

**Special City Council Meeting
Tuesday, March 22, 2016
5:30 p.m.
City Council Chambers**

AGENDA

Call to Order

1. Emergency Services Facility Funding Discussion
2. New Business
3. Old Business
4. Adjourn



MEMORANDUM



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

TO: City Council
FROM: Steve Nasby, City Administrator
DATE: October 8, 2015
RE: Estimated Cost and Funding for Emergency Services Facility Discussion

Background

The City Council's number one priority has been established as the construction of a new Emergency Services Facility to house the fire department and ambulance service. Work on the pre-design and some schematic drawings have been completed and presented to the City Council. The Building Committee is still working on minor revisions to these plans, but feel the site plan and floor plans are generally set at 19,097 square feet (18,297 alternate without the 4th ambulance bay\wash bay).

Estimated Total Cost

The architect has provided cost estimates for construction cost ranging from \$170/square foot to \$250/square foot depending on building construction type (metal, pre-cast concrete or masonry). The preferred construction type is pre-cast concrete panels with an estimated cost of \$190-215/square foot. The cost of the project would also have other costs included such as architectural, engineering, site prep, land value, relocation of utilities and recreational items. Below is a breakdown of these anticipated costs of the preferred construction type at 19,097 square feet:

Construction of the building	\$3,628,430 to \$4,105,855
Architect\Engineering	\$254,990 to \$287,409
Pre-design	\$20,000
Soil Boring	\$5,000
Relocation of Electric Service	\$199,787
Relocation of Recreational Items	\$150,000
Land Value (1.87 acres @ \$50,000 per)	\$93,500
Public Art (1% of Construction if State \$)	\$36,284 to \$41,106
Total	\$4,387,991 to \$4,902,657

Some of the costs shown above have been discussed as in-kind or previously allocated City contributions to the project. These include the following:

Pre-design	\$20,000
Soil Boring	\$5,000
Relocation of Electric Service	\$199,787
Land Value	\$93,500
Total	\$318,287

The Council should discuss whether or not the costs for the relocation of the recreational items (tennis courts, basketball court and playground equipment) be included in the Emergency Services Facility budget. Several Building Committee members have expressed that these should not be included.

Last, if the project does not receive State bonding funds the requirement for 1% of construction cost for public art could be eliminated saving \$36,284 to \$41,106.

Removing the public art and committed City contributions from the project total leaves an estimated cost range of \$4,033,440 to \$4,543,284 for the project as proposed.

Project Alternatives

The architect is working to provide a list of alternatives for the project that can be considered by the Building Committee and City Council. From this menu of options\alternatives the cost of the facility can be adjusted to fit budget parameters.

State Bonding Request

The bonding request for this project was initiated in the 2015 legislative session with legislation introduced (SF 1626 and HF 1690 – Exhibits A and B) requesting appropriation of \$2,000,000. This bonding request was picked up by the Governor's office and included in his bonding bill. The 2015 bonding bill proposed by the Governor was not passed by the legislature. For 2016, which is a traditional bonding cycle year, our state bonding request identified \$4,420,000 in project cost for this project with the State portion being \$2,200,000. It will be important for the City to be actively involved in promoting the project in St. Paul and possibly consider engaging a lobbying firm to assist with this effort which would cost approximately \$25,000. The State funds are in the form of a grant and are not required to be repaid unless the City were to be in non-compliance with the agreement terms.

Funding the Project and Timing

Legislative Action - The funding picture and timing for construction of the project is contingent on several key items, which include the receipt (or not) of State bonding funds and the City Council's decision to continue to pursue a local option sales tax. Both of these items will be decided by the legislature for the 2015-2016 session by May 2016; however, the legislature could adjourn in April due to a shortened session for the Capitol renovation work. The City may plan for a project start date of May\June 2016 if the funding decision on the State funds does not change the scope of the project and the Council were committed to moving ahead regardless of the outcome. If the project scope were to be revised after legislative action due to budget restraints then the project start date may be delayed.

If the local option sales tax authorization were approved by the legislature, the Council would not be able to take that measure to the voters until the general election in November 2016. Should this scenario arise there may be some options to explore with bond counsel regarding the City's ability to reimburse itself if the project had already started prior to the general election.

Use of Reserve Funds – An assumption that funds will be used from various reserve accounts has been raised, but this will need to be confirmed by the City Council as to the source and amount. Due to the nature of the facility the first fund that should be used is the Ambulance Fund. Currently that fund has approximately \$1.4 million in cash and reserves with some pending accounts payable\accounts receivable.

One way of determining how much the Ambulance Fund should contribute may be based on the percentage of the building which is estimated by the architect to be 35.8% (building floor area for ambulance use and 50% of the common area times the total estimated project cost). Using this formula the amount contributed from the Ambulance is \$1,443,964 - \$1,626,489. Staff's recommendation is to consider approximately \$1,000,000 cash contribution from the Ambulance reserve fund and the balance of their project share repaid through debt service. The General Fund could also be considered for a cash contribution to the facility. At present the General Fund has a balance of \$2,034,679 with some pending accounts payable\accounts receivable. The adopted City Council policy is to maintain 75 – 100% of reserve in the General Fund and if the reserve drops below the minimum of 75% the policy calls for a reimbursement within three years. The audit for 2014 showed a balance in this fund of \$2,417,053 that was 79% of the general fund expenditures. Staff anticipates that the 2015 year end numbers for the General Fund may be below 2014 as the Council has approved self-funding the Street Department Loader purchase, additional expenditures for the security camera system and a couple other minor items. If our estimate of 2015 year-end is accurate, the reserve amount that could be used for contribution to the Emergency Services Facility while maintaining policy would be very small or nil. The City Council has the authority to change the General Fund reserve policy; however, that would have an impact on our financial strength\position depending on a lower reserve policy and could factor into our bond rating.

Existing Enterprise Fund Transfers and Reserve Funds – Both the City's Liquor Fund and Electric Fund already contribute an annual transfer to the City in an amount of \$70,000 (Liquor) and \$175,00 (Electric), which is used for property tax relief. The Liquor Fund does have a reserve balance of approximately \$925,000 with some pending accounts payable\accounts receivable. The Electric Fund does have a reserve balance of approximately \$5.68 million with some pending accounts payable\accounts receivable. These fund's purpose is to provide for the capital needs of these two enterprises and for future renovations or construction of new facilities. As these are City funds, the impact is only to Windom residents and City funds.

Please note the Utility Commission has an established goal of maintaining one year's operational reserve in the Electric Department which is about \$5.44 million. In addition, the Electric Department has several large capital projects scheduled for the near-term and future Liquor Store renovations would rely on their reserve balance. Please also note that the Electric Fund has already contributed labor and incurred cost directly related to the Emergency Services Facility through the relocation of electric infrastructure amounting to \$199,787. Should either the Liquor Fund or Electric Fund reserve be considered for a one-time contribution to the Emergency Services Facility project the amount should be well thought-out as to fully considering the short-term and long-term needs and plans for the Liquor Store and Electric Utility.

Debt Financing - Due to limits on municipal debt there are really only a few primary options to provide the capital needed to construct the facility which are General Obligation Bonds/Revenue Bonds or a USDA loan.

According to our bond counsel, the General Obligation Bond could be structured as a straight GO Bond issue (which would require an election) or would qualify under General Obligation Capital Improvement Plan funding (no election required, only public notice). A General Obligation Capital Improvement Bond for \$3 million would be within the statutory limits for issue size and debt repayment. The cost to issue a \$3 million General Obligation bond is estimated to be \$140,000 for underwriters discount, cost of issuance and capitalized interest. These costs will vary somewhat by the amount of the bond to be issued, but the issuance expense of \$43,000 is relatively static regardless of the bond size.

A Revenue Bond may also be used to fund the project through the Economic Development Authority or possibly the Ambulance Fund (not requiring an election). In this case, the revenue bonds would be issued and repayments would be made through revenues received (e.g. lease payments, service contracts, etc.). Disadvantages are that the interest rates on these bonds would likely be higher than the General Obligation Bond as the issue is not completely backed by the full faith, credit and taxing of the City and complicating the deal.

The USDA loan can be for a maximum of 40 years (most likely 30-35 years) with an interest rate that varies depending on the market and household income of the area served. The USDA representative for this area stated that the current interest rates are 3.25% to 4.5% and set at the time of obligation or loan closing. The City is eligible for a grant of up to \$35,000 but was advised that any grant should be used for equipment versus a building due to regulatory concerns such as long-term reporting.

These debt options will require the City to enter into a repayment obligation that will likely span 20-40 years. The most likely debt types are the General Obligation Bond and USDA loan. As such, Exhibit C and Exhibit D show the anticipated annual debt service for these two options based on a \$3 million issue. The annual debt service is most easily calculated or observed to be in a range of \$52,667 to \$69,000 per \$1 million of debt issued depending on the type of debt.

Repaying Annual Debt Service - Where the City Council has the most flexibility is how to collect the revenue needed to pay the debt service. These options include property taxes, transfers, service fees, franchise fees, local option sales tax, repayment from other governmental entities in the fire and/or ambulance district and grants, gifts or sponsorships. A combination of repayment methods is staff's recommendation to minimize the impact on any one resource and spread the cost of the project to the parties benefitting from the services.

Property taxes - This is the most common repayment method as the City Council has control to set these levy rates (absent State levy limits, however, the limits do exempt debt service payments) and taxing authority of the City provides the best bond security. A downside of relying solely on property taxes only is that these taxes are only paid by the residents of Windom whereas the community only compromises about 47.5% of the fire service district based on the most recent formula. Other negative factors would include adding all of the debt on to Windom's financial statements which could limit our ability to bond for other City projects and increase the tax rate within the community which impacts economic development.

Annual Transfers - Transfers from City owned enterprise funds is another way the City could use to help make debt payments. As stated previously, the Liquor and Electric Funds already do provide transfers to the City's General Fund in the amounts of \$70,000 and \$175,000 annually as payment in lieu of taxes for property tax relief. The transfer levels have been largely in place for a number of years and could be revisited as the annual gross sales at each have grown, but once again these are funds derived only from City of Windom residents.

The annual Liquor Fund transfer of \$70,000 has been in place since 2004 when the Liquor Store had about \$1.1 million in gross sales. In 2015 it is anticipated that gross sales rise to \$1.7 million. Due to the increased sales and current reserve, equal to about 50% of its operational cost, the amount of the Liquor Fund transfer could be increased to help off-set some of the debt service for the Emergency Services Building. Using the same transfer percentage as in 2004, the amount from the Liquor Store for debt service repayment could be approximately \$30,000 - \$35,000. There are pros and cons to increasing or dedicating any additional transfer monies which should be fully discussed.

At present the annual transfer from the Electric Fund is \$175,000 and has fluctuated between \$175,000 and \$250,000 since 2004. The \$250,000 level was incorporated to compensate for large cuts in local government aid from the State. Once City finances were stabilized the transfer dropped to \$175,000 in 2008-present. Prior to 2004 the annual transfer had been \$195,245 from 1990 to 2003. Due to the increased sales and current reserve, equal to about 100% of its operational cost, the amount of the Electric Fund transfer could be increased to help off-set some of the debt service for the Emergency Services Building. There are pros and cons to increasing or dedicating any additional transfer monies which should be fully discussed along with the Department's pending Capital Improvement Plan.

The City Council has also discussed the possibility of initiating a transfer from the City-owned hospital. Annual audits for the hospital has shown the financial health of the hospital and operations to be robust. Last year, the Windom Area Hospital had \$15,770,000 in operational income and a net position of \$22,500,000. Over the last three years the Hospital audit shows increases in net position of \$900,000; \$692,000 and \$2,720,000. As a City-owned entity and a benefactor from the Ambulance service (that is housed within the new Emergency Service Facility) there is a reasonable and solid rationale for consideration of a transfer and dedication of the proceeds for debt service. There are pros and cons to initiating or dedicating any transfer monies which should be fully discussed with the Hospital Board including plans for implementation of their Master Plan.

Service Fees – Some communities have a fee added onto municipal utility bills for emergency services (City of Luverne) or equipment funds (City of Mt. Lake). This type of fee is what the City of Windom currently uses to cover the cost of the City-wide clean-up program where \$1\month is added onto resident's utility bills. In Windom there are approximately 2,000 residential customers and 300 commercial customers. Should this revenue option be considered the fee may be flat or scaled to some formula to reflect fire or ambulance services (e.g. is a household the same cost as a non-profit, business or industrial customer?). The City Council would have sole discretion on setting the rate for these fees by resolution. A downside of this revenue source is that it is only paid by the residents of Windom and would be a long-term (life of the bonds or loan) commitment.

Franchise fees – These fees are used in communities (Jackson, Lakefield and Worthington) for a variety of purposes. These franchise fees are included on the gas provider's agreement with the community. Windom currently has a franchise agreement that runs through 2020 without any franchise fee, but that could be considered in the future as a revenue source for debt retirement or other things. A positive is that franchise fees are typically long-term (20 year) agreements so that fits well with debt repayments; however, once again, this revenue source is only paid by the residents of Windom.

Local Option Sales Tax – The City has been working with the State legislature for the last two sessions to obtain the authority to bring a local option sales tax to the voters, but this has met with resistance from some legislators. The City of Worthington has a local option sales tax and uses proceeds for its conference and events center. This revenue resource would be a good fit and arguably the fairest way to pay for Windom's Emergency Services Facility as it would collect funds from all users of Fire and Ambulance service including residents, visitors and those living outside of the community. The amount estimated to be raised from a 1% local option sales tax would cover the annual debt service for a \$3 million issue and have a timeframe of 15-20 years to match repayment terms. A concern with instituting a local option sales tax is the perception that the community is higher cost than other comparable cities and the timing for an election would push back the preferred construction schedule for the project.

Repayment from Other Governmental Entities in the Fire and/or Ambulance Districts – The City and other participants in the Windom Fire District currently divide costs via a formula based on population, taxable value and incidences of fire calls; however, this formula does not cover the construction of a facility. The contractual agreements between the City and the other fire district participants can be reviewed and re-negotiated, but there is a strong sentiment from a number of the participants that feel the City should be solely responsible for the facility. Based on the current formula the City of Windom accounted for 47.5% of the fire operational costs with the remaining 52.5% divided among the other participants. If this formula were used, or a variation of it, there would be a considerable expense that would need to be contributed from the other members of the fire district. The City Council has limited ability to require a capital contribution up front; however, applicable and prorated costs such as a lease or depreciation are part of an operational budget and could be passed along to the user groups through that mechanism. Benefits of this repayment system through the operational expenses are that users pay for their fair share and the formula is flexible to adjust with future shifts in participants or share of expenses.

Grants, Gifts and Sponsorships – The City has received some donations for the Emergency Services Facility over the last few years. Funds for gifts and sponsorships have been used in the past (Community Center) to help construct facilities. When opportunities arise, such as the FEMA grant, the City has submitted applications for the facility, but this was unsuccessful and buildings are no longer eligible. There are certainly other opportunities for grants; however, the staff time needed to pursue the grants and assemble what would be many small amounts may not be as productive as needed to move the project forward but focusing on a few of the most likely resources (Remmick, SWIF and USDA) would be the most productive. Sponsorships from local businesses and promoting endowments or gifts are avenues that need to be further developed.

Summary

The financing package for the proposed project and timing of construction will be complex and inter-dependent on financing, state legislative action and repayment resources. As such, multiple plans need to be discussed to provide direction to move the project ahead. A future work session by the City Council, Emergency Service Building Committee and architect would be beneficial in working through the project cost and timing.

MEMORANDUM



CITY OF WINDOM
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TO: City Council
FROM: Steve Nasby, City Administrator *Steve Nasby*
DATE: March 22, 2016
RE: Emergency Services Facility – Funding Option A, B and C

As you know, the City Council previously discussed options for funding of the proposed facility on October 20, 2015. Since that time there is one factor that is not set in writing, but the funding contribution from the townships and cities in the fire district may be \$15,000 to \$30,000 per year for debt service. The following is a brief breakdown of what was discussed and possible funding options. The combination of these resources are flexible and are to serve as a starting point for City Council discussion.

Estimated Project Cost

The proposed project estimate is \$4.562 million including architectural fees, contingencies and \$150,000 for the relocation of recreational facilities. What is not included are the pre-design costs (approximately \$25,000; land value or about \$199,787 in electric department costs). These costs could be reimbursed to some extent (as determined by the Council). A priority, especially if the project bid comes in lower than anticipated or if the contingency funds are not needed, is that the electric department cost should be reimbursed a minimum of \$47,507, which is directly associated with the Emergency Services Facility.

Funding Plan A

The City is seeking \$2.2 million in State bonding funds to provide about one-half of the project cost. This would be matched with \$1 million from the Ambulance Reserves and \$1.35 million of General Obligation debt or USDA loan. **The annual debt service for Plan A would be \$68,250 (USDA 40 years) to \$90,500 (GO Bond 20 years).**

The debt service would be paid for through a combination of the following:

Fire Service District (planned)	\$15,000
Liquor Fund Transfer (increase)	\$30,000
Electric Fund Transfer (increase)	\$25,000
Emergency Service Fee (if needed)	\$20,500 (\$0.75\per residential and commercial user)
Total	\$90,500 (with ES Fee) \$70,000 (without ES Fee)

Other possible resources

Hospital Transfer (new)
Ambulance Fund Operating Funds
Property Tax Levy
General Fund Reserve
Donations\Fundraising
USDA Programs – REDLG Grant\Loan
Bank Qualified Bonds
Franchise Fee (future – 2021)

If a \$1 million 0% USDA REDLG loan (see Appendix B for a program summary) for 10 years was available that would incur \$100,000 of annual debt service payments and leave a balance of \$350,000 to cover from other sources. If a USDA REDLG loan is used GO Bonds would not be used for the \$350,000 shortfall as the cost of issuance is prohibitive. Possibly a USDA REDLG grant could also be used to cover some of the gap if the REDLG loan is used.

Funding Plan B

The previously discussed funding for Plan B (October 2015) is to obtain funding in sufficient amounts to repay annual debt service on a \$3.65 million USDA loan or General Obligation bonds. **The total annual debt service for these two methods range from \$184,500 (USDA 40 years) to \$244,500 (GO Bond 20 years – Appendix A).** This Plan B also includes the \$1 million from the Ambulance Fund.

The debt service would be paid for as follows:

Fire Service District (planned)	\$30,000
Liquor Fund Transfer (increase)	\$30,000
Electric Fund Transfer (increase)	\$25,000
Hospital Transfer (new)	\$100,000
Emergency Service Fee (new)	\$14,500 to \$74,500

Emergency Service Fee (if selected) would raise the following amounts of revenue annually:

\$1\month per residential and commercial customer =	\$27,500
\$2\month per residential and commercial customer =	\$55,000
\$3\month per residential and commercial customer =	\$82,500
\$4\month per residential and commercial customer =	\$110,000
\$5\month per residential and commercial customer =	\$137,500

Other possible resources

- Ambulance Fund Operating Funds
- Property Tax Levy
- Donations\Fundraising
- General Fund Reserve
- USDA Programs – REDLG Grant\Loan
- Bank Qualified Bonds
- Franchise Fee (future – 2021)

Funding Plan C

This funding option contains the same items as Plan B, but adds in a USDA REDLG \$1 million loan. The same goal is to obtain funding in sufficient amounts to repay annual debt service on \$3.65 million in loans. A USDA loan or General Obligation bonds would total \$2.65 million for this scenario. **The total annual debt service for this option ranges from \$234,000 to \$277,500.**

The total debt service would include \$134,000 (USDA 40 years) to \$177,500 (GO Bond 20 years – Exhibit A) plus the \$100,000 USDA REDLG loan payment. This Plan C also includes the \$1 million from the Ambulance Fund.

The debt service would be paid for as follows:

Fire Service District (planned)	\$30,000
Liquor Fund Transfer (increase)	\$30,000
Electric Fund Transfer (increase)	\$25,000
Hospital Transfer (new)	\$100,000
Emergency Service Fee (new)	\$49,000 to \$107,500

Emergency Service Fee (if selected) would raise the following amounts of revenue annually:

\$1\month per residential and commercial customer = \$27,500

\$2\month per residential and commercial customer = \$55,000

\$3\month per residential and commercial customer = \$82,500

\$4\month per residential and commercial customer = \$110,000

\$5\month per residential and commercial customer = \$137,500

Other possible resources

Ambulance Fund Operating Funds

Property Tax Levy

Donations\Fundraising

General Fund Reserve

USDA Programs – REDLG Grant

Bank Qualified Bonds

Franchise Fee (future – 2021)

Notes: The USDA staff did suggest a 30-35 year term for the building loan, although 40 years is allowed within the program. Note that the 40-year term on the USDA loan is the annual debt service used for this discussion. In the October 2015 packet the comparisons between the GO Bond versus the USDA loan showed significantly higher total costs with the USDA loan even with the subtraction of the bond issuance costs due to the interest charges for the longer term.

If available, the USDA REDLG loan could be used in any combination with Plans A, B and C in conjunction with other resources as shown.

Using Bank Qualified Bonds placed with an independent broker instead of issuing a General Obligation bond would cost a little less to issue, but the interest rates may be slightly higher.

Appendix A

Proposed CIP Bond Issue

City of Windom, Minnesota

\$3,650,000 General Obligation CIP Bonds, Series 2016

Assumes Current Market BQ A+ Rates plus 25bps

Sources & Uses

Dated 08/15/2016 | Delivered 08/15/2016

Sources Of Funds

Par Amount of Bonds	\$3,650,000.00
Ambulance Funds	1,000,000.00
Total Sources	\$4,650,000.00

Uses Of Funds

Total Underwriter's Discount (1.200%)	43,800.00
Costs of Issuance	44,000.00
Deposit to Capitalized Interest (CIF) Fund	59,327.46
Deposit to Project Construction Fund	4,500,000.00
Rounding Amount	2,672.54
Total Uses	\$4,650,000.00

City of Windom, Minnesota

\$3,650,000 General Obligation CIP Bonds, Series 2016

Assumes Current Market BQ A+ Rates plus 25bps

Debt Service Schedule

Date	Principal	Coupon	Interest	CIF	Total P+I	Net New D/S	Fiscal Total
06/15/2016	-	-	-	-	-	-	-
02/01/2017	-	-	59,527.46	(59,527.46)	59,527.46	-	-
08/01/2017	-	-	47,411.25	-	47,411.25	47,411.25	-
02/01/2018	150,000.00	1.250%	47,411.25	-	197,411.25	197,411.25	244,822.50
08/01/2018	-	-	46,473.75	-	46,473.75	46,473.75	-
02/01/2019	150,000.00	1.400%	46,473.75	-	196,473.75	196,473.75	242,947.50
08/01/2019	-	-	45,423.75	-	45,423.75	45,423.75	-
02/01/2020	150,000.00	1.600%	45,423.75	-	195,423.75	195,423.75	240,847.50
08/01/2020	-	-	44,223.75	-	44,223.75	44,223.75	-
02/01/2021	155,000.00	1.750%	44,223.75	-	199,223.75	199,223.75	243,447.50
08/01/2021	-	-	42,867.50	-	42,867.50	42,867.50	-
02/01/2022	160,000.00	1.850%	42,867.50	-	202,867.50	202,867.50	245,735.00
08/01/2022	-	-	41,387.50	-	41,387.50	41,387.50	-
02/01/2023	160,000.00	2.050%	41,387.50	-	201,387.50	201,387.50	242,775.00
08/01/2023	-	-	39,747.50	-	39,747.50	39,747.50	-
02/01/2024	165,000.00	2.150%	39,747.50	-	204,747.50	204,747.50	244,495.00
08/01/2024	-	-	37,973.75	-	37,973.75	37,973.75	-
02/01/2025	165,000.00	2.300%	37,973.75	-	202,973.75	202,973.75	240,947.50
08/01/2025	-	-	36,076.25	-	36,076.25	36,076.25	-
02/01/2026	170,000.00	2.400%	36,076.25	-	206,076.25	206,076.25	242,152.50
08/01/2026	-	-	34,036.25	-	34,036.25	34,036.25	-
02/01/2027	175,000.00	2.500%	34,036.25	-	209,036.25	209,036.25	243,072.50
08/01/2027	-	-	31,848.75	-	31,848.75	31,848.75	-
02/01/2028	180,000.00	2.650%	31,848.75	-	211,848.75	211,848.75	243,697.50
08/01/2028	-	-	29,463.75	-	29,463.75	29,463.75	-
02/01/2029	185,000.00	2.750%	29,463.75	-	214,463.75	214,463.75	243,927.50
08/01/2029	-	-	26,920.00	-	26,920.00	26,920.00	-
02/01/2030	190,000.00	2.850%	26,920.00	-	216,920.00	216,920.00	243,840.00
08/01/2030	-	-	24,212.50	-	24,212.50	24,212.50	-
02/01/2031	195,000.00	2.950%	24,212.50	-	219,212.50	219,212.50	243,425.00
08/01/2031	-	-	21,336.25	-	21,336.25	21,336.25	-
02/01/2032	200,000.00	3.050%	21,336.25	-	221,336.25	221,336.25	242,672.50
08/01/2032	-	-	18,286.25	-	18,286.25	18,286.25	-
02/01/2033	205,000.00	3.150%	18,286.25	-	223,286.25	223,286.25	241,572.50
08/01/2033	-	-	15,057.50	-	15,057.50	15,057.50	-
02/01/2034	215,000.00	3.250%	15,057.50	-	230,057.50	230,057.50	245,115.00
08/01/2034	-	-	11,563.75	-	11,563.75	11,563.75	-
02/01/2035	220,000.00	3.350%	11,563.75	-	231,563.75	231,563.75	243,127.50
08/01/2035	-	-	7,878.75	-	7,878.75	7,878.75	-
02/01/2036	225,000.00	3.400%	7,878.75	-	232,878.75	232,878.75	240,757.50
08/01/2036	-	-	4,053.75	-	4,053.75	4,053.75	-
02/01/2037	235,000.00	3.450%	4,053.75	-	239,053.75	239,053.75	243,107.50
Total	\$3,650,000.00	-	\$1,272,012.46	(59,527.46)	\$4,922,012.46	\$4,862,485.00	



Rural Economic Development Loan & Grant Program

What does this program do?

The Rural Economic Development Loan (REDL) and Grant (REDG) programs provide funding to rural projects through local utility organizations. Under the REDLoan program, USDA provides zero interest loans to local utilities which they, in turn, pass through to local businesses (ultimate recipients) for projects that will create and retain employment in rural areas. The ultimate recipients repay the lending utility directly. The utility is responsible for repayment to the Agency.

Under the REDGrant program, USDA provides grant funds to local utility organizations which use the funding to establish revolving loan funds (RLF). Loans are made from the revolving loan funds to projects that will create or retain rural jobs. When the revolving loan fund is terminated, the grant is repaid to the Agency.

Who may apply for this program?

To receive funding under the REDLG program (which will be forwarded to selected eligible projects) an entity must be described as:

- Any former Rural Utilities Service (RUS) borrower who borrowed, repaid or pre-paid an insured, direct, or guaranteed loan
- Nonprofit utilities that are eligible to receive assistance from the Rural Development Electric or Telecommunication Programs; or
- Current Rural Development Electric or Telecommunication Programs Borrowers

What is an eligible area?

Intermediaries may use Rural Economic Development Loan & Grant (REDLG) funds to lend for projects in rural areas or towns with a population of 50,000 or less.

How much funding is available to intermediaries?

- Up to \$300,000 in grants may be requested for establishment of the RLF
- Up to 10% of grant funds may be applied toward operating expenses over the life of the RLF
- Up to \$1 million in loans may be requested

The intermediary applies to USDA for funding support on behalf of specified local projects. Projects may commence after application submission, but there is no guarantee of approval. USDA funds are issued to the intermediary at project completion.

What are the terms for the intermediary?

- 10 years at 0%
- Grants require 20% match from the intermediary
- Grant funds must be repaid to USDA upon termination of the RLF

How may funds be used?

REDLG intermediaries pass the funding to ultimate recipients on to eligible projects. Examples of eligible projects include:

- Business incubators
- Community development assistance to nonprofits and public bodies (particularly job creation or enhancement)
- Facilities and equipment for education and training for rural residents to facilitate economic development
- Facilities and equipment for medical care to rural residents
- Start-up venture costs, including, but not limited to financing fixed assets such as real estate, buildings (new or existing), equipment, or working capital
- Business expansion
- Technical assistance

NOTE: [7 CFR, Part 4280.27](#) and [7 CFR, Part 4280.30](#) list ineligible uses

How much funding is available to business and community borrowers (ultimate recipients) through the RLF?

An ultimate recipient may request up to 80% of project cost using REDLG funds, with the remainder provided by the ultimate recipient or the intermediary

What are the terms on the RLF loan to the ultimate recipient?

- Interest rate is 0%
- Maximum term is 10 years
- Up to 80% of project cost, with 20% from either the ultimate recipient or the intermediary
- The intermediary may incorporate interest rates or administrative loan fees after the funds have been loaned out and revolved once. First time around all loans are at zero interest.
- Repayment may be deferred up to two years

How do we get started?

Applications for this program are accepted through your local office year round. Program Resources are available online (includes forms needed, guidance, certifications etc.)

Who can answer questions?

Contact your local office.

What governs this program?

- Basic Program – 7 CFR, Part 4280
- Loan Servicing – 7 CFR, Part 4280 and 2 CFR Part 200
- This program is authorized by the Rural Electrification Act of 1936

Why does USDA Rural Development do this?

The REDLG programs provide financing to eligible RUS electric or telecommunications borrowers to promote rural economic development and job creation projects..

NOTE: Because citations and other information may be subject to change, please always consult the program instructions listed in the section above titled "What Law Governs this Program?" You may also contact your local office for assistance.

You will find additional forms, resources, and program information at www.rd.usda.gov

MEMORANDUM



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

TO: City Council
FROM: Steve Nasby, City Administrator
DATE: March 21, 2016
RE: State Bonding Funding – Legislative Update

A handwritten signature in black ink, appearing to read "Steve Nasby", is written over the "FROM:" line of the memorandum header.

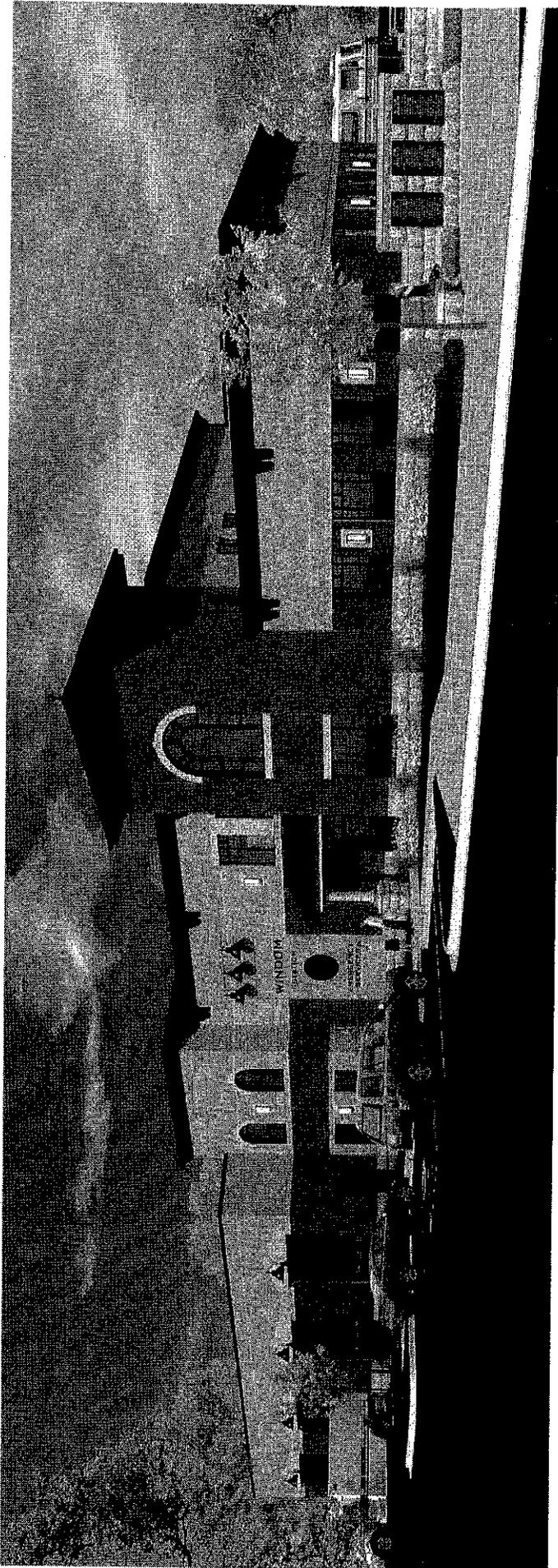
Flaherty and Hood was engaged to provide some lobbying services for the City regarding the State bonding funds for the Emergency Services Facility. Marty Seifert (former House Representative and Speaker) has been assigned our project. Mr. Seifert has been working to engage the House and Senate leadership as well as the Governor's office and legislators on the Senate and House Capital Investment Committees.

On March 16, 2016 Mr. Seifert and I met with a number of legislators to discuss the Windom project. The face to face meetings included Representative Paul Torkelson (House Capital Investment Committee Chair); Rep. Chris Swedzinski (House Capital Investment Committee Vice-Chair) and Rep. Dean Urdahl (Senior majority member of House Capital Investment Committee). In addition, I met in person with Rep. Rod Hamilton, Sen. Bill Weber and Sen. Mary Kiffmeyer (Senate Capital Investment Committee).

Visits were also made to the following House and Senate offices to drop off additional information about our project: Sen. LeRoy Stumpf (Senate Capital Investment Committee Chair); Sen. Bev Scalze (Senate Capital Investment Committee Vice-Chair); Sen. Dave Senjem (Senate Capital Investment Committee – Ranking Minority Member); Rep. Bob Gunther; Sen. Julie Rosen; Sen. Vicki Jensen; Sen. Richard Cohen; Sen. Jim Metzen and Sen. John Hoffman.

Mr. Seifert will continue to meet with these and other legislators and the Governor's office to solicit support for our project. He is currently working with Rep. Pat Garofalo to get a hearing date for presentation of our project in the House.

The information being provided to the legislators and Governor's office is attached for your information. Should we get a hearing in the House or Senate it would be beneficial to have representation from the City Council and Building Committee.



WINDOM EMERGENCY SERVICES
WINDOM, MN



MEMORANDUM



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

TO: State Legislators
FROM: Windom Emergency Services Facility Building Committee
DATE: March 16, 2016
RE: Windom Emergency Services Facility - Project Timeline and Project Costs

The Windom Emergency Services Facility Building Committee has unanimously approved a recommendation on the preferred floor plan, site plan and building design\construction type (pre-cast concrete). The proposed floor plan shows 19,800 square feet primarily consisting of 10 fire apparatus and 4 ambulance apparatus bays along with support space for mechanicals, storage and offices. The site plan is based upon the Witt Park location in Windom (10th Street and 5th Avenue).

Upon the approval by the Windom City Council to proceed with the schematic drawings, design development and construction drawings the project is ready to proceed. The Building Committee's recommendations have been produced in detail by the architects a formal cost analysis has been completed (see attached).

The following are the anticipated project timelines based on the preferred project schedule:

December 2015 – March 2016	Architects Prepared Design & Construction Drawings
March 15, 2016	City Council Approval of Plans and Specifications
March - April 2016	Project Bidding
March – May 2016	State Bonding Decision (Legislature & Governor)
June 7, 2016	Project Bid Award Decision (Windom City Council)
June 2016	Pre-construction Meeting
July – September 2016	Project Construction Start
September 2017	Facility Completion

Department of Fire and Emergency Services Quick Facts Windom Emergency Services Facility

Contact Information:

Windom Fire Department
Attention: Dan Ortman, Fire Chief
djo@windomnet.com
444 9th Street, PO Box 38
Windom, MN 56101
(507) 822-0272

Windom Ambulance Service
Attention: Tim Hacker
tim@windomfarmsservice.com
444 9th Street, PO Box 38 -
Windom, MN 56101
(507) 830-0530

Mayor Corey Maricle
(507) 822-2074
Windommayor@windomnet.com

Brian Cooley, Council Member (ESF Representative)
(507) 822-6504
bcooley.winccouncil@windom-mn.com

Preferred Location: Witt Park (Corner of 5th Avenue and 10th Street). Windom, MN 56101

Cost Estimate: \$4,500,000 (includes Architect\Engineering & relocating tennis courts)

Funding Sources: \$1,000,000 Ambulance Reserve Funds. Remainder will be a combination of General Obligation bonds, State grants\bonding; Fire District members (Townships, Bingham Lake and Wilder); reserve funds and\or transfers from municipal enterprises).

Anticipated Bidding Date: March 2016

Anticipated Bid Award: June 2016

Anticipated Completion Date: Fall 2017

Building Size: Planned for 19,800 square feet (apparatus bays, meeting rooms & mechanical space)

Bay Doors: 14 (includes alternate 4th bay for Ambulance)

Background:

Windom's existing fire hall is over 50 years old and is only 4,100 square feet for equipment, apparatus, staging, storage and support areas for 31 Firefighters and 18 EMTs. The existing Fire Hall space is so small numerous pieces of fire and ambulance equipment has to be stored off-site. Equipment scattered among several different locations across the community leads to inefficiencies in the delivery of emergency services and creates slower response times. In 2015 the Ambulance made over 725 runs and the need for services is increasing.

The fire hall no longer accommodates the quantity or size of equipment required by today's average fire or ambulance departments. Due to the storage inadequacies, when emergency calls are received, equipment is not always readily accessible by the department. The fire hall's shortcomings include its inability to adequately accommodate the department's equipment; its inability to provide sufficient space for rapid, unhindered movement of firefighters and EMTs within the facility; and its inability to provide sufficient space to prevent accidental interaction between firefighters, EMTs and equipment, thereby creating serious safety issues. Because of the size of the confined space and the close proximity of firefighters, EMTs and equipment there are also air quality issues.

Replacement of Fire Station – Frequently Asked Questions

Q. Why Witt Park? Is this site a good location for the fire station?

A. The Fire Hall building committee evaluated 12 sites and presented these to the City Council for discussion in August 2006. Four sites were also considered in 2014 and the City Council selected Witt Park as the preferred site for the facility on October 21, 2014. The existing location of the Fire and Ambulance Services is near the Law Enforcement Center (LEC) and to maintain response time adequacy for all areas of the community, multiple assess points and continue inter-department coordination the Witt Park site was preferred.

Q. What will happen to the amenities in Witt Park?

A. The Emergency Services Facility will cover the vast majority of the site. The City Council has been strong in its support to relocate the tennis courts, playground equipment and basketball court. The plan is to construct two tennis courts at Tegel's Park, place the playground equipment at Dynamite Park and construct a basketball court at Island Park.

Q. What is the cost of the proposed new fire Station?

A. The total estimated project cost is \$4.5 million, which is to include \$150,000 for re-construction of the tennis courts. The City is pursuing State bonding funds for \$2.2 million and has a \$1 million down payment from the Ambulance Fund. The balance of the funds would come from the issuance of debt financing with the annual payments to be made from participants in the Windom Fire District, transfers from enterprise funds and Ambulance fees. The City is also pursuing a local option sales tax, which if approved by the legislature and the Windom voters could also be a funding resource.

Q. What will happen to the old fire hall?

A. Currently, there are no firm plans for the re-use of the fire hall. Several possible uses could include additional space for Windomnet, relocation of the Windom Police Department or other departments or as storage for City offices. It is our intent to maintain the outside envelop of the building in its current appearance.

Q. How long will this project take?

A. The City is bidding the project in March/April 2016 and may award a bid by June 7, 2016. Site preparation could begin in Summer\Fall 2016 and construction would be planned for Fall 2016 with completion in Fall 2017.

Q. What will the station look like?

A. The City recognizes that this project is occurring in the downtown area. We are sensitive to the need to produce a design that is consistent in character to surrounding neighborhood. The plan calls for a concrete panel construction.

Q. Will the City keep interested parties informed as to the progress of this project?

A. Yes. The Emergency Services Building Committee has communicated with community groups, the members of the fire district and the City Council and will continue to do so. Information has been posted on the City website.

Q. Is this the best time to build this facility?

A. The primary funding source of this project is anticipated to be from the State. This funding is open for competition every two years and if the City were to get this funding the opportunity to build this needed public facility is now. Additionally, the architect has stated that construction costs continue to rise so every year we wait the cost for the project is anticipated to increase by over 10%.

Q. What if the City does not get State Bonding funds for the project?

A. If State funds are not received the project financing not affordable. The City Council will have a decision on the future of the project following the end of the legislative session (May 2016) and the anticipated bid award date of June 2016.

Q. Is there going to be a public vote on the project?

A. A public vote for the project is not required and has not been planned. Throughout the process there have been public meetings of the City Council and two project specific open houses held by the Fire\Ambulance Department and City to provide opportunities for public input. A public hearing and notification to the public on the issuance of General Obligation Capital Improvement Bonds was held March 15, 2016 and the public has the option to request a referendum.

STATEMENT OF PROBABLE COST

Date: 11-17-15

Project Name: Emergency Services Facility
 Scope of Work: New Construction
 Project Location: Windom, Minnesota
 Project Number: 15305-1



ITEM	DESCRIPTION	UNITS	QUANTITY	RATE (\$)	AMOUNT (\$)
DIVISION 1 - CONSTRUCTION REQUIREMENTS					
1	Project On-Site Supervision	hrs	1170	\$85.00	\$99,450.00
2	Project Management	hrs	210	85.00	\$17,850.00
3	Safety	hrs	30	85.00	\$2,550.00
4	Temp Electric	Monthly	9	450.00	\$4,050.00
5	Temp Heat & Ventilation	Monthly	2.5	8400.00	\$21,000.00
6	Temp Office	Monthly	9	1200.00	\$10,800.00
7	Temp Field Office Supplies	Monthly	9	200.00	\$1,800.00
8	Equipment	Monthly	9	400.00	\$3,600.00
9	Temp Enclosures	ls	1	1800.00	\$1,800.00
10	Daily Cleaning	hrs	78	70.00	\$5,460.00
11	Finish Cleaning	sf	18297	0.40	\$7,318.80
12	Dumpsters	ea	32	310.00	\$9,920.00
13	Document Printing	ls	1	500.00	\$500.00
14	Project Signage	ls	1	450.00	\$450.00
15	Construction Surveying	ls	1	2000.00	\$2,000.00
16	Street Sweeping	ls	1	1200.00	\$1,200.00
17	Storm Water Provisions	ls	1	3500.00	\$3,500.00
18	Temporary Construction Fence	ls	1	4500.00	\$4,500.00
19	Special Testing/Construction Inspections	ls	1	21000.00	\$21,000.00
Division 1 - Subtotal					\$218,748.80
DIVISION 2 - SITE WORK AND DEMOLITION					
1	Mobilization	ls	1.00	35,000.00	\$35,000.00
2	Traffic Control	ls	1.00	7,000.00	\$7,000.00
3	Demolition - Concrete Curb & Gutter	lf	570.00	10.00	\$5,700.00
4	Demolition - Pavement	sy	3,850.00	7.00	\$26,950.00
5	Demolition - Sidewalk	sy	130.00	5.00	\$650.00
6	Demolition - Fence	lf	910.00	3.00	\$2,730.00
7	Demolition - Misc. Items	ls	1.00	1,000.00	\$1,000.00
8	Clearing and Grubbing	ea	12.00	1,000.00	\$12,000.00
9	Common Excavation	cy	6,000.00	15.00	\$90,000.00
10	Pavement (Parking lot) - Bituminous	sy	3,200.00	38.00	\$121,600.00
11	Pavement (Aprons) - Concrete	sy	1,300.00	55.00	\$71,500.00
12	Granular Subbase - Class 5	ton	1,900.00	25.00	\$47,500.00
13	Select Granular Backfill	ton	3,600.00	20.00	\$72,000.00
14	Striping	ls	1.00	5,000.00	\$5,000.00
15	Sidewalk	sy	300.00	40.00	\$12,000.00
16	Curb & Gutter	lf	500.00	20.00	\$10,000.00
17	Storm Sewer	ls	1.00	40,000.00	\$40,000.00
18	Sanitary Sewer Service	ls	1.00	10,000.00	\$10,000.00

ITEM	DESCRIPTION	UNITS	QUANTITY	RATE (\$)	AMOUNT (\$)
19	Water Service	ls	1.00	10,000.00	\$10,000.00
20	Turf Establishment	ac	0.35	10,000.00	\$3,500.00
21	Erosion Control	ls	1.00	5,000.00	\$5,000.00
22	Building Excavation/Backfill	sf	15,408.00	2.80	\$43,142.40
23	Slab-on-Grade Sand Cushion (6")	cy	448.00	18.00	\$8,064.00
Division 2 - Subtotal					\$640,336.40
Division 3 - CONCRETE					
1	Concrete Footings (Materials)	cy	150.00	110.00	\$16,500.00
2	Concrete Foundations (Materials)	cy	198.00	110.00	\$21,780.00
3	Concrete Footings/Foundations (Labor)	hrs	1,140.00	85.00	\$96,900.00
4	Concrete Slab-on-Grade (6")	sf	11,200.00	6.20	\$69,440.00
5	Concrete Slab-on-Grade (4")	sf	4,205.00	4.90	\$20,604.50
6	Concrete Stoop Slabs	ls	1.00	5,500.00	\$5,500.00
7	Concrete Topping (2")	sf	3,000.00	3.80	\$11,400.00
Division 3 - Subtotal					\$242,124.50
Division 3a - PRECAST CONCRETE					
1	Precast Concrete - Plank	ls	51,300.00	1.00	\$51,300.00
2	Precast Concrete - Double Tee's	ls	114,400.00	1.00	\$114,400.00
4	Precast Concrete - Wall Panels	ls	580,000.00	1.00	\$580,000.00
Division 3a - Subtotal					\$745,700.00
Division 4 - MASONRY					
1					\$0.00
Division 4 - Subtotal					\$0.00
Division 5 - METALS					
1	Steel Stud Trusses/Sheathing/Ice & Water	ls	1.00	9,200.00	\$9,200.00
2	Structural Steel	ls	1.00	12,000.00	\$12,000.00
4	Misc Steel	ls	1.00	34,000.00	\$34,000.00
Division 5 - Subtotal					\$55,200.00
Division 6 - WOOD & PLASTICS					
1	Rough Carpentry	ls	1.00	23,000.00	\$23,000.00
2	Finish Capentry Install	ls	1.00	34,000.00	\$34,000.00
3	Finish Capentry/Millwork (Materials)	ls	1.00	12,000.00	\$12,000.00
4	Millwork (Kitchen)	ls	1.00	10,000.00	\$10,000.00
Division 6 - Subtotal					\$79,000.00
Division 7 - THERMAL AND MOISTURE PROTECTION					
1	Foundation Waterproofing	sf	3.50	5,375.00	\$18,812.50
2	Foundation Insulation	sf	1.90	5,375.00	\$10,212.50
3	Roofing (EPDM System)	sf	13.00	15,405.00	\$200,265.00
4	Parapet Flashing	lf	16.00	735.00	\$11,760.00
5	Standing Seam Metal Roof	ls	9,400.00	1.00	\$9,400.00
6	Misc Building Insulation	ls	6,400.00	1.00	\$6,400.00
7	Caulking	ls	5,500.00	1.00	\$5,500.00
Division 7 - Subtotal					\$262,350.00

ITEM	DESCRIPTION	UNITS	QUANTITY	RATE (\$)	AMOUNT (\$)
	DIVISION 8 - DOORS & WINDOWS				
1	Doors/Frames (Interior)	ea	28.00	850.00	\$23,800.00
2	Doors/Frames (Exterior - HM)	ea	5.00	650.00	\$3,250.00
3	Overhead Doors (Glass)	ea	-	8,000.00	\$0.00
4	Overhead Doors (Solid)	ea	13.00	3,000.00	\$39,000.00
5	Aluminum Doors & Windows	ls	1.00	125,000.00	\$125,000.00
	Division 8 - Subtotal				\$191,050.00
	DIVISION 9 - FINISHES				
1	3-5/8" Mtl. Stud partition (16" O.C.)	sf	11,220.00	10.50	\$117,810.00
2	6" Mtl. Stud partition (16" O.C.)	sf	432.00	11.80	\$5,097.60
3	1-1/2" Mtl. Stud Furring (16" O.C.)	sf	5,904.00	6.70	\$39,556.80
4	Acoustical ceiling system	sf	8,505.00	1.75	\$14,883.75
5	Flooring/Base	sf	8,505.00	3.75	\$31,893.75
6	Sealed Concrete	sf	10,400.00	1.70	\$17,680.00
7	Painting (Walls)	sf	27,448.00	0.80	\$21,958.40
8	Painting (Structure)	sf	10,400.00	0.90	\$9,360.00
9	Tile	ls	1.00	26,430.00	\$26,430.00
	Division 9 - Subtotal				\$284,670.30
	DIVISION 10 - SPECIALTIES				
1	Building Signage	ls	1.00	4,500.00	\$4,500.00
2	Misc Specialties	ls	1.00	9,500.00	\$9,500.00
	Division 10 - Subtotal				\$14,000.00
	DIVISION 11 - EQUIPMENT				
1	Kitchen Equipment	Allowance	1.00	8,000.00	\$8,000.00
2	Gear Grid (35 Units)	ls	1.00	8,000.00	\$8,000.00
	Division 11 - Subtotal				\$16,000.00
	DIVISION 12 - FURNISHINGS				
1					\$0.00
	Division 12 - Subtotal				\$0.00
	DIVISION 13 - SPECIAL CONSTRUCTION				
1					\$0.00
	Division 13 - Subtotal				\$0.00
	DIVISION 14 - CONVEYING SYSTEMS				
1					\$0.00
	Division 14 - Subtotal				\$0.00
	DIVISION 21 - FIRE SUPPRESSION				
1	Fire Suppression System	sf	16,205.00	1.80	\$29,169.00
	Division 21 - Subtotal				\$29,169.00
	DIVISION 22 - PLUMBING				

ITEM	DESCRIPTION	UNITS	QUANTITY	RATE (\$)	AMOUNT (\$)
1	Plumbing Systems	sf	16,205.00	6.50	\$105,332.50
	Division 23 - Subtotal				\$105,332.50
	Division 23 - MECHANICAL				
1	HVAC Systems	sf	16,205.00	18.50	\$299,792.50
	Division 23 - Subtotal				\$299,792.50
	Division 26 - ELECTRICAL				
1	Electrical Systems	sf	16,205.00	21.00	\$340,305.00
	Division 16 - Subtotal				\$340,305.00
	Division 27 - Communications				
1	Communication/Data/Low Voltage	sf	16,205.00	1.90	\$30,789.50
	Division 27 - Subtotal				\$30,789.50
	Summary of Division				
	Division 2 - Site Work				\$640,336.40
	Division 3 - Concrete				\$242,124.50
	Division 3a - Precast Concrete				\$745,700.00
	Division 4 - Masonry				\$0.00
	Division 5 - Metals				\$55,200.00
	Division 6 - Wood & Plastics				\$79,000.00
	Division 7 - Thermal & Moisture Protection				\$262,350.00
	Division 8 - Doors & Windows				\$191,050.00
	Division 9 - Finishes				\$284,670.30
	Division 10 - Specialties				\$14,000.00
	Division 11 - Equipment				\$16,000.00
	Division 12 - Furnishings				\$0.00
	Division 13 - Fire Suppression				\$0.00
	Division 14 - Conveying Systems				\$0.00
	Division 21 - Fire Suppression				\$29,169.00
	Division 22 - Plumbing				\$105,332.50
	Division 23 - Mechanical				\$299,792.50
	Division 26 - Electrical				\$340,305.00
	Division 27 - Communications				\$30,789.50
	Construction cost subtotal				\$3,811,310.70
	City Review Contingency			1%	\$33,358.20
	Design Contingency			2.5%	\$83,395.49
	Construction Contingency			4.5%	\$150,111.89
	Escalation & Inflation Allowance			0.5%	\$16,679.10
	Building Permit & Plan Check Fees	ls			\$24,152.28
	SAC/WAC	ls			\$200.00
	Builders Risk Insurance			0.8%	\$26,686.56
	General Liability Insurance			0.8%	\$26,686.56
	Overhead & Profit			3.5%	\$116,753.69
	Estimated construction cost				\$4,215,107.17
	Division 1 - General Requirements				\$218,748.80
	Revised Entry Canopy (No Outside Patio)	ls	(21,000.00)	1.00	\$21,000.00
	Estimated Contract Bid Amount				\$4,011,592.26
	Recreational Equipment Relocation Fee				\$150,000.00
	Architectural Design Fees (7.5% of construction)			7.5%	\$300,869.42
	Total Construction Cost				\$4,562,461.68
	Add Alternate #1 (4th Ambulance Bay)		Estimate		\$90,000-\$110,000

Emergency Services Facility**AT A GLANCE**

2016 Request Amount:	\$2,200
Priority Ranking:	1
Project Summary:	Windom Emergency Services Facility

Project Description

State bonding funds of \$2.2 million and local matching funds will be used to design, construct and furnish a 20,000 square foot Emergency Services Facility in Windom. The preferred site is a 76,000 square foot park that is adjacent to the Cottonwood County Law Enforcement Center and current City of Windom Fire Hall.

A new facility is badly needed to adequately house Fire & Ambulance emergency services. The cost of a facility (design & construction) is approximately \$4.5 million not including land acquisition or other related land costs.

Due to the low median incomes in Cottonwood County and the low tax base the City and townships are unable to raise the funds needed to construct the facility.

Project Rationale

Windom's existing fire hall is over 40 years old, contains just six bays and has only very limited support area. The total area in the existing facility is only 4,100 square feet. The existing Fire Hall space is so small numerous pieces of equipment are stored off-site; however, this space also houses a portion of the Windom Ambulance Services with two ambulance units (in separate garages) with a third ambulance located off-site. Equipment scattered among several different locations across the community leads to inefficiencies in the delivery of emergency services and creates slower response times.

The fire hall no longer accommodates the quantity or size of equipment required by today's average fire department. The Fire Department is currently storing fire fighting and rescue equipment in several locations throughout the city. Due to the storage inadequacies, when emergency calls are received, equipment is not always readily accessible by the department. The fire hall's shortcomings include its inability to adequately accommodate the department's equipment; its inability to provide sufficient space for rapid, unhindered movement of firefighters and EMTs within the facility; and its inability to provide sufficient space to prevent accidental interaction between firefighters, EMTs and equipment, thereby creating serious safety issues. Because of the size of the confined space and the close proximity of firefighters, EMTs and equipment there are also air quality issues.

The Fire Department, Ambulance Service and City Council have identified the need to replace the fire hall that was originally built in 1964. At the May 19, 2015 City Council meeting the City Council adopted the Emergency Services Facility project as it's #1 priority.

The Windom fire district provides fire services to the City of Windom, City of Wilder, City of Bingham Lake and nine townships located in Cottonwood and Jackson counties consisting of 190.5 square

miles of rural township area. The Windom Ambulance service area is over 200 square miles in area and serves these municipalities plus the City of Jeffers. Due to the rural nature of the area, declining rural population and low household median incomes, these cities and townships do not have the resources needed to contribute additional funds to fully pay for a new Emergency Services Facility.

The City's Fire Department is comprised of 30 volunteer firefighters and operates 14 pieces of equipment that need to be stored in a central location to facilitate optimum response times. The Ambulance service has 17 volunteer EMTs and operate 3 rigs, which make over 600 runs per year so these are critical services for the protection of the public health, safety and welfare.

Other Considerations

The City of Windom is incurring the cost of the land, relocation of electrical lines and playground equipment and pre-design expenses.

Impact on State Operating Subsidies

No impact on State operating budget. Increase in operating costs for the facility incurred by the City of Windom.

Who will own the facility?

City of Windom

Who will operate the facility?

City of Windom

Who will use or occupy this space?

Volunteer Fire Fighters and EMT Personnel

Public Purpose

Fire and Ambulance Services

Description of Previous Appropriations

No previous appropriations for this project. A previous bonding project was completed by the City and MN DNR (2008 bonding) for a dam removal and installation of rock riffles.

Project Contact Person

Steve Nasby
City Administrator
507-831-6129
snasby@windom-mn.com

(\$ in thousands)

Emergency Services Facility

PROJECT FUNDING SOURCES

Funding Source	Prior Years	FY 2016	FY 2018	FY 2020
<i>State Funds Requested</i>				
General Obligation Bonds	\$0	\$2,200	\$0	\$0
<i>Funds Already Committed</i>				
General Fund Cash	\$0	\$20	\$0	\$0
<i>Pending Contributions</i>				
City Funds	\$0	\$2,200	\$0	\$0
TOTAL	\$0	\$4,420	\$0	\$0

TOTAL PROJECT COSTS

Cost Category	Prior Years	FY 2016	FY 2018	FY 2020
Property Acquisition	\$0	\$0	\$0	\$0
Predesign Fees	\$0	\$11	\$0	\$0
Design Fees	\$0	\$240	\$0	\$0
Project Management	\$0	\$20	\$0	\$0
Construction	\$0	\$3,700	\$0	\$0
Relocation Expenses	\$0	\$0	\$0	\$0
One Percent for Art	\$0	\$37	\$0	\$0
Occupancy Costs	\$0	\$55	\$0	\$0
Inflationary Adjustment	\$0	\$357	\$0	\$0
TOTAL	\$0	\$4,420	\$0	\$0

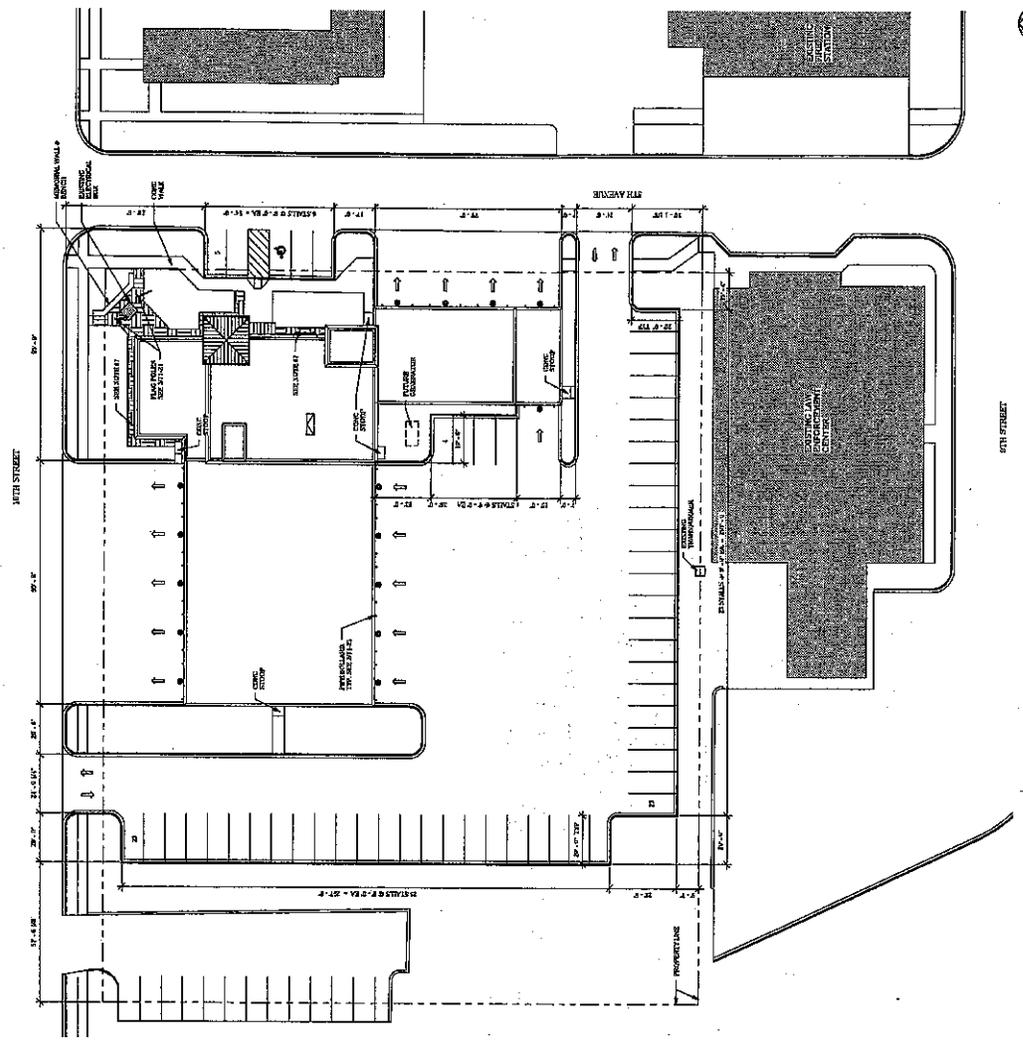
STATUTORY REQUIREMENTS

The following requirements will apply to projects after adoption of the bonding bill.	
M.S. 16B.335 (1a): Construction/Major Remodelling Review (by Legislature)	Yes
M.S. 16B.335(3): Predesign Review Required (by Dept. of Administration)	
Does this request include funding for predesign?	No
Has the predesign been submitted to the Department of Administration?	No
Has the predesign been approved by the Department of Administration?	No
M.S. 16B.325(1): Sustainable Building Guidelines Met	N/A
M.S. 16B.325(2) and M.S. 16B.335(4): Energy Conservation Guidelines	
Do the project designs meet the guidelines?	N/A
Does the project demonstrate compliance with the standards?	N/A
M.S. 16A.695: Public Ownership Required	Yes
M.S. 16A.695(2): Use Agreement Required	No
M.S. 16A.695(4): Program Funding Review Required (by granting agency)	Unsure
M.S. 16A.86 (4b): Matching Funds Required	Yes
M.S. 16A. 642: Project Cancellation in 2021	Yes
M.S. 174.93 Guideway Project	
Is this a Guideway Project?	No
Has the documentation been submitted to the legislature?	N/A
M.S. 16A.86 (6) Resolution of Support and Established Priorities	Yes

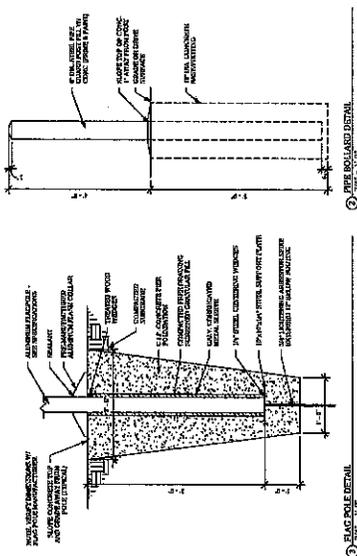
NOT FOR CONSTRUCTION

WINDOW EMS BUILDING
 WINDOM, MN

DATE	12-10-2018
BY	BRUNTON
NO.	001
PROJECT	WINDOW EMS BUILDING
CLIENT	WINDOW EMS BUILDING
LOCATION	WINDOM, MN
SCALE	AS SHOWN
DESCRIPTION	GENERAL CONTRACTOR



- SITE PLAN NOTES:**
1. MAINTAIN 5' MIN. CLEARANCE FROM EXISTING AND PROPOSED ADJACENT BUILDINGS.
 2. MAINTAIN 5' MIN. CLEARANCE FROM EXISTING AND PROPOSED ADJACENT UTILITIES.
 3. MAINTAIN 5' MIN. CLEARANCE FROM EXISTING AND PROPOSED ADJACENT DRIVEWAYS.
 4. MAINTAIN 5' MIN. CLEARANCE FROM EXISTING AND PROPOSED ADJACENT SIDEWALKS.
 5. MAINTAIN 5' MIN. CLEARANCE FROM EXISTING AND PROPOSED ADJACENT PARKING SPACES.
 6. MAINTAIN 5' MIN. CLEARANCE FROM EXISTING AND PROPOSED ADJACENT STREETS.
 7. MAINTAIN 5' MIN. CLEARANCE FROM EXISTING AND PROPOSED ADJACENT ALLEYS.
 8. MAINTAIN 5' MIN. CLEARANCE FROM EXISTING AND PROPOSED ADJACENT FENCES.
 9. MAINTAIN 5' MIN. CLEARANCE FROM EXISTING AND PROPOSED ADJACENT SIGNAGE.
 10. MAINTAIN 5' MIN. CLEARANCE FROM EXISTING AND PROPOSED ADJACENT LANDSCAPE.



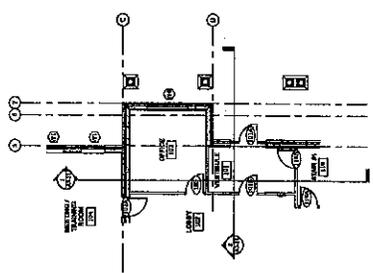
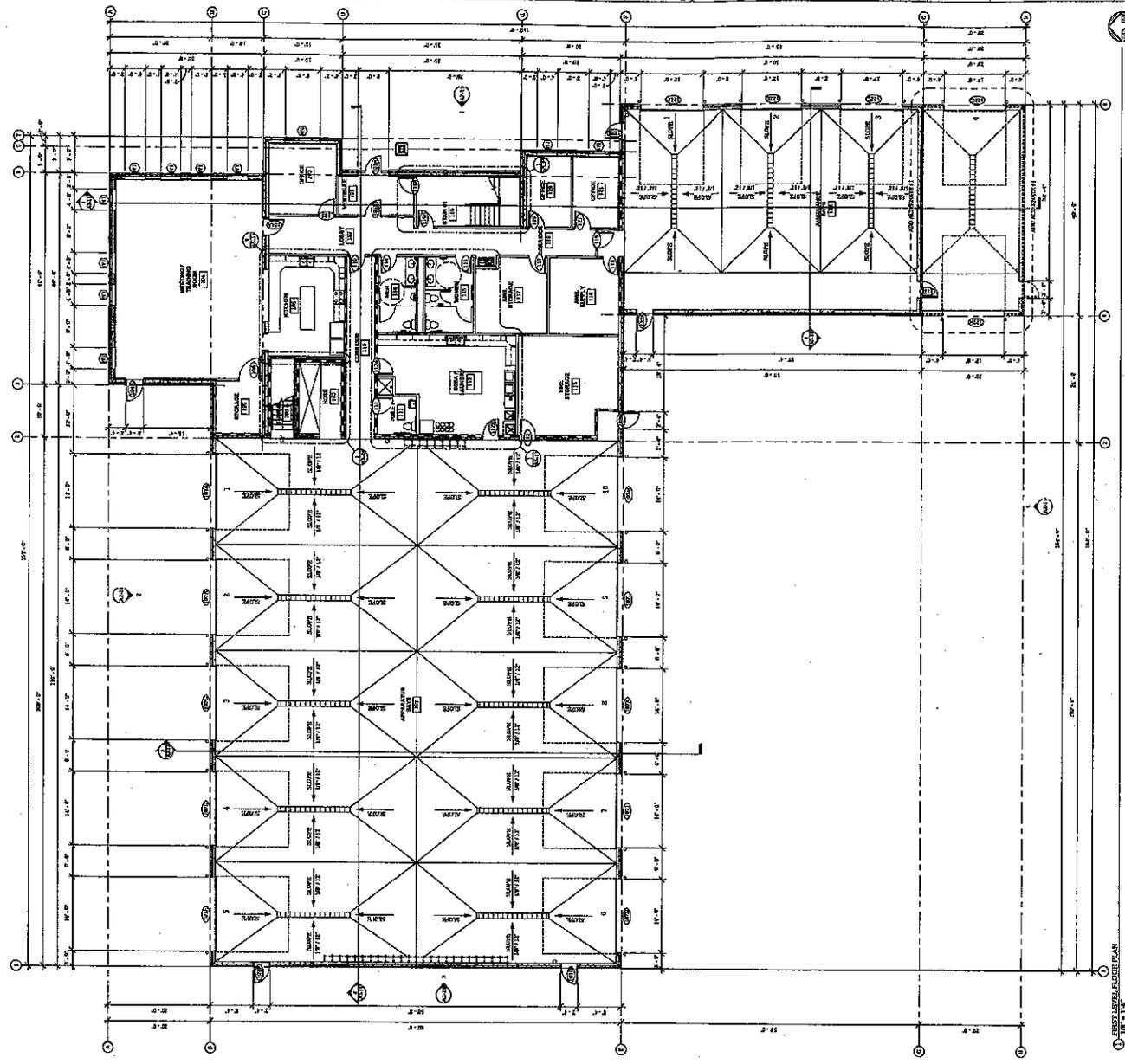
NOT FOR CONSTRUCTION

WINDOW EMS BUILDING WINDOW, MN

DATE	12/15/20
BY	MM
CHECKED	MM
APPROVED	MM
PROJECT NO.	20-000
PROJECT NAME	WINDOW EMS BUILDING
PROJECT ADDRESS	WINDOW, MN
PROJECT CITY	MINNEAPOLIS, MN
PROJECT STATE	MINNESOTA
PROJECT ZIP	55401

FLOOR PLAN

AI-21



① FIRST LEVEL BEAM-COLUMN JOINT

- FLOOR PLAN NOTES:**
1. SEE ARCHITECTURAL DRAWINGS FOR FINISHES AND MATERIALS.
 2. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
 3. ALL WALLS ARE 8" THICK UNLESS OTHERWISE NOTED.
 4. ALL DOORS ARE 36" WIDE UNLESS OTHERWISE NOTED.
 5. ALL WINDOWS ARE 48" WIDE UNLESS OTHERWISE NOTED.
 6. ALL CEILING AREAS ARE TO BE FINISHED WITH 1/2" GYPSUM BOARD.
 7. ALL FLOOR AREAS ARE TO BE FINISHED WITH 1/2" GYPSUM BOARD.
 8. ALL STAIRS ARE TO BE FINISHED WITH 1/2" GYPSUM BOARD.
 9. ALL ELEVATOR SHAFTS ARE TO BE FINISHED WITH 1/2" GYPSUM BOARD.
 10. ALL MECHANICAL ROOMS ARE TO BE FINISHED WITH 1/2" GYPSUM BOARD.
 11. ALL ELECTRICAL ROOMS ARE TO BE FINISHED WITH 1/2" GYPSUM BOARD.
 12. ALL TELEPHONE ROOMS ARE TO BE FINISHED WITH 1/2" GYPSUM BOARD.
 13. ALL JANUARY AREAS ARE TO BE FINISHED WITH 1/2" GYPSUM BOARD.
 14. ALL RESTROOMS ARE TO BE FINISHED WITH 1/2" GYPSUM BOARD.
 15. ALL STORAGE AREAS ARE TO BE FINISHED WITH 1/2" GYPSUM BOARD.

SYMBOL KEY

(Symbol)	REINFORCED CONCRETE COLUMN
(Symbol)	REINFORCED CONCRETE BEAM
(Symbol)	REINFORCED CONCRETE SLAB
(Symbol)	STEEL COLUMN
(Symbol)	STEEL BEAM
(Symbol)	STEEL JOIST
(Symbol)	WOOD JOIST
(Symbol)	WOOD TRUSS
(Symbol)	WOOD ROOF
(Symbol)	WOOD FLOOR
(Symbol)	WOOD CEILING
(Symbol)	WOOD WALL
(Symbol)	WOOD FLOOR FINISH
(Symbol)	WOOD CEILING FINISH
(Symbol)	WOOD WALL FINISH
(Symbol)	WOOD FLOOR FINISH (WOOD)
(Symbol)	WOOD CEILING FINISH (WOOD)
(Symbol)	WOOD WALL FINISH (WOOD)
(Symbol)	WOOD FLOOR FINISH (CARPET)
(Symbol)	WOOD CEILING FINISH (GYP)
(Symbol)	WOOD WALL FINISH (GYP)
(Symbol)	WOOD FLOOR FINISH (TILE)
(Symbol)	WOOD CEILING FINISH (TILE)
(Symbol)	WOOD WALL FINISH (TILE)
(Symbol)	WOOD FLOOR FINISH (CONCRETE)
(Symbol)	WOOD CEILING FINISH (CONCRETE)
(Symbol)	WOOD WALL FINISH (CONCRETE)
(Symbol)	WOOD FLOOR FINISH (PAVING)
(Symbol)	WOOD CEILING FINISH (PAVING)
(Symbol)	WOOD WALL FINISH (PAVING)
(Symbol)	WOOD FLOOR FINISH (GRASS)
(Symbol)	WOOD CEILING FINISH (GRASS)
(Symbol)	WOOD WALL FINISH (GRASS)

WALL LEGEND

(Symbol)	EXISTING WALLS TO REMAIN
(Symbol)	NEW WALL
(Symbol)	WALL TO BE FINISHED
(Symbol)	WALL TO BE FINISHED WITH FINISH WALLS

FLOOR PLAN NOTES:

1. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
2. ALL WALLS ARE TO BE CONCRETE UNLESS OTHERWISE NOTED.
3. ALL DOORS ARE TO BE 30" WIDE AND 80" HIGH UNLESS OTHERWISE NOTED.
4. ALL WINDOWS ARE TO BE 36" WIDE AND 80" HIGH UNLESS OTHERWISE NOTED.
5. ALL CEILING ARE TO BE 8'0" HIGH UNLESS OTHERWISE NOTED.
6. ALL FLOORS ARE TO BE 4" THICK CONCRETE UNLESS OTHERWISE NOTED.
7. ALL STAIRS ARE TO BE 44" WIDE UNLESS OTHERWISE NOTED.
8. ALL ELEVATIONS ARE TO FINISH UNLESS OTHERWISE NOTED.
9. ALL FINISHES ARE TO BE AS NOTED ON THE FINISH SCHEDULE.
10. ALL MATERIALS ARE TO BE AS NOTED ON THE MATERIAL SCHEDULE.
11. ALL WORK IS TO BE IN ACCORDANCE WITH THE 2018 IBC.
12. ALL WORK IS TO BE IN ACCORDANCE WITH THE 2018 IRC.
13. ALL WORK IS TO BE IN ACCORDANCE WITH THE 2018 IEBC.
14. ALL WORK IS TO BE IN ACCORDANCE WITH THE 2018 IFC.
15. ALL WORK IS TO BE IN ACCORDANCE WITH THE 2018 IFBC.

SYMBOL KEY

ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.

ALL FINISHES ARE TO BE AS NOTED ON THE FINISH SCHEDULE.

ALL MATERIALS ARE TO BE AS NOTED ON THE MATERIAL SCHEDULE.

ALL WORK IS TO BE IN ACCORDANCE WITH THE 2018 IBC.

ALL WORK IS TO BE IN ACCORDANCE WITH THE 2018 IRC.

ALL WORK IS TO BE IN ACCORDANCE WITH THE 2018 IEBC.

ALL WORK IS TO BE IN ACCORDANCE WITH THE 2018 IFC.

ALL WORK IS TO BE IN ACCORDANCE WITH THE 2018 IFBC.

WALL LEGEND

EXISTING WALLS TO REMAIN

NEW WALL

WALL TO BE DEMOLISHED

1. UNFINISHED WALL

BRUNTON
ARCHITECTS & ENGINEERS
125 HAZARD AVENUE
SUITE 200
NORTH HAVEN, CT 06460
TEL: (203) 398-7888
FAX: (203) 398-7888
WWW.BRUNTONARCHITECTS.COM

NOT FOR CONSTRUCTION

WINDOW, MN
BUILDING

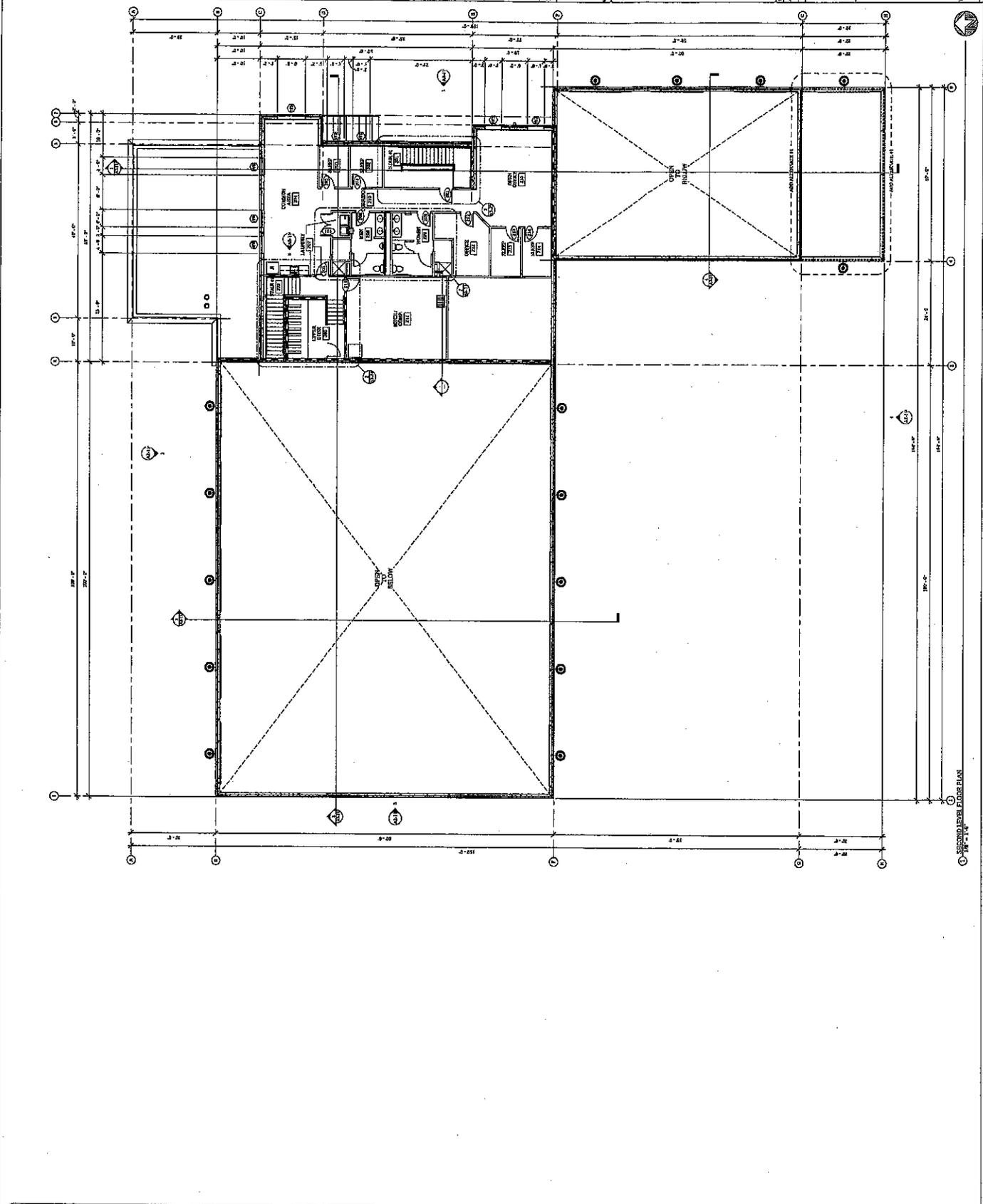
PROJECT NO. 2018-001
DATE: 08/15/18
SCALE: 1/8" = 1'-0"

REVISIONS

NO.	DATE	DESCRIPTION
1	08/15/18	ISSUED FOR PERMIT
2	08/15/18	ISSUED FOR CONSTRUCTION

WINDOW, MN
BUILDING
FLOOR PLAN
FIRST FLOOR

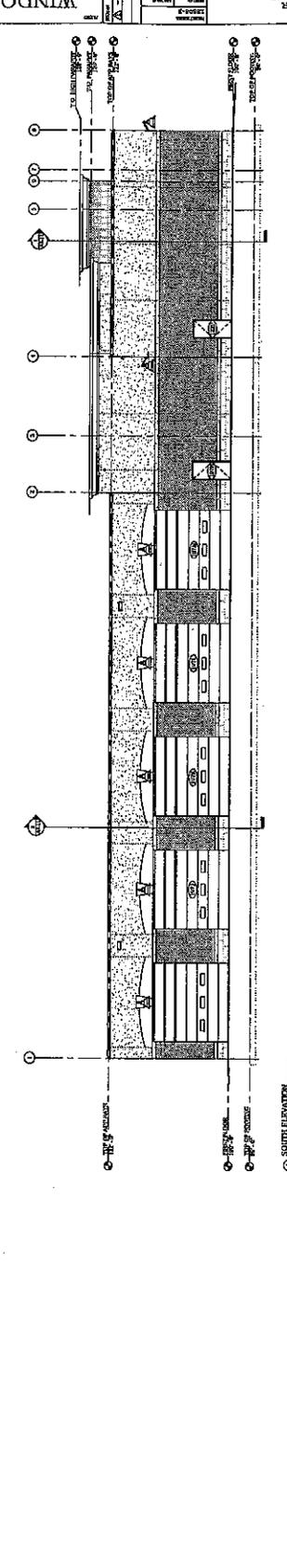
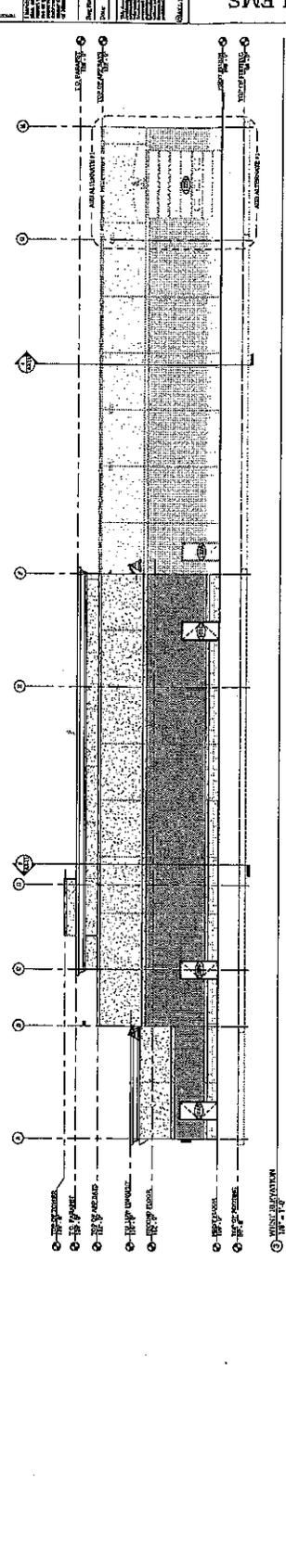
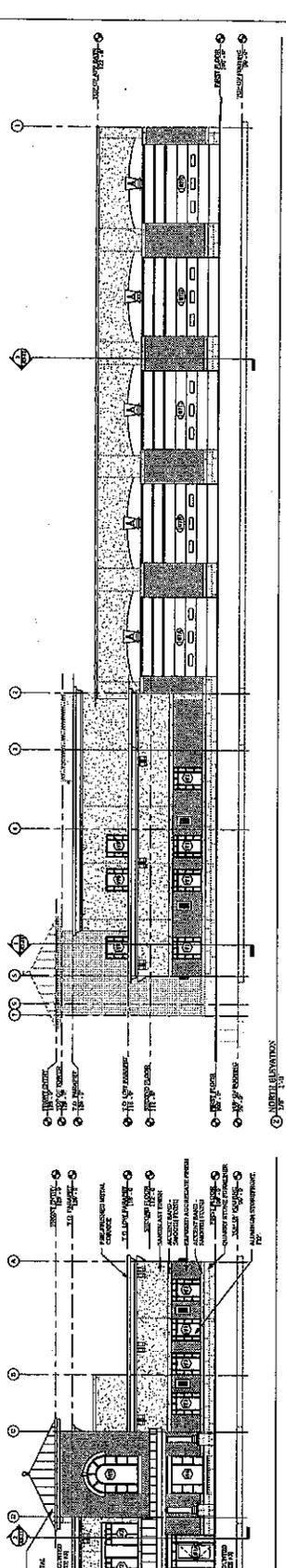
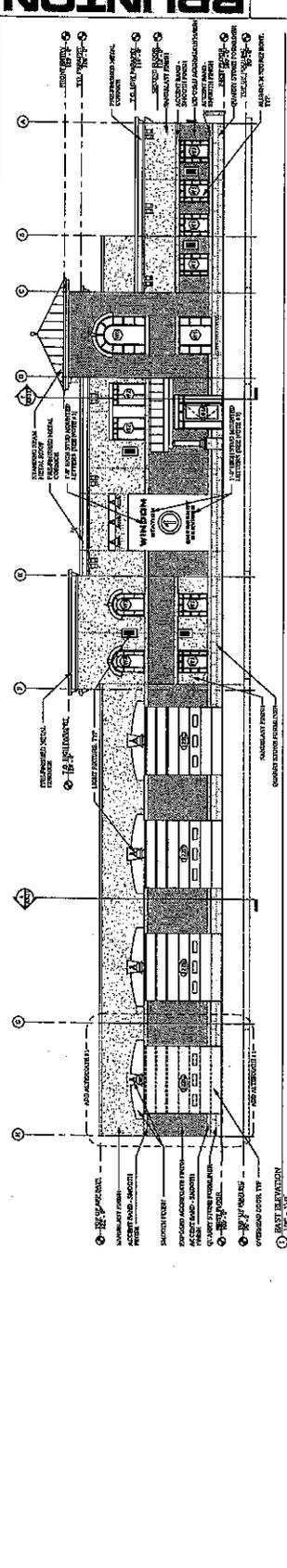
AI-22



FIRST FLOOR PLAN

EXTERIOR ELEVATION NOTES:

1. DO NOT SCALE DRAWINGS. DIMENSIONS ARE TO BE TAKEN FROM THE DRAWINGS.
2. MATERIALS TO BE USED SHALL BE AS SHOWN ON THE DRAWINGS.
3. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL AUTHORITIES.
4. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
5. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL AUTHORITIES.



BRUNTON
ARCHITECTS & ENGINEERS
222 EAST 10TH AVENUE
DENVER, COLORADO 80202
TEL: 303-733-1111
FAX: 303-733-1112

NOT FOR CONSTRUCTION

WINDOW EMS
BUILDING
WINDOW, MN

DATE: 10/15/11
BY: JLM
CHECKED: JLM
SCALE: AS SHOWN

A2-11