subd. 7, and is a limited obligation payable solely from Available Tax Increment pledged to the payment hereof under this resolution. This Interfund Loan and the interest hereon shall not be deemed to constitute a general obligation of the State of Minnesota or any political subdivision thereof, including, without limitation, the City. Neither the State of Minnesota, nor any political subdivision thereof shall be obligated to pay the principal of or interest on this Interfund Loan or other costs incident hereto except out of Available Tax Increment, and neither the full faith and credit nor the taxing power of the State of Minnesota or any political subdivision thereof is pledged to the payment of the principal of or interest on this Interfund Loan or other costs incident hereto. The City shall have no obligation to pay any principal amount of the Interfund Loan or accrued interest thereon, which may remain unpaid after the final Payment Date.

2.06. The City may amend the terms of this Interfund Loan at any time by resolution of the City Council, including a determination to forgive the outstanding principal amount and accrued interest to the extent permissible under law.

Section 3. Effective Date. This resolution is effective upon the date of its approval.

ADOPTED this 16th day of April, 2013.

Corey J. Maricle, Mayor

ATTEST: _____
Steven Nasby, City Administrator

RESOLUTION # 2013-

INTRODUCED:

SECONDED:

VOTED: AYE:

NAY:

ABSENT:

ABSTAINED:

RESOLUTION AUTHORIZING AN INTERFUND LOAN FROM G. O. BOND FOR ADVANCE OF CERTAIN COSTS IN CONNECTION WITH TAX INCREMENT FINANCING DISTRICT NO. 1-17.

BE IT RESOLVED by the City Council (the "Council") of the City of Windom, Minnesota (the "City"), as follows:

Section 1. Background.

1.01. The City has heretofore approved the establishment of Tax Increment Financing District No. 1-17 (the "TIF District") within Development District No. 1 (the "Project"), and has adopted a Tax Increment Financing Plan (the "TIF Plan") for the purpose of financing certain improvements within the Project.

1.02. The City has determined to pay for certain costs identified in the TIF Plan consisting of land/building acquisition, site improvements/preparation, utilities, other qualifying improvements, interest and administrative costs (collectively, the "Qualified Costs"), which costs may be financed on a temporary basis from City funds available for such purposes.

1.03. Under Minnesota Statutes, Section 469.178, Subd. 7, the City is authorized to advance or loan money from the City's general fund or any other fund from which such advances may be legally authorized, in order to finance the Qualified Costs.

1.04. The City intends to reimburse itself for the Qualified Costs from tax increments derived from the TIF District in accordance with the terms of this resolution (which terms are referred to collectively as the "Interfund Loan").

Section 2. Terms of Interfund Loan.

2.01. The City hereby authorizes the advance of up to \$170,640.87 from the G.O. Bond Series 2013 B Fund, or so much thereof as may be paid as Qualified Costs. The City shall reimburse itself for such advances together with interest at the rate stated below. Interest accrues on the principal amount from the date of each advance. The maximum rate of interest permitted to be charged is limited to the greater of the rates specified under Minnesota Statutes, Section 270C.40 or Section 549.09 as of the date the loan or advance is authorized, unless the written agreement states that the maximum interest rate will fluctuate as the interest rates specified under Minnesota Statutes, Section 270C.40 or Section 549.09 are from time to time adjusted. The interest rate shall be 4% and will not fluctuate.

2.02. Principal and interest ("Payments") on the Interfund Loan shall be paid semi-annually on each August 1 and February 1 (each a "Payment Date"), commencing on the first Payment Date on which the Authority has Available Tax Increment (defined below), or on any other dates determined by the City Administrator, through the date of last receipt of tax increment from the TIF District.

2.03. Payments on this Interfund Loan are payable solely from "Available Tax Increment," which shall mean, on each Payment Date, tax increment available after other obligations have been paid, or as determined by the City Administrator, generated in the preceding six (6) months with respect to the property within the TIF District and remitted to the City by Cottonwood County, all in accordance with Minnesota Statutes, Sections 469.174 to 469.1799, all inclusive, as amended. Payments on this Interfund Loan may be subordinated to any outstanding or future bonds, notes or contracts secured in whole or in part with Available Tax Increment, and are on parity with any other outstanding or future interfund loans secured in whole or in part with Available Tax Increment.

2.04. The principal sum and all accrued interest payable under this Interfund Loan are pre-payable in whole or in part at any time by the City without premium or penalty. No partial prepayment shall affect the amount or timing of any other regular payment otherwise required to be made under this Interfund Loan.

2.05. This Interfund Loan is evidence of an internal borrowing by the City in accordance with Minnesota Statutes, Section 469.178, Subd. 7, and is a limited obligation payable solely from Available Tax Increment pledged to the payment hereof under this resolution. This Interfund Loan and the interest hereon shall not be deemed to constitute a general obligation of the State of Minnesota or any political subdivision thereof, including, without limitation, the City. Neither the State of Minnesota, nor any political subdivision thereof shall be obligated to pay the principal of or interest on this Interfund Loan or other costs incident hereto except out of Available Tax Increment, and neither the full faith and credit nor the taxing power of the State of Minnesota or any political subdivision thereof is pledged to the payment of the principal of or interest on this Interfund Loan or other costs incident hereto. The City shall have no obligation to pay any principal amount of the Interfund Loan or accrued interest thereon, which may remain unpaid after the final Payment Date.

2.06. The City may amend the terms of this Interfund Loan at any time by resolution of the City Council, including a determination to forgive the outstanding principal amount and accrued interest to the extent permissible under law.

Section 3. Effective Date. This resolution is effective upon the date of its approval.

ADOPTED this 16th day of April, 2013.

Corey J. Maricle, Mayor

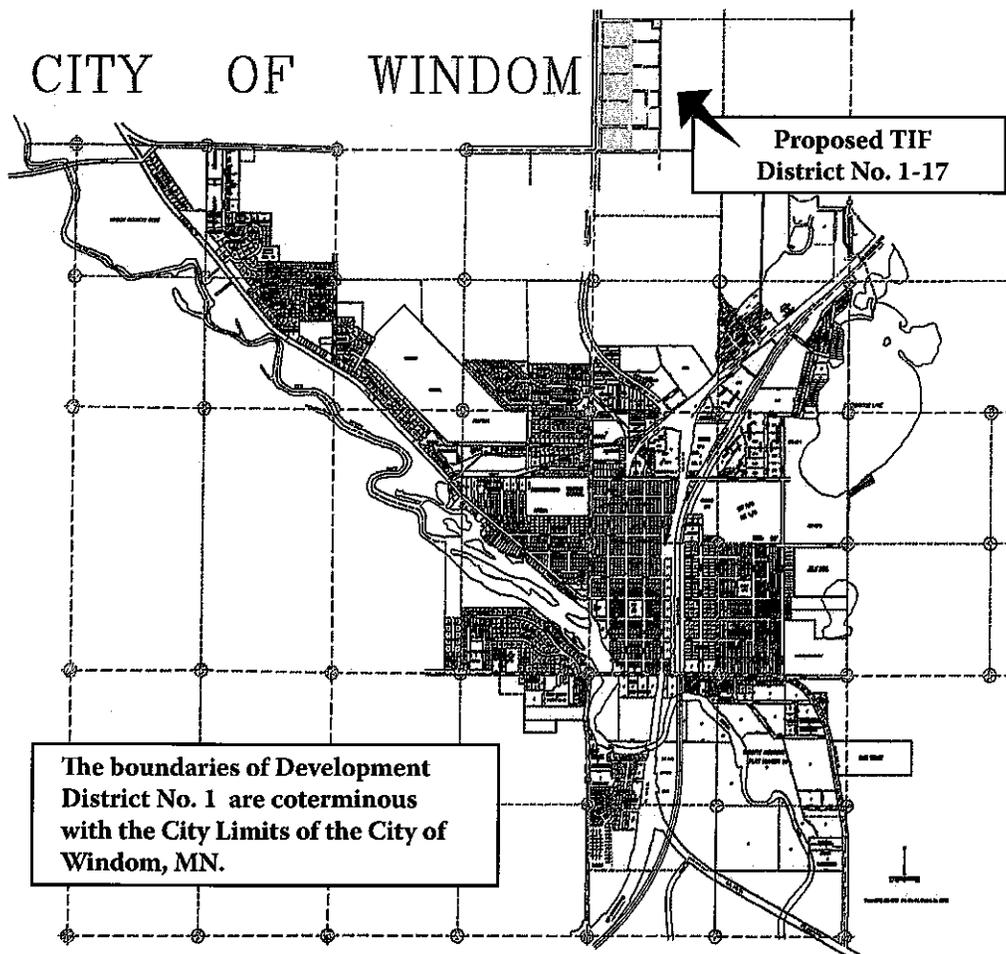
ATTEST: _____
Steven Nasby, City Administrator

NOTICE OF PUBLIC HEARING

CITY OF WINDOM
COTTONWOOD COUNTY
STATE OF MINNESOTA

NOTICE IS HEREBY GIVEN that the City Council of the City of Windom, Cottonwood County, State of Minnesota, will hold a public hearing on April 16, 2013, at approximately 7:30 P.M. at the City Council Chambers in City Hall, 444 9th St, Windom, Minnesota, relating to the Windom Economic Development Authority's (the "EDA") proposed adoption of a Modification to the Development Program for Development District No. 1 (the "Development Program Modification"), the proposed establishment of Tax Increment Financing District No. 1-17 (an economic development tax increment financing district) within Development District No. 1, and the proposed adoption of a Tax Increment Financing Plan (the "TIF Plan") therefor (collectively, the "Program and Plan"), pursuant to Minnesota Statutes, Sections 469.090 to 469.1082, Sections 469.124 to 469.134 and Sections 469.174 to 469.1799, all inclusive, as amended. Copies of the Program and Plan are on file and available for public inspection at the office of the EDA Director at City Hall.

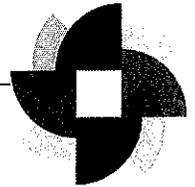
The property to be included in Tax Increment Financing District No. 1-17 is located within Development District No. 1 and the City of Windom. A map of Development District No. 1 and Tax Increment Financing District No. 1-17 therein is set forth below. Subject to certain limitations, tax increment from Tax Increment Financing District No. 1-17 may be spent on eligible uses within the boundaries of Development District No. 1.



All interested persons may appear at the hearing and present their views orally or prior to the meeting in writing.

BY ORDER OF THE CITY COUNCIL OF THE CITY OF WINDOM, MINNESOTA

/s/ Steven Nasby
City Administrator



Tax Increment Financing District Overview

City of Windom

Tax Increment Financing District No. 1-17

The following summary contains an overview of the basic elements of the Tax Increment Financing Plan for Tax Increment Financing District No. 1-17. More detailed information on each of these topics can be found in the complete Tax Increment Financing Plan.

Proposed action:	Establishment of Tax Increment Financing District No. 1-17 (the "District") and the adoption of a Tax Increment Financing Plan (the "TIF Plan").	
	Modification to the Development Program for Development District No. 1 includes the establishment of Tax Increment Financing District No. 1-17, which represents a continuation of the goals and objectives set forth in the Development Program for Development District No. 1.	
Type of TIF District:	An economic development district	
Parcel Numbers:	25-556-0010	25-556-0040
	25-556-0020	25-556-0050
	25-556-0030	
Proposed Development:	The District is being created to facilitate development of a 144,000 square foot phased-in manufacturing facility in the City. Please see Appendix A of the TIF Plan for a more detailed project description.	
Maximum duration:	The duration of the District will be 8 years from the date of receipt of the first increment (9 years of increment). The City expects the date of first tax increment to be 2014. It is estimated that the District, including any modifications of the TIF Plan for subsequent phases or other changes, would terminate after December 31, 2023, or when the TIF Plan is satisfied.	
Estimated annual tax increment:	Up to \$162,441	



Authorized uses:	The TIF Plan contains a budget that authorizes the maximum amount that may be expended:																
	<table border="0"> <tr> <td>Land/Building Acquisition.....</td> <td>\$400,000</td> </tr> <tr> <td>Site Improvements/Preparation.....</td> <td>\$5,000</td> </tr> <tr> <td>Utilities.....</td> <td>\$350,000</td> </tr> <tr> <td>Other Qualifying Improvements.....</td> <td>\$230,447</td> </tr> <tr> <td><u>Administrative Costs (up to 10%).....</u></td> <td><u>\$121,405</u></td> </tr> <tr> <td>PROJECT COSTS TOTAL.....</td> <td>\$1,106,852</td> </tr> <tr> <td><u>Interest.....</u></td> <td><u>\$228,603</u></td> </tr> <tr> <td>PROJECT COSTS TOTAL.....</td> <td>\$1,335,455</td> </tr> </table>	Land/Building Acquisition.....	\$400,000	Site Improvements/Preparation.....	\$5,000	Utilities.....	\$350,000	Other Qualifying Improvements.....	\$230,447	<u>Administrative Costs (up to 10%).....</u>	<u>\$121,405</u>	PROJECT COSTS TOTAL.....	\$1,106,852	<u>Interest.....</u>	<u>\$228,603</u>	PROJECT COSTS TOTAL.....	\$1,335,455
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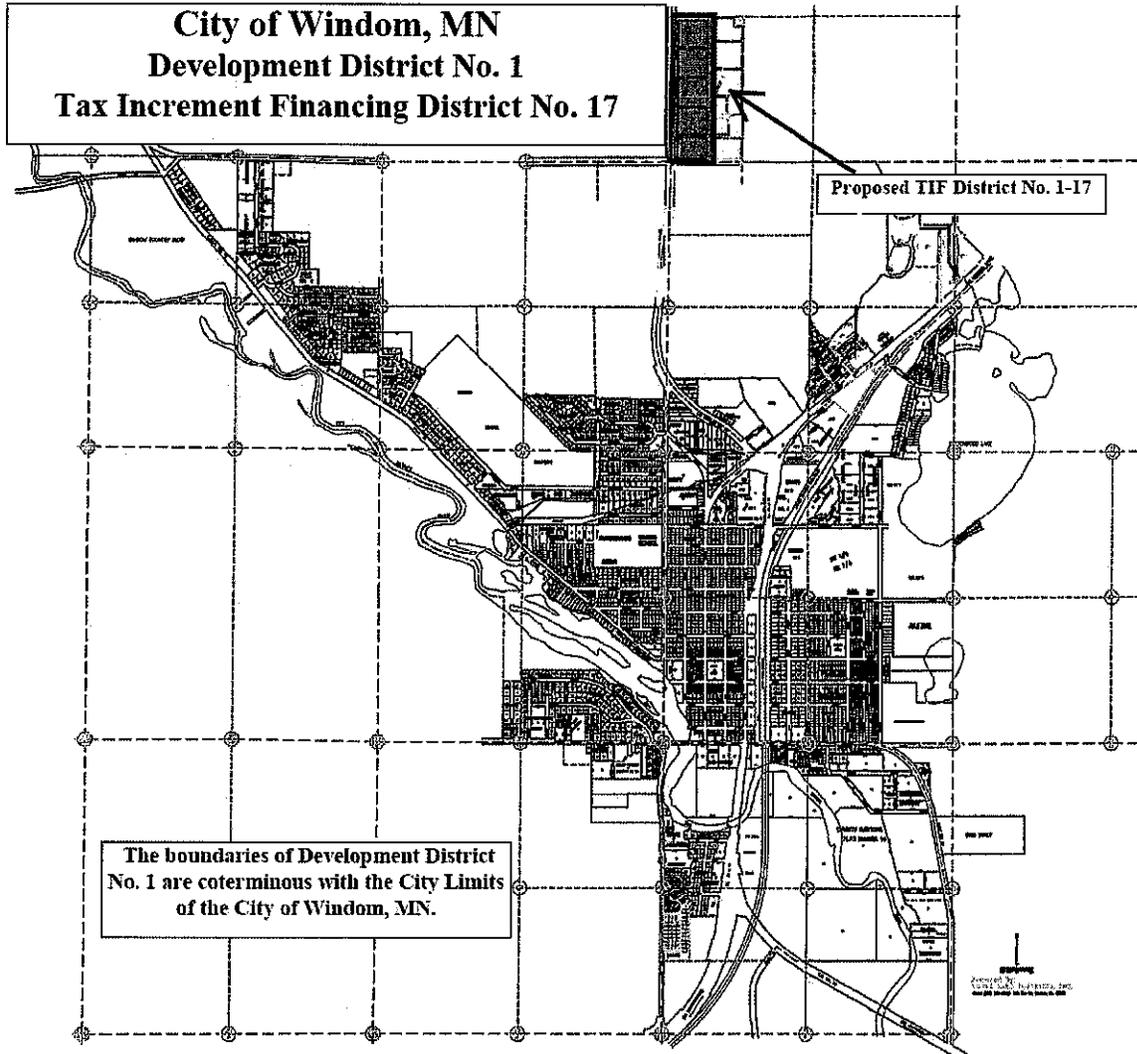
See Subsection 2-10, on page 2-5 of the TIF Plan for the full budget authorization.

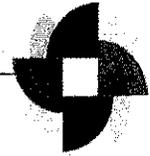
Form of financing:	The project is proposed to be financed by a pay-as-you-go note.
Administrative fee:	Up to 10% of annual increment, if costs are justified.
Interfund Loan Requirement:	If the City wants to pay for administrative expenditures from a tax increment fund, it is recommended that a resolution authorizing a loan from another fund be passed <i>PRIOR</i> to the issuance of the check.
4 Year Activity Rule (§ 469.176 Subd. 6)	<p>After four years from the date of certification of the District one of the following activities must have been commenced on each parcel in the District:</p> <ul style="list-style-type: none"> • Demolition • Rehabilitation • Renovation • Other site preparation (not including utility services such as sewer and water) <p>If the activity has not been started by approximately June 2016, no additional tax increment may be taken from that parcel until the commencement of a qualifying activity.</p>
5 Year Rule (§ 469.1763 Subd. 3)	<p>Within 5 years of certification revenues derived from tax increments must be expended or obligated to be expended.</p> <p>Any obligations in the District made after approximately June 2018, will not be eligible for repayment from tax increments.</p>

The reasons and facts supporting the findings for the adoption of the TIF Plan for the District, as required pursuant to *M.S., Section 469.175, Subd. 3*, are included in Exhibit A of the City resolution.



MAP OF DEVELOPMENT DISTRICT NO. 1 AND
TAX INCREMENT FINANCING DISTRICT NO. 1-17





*As of April 12, 2013
Draft for Public Hearing*

**Modification to the Development Program
for Development District No. 1**

and the

Tax Increment Financing Plan

for the establishment of

**Tax Increment Financing District No. 1-17
(an economic development district)**

within

Development District No. 1

Windom Economic Development Authority
City of Windom
Cottonwood County
State of Minnesota

Public Hearing: April 16, 2013
Adopted:



EHLERS

Prepared by: EHLERS & ASSOCIATES, INC.
3060 Centre Pointe Drive, Roseville, Minnesota 55113-1105
651-697-8500 fax: 651-697-8555 www.ehlers-inc.com

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(for reference purposes only)

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**Section 1 - Modification to the Development Program
for Development District No. 1**

Foreword

The following text represents a Modification to the Development Program for Development District No. 1. This modification represents a continuation of the goals and objectives set forth in the Development Program for Development District No. 1. Generally, the substantive changes include the establishment of Tax Increment Financing District No. 1-17.

For further information, a review of the Development Program for Development District No. 1, adopted July 31, 1984, is recommended. It is available from the City Administrator at the City of Windom. Other relevant information is contained in the Tax Increment Financing Plans for the Tax Increment Financing Districts located within Development District No. 1.

Section 2 - Tax Increment Financing Plan for Tax Increment Financing District No. 1-17

Subsection 2-1. Foreword

The Windom Economic Development Authority (the "EDA"), the City of Windom (the "City"), staff and consultants have prepared the following information to expedite the establishment of Tax Increment Financing District No. 1-17 (the "District"), an economic development tax increment financing district, located in Development District No. 1.

Subsection 2-2. Statutory Authority

Within the City, there exist areas where public involvement is necessary to cause development or redevelopment to occur. To this end, the EDA and City have certain statutory powers pursuant to *Minnesota Statutes ("M.S."), Sections 469.090 to 469.1082 and M.S., Sections 469.124 to 469.134*, inclusive, as amended, and *M.S., Sections 469.174 to 469.1799*, inclusive, as amended (the "Tax Increment Financing Act" or "TIF Act"), to assist in financing public costs related to this project.

This section contains the Tax Increment Financing Plan (the "TIF Plan") for the District. Other relevant information is contained in the Modification to the Development Program for Development District No. 1.

Subsection 2-3. Statement of Objectives

The District currently consists of five parcels of land and adjacent and internal rights-of-way. The District is being created to facilitate development of a 144,000 square foot phased-in manufacturing facility in the City. Please see Appendix A for further District information. The EDA has entered into a purchase agreement with Fast Distributing, Inc. for the land it owns in the District at the time of preparation of this TIF Plan. It is anticipated that Fast Distributing, Inc. will be the initial developer with development likely to occur in 2013. Additional development is likely to occur in 2015. This TIF Plan is expected to achieve many of the objectives outlined in the Development Program for Development District No. 1.

The activities contemplated in the Modification to the Development Program and the TIF Plan do not preclude the undertaking of other qualified development or redevelopment activities. These activities are anticipated to occur over the life of Development District No. 1 and the District.

Subsection 2-4. Development Program Overview

1. Property to be Acquired - Selected property located within the District may be acquired by the EDA or City and is further described in this TIF Plan.
2. Relocation - Relocation services, to the extent required by law, are available pursuant to *M.S., Chapter 117* and other relevant state and federal laws.
3. Upon approval of a developer's plan relating to the project and completion of the necessary legal requirements, the EDA or City may sell to a developer selected properties that it may acquire within the District or may lease land or facilities to a developer.
4. The EDA or City may perform or provide for some or all necessary acquisition, construction, relocation, demolition, and required utilities and public street work within the District.

5. The City proposes both public and private infrastructure within the District. The proposed reuse of private property within the District will be for a manufacturing facility, and there will be continued operation of Development District No. 1 after the capital improvements within Development District No. 1 have been completed.

Subsection 2-5. Description of Property in the District and Property To Be Acquired

The District encompasses all property and adjacent rights-of-way and abutting roadways identified by the parcels listed in Appendix C of this TIF Plan. Please also see the map in Appendix B for further information on the location of the District.

The EDA or City may acquire any parcel within the District including interior and adjacent street rights of way. Any properties identified for acquisition will be acquired by the EDA or City only in order to accomplish one or more of the following: storm sewer improvements; provide land for needed public streets, utilities and facilities; carry out land acquisition, site improvements, clearance and/or development to accomplish the uses and objectives set forth in this plan. The EDA or City may acquire property by gift, dedication, condemnation or direct purchase from willing sellers in order to achieve the objectives of this TIF Plan. Such acquisitions will be undertaken only when there is assurance of funding to finance the acquisition and related costs.

Subsection 2-6. Classification of the District

The EDA and City, in determining the need to create a tax increment financing district in accordance with *M.S., Sections 469.174 to 469.1799*, as amended, inclusive, find that the District, to be established, is an economic development district pursuant to *M.S., Section 469.174, Subd. 12* as defined below:

"Economic development district" means a type of tax increment financing district which consists of any project, or portions of a project, which the authority finds to be in the public interest because:

- (1) it will discourage commerce, industry, or manufacturing from moving their operations to another state or municipality; or*
- (2) it will result in increased employment in the state; or*
- (3) it will result in preservation and enhancement of the tax base of the state.*

The District is in the public interest because it will meet the statutory requirement from clauses 1, 2 and 3.

Pursuant to *M.S., Section 469.176, Subd. 4c*, revenue derived from tax increment from an economic development district may not be used to provide improvements, loans, subsidies, grants, interest rate subsidies, or assistance in any form to developments consisting of buildings and ancillary facilities, if more than 15 percent of the buildings and facilities (determined on the basis of square footage) are used for a purpose other than:

- (1) The manufacturing or production of tangible personal property, including processing resulting in the change in condition of the property;
- (2) Warehousing, storage, and distribution of tangible personal property, excluding retail sales;
- (3) Research and development related to the activities listed in items (1) or (2);
- (4) Telemarketing if that activity is the exclusive use of the property;
- (5) Tourism facilities; or
- (6) Qualified border retail facilities;
- (7) Space necessary for and related to the activities listed in items (1) to (6)

In meeting the statutory criteria the EDA and City rely on the following facts and findings:

The facilities in the District meet the conditions of Purposes 1, 2, and 7.

The District is initially being created to assist in the construction of a manufacturing facility for Fast Distributing, Inc. The proposed facility will be used for manufacturing of agricultural spraying equipment and related activities.

Subsection 2-7. Duration and First Year of Tax Increment of the District

Pursuant to *M.S., Section 469.175, Subd. 1, and M.S., Section 469.176, Subd. 1*, the duration of the District must be indicated within the TIF Plan. Pursuant to *M.S., Section 469.176, Subd. 1b.*, the duration of the District will be 8 years after receipt of the first increment by the EDA or City. The date of receipt by the City of the first tax increment is expected to be 2015. Thus, it is estimated that the District, including any modifications of the TIF Plan for subsequent phases or other changes, would terminate after 2023, or when the TIF Plan is satisfied. The EDA or City reserves the right to decertify the District prior to the legally required date.

Subsection 2-8. Original Tax Capacity, Tax Rate and Estimated Captured Net Tax Capacity Value/Increment and Notification of Prior Planned Improvements

Pursuant to *M.S., Section 469.174, Subd. 7 and M.S., Section 469.177, Subd. 1*, the Original Net Tax Capacity (ONTC) as certified for the District will be based on the market values placed on the property by the assessor in 2013 for taxes payable 2014.

Pursuant to *M.S., Section 469.177, Subs. 1 and 2*, the County Auditor shall certify in each year (beginning in the payment year 2015) the amount by which the original value has increased or decreased as a result of:

1. Change in tax exempt status of property;
2. Reduction or enlargement of the geographic boundaries of the district;
3. Change due to adjustments, negotiated or court-ordered abatements;
4. Change in the use of the property and classification;
5. Change in state law governing class rates; or
6. Change in previously issued building permits.

In any year in which the current Net Tax Capacity (NTC) value of the District declines below the ONTC, no value will be captured and no tax increment will be payable to the EDA or City.

The original local tax rate for the District will be the local tax rate for taxes payable 2013, assuming the request for certification is made before June 30, 2013. The ONTC and the Original Local Tax Rate for the District appear in the table below.

Pursuant to *M.S., Section 469.174 Subd. 4 and M.S., Section 469.177, Subd. 1, 2, and 4*, the estimated Captured Net Tax Capacity (CTC) of the District, within Development District No. 1, upon completion of the projects within the District, will annually approximate tax increment revenues as shown in the table below. The EDA and City request 100 percent of the available increase in tax capacity for repayment of its obligations and current expenditures, beginning in the tax year payable 2015. The Project Tax Capacity (PTC) listed is an estimate of values when the projects within the District are completed.

Project Estimated Tax Capacity upon Completion (PTC)	\$108,072	
Original Estimated Net Tax Capacity (ONTC)	\$3,125	
Estimated Captured Tax Capacity (CTC)	\$104,947	
Original Local Tax Rate	1.54784	Pay 2012
Estimated Annual Tax Increment (CTC x Local Tax Rate)	\$162,441	
Percent Retained by the EDA	100%	

Tax capacity includes a 1.0% inflation factor for the duration of the District. The tax capacity included in this chart is the estimated tax capacity of the District in year 9. The tax capacity of the District in year one is estimated to be \$40,250.

Pursuant to *M.S., Section 469.177, Subd. 4*, the EDA shall, after a due and diligent search, accompany its request for certification to the County Auditor or its notice of the District enlargement pursuant to *M.S., Section 469.175, Subd. 4*, with a listing of all properties within the District or area of enlargement for which building permits have been issued during the eighteen (18) months immediately preceding approval of the TIF Plan by the municipality pursuant to *M.S., Section 469.175, Subd. 3*. The County Auditor shall increase the original net tax capacity of the District by the net tax capacity of improvements for which a building permit was issued.

The City has reviewed the area to be included in the District and found no parcels for which building permits have been issued during the 18 months immediately preceding approval of the TIF Plan by the City.

Subsection 2-9. Sources of Revenue/Bonds to be Issued

The costs outlined in the Uses of Funds will be financed primarily through the annual collection of tax increments. The EDA or City reserves the right to incur bonds or other indebtedness as a result of the TIF Plan. As presently proposed, the projects within the District will be financed by an interfund loan. Any refunding amounts will be deemed a budgeted cost without a formal TIF Plan Modification. This provision does not obligate the EDA or City to incur debt. The EDA or City will issue bonds or incur other debt only upon the determination that such action is in the best interest of the City.

The total estimated tax increment revenues for the District are shown in the table below:

<u>SOURCES OF FUNDS</u>	<u>TOTAL</u>
Tax Increment	\$1,214,050
<u>Interest</u>	<u>\$121,405</u>
TOTAL	\$1,335,455

The EDA or City may issue bonds (as defined in the TIF Act) secured in whole or in part with tax increments from the District in a maximum principal amount of \$1,106,852. Such bonds may be in the form of pay-as-you-go notes, revenue bonds or notes, general obligation bonds, or interfund loans. This estimate of total bonded indebtedness is a cumulative statement of authority under this TIF Plan as of the date of approval.

Subsection 2-10. Uses of Funds

Currently under consideration for the District is a proposal to facilitate development of a 144,000 square foot phased-in manufacturing facility. The EDA and City have determined that it will be necessary to provide assistance to the project(s) for certain District costs, as described. The EDA has studied the feasibility of the development or redevelopment of property in and around the District. To facilitate the establishment and development or redevelopment of the District, this TIF Plan authorizes the use of tax increment financing to pay for the cost of certain eligible expenses. The estimate of public costs and uses of funds associated with the District is outlined in the following table.

<u>USES OF TAX INCREMENT FUNDS</u>	<u>TOTAL</u>
Land/Building Acquisition	\$400,000
Site Improvements/Preparation	\$5,000
Utilities	\$350,000
Other Qualifying Improvements	\$230,447
<u>Administrative Costs (up to 10%)</u>	<u>\$121,405</u>
PROJECT COST TOTAL	\$1,106,852
<u>Interest</u>	\$228,603
PROJECT AND INTEREST COSTS TOTAL	\$1,335,455

The total project cost, including financing costs (interest) listed in the table above does not exceed the total projected tax increments for the District as shown in Subsection 2-9.

Estimated capital and administrative costs listed above are subject to change among categories by modification of the TIF Plan without hearings and notices as required for approval of the initial TIF Plan, so long as the total capital and administrative costs combined do not exceed the total listed above. Further, the EDA or City may spend up to 20 percent of the tax increments from the District for activities (described in the table above) located outside the boundaries of the District but within the boundaries of the Project (including administrative costs, which are considered to be spend outside the District), subject to all other terms and conditions of this TIF Plan.

Subsection 2-11. Business Subsidies

Pursuant to *M.S., Section 116J.993, Subd. 3*, the following forms of financial assistance are not considered a business subsidy:

- (1) A business subsidy of less than \$150,000;
- (2) Assistance that is generally available to all businesses or to a general class of similar businesses, such as a line of business, size, location, or similar general criteria;
- (3) Public improvements to buildings or lands owned by the state or local government that serve a public purpose and do not principally benefit a single business or defined group of businesses at the time the improvements are made;
- (4) Redevelopment property polluted by contaminants as defined in *M.S., Section 116J.552, Subd. 3*;
- (5) Assistance provided for the sole purpose of renovating old or decaying building stock or bringing

- it up to code and assistance provided for designated historic preservation districts, provided that the assistance is equal to or less than 50% of the total cost;
- (6) Assistance to provide job readiness and training services if the sole purpose of the assistance is to provide those services;
 - (7) Assistance for housing;
 - (8) Assistance for pollution control or abatement, including assistance for a tax increment financing hazardous substance subdistrict as defined under *M.S., Section 469.174, Subd. 23*;
 - (9) Assistance for energy conservation;
 - (10) Tax reductions resulting from conformity with federal tax law;
 - (11) Workers' compensation and unemployment compensation;
 - (12) Benefits derived from regulation;
 - (13) Indirect benefits derived from assistance to educational institutions;
 - (14) Funds from bonds allocated under chapter 474A, bonds issued to refund outstanding bonds, and bonds issued for the benefit of an organization described in section 501 (c) (3) of the Internal Revenue Code of 1986, as amended through December 31, 1999;
 - (15) Assistance for a collaboration between a Minnesota higher education institution and a business;
 - (16) Assistance for a tax increment financing soils condition district as defined under *M.S., Section 469.174, Subd. 19*;
 - (17) Redevelopment when the recipient's investment in the purchase of the site and in site preparation is 70 percent or more of the assessor's current year's estimated market value;
 - (18) General changes in tax increment financing law and other general tax law changes of a principally technical nature;
 - (19) Federal assistance until the assistance has been repaid to, and reinvested by, the state or local government agency;
 - (20) Funds from dock and wharf bonds issued by a seaway port authority;
 - (21) Business loans and loan guarantees of \$150,000 or less;
 - (22) Federal loan funds provided through the United States Department of Commerce, Economic Development Administration; and
 - (23) Property tax abatements granted under *M.S., Section 469.1813* to property that is subject to valuation under Minnesota Rules, chapter 8100.

The EDA will comply with *M.S., Sections 116J.993 to 116J.995* to the extent the tax increment assistance under this TIF Plan does not fall under any of the above exemptions.

Subsection 2-12. County Road Costs

Pursuant to *M.S., Section 469.175, Subd. 1a*, the county board may require the EDA or City to pay for all or part of the cost of county road improvements if the proposed development to be assisted by tax increment will, in the judgment of the county, substantially increase the use of county roads requiring construction of road improvements or other road costs and if the road improvements are not scheduled within the next five years under a capital improvement plan or within five years under another county plan.

If the county elects to use increments to improve county roads, it must notify the EDA or City within forty-five days of receipt of this TIF Plan. In the opinion of the EDA and City and consultants, the proposed development outlined in this TIF Plan will have little or no impact upon county roads.

Subsection 2-13. Estimated Impact on Other Taxing Jurisdictions

The estimated impact on other taxing jurisdictions assumes that the redevelopment contemplated by the TIF Plan would occur without the creation of the District. However, the EDA or City has determined that such development or redevelopment would not occur "but for" tax increment financing and that, therefore, the fiscal impact on other taxing jurisdictions is \$0. The estimated fiscal impact of the District would be as follows if the "but for" test was not met:

IMPACT ON TAX BASE			
	2012/Pay 2013 Total Net Tax Capacity	Estimated Captured Tax Capacity (CTC) Upon Completion	Percent of CTC to Entity Total
Cottonwood County	17,927,364	104,947	0.5854%
City of Windom	1,704,659	104,947	6.1565%
Windom ISD No. 177	5,168,907	104,947	2.0304%

IMPACT ON TAX RATES				
	Pay 2012 Extension Rates	Percent of Total	CTC	Potential Taxes
Cottonwood County	0.384160	24.82%	104,947	40,316
City of Windom	0.943690	60.97%	104,947	99,037
Windom ISD No. 177	0.218180	14.10%	104,947	22,897
Other	<u>0.001810</u>	<u>0.12%</u>	<u>104,947</u>	<u>190</u>
Total	1.547840	100.00%		162,441

The estimates listed above display the captured tax capacity when all construction is completed. The tax rate used for calculations is the actual Pay 2012 rate. The total net capacity for the entities listed above are based on actual Pay 2012 figures. The District will be certified under the actual Pay 2013 rates, which were unavailable at the time this TIF Plan was prepared.

Pursuant to *M.S. Section 469.175 Subd. 2(b)*:

- (1) Estimate of total tax increment. It is estimated that the total amount of tax increment that will be generated over the life of the District is \$1,214,050;
- (2) Probable impact of the District on city provided services and ability to issue debt. An impact of the District on police protection is expected. With any addition of new residents or businesses, police calls for service will be increased. New developments add an increase in traffic, and additional overall demands to the call load. The City does not expect that the proposed development, in and of itself, will necessitate new capital investment in vehicles or require that the City hire additional officers.

The probable impact of the District on fire protection is expected to be minimal. Typically new buildings generate few calls, if any, and are of superior construction. The District is a greenfield

development site. As a result of the project, there will be safety enhancements (pass through lanes, acceleration/deceleration lanes, and standard MnDOT lighting at the intersection of County 15 and U.S. Highway 71) that should reduce the number of accidents that are occurring at these locations.

The impact of the District on public infrastructure is expected to be minimal. Based on the development plans, there will be between \$10,000 and \$15,000 of additional annual costs associated with street maintenance, sweeping, plowing, lighting and sidewalks. However, lighting operating costs are yet to be determined. The City does not assess sanitary sewer access charges (SAC) or water access charges (WAC). The development in the District is expected to pay connection fees.

The projected development costs for this initial phase of the District total approximately \$2.4 million, this includes \$743,118 for Highway 71 improvements and entrance to the park, \$637,110 for the streets in the industrial park, \$321,262 for the water main installation, \$234,347 for the sanitary sewer lines and lift station, \$213,375 for stormwater infrastructure, \$32,700 for street lights, and \$248,725 for engineering, legal and contingencies.

Of the \$743,118 spent for Highway 71 improvements, approximately \$472,438 would be paid by a MnDOT TED grant and about \$279,680 from MnDOT District 7 funds. None of these improvements would be paid by TIF.

Of the \$637,110 allocated for the streets in the industrial park, approximately \$503,685 would be paid from a DEED BDPI grant, about \$39,980 from EDA funds and \$93,445 paid by the G.O. Bond (the bond debt service would be paid by the new TIF District).

Of the \$234,347 for sanitary sewer expenses, approximately \$127,971 would come from a Windom EDA RLF Fund, \$80,000 from the City's Sewer Enterprise Fund, and \$26,376 paid by the G.O. Bond (the bond debt service would be paid by the new TIF District).

Of the \$213,375 spent for stormwater infrastructure, including stormwater lines and a large detention pond, approximately \$186,667 would come from the EDA RLF Fund, and \$26,708 paid by the G.O. Bond (the bond debt service would be paid by the new TIF District).

The water main infrastructure is projected to cost \$321,262. Of that amount, \$196,930 would be paid by an EDA RLF Fund, \$100,000 paid by the City's Water Fund, and \$24,332 paid by the G.O. Bond. The cost for streetlights in the District (about \$32,700) would be paid for by the City's Electric Fund.

The probable impact of any District general obligation tax increment bonds on the ability to issue debt for general fund purposes is expected to be minimal. It is not anticipated that there will be any general obligation debt issued in relation to this project, therefore there will be no impact on the City's ability to issue future debt or on the City's debt limit.

- (3) Estimated amount of tax increment attributable to school district levies. It is estimated that the amount of tax increments over the life of the District that would be attributable to school district levies, assuming the school district's share of the total local tax rate for all taxing jurisdictions remained the same, is \$171,181;
- (4) Estimated amount of tax increment attributable to county levies. It is estimated that the amount of tax increments over the life of the District that would be attributable to county levies, assuming the county's share of the total local tax rate for all taxing jurisdictions remained the same, is \$301,327;
- (5) Additional information requested by the county or school district. The City is not aware of any

standard questions in a county or school district written policy regarding tax increment districts and impact on county or school district services. The county or school district must request additional information pursuant to *M.S. Section 469.175 Subd. 2(b)* within 15 days after receipt of the tax increment financing plan.

No requests for additional information from the county or school district regarding the proposed development for the District have been received.

Subsection 2-14. Supporting Documentation

Pursuant to *M.S. Section 469.175, Subd. 1 (a), clause 7* the TIF Plan must contain identification and description of studies and analyses used to make the determination set forth in *M.S. Section 469.175, Subd. 3, clause (b)(2)* and the findings are required in the resolution approving the District. Following is a list of reports and studies on file at the City that support the EDA and City's findings:

- Fast Distributing, Inc. Cash Flow

Subsection 2-15. Definition of Tax Increment Revenues

Pursuant to *M.S., Section 469.174, Subd. 25*, tax increment revenues derived from a tax increment financing district include all of the following potential revenue sources:

1. Taxes paid by the captured net tax capacity, but excluding any excess taxes, as computed under *M.S., Section 469.177*;
2. The proceeds from the sale or lease of property, tangible or intangible, to the extent the property was purchased by the Authority with tax increments;
3. Principal and interest received on loans or other advances made by the Authority with tax increments;
4. Interest or other investment earnings on or from tax increments;
5. Repayments or return of tax increments made to the Authority under agreements for districts for which the request for certification was made after August 1, 1993; and
6. The market value homestead credit paid to the Authority under *M.S., Section 273.1384*.

Subsection 2-16. Modifications to the District

In accordance with *M.S., Section 469.175, Subd. 4*, any:

1. Reduction or enlargement of the geographic area of the District, if the reduction does not meet the requirements of *M.S., Section 469.175, Subd. 4(e)*;
2. Increase in amount of bonded indebtedness to be incurred;
3. A determination to capitalize interest on debt if that determination was not a part of the original TIF Plan;
4. Increase in the portion of the captured net tax capacity to be retained by the EDA or City;
5. Increase in the estimate of the cost of the District, including administrative expenses, that will be paid or financed with tax increment from the District; or
6. Designation of additional property to be acquired by the EDA or City,

shall be approved upon the notice and after the discussion, public hearing and findings required for approval of the original TIF Plan.

Pursuant to *M.S., Section 469.175 Subd. 4(f)*, the geographic area of the District may be reduced, but shall

not be enlarged after five years following the date of certification of the original net tax capacity by the county auditor. If an economic development district is enlarged, the reasons and supporting facts for the determination that the addition to the district meets the criteria of *M.S., Section 469.174, Subd. 12* must be documented in writing and retained. The requirements of this paragraph do not apply if (1) the only modification is elimination of parcel(s) from the District and (2) (A) the current net tax capacity of the parcel(s) eliminated from the District equals or exceeds the net tax capacity of those parcel(s) in the District's original net tax capacity or (B) the EDA agrees that, notwithstanding *M.S., Section 469.177, Subd. 1*, the original net tax capacity will be reduced by no more than the current net tax capacity of the parcel(s) eliminated from the District.

The EDA or City must notify the County Auditor of any modification to the District. Modifications to the District in the form of a budget modification or an expansion of the boundaries will be recorded in the TIF Plan.

Subsection 2-17. Administrative Expenses

In accordance with *M.S., Section 469.174, Subd. 14*, administrative expenses means all expenditures of the EDA or City, *other than*:

1. Amounts paid for the purchase of land;
2. Amounts paid to contractors or others providing materials and services, including architectural and engineering services, directly connected with the physical development of the real property in the District;
3. Relocation benefits paid to or services provided for persons residing or businesses located in the District; or
4. Amounts used to pay principal or interest on, fund a reserve for, or sell at a discount bonds issued pursuant to *M.S., Section 469.178*; or
5. Amounts used to pay other financial obligations to the extent those obligations were used to finance costs described in clauses (1) to (3).

For districts for which the request for certification were made before August 1, 1979, or after June 30, 1982, and before August 1, 2001, administrative expenses also include amounts paid for services provided by bond counsel, fiscal consultants, and planning or economic development consultants. Pursuant to *M.S., Section 469.176, Subd. 3*, tax increment may be used to pay any **authorized and documented** administrative expenses for the District up to but not to exceed 10 percent of the total estimated tax increment expenditures authorized by the TIF Plan or the total tax increments, as defined by *M.S., Section 469.174, Subd. 25, clause (1)*, from the District, whichever is less.

For districts for which certification was requested after July 31, 2001, no tax increment may be used to pay any administrative expenses for District costs which exceed ten percent of total estimated tax increment expenditures authorized by the TIF Plan or the total tax increments, as defined in *M.S., Section 469.174, Subd. 25, clause (1)*, from the District, whichever is less.

Pursuant to *M.S., Section 469.176, Subd. 4h*, tax increments may be used to pay for the County's actual administrative expenses incurred in connection with the District and are not subject to the percentage limits of *M.S., Section 469.176, Subd. 3*. The county may require payment of those expenses by February 15 of the year following the year the expenses were incurred.

Pursuant to *M.S., Section 469.177, Subd. 11*, the County Treasurer shall deduct an amount (currently .36 percent) of any increment distributed to the EDA or City and the County Treasurer shall pay the amount deducted to the State Commissioner of Management and Budget for deposit in the state general fund to be

appropriated to the State Auditor for the cost of financial reporting of tax increment financing information and the cost of examining and auditing authorities' use of tax increment financing. This amount may be adjusted annually by the Commissioner of Revenue.

Subsection 2-18. Limitation of Increment

The tax increment pledged to the payment of bonds and interest thereon may be discharged and the District may be terminated if sufficient funds have been irrevocably deposited in the debt service fund or other escrow account held in trust for all outstanding bonds to provide for the payment of the bonds at maturity or redemption date.

Pursuant to *M.S., Section 469.176, Subd. 6:*

if, after four years from the date of certification of the original net tax capacity of the tax increment financing district pursuant to M.S., Section 469.177, no demolition, rehabilitation or renovation of property or other site preparation, including qualified improvement of a street adjacent to a parcel but not installation of utility service including sewer or water systems, has been commenced on a parcel located within a tax increment financing district by the authority or by the owner of the parcel in accordance with the tax increment financing plan, no additional tax increment may be taken from that parcel and the original net tax capacity of that parcel shall be excluded from the original net tax capacity of the tax increment financing district. If the authority or the owner of the parcel subsequently commences demolition, rehabilitation or renovation or other site preparation on that parcel including qualified improvement of a street adjacent to that parcel, in accordance with the tax increment financing plan, the authority shall certify to the county auditor that the activity has commenced and the county auditor shall certify the net tax capacity thereof as most recently certified by the commissioner of revenue and add it to the original net tax capacity of the tax increment financing district. The county auditor must enforce the provisions of this subdivision. The authority must submit to the county auditor evidence that the required activity has taken place for each parcel in the district. The evidence for a parcel must be submitted by February 1 of the fifth year following the year in which the parcel was certified as included in the district. For purposes of this subdivision, qualified improvements of a street are limited to (1) construction or opening of a new street, (2) relocation of a street, and (3) substantial reconstruction or rebuilding of an existing street.

The EDA or City or a property owner must improve parcels within the District by approximately April 2017 and report such actions to the County Auditor.

Subsection 2-19. Use of Tax Increment

The EDA or City hereby determines that it will use 100 percent of the captured net tax capacity of taxable property located in the District for the following purposes:

1. To pay the principal of and interest on bonds issued to finance a project;
2. To finance, or otherwise pay the cost of redevelopment of the Development District No. 1 pursuant to *M.S., Sections 469.090 to 469.1082;*
3. To pay for project costs as identified in the budget set forth in the TIF Plan;
4. To finance, or otherwise pay for other purposes as provided in *M.S., Section 469.176, Subd. 4;*
5. To pay principal and interest on any loans, advances or other payments made to or on behalf of the EDA or City or for the benefit of Development District No. 1 by a developer;
6. To finance or otherwise pay premiums and other costs for insurance or other security guaranteeing

- the payment when due of principal of and interest on bonds pursuant to the TIF Plan or pursuant to *M.S., Chapter 462C, M.S., Sections 469.152 through 469.165, and/or M.S., Sections 469.178*; and
7. To accumulate or maintain a reserve securing the payment when due of the principal and interest on the tax increment bonds or bonds issued pursuant to *M.S., Chapter 462C, M.S., Sections 469.152 through 469.165, and/or M.S., Sections 469.178*.

These revenues shall not be used to circumvent any levy limitations applicable to the City nor for other purposes prohibited by *M.S., Section 469.176, Subd. 4*.

Tax increments generated in the District will be paid by Cottonwood County to the EDA for the Tax Increment Fund of said District. The EDA or City will pay to the developer(s) annually an amount not to exceed an amount as specified in a developer's agreement to reimburse the costs of land acquisition, public improvements, demolition and relocation, site preparation, and administration. Remaining increment funds will be used for EDA or City administration (up to 10 percent) and for the costs of public improvement activities outside the District.

Subsection 2-20. Excess Increments

Excess increments, as defined in *M.S., Section 469.176, Subd. 2*, shall be used only to do one or more of the following:

1. Prepay any outstanding bonds;
2. Discharge the pledge of tax increment for any outstanding bonds;
3. Pay into an escrow account dedicated to the payment of any outstanding bonds; or
4. Return the excess to the County Auditor for redistribution to the respective taxing jurisdictions in proportion to their local tax rates.

The EDA or City must spend or return the excess increments under paragraph (c) within nine months after the end of the year. In addition, the EDA or City may, subject to the limitations set forth herein, choose to modify the TIF Plan in order to finance additional public costs in Development District No. 1 or the District.

Subsection 2-21. Requirements for Agreements with the Developer

The EDA or City will review any proposal for private development to determine its conformance with the Development Program and with applicable municipal ordinances and codes. To facilitate this effort, the following documents may be requested for review and approval: site plan, construction, mechanical, and electrical system drawings, landscaping plan, grading and storm drainage plan, signage system plan, and any other drawings or narrative deemed necessary by the EDA or City to demonstrate the conformance of the development with City plans and ordinances. The EDA or City may also use the Agreements to address other issues related to the development.

Pursuant to *M.S., Section 469.176, Subd. 5*, no more than 10 percent, by acreage, of the property to be acquired in the District as set forth in the TIF Plan shall at any time be owned by the EDA or City as a result of acquisition with the proceeds of bonds issued pursuant to *M.S., Section 469.178* to which tax increments from property acquired is pledged, unless prior to acquisition in excess of 10 percent of the acreage, the EDA or City concluded an agreement for the development of the property acquired and which provides recourse for the EDA or City should the development not be completed.

Subsection 2-22. Assessment Agreements

Pursuant to *M.S., Section 469.177, Subd. 8*, the EDA or City may enter into a written assessment agreement in recordable form with the developer of property within the District which establishes a minimum market value of the land and completed improvements for the duration of the District. The assessment agreement shall be presented to the County Assessor who shall review the plans and specifications for the improvements to be constructed, review the market value previously assigned to the land upon which the improvements are to be constructed and, so long as the minimum market value contained in the assessment agreement appears, in the judgment of the assessor, to be a reasonable estimate, the County Assessor shall also certify the minimum market value agreement.

Subsection 2-23. Administration of the District

Administration of the District will be handled by the City Administrator.

Subsection 2-24. Annual Disclosure Requirements

Pursuant to *M.S., Section 469.175, Subds. 5, 6, and 6b* the EDA or City must undertake financial reporting for all tax increment financing districts to the Office of the State Auditor, County Board and County Auditor on or before August 1 of each year. *M.S., Section 469.175, Subd. 5* also provides that an annual statement shall be published in a newspaper of general circulation in the City on or before August 15.

If the City fails to make a disclosure or submit a report containing the information required by *M.S., Section 469.175 Subd. 5 and Subd. 6*, the OSA will direct the County Auditor to withhold the distribution of tax increment from the District.

Subsection 2-25. Reasonable Expectations

As required by the TIF Act, in establishing the District, the determination has been made that the anticipated development would not reasonably be expected to occur solely through private investment within the reasonably foreseeable future and that the increased market value of the site that could reasonably be expected to occur without the use of tax increment financing would be less than the increase in the market value estimated to result from the proposed development after subtracting the present value of the projected tax increments for the maximum duration of the District permitted by the TIF Plan. In making said determination, reliance has been placed upon written representation made by the developer to such effects and upon EDA and City staff awareness of the feasibility of developing the project site(s) within the District. A comparative analysis of estimated market values both with and without establishment of the District and the use of tax increments has been performed as described above. Such analysis is included with the cashflow in Appendix D, and indicates that the increase in estimated market value of the proposed development (less the indicated subtractions) exceeds the estimated market value of the site absent the establishment of the District and the use of tax increments.

Subsection 2-26. Other Limitations on the Use of Tax Increment

1. General Limitations. All revenue derived from tax increment shall be used in accordance with the TIF Plan. The revenues shall be used to finance, or otherwise pay the cost of redevelopment of the Development District No. 1 pursuant to *M.S., Sections 469.090 to 469.1082*. Tax increments may not be used to circumvent existing levy limit law. No tax increment may be used for the acquisition, construction, renovation, operation, or maintenance of a building to be used primarily and regularly for conducting the business of a municipality, county, school district, or any other local unit of government

or the state or federal government. This provision does not prohibit the use of revenues derived from tax increments for the construction or renovation of a parking structure.

2. Pooling Limitations. At least 80 percent of tax increments from the District must be expended on activities in the District or to pay bonds, to the extent that the proceeds of the bonds were used to finance activities within said district or to pay, or secure payment of, debt service on credit enhanced bonds. Not more than 20 percent of said tax increments may be expended, through a development fund or otherwise, on activities outside of the District except to pay, or secure payment of, debt service on credit enhanced bonds. For purposes of applying this restriction, all administrative expenses must be treated as if they were solely for activities outside of the District.
3. Five Year Limitation on Commitment of Tax Increments. Tax increments derived from the District shall be deemed to have satisfied the 80 percent test set forth in paragraph (2) above only if the five year rule set forth in *M.S., Section 469.1763, Subd. 3*, has been satisfied; and beginning with the sixth year following certification of the District, 80 percent of said tax increments that remain after expenditures permitted under said five year rule must be used only to pay previously committed expenditures or credit enhanced bonds as more fully set forth in *M.S., Section 469.1763, Subd. 5*.

Subsection 2-27. Summary

The Windom Economic Development Authority is establishing the District to preserve and enhance the tax base, and provide employment opportunities in the City. The TIF Plan for the District was prepared by Ehlers & Associates, Inc., 3060 Centre Pointe Drive, Roseville, Minnesota 55113-1105, telephone (651) 697-8500.

Appendix A

Project Description

The North Windom Industrial Park (NWIP) has been a long-term project of the City of Windom and the Windom EDA. Since the EDA's purchase of the 80 acre site on the north side of town along Highway 71 in 2003, efforts have been made to develop an industrial park for businesses to expand or relocate.

In May of 2012, the City was awarded \$1.1 million in state funding for infrastructure for the NWIP. With those funds, plus EDA and other City funding, the first phase of the NWIP will be constructed in the summer of 2013.

With the advent of shovel ready lots, the first occupant of the park, Fast Distributing, Inc. has signed an agreement to purchase three lots in the NWIP. Fast Distributing, Inc. is a growing farm equipment manufacturer that requires additional manufacturing capacity. Their initial building will be a 72,000 sq. ft. facility and they have plans to expand to 144,000 sq. ft. in a few years.

The first phase would be completed by December of 2013. The company would be hiring 25 new employees in the first year and moving some additional staff to the Windom location.

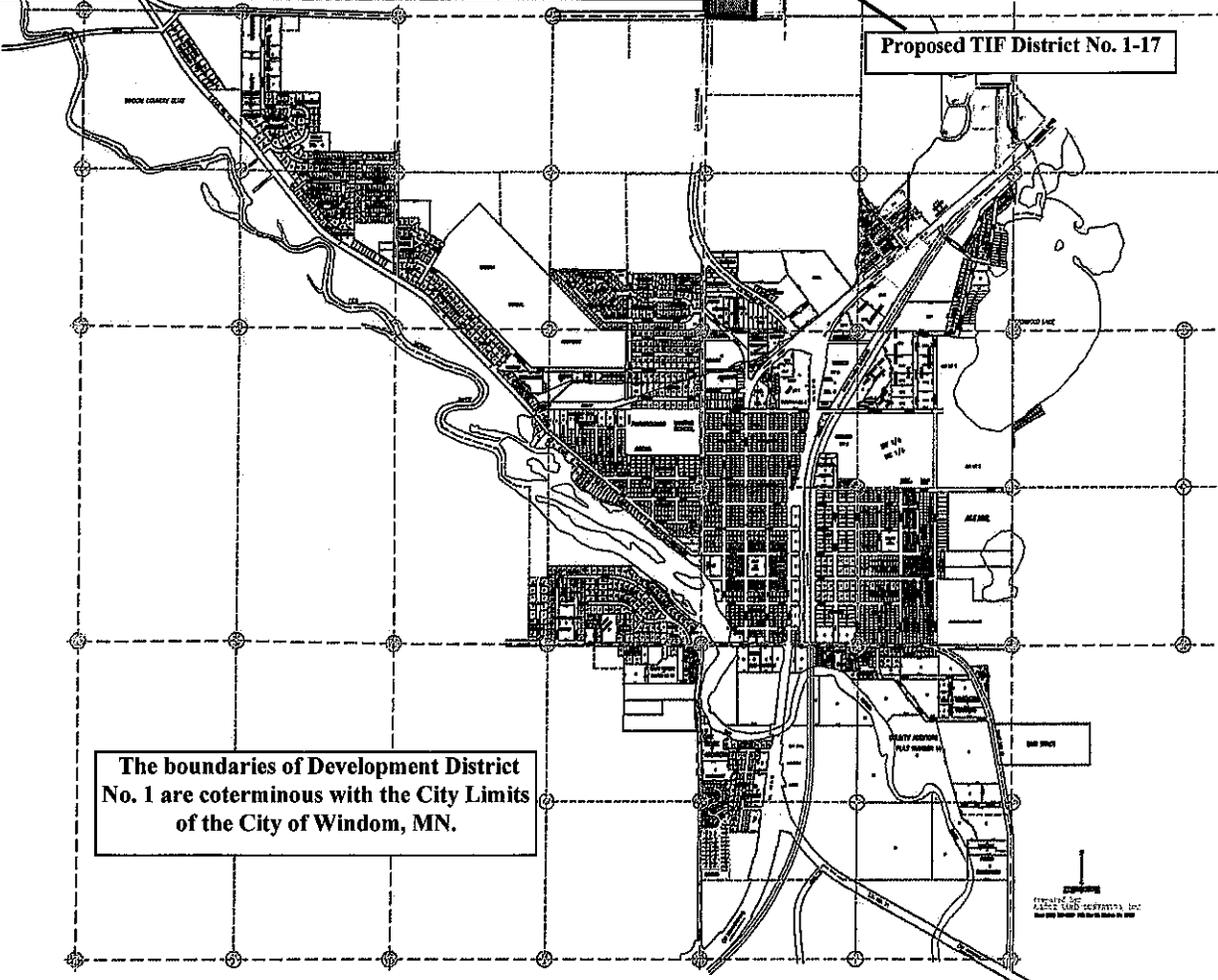
Appendix B

Map of Development District No. 1 and the District

**City of Windom, MN
Development District No. 1
Tax Increment Financing District No. 17**



Proposed TIF District No. 1-17



The boundaries of Development District No. 1 are coterminous with the City Limits of the City of Windom, MN.

PREPARED BY:
ALBERT LAND SURVEYORS, INC.
1000 WEST WINDOM AVENUE, WINDOM, MN 56101

Appendix C

Description of Property to be Included in the District

The District encompasses all property and adjacent rights-of-way and abutting roadways identified by the parcels listed below.

<u>Parcel Numbers</u>	<u>Address</u>	<u>Owner</u>
25-556-0010	NWIP Subd	Windom EDA
25-556-0020	NWIP Subd	Windom EDA
25-556-0030	NWIP Subd	Fast Distributing, Inc
25-556-0040	NWIP Subd	Fast Distributing, Inc
25-556-0050	NWIP Subd	Fast Distributing, Inc

Appendix D

Estimated Cash Flow for the District



NWIP - TIF District
City of Windom, Minnesota

144,000 SF Phased-In Manufacturing Facility + Additional Development

ASSUMPTIONS AND RATES

District Type:	Economic Development	Maximum/Frozen Local Tax Rate:	154.784%	Pay 2012
District Name/Number:	TIF District 1-17	Current Local Tax Rate: (Use lesser of Current or Max.)	154.784%	Pay 2012
County District #:	TBD	State-wide Tax Rate (Comm./Ind. only used for total taxes)	51.1000%	Pay 2012
First Year Construction or Inflation on Value	2013	Market Value Tax Rate (Used for total taxes)	0.38239%	Pay 2012
Existing District - Specify No. Years Remaining	NA	PROPERTY TAX CLASSES AND CLASS RATES:		
Inflation Rate - Every Year:	1.00%	Exempt Class Rate (Exempt)	0.00%	
Interest Rate:	3.50%	Commercial Industrial Preferred Class Rate (C/I Pref.)		
Present Value Date:	1-Aug-13	First \$150,000	1.80%	
First Period Ending:	1-Feb-14	Over \$150,000	2.00%	
Tax Year District was Certified:	Pay 2012	Commercial Industrial Class Rate (C/I)	2.00%	
Cashflow Assumes First Tax Increment For Development:	2015	Rental Housing Class Rate (Rental)	1.25%	
Years of Tax Increment:	9	Affordable Rental Housing Class Rate (Aff. Rental)	0.75%	
Assumes Last Year of Tax Increment:	2023	Non-Homeslead Residential (Non-H Res.)	1.25%	
Fiscal Disparities Election (Outside (A), Inside (B), or NA)	NA	Homeslead Residential Class Rate (Hmslead. Res.)		
Incremental or Total Fiscal Disparities:		First \$500,000	1.00%	
Fiscal Disparities Contribution Ratio:		Over \$500,000	1.25%	
Fiscal Disparities Metro-Wide Tax Rate:		Agricultural Non-Homeslead	1.00%	

BASE VALUE INFORMATION (Original Tax Capacity)

Map #	PID	Owner	Address	Land Market Value	Building Market Value	Total Market Value	Percentage Of Value Used for District	Original Market Value	Tax Year Original Market Value	Property Tax Class	Current Original Tax Capacity	Class After Conversion	After Conversion Orig. Tax Cap.	Area/Phase
1	25-556-0010	Windom EDA	NWIP Subd	32,500	0	32,500	100%	32,500	Pay 2013	Ag Non-Homeslead	325	C/I Pref.	488	1
2	25-556-0020	Windom EDA	NWIP Subd	43,700	0	43,700	100%	43,700	Pay 2013	Ag Non-Homeslead	437	C/I Pref.	656	1
3	25-556-0030	Windom EDA	NWIP Subd	43,600	0	43,600	100%	43,600	Pay 2013	Ag Non-Homeslead	436	C/I Pref.	654	1
4	25-556-0040	Windom EDA	NWIP Subd	43,400	0	43,400	100%	43,400	Pay 2013	Ag Non-Homeslead	434	C/I Pref.	651	1
5	25-556-0050	Windom EDA	NWIP Subd	45,100	0	45,100	100%	45,100	Pay 2013	Ag Non-Homeslead	451	C/I Pref.	677	1
								208,300			2,083		3,125	

Note:

1. Base values are based upon review of County website on February 11, 2013.



NWIP - TIF District
City of Windom, Minnesota

144,000 SF Phased-In Manufacturing Facility + Additional Development

PROJECT INFORMATION (Project Tax Capacity)														
Area/Phase	New Use	Estimated Taxable		Total Sq. Ft./Units	Total Taxable Property		Project Tax Capacity	Project Tax Capacity/Unit	Percentage Completed 2013	Percentage Completed 2014	Percentage Completed 2015	Percentage Completed 2016	First Year Full Taxes Payable	
		Market Value Per Sq. Ft./Unit	Market Value Per Sq. Ft./Unit		Market Value	Tax Class								
1	Manufacturing	28	28	72,000	2,050,000	C/I Pref.	40,250	1	100%	100%	100%	100%	2015	
2	Manufacturing	28	28	72,000	2,050,000	C/I	41,000	1			100%	100%	2017	
3	Manufacturing	28	28	36,000	1,025,000	C/I Pref.	19,750	1			100%	100%	2017	
TOTAL							101,000							
Subtotal Residential				0	0		0							
Subtotal Commercial/Ind.				180,000	5,125,000		101,000							

Note:

1. Market value is based upon estimate from Company.

TAX CALCULATIONS									
New Use	Total Tax Capacity	Fiscal Disparities Tax Capacity	Local Tax Capacity	Local Property Taxes	Fiscal Disparities Taxes	State-wide Property Taxes	Market Value Taxes	Total Taxes	Taxes Per Sq. Ft./Unit
Manufacturing	40,250	0	40,250	62,301	0	20,568	7,830	90,707	1.25
Manufacturing	41,000	0	41,000	63,461	0	20,951	7,839	92,251	1.28
Manufacturing	19,750	0	19,750	30,570	0	10,082	3,919	44,562	1.24
TOTAL	101,000	0	101,000	156,332	0	51,611	19,597	227,540	

Note:

1. Taxes and tax increment will vary significantly from year to year depending upon values, rates, state law, and other factors which cannot be predicted.

2. If tax increment is received in 2014, then the district will be one year shorter.

WHAT IS EXCLUDED FROM TIF?	
Total Property Taxes	227,540
less State-wide Taxes	(51,611)
less Fiscal Disp. Adj.	0
less Market Value Taxes	(19,597)
less Base Value Taxes	(4,836)
Annual Gross TIF	151,496

MARKET VALUE BUT / FOR ANALYSIS	
Current Market Value - Est.	208,300
New Market Value - Est.	5,125,000
Difference	4,916,700
Present Value of Tax Increment	963,515
Difference	3,953,185
Value likely to occur without Tax Increment is less than:	3,953,185



NWIP - TIF District
City of Windom, Minnesota

144,000 SF Phased-In Manufacturing Facility + Additional Development

TAX INCREMENT CASH FLOW														
% of OTC	Project Tax Capacity	Original Tax Capacity	Fiscal Disparities	Captured Tax Capacity	Local Tax Rate	Annual Gross Tax Increment	Semi-Annual Gross Tax Increment	State Auditor 0.36%	Admin. at 10%	Semi-Annual Net Tax Increment	Semi-Annual Present Value	PERIOD ENDING Yrs.	Tax Year	Payment Date
														02/01/14
														03/01/14
														02/01/15
100%	40,250	(3,125)	-	37,126	154.784%	57,464	28,732	(103)	(2,883)	25,766	24,038	0.5	2015	08/01/15
100%	40,653	(3,125)	-	37,528	154.784%	58,087	28,732	(103)	(2,883)	25,766	47,664	1	2015	02/01/16
							29,044	(105)	(2,894)	26,045	71,134	1.5	2016	08/01/16
100%	101,809	(3,125)	-	98,685	154.784%	152,748	29,044	(105)	(2,894)	26,045	94,201	2	2016	02/01/17
							76,374	(275)	(7,610)	68,489	153,814	2.5	2017	08/01/17
100%	102,827	(3,125)	-	99,703	154.784%	154,324	76,374	(275)	(7,610)	68,489	212,403	3	2017	02/01/18
							77,162	(278)	(7,688)	69,196	270,578	3.5	2018	08/01/18
100%	103,855	(3,125)	-	100,731	154.784%	155,915	77,162	(278)	(7,688)	69,196	327,752	4	2018	02/01/19
							77,958	(281)	(7,768)	69,909	384,522	4.5	2019	08/01/19
100%	104,884	(3,125)	-	101,769	154.784%	157,523	77,958	(281)	(7,768)	69,909	440,316	5	2019	02/01/20
							78,761	(284)	(7,848)	70,630	495,716	5.5	2020	08/01/20
100%	105,943	(3,125)	-	102,818	154.784%	159,146	78,761	(284)	(7,848)	70,630	550,163	6	2020	02/01/21
							79,573	(286)	(7,929)	71,358	604,225	6.5	2021	08/01/21
100%	107,002	(3,125)	-	103,878	154.784%	160,786	79,573	(286)	(7,929)	71,358	657,357	7	2021	02/01/22
							80,393	(289)	(8,010)	72,093	710,114	7.5	2022	08/01/22
100%	108,072	(3,125)	-	104,948	154.784%	162,442	80,393	(289)	(8,010)	72,093	761,963	8	2022	02/01/23
							81,221	(292)	(8,093)	72,836	813,445	8.5	2023	08/01/23
							81,221	(292)	(8,093)	72,836	864,042	9	2023	02/01/24
Total							1,218,438	(4,388)	(121,405)	1,092,645				
Present Value From 08/01/2013							983,515	(3,469)	(98,005)	864,042				
Present Value Rate						3.50%								

Appendix E

Minnesota Business Assistance Form (Minnesota Department of Employment and Economic Development)

A Minnesota Business Assistance Form (MBAF) should be used to report and/or update each calendar year's activity by April 1 of the following year.

Please see the Minnesota Department of Employment and Economic Development (DEED) website at <http://www.deed.state.mn.us/Community/subsidies/MBAFForm.htm> for information and forms.

Appendix F

Findings Including But/For Qualifications

The reasons and facts supporting the findings for the adoption of the Tax Increment Financing Plan for Tax Increment Financing District No. 1-17 as required pursuant to *M.S., Section 469.175, Subd. 3* are as follows:

1. *Finding that the Tax Increment Financing District No. 1-17 is an economic development district as defined in M.S., Section 469.174, Subd. 12.*

Tax Increment Financing District No. 1-17 is a contiguous geographic area within the City's Development District No. 1, delineated in the TIF Plan, for the purpose of financing economic development in the City through the use of tax increment. The District is in the public interest because it will facilitate development of a 144,000 square foot phased-in manufacturing facility which will discourage commerce, industry, or manufacturing from moving their operations to another state or municipality; it will increase employment in the state, and preserve and enhance the tax base of the state.

2. *Finding that the proposed development, in the opinion of the City Council, would not reasonably be expected to occur solely through private investment within the reasonably foreseeable future and that the increased market value of the site that could reasonably be expected to occur without the use of tax increment financing would be less than the increase in the market value estimated to result from the proposed development after subtracting the present value of the projected tax increments for the maximum duration of Tax Increment Financing District No. 1-17 permitted by the TIF Plan.*

The proposed development, in the opinion of the City, would not reasonably be expected to occur solely through private investment within the reasonably foreseeable future: This finding is supported by the fact that the development proposed in this plan is a 144,000 square foot facility that meets the City's objectives for economic development. The cost of public improvements and utilities makes development of the facility infeasible without City assistance. The City plans to reimburse itself for part of the upfront costs it incurred from other sources (see attachment in Appendix F).

The increased market value of the site that could reasonably be expected to occur without the use of tax increment financing would be less than the increase in market value estimated to result from the proposed tax increment development after subtracting the present value of the projected tax increments for the maximum duration of the TIF District permitted by the TIF Plan: The City supported this finding on the grounds that the cost of public improvements and utilities add to the total development cost. Historically, site development costs in this area have made development infeasible without public assistance. Therefore, the City reasonably determines that no other development of similar scope is anticipated on this site without substantially similar assistance being provided to the development.

Therefore, the City concludes as follows:

- a. The City's estimate of the amount by which the market value of the entire District will increase without the use of tax increment financing is \$0.
- b. If the proposed development occurs, the total increase in market value will be \$5,125,000.
- c. The present value of tax increments from the District for the maximum duration of the district permitted by the TIF Plan is estimated to be \$208,300.
- d. Even if some development other than the proposed development were to occur, the Council

finds that no alternative would occur that would produce a market value increase greater than \$4,916,700 (the amount in clause b less the amount in clause c) without tax increment assistance.

3. *Finding that the TIF Plan for Tax Increment Financing District No. 1-17 conforms to the general plan for the development or redevelopment of the municipality as a whole.*

The Planning Commission reviewed the TIF Plan and found that the TIF Plan conforms to the general development plan of the City.

4. *Finding that the Tax Increment Financing Plan for Tax Increment Financing District No. 1-17 will afford maximum opportunity, consistent with the sound needs of the City as a whole, for the development of Development District No. 1 by private enterprise.*

The project to be assisted by the District will result in increased employment in the City and the State of Minnesota, increased tax base of the State, and will help develop an area of the state which is underutilized.

But-For Analysis	
Current Market Value	208,300
New Market Value - Estimate	5,125,000
Difference	4,916,700
Present Value of Tax Increment	963,515
Difference	3,953,185
Value Likely to Occur Without TIF is Less Than:	3,953,185



City of Windom Staff Report

To: Mayor and Windom City Council
From: Aaron Backman, EDA Executive Director
Council Meeting Date: April 16, 2013
Item Title/Subject: **NORTH WINDOM INDUSTRIAL PARK INFRASTRUCTURE PROJECT– CHANGE ORDER #1: 2ND PROPOSED STREET EXTENSION FOR COMMERCE BOULEVARD**

Background:

The Windom EDA is working closely with Fast Sprayers to facilitate the construction of a significant manufacturing facility in the new North Windom Industrial Park (NWIP). On March 19, 2013 the Windom City Council awarded the Highway 71 Turn Lane Project (\$719,184.02) to Svoboda Excavating and the NWIP Infrastructure Project (\$1,307,482.47) to Holtmeier Construction. The latter included \$1,147,506.66 for the bituminous base bid and \$159,975.81 for the alternate bid to extend Commerce Boulevard approximately 525 feet to the north.

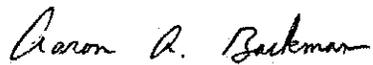
Since bid award, performance bonds were provided by the companies, construction contracts were prepared, reviewed by the City Attorney and signed by the City. The Pre-Construction Meeting for the NWIP Infrastructure Project was held on April 5th. Weather permitting, construction is expected to begin in mid-April. Fast Sprayers continues to move forward with their expansion to NWIP. At the end of March they selected Everstrong Construction to be their general contractor. Fast has adjusted the main building location approximately 90 feet to the north. This would accommodate a future office building on the south end of the complex and a larger stormwater pond on the southeast corner of Lot #3 to facilitate additional expansions.

In an effort to ensure that a hard-surface road adequately connects with the new north entrance location for Fast Sprayers, the EDA recommended at its regular meeting on April 8th that the City Council approve Change Order #1 extending Commerce Boulevard by 100 feet and the water and sewer lines by 200 feet (see attached diagram). Wenck Associates has estimated the cost of Change Order #1 to be \$29,903.30 (see attached memo). The EDA is recommending this change order be funded through contingency funds. Out of \$2.34 million in total project costs, the EDA has currently allocated \$106,400.69 for contingencies. Specifically, \$12,300 for the watermain, sanitary sewer, and stormwater costs associated with this change order would come from the EDA's PM RLF, and \$17,603.30 for the road costs would come from the G.O. Bond. Approximately 28% of the contingencies would be expended with Change Order #1.

Requested Action:

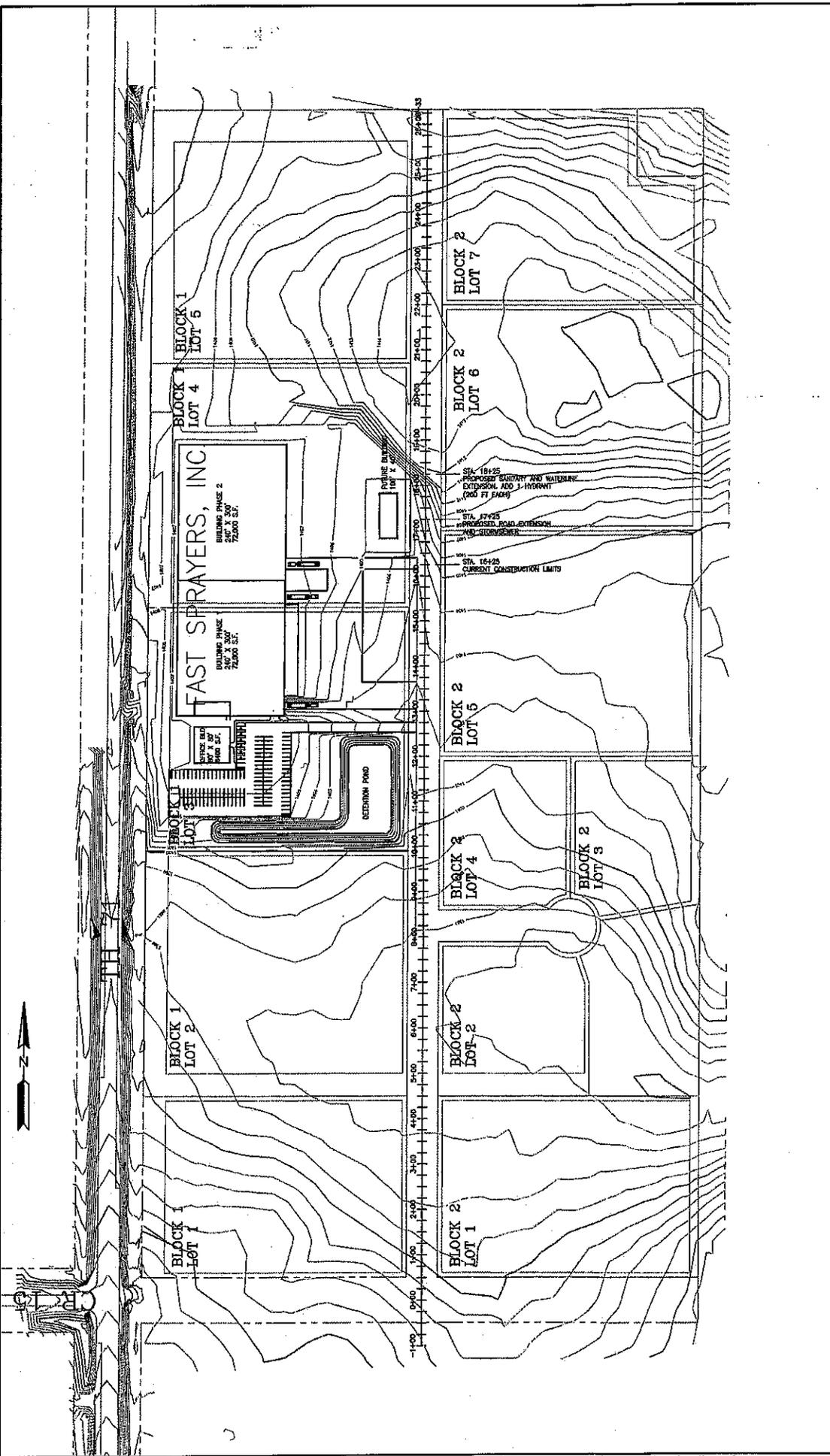
Approve Change Order #1 for the second proposed street extension for Commerce Boulevard as part of the North Windom Industrial Park Infrastructure Project.

Respectfully submitted,

A handwritten signature in cursive script that reads "Aaron A. Backman".

Aaron A. Backman
EDA Executive Director

Attachments



REV	REVISION DESCRIPTION	DRN	APP	REV DATE

<p>Wenck <small>1012 26 Avenue, Suite 19 Madison, WI 53701 (608) 831-2703 (608) 831-3271 Web Site: www.wenck.com</small></p>	<p>OWN BY: CHKD DJJ TNT DJJ APP'D DJJ DWG DATE: 4/5/2013 SCALE: 1" = 200'</p>	<p>PROJECT: Fast Distribution, Inc. CLIENT: Fast Distributing Inc. 54859 Co. Rd. 44 Mountain Lake, MN 56159</p>	<p>SHEET TITLE: Site Plan PROJECT NO.: C-101 SHEET NO.: C-101 REV NO.: REV NO.</p>
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Wenck Associates, Inc.
 1012 5th Avenue
 P.O. Box 453
 Windom, MN 56101-0453

(507) 831-2703
 Fax (507) 831-5271
 wenckmp@wenck.com
 www.wenck.com

Date:
 10Apr13

To:
 Windom EDA
 444 9th Street P.O. Box 38
 Windom, MN 56101

These prices listed below are for the second extension of Commerce Boulevard within the North Windom Industrial Park. The utilities such as watermain and sanitary sewer are assumed a 200 foot extension. The storm sewer is based on a 100 foot extension.

The prices for the road are based on a 100 foot extension.

Second Extension of Commerce Boulevard				
Utilities extension				
Item	Quantity	Unit	Unit Price	Total Estimated Cost
10" Watermain	200	Lin Ft	\$24.80	\$4,960.00
8" Sanitary	200	Lin Ft	\$21.40	\$4,280.00
24" Storm	100	Lin Ft	\$30.60	\$3,060.00
Road extension based on 100 feet				
B618 Curb	200	Lin Ft	\$11.20	\$2,240.00
Class 5	185	Ton	\$13.45	\$2,488.25
Class 3	185	Ton	\$12.00	\$2,220.00
Bit Base	41	Ton	\$82.80	\$3,394.80
Non-Wear	31	Ton	\$84.50	\$2,619.50
Wear	31	Ton	\$84.50	\$2,619.50
Tack Coat	75	Gallon	\$2.95	\$221.25
Common Ex.	600	Cu Yd	\$3.00	\$1,800.00
Total construction costs				\$29,903.30

If there are any questions please feel free to contact us.



City of Windom Staff Report

To: Mayor and Windom City Council
From: Aaron Backman, EDA Executive Director
Council Meeting Date: April 16, 2013
Item Title/Subject: **NORTH WINDOM INDUSTRIAL PARK – PROPOSED NAME CHANGE FOR 410TH STREET (MAIN ENTRANCE ROAD)**

Background:

The North Windom Industrial Park (NWIP) was originally platted in 2004. At that time, the main entrance road into the new park was named as “410th Street” and is an east-west road. The main north-south road in NWIP is named “Commerce Boulevard” and there is a smaller road ending in a cul-de-sac named “Trotter Court”. Construction is slated to begin this spring on all the NWIP roads.

Now would be the best time to change the name “410th Street”, a County-road designation, to a City-designated street name. This would avoid spending money twice on street signs or requiring future businesses located on 410th Street to spend money on new letterhead, envelopes, business cards, marketing materials, etc.

The legal steps necessary to rename 410th Street in NWIP are straightforward. Pursuant to MN Statute Section 440.11, all that is necessary is to have the Windom City Council adopt an ordinance which changes the name of the street. (A copy of MS 440.11 is attached for your reference.) Given the EDA’s role in the development of the NWIP, it would be appropriate for the EDA to make a recommendation to the City Council. Pursuant to Section 3.03 of the City of Windom’s Charter, it will take a majority vote of the Windom City Council to adopt the ordinance. In addition, Section 3.04 of the Charter states that the ordinance needs to be in writing, read in full at two City Council meetings, and published. The ordinance would take effect after it is published.

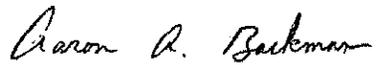
Given that 410th Street is an east-west road, it appears that we should not use the word “Avenue” in the name (since all of the other avenues in Windom run north-south). Likewise, “Boulevard” is already used in the north-south road Commerce Boulevard. The word “Street” in the name does not seem appropriate in this situation.

At its regular meeting on April 8th, the EDA considered 11 possible street names that could replace the designation of 410th Street. The top two choices of the EDA members were Opportunity Drive and Industrial Drive. It was the recommendation of the EDA Commissioners that the City Council adopt an ordinance to change 410th Street to Opportunity Drive.

Requested Action:

Approve an ordinance to change the name of the main entrance road into the North Windom Industrial Park from "410th Street" to "Opportunity Drive".

Respectfully submitted,



Aaron A. Backman
EDA Executive Director

Attachments

2012 Minnesota Statutes

410.01 CITIES, CLASSES.

Cities are hereby divided, for legislative purposes, into classes as follows:

First class -- Those having more than 100,000 inhabitants provided that once a city is defined to be of the first class, it shall not be reclassified unless its population decreases by 25 percent from the census figures which last qualified the city for inclusion in the class;

Second class -- Those having more than 20,000 and not more than 100,000 inhabitants;

Third class -- Those having more than 10,000 and not more than 20,000 inhabitants, and

Fourth class -- Those having not more than 10,000 inhabitants.

Changes in classification resulting from any future national census shall take effect upon the filing of certified copies of the census in the office of the secretary of state as provided in section 600.18. Meanwhile the council or other governing body shall take measures for the election of proper officials and for dividing the city into wards, if necessary, and otherwise prepare for the coming change.

History: (1265) RL s 746; 1951 c 348 s 1; 1959 c 510 s 1; 1978 c 489 s 1

2012 Minnesota Statutes

440.11 STREET NAME CHANGE; ORDINANCE.

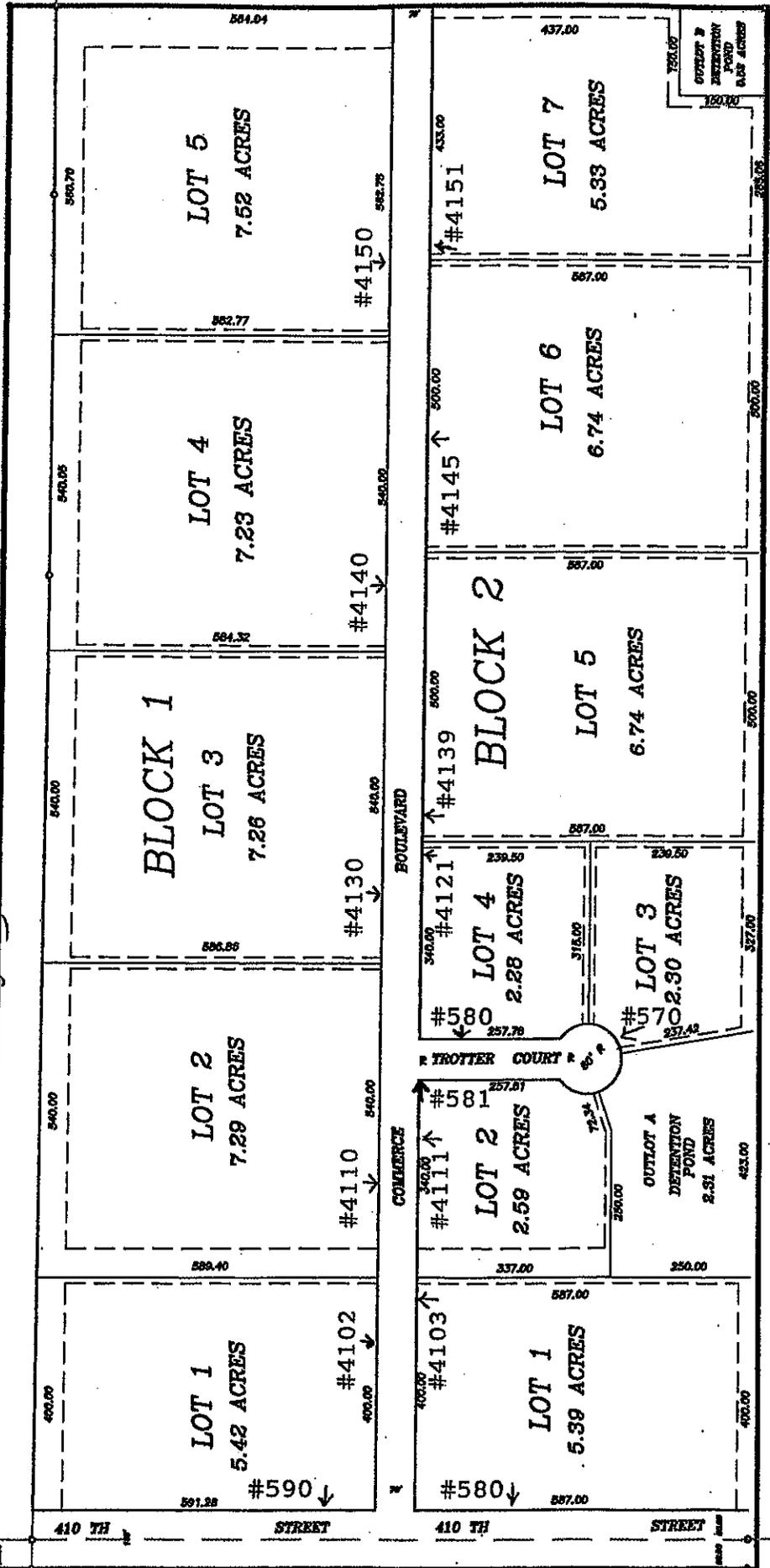
The council of each home rule charter city of the second, third, or fourth class may by ordinance change the name of and rename any of the streets, lanes, avenues, public highways, parks, and public grounds of the city. Immediately after publication, the ordinance shall be recorded in the office of the county recorder of the county in which the city is located.

History: 1901 c 226 s 1; 1976 c 44 s 41; 1976 c 181 s 2

NORTH WINDOM INDUSTRIAL PARK SUBDIVISION

County Rd 15

Highway 71



ORDINANCE NO. 141, 2ND SERIES

AN ORDINANCE OF THE CITY OF WINDOM, MINNESOTA, RENAMING A CITY STREET IN THE NORTH WINDOM INDUSTRIAL PARK SUBDIVISION

**TABLE OF SPECIAL ORDINANCES
TABLE IX: NAMING CITY STREETS**

**THE CITY COUNCIL OF THE CITY OF WINDOM, MINNESOTA, DOES ORDAIN:
TO RENAME A CITY STREET IN NORTH WINDOM INDUSTRIAL PARK
SUBDIVISION AS FOLLOWS:**

(A) That the roadway named "410th Street" in North Windom Industrial Park Subdivision in the City of Windom, Cottonwood County, Minnesota is hereby renamed "Opportunity Drive".

(B) All other roadway designations in North Windom Industrial Park Subdivision shall remain as platted and shown in Document No. 243962 of the records of the Cottonwood County Recorder's Office.

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

Adopted by the City Council of the City of Windom, Minnesota, this 7th day of May, 2013.

Corey J. Maricle, Mayor

Attest: _____
Steve Nasby, City Administrator

1st Reading: April 16, 2013
2nd Reading: May 7, 2013
Adoption: May 7, 2013
Published: May 15, 2013

**MEMO FROM THE STREET COMMITTEE
APRIL 9, 2013**

The committee did not meet but via email the seal coat and crack fill project was discussed.

Members: Committee Members - Brad Powers & JoAnn Ray

Submitted by: Bruce Caldwell Street Superintendent

Items discussed:

1. Street Crack Repair Project - Caldwell sent out requests for quotes to three companies but only one replied by the deadline. The committee agreed to award Barger Incorporated the project for the Street Crack Repair on the streets below with a not to exceed \$8,000.00 order.

Crack Fill Streets

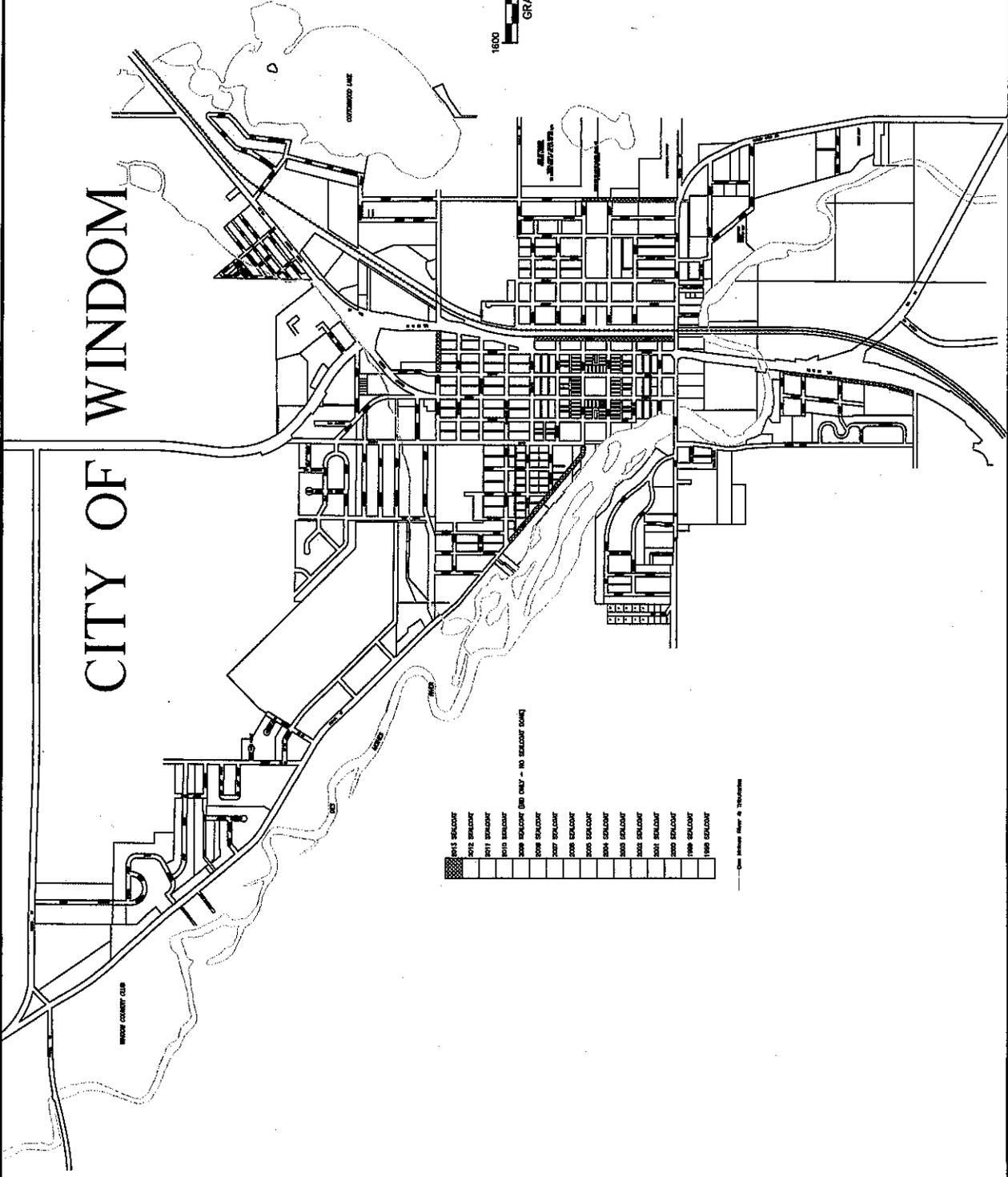
Street	From	To
17th Street	15th Street	9th Avenue
22nd Street	4th Avenue	7th Avenue
21st Street	Abby Park	west end June Court
8th Avenue	20th Street	North Dead End
7th Avenue	21st Street	North Dead End
Norway Avenue	4th Avenue	North Dead End
North Redding Avenue	16th Street	North Dead End
4th Avenue	16th Street	10th Street
Buckwheat	1st Street	South Dead End
Cindy	3rd Avenue	1/2 block west of Buckwheat
1st Street	3rd Avenue	west dead end
Bonnie	3rd Avenue	west dead end
Plum	north end	

2. Seal Coat Project – the committee agreed to have Wenck put together the plans and specification for this year's seal coat project. The City Council will receive their recommendation to call for bids at the April 16, 2013 Council meeting. There will be some asphalt patch repair on these streets prior to the seal coating.

Streets for Seal Coat this Year as Follows:

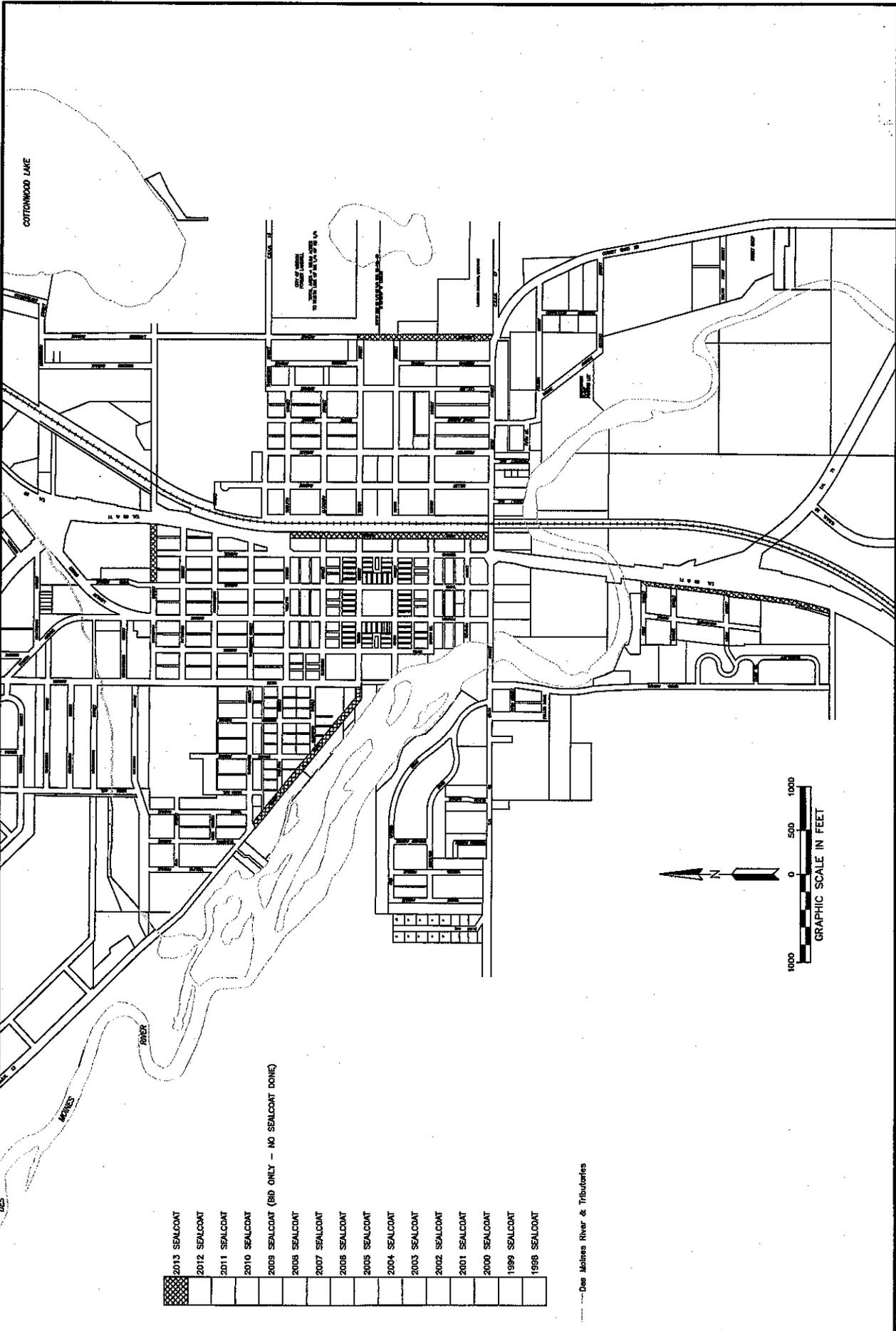
16 Street from highway 60/71 west to 3rd Avenue
River Road from 13th Street south to 6th Avenue
3rd Avenue from 1st Street south to highway 60
1st Avenue from 6th Street north to 12th Street
Lakeview Avenue from 6th Street north to 10th Street

CITY OF WINDOM



1815 SEALCOAT
 1816 SEALCOAT
 1817 SEALCOAT
 1818 SEALCOAT
 1819 SEALCOAT
 1820 SEALCOAT (BID ONLY - NO SEALCOAT DONE)
 1821 SEALCOAT
 1822 SEALCOAT
 1823 SEALCOAT
 1824 SEALCOAT
 1825 SEALCOAT
 1826 SEALCOAT
 1827 SEALCOAT
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 1900 SEALCOAT

City Engineer: [Name]
 Date: [Date]



	2013 SEALCOAT
	2012 SEALCOAT
	2011 SEALCOAT
	2010 SEALCOAT
	2009 SEALCOAT (8th ONLY - NO SEALCOAT DONE)
	2008 SEALCOAT
	2007 SEALCOAT
	2006 SEALCOAT
	2005 SEALCOAT
	2004 SEALCOAT
	2003 SEALCOAT
	2002 SEALCOAT
	2001 SEALCOAT
	2000 SEALCOAT
	1999 SEALCOAT
	1998 SEALCOAT

--- Das Moines River & Tributaries

Memo

To: City Council
Re: 2013 Street Crack Repair Project
Date: 4/9/13
From: Bruce Caldwell Street Department Superintendent

2013 Street Crack Repair Project – the Street Committee reviewed the information via email that Caldwell sent out for quotes for the crack repair project this summer. He sent three companies a notice for the project but only one replied by the deadline. The committee agreed to award Barga Incorporated the project for the Street Crack Repair on the streets below with a not to exceed amount of \$8,000.00.

Recommendation is to approve the quote to Barga Inc. as stated above.

Crack Fill Streets

Street	From	To
17th Street	15th Street	9th Avenue
22nd Street	4th Avenue	7th Avenue
21st Street	Abby Park	west end June Court
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1st Street	3rd Avenue	west dead end
Bonnie	3rd Avenue	west dead end
Plum	north end	

Memo

To: City Council

Re: Street & Park Department Seasonal Staffing Hire

Date: 4/9/13

From: Bruce Caldwell Street & Parks

Department Superintendent

Following reviewing the thirteen application for the department seasonal staffing my recommendation is to hire;

Craig Kneeland; hourly rate \$9.00

Nicholas Riordan; hourly rate \$9.25

(Second year of employment)

Both applicants are currently enrolled in college and they have stated they can start on or around May 13, 2013.

Memo

To: Mayor and City Council Members

From: Gary Kulseth

Date: 4/12/2013

Re: Agenda Item – Liquor Store New Hire Recommendation

Interviews for the part-time Liquor Store Clerk were conducted this week. After completing the interviews for the position my recommendation is to hire Christine Zimmer.

WINDOM PRIORITIES (STRATEGIES) – Quarterly Report (Jan – March 2013)

In December 2012 the City Council adopted a long range plan with 5 goals and 35 actions. To keep the City moving forward in achieving these goals it is important to track progress. Below are the 5 goals identified within the 2012 Long Range Plan and this reporting form will be used by each Department to identify activities undertaken that are consistent with the plan.

- | | |
|------------------------------------|---|
| I. Community Pride | A positive image and reputation developed by a progressive and active community. |
| II. Community Vitality | Create a diversified jobs base and a thriving, revitalized commercial corridor and downtown square. |
| III. Organizational Culture | Provide high quality public services. |
| IV. Public Facilities | Maintain and upgrade public infrastructure and City facilities pursuant to a defined and prioritized plan. |
| V. Natural Resources | Utilize and market the value and beauty of our land and geography. |

Department Name: Arena, Pool, & Recreation

1) Activity Description:

Brochure for the Arena was updated. Will be reprinted the end of April. Information on the Pool, Arena, and Recreation was updated in the Cottonwood County Visitors Guide. Current Visitors Guide, Arena Brochure, and 2013 Windom Arena Horse Show Calendar will be used to market the City of Windom and the Arena at the 2013 Minnesota Horse Expo in April 26-28, 2013. Summer Community Education Booklet was distributed with updated Recreation, Pool, and Arena activities.

Goal: Arena, Pool and Recreation Marketing and Promotion

2) Activity Description:

Worked with a senior high school student to develop a hockey off ice activity area in the archery range for his Senior Eagle Project. The project is to be completed in May 2013.

Goal: Working together with the school as well as high school students to be involved.

3) Activity Description:

Working with the Arena Building Committee, set up by the Windom City Council, to plan for future renovation or replacement of the existing Arena.

Goal: Long Range Capital Improvements for Arena

4) Activity Description:

Requested Information from Myrtha Pools and RenoSys for information on possible pool shell renovation for existing pool.

Goal: Revisiting the Pool Feasibility Study for Future Pool Renovations

5) Activity Description:

Attended Public Hearing (Senate and House) at Capital for Local Option Sales Tax.

Goal: Financing of Future Arena Improvements

Summer Events

During the summer months the City of Windom Arena is very busy hosting many different events. One of the events that take place here at the Arena are horse shows. There are two riding arenas that the Arena offers, the indoor arena and outdoor arena. Both very nice to conduct shows, clinics or for warming up. The Arena also holds other events such as circuses, tours, and is part of the Cottonwood County Fair.

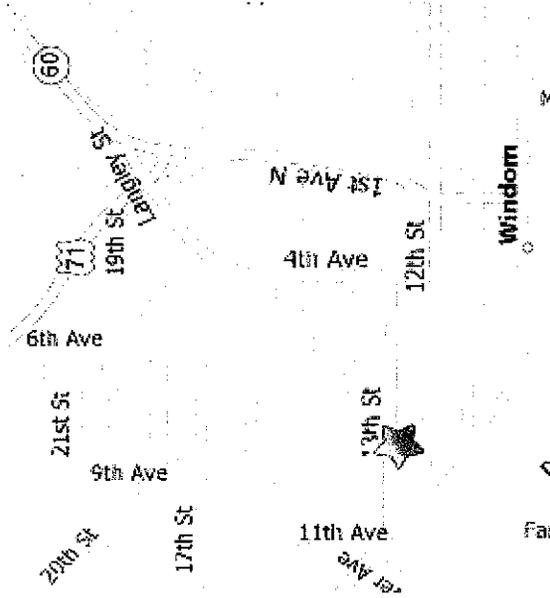


Below is a Calendar list of the Summer Events in 2013 as of 3/13:

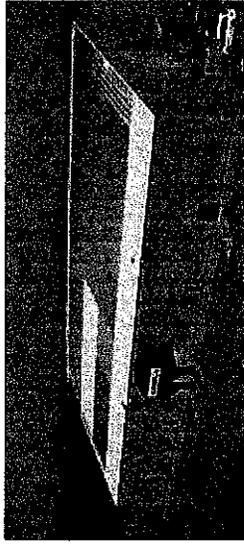
- May:**
 5 - SW Delegate Open Horse Show
 10-11 - Trail Clinic
 24-26 - MN Palomino Show
- June:**
 19- 4 H Horse Clinic
 21-23 - South Dakota Palomino
 27-29 - Region 1 Quarter Horse Show
- July:**
 10, 17, 24, & 31- 4 H Horse Clinic
 19-21 - Minnesota Miniature Horse Club
 26-28 - POA Show
- August:**
 14-17 - Cottonwood County Fair
 23-25 - MN Palomino Futurity and Show
 Open Riding- Tuesday Evenings
 (May- September) 5:30PM- 9:00PM
 \$5 per Horse/Rider

Map & Directions

Seven Blocks off HWY 60 & 71 on 13th St. in Windom, MN.



CITY OF WINDOM ARENA



Located on the Cottonwood County Fairgrounds.



CITY OF WINDOM ARENA

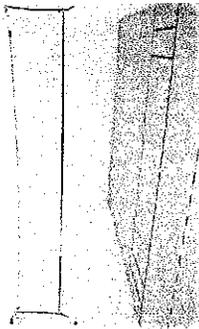
Manager: Al Baloun
 1480 8th Ave.
 P.O. Box 38
 Windom, MN 56101
 507-831-6122

winarena@windomnet.com



Racquetball & Wallyball Courts

The City of Windom Arena has two courts available for Racquetball, Wallyball, and three on three Basketball. The air-conditioned courts are open all year round for public and league use. The racquetball leagues are held throughout the year and wallyball is mostly in the winter and spring.



The rates for the courts are as follows:

- Non-Member Youth \$1.50/hr.
- Non-Member Adult \$3.00/hr.
- 🏸 Basketball \$12.50/hr.
- 🏓 Wallyball \$20.00/hr./court



Archery & Batting Cage

The Arena also has an indoor batting and golf cage. The Arena also has an indoor archery area. Both the cage and the archery facilities can be rented by the public.



The fees are as follows:

Batting Cage:

Per Person :\$15.00/hour

Golf Cage:

Per Person: \$15.00/hour

Archery:

\$30.00/person + \$5.00 per additional family member

Student: \$20.00

Winter Events

During the Winter months the Arena is filled with artificial ice. Many different events take place on the ice. The Arena holds hockey games and practices, figure skating lessons, open public skating, and broom ball. The Arena has two skating rinks to hold many different events at once. The ice can be rented for private parties or group rates during open skating, arrangements can be made with Arena Management.



Skating fees are as follows:

Skating Passes:

Family Pass \$70.00
Individual Pass \$40.00

Daily Rates:

Admission \$3.00
Rental \$2.50
Group Rates (Minimum of 10)
Admission \$2.50
Rental \$2.50

Ice Rental:

Private Ice Time \$120/hour

WINDOM PRIORITIES (STRATEGIES) – Quarterly Report (Jan – March 2013)

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| V. Natural Resources | Utilize and market the value and beauty of our land and geography. |

Department Name: Library

1) Activity Description: Library offers story time to Headstart and ECFE once a month.

Goal: "market amenities with partners" (GOAL 1, Strategy I)

2) Activity Description: Library proctors tests for individuals taking online courses at colleges

Goal: Deliver high quality public service (Goal 1, Strategy

III) _____

3) Activity Description: Library offered winter reading program to adults in community

Goal: ___progressive reputation and community pride (Goal 1, Strategy

1) _____

4) Activity Description:

Goal: _____

5) Activity Description:

Goal: _____

6) Activity Description:

Goal: _____

7) Activity Description:

Goal: _____

8) Activity Description:

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Windom Police Department

Department Name: _____

1) Activity Description:

We placed our 2012 year-end report on our website. This allows the public to view our activities.

Community Pride

Goal: _____

2) Activity Description:

Our staff has attended numerous continuing education classes in this past quarter. This is a big part of staff development.

Organizational Culture

Goal: _____

3) Activity Description:

We purchased two new computers. These provide our officers with more computer availability.

Public Facilities

Goal: _____

4) Activity Description:

Our agency works hard everyday to make Windom a safe community. There cannot be vitality without public safety

Community Vitality

Goal: _____

5) Activity Description:

Officer Nancy taught a NetSMARZ Class to the Windom Day-Care Association. This class teaches safe internet usage for children.

Community Pride

Goal: _____

6) Activity Description:

Officer Louis Norell was nominated to be a part of Minnesota's DWI All-Star Team. He was selected and will be recognized June 27th at Target Field before the MN Twins and Kansas City Royals game.

Organizational Culture

Goal: _____

7) Activity Description:

Goal: _____

8) Activity Description:

Goal: _____

9) Activity Description:

Goal: _____

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Department Name: City Office Staff

1) Activity Description:

Clear out old records and organize City Hall office space to improve appearance.

Goal: Community Pride/Org Culture

2) Activity Description:

Expand payment options for citizens by accepting credit cards in the office & over the phone.

Goal: Org Culture - High Quality Public Service

3) Activity Description:

Provide internal memo to City office staff to inform of dept activities and foster collaboration and team work between depts.

Goal: Org Culture - High Quality Public Service

4) Activity Description:

Streamline vendor payment process to provide timely payments to local vendors.

Goal: Community Vitality

5) Activity Description:

Goal: _____

6) Activity Description:

Goal: _____

7) Activity Description:

Goal: _____

8) Activity Description:

Goal: _____

9) Activity Description:

Goal: _____

Windom Priorities (Strategies)-Quarterly Report (Jan-March 2013)

Department Name: Windom Community Center

1.) Community Pride: Windom Community Center continues to strive on reputation of good service and cleanliness of the Windom Community Center. In achieving this it brings back the market that we have in this area to groups and organizations and also to bring more people to town and using the other businesses in our city.

Goal: Continue to keep the Windom Community Center and its grounds a clean and friendly place that the users and citizens can be proud of.

2.) Community Vitality: Windom Community Center is the prime meeting place for many business meetings that bring in people from all around SW Minnesota in turn using the downtown business such as motels, gas stations, groceries, and other Windom stores.

Goal: Make Windom Community Center the prime building site for business meetings, weddings, reunions, and other group functions.

3.) Organizational Culture: Maintain fair and competitive pricing, continue to provide well trained quality staff, and review all customer rental surveys

Goal: Strive to maintain 100% Customer Satisfaction

4.) Public Facilities: Work on maintenance plan for building and grounds

Goal: Try to go out farther in future with Capital Outlay as to not make Windom Community an expensive burden on tax payers.

5.) Natural Resources; planning of outdoor wedding area to be used by wedding parties, graduations, family reunions, and other outdoor functions

Goal: expand on reality of garden area and figure out ways to pay for such an adventure.

City of Windom
Priorities Strategies Report
From: Bruce Caldwell Street & Parks Department Superintendent
Date: 3/26/13

- 1) **Goal:** Strategy - Community Pride
 - a. We work and provide services to several nonprofit organizations when they host functions throughout the community each and every year. Some of them listed; Riverfest, Relay for Life, Windom Baseball Association, Windom Lion's Club, Safe Routes to School Committee, Windom Kiwanis Club, Windom Public Schools, Community Pride Day & the Windom Chamber of Commerce.
 - b. Make sure property owners keep their lawns mowed, clean sidewalks during the winter months.
 - c. On the City of Windom Web Site we keep the community informed of projects, snow removal policies, and maintenance schedules. Interest items relating to the streets and parks departments.
 - d. Parks; keep the grounds mowed and clean of debris during the summer months. Monitor the playgrounds to eliminate graffiti and make sure they are safe for usage. Eliminate unsafe playground structures according to state policies.

- 2) **Goal 2:** Strategy - Community Vitality:
Nothing for Street or Parks for this item

- 3) **Goal 3:** Strategy - Organizational Culture:
 - a. We try to maintain reasonable rates for park shelter and picnic table reservations.
 - b. We work with all city departments so we can render good and quality service
 - c. Staffing; daily we discuss the maintenance work items that need to be accomplished in a safe environment. Monthly we meet and hold safety and training meetings with the MMUA Safety Coordinator.
 - d. City Web Site; I keep it up to date on items related to the Parks and Streets
 - e. Meet bi-weekly with other department supervisors and discuss high priority items related to their department.

- 4) **Goal 4:** Strategy - Public Facilities
 - a. The park department has an annual maintenance plan for playground safety inspections.
 - b. During the warm weather months when the parks are open daily we make sure they are clean and properly groomed.
 - c. Staff maintains all the city ball fields for recreational usage
 - d. Annually we prepare budgets, capital outlay and equipment needs for the City Council

- e. We work with the engineering firms that the city has hired to handle our major projects during a given year.
- f. Monitor and maintain our department buildings and grounds

5) Goal 5: Strategy - Natural Resources

- a. Recently work on the river project to eliminate a safety hazard and improve the appearance of Island & Schmaltz Parks.
- b. Planted several new trees in several parks
- c. Installed new park benches in several parks
- d. Work with the students of the Windom Public Schools during the Community Pride Day. They help us with debris cleanup in the parks and other high impacted areas along the highway corridor.
- e. Pest Control; during the warm months the street department staff operates a chemical fogging unit to help eliminate flying pests. This is done on a bi-weekly basis or as needed.
- f. Weed Control; throughout the warm weather months the City staff uses chemical weed killers, weed whips & mowers to control weed outbreaks.
- g. Tegel's Park Fishing Pier; the staff takes care of the maintenance of this and also the boat landing on Cottonwood Lake.
- h. WRA we maintain the walking paths throughout the park.

For the strategy 5 packet goals number 1; action, b - *Organize a community group to assist with the planning of the Des Moines River Valley Trail.*

This items needs to be eliminated. At the City Council Meeting on December 20, 2011 the City Council voted by unanimous consent not to participate in this project.

Street & Park Department Superintendent Bruce Caldwell

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Department Name: ELECTRIC DEPARTMENT IV Public Facilities

1) Activity Description:

HAVE HAD DISCUSSIONS WITH THE WINDOM CHAMBER
ABOUT REPLACEMENT OF BANNERS AND CHRISTMAS
DECORATIONS.

Goal: NEW BANNERS FOR RIVERFEST - NEW CHRISTMAS DECORATIONS

2) Activity Description:

ELECTRIC DEPT. CREW HAS BEEN TRIMMING TREES AROUND
POWER LINES DURING WINTER MONTHS.

Goal: MAINTAIN CLEARANCE BETWEEN POWER LINES AND TREES

3) Activity Description:

REPLACING TRANSFORMER BANKS IN ALLEY BY BANK
OF THE WEST. - Ongoing -

Goal: IMPROVED LOOKS AND RELIABILITY

4) Activity Description:

HAVE HAD DISCUSSIONS WITH MN DOT ELECTRICIAN ABOUT REPLACEMENT OF SHROUDS ON STOP LIGHTS ON HWY 60/71 AND 10TH ST AND 6TH ST. SOMETIME THIS SUMMER.

Goal: _____

5) Activity Description:

Goal: _____

6) Activity Description:

Goal: _____

7) Activity Description:

Goal: _____

8) Activity Description:

Goal: _____

9) Activity Description:

Goal: _____

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- **Community Pride** A positive image and reputation developed by a progressive and active community.
- **Community Vitality** Create a diversified jobs base and a thriving, revitalized commercial corridor and downtown square.
- **Organizational Culture** Provide high quality public services.
- **Public Facilities** Maintain and upgrade public infrastructure and City facilities pursuant to a defined and prioritized plan.
- **Natural Resources** Utilize and market the value and beauty of our land and geography.

Department Name: Fire Department

Activity Description:

upgrade our Pump and Motor on Unit 25 Wild land Truck, We where able to purchase and new motor and pump and saved about \$2500.00 from what we budgeted for.

- **Goal: Public Facilities** Maintain and upgrade public infrastructure and City facilities pursuant to a defined and prioritized plan.
- **Activity Description:** We purchased new turn out gear for the rest of the department. We currently planned opn replacing our turn out gear over a 3 year period and we where able to get in done in a 2 year period with the use of several different grants and donation.
- **Goal: Public Facilities** Maintain and upgrade public infrastructure and City facilities pursuant to a defined and prioritized plan.

- **Activity Description:** We had 3 of our officers attend a Chiefs training class in Alexandria MN in Feb.

- **Goal: Organizational Culture** Provide high quality public services.

- **Activity Description:** Sucessfully completed a training on several house in Windom on Search and Rescue, Self Rescue and Fire Behavior and completed a preplanned burn and are in the process of burning both houses down.

- **Goal: Organizational Culture** Provide high quality public services.

- **Activity Description:** Participated on a Teen Fair at the Windom High school, gave a presentation on Fire Prevention to 9th to 12th grade students.

- **Goal: Organizational Culture** Provide high quality public services.

- **Activity Description:**

Goal: _____

- **Activity Description:**

Goal: _____

- **Activity Description:**

Goal: _____

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|-----------------------------|--|
| I. Community Pride | A positive image and reputation developed by a progressive and active community. |
| II. Community Vitality | Create a diversified jobs base and a thriving, revitalized commercial corridor and downtown square. |
| III. Organizational Culture | Provide high quality public services. |
| IV. Public Facilities | Maintain and upgrade public infrastructure and City facilities pursuant to a defined and prioritized plan. |
| V. Natural Resources | Utilize and market the value and beauty of our land and geography. |

Department Name: Water

1) Activity Description:

Provided quality water at a cost-effective price.

Goal: III

2) Activity Description:

Kept water treatment plant, wells, and pumping stations as neat and clean as possible.

Goal: IV

3) Activity Description:

Installation of new water mains in 2012 Street Improvement Project and preparation for installation of new water mains in 2013 Street Improvement Project.

Goal: IV

4) Activity Description:

Continually met standards required by MDH.

Goal: III

5) Activity Description:

Addressed needs as they arose concerning Windom's water service.

Goal: III

6) Activity Description:

Goal: _____

7) Activity Description:

Goal: _____

8) Activity Description:

Goal: _____

9) Activity Description:

Goal: _____

WINDOM PRIORITIES (STRATEGIES) – Quarterly Report (Jan – March 2013)

In December 2012 the City Council adopted a long range plan with 5 goals and 35 actions. To keep the City moving forward in achieving these goals it is important to track progress. Below are the 5 goals identified within the 2012 Long Range Plan and this reporting form will be used by each Department to identify activities undertaken that are consistent with the plan.

- | | |
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| I. Community Pride | A positive image and reputation developed by a progressive and active community. |
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| V. Natural Resources | Utilize and market the value and beauty of our land and geography. |

Department Name: Wastewater

1) Activity Description:

Provided quality sanitary sewer service at a cost-effective price.

Goal: III

2) Activity Description:

Attempted to keep Wastewater Treatment Plant, Lift Stations, and property as neat and clean as possible.

Goal: IV

3) Activity Description:

Installation of new sewer mains in 2012 Street Improvement Project and preparation for installation of new sewer mains in 2013 Street Improvement Project.

Goal: IV

4) **Activity Description:**
Continually met effluent limits required by MPCA for discharge into
the West Fork of the Des Moines River.

Goal: IV

5) **Activity Description:**
2012 - Constructed New Main Lift Station and Renovated Pretreatment
Process at Wastewater Treatment Plant.

Goal: III & IV

6) **Activity Description:**
Addressed needs as they arose concerning Windom's sanitary sewer service.

Goal: III

7) **Activity Description:**

Goal: _____

8) **Activity Description:**

Goal: _____

9) **Activity Description:**

Goal: _____

Windom Priorities Quarterly-Report (Jan.-March 2013)

Department Name Liquor Store

1.) Community Pride

Goal: Continue to keep a clean and freindly place to shop.

2.) Community Vitality

Goal: Keeping a positive mini mall image.

3.)Organizational Culture

Goal: Keep sales staff knowledgable of product and store operation.

4.)Public Facilities

Goal: Keep improving on capital improvement plan.

5.)Natural Resources

Goal: Keeping Liquor store grounds clean and well maintained for a good looking appearance.

WINDOM PRIORITIES (STRATEGIES) – Quarterly Report (Jan – March 2013)

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Department Name: BUILDING & ZONING

1) Activity Description:

Reviewed complaints of public nuisance violations and followed City procedures to send cleanup letters and pursue enforcement. Worked with property owners concerning construction on their properties to improve the quality of commercial and residential properties in Windom.

Goal: I.

2) Activity Description:

Worked with property and business owners concerning plans and construction work to remodel buildings for use by new businesses.

Goal: II.

3) Activity Description:

Provided high quality public services in the areas of building code administration and inspections and zoning issues.

Goal: III.

WINDOM PRIORITIES (STRATEGIES) – Quarterly Report (Jan – March 2013)

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Department Name: Windom Ambulance Service

1) Activity Description: Community Pride—Active participation at community and sporting events

Goal: Image and reputation is outstanding

2) Activity Description: Community Vitality

Goal: Yes, we're diversified. Full staff of trained volunteer EMT's from all walks of life.

3) Activity Description: Organizational Culture We provide the highest quality of public service.

Goal: Call 911 and find out!

4) Activity Description: Public Facilities. Windom Ambulance doesn't have a facility to call home. We have 3 ambulances in 3 different buildings.

Goal: Build an Ambulance Hall

5) Activity Description: Natural resources.

Goal: We promise not to litter.

6) Activity Description:

Goal: _____

7) Activity Description:

Goal: _____

8) Activity Description:

Goal: _____

9) Activity Description:

Goal: _____

WINDOM PRIORITIES (STRATEGIES) – Quarterly Report (Jan – March 2013)

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| V. Natural Resources | Utilize and market the value and beauty of our land and geography. |

Department Name: Windom EDA

1) Activity Description: Windom Entrance Signs

The three City entrance signs went live (lit up) Christmas week of 2012. In the 1st Q of 2013 a defective photo eye was replaced by the solar contractor. Zieske Land Surveying undertook a survey of the easement on Bruce Mews property (Sign #3). This allowed the EDA to legally record the permanent easement in February. Zieske donated their services, a \$750 contribution, to the project. Remaining landscaping activities will be completed in Spring of 2013. The total budget for all three signs, including lights and power systems, is approximately \$65,000. _____

Goal: I. Community Pride—Positive Image

2) Activity Description: North Windom Industrial Park (NWIP)

During the 1st Q of 2013 the Hwy 71 Turn Lane Plans were circulated through MnDOT's District 7 offices and approved. The project budget (both Hwy 71 Turn Lanes and NWIP Infrastructure) was approved by MnDOT's St. Paul office and District 7 in Mankato. Funding for the \$2.34 million project includes state grants of \$549,540 BDPI, \$544,960 TED, and \$270,680 MnDOT District 7, and local funds of \$619,664 EDA, \$212,700 Enterprise funds, and \$180,000 G.O. Bond. On March 7, 2013, bid opening

occurred for the Highway 71 Turn Lane Project and the NWIP Infrastructure Project. On March 8th MnDOT provided the state concurrence letter of the low bid for the Hwy 71 Project. The City Council awarded bids for both projects on March 19th. Since bid award, performance bonds were provided by Svoboda Excavating (Hwy 71 Turn Lanes) and Holtmeier Construction (NWIP Infrastructure). Construction contracts were prepared, reviewed by the City Attorney, and signed by the City. The Pre-Con meeting for the NWIP Infrastructure Project was held on April 5th. Weather permitting, construction is expected to begin shortly. _____

Goal: IV. Maintain and upgrade public infrastructure and City facilities

3) Activity Description: First Occupant in NWIP—Fast Sprayers

Fast Sprayers of Mountain Lake approached the EDA in mid-January regarding an expansion to the North Windom Industrial Park. The company is proposing a 72,000 sq. ft. manufacturing facility that would be operational by December 2013. This would be the first phase of the facility. On January 17th the EDA prepared a proposal for Fast and met with the principals. On January 30th Fast Sprayers submitted a letter of intent to purchase lots 2, 3, 4 in Block 1 of NWIP and an advanced payment. February 4th the EDA held a special meeting to discuss project and approve the LOI. February 14th the EDA submitted a draft purchase agreement regarding lots 3, 4, 5 in Block 1. The principals signed the P.A. on February 20th and closed on the land March 19, 2013. At the end of March the company selected Everstrong Construction to be their general contractor. Construction is expected to begin shortly.

Goal: II. Community Vitality—Diversified Jobs Base

4) Activity Description:

Goal: _____

5) Activity Description:

Goal: _____

ELECTRONIC DISBURSEMENTS

Date	Vendor	Amount	Description
3/20/2013	BCBS Insurance	\$ (41,431.50)	Insurance Premium
3/21/2013	Citistreet MN	\$ (5,375.00)	Deferred Compensation
3/21/2013	MII FSA	\$ (747.58)	Flex Spending
3/22/2013	Payroll	\$ (68,663.64)	Net Pay
3/22/2013	PERA	\$ (16,542.41)	PERA Payment
3/22/2013	USA Tax Payment	\$ (23,400.52)	Federal Payroll Tax
3/25/2013	MN Department of Revenue	\$ (4,513.48)	State Tax Withholding
3/28/2013	MII FSA	\$ (1,675.70)	Flex Spending
3/29/2013	USA Tax Payment	\$ (722.33)	Excise Tax
3/31/2013	Liquor Credit Card Fees	\$ (20.00)	Credit Card Fees
		\$ (163,092.16)	

CITY OF WINDOM
FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
CITY OFFICE	INDOFF, INC	SUPPLIES	29.37
CITY OFFICE	NCPERS MINNESOTA	INSURANCE 844600	80.00
	Total for Department 103		109.37*
P & Z / BUILDING OFF	NCPERS MINNESOTA	INSURANCE 844600	24.00
	Total for Department 106		24.00*
CITY HALL	CULLIGAN	SERVICE	21.50
CITY HALL	ELECTRIC FUND	MAINTENANCE	5.89
CITY HALL	SANDRA HERDER	CLEANING	362.90
CITY HALL	JOE'S LAWN CARE	BOILER	83.66
CITY HALL	JAY KUEHL	SNOW REMOVAL	140.00
CITY HALL	MELISSA PENAS	CLEANING	362.90
	Total for Department 115		976.85*
POLICE	INDOFF, INC	SUPPLIES	95.73
POLICE	GALLS, LLC	EQUIPMENT	120.48
POLICE	MN BOARD OF PEACE OF	RENEWAL	180.00
POLICE	NCPERS MINNESOTA	INSURANCE 844600	144.00
POLICE	STREICHER'S	EQUIPMENT	1,068.75
POLICE	FLEET SERVICES DIVIS	VEHICLE LEASES	1,787.80
	Total for Department 120		3,396.76*
FIRE DEPARTMENT	AMOCO OIL COMPANY	GAS	97.05
FIRE DEPARTMENT	WINDOM FIRE SAFETY	SERVICE	25.00
	Total for Department 125		122.05*
STREET	COTTONWOOD COUNTY LA	DISPOSAL	30.00
STREET	FASTENAL	SUPPLIES	88.57
STREET	GDF ENTERPRISES, INC	MAINTENANCE/PARTS	41.10
STREET	GDF ENTERPRISES, INC	PARTS	295.89
STREET	KEMNA-ASA AUTO PLAZA	PARTS	16.50
STREET	MACQUEEN EQUIP. CO.	EQUIPMENT	1,106.40
STREET	MILLER SELLNER EQUIP	MAINTENANCE PARTS	31.63
STREET	NCPERS MINNESOTA	INSURANCE 844600	80.00
STREET	SHARE CORP.	MAINTENANCE	133.89
STREET	WINTER EQUIPMENT COM	MAINTENANCE PARTS	301.11
STREET	ETTERMAN ENTERPRISES	MAINTENANCE	240.77
	Total for Department 140		2,365.86*
PARKS	MTI DISTRIBUTING, IN	PARTS	501.51
PARKS	NCPERS MINNESOTA	INSURANCE 844600	16.00
	Total for Department 165		517.51*
	Total for Fund 01		7,512.40*
LIBRARY	BOTTOM LINE / PERSON	SUBSCRIPTION	39.00
LIBRARY	ENCYCLOPEDIA BRITANN	SUBSCRIPTION	67.90
LIBRARY	SANDRA HERDER	CLEANING	362.90
LIBRARY	JOE'S LAWN CARE	BOILER	83.67
LIBRARY	JAY KUEHL	SNOW REMOVAL	140.00

CITY OF WINDOM
 FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
LIBRARY	MELISSA PENAS	CLEANING	362.90
LIBRARY	PLUM CREEK LIBRARY	SUPPLIES	20.96
LIBRARY	QUILTER'S WORLD	SUBSCRIPTION	26.95
LIBRARY	READERS SERVICE	SUBSCRIPTION-HARLEQUIN	21.46
LIBRARY	READERS SERVICE	SUBSCRIPTION-SUPERROMANC	22.26
LIBRARY	READER'S DIGEST	SUBSCRIPTION	29.96
LIBRARY	UPSTART	SUPPLIES	53.87
LIBRARY	DISNEY MOVIE CLUB	MOVIES	39.95
	Total for Department 171		1,271.78*
	Total for Fund 03		1,271.78*
	CITIZEN PUBLISHING C COMPUTER		1,202.50
	Total for Department		1,202.50*
	Total for Fund 04		1,202.50*
AIRPORT	RED ROCK RURAL WATER WATER		24.00
AIRPORT	SO. CENTRAL ELECTRIC POWER COST		1,022.07
	Total for Department 174		1,046.07*
	Total for Fund 11		1,046.07*
AMBULANCE	BOUND TREE MEDICAL,	SUPPLIES	43.79
AMBULANCE	DONNA MARCY	EXPENSE	41.00
AMBULANCE	EXPERT T BILLING	BILLING SERVICE	1,559.25
AMBULANCE	TIM HACKER	EXPENSE	5.82
AMBULANCE	HIGLEY FORD SALES	REPAIR UNIT 28	122.66
AMBULANCE	HIGLEY FORD SALES	REPAIR UNIT 29	2,087.42
AMBULANCE	BUCKWHEAT JOHNSON	EXPENSE	11.62
AMBULANCE	MARK MARCY	EXPENSE	17.13
AMBULANCE	RTT MOBILE INTERPRET	INTERPRETATION SERVICE	58.40
	Total for Department 176		3,947.09*
	Total for Fund 13		3,947.09*
MULTI-PURPOSE BUILDI	FRANKS SHOE REPAIR	REPAIR	20.00
MULTI-PURPOSE BUILDI	AH HERMEL COMPANY	MERCHANDISE	124.55
MULTI-PURPOSE BUILDI	NCPERS MINNESOTA	INSURANCE 844600	48.00
	Total for Department 177		192.55*
	Total for Fund 14		192.55*
N IND PARK	SO. CENTRAL ELECTRIC POWER COST		48.69
	Total for Department 147		48.69*
	Total for Fund 18		48.69*
LIQUOR	BEVERAGE WHOLESALERS CREDIT -	MERCHANDISE	-88.00
LIQUOR	BEVERAGE WHOLESALERS	MERCHANDISE	5,643.58

CITY OF WINDOM
FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
LIQUOR	HAGEN BEVERAGE DIST.	CREDIT-MERCHANDISE	-127.50
LIQUOR	HAGEN BEVERAGE DIST.	MERCHANDISE	10,119.65
LIQUOR	JOHNSON BROS.	MERCHANDISE	2,165.56
LIQUOR	NCPERS MINNESOTA	INSURANCE 844600	16.00
LIQUOR	SOUTHERN WINE & SPIR	MERCHANDISE	2,376.88
LIQUOR	BANK MIDWEST	NSF CHECK-RIVER BEND LIQ	68.39
	Total for Department 180		20,174.56*
	Total for Fund 60		20,174.56*
WATER	HAWKINS, INC	CHEMICALS	667.69
WATER	HP SUDS CLUB, LLC.	BILLING CONTRACT SERVICE	166.67
WATER	LUCAN COMMUNITY TV I	SUPPLIES	22.44
WATER	MN VALLEY TESTING	TESTING	56.25
WATER	NCPERS MINNESOTA	INSURANCE 844600	40.00
	Total for Department 181		953.05*
	Total for Fund 61		953.05*
	ELECTRIC FUND	J.VANMEVERAL-UTIL PP TO	300.00
	WESCO DISTRIBUTION,	PARTS & SUPPLIES	120.23
	Total for Department		420.23*
ELECTRIC	AMOCO OIL COMPANY	GAS	177.79
ELECTRIC	HP SUDS CLUB, LLC.	BILLING CONTRACT SERVICE	166.67
ELECTRIC	NCPERS MINNESOTA	INSURANCE 844600	96.00
ELECTRIC	BRAD BUSSA	CLEANING	184.60
ELECTRIC	SKARSHAUG TESTING LA	SUPPLIES	170.22
ELECTRIC	WINDOM AREA DEVELOPM	INDUSTRIAL DEVELOPMENT	1,200.00
ELECTRIC	BANK MIDWEST	NSF CHECK	54.72
ELECTRIC	ZIESKE LAND SURVEYIN	SERVICE	460.00
	Total for Department 182		2,510.00*
	Total for Fund 62		2,930.23*
SEWER	AMOCO OIL COMPANY	GAS	188.30
SEWER	ELECTRIC FUND	MAINTENANCE	311.88
SEWER	HP SUDS CLUB, LLC.	BILLING CONTRACT SERVICE	166.65
SEWER	MN VALLEY TESTING	TESTING	639.60
SEWER	NCPERS MINNESOTA	INSURANCE 844600	56.00
	Total for Department 183		1,362.43*
	Total for Fund 63		1,362.43*
ARENA	AMOCO OIL COMPANY	GAS	90.39
ARENA	NCPERS MINNESOTA	INSURANCE 844600	32.00
ARENA	MN ENERGY RESOURCES	HEATING SERVICE	1,387.52
ARENA	WINDOM FIRE SAFETY	SERVICE	52.00
	Total for Department 184		1,561.91*

CITY OF WINDOM
 FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
Total for Fund 64			1,561.91*
ELECTRIC FUND		LOAN PAYABLE TO ELEC FUN	787.46
Total for Department			787.46*
ECONOMIC DEVELOPMENT	INDOFF, INC	SUPPLIES	32.05
ECONOMIC DEVELOPMENT	ELECTRIC FUND	LOAN PAYABLE TO ELEC FUN	162.03
ECONOMIC DEVELOPMENT	NCPERS MINNESOTA	INSURANCE 844600	24.00
ECONOMIC DEVELOPMENT	ZIESKE LAND SURVEYIN	ENGINEERING SURVEYING	795.00
Total for Department 187			1,013.08*
Total for Fund 67			1,800.54*
MN 9-1-1 PROGRAM		911 SERVICE	1,059.64
Total for Department			1,059.64*
TELECOMMUNICATIONS	GODFATHER'S PIZZA	COMMISSIONER MEETING	38.44
TELECOMMUNICATIONS	HP SUDS CLUB, LLC.	BILLING CONTRACT SERVICE	500.01
TELECOMMUNICATIONS	MODERN ENTERPRISE SO	EQUIPMENT	2,267.33
TELECOMMUNICATIONS	NATIONAL CABLE TV CO	SUBSCRIBER	64,566.56
TELECOMMUNICATIONS	NCPERS MINNESOTA	INSURANCE 844600	96.00
TELECOMMUNICATIONS	NEW STAR SALES & SER	COPIER MAINTENANCE	35.00
TELECOMMUNICATIONS	CENTURY LINK	TELEPHONE	100.29
TELECOMMUNICATIONS	NEUSTAR, INC.	MAINTENANCE	16.00
TELECOMMUNICATIONS	ZAYO BANDWIDTH	BANDWIDTH BILLING	3,328.28
TELECOMMUNICATIONS	MANKATO NETWORKS LLC	SERVICE	4,650.00
Total for Department 199			75,597.91*
Total for Fund 69			76,657.55*
NCPERS MINNESOTA		INSURANCE 844600	32.00
Total for Department			32.00*
Total for Fund 70			32.00*
Grand Total			120,693.35*

*Matches
 Check Report
 4/10/13 ut*

CITY OF WINDOM
FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
MAYOR & COUNCIL	SCHRAMEL LAW OFFICE	LEGAL FEES	660.00
MAYOR & COUNCIL	STEVE NASBY	EXPENSE	354.22
	Total for Department 101		1,014.22*
CITY OFFICE	SELECTACCOUNT	PARTICIPANT FEE	123.49
CITY OFFICE	TOSHIBA FINANCIAL SE	LEASE/MAINT CONTRACT	22.16
CITY OFFICE	VOYAGER FLEET SERVIC	GAS	32.22
	Total for Department 103		177.87*
P & Z / BUILDING OFF	COTTONWOOD CTY RECOR	RECORDER FEES	46.00
P & Z / BUILDING OFF	INDOFF, INC	SUPPLIES	24.06
P & Z / BUILDING OFF	SCHRAMEL LAW OFFICE	LEGAL FEES	30.00
P & Z / BUILDING OFF	Verizon Wireless	TELEPHONE	17.66
P & Z / BUILDING OFF	SA FLEET - FLEET ONE	GAS	132.49
	Total for Department 106		250.21*
CITY HALL	HEARTLAND PAPER COMP	SUPPLIES	110.03
	Total for Department 115		110.03*
POLICE	INDOFF, INC	SUPPLIES	55.35
POLICE	WINDOM AUTO VALU	MAINTENANCE	8.93
POLICE	SCHRAMEL LAW OFFICE	LEGAL FEES	5,475.00
POLICE	ALPHA WIRELESS - MAN	MAINTENANCE - RADIOS	153.00
POLICE	Verizon Wireless	TELEPHONE	201.89
POLICE	MN BUREAU OF CRIMINA	TRAINING	250.00
POLICE	MN BUREAU OF CRIMINA	TRAINING-JOSHUA PARTLOW	300.00
POLICE	SA FLEET - FLEET ONE	GAS	202.21
POLICE	SCHWALBACH HARDWARE	MAINTENANCE	145.21
POLICE	MN WEST COMMUNITY	TRAINING	188.68
POLICE	STREICHER'S	EQUIPMENT	109.01
POLICE	TOSHIBA FINANCIAL SE	LEASE/MAINT CONTRACT	11.08
POLICE	VOYAGER FLEET SERVIC	GAS	875.37
POLICE	WINDOM FIRE SAFETY	SUPPLIES	33.50
	Total for Department 120		8,009.23*
FIRE DEPARTMENT	INDOFF, INC	SUPPLIES	26.71
FIRE DEPARTMENT	MARK MARCY	EXPENSE	115.26
FIRE DEPARTMENT	RIVERSIDE LAUNDRY	SERVICE	32.06
FIRE DEPARTMENT	SA FLEET - FLEET ONE	GAS	361.38
FIRE DEPARTMENT	SANFORD LABORATORIES	TESTING	69.71
FIRE DEPARTMENT	SCHWALBACH HARDWARE	MAINTENANCE	3.21
FIRE DEPARTMENT	SW REGIONAL FIRE DEP	ANNUAL DUES	60.00
	Total for Department 125		668.33*
EMERGENCY MANAGEMENT	ALPHA WIRELESS - MAN	RADIO MAINTENANCE	150.00
	Total for Department 130		150.00*
ANIMALS	COTTONWOOD VET CLINI	CITY POUND	77.06
	Total for Department 135		77.06*
STREET	DICKS WELDING INC	MAINTENANCE	47.24

CITY OF WINDOM
FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
STREET	FOX BROTHERS OF SANB	MAINTENANCE	226.68
STREET	WINDOM AUTO VALU	MAINTENANCE	369.97
STREET	LAMPERTS YARDS, INC.	MAINTENANCE	22.21
STREET	Verizon Wireless	TELEPHONE	54.68
STREET	MILLER SELLNER EQUIP	MAINTENANCE PARTS	74.43
STREET	PRAXAIR DISTRIBUTION	CYLINDER RENT	22.20
STREET	RUNNING'S SUPPLY	MAINTENANCE	351.12
STREET	SA FLEET - FLEET ONE	GAS	158.06
STREET	SCHWALBACH HARDWARE	MAINTENANCE	109.59
	Total for Department 140		1,436.18*
RECREATION	SOUTHERN MN REC & PA	MEMBERSHIP	15.00
RECREATION	TOSHIBA FINANCIAL SE	LEASE/MAINT CONTRACT	11.08
	Total for Department 150		26.08*
PARKS	CLEARWATER RECREATIO	BENCHES	1,948.33
PARKS	LAMPERTS YARDS, INC.	MAINTENANCE	772.66
PARKS	RUNNING'S SUPPLY	MAINTENANCE	30.14
PARKS	SCHWALBACH HARDWARE	MAINTENANCE	54.42
	Total for Department 165		2,805.55*
	Total for Fund 01		14,724.76*
LIBRARY	DAWN AAMOT	MILEAGE	45.20
LIBRARY	MICROMARKETING	BOOKS & AUDIO	391.87
LIBRARY	TOSHIBA FINANCIAL SE	LEASE/MAINT CONTRACT	5.54
	Total for Department 171		442.61*
	Total for Fund 03		442.61*
AIRPORT	SCHWALBACH HARDWARE	MAINTENANCE	11.72
	Total for Department 174		11.72*
	Total for Fund 11		11.72*
POOL	TOSHIBA FINANCIAL SE	LEASE/MAINT CONTRACT	5.54
	Total for Department 175		5.54*
	Total for Fund 12		5.54*
AMBULANCE	BOUND TREE MEDICAL,	SUPPLIES	14.43
AMBULANCE	WINDOM AUTO VALU	MAINTENANCE	28.42
AMBULANCE	Verizon Wireless	TELEPHONE	68.93
AMBULANCE	MN EMERGENCY MED SER	MNSTAR FORMS	247.53
AMBULANCE	PRAXAIR DISTRIBUTION	SUPPLIES	588.01
AMBULANCE	SA FLEET - FLEET ONE	GAS	1,636.97
AMBULANCE	SCHWALBACH HARDWARE	MAINTENANCE	8.54
AMBULANCE	COUNTRY PRIDE SERVIC	REPAIR #27	384.78
AMBULANCE	CARQUEST AUTO PARTS	MAINTENANCE	77.13
	Total for Department 176		3,054.74*

CITY OF WINDOM
FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
Total for Fund 13			3,054.74*
MULTI-PURPOSE BUILDI	HEARTLAND PAPER COMP	SUPPLIES	41.51
MULTI-PURPOSE BUILDI	KDOM RADIO	ADVERTISING	152.40
MULTI-PURPOSE BUILDI	Verizon Wireless	TELEPHONE	30.14
MULTI-PURPOSE BUILDI	RIVER BEND LIQUOR	MERCHANDISE	430.56
MULTI-PURPOSE BUILDI	RUNNING'S SUPPLY	MAINTENANCE	46.98
MULTI-PURPOSE BUILDI	SCHWALBACH HARDWARE	MAINTENANCE	10.67
MULTI-PURPOSE BUILDI	STONER INDUSTRIAL, I	SERVICE	119.50
MULTI-PURPOSE BUILDI	TOSHIBA FINANCIAL SE	LEASE/MAINT CONTRACT	11.08
Total for Department 177			842.84*
Total for Fund 14			842.84*
N IND PARK	COTTONWOOD CTY RECOR	RECORDER FEES	92.00
N IND PARK	SCHRAMEL LAW OFFICE	LEGAL FEES	2,261.00
N IND PARK	MN POLLUTION CONTROL	NWIP PERMITS	400.00
Total for Department 147			2,753.00*
Total for Fund 18			2,753.00*
LIQUOR	BEVERAGE WHOLESALERS	MERCHANDISE	3,761.80
LIQUOR	COCA-COLA BOTTLING C	MERCHANDISE	160.84
LIQUOR	ELECTRIC FUND	MAINTENANCE	22.79
LIQUOR	WIRTZ BEVERAGE MN WI	CREDIT-MERCHANDISE	-224.32
LIQUOR	WIRTZ BEVERAGE MN WI	MERCHANDISE	5,498.76
LIQUOR	HAGEN BEVERAGE DIST.	MERCHANDISE	7,509.30
LIQUOR	AH HERMEL COMPANY	MERCHANDISE	498.55
LIQUOR	JOHNSON BROS.	MERCHANDISE	9,089.25
LIQUOR	PAUSTIS & SONS	MERCHANDISE	1,027.51
LIQUOR	PHILLIPS WINE & SPIR	MERCHANDISE	5,401.37
LIQUOR	SOUTHERN WINE & SPIR	MERCHANDISE	640.62
LIQUOR	TOSHIBA FINANCIAL SE	LEASE/MAINT CONTRACT	22.16
LIQUOR	WINE MERCHANTS	MERCHANDISE	195.20
Total for Department 180			33,603.83*
Total for Fund 60			33,603.83*
WATER	HAWKINS, INC	CHEMICALS	1,272.41
WATER	HP SUDS CLUB, LLC.	BILLING CONTRACT SERVICE	143.75
WATER	WINDOM AUTO VALU	MAINTENANCE	121.53
WATER	Verizon Wireless	TELEPHONE	52.80
WATER	MN DEPT OF HEALTH	WATER SUR CHARGE	3,188.00
WATER	RUNNING'S SUPPLY	MAINTENANCE	29.53
WATER	SCHWALBACH HARDWARE	MAINTENANCE	3.20
WATER	TOSHIBA FINANCIAL SE	LEASE/MAINT CONTRACT	22.16
WATER	VOYAGER FLEET SERVIC	GAS	275.67
WATER	WINDOM TOWING CO	MAINTENANCE / PARTS	114.13
Total for Department 181			5,223.18*

CITY OF WINDOM
FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
Total for Fund 61			5,223.18*
	B & B TRANSFORMER	PARTS & SUPPLIES	15,657.19
	ELECTRIC FUND	REF-UT PREPAY TO BILL-C.	300.00
	ELECTRIC FUND	REF-UT PREPAY TO BILL-DW	300.00
	ELECTRIC FUND	STEVE DREXLER-UTIL PP TO	280.56
	STEVEN DREXLER	SD-REFUND-UTIL PREPAY MI	19.44
Total for Department			16,557.19*
ELECTRIC	ALTERNATIVE TECHNOLO	SUPPLIES	100.00
ELECTRIC	BLACKBURN MFG. CO.	SUPPLIES	358.20
ELECTRIC	MARV GRUNIG	EXPENSE	79.10
ELECTRIC	HP SUDS CLUB, LLC.	BILLING CONTRACT SERVICE	143.75
ELECTRIC	WINDOM AUTO VALU	MAINTENANCE	58.99
ELECTRIC	JERRY'S REPAIR	REPAIR	821.73
ELECTRIC	Verizon Wireless	TELEPHONE	30.14
ELECTRIC	RUNNING'S SUPPLY	MAINTENANCE	248.17
ELECTRIC	SCHWALBACH HARDWARE	MAINTENANCE	41.60
ELECTRIC	STONER INDUSTRIAL, I	SERVICE	68.20
ELECTRIC	TOSHIBA FINANCIAL SE	LEASE/MAINT CONTRACT	22.16
ELECTRIC	VOYAGER FLEET SERVIC	GAS	213.52
ELECTRIC	CARQUEST AUTO PARTS	MAINTENANCE	28.28
ELECTRIC	JANELLE MYERS	ENERGY REBATE	25.00
ELECTRIC	JUDY CLARK	ENERGY REBATE	50.00
ELECTRIC	NATE HODGINS	ENERGY REBATE	25.00
ELECTRIC	O'REILLY AUTO PARTS	ENERGY SAVINGS REBATE	2,026.00
ELECTRIC	RICHARD HOFFMAN	ENERGY REBATE	25.00
ELECTRIC	ROGER BUSSE	ENERGY REBATE	25.00
ELECTRIC	BRENDA PULLAR	ENERGY REBATE	50.00
ELECTRIC	KEN DERICKSON	ENERGY REBATE	322.50
ELECTRIC	ROLLIN KNIGGE	ENERGY REBATE	85.00
ELECTRIC	SHERYL ENGLER	ENERGY REBATE	25.00
ELECTRIC	WAYNE ANTES	ENERGY REBATE	50.00
ELECTRIC	HABILITATIVE SERVICE	ENERGY REBATES	1,837.50
Total for Department 182			6,759.84*
Total for Fund 62			23,317.03*
SEWER	ERA - ENVIRONMENTAL	MAINTENANCE	309.21
SEWER	HAWKINS, INC	CHEMICALS	1,509.94
SEWER	HP SUDS CLUB, LLC.	BILLING CONTRACT SERVICE	143.75
SEWER	WINDOM AUTO VALU	MAINTENANCE	62.15
SEWER	Verizon Wireless	TELEPHONE	52.80
SEWER	MN VALLEY TESTING	TESTING	863.60
SEWER	RUNNING'S SUPPLY	MAINTENANCE	328.05
SEWER	SCHWALBACH HARDWARE	MAINTENANCE	534.11
SEWER	TOSHIBA FINANCIAL SE	LEASE/MAINT CONTRACT	35.46
SEWER	VOYAGER FLEET SERVIC	GAS	197.01
Total for Department 183			4,036.08*

CITY OF WINDOM
FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
Total for Fund 63			4,036.08*
ARENA	CULLIGAN	SERVICE	419.13
ARENA	ELECTRIC FUND	MAINTENANCE	21.61
ARENA	WINDOM AUTO VALU	MAINTENANCE	11.28
ARENA	JERRY'S REPAIR	REPAIR	321.69
ARENA	KDOM RADIO	ADVERTISING	78.00
ARENA	Verizon Wireless	TELEPHONE	50.69
ARENA	RUNNING'S SUPPLY	MAINTENANCE	35.62
ARENA	SA FLEET - FLEET ONE GAS		57.60
ARENA	SCHWALBACH HARDWARE	MAINTENANCE	68.88
ARENA	STONER INDUSTRIAL, I	SERVICE	9.55
ARENA	TOSHIBA FINANCIAL SE	LEASE/MAINT CONTRACT	19.94
Total for Department 184			1,093.99*
Total for Fund 64			1,093.99*
ECONOMIC DEVELOPMENT	BRADLEY & DEIKE, P.A	SERVICE	85.00
ECONOMIC DEVELOPMENT	INDOFF, INC	SUPPLIES	24.07
ECONOMIC DEVELOPMENT	SCHRAMMEL LAW OFFICE	LEGAL FEES	300.00
ECONOMIC DEVELOPMENT	Verizon Wireless	TELEPHONE	52.72
Total for Department 187			461.79*
Total for Fund 67			461.79*
TELECOMMUNICATIONS	BTN - BIG TEN NETWOR	SUBSCRIBER	3,531.91
TELECOMMUNICATIONS	INDOFF, INC	SUPPLIES	102.09
TELECOMMUNICATIONS	E-911	SERVICE	43.95
TELECOMMUNICATIONS	FOX SPORTS	SUBSCRIBER	16,059.05
TELECOMMUNICATIONS	FOX TELEVISION STATI	SUBSCRIBER	4,823.24
TELECOMMUNICATIONS	HP SUDS CLUB, LLC.	BILLING CONTRACT SERVICE	431.25
TELECOMMUNICATIONS	WINDOM AUTO VALU	MAINTENANCE	10.29
TELECOMMUNICATIONS	INTERSTATE ALL BATTE	SUPPLIES	197.06
TELECOMMUNICATIONS	KDOM RADIO	ADVERTISING	279.28
TELECOMMUNICATIONS	Verizon Wireless	TELEPHONE	310.95
TELECOMMUNICATIONS	MLB NETWORK	SUBSCRIBER	796.50
TELECOMMUNICATIONS	NATIONAL CABLE TV CO	EQUIPMENT	199.15
TELECOMMUNICATIONS	NATIONAL CABLE TV CO	SUPPLIES	216.69
TELECOMMUNICATIONS	RFD TV	SUBSCRIBER	432.77
TELECOMMUNICATIONS	RUNNING'S SUPPLY	MAINTENANCE	47.64
TELECOMMUNICATIONS	SCHWALBACH HARDWARE	MAINTENANCE	97.98
TELECOMMUNICATIONS	SDN COMMUNICATIONS	SERVICE	2,839.78
TELECOMMUNICATIONS	SHOWTIME NETWORKS IN	SUBSCRIBER	422.84
TELECOMMUNICATIONS	SOUTHWEST/WEST CENTR	SUPPORT SERVICE	1,666.66
TELECOMMUNICATIONS	STONER INDUSTRIAL, I	SERVICE	38.26
TELECOMMUNICATIONS	TECHNOLOGY PLANNERS,	SERVICE	360.00
TELECOMMUNICATIONS	TOSHIBA FINANCIAL SE	LEASE/MAINT CONTRACT	33.22
TELECOMMUNICATIONS	UNIVERSAL SERVICE AD	FEES	1,104.05
TELECOMMUNICATIONS	VOYAGER FLEET SERVIC	GAS	286.41
TELECOMMUNICATIONS	WOODSTOCK TELEPHONE	CIRCUT CHARGES	205.10

CITY OF WINDOM
FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
TELECOMMUNICATIONS	JOY PANKONIN	SERVICE	26.00
TELECOMMUNICATIONS	MANKATO NETWORKS LLC	SERVICE	1,325.00
TELECOMMUNICATIONS	HURRICANE ELECTRIC L	TRANSIT SERVICE	1,000.00
TELECOMMUNICATIONS	MN WOMEN OF TODAY	ADVERTISING	50.00
	Total for Department 199		36,937.12*
	Total for Fund 69		36,937.12*
	COLONIAL LIFE INSURA BCN E8182644		INSURANCE 8.82
	Total for Department		8.82*
	Total for Fund 70		8.82*
	Grand Total		126,517.05*

*Matches
Check Report
4-10-13
JA*

State of Minnesota
Department of Transportation
Office of Aeronautics
Airport Development Section

Construction Report and Cost Estimate

State Project Number: 1701-34

Municipality: WINDOM

Project Description: Construct Hangar, Fuel Farm EA 09-12

Contractor's Name:

Agreement: 02655

Region: S FAA Proj Number: 3-27-0113-09-12

FY: 2013 Estimate Number: 3

Construction Costs Through: March 30, 2013

CERTIFICATION OF WORK PERFORMED

I have examined the materials furnished and work performed by the Contractor on the above project. To the best of my knowledge the quantities are correct and in accordance with the plans and specifications. I recommend this estimate for payment. If a Statement of Engineering Services is attached, I certify the engineering costs shown are correct.

Dated: 4/2/13 Title: Project Manager - TKDA

[Signature]
Engineer's Signature

This is to certify that the quantities as shown herein are a fair estimate for the period covered by this Report.

Dated: 4/4/13 Title: Accountant

[Signature]
Empire Building Const.

CERTIFICATION BY AN OFFICIAL OF WINDOM

I hereby certify this report (and the attached Statement of Engineering Services) was approved for payment by the Municipal Council at the regular (special) meeting held on the _____ Day of _____.

Title: _____

WINDOM

Approval

State of Minnesota
 Department of Transportation
 Office of Aeronautics
 Airport Development Section

STATEMENT OF CONSTRUCTION WORK PERFORMED

State Project Number: 1701-34

Municipality: WINDOM

Project Description: Construct Hangar, Fuel Farm, EA 09-12

Agreement: 02655

Region: S FAA Proj Number: 3-27-0113-09-12

FY: 2013 Estimate Number: 3

Construction Costs Through: March 30, 2013

Item Number	Construction Item	Unit of Measure	Funding Rate FAA-ST-MUN	Unit Price	Quantity	Amount	Previously Completed Quantity	Completed This Report Quantity	Completed to Date Quantity	Completed to Date Amount
1	S Central Electric 11/29/12	dollars	090 000 010	1.00		0.00	16,030	0.000	16,030	16.03
2	S Central Electric 11/13/12	dollars	090 000 010	1.00		0.00	2,778.750	0.000	2,778.750	2,778.75
3	Knickrehm Electric 2355	dollars	090 000 010	1.00		0.00	1,169,560	0.000	1,169,560	1,169.56
4	JH Larson S100236457 001	dollars	090 000 010	1.00		0.00	526,440	0.000	526,440	526.44
5	****EMPIRE CONSTRUCTION****		*** **			0.00		0.000		0.00
6	MOBILIZATION	LS	090 000 010	12,000.00	1,000	12,000.00	0.300	0.300	0.600	7,200.00
7	ELECTRICAL-UTILITY ENCASEMENT	LF	090 000 010	12.00	330,000	3,960.00		0.000		0.00
8	REMOVE BITUMINOUS PAVEMENT	SY	090 000 010	7.51	205,000	1,498.55	205,000	0.000	205,000	1,498.55
9	REMOVE SUBDRAIN	LF	090 000 010	5.35	100,000	535.00	100,000	0.000	100,000	535.00
10	REMOVE CONCRETE PAD	LS	090 000 010	400.00	1,000	400.00	1,000	0.000	1,000	400.00
11	REMOVE AIRCRAFT ANCHOR	EACH	090 000 010	150.00	9,000	1,350.00		0.000		0.00
12	COMMON EXCAVATION	CY	090 000 010	16.00	50,000	800.00	50,000	0.000	50,000	800.00
13	SUBGRADE EXCAVATION	CY	090 000 010	10.70	100,000	1,070.00		0.000		0.00
14	GRANULAR MATERIAL (CV)	CY	090 000 010	24.00	175,000	4,200.00	84,000	0.000	84,000	2,016.00
15	WATER	MGAL	090 000 010	100.00	25,000	2,500.00		0.000		0.00
16	TOPSOIL PLACEMENT	SY	090 000 010	4.50	712,000	3,204.00	712,000	0.000	712,000	3,204.00
17	6" AGGREGATE BASE	SY	090 000 010	17.80	550,000	9,790.00		0.000		0.00
18	WEARING COURSE MIXTURE	TON	090 000 010	84.07	70,000	5,884.90		0.000		0.00
19	BINDER COURSE MIXTURE	TON	090 000 010	75.36	70,000	5,275.20		0.000		0.00
20	BITUMINOUS MATERIAL FOR MIXTURE	TON	090 000 010	131.23	10,900	1,412.30		0.000		0.00
21	BITUMINOUS TACK COAT	GAL	090 000 010	5.66	55,000	311.30		0.000		0.00
22	AIRCRAFT ANCHOR IN BITUMINOUS	EACH	090 000 010	150.00	9,000	1,350.00		0.000		0.00
23	PAVEMENT MARKING	LS	090 000 010	1,000.00	1,000	1,000.00		0.000		0.00
24	MARKING OBLITERATION	LS	090 000 010	1,000.00	1,000	1,000.00		0.000		0.00
25	SODDING	SY	090 000 010		750,000	0.00		0.000		0.00
26	WATER	MGAL	090 000 010	100.00	45,000	4,500.00		0.000		0.00
27	SILT FENCE, HEAVY DUTY	LF	090 000 010	3.00	400,000	1,200.00	400,000	0.000	400,000	1,200.00

State of Minnesota
 Department of Transportation
 Office of Aeronautics
 Airport Development Section

STATEMENT OF CONSTRUCTION WORK PERFORMED

State Project Number: 1701-34

Municipality: WINDOM

Project Description: Construct Hangar, Fuel Farm EA 09-12

Agreement: 02655

Region: S FAA Proj Number: 3-27-0113-09-12

FY: 2013 Estimate Number: 3

Construction Costs Through: March 30, 2013

Item Number	Construction Item	Unit of Measure	Funding Rate: FAA-ST-MUN	Unit Price	Quantity	Amount	Previously Completed Quantity	Completed This Report Quantity	Completed to Date Quantity	Completed to Date Amount
28	HANGAR ELECTRICAL CONSTRUCTION	LS	090 000 010	40,000.00	1.000	40,000.00		0.000		0.00
29	HANGAR MECHANICAL CONSTRUCTION	LS	090 000 010	25,500.00	1.000	25,500.00		0.000		0.00
30	PREFABRICATED METAL HANGAR BUI	LS	090 000 010	236,159.00	1.000	236,159.00	0.600	0.200	0.800	188,927.20
31	LIGHTING UPGRADE	LS	090 000 010	5,000.00	1.000	5,000.00		0.000		0.00
32	IN-FLOOR HEATING UPGRADE	LS	090 000 010	11,300.00	1.000	11,300.00		0.000		0.00
33	BI-FOLD DOOR INSULATION	LS	090 000 010	1,200.00	1.000	1,200.00		1.000	1.000	1,200.00
34	LINER PANEL - FULL HEIGHT AND	LS	090 000 010	11,500.00	1.000	11,500.00		0.800	0.800	9,200.00
35	EPOXY FLOORING AND VAPOR BARRI	LS	090 000 010	0.00	1.000	0.00		0.000		0.00
36	OVERHEAD DOOR	LS	090 000 010	3,074.00	1.000	3,074.00		0.000		0.00
						Contract Totals:				220,671.53
										396,874.25

Construction Prorates:	TOTAL	FEDERAL	STATE	LOCAL	%
Previously Completed:	159,439.73	143,495.00	0.00	15,944.73	
Completed This Report:	61,231.80	55,109.14	0.00	6,122.66	
Completed to Date:	220,671.53	198,604.14	0.00	22,067.39	
Retainage Computation for Payment to					
Total Completed to Date:	220,671.53	198,604.14	0.00	22,067.39	
Less 4% Retainage:	10,809.04	9,728.14	0.00	1,080.90	
Sub Total Payment:	209,862.49	188,876.00	0.00	20,986.49	
Less Previous Payments:	151,692.28	143,495.00	0.00	8,197.28	
Contractors Payment This Estimate:	58,170.21	45,381.00	0.00	12,789.21	

