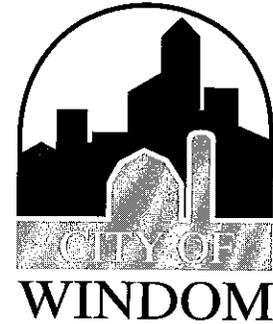


**Council Meeting**  
**Tuesday, May 3, 2016**  
**City Council Chambers**  
**7:30 p.m.**  
**AGENDA**



Call to Order  
Pledge of Allegiance

1. Approval of Minutes
  - Council Minutes–April 19, 2016
2. Consent Agenda
  - Minutes
    - Economic Development Authority – April 25, 2016
    - Planning Commission – April 26, 2016
    - Utility Commission – April 27, 2016
  - Authorization to Dispense Intoxicating Liquor
    - Phat Pheasant Pub – June 11, 2016
  - Amplification Permit
    - Phat Pheasant Pub - May 20<sup>th</sup>, June 10<sup>th</sup>, July 30<sup>th</sup>, Aug. 26<sup>th</sup> and Aug. 27<sup>th</sup>
3. Public Comment – Jack Kelly – Community Issues
4. Department Heads
5. 2016 Emergency Medical Services Week Proclamation – May 15, 2016
6. Public Hearing – Establishment of TIF District No. 1-20
7. Street Department
  - 2017 Street Project – Engineering Services
  - Street Closure Request – Riverfest Events
  - Approval for Sale of 1987 Fiat Motor Grader
8. Water Department
  - Annual Consumer Confidence Report
  - Water Week – May 1-7, 2016
9. Personnel Items
  - Arena Maintenance Assistant - Seasonal Position
  - Recreation - Seasonal Hiring
10. Donation – Windom Fire Dept. – In Memory of Ray Sartorius
11. New Business
12. Old Business
13. Regular Bills
14. Council Concerns
15. Adjourn

**Meeting Reminder** 2016 Board of Appeal and Equalization Meeting Scheduled for Tuesday May 10<sup>th</sup> at 4:30 p.m.



**Regular Council Meeting  
Windom City Hall, Council Chamber  
April 19, 2016  
7:30 p.m.**

1. Call to Order:

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

2. Roll Call: Mayor: Corey Maricle

Council Present: Brian Cooley, Paul Johnson, Dominic Jones and Bryan Joyce

Council Absent: JoAnn Ray

Student Representative: None

City Staff Present: Steve Nasby, City Administrator; Kevin Patterson, Assistant Police Chief; Bruce Caldwell, Streets & Parks Superintendent; Brent Brown, Electric Utility Manager; Al Baloun, Recreation Director; Jeff Dahna, Windomnet Manager; Mike Haugen, Water/Wastewater Superintendent; Drew Hage, EDA Director; Mary Hensen, Administrative Assistant; Dan Ortmann, Fire Chief and Tim Hacker, Ambulance Director

3. Pledge of Allegiance

4. Approval of Minutes:

**Motion by Jones second by Johnson to approve the City Council minutes from April 4, 2016 and April 5, 2016. Motion carried 4 – 0 (Ray absent).**

5. Consent Agenda:

Maricle noted the minutes from the following Boards and Commissions.

- Telecom Commission – March 28, 2016
- Parks & Recreation Commission – April 6, 2016
- Economic Development Authority – April 11, 2016
- Library Board – April 12, 2016

**Motion by Joyce second by Johnson to approve the Consent agenda board and commission minutes. Motion carried 4 – 0 (Ray absent).**

Maricle said there were two amplification permits, an exempt gaming permit and a dance license for consideration.

**Motion by Joyce second by Johnson to approve the amplification permits for Riverfest activities on June 10, 2016 and June 11, 2016 as presented. Motion carried 4 – 0 (Ray absent).**

**Motion by Jones second by Joyce to approve the exempt gaming permit for the Windom Lion's Club raffle on June 12, 2016 as presented. Motion carried 4 – 0 (Ray absent).**

**Motion by Cooley second by Johnson to approve a dance license for the Southwest Minnesota Crisis Center for April 30, 2016 at the Windom Community Center. Motion carried 4 – 0 (Ray absent).**

6. Service Excellence Award – Dana Wallace:

Maricle congratulated Office Wallace on her work and recognition as MADD School Resource Officer of the Year.

City Council thanked and congratulated Office Wallace for her service to the community.

7. Department Heads:

Dan Ortmann, Fire Chief, said that he would like to purchase two sets of turn-out gear as they have a need for new members to have gear that fits. He has the funds in his operational budget to accommodate the price of just under \$5,000.

**Motion by Johnson second by Joyce to approve the purchase of two sets of turn-out gear. Motion carried 4 – 0 (Ray absent).**

8. League of Minnesota Cities – Dave Unmacht:

Dave Unmacht, LMC Executive Director, introduced himself and thanked the City Council for the opportunity to present information about the LMC and their work on behalf of Minnesota cities. He noted the benefits of belonging to a statewide organization and to others such as the Coalition of Greater Minnesota Cities to help keep cities informed, updated on new requirements, law changes, peer to peer workshops and legislative action. The LMC represents all 853 of Minnesota cities and the organization gets about 125 calls a week from cities asking for some guidance. Legislative advocacy is one of the LMC main focuses. Other LMC areas include programs and services, resources and documents, risk management, communications and training and conferences.

Joyce asked about the pending broadband legislation and if there would be an opportunity for Windom to get funds for expansion or upgrades. Unmacht said that he is not familiar with all the details in the legislation but it is changing every day. Joyce said that the current discussion on thresholds is 100 megabits down and 100 uploaded so Windom would not qualify. Unmacht noted that the House, Senate and Governor all have differing ideas and interests so the outcome is yet unknown on what is passed.

Unmacht said the LMC and the League of MN Cities Insurance Trust is a combined relationship and cities see the benefits of this through their risk management activities, insurance and dividends. He noted the upcoming LMC Annual Conference in St. Paul on June 14-17. He said the priorities for the LMC are to partner and collaborate with cities and other stakeholders to make them successful. Last, Unmacht thanked the Windom City Council for allowing City Administrator Nasby to serve on the LMC Board and this year a President.

Maricle noted that the relationship with LMC and having Nasby be involved at the State and National level is beneficial to Windom as well.

9. Emergency Services Building – Approve Plans and Specifications for the Building:

Dan Ortmann, Fire Chief and Corey Brunton, Brunton Architects introduced themselves.

Maricle noted this item was previously introduced at the March 15, 2016 Council meeting and tabled until tonight.

Ortmann said that the Building Committee and Architect are seeking Council approval to move ahead with the bidding of the proposed Emergency Services Facility project.

Jones noted that Joyce, Johnson and Nasby met with the architect a couple days following the April 4 public meeting and asked Brunton to recap that discussion as it addressed some of the issues raised by the public such as the steel building price.

Brunton replied that the topic of the steel exterior for the building was raised and what the cost differences may be. He noted that if the comparison to be made is apples to apples as to the building size, content, etc. then the comparison on cost is essentially the shell cost. The cost of the mechanical systems, plumbing, electric and site work is 78% of the project cost. The shell exterior is 22 % of the cost which is about \$800,000 to \$900,000. The cost difference on a metal shell would likely be low as the metal shell on a building he did in Buffalo, MN was about \$600,000 on a less complex structure. The work needed to redesign a steel building to accommodate the proposed building could be \$100,000 and cause a two month delay. Brunton said a year delay in the project could increase the project price by five percent which would likely off-set any cost savings obtained by going with a steel building.

Joyce said the cost of the exterior shell was the discussion with Brunton and what options may be had to obtain that pricing. He feels the departments have documented their need and he is not looking at a re-designed building.

Brunton said that site changes could have to be incorporated if other building types are looked at as how they sit on the lot may change.

Cooley said that if the pre-engineered building is looked at then the inside needs to be the same. If he is hearing the discussion correctly there would be additional costs to do a re-design with a pre-engineered building and a different inside or lay-out. Brunton confirmed that is correct as there would be changes due to tapered columns, the hose tower and other aesthetic issues.

## Preliminary

Jones said that at the April 4 public meeting most questions were related to cost and location. Assumption that steel is as costly and cannot be attractive are incorrect as there are steel buildings he has seen that could be used to do a nice project. He said that he feels the public would be more supportive with a significant bonding bill allotment to Windom. His preference is to wait until the State funds are known. A majority of people think a building is needed, concern is the cost. He supports the design and the room needs. Putting off the project until June 7 to reconsider. What happens if the City gets \$1 million of bonding money? Jones said that is significant to him and he would support the project. The Council and staff has worked to push Windom's bonding request and he wants the best financial deal possible for Windom. He said that the steel building representatives said they could get a price at no cost to us and we need to work with the public to gain support.

Cooley said that he does have a vested interest in the project as he was on the Building Committee. That committee worked hard to come up with a plan to meet the current needs of the fire and ambulance departments, consider future needs and did work to save money. He supports the current plan, but he does see the other viewpoints as well. The Council had come up with two plans to pay for the project that he feels is reasonable. He wants his message to be clear and public. One of his priorities is to get an Emergency Services Facility built. Cooley said there is support for a project and the issue to him is the funding.

Maricle asked Brunton to discuss the bidding timeframe and the prevailing wage timing. Brunton replied that there is a 21 day minimum bidding period and if the project is bid in 1-2 weeks then the Council could have that for consideration on June 7 and still meet the requirements. The prevailing wage rates could be included or not in the bid packet. At this time there are two sides of the triangle (quality and quantity) known and the one unknown is cost which can be obtained by bidding. He noted that contractors are busy in the summer and have schedules full. Seeing a project come to bid in July could impact bids. He said the good news is that some contractors he speaks with have indicated a slowing of the price increases.

Maricle asked if the bids came in on June 7 would the Council be able to act on June 21? Brunton said the bids are typically held good for 30-45 days after receipt so that would work.

Jones said that in January and February the recommendation was to bid then to save money and if prices have stabilized maybe it was okay to wait and that could also be true for bidding in July. The public's interest and perception is important and he feels contractors would be upset if Windom bids the project and then rejects the bids later if no State money is received. So the timeframe for bidding does not bother him with waiting until after the legislature makes its decisions on bonding. Applications to USDA and construction financing need to be done too and the council could still change how it wants to fund the project. By waiting another 30 days he does not see a negative project impact.

Brunton said that scheduling can impact cost but 30 days of delay probably will not be a big deal but a longer delay or re-design will add cost. The request is to release the plans to bidders to get the staging coordinated and the bids can be evaluated and the Council has two paths either to bid the project so that costs are known or to move to a re-designed project later. Having a price would be helpful in making that decision.

## Preliminary

Cooley said that once the financing plan is set, he wants a 5-0 vote supporting the project. This is a difficult decision and it has weighed heavily on him. Options have been looked at regarding the project and the funding, but he realizes we need to have the funding known so he would wait a month.

Maricle inquired if there is no State bonding funds what is the next step?

Jones replied that getting the prices on a steel building with the same design could be a step.

Brunton expressed his reservations with other building types fitting into the current design. The structure is designed for 120 mph winds for the International Building Code Category 4. Any supplier would need to meet this code and the needed engineering criteria for electrical, mechanical and plumbing.

Jones said he would be looking for an apples to apples comparison with only the shell being different. Brunton replied that the City could assign an independent contractor to get that price.

Jones said an alternative plan for the shell is not needed if the State bonding money is received. If the financing is going to be an issue then this information will be more important.

Joyce asked what the Building Committee considers non-negotiable. Ortmann said that the location, space needs of current and future fire and ambulance departments, parking area and nothing on the inside of the building.

Joyce said that the project was well received by the legislators he met with and were generally supportive of the request and had a good variety of questions. The size of the bonding bill was the key issue raised by many legislators. The House has a \$600 million target and the Governor has a \$1.4 billion target. The Senate has not set a target, but it will likely be closer to the Governor's amount. Windom is doing all it can to promote our project but all will be subject to St. Paul politics at the Capitol. Marty Seifert, Flaherty & Hood lobbyist knows these legislators which helps our project. The State did also fund a fire hall in Blue Earth, which was a pre-cast building for Police and Fire. The 2016 bonding bill has several requests for fire halls so we are not the only one. Joyce said he has some concern about a steel building due to its longevity. The Building Committee did look at a steel building and there could be future concerns on a steel roof. There is a Plan B for funding and we may need to consider other options if no bonding money and address the public concerns on cost. Joyce asked what type of roof is on the proposed building. Brunton replied that the proposed building has a pre-cast roof with a 20 year warranty. A 50 year warranty could be in the specifications, but if a roof is maintained well it lasts longer than the warranty.

Johnson said a flat roof can be good or not. Brunton said that roof systems vary as does the life but the keys are design, installation and maintenance.

Joyce said that he would be in favor of waiting for the State bonding decision. He believes in the proposed project, but the financing is the issue. He would not want to go back to a re-design if the bonding money is not received as the committee did a great job coming up with a plan and

## Preliminary

justifications for the design. As such, he would want to keep the design and only look at the exterior shell options.

Maricle asked if the Council wanted to do anything with the steel option before June 7<sup>th</sup> as he does not want to delay the project.

Ortmann confirmed that the exterior shell is what is being considered for the steel option.

Brunton said he could get steel shell pricing or the City can get a contractor to do it.

Maricle noted that the steel shell option will need to support all of the inside building systems and meet the applicable codes.

Joyce said that he would want transparency on this option as that is important for public information. Brunton said it would be available for questions and reviews.

Cooley asked if a local contractor building steel buildings can give a price.

Jones noted that the Council is not asking for a pre-engineered building price but something that will accommodate the proposed project design and systems.

Brunton said he is hearing that the steel option is the exterior shell only and this is for an apples to apples comparison.

Jones responded that the steel option would need to meet the codes and everything else equal.

Cooley said that he would want an apples to apples comparison and not throw away the prior work on the design.

Jones said the cost estimates on the proposed building are public and any other option cost information would be as well.

Brunton said the direction provided had been to design a building to serve the community current and future needs, fit into the community surroundings and withstand the 120-130 mph winds. Emergency facilities are built to withstand storms and designed at 1-2 levels above the levels of structures served.

Jones confirmed there are alternatives in the plans for the 20 or 50 year roof, fourth ambulance bay, generator and other items. These may need to be looked at for cost considerations.

Cooley said Plan B for him on the design is for only the exterior shell.

Johnson said he is okay with waiting until the State bonding decision is known.

Jones said that Plan B funding is still open for discussion and the USDA loans are a key for the financing package as the interest rate went down and it can be paid off early. The GO Bonding

## Preliminary

is still a concern to him as that would commit a large piece of the City's cap. Discussions on this can be in the 30-day bid window.

Ortmann asked for direction to the Building Committee.

Joyce said that the steel option as it relates to cost.

Maricle said the Council needs to find out the bid cost of the proposed project.

Jones said he is not supportive of the project as proposed without State bonding. The Building Committee did its job and now the Council needs to consider the funding and financing. He will support the location despite the opposition.

Johnson said the question is to bid the project now or await the State bonding outcome.

Joyce said the State bonding is key for him and if the Council could move ahead or not.

**Motion by Johnson second by Joyce to table the plans and specifications for bidding on the Emergency Services Facility until June 7, 2016. Motion carried 3 – 1 – 1 (Cooley opposed and Ray absent).**

### 10. Public Hearing – Capital Improvement Plan GO Bonds:

Todd Hagen, Ehlers Associates, introduced himself. Hagen said the action is for the preliminary approval as an option to fund the gap in the project. Authority is also needed for the USDA funding or GO bonds. Cities go through this step so they know the authority to issue bonds is available to them regardless of the outcome on State bonding. As such, this is setting up options for funding. If the preliminary approval is done tonight the next step is on May 19. Given the discussion on delaying the bidding it is feasible to delay this preliminary approval too, but the City does not want to be in a position that the financing piece holds up the project. Currently we are at the third historic low for interest rates on municipal bonds and the USDA loan is only 2.875%. Timing is the key in these processes and if there is approval on the authorization that is good for five years which provides a lot of flexibility on undertaking a project.

Maricle asked if the City can bond more than once on this preliminary approval. Hagen replied that this is specific to the Emergency Services Facility project. The \$3.6 million figure is set as a maximum for the project and if the figure were too low then the City would have to go through the whole process again. This helps provide the funding flexibility as the USDA loan, depending on the programs used may limit borrowing to \$450,000 and/or \$1 million.

Jones confirmed that the public hearing had not been opened yet so this could be tabled. Hagen said that is correct.

Jones noted there is a 30-day referendum window on this authority so the City would be better served waiting for the State bonding decision which would be higher public support.

## Preliminary

Joyce asked what options exist for funding should the Council not approve the bonding authority. Hagen said the USDA loans are an option as is a lease-purchase arrangement, but the lease-purchase financing is generally at 50 basis points higher interest as it is an annual appropriation bond and not backed by the City's taxing powers.

Jones asked if the USDA loans require GO backing. Hagen said it would if USDA is the purchaser.

**Motion by Joyce second by Cooley to table the GO CIP Bond public hearing and preliminary approval to June 7, 2016. Motion carried 4 – 0 (Ray absent).**

### 11. Windom Area Hospital Budget:

Shelby Medina, Windom Hospital CEO, Kim Armstrong, Windom Hospital CFO and Al Peterson, Board Chair introduced themselves. Armstrong said that the income statement is in the packet and they start the budget having department managers submit requests and then those proposals are rolled into the budget. The hospital is anticipating a profit of 1.4% which is \$251,000. This is a low amount historically. They have \$754,000 of capital budgeted.

Jones noted the current year budget shows \$24,335 in profit and how did that compare to the 2015 budget. Armstrong said the numbers are not complete for the year yet.

Medina said that national trends are showing a reduction in revenue and reimbursements. Quality healthcare now becoming the model and hospitals not paid for re-admitted patients.

Jones asked if the \$10,000 transfer to the City was budgeted. Armstrong said it was not.

Maricle noted the transfer would be in their 2017.

Cooley asked about bad debt. Medina said that 95% of the bad debt does occur with health insurance.

Cooley asked about revenue recapture. Armstrong said the hospital does get money back through the State on that program.

Joyce asked about the status of the donation request from Sanford. Medina said that she had just emailed the form to the City and it will be handled through the Sanford public affairs office. Joyce thanked Peterson for his work on the Hospital board.

**Motion by Jones second by Joyce to approve the Windom Area Hospital Budget as presented. Motion carried 4 – 0 (Ray absent).**

### 12. Resolution – Authorizing Petition to MPCA for Amendment to MN Water Quality Standards:

Mike Haugen, Water/Wastewater Superintendent, said that this is a resolution supporting other communities' petition to the State of Minnesota on wastewater rules. The proposed MPCA rules are not supported by sound science or the EPA.

Jones asked about the impact to Windom. Haugen replied that with the stricter standards there would be significant costs to the City for getting a new permit that will be compliant.

Joyce noted the study last year on impaired waters in SW Minnesota and MPCA is trying to address the issue through new rules on municipal facilities. Haugen said that the standards imposed on municipalities will not help that issue.

**Council member Johnson introduced the Resolution No. 2016-25, entitled "A RESOLUTION SUPPORTING FLAHERTY & Hood, P.A. PETITION FOR AMENDMENT TO MINNESOTA RULES 7050..0150, .0220, AND .0222 TO THE MINNESOTA POLLUTION CONTROL AGENCY AND THE MINNESOTA OFFICE OF ADMINISTRATIVE HEARINGS PURSUANT TO MINNESOTA STATUTES, SECTION 14.091" and moved its adoption. The resolution was seconded by Joyce and on roll call vote: Aye: Johnson, Jones, Joyce and Cooley. Nay: None. Absent: Ray. Abstain: None. Resolution passed 4 – 0.**

Cooley asked if staff was doing hydrant flushing. Haugen said that hydrant flushing is started and they were a bit late this year due to a water line leak.

13. Minnesota Investment Fund (MIF) Application – Call for Public Hearing:

Drew Hage, EDA Executive Director, said that when PM Beef left town so did 262 jobs. The arrival of Prime Pork will have about 290 jobs to start and then ramp up to 300-500 in three to five years. The MIF application is for State funds of \$1 million for job creation.

**Council member Joyce introduced the Resolution No. 2016-26, entitled "RESOLUTION CALLING FOR PUBLIC HEARING ON PROPOSED MINNESOTA INVESTMENT FUND APPLICATION" and moved its adoption. The resolution was seconded by Jones and on roll call vote: Aye: Joyce, Cooley, Johnson and Jones. Nay: None. Absent: Ray. Abstain: None. Resolution passed 4 – 0.**

Cooley asked about the status of Prime Pork. Hage replied that the management team is starting shortly and much work is being done at the plant. Their target opening is September – October.

Joyce said that there is a need for housing and with the jobs coming for Prime Pork this will be more important. Hage noted that he is working on possible projects and grants for housing and will bring these to the EDA board soon and be making an outreach to major employers.

Joyce said the HRA is discussing redevelopment so maybe there is a partnership opportunity.

14. Donation – Windom Fire Department – Windom United Drive:

**Council member Jones introduced the Resolution No. 2016-27, entitled “AUTHORIZATION TO ACCEPT A DONATION FROM WINDOM UNITED DRIVE FOR THE WINDOM FIRE DEPARTMENT” and moved its adoption. The resolution was seconded by Joyce and on roll call vote: Aye: Jones, Joyce, Cooley and Johnson. Nay: None. Absent: Ray. Abstain: None. Resolution passed 4 – 0.**

15. Personnel Committee Items:

Jones said that the Personnel Committee had met and is making recommendations to the City Council on advanced steps for Officer Landgraf from Step 1 to Step 5 of the LELS pay plan upon his evaluation.

**Motion by Jones second by Johnson to approve advanced steps for Officer Landgraf from Step 1 to Step 5 of the LELS pay plan as recommended. Motion carried 4 – 0 (Ray absent).**

Jones said the Personnel Committee and Telecom Commission are recommending the reclassification of Jordan Bussa from Grade 6A to Grade 9 of the IBEW pay plan retro-active to January 1, 2016 as he has been performing additional duties.

**Motion by Jones second by Joyce to reclassify Jordan Bussa from Grade 6A to Grade 9 of the IBEW pay plan retro-active to January 1, 2016 as recommended. Motion carried 4 – 0 (Ray absent).**

Maricle noted the seasonal, part-time hiring requests from the Community Center and Pool as shown in the memorandums.

**Motion by Joyce second by Johnson to approve the seasonal, part-time hire of Gene Flatebo for the Windom Community Center. Motion carried 4 – 0 (Ray absent).**

**Motion by Joyce second by Johnson to approve the seasonal, part-time hires for the Windom Pool as presented. Motion carried 4 – 0 (Ray absent).**

16. Mayor Appointments:

Maricle said that the hospital board had noted improved communications with the City Council is desired. He nominated Council members Cooley and Joyce for the Hospital Board.

Jones asked about Diane Noyes spot. Maricle said that he was informed that she did not want to continue on the board.

**Motion by Johnson second by Jones to appoint Brian Cooley and Bryan Joyce to the Hospital Board. Motion carried 4 – 0 (Ray absent).**

Preliminary

17. New Business:

None.

18. Old Business:

Maricle noted the Board of Appeal meeting on May 10, 2016 at 4:30 p.m.

19. Regular Bills:

**Motion by Joyce second by Johnson to approve the regular bills. Motion carried 4 – 0 (Ray absent).**

20. Council Concerns:

Joyce said the Eagle Achievement Awards are April 27 and people can sign up to be a judge or come to observe the presentations. He noted the BARC is still interested in talking with the City regarding the relocation of some playground equipment from Witt Park. Community Pride day is May 18 and if there are projects please let him know. Joyce thanked the community for a good and civil discussion on the Emergency Services Facility proposal.

Johnson noted a good crowd at Coffee with Council and thanked people for participating.

Jones said that he concurred with Johnson on the good discussion with the public. He thanked Johnson, Joyce and Nasby for their work with the bonding request and that he encouraged people to support workforce housing legislation.

Cooley said that his vote on not delaying the Emergency Services building is due to his passion for the project and work as a committee member and not out of any disrespect for anyone else's options or positions. He wants discussions to stick to the facts and that the conversations and he decisions makes on this are made upfront and in public. It has been a tough couple weeks as this is a difficult decision and he is trying to do his best to do what is in the community interest.

21. Adjournment:

**Mayor Maricle adjourned the meeting by unanimous consent at 9:56 p.m.**

\_\_\_\_\_  
Corey Maricle, Mayor

Attest: \_\_\_\_\_  
Steve Nasby, City Administrator

ECONOMIC DEVELOPMENT AUTHORITY OF WINDOM  
SPECIAL MEETING  
MINUTES  
APRIL 25, 2016

1. Call to Order: The special meeting was called to order by President Espenson at 12:05 p.m.
2. Roll Call & Guest Introductions:  
EDAWN Commissioners: Justin Espenson, Rick Clerc, Paul Johnson, and Dominic Jones.  
Absent: Betsy Herding.  
Also Present: EDA Staff – Drew Hage, EDA Executive Director, and Mary Hensen, Admin. Asst.;  
City Administrator Steve Nasby, Mayor Corey Maricle, WADC Liaison Tara Christensen, and Rahn Larson.
3. Approval of Minutes:  
**Motion by Commissioner Johnson, seconded by Commissioner Jones, to approve the Minutes of the EDA Meeting held on April 11, 2016. Motion carried 4-0.**
4. Prairie Meadow Subdivision
  - A. Marketing & Signage: Director Hage reviewed a proposed handout with the Board that includes a photo and brief description of the subdivision on one side of the sheet and a subdivision map on the reverse side. He advised that Phase I of the Subdivision includes the lots adjacent to 17<sup>th</sup> Street and Lot 8 of Block 1. At least seven of the lots in Phase I need to be sold before infrastructure can be installed for Phase II. He also reviewed with the Board a plat map which lists the sales prices for the lots in Phase I and also an example of the proposed sign for the Subdivision. The EDA will be marketing these lots and is requesting an open listing with the two local realty offices that would enable their agents to sell the lots also. In addition to the lot sales price, the lot purchaser(s) would be responsible for payment of utility infrastructure costs from the mains to their new house. At closing, the sales price would be due in addition to costs for the lot's share of the electrical and telecom infrastructure expenses. The service lines to the new home and service connections fees will be collected at the time of installation. In response to a question, Director Hage indicated that the prices had been previously calculated by Aaron Backman. Director Hage advised that he had subsequently contacted officials in Pipestone and Jackson, and these prices were comparable to lots in their cities. Superintendent Wormstadt has been provided with a list of the lot prices and has approved the proposed sign design. The EDA will be contacting the sign company for a proposal.
5. Windom Livability Campaign – Update: The Board's packet included a one-sheet handout outlining "Livability in Windom" and a copy of the proposed survey. Director Hage reported that the 60/90 Corridor Group had received funding from the Blandin Foundation to conduct six community meetings and circulate a survey regarding a livability plan for the Counties of Cottonwood, Jackson, and Nobles. Robin Weis with the Southwest Regional Development Commission will be holding two community meetings regarding a livability campaign in Cottonwood County. This Livability Campaign will consist of a survey to inventory local and regional events, a SWOT (strengths, weaknesses, opportunities, threats) analysis at the first meeting, and strategies for moving forward at the second meeting. The plan is to also incorporate pictures and stories of Windom to be used by the EDA and Chamber on websites, etc. There was a discussion about holding the first meeting at BARC during a Friday Chamber Coffee. The survey will be posted and also sent out to various groups because the plan will be for Cottonwood County.
6. TIF District 1-20
  - A. Modified Program for Development District No. 1

- B. TIF Plan for Redevelopment - TIF District 1-20: Director Hage updated the Board concerning the status of this agenda item. Pursuant to the EDA's request, the City Council called for a public hearing on the potential establishment of TIF District 1-20 for Tuesday, May 3<sup>rd</sup>. The proposed new TIF District is a "scattered site" district, entitled "New Vision", which covers the site of the former flat storage building at 125 16<sup>th</sup> Street and the property at 867 First Avenue. The proposed district is a redevelopment tax increment district with a life span of 25 years. The Developer (New Vision) has asked for TIF assistance concerning eligible expenses for demolition and site preparation, etc. concerning the flat storage building on the 16<sup>th</sup> Street site and the annex and the tower elevator at 867 First Avenue. New Vision's plan is to have the improvements (including two new grain bins, receiving pit shed, receiving pit and tunnels, support tower, etc.) in place and ready for operation beginning in October 2016. Ehlers & Associates, Inc. (the EDA's TIF consultants) have prepared 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. 1-20". The Board received copies of these documents in the meeting packets. On April 26<sup>th</sup>, the Planning Commission will be reviewing the plan to verify that it is in conformance with the City's comprehensive plan. If the City Council approves the establishment of TIF District 1-20, the Development Agreement between the City/EDA and New Vision will thereafter be negotiated and finalized. The Commissioners were presented with a copy of a proposed Resolution approving the TIF Plan. After further discussion, the following action was taken.

**Resolution introduced and motion by Commissioner Jones, seconded by Commissioner Clerc, to adopt EDA Resolution No. 2016-05, entitled "Resolution Adopting a Modification to the Development Program for Development District No. 1, Establishing Tax Increment Financing District No. 1-20 Therein, and Adopting a Tax Increment Financing Plan Therefor".**

**Upon roll call vote being taken, the following voted in favor thereof: Commissioners Jones, Espenson, and Clerc; the following voted against the same: None; the following were absent: Commissioner Herding; and the following abstained: Commissioner Johnson. (The Resolution was adopted.)**

7. Minnesota "Building Climate" Magazine

- A. Potential Ad: In 2015 the Minnesota Department of Employment and Economic Development (DEED) partnered with Journal Communications to publish a Minnesota edition of the "Business Climate" magazine. It was a once-a-year publication in which participating cities/EDAs could submit an ad for written publication, online publication, and other online features. The cost was approximately \$2,900. The EDA had a partner who shared a portion of this expense. The Board received copies of the EDA's 2015 ad, Blaine's 2015 ad for reference, and a proposed ad for 2016. Director Hage advised that the EDA has been contacted again about participating in the 2016 edition of Minnesota "Business Climate". He reviewed the proposed ad with the Board and advised that the cost is approximately \$3,395. The Board also reviewed other ads in the 2015 edition of the magazine and discussed funding for the ad. The consensus was to authorize Director Hage to reserve a spot for the EDA ad in the 2016 edition and also for Director Hage to work with the publisher to create a full-page ad for review by the Board.

8. Potential Projects – Overview: Director Hage discussed with the Board several potential projects including:

- A. An overview of a potential Impact Fund Grant through Minnesota Housing to assist with single-family housing through “value gap financing” and “affordability gap financing”. Director Hage outlined the process which starts with a meeting with potential developers regarding the new subdivision, the increased demand for housing created by company expansions and the anticipated opening of Prime Pork in the fall, community need, the criteria for the grant, and submission of an application. The deadline for submission of the application is mid-June. The Board’s consensus was to authorize Director Hage to complete additional research on this program and its requirements.
- B. Preparation of a marketing spec sheet for a preferred data center site in NWIP to be submitted to data center contacts.
- C. An Active Living Plan for Windom.
- D. An inventory of vacant lots in Windom which would provide information as to ownership, contact information, and willingness to sell the property. The proposal is to assign this project to one of the summer interns who will be working for the City.

The Board also received copies of marketing flyers prepared for the North Windom Industrial Park and River Bluff Estates.

- 9. Windom Active Living Plan: The Board received a one-sheet handout entitled “Windom Active Living Plan” in the meeting packet. Director Hage provided additional information concerning benefits of an Active Living Plan, potential projects, the EDA’s role in the project, details of the funding which could include a potential grant from Des Moines Health and Human Services to assist with the development of such a plan, and the procedure which includes two surveys, two community meetings, etc.

**Motion by Commissioner Jones, seconded by Commissioner Clerc, authorizing the EDA to submit an application with Des Moines Health and Human Services for funding of the development of an Active Living Plan. Motion carried 4-0.**

- 10. Unfinished Business: City Administrator Nasby received a copy of the report from Geotek on the soil borings taken in the expansion area directly south of the NWIP and this report was forwarded to the company assisting the RFI prospect.
- 11. Miscellaneous Information
  - A. River Bluff Townhomes – Monthly Financial Report: The Board received copies of the financial reports for March 2016 provided by Van Binsbergen & Associates.
- 12. Adjourn: On consensus, President Espenson adjourned the meeting at 1:18 p.m.

\_\_\_\_\_  
Rick Clerc, EDA Secretary-Treasurer

Attest: \_\_\_\_\_  
Drew Hage, EDA Executive Director

**CITY OF WINDOM  
PLANNING COMMISSION  
MINUTES  
APRIL 26, 2016**

1. Call to Order: The meeting was called to order by Chairperson Wahl at 7:00 p.m.

2. Roll Call & Guest Introductions:

Planning Commission: Marilyn Wahl, Lorri Cole, Andy Harries, Brett Mattson, Ryan McNamara, and Kevin Rose.

Absent: Ben Derickson, Greg Pfeffer, and Council Liaison Mayor Corey Maricle.

Also Present: Zoning Administrator Jim Kartes and Mary Hensen (Admin. Asst.).

3. Approval of Minutes:

**Motion by Commissioner McNamara, seconded by Commissioner Harries, and carried to approve the Planning Commission Minutes for the meeting held on March 8, 2016. Motion carried 6-0.**

4. Review of TIF Plans

A. Modified Program for Development District No. 1

B. Tax Increment Financing Plan for TIF District No. 1-20

The Planning Commission received copies of the proposed Modification to the Development Program for Development District No. 1, the proposed Tax Increment Financing Plan for TIF District 1-20 (including a map of the sites), 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. Zoning Administrator Kartes introduced the item. EDA Admin. Asst. Mary Hensen provided an overview of the project. TIF District 1-20 is proposed as a "scattered site" redevelopment TIF District. The map highlights the two proposed areas to be included in this TIF district which are a portion of the property at 125 16<sup>th</sup> Street where the flat storage building was situated and also the property at 867 First Avenue both of which are owned by New Vision Co-op. The area on the 16<sup>th</sup> Street Site is currently being surveyed and will be given a new parcel number by the County Auditor. The South Plant site located at 867 First Avenue (including the tower elevator and the annex) will also be included in the new TIF district. The purpose of the new TIF district is to provide reimbursement of demolition and site preparation costs for the flat storage building on the 16<sup>th</sup> Street site and also for the tower elevator and annex on the South Plant site. Hensen answered questions concerning tax increment financing in general and as it relates to this proposed new TIF district. As part of the process to establish a new TIF district, the Planning Commission is asked to review the proposed Modification of Development District No. 1 to include TIF 1-20 and the proposed plan for the new TIF District to verify that they conform to the City's comprehensive plan. After review of the documents and information presented, the following actions were taken.

**Resolution introduced and motion by Commissioner McNamara, seconded by Commissioner Mattson, to adopt Planning Commission Resolution No. 2016-02, 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. 1-20 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 Mattson, Rose, Wahl, Cole, Harries, and McNamara; the following voted against the same: None; Commissioners Derickson and Pfeffer were not present for the vote. The Resolution was adopted.**

5. Review of Sample Rental Housing Ordinances: The Planning Commission received additional sections that had been prepared by Zoning Administrator Kartes. He is reviewing ordinances from other cities and incorporating provisions which are suitable for Windom. He is also checking Minnesota Statutes and the Minnesota State Building and Fire Codes to make sure the proposed language complies with the current versions of these codes. The Planning Commission began its review with the definition of “egress” and proceeded through the Health and Safety portion and the non-arbiter portion. Additional information will be gathered and provided for review by the Commission regarding “maximum density”. The Commission briefly discussed procedure for the review and a general overview of items they felt should be included in the proposed ordinance. There was a discussion concerning provisions, such as licensing, to review for the next meeting. Chairman Wahl asked the Commissioners to review these sections and write down provisions they believe should be included, etc. and bring the list to the next meeting.
6. Adjourn: By consensus, the meeting was adjourned at 8:25 p.m.

---

Marilyn Wahl, Chairperson

Attest: \_\_\_\_\_  
James Kartes, Zoning Administrator

**UTILITY COMMISSION MINUTES**  
**City Hall, Council Chamber**  
**April 27, 2016**

**Call Meeting to Order:** The Utility Commission meeting was called to order at 10:05 a.m. in the City Hall Council Chamber.

**Members Present:** Utility Commission Chairperson: Mike Schwalbach  
Members Present: Tom Riordan  
Member Absent: Glen Francis  
City Council Liaison: Dominic Jones, Absent  
Staff Present: Steve Nasby, City Administrator; Brent Brown, Electric Superintendent; and Mike Haugen, Water / Wastewater Superintendent, Chelsie Carlson, Finance Director

**APPROVE MINUTES**

**Motion by Riordan, seconded by Schwalbach, to approve the March 23, 2016 Utility Commission minutes. Motion carried 2 – 0.**

**WATER/WASTEWATER ITEMS**

Water Tower Space Lease Discussion – Jeff Dahna, Telecom Manager discussed with the Commission the possibility of allowing rental space on the North Water Tower. There are currently two vendors with equipment on the North Tower. One is for the Windom Area Hospital and the other vendor is Synkro Local Loop. Dahna explained the arrangement with Synkro was done by the former Telecom Manager and there is no contract documentation that has been located. The City is not receiving any compensation for this arrangement. Dahna explained to the Commission that he has a potential customer that would want to place equipment in the NOC and pay Windomnet monthly rental space fees and transport fees. In order for this customer to have service to their equipment they would like to place an antenna on the North Water Tower. They would pay a fee to the Water department for providing this rental space on the Tower. After discussion, the Commission indicated if there are no safety concerns and any costs are covered by the revenue received, they are okay allowing the arrangement. They supported Haugen and Dahna working together on the details. They also encouraged Haugen and Dahna to get a contract in place with Synkro Local Loop.

Red Rock Rural Water Contract Draft – The Commission was provided a draft of Addendum #2 – Water Rate Adjustment and New Interconnection Language, for the Red Rock Rural Water Contract. The Addendum replaces the Water Rates from the original contract with new language identifying a flat rate for Water Purchases. The other part of the Addendum is an Interconnection Agreement for Emergency Water Supply to the City of Windom if needed. The Water Department and Red Rock are in the process of testing this interconnection. Modifications are still being made to the Addendum and the City Attorney will review the final language. This will be brought to the Commission during the next meeting for approval.

Consumer Confidence Report – Haugen reviewed the annual Consumer Confidence Report with the Commission. Haugen explained during the period of January 1, 2015 to December 31, 2015 no contaminants were detected at levels that violated federal drinking water standards. This report will be distributed to City residents in their Utility Bills.

#### Other Water/Wastewater Items

Haugen provided copies of two memos to the Commission that has been sent to potential Significant Industrial Users of the Waste Water Treatment Facility. The memos request the potential customers provide planned daily discharge flow and expected daily load for CBOD, TSS, P, and TKN. This information will allow the City engineers to draft the Significant Industrial User Agreement for Waste Water Treatment Services. Haugen will keep in contact with these customers and engineers to get completed contracts in place and approved by the Commission prior to these facilities operating.

The Commission discussed the condition of the sewer line providing service to Prime Pork. The line should be replaced while the plant is not operating. Haugen presented cost estimates for two different options. Haugen will discuss further with Prime Pork to determine size requirements and cost sharing options.

Haugen informed the Commission he has been working with Ken Hoffmann, City Insurance Agent, regarding Sewer No Fault insurance. There was a Sewer backup on Plum Avenue in April and the home owners are upset that City insurance does not cover the damage. Haugen feels this is something that should be covered by the City. Nasby commented that the City has not met the requirements to obtain no fault sewer insurance. Haugen will continue working on the requirements as well as obtain increased premium costs to be considered.

Haugen also mentioned to the Commission that the WWTP received a high CBOD reading on March 1<sup>st</sup> of 24. This is the only instance of a reading other than 2 so it is possible it was a lab error.

#### ELECTRIC ITEMS

Directional Drill Update and Fee – Brown indicated the Electric Staff will be working with RDO on use of the directional drill purchased. They are going to start with secondary and then work on 3 phase. Brown indicated they are waiting to start anything for Prairie Meadows until a lot has been sold. Brown also indicated they set the rate to charge the Telecom department for drilling. The rate will be \$8/ft if only drilling for Telecom, \$3/ft if joint drilling with Telecom, and \$2/ft for secondary services such as plowing, trenching, and boring.

Rules and Regulations Review – Brown provided the Commission a draft of Electric Service Rules and Policies. This document has been reviewed by electric staff, administration staff, and is currently being reviewed by City attorney. Brown would like the Commission to review for the next meeting.

Brown directed the Commission to sections of the document covering interconnection. He informed the Commission he has been contacted regarding a customer that is interested in solar power. The Electric Utility is required to allow interconnection and also required to purchase back power but the Utility can setup the requirements to be followed for interconnection. Brown has contacted other utilities to see what agreements are in place for solar interconnection and he will be working on developing documents for City of Windom Utility. The Commission discussed the requirements should include the customer covering any costs of interconnection and also require the customer to have adequate insurance coverage. Annual inspections should be required by the customer and there should also be a clause in the contract that allows the Utility to alter requirements if needed.

Facilities Installation Charge – Brown informed the Commission the section in the Rules and Regulations document regarding Facility Installation Charges is still in review. The consensus by the Commission was to charge actual cost of time and materials for installation.

PILOT Transfer Review - Brown provided the Commission with the history of the PILOT transfer to the General Fund. Brown has been reviewing what other cities do for PILOT transfers and noted he has found some that transfer based on kw sold as part of their cost structure. Brown is in favor of using a formula because electric sales fluctuate. Brown is going to investigate further what other methods are used by other cities and have more information to be reviewed before budgeting 2017 transfer.

Seasonal and Apprentice Lineman Positions - Brown would like Commission to support the creation of a permanent part-time apprentice position for the Electric Utility. The Commission is supportive of such a program and agrees Brown should start the discussion with the union.

### **REGULAR BILLS**

**Motion by Riordan second by Schwalbach to pay the regular bills. Motion carried 2 – 0.**

### **OLD BUSINESS**

Camera System Update/Discussion – Haugen and Brown discussed with the Commission the need for security cameras at their facilities. The Commission was provided current quotes for camera equipment to tie into City of Windom security system infrastructure. Brown indicated their needs would be changing in the future due to remodeling at their facility. The Commission agreed to pay allocated portion of overall City of Windom Security System infrastructure but to wait on installing any equipment at the Water, Waste Water, and Electric facilities.

2017 Street Project– Nasby informed the Commission DGR was recommended by the interview committee for engineer services for 2017 Street Project.

### **NEW BUSINESS**

None.

### **ADJOURN**

Schwalbach adjourned the meeting at 1:10 p.m. Next meeting May 25th at 10:00 a.m.

\_\_\_\_\_  
Mike Schwalbach, Chairperson

Attest: \_\_\_\_\_  
Steve Nasby, City Administrator



City of Windom  
Windom, Minnesota  
Application

**For Authorization to Dispense Intoxicating Liquor**

To the Windom City Council :

The undersigned hereby applies for authorization to dispense intoxicating liquor on City owned property during a City sponsored event in the City of Windom in accordance with the information given below, City of Windom Code Chapter 5 and Minnesota Statute 340A.404:

Location of Event 1480<sup>th</sup> 9<sup>th</sup> Ave  
 Date of Event Riverfest Band June 11, 2016  
 Hours 6pm to 1am  
 Type of Event Band

Phat Pheasant Pub  
 Name of Individual/Organization  
[Signature]  
 Licensee Officers Signature  
2370 HWY 60 E  
 Street Address  
Windom, Mn 56001  
 City State  
507-831-3977  
 Telephone Number

Application  Approved  Disapproved  
 this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
 City Administrator

<b>License Fee - None \$0.00</b>	
<input checked="" type="checkbox"/>	Copy of On-sale license attached
<input checked="" type="checkbox"/>	Proof of insurance attached
<input checked="" type="checkbox"/>	City named as additional insured
<input checked="" type="checkbox"/>	Licensee has signed the Hold Harmless Agreement

**Hold Harmless and Indemnification Agreement**

IN CONSIDERATION OF authorization by the Windom City Council to dispense intoxicating liquor on City-owned property or during a City sponsored event, the undersigned licensee hereby agrees to hold harmless the City of Windom, its employees and its agents, from any and all claims for any damages whatsoever arising out of the licensee providing intoxicating liquor under said authorization on the 11 day of June, 2016. Further, the undersigned licensee agrees to indemnify the City of Windom for any such claims for damages whatsoever arising out of licensee's dispensing of said intoxicating liquor, including the reimbursement of the City of Windom's costs and disbursements, including reasonable attorneys' fees in defending any such action for claims and damages.

[Signature]  
 Licensee Officers Signature

4-29-16  
 Date











Date/Time received: 4/29/16 10:15 A.M.

Agenda Request Form

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

Name: JACK R Kelly Telephone No: 822-1072

Address: 750 Highland Rd. WINDOM, MN

Date of Council Meeting: \_\_\_\_\_ (Agenda item must be turned into the city office by Friday noon preceding the Tuesday meeting.)

Subject: Fire Hall, Council actions, protocol  
Engineering vote, Security system for  
city & other

Have you brought this to the attention of the appropriate department head? yes  
Committee? Council members

Hand-outs, audio-visual materials (These must be simple and set up directly before you speak and taken down directly afterward): OK

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

Jack R. Kelly  
Signature

## RESOLUTION #2016-

**INTRODUCED:**

**SECONDED:**

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

### **City of Windom 2016 EMS Week Proclamation**

**WHEREAS**, emergency medical services are vital public services; and

**WHEREAS**, the members of emergency medical services teams are ready to provide lifesaving care to those in need 24 hours a day, 7 days a week; and

**WHEREAS**, access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and

**WHEREAS**, the emergency medical services system consists of emergency physicians, emergency nurses, emergency medical technicians, paramedics, firefighters, educators, administrators and others; and

**WHEREAS**, the members of emergency medical services teams, whether career or volunteer, engage in thousands of hours of specialized training and continuing education to enhance their lifesaving skills; and

**WHEREAS**, it is appropriate to recognize the value and the accomplishments of emergency medical services providers by designating Emergency Medical Services Week.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WINDOM, MINNESOTA**, that the City Council in recognition of this event does hereby proclaim the week of May 15-21, 2016, as

#### **EMERGENCY MEDICAL SERVICES WEEK.**

The Mayor and City Council encourage the community to observe this week with a sincere "Thank You" to all our dedicated Emergency Medical Services members.

Adopted by the Council this 3rd day of May, 2016.

Attest: \_\_\_\_\_  
Steven Nasby, City Administrator

\_\_\_\_\_  
Corey J. Maricle, Mayor



## STAFF REPORT

---

**To:** Mayor and Windom City Council  
**From:** Drew Hage, EDA Executive Director  
**Council Meeting Date:** May 3, 2016  
**Item Title/Subject:** **PUBLIC HEARING FOR THE MODIFICATION OF DEVELOPMENT DISTRICT NO. 1 AND ESTABLISHMENT OF TAX INCREMENT FINANCING (TIF) DISTRICT 1-20 & IFL RESOLUTION**

### Background:

On April 5, 2016, the City Council called for a public hearing to be held on May 3<sup>rd</sup> concerning a potential new TIF District 1-20. This new TIF district would be a "scattered-site" district and would include property owned by New Vision Co-op located on two different sites. The TIF district would cover the site of the former flat storage building at 125 16<sup>th</sup> Street and the property at 867 First Avenue. The proposed district is a redevelopment tax increment district with a life span of 25 years. The Developer (New Vision) has asked for TIF assistance concerning eligible expenses for demolition and site preparation, etc. concerning the flat storage building on the 16<sup>th</sup> Street site and the annex and the tower elevator at 867 First Avenue. New Vision's plan is to have the improvements on the 16<sup>th</sup> Street site (including two new grain bins, receiving pit shed, receiving pit and tunnels, support tower, etc.) in place and ready for operation beginning in October 2016. Ehlers & Associates, Inc. (the EDA's TIF consultants) have prepared 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. 1-20" (the "TIF Plan"). Copies of the TIF Plan are included in the Council's packet. On April 25<sup>th</sup>, the EDA Board reviewed and approved the TIF Plan. On April 26<sup>th</sup>, the Planning Commission reviewed the TIF Plan and verified that it is in conformance with the City's comprehensive plan. After the establishment of TIF 1-20, the EDA will enter into negotiations with New Vision concerning a Development Agreement which will be presented to the EDA Board and City Council for review and approval. **The purpose of the public hearing is to consider the establishment of TIF 1-20.** Also attached for your review is a copy of the proposed Resolution establishing TIF District 1-20 and approving the TIF Plan which was prepared by Ehlers & Associates.

In addition, the EDA is requesting that the City Council consider adoption of an Interfund Loan ("IFL") Resolution for TIF District 1-20 concerning costs associated with the establishment of this district, etc. Because of the requirements of TIF statutes, the City is required to adopt an IFL Resolution prior to payment of costs associated with the TIF district.

Attached for your review are the following documents:

1. Resolution Adopting a Modification to the Development Program and TIF Plan....;
2. Resolution Authorizing an Interfund Loan (for TIF 1-20);
3. Tax Increment Financing District Overview (TIF 1-20);
4. Modification to Development Program & Proposed TIF Plan for TIF District 1-20.

Should you have any questions prior to the May 3<sup>rd</sup> City Council Meeting, please do not hesitate to contact me.

I plan to attend the May 3rd City Council Meeting to answer any questions concerning these documents that you may have at that time.

Thank you for your consideration of these matters.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Drew Hage', with a long horizontal flourish extending to the right.

Drew Hage, EDA Executive Director

Attachments

**RESOLUTION # 2016-**

**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. 1-20 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 for Development District No. 1 (the "Development Program Modification") and establish Tax Increment Financing District No. 1-20 (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 and Sections 469.174 to 469.1794, 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 25, 2016, 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, including the redevelopment qualifications reports and planning documents, 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 Development District No. 1, 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. 1-20.

3.01. The Council hereby finds that the District is in the public interest and is a "redevelopment district" under Minnesota Statutes, Section 469.174, Subd. 10 of the Act.

3.02. The Council further finds that the proposed redevelopment 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 development or redevelopment 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 fulfill a need to develop an area of the City which is already built up, to provide employment opportunities, to improve the tax base and to improve the general economy 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 is further authorized and directed to file a copy of the Program and Plan with the Commissioner of the Minnesota Department of Revenue and the Office of the State Auditor pursuant to Minnesota Statutes 469.175, Subd. 4a.

ADOPTED this 3rd day of May, 2016.

\_\_\_\_\_  
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 (TIF Plan) for Tax Increment Financing District No. 1-20 (District), as required pursuant to Minnesota Statutes, Section 469.175, Subdivision 3 are as follows:

1. *Finding that Tax Increment Financing District No. 1-20 is a redevelopment district as defined in M.S., Section 469.174, Subd. 10.*

The District consists of three parcels, with plans to redevelop the area for commercial/industrial purposes. At least 70 percent of the area of the parcels in the District are occupied by buildings, streets, utilities, paved or gravel parking lots or other similar structures and more than 50 percent of the buildings in the District, not including outbuildings, are structurally substandard to a degree requiring substantial renovation or clearance. (See Appendix F of the TIF Plan.)

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 the District 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 redevelopment proposed in the TIF Plan meets the City's objectives for redevelopment. Due to the high cost of redevelopment on the parcels currently occupied by substandard buildings, the limited amount of commercial/industrial property for expansion adjacent to the existing project, the incompatible land uses at close proximity, and the cost of financing the proposed improvements, this project is feasible only through assistance, in part, from tax increment financing. The developer has asked for tax increment assistance with demolition and site improvement costs to help redevelop the site.

*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 development after subtracting the present value of the projected tax increments for the maximum duration of the District permitted by the TIF Plan:* This finding is justified on the grounds that the cost of site and public improvements and utilities add to the total redevelopment cost. Historically, site and preparation costs in this area have made redevelopment infeasible without tax increment assistance. This site has been in need of redevelopment for many years. The City reasonably determines that no other redevelopment 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 \$2,015,393.

- 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 \$724,783.
- 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 \$1,290,610 without tax increment assistance.

3. *Finding that the TIF Plan for the District 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 TIF Plan for the District will afford maximum opportunity, consistent with the sound needs of the City as a whole, for the development or redevelopment 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, the renovation of substandard properties, increased tax base of the State and add a high quality development to the City.

## RESOLUTION # 2016-

**INTRODUCED:**

**SECONDED:**

**VOTED:        AYE:**

**NAY:**

**ABSENT:**

**ABSTAINED:**

### CITY OF WINDOM STATE OF MINNESOTA

#### RESOLUTION AUTHORIZING AN INTERFUND LOAN FOR ADVANCE OF CERTAIN COSTS IN CONNECTION WITH TAX INCREMENT FINANCING DISTRICT NO. 1-20.

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. 1-20 (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, public 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 \$25,000 from the EDA 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 469.1794, 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 3rd day of May, 2016.

\_\_\_\_\_  
Corey J. Maricle, Mayor

ATTEST: \_\_\_\_\_  
Steven Nasby, City Administrator



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Authorized uses: The TIF Plan contains a budget that authorizes the maximum amount that may be expended:

Land/Building Acquisition.....	\$10,000
Site Improvements/Preparation.....	\$700,000
Utilities.....	\$60,000
Other Qualifying Improvements.....	\$39,669
<u>Administrative Costs (up to 10%).....</u>	<u>\$159,713</u>
PROJECT COSTS TOTAL.....	\$969,383
<u>Interest.....</u>	<u>\$787,459</u>
<b>PROJECT COSTS TOTAL.....</b>	<b>\$1,756,841</b>

See Subsection 2-10, on page 2-6 of the TIF Plan for the full budget authorization.

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Form of financing: The project is proposed to be financed by a bond issue, pay-as-you-go note, interfund loan, and/or transfer.

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Administrative fee: Up to 10% of annual increment, if costs are justified.

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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 *PRIOR* to the issuance of the check.

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4 Year Activity Rule  
(§ 469.176 Subd. 6) 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:

- Demolition
- Rehabilitation
- Renovation
- Other site preparation (not including utility services such as sewer and water)

If the activity has not been started by approximately May 2020, no additional tax increment may be taken from that parcel until the commencement of a qualifying activity.

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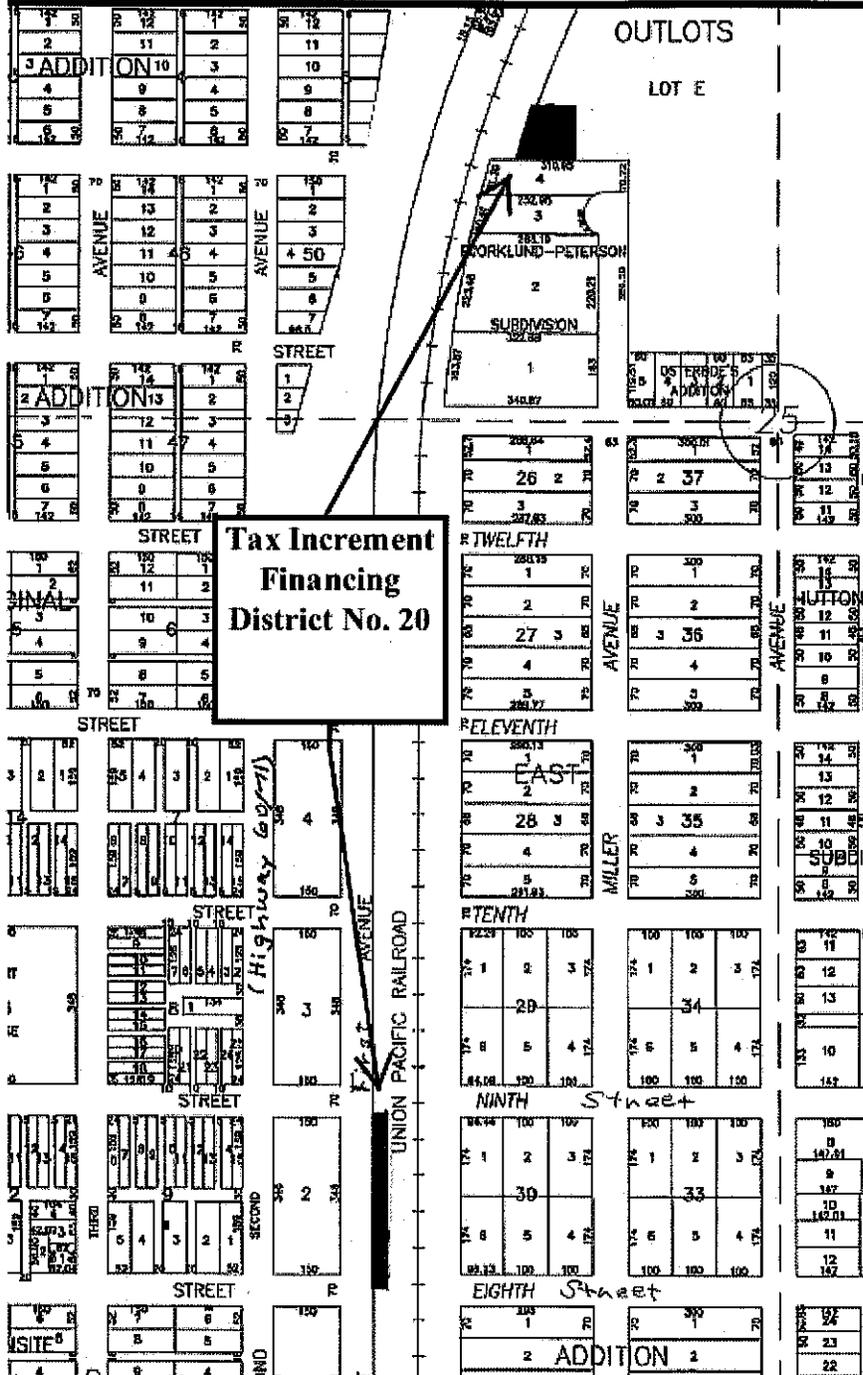
5 Year Rule  
(§ 469.1763 Subd. 3) Within 5 years of certification revenues derived from tax increments must be expended or obligated to be expended.

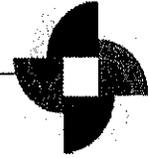
Any obligations in the District made after approximately May 2021, will not be eligible for repayment from tax increments.

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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.

**Tax Increment Financing District No. 20**  
**Development District No. 1**  
 City of Windom  
 Cottonwood County, Minnesota





*As of April 28, 2016  
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. 1-20  
(a redevelopment district)**

**within**

**Development District No. 1**

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

Public Hearing: May 3, 2016  
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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**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. 1-20.

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. 1-20**

### **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. 1-20 (the "District"), a redevelopment 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, inclusive, as amended, and *M.S.*, Sections 469.174 to 469.1794, 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 three parcels of land and adjacent and internal rights-of-way. The District is being created to facilitate the demolition of existing structures and the preparation of the site to make the area more suitable for development. Please see Appendix A for further District information. The EDA has not entered into an agreement with the developer at the time of preparation of this TIF Plan, but development is likely to occur in May 2016. 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.

## **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 469.1794*, as amended, inclusive, find that the District, to be established, is a redevelopment district pursuant to *M.S., Section 469.174, Subd. 10(a)(1)* as defined below:

- (a) *"Redevelopment district" means a type of tax increment financing district consisting of a project, or portions of a project, within which the authority finds by resolution that one or more of the following conditions, reasonably distributed throughout the district, exists:*
- (1) *parcels consisting of 70 percent of the area in the district are occupied by buildings, streets, utilities, paved or gravel parking lots or other similar structures and more than 50 percent of the buildings, not including outbuildings, are structurally substandard to a degree requiring substantial renovation or clearance;*
  - (2) *The property consists of vacant, unused, underused, inappropriately used, or infrequently used rail yards, rail storage facilities or excessive or vacated railroad rights-of-way;*
  - (3) *tank facilities, or property whose immediately previous use was for tank facilities, as defined in Section 115C, Subd. 15, if the tank facility:*
    - (i) *have or had a capacity of more than one million gallons;*
    - (ii) *are located adjacent to rail facilities; or*
    - (iii) *have been removed, or are unused, underused, inappropriately used or infrequently used; or*
  - (4) *a qualifying disaster area, as defined in Subd. 10b.*
- (b) *For purposes of this subdivision, "structurally substandard" shall mean containing defects in structural elements or a combination of deficiencies in essential utilities and facilities, light and ventilation, fire protection including adequate egress, layout and condition of interior partitions, or similar factors, which defects or deficiencies are of sufficient total significance to justify substantial renovation or clearance.*
- (c) *A building is not structurally substandard if it is in compliance with the building code applicable*

*to new buildings or could be modified to satisfy the building code at a cost of less than 15 percent of the cost of constructing a new structure of the same square footage and type on the site. The municipality may find that a building is not disqualified as structurally substandard under the preceding sentence on the basis of reasonably available evidence, such as the size, type, and age of the building, the average cost of plumbing, electrical, or structural repairs or other similar reliable evidence. The municipality may not make such a determination without an interior inspection of the property, but need not have an independent, expert appraisal prepared of the cost of repair and rehabilitation of the building. An interior inspection of the property is not required, if the municipality finds that (1) the municipality or authority is unable to gain access to the property after using its best efforts to obtain permission from the party that owns or controls the property; and (2) the evidence otherwise supports a reasonable conclusion that the building is structurally substandard.*

*(d) A parcel is deemed to be occupied by a structurally substandard building for purposes of the finding under paragraph (a) or by the improvement described in paragraph (e) if all of the following conditions are met:*

*(1) the parcel was occupied by a substandard building or met the requirements of paragraph (e), as the case may be, within three years of the filing of the request for certification of the parcel as part of the district with the county auditor;*

*(2) the substandard building or the improvements described in paragraph (e) were demolished or removed by the authority or the demolition or removal was financed by the authority or was done by a developer under a development agreement with the authority;*

*(3) the authority found by resolution before the demolition or removal that the parcel was occupied by a structurally substandard building or met the requirement of paragraph (e) and that after demolition and clearance the authority intended to include the parcel within a district; and*

*(4) upon filing the request for certification of the tax capacity of the parcel as part of a district, the authority notifies the county auditor that the original tax capacity of the parcel must be adjusted as provided by § 469.177, subdivision 1, paragraph (f).*

*(e) For purposes of this subdivision, a parcel is not occupied by buildings, streets, utilities, paved or gravel parking lots or other similar structures unless 15 percent of the area of the parcel contains buildings, streets, utilities, paved or gravel parking lots or other similar structures.*

*(f) For districts consisting of two or more noncontiguous areas, each area must qualify as a redevelopment district under paragraph (a) to be included in the district, and the entire area of the district must satisfy paragraph (a).*

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

- The District is a redevelopment district consisting of three parcels.
- An inventory shows that parcels consisting of more than 70 percent of the area in the District are occupied by buildings, streets, utilities, paved or gravel parking lots or other similar structures.
- An inspection of the buildings located within the District finds that more than 50 percent of the buildings are structurally substandard as defined in the TIF Act. (See Appendix F).

Pursuant to *M.S., Section 469.176, Subd. 7*, the District does not contain any parcel or part of a parcel that qualified under the provisions of *M.S., Sections 273.111, 273.112, or 273.114* or *Chapter 473H* for taxes payable in any of the five calendar years before the filing of the request for certification of the District.

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

Pursuant to *M.S., Section 469.175, Subd. 1, and Section 469.176, Subd. 1*, the duration and first year of tax increment 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 25 years after receipt of the first increment by the EDA or City (a total of 26 years of tax increment). The EDA or City elects to receive the first tax increment in 2018, which is no later than four years following the year of approval of the District. Thus, it is estimated that the District, including any modifications of the TIF Plan for subsequent phases or other changes, would terminate after 2043, 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 2015 for taxes payable 2016.

Pursuant to *M.S., Section 469.177, Subds. 1 and 2*, the County Auditor shall certify in each year (beginning in the payment year 2018) 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 2016, assuming the request for certification is made before June 30, 2016. 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 2018. The Project Tax Capacity (PTC) listed is an estimate of values when the projects within the District are completed.

<b>Project Estimated Tax Capacity upon Completion (PTC)</b>	<b>\$61,416</b>	
<b>Original Estimated Net Tax Capacity (ONTC)</b>	<b>\$5,249</b>	
<b>Estimated Captured Tax Capacity (CTC)</b>	<b>\$56,167</b>	
<b>Original Local Tax Rate</b>	<b>1.38435</b>	Pay 2016
<b>Estimated Annual Tax Increment (CTC x Local Tax Rate)</b>	<b>\$77,755</b>	
<b>Percent Retained by the EDA</b>	<b>100%</b>	

Tax capacity includes a 1.5% 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 25. The tax capacity of the District in year one is estimated to be \$26,700.

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 a bond issue, pay-as-you-go note, interfund loan, and/or transfer. 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	\$1,603,778
<u>Interest</u>	<u>\$160,378</u>
<b>TOTAL</b>	<b>\$1,764,156</b>

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 \$973,463. 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 the demolition of existing structures and the preparation of the site to make the area more suitable for development. 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	\$10,000
Site Improvements/Preparation	\$700,000
Utilities	\$60,000
Other Qualifying Improvements	\$43,750
<u>Administrative Costs (up to 10%)</u>	<u>\$159,713</u>
PROJECT COST TOTAL	\$973,463
<u>Interest</u>	<u>\$790,693</u>
<b>PROJECT AND INTEREST COSTS TOTAL</b>	<b>\$1,764,156</b>

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 costs associated with the District are subject to change among categories without a modification to this TIF Plan. The cost of all activities to be considered for tax increment financing will not exceed, without formal modification, the budget above pursuant to the applicable statutory requirements. Pursuant to *M.S., Section 469.1763, Subd. 2*, no more than 25 percent of the tax increment paid by property within the District will be spent on activities related to development or redevelopment outside of the District but within the boundaries of Development District No. 1, (including administrative costs, which are considered to be spent outside of the District) subject to the limitations as described in 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, therefore the TIF Plan was not forwarded to the county 45 days prior to the public hearing. The EDA and City are aware that the county could claim that tax increment should be used for county roads, even after the public hearing.

**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:

<b>IMPACT ON TAX BASE</b>			
	<b>2015/Pay 2016 Total Net Tax Capacity</b>	<b>Estimated Captured Tax Capacity (CTC) Upon Completion</b>	<b>Percent of CTC to Entity Total</b>
Cottonwood County	27,772,518	56,167	<b>0.2022%</b>
City of Windom	2,282,058	56,167	<b>2.4612%</b>
Windom ISD No. 177	7,251,936	56,167	<b>0.7745%</b>

<b>IMPACT ON TAX RATES</b>				
	<b>Pay 2016 Extension Rates</b>	<b>Percent of Total</b>	<b>CTC</b>	<b>Potential Taxes</b>
Cottonwood County	0.328440	23.73%	56,167	<b>18,447</b>
City of Windom	0.890020	64.29%	56,167	<b>49,990</b>
Windom ISD No. 177	0.164450	11.88%	56,167	<b>9,237</b>
Other	<u>0.001440</u>	<u>0.10%</u>	<u>56,167</u>	<u>81</u>
<b>Total</b>	1.384350	100.00%		<b>77,755</b>

The estimates listed above display the captured tax capacity when all construction is completed. The tax rate used for calculations is the actual Pay 2016 rate. The total net capacity for the entities listed above are based on actual Pay 2016 figures.

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 \$1,603,778;
- (2) Probable impact of the District on city provided services and ability to issue debt. An impact of the District on police protection is not 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 not expected to be significant. Typically new buildings generate few calls, if any, and are of superior construction.

The impact of the District on public infrastructure is expected to be minimal. The development is not expected to significantly impact any traffic movements in the area. The current infrastructure for sanitary sewer, storm sewer and water will be able to handle the additional volume generated from the proposed development. Based on the development plans, there are no additional costs associated with street maintenance, sweeping, plowing, lighting and sidewalks

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 \$190,529;
- (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 \$380,577;
- (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:

- A list of applicable studies will be listed here prior to the public hearing.

#### **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 a redevelopment 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. 10*, 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;
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 May 2020 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 25 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 25 percent of the acreage, the EDA or City concluded an agreement for the development or redevelopment of the property acquired and which provides recourse for the EDA or City should the development or redevelopment 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, Subs. 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 Office of the State Auditor 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 75 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 25 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 75 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, 75 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*.
4. **Redevelopment District.** At least 90 percent of the revenues derived from tax increment from a redevelopment district must be used to finance the cost of correcting conditions that allow designation of redevelopment and renewal and renovation districts under *M.S., Section 469.176 Subd. 4j*. These costs include, but are not limited to, acquiring properties containing structurally substandard buildings or improvements or hazardous substances, pollution, or contaminants, acquiring adjacent parcels necessary to provide a site of sufficient size to permit development, demolition and rehabilitation of structures, clearing of the land, the removal of hazardous substances or remediation necessary for development of the land, and installation of utilities, roads, sidewalks, and parking facilities for the site. The allocated administrative expenses of the EDA or City, including the cost of preparation of the development action response plan, may be included in the qualifying costs.

**Subsection 2-27. Summary**

The Windom Economic Development Authority is establishing the District to preserve and enhance the tax base, redevelop substandard areas, 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, telephone (651) 697-8500.

## Appendix A

### Project Description

The initial development consists of the demolition of existing structures and the correction of an approximately 840,000 bushel grain storage facility. The tax increment collected from the District will enable the City to facilitate the demolition of existing structures and the preparation of the site to make the area more suitable for development through reimbursement to the developer for eligible expenses incurred in such demolition and site preparation. Any projects will be financed by a pay-as-you-go note and an interfund loan for expenses prior to receipt of tax increment.

Any development on the parcels is expected to occur over time.

Appendix B

Map of Development District No. 1 and the District





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>
25-231-0050*	16 <sup>th</sup> St.	New Vision
25-025-3900	867 1 <sup>st</sup> . Ave	New Vision
25-025-3901	867 1 <sup>st</sup> Ave	New Vision

\*This parcel will be subdivided prior to certification of the District. The newly subdivided parcel will be the parcel included in the District. The new parcel number will be 25-231-0051.

Appendix D  
Estimated Cash Flow for the District



**New TIF District - New Vision Cooperative**  
 City of Windom, Minnesota

840,000+ bussel grain storage facility PLUS additional development to the south

**ASSUMPTIONS AND RATES**

<b>District Type:</b>	Redevelopment
<b>District Name/Number:</b>	1-20
<b>County District #:</b>	TBD
<b>First Year Construction or Inflation on Value</b>	2016
<b>Existing District - Specify No. Years Remaining</b>	NA
<b>Inflation Rate - Every Year:</b>	1.50%
<b>Interest Rate:</b>	5.50%
<b>Present Value Date:</b>	1-Aug-16
<b>First Period Ending</b>	1-Feb-17
<b>Tax Year District was Certified:</b>	Pay 2016
<b>Cashflow Assumes First Tax Increment For Development:</b>	2018
<b>Years of Tax Increment</b>	26
<b>Assumes Last Year of Tax Increment</b>	2043
<b>Fiscal Disparities Election (Outside (A), Inside (B), or NA)</b>	Inside(B)
<b>Incremental or Total Fiscal Disparities</b>	Incremental
<b>Fiscal Disparities Contribution Ratio</b>	0.0000%
<b>Fiscal Disparities Metro-Wide Tax Rate</b>	0.0000%
<b>Maximum/Frozen Local Tax Rate:</b>	138.435%
<b>Current Local Tax Rate: (Use lesser of Current or Max.)</b>	138.435%
<b>State-wide Tax Rate: (Comm./Ind. only used for total taxes)</b>	49.0000%
<b>Market Value Tax Rate (Used for total taxes)</b>	0.29675%

<b>Tax Rates</b>	
Exempt Class Rate (Exempt)	0.00%
Commercial Industrial Preferred Class Rate (C/I Pref.)	1.50%
First	\$150,000
Over	\$150,000
Commercial Industrial Class Rate (C/I)	2.00%
Rental Housing Class Rate (Rental)	2.00%
Affordable Rental Housing Class Rate (Aff. Rental)	1.25%
First	\$100,000
Over	\$100,000
Non-Homestead Residential (Non-H Res. 1 Unit)	0.75%
First	\$300,000
Over	\$500,000
Homestead Residential Class Rate (Hmstd. Res.)	1.00%
First	\$500,000
Over	\$500,000
Agricultural Non-Homestead	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	Tax Year		Property Tax Class	Current Original Tax Capacity	Class After Conversion	After Conversion Orig. Tax Cap.	Area/Phase
								Original Market Value	Pay 2016					
1	25-231-0060	New Vision	16th St	117,900	1,191,100	1,309,000	2%	30,107	Pay 2016	C/I Pref.	452	C/I Pref.	452	1
2	25-025-3900	New Vision	867 1st Ave	22,000	252,500	274,500	100%	274,500	Pay 2016	C/I Pref.	4,740	C/I Pref.	4,740	2
3	25-025-3901	New Vision	867 1st Ave	3,800	0	3,800	100%	3,800	Pay 2016	C/I Pref.	57	C/I Pref.	57	2
								<b>308,407</b>			<b>5,249</b>			<b>5,249</b>

**Note:**  
 1. Base values confirmed by County website referencing Estimated Market Value on April 5, 2016.  
 2. At the present time, the entire 16th Street Site is Parcel No. 25-231-0050. The County Auditor is intending to put this project in a new Parcel No. 25-231-0051.



**New TIF District - New Vision Cooperative**  
City of Windom, Minnesota

840,000+ busseel grain storage facility PLUS additional development to the south

**PROJECT INFORMATION (Project Tax Capacity)**

Area/Phase	New Use	Estimated Market Value Per Sq. Ft./Unit	Market Value	Total Sq. Ft./Units	Total Taxable Market Value	Property Tax Class	Project Tax Capacity	Project Capacity/Unit	Percentage Completed 2016	Percentage Completed 2017	Percentage Completed 2018	Percentage Completed 2019	First Year Full Taxes Payable
1	Industrial	705,000	705,000	1	705,000	C/I Pref.	13,350	13,350	100%	100%	100%	100%	2018
2	Industrial	705,000	705,000	1	705,000	C/I Pref.	13,350	13,350	100%	100%	100%	100%	2018
3	Retail	50	50	5,000	250,000	C/I Pref.	4,250	1	0%	0%	100%	100%	2019
4	Retail	50	50	5,000	250,000	C/I Pref.	4,250	1	0%	0%	100%	100%	2020
	Retail	120	120	3,500	420,000	C/I Pref.	7,650	2	0%	0%	0%	100%	2021
<b>TOTAL</b>					<b>2,330,000</b>		<b>42,850</b>						
<b>Subtotal Residential</b>				<b>0</b>	<b>0</b>		<b>0</b>						
<b>Subtotal Commercial/Ind.</b>				<b>13,502</b>	<b>2,330,000</b>		<b>42,850</b>						

**Note:**

1. Market values for Area/Phase 1 confirmed by County Assessor on April 18, 2016. Additional development are estimates from City.

**TAX CALCULATIONS**

New Use	Total Tax Capacity	Fiscal Disparities Tax Capacity	Local Property Taxes	Fiscal Disparities Taxes	State-wide Property Taxes	Market Value Taxes	Total Taxes	Taxes Per Sq. Ft./Unit
Industrial	13,350	0	18,481	0	6,542	2,092	27,115	27,114.66
Industrial	13,350	0	18,481	0	6,542	2,092	27,115	27,114.66
Retail	4,250	0	5,883	0	2,063	742	8,708	1.74
Retail	4,250	0	5,883	0	2,063	742	8,708	1.74
Retail	7,650	0	10,590	0	3,749	1,246	15,585	4.45
<b>TOTAL</b>	<b>42,850</b>	<b>0</b>	<b>59,319</b>	<b>0</b>	<b>20,997</b>	<b>6,914</b>	<b>87,230</b>	

**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.

**WHAT IS EXCLUDED FROM TIF?**

Total Property Taxes	87,230
less State-wide Taxes	(20,997)
less Fiscal Disp. Adj.	0
less Market Value Taxes	(6,914)
less Base Value Taxes	(7,266)
<b>Annual Gross TIF</b>	<b>52,053</b>

**MARKET VALUE BUT / FOR ANALYSIS**

Current Market Value - Est.	308,407
New Market Value - Est.	2,330,000
Difference	2,021,593
Present Value of Tax Increment	727,851
Difference	1,293,742
Value likely to occur without Tax Increment is less than:	1,293,742



## 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

Redevelopment Qualifications for the District

## RESOLUTION # 2016-18

**INTRODUCED:** Jones  
**SECONDED:** Ray  
**VOTED: AYE:** Ray, Cooley, Jones and Joyce  
**NAY:** None  
**ABSENT:** None  
**ABSTAINED:** Johnson

### RESOLUTION FINDING PARCEL TO BE OCCUPIED BY IMPROVEMENTS AND A SUBSTANDARD BUILDING

---

WHEREAS, it has been proposed that the City Council for the City of Windom, Minnesota, (the "City"), create a scattered site tax increment financing ("TIF") district in areas within the City to be designated a redevelopment district as defined in Minnesota Statutes, Section 469.174, Subd. 10; and

WHEREAS, in order to create this type of TIF district, the City must make a determination that before the demolition or removal of a substandard building, certain conditions existed; and

WHEREAS, this Resolution addresses the conditions found on the portion of Parcel No. 25-231-0050 to potentially be included in the proposed TIF district (the "Parcel"); and

WHEREAS, a building used for storage and processing of grain is situated on the Parcel; and

WHEREAS, an inspection of the Parcel and building has been completed and said inspection finds that more than 70 percent of the Parcel is occupied by the building and gravel parking areas and that the building is structurally substandard and functionally obsolete to a degree requiring substantial renovation or clearance for the following reasons:

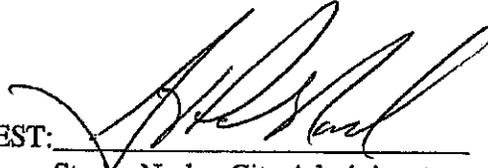
The building was constructed in 1982. Structurally the south wall has experienced some instability; the building has an outdated electrical system; a number of the electrical aeration units are not functioning; there are no water, sewer, or gas services to the building; there is one overhead door and no other ground-level egress doors; there are no fire or smoke detection systems; there are no fire sprinkler or fire suppression systems; the roof structure was designed only for snow loads and the weight of the roof structure itself will not support any other framing or weight to upgrade the building; the roof structure would not support any type of ceiling or suspended mechanical equipment or the addition of any floors or any kind of supplemental framing to the roof or supporting columns without engineering and substantial structural modifications; there are portions of the building that are unusable in the company's current operations; the functional obsolescence of the building is creating additional operating costs; the costs to engineer and construct structural modifications and install the required new automated grain handling and processing equipment would exceed 15% of the cost of constructing a new structure; even if the building could be modified to comply with current standards, it is not of sufficient size or design to equal the capacity of a new replacement structure; the building is not in compliance with the building code applicable to new buildings and could not be modified to comply with the current building code at a cost of less than 15 percent of the cost of constructing a new structure of the same square footage and type on this site; and

WHEREAS after demolition and clearance of this building, the City intends to consider including the Parcel within a new TIF district.

NOW, THEREFORE, BE IT RESOLVED by the City Council for the City of Windom that more than 70 percent of the area of the Parcel identified herein contains improvements and is occupied by one building and that one building is structurally substandard and functionally obsolete; and that after demolition and clearance, the City intends to consider including this area within a new TIF district. Nothing in this Resolution is intended to constitute an approval of any project that may take place on the Parcel or an agreement regarding any such project.

Dated this 15th day of March, 2016.

  
Corey Maricic, Mayor

ATTEST:   
Steven Nasby, City Administrator

## RESOLUTION # 2016-21

**INTRODUCED:** Jones  
**SECONDED:** Joyce  
**VOTED:** AYE: Jones, Joyce, Ray and Cooley  
NAY: None  
ABSENT: None  
ABSTAINED: Johnson

### RESOLUTION FINDING PARCEL TO BE OCCUPIED BY IMPROVEMENTS AND A SUBSTANDARD BUILDING

---

WHEREAS, it has been proposed that the City Council for the City of Windom, Minnesota, (the "City"), create a scattered site tax increment financing ("TIF") district in areas within the City to be designated a redevelopment district as defined in Minnesota Statutes, Section 469.174, Subd. 10; and

WHEREAS, in order to create this type of TIF district, the City must make a determination that before the demolition or removal of a substandard building, certain conditions existed; and

WHEREAS, this Resolution addresses the conditions found on Parcel No. 25-025-3900 located at 867 First Avenue to potentially be included in the proposed TIF district (the "Parcel"); and

WHEREAS, a tower elevator and attached 8-silo annex, elevator scale room, and grain inspection station used for storage and processing of grain are situated on the Parcel; and

WHEREAS, inspections of the Parcel and buildings have been completed and said inspections find that more than 70 percent of the Parcel is occupied by the buildings and gravel parking areas; that the tower elevator and annex are structurally substandard to a degree requiring substantial renovation or clearance; that the tower elevator and annex are not in compliance with the building code applicable to new buildings and could not be modified to satisfy the building code at a cost of less than 15 percent of the cost of constructing a new structure of the same square footage and type on this site; and

WHEREAS the City intends to consider including the Parcel within a new TIF district.

NOW, THEREFORE, BE IT RESOLVED by the City Council for the City of Windom that more than 70 percent of the area of the Parcel identified herein contains improvements and is occupied by a tower elevator and annex that are structurally substandard; and that the City intends to consider including this area within a new TIF district. Nothing in this Resolution is intended to constitute an approval of any project that may take place on the Parcel or an agreement regarding any such project.

Dated this 5th day of April, 2016.

  
\_\_\_\_\_  
Corey Maricle, Mayor

ATTEST:   
\_\_\_\_\_  
Steven Nasby, City Administrator

# NOHR Engineering Company, LLC

CONSULTING ENGINEERS

TEL: 605-665-1214  
FAX: 605-665-8060

Visit us on the Internet  
<http://www.nohrengineering.com>  
or E-mail us at  
[nohr@nohrengineering.com](mailto:nohr@nohrengineering.com)

SUITE 200, THE WAGNER BUILDING  
307 1/2 WALNUT STREET  
YANKTON, SOUTH DAKOTA 57078

April 20, 2015

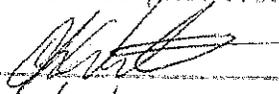
NOHR # 2015046RepWindomMN03162015

Frank McDowell  
Dan Koopman  
New Vision Coop  
38438 210<sup>th</sup> Street  
Brewster, MN 56119

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

RE: Engineering Inspection  
Main Slipform Concrete House and Annex  
New Vision Coop  
Windom, MN Location

Christopher Wortmann

Signature: 

Date

4/20/15

License # 47855

## Narrative:

On Friday, March 20, 2015, Mr. Chris Wortmann, P.E. with NOHR Engineering Company, LLC traveled to the elevator facility owned by New Vision Coop located in Windom, MN. NOHR had been asked to visually inspect the concrete house and annex to evaluate the observed and existing cracks that are present at the exterior and provide recommendation for further use and/or repair. While on site, NOHR met with elevator personnel who provided access to the facility as well as some information used to help prepare this report.

The slipform elevator house was constructed by Hogenson Construction. The main house has had large cracks in the east corner bins for several years that appear to be worsening. NOHR did NOT see any signs of recent spall and/or crack repair. The condition of the main house has been of some concern for elevator personnel. Cracking at the corners of Silos #10 & #18 appears to be worsening. Also, of concern is the location of the active railroad line located to the east of the structure that causes vibration of the structure. The bin along the east side of the elevator (#10, #14, #15, & #18) have been taken out of service and are not used to store grain.

In NOHR's experience, grain storage elevators, bins, silos and bulk commodity storage buildings are working structures and subject to significant changes in condition over time and with fill and empty cycles during normal intended use. Observations made by NOHR during the time on site reflect the CURRENT CONDITIONS ONLY and are intended as "point in time" observations of the "CURRENT CONDITION" of the structures as viewed from the exterior of the structure unless specifically stated otherwise.

NOHR recommends that facility employees on site perform routine daily, weekly and annual inspections and observations of the current conditions of storage bins, silos and building structures and specific inspections after each filling and emptying. Written inspection records should be kept

with photos and notes for future comparison to look for changes in condition both at the interior and exterior of buildings, silos and bins.

Over time, on-site personnel often do not notice slow development and progression of grain elevator, storage bin/silo or building structure deterioration and maintenance problems. Random maintenance and condition inspections by facility maintenance personnel or outside contractors should be done from time to time in addition to outside personnel making structural observations to help identify potential problems not previously observed or that have recently developed. It is good work practice to occasionally temporarily shutdown and thoroughly clean a facility and let dust settle for closer inspection and observations of interior silo and bin walls and to allow for service, maintenance and identification of areas in need of more significant repair and up-keep following accepted industry safety standards.

### **Refer to the attached NOHR's Photos with Field Notes # 1 through # 48**

#### **General Comments:**

The grain storage facility in Windom, MN consists of a main slipform concrete elevator and an 8 round barrel slipform concrete annex located to the south of the elevator.

Throughout the structure, various pieces of spouting and chutes have been patched and need more permanent repairs. Millwright maintenance work on site should be increased, as is common on older facilities, maintenance and repair costs increase over time and with use.

With consideration of the age of the structure, the cracking damages present on the east side of the structure and the amount of past use throughout the years, it is NOHR's opinion that the elevator and annex must be inspected by qualified personal each time the silos are emptied for changes, signs of silo wall damages and deterioration with necessary repairs being made before silos are re-filled again. If any signs of new and active appearing cracking begin to develop, silos should be immediately emptied and taken out of service until suitable repairs are made.

#### **NOHR's Observations and Comments for the Main Concrete House:**

- NOHR was told that grain is not leaking or flowing from silo to silo at interior wall cracks or broken concrete areas. No pieces of concrete have been reported or found in grain withdrawn from the silos that are being used.
- All the observed exterior concrete elevator walls in the main house need horizontal wall crack and concrete surface pop-out repair work, which should be completed in the near future to help minimize water damages to the elevator wall and any further deterioration of wall reinforcing steel. The exterior wall horizontal cracking and concrete surface pop-outs **do not** appear structurally dangerous at this time, but are widespread and significant. Repair work should be scheduled as soon as practical to help prevent further deterioration of the structure before cracking and wall deterioration becomes more severe.
- The cracking damages on the east side of the facility are pronounced and appear to be active. According to facility personnel, the cracks are worsening annually. Vibrations for the nearby railroad tracks is likely providing some additional deterioration of the concrete walls, but is in NOHR's opinion not the primary cause of deterioration. Rather, ongoing water

infiltration into the cracks significantly worsens the condition as freeze/thaw action will physically open gaps with each cycle. The east end of the elevator must remain out of service.

- The east silos could be brought back to full service with a full reinforced gunite liner, however this is not an economical repair in NOHR's opinion. NOHR recommends that at a minimum to help prevent a sudden and catastrophic collapse of the exterior silo walls, the outside corners of Silos #10 and #10 be reinforced with steel plate strapping. The straps would help reinforce the corners to replace the damaged and failed corner reinforcing steel. This strapping would only be intended to help prevent sudden collapse of the walls and is NOT intended to be a repair for the silos. Strap reinforcing should be designed by an experienced structural engineer familiar with concrete elevator construction and repair.
- Facility staff reported no problems with ground water in the boot pit area of the main house. However, supplying the boot pit and tunnels with pressurizing ventilation air from fans can help with water condensation, dry smaller water problems as well as assist in dust control.
- NOHR also observed deterioration to the head house of the main elevator. Surface waterproofing is in poor condition particularly on the west side where water infiltration is occurring and water is running into the top of the bins, damaging grain. A qualified and reputable waterproofing and sealing contractor should be hired to make necessary repairs and improvements to the roof.
- Silo roof decks and slabs do not appear to be sagging or deflecting in an unusual manner, indicating the silo roof deck support beams are in good condition and in place at the beam pockets at the top of silo walls. Further interior inspections of the silo can confirm this assumption. Some openings in the upper gallery floor are covered by aged and deteriorated plywood. This is a potential fall safety hazard that should be corrected with a more permanent solution.
- NOHR was able to view inside the out-of-service bins on the east side of the elevator from the access openings at the main work floor level. NOHR was able to view the inside of other bins from the silo roof deck level. NOHR noted obvious signs of water infiltration at horizontal crack locations. Sealing these leaks can help prevent water related damages to the structure and to stored grain. Other spalls and surface scaling should be more closely inspected by a concrete restoration contractor when other areas are inspected and repaired as needed as part of regular maintenance and upkeep. **For safety and until a full interior inspection can be made, NOHR recommends the elevator be emptied and taken out of service until repairs are made or when the silos are deemed to be in satisfactory condition.**
- Silo #7 was out of service due to the discharge gate being plugged over. The bin is full of grain that cannot be removed. A grain salvage contractor should be consulted and/or hired to remove this grain and restore use of the silo.

#### **NOHR's Observations and Comments for the Annex:**

- Viewing the exterior concrete of the annex, NOHR observed NO obvious sings of recent exterior maintenance, upkeep and repair work and it appears that no exterior wall concrete surface pop-out repair, horizontal crack repair or exterior silo wall sealing has been done for

many years. NOHR recommends that the exterior painted surface of the silo be touched up to help protect and provide a weather resistant barrier for the exposed exterior surfaces of older lower cement content concrete.

- Note that when distinct bands of paint cracking and loss on silo wall surfaces are worn or flaking off, wall reinforcing steel is insufficient deteriorated or otherwise lacking. Old appearing wall cracks in these areas should be sealed then closely monitored for changes. If old cracks reopen or grow in length or if new cracks develop, silo wall reinforced gunite liners are needed.
- All observed exterior concrete elevator walls in the annex need wall horizontal crack and concrete surface pop-out repair work, which should be completed in the near future to help minimize water damage to the elevator wall and further deterioration of wall reinforcing steel. Exterior concrete wall horizontal cracking and surface pop-outs are widespread and are large in some places.
- At all lower man access gates, NOHR saw obvious visual signs of advanced deterioration of the concrete. Deterioration is more pronounced on the east side as compared to the west side and will require a more thorough inspection from inside and outside the silos.
- At the west side of the annex **active** appearing cracks were clearly visible and located near the man access gates and extending through the discharge gates. These cracks must be more closely inspected from both the exterior and interior of the bin.
- Due to the cracking at both the east and west sides of the annex, NOHR recommends that a qualified concrete restoration contractor make a closer inspection of the silos be made at the inside and outside of the silos and provide estimates for repair and/or reinforcement as needed. **NOHR recommends that the annex be emptied and taken out of service until a full interior inspection can be made and repairs and/or reinforcement of the silos is complete.**
- Old and active appearing vertical silo wall cracks areas were present at all of the exposed exterior silo walls in the annex. Before more grain is placed in these silos, the cracks should be patched and sealed. After patching and sealing cracks can be monitored for signs of new and active appearing silo wall movement, widening of the cracks and/or elongation and deterioration, if these areas are left un-repaired and un-sealed, water will accelerate deterioration of the reinforcing steel over time causing significantly more damage to develop in the silo wall. If wall cracks re-open after patching and sealing repairs are completed, the silo and adjacent silos should be taken out of service until more significant repairs such as gunite liners are made for safety.
- Silo roof decks and slabs do not appear to be sagging or deflecting in an unusual manner, indicating the silo roof deck support beams are in good condition and in place at the beam pockets at the top of silo walls. Further interior inspections of the silo can confirm this assumption.
- Roof level water leaks do not appear to be a problem. However, on-going patching and maintenance will be required to help prevent roof level water leaks which can lead to silo roof deck and wall reinforcing steel deterioration.

- NOHR did not inspect below grade areas of the annex. NO problems were reported by facility operators although ground water can be an issue at times. Supplying the boot pit and tunnels with pressurizing ventilation air from fans can help with water condensation, dry smaller water problems as well as assist in dust control.

### Summary:

The slipform concrete grain storage elevator and annex structures at the Windom, MN location is aged and obsolete and in need of extensive maintenance and repair to reinforce cracked and damaged walls at the annex as well as to inspect, repair, seal and paint as needed exterior walls of both the main house and annex to help protect wall surfaces and extend the useful service life of the structures are needed.

NOHR recommends that spouting, mechanical equipment and millwright work be inspected by a qualified and reputable millwright contractor who can provide estimates for replacing, at a minimum, spouting and other worn out equipment. As a company policy for all elevator locations, NOHR strongly recommends continuing to stress the importance of overall housekeeping. At this facility, housekeeping will be losing battle unless significant work is done to upgrade and improve spouting throughout the structure.

All silo walls (interior and exterior) of both the main house and annex must be visually checked at least annually when the silos are empty. "Active" appearing vertical cracks in walls need close attention and possible reinforced gunite liner reinforcing. If grain begins leaking from silo to silo or if concrete pieces are found in the grain from a silo, for safety, the silo and surrounding silos must be removed from service, slowly emptied and inspected more closely with repairs made **before** filling the silo and adjacent silos again.

Because of the age of the structure, observed silo wall deterioration and for safety, it is NOHR's opinion that the main house, should be taken out of service until repaired and improved as needed by a qualified, experienced and reputable concrete restoration contractor.

At the annex, cracks located at the lower portion of the structure around all the man access gates must be more closely inspected when empty. NOHR recommends that the silos be emptied and completely taken out of service until maintenance and repairs are completed by qualified, experienced and reputable concrete restoration contractor. In NOHR's experience, silo walls can and do collapse suddenly and without warning when structural deficiencies in the silo wall are present.

All patched and sealed silo wall cracks should be monitored for any signs of new movement, crack growth and deterioration. If additional crack growth or new movement begins to develop, more extensive repairs and the installation of a full or perhaps partial gunite liner will be needed. Reopening of previously patched and sealed cracks **is a clear indication** of an active structural crack that is in need of immediate attention and repair. If new crack growth develops in a previously patched and sealed crack, the silo and adjacent silos must be removed from service for safety until more permanent repairs can be made.

Repairs and required maintenance work to the facility will be extensive! Please note that grain storage structures are working structures that will continue to worsen in condition and deteriorate due to wear from normal use and need maintenance and repair. Generally, slipform grain storage structures require more maintenance and upkeep to continue to operate efficiently and safely as

they age. Simply stated, older facilities require more up-keep and maintenance to remain in reliable safe use.

NOHR recommends that insurance personnel or a consultant specifically involved with grain facility related OSHA safety and compliance issues be asked to provide opinions and recommendations regarding improvements or changes to the facility's safety gates, ladders, stairs, catwalks, equipment guarding and structures on site particularly at the older jumpform concrete grain storage side of the facility.

Modernization work that changes and/or increases BPH bin and silo fill and emptying rates will accelerate bin and silo wear and tear, increase maintenance costs and shorten overall useful life. Any work to increase or change original BPH capacities should be carefully considered before approving the work for construction.

Please refer to the attached copies of NOHR Information Memos for more details regarding the safe and efficient operation and maintenance of grain storage structures.

If additional damage is discovered during the course of repairs, it may be necessary for a follow up inspection by a qualified Engineer or repair contractor's designer. NOHR reserves the right to add to or modify this report as new information becomes available or conditions in the elevator change.

Sincerely,  
**NOHR Engineering Company, LLC**



Christopher J. Wortmann, PE

CJW/bw  
Encl: Photos and Field Notes # 1 through # 48

NOHR Informational Memos #1, #14, #17, #21, #61

Cc/file 2015046

NOHR NOTES:

NOHR PROVIDES CLIENTS WITH ENGINEERING SERVICES WORKING WITH VERBAL AUTHORIZATION, PURCHASE ORDERS OR WRITTEN CONTRACTS. NOHR'S CERTIFICATES OF INSURANCE COVERAGES ARE AVAILABLE WHEN A CLIENT REQUESTS SERVICES ON A SPECIFIED PROJECT. IT IS THE CLIENTS' RESPONSIBILITY TO INFORM OTHERS THAT NOHR'S LIABILITY FOR SITE OBSERVATIONS, FIELD NOTES SKETCHES, REPORT RECOMMENDATIONS, DESIGNS, DRAWINGS, AND SPECIFICATIONS DO NOT EXCEED ENGINEERING FEES RECEIVED UNLESS OTHER ARRANGEMENTS ARE MADE IN WRITING. REFER TO NOHR'S CURRENT FEE SCHEDULE AND "TERMS" FOR ADDITIONAL INFORMATION.

WRITTEN AND DOCUMENTED RECOMMENDATIONS FROM NOHR GOVERN, AS VERBAL INFORMATION MAY BE MISUNDERSTOOD OR INCOMPLETE! CONCLUSIONS AND RECOMMENDATIONS CONTAINED IN NOHR'S LETTERS, REPORTS, SKETCHES AND FIELD NOTES ARE BASED ON OBSERVATIONS AND INFORMATION AVAILABLE AS UNDERSTOOD BY NOHR. NOHR RESERVES THE RIGHT TO MAKE CHANGES AND ADDITIONS AS MORE INFORMATION BECOMES AVAILABLE. NOHR ASSUMES NO LIABILITY FOR ANY FACTUAL CHANGES DISCOVERED AFTER NOHR'S OBSERVATIONS OF A SITE.

VISUAL INSPECTIONS, OBSERVATIONS, FIELD NOTES, SKETCHES AND REPORTS ON PROCESSES, EQUIPMENT AND STRUCTURES ARE MADE AT A SPECIFIC POINT IN TIME. THE EQUIPMENT AND STRUCTURES' CONDITIONS DO CHANGE THROUGH USE, WEAR, AGE AND WEATHER. SERIOUS PROBLEMS OFTEN ARE CONCEALED OR HIDDEN ONLY TO BE DISCOVERED LATER. NOHR STRONGLY EMPHASIZES THE NEED FOR REGULAR AND AS NEEDED INSPECTIONS BY THE OWNER. GENERAL EXTERIOR VISUAL OBSERVATIONS FOR CHANGES SHOULD BE MADE DAILY WITH MORE DETAILED INTERIOR AND EXTERIOR OBSERVATIONS MADE SEVERAL TIMES A YEAR OR MORE WITH DATED NOTES AND PHOTOS TAKEN FOR FUTURE REVIEW AND COMPARISON FOR EVALUATION OF ANY CHANGES.

NOHR ASSUMES RECIPIENT RECEIVING INFORMATION FROM NOHR WILL RELAY RELEVANT INFORMATION TO LENDERS, CODE OFFICIALS, INSURANCE REPRESENTATIVES, THE OWNER AND CONTRACTORS. IF THE READER IS AWARE OF ANY INFORMATION OR CONDITIONS THAT HAVE CHANGED ON A SITE OR IS CONTRARY TO THAT WHICH IS CONTAINED IN INFORMATION PROVIDED BY NOHR, THE READER SHOULD CONTACT THE INSURANCE COMPANY, CONTRACTOR, OWNER OR NOHR. IF A READER IS AWARE OF DEFECTS OR DANGERS ON A SITE, THE READER MUST TAKE ACTION TO ASSURE SAFETY AND CONTACT THE INSURANCE COMPANY, CONTRACTOR, OWNER OR NOHR.

AN ENGINEER OF RECORD RETAINED BY OWNERS OR CONTRACTORS MUST PROVIDE CALCULATIONS, DESIGNS, DETAILS, DRAWINGS, SPECIFICATIONS, PROJECT COORDINATION, CONSTRUCTION CONTRACT ADMINISTRATION AND IBC SPECIAL INSPECTION SERVICES UNLESS WRITTEN ARRANGEMENTS ARE MADE WITH NOHR TO PROVIDE THESE SERVICES FOR THE PROJECT. NOHR'S LIABILITY ON PROJECTS WILL NOT EXCEED THE ENGINEERING FEES AND EXPENSES RECEIVED WHEN THE CLIENT DOES NOT RETAIN NOHR AS THE ENGINEER OF RECORD AND OR FOR IBC SPECIAL INSPECTIONS AND DAILY SITE OBSERVATIONS ON A PROJECT.

NOHR CANNOT PROVIDE PROFESSIONAL ENGINEER SIGNED AND SEALED CONSTRUCTION PRINTS UNTIL CONSTRUCTION "APPROVAL PRINTS" ARE CHECKED, SIGNED AND DATED BY THE OWNER OR CONTRACTOR AND RETURNED TO NOHR OR VERBAL APPROVALS ARE PROVIDED AND NOTED ON THE PRINTS.

CONTRACTORS AND OR OWNERS ARE RESPONSIBLE FOR ARRANGING VENDOR AND MANUFACTURERS' INSPECTIONS AND WRITTEN VENDOR APPROVALS ON PROVIDED EQUIPMENT, PRE-ENGINEERED STRUCTURES, PROCESSES, INSTALLATIONS AND ASSEMBLIES, ETC.

RECOMMENDATIONS ARE MADE TO THE BEST OF NOHR'S ABILITIES FOR REPAIR OF DAMAGES TO CONDITIONS FUNCTIONALLY SIMILAR TO THE BEFORE DAMAGE CONDITION. REPAIR RECOMMENDATIONS ARE NOT INTENDED TO IMPROVE OR MAKE BETTER THAN A BEFORE DAMAGE CONDITION UNLESS SPECIFICALLY STATED OTHERWISE IN WRITING BY NOHR. REPAIRS CANNOT MAKE SOMETHING NEW AND OFTEN CANNOT BE MADE TO CURRENT, CODES, STANDARDS AND PRACTICE.

WHEN OWNERS ACT AS A THE "GENERAL CONTRACTOR" ON THEIR OWN PROJECTS TO ARRANGE AND SCHEDULE SERVICES AND CONSTRUCTION WORK, PROBLEMS, DELAYS IN COMPLETION AND LOSS OF USE ARE THE GENERAL CONTRACTOR/OWNER'S RESPONSIBILITY! WHEN AN OWNER RETAINS A GENERAL CONTRACTOR ON A PROJECT, THE OWNER AND CONTRACTOR MUST AGREE IN WRITING ON COMPLETION DATES, INSURANCE COVERAGES NEEDED, BONDING REQUIREMENTS, WORK PAYMENT SCHEDULES, ETC.

NOHR ENGINEERING COMPANY IS NOT AN ARCHITECTURAL OR SOIL TESTING FIRM AND DOES NOT PROVIDE THESE SERVICES. IT IS THE CLIENT AND LOCAL CODE OFFICIALS' RESPONSIBILITY TO DETERMINE WHEN THESE SERVICES ARE NEEDED OR REQUIRED ON PROJECTS. IT IS THE CLIENT'S RESPONSIBILITY TO ARRANGE AND PAY FOR THESE SERVICES WHEN THEY ARE REQUIRED!

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# NOHR Photos with Field Notes

**PhotoID:** 2015046-20150320-249176      **City:** Windom

**Location:** New Vision Co-op      **State:** MN

## Field Notes:

Inspect cracks in elevator.  
Client: New Vision Co-op  
Client Rep: Frank McDowell  
NOHR Rep: Christopher Wortmann, PE

## NOHR Photos With Field Notes

NOHR Engineering Company, LLC  
Suite 200, The Wagner Building  
307 ½ Walnut Street  
Yankton, South Dakota 57078-4344

Tel: 605-665-1214

Fax: 605-665-8060

[www.nohrengineering.com](http://www.nohrengineering.com)

**PhotoID:** 2015046-20150320-249176      **City:** Windom

**Location:** New Vision Co-op      **State:** MN

## Field Notes:

### Photo# 1

View looking south at the north side of the structure.

Bin #7 is full and the discharge gate is blocked. Note the trail of grain liqueur from the upper, unused discharge gate.



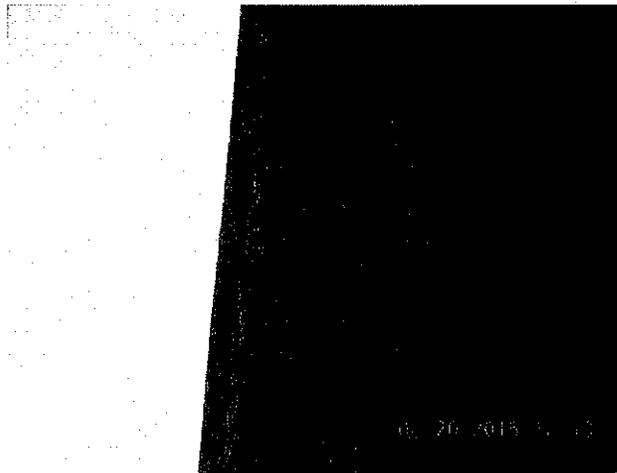
**PhotoID:** 2015046-20150320-248231      **City:** Windom

**Location:** New Vision Co-op      **State:** MN

## Field Notes:

### Photo# 2

Closer view of the large crack along the northeast corner of the elevator at Bin #10. The corner bin has been taken out of use, but cracks are worsening.





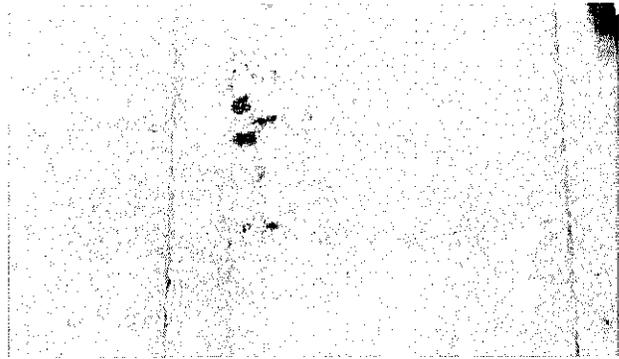
# NOHR Photos with Field Notes

**PhotoID:** 2015046-20150320-249173      **City:** Windom

**Location:** New Vision Co-op      **State:** MN

**Field Notes:**      **Photo# 6**

Typical Spalls with exposed rebar.



**PhotoID:** 2015046-20150320-249168      **City:** Windom

**Location:** New Vision Co-op      **State:** MN

**Field Notes:**      **Photo# 7**

View looking north at the south side.

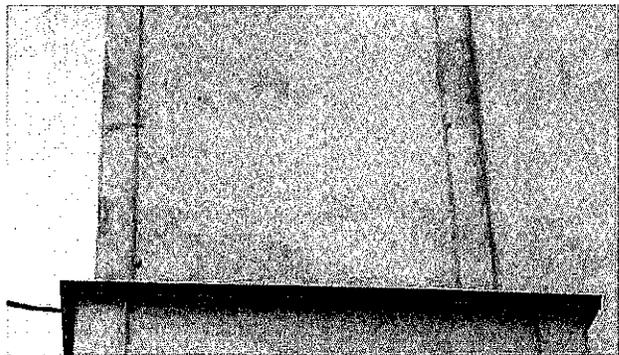


**PhotoID:** 2015046-20150320-249170      **City:** Windom

**Location:** New Vision Co-op      **State:** MN

**Field Notes:**      **Photo# 8**

Typical cracking at the corner.



# NOHR Photos with Field Notes

**PhotoID:** 2015046-20150320-249169      **City:** Windom

**Location:** New Vision Co-op      **State:** MN

**Field Notes:**      **Photo# 9**

Horizontal cracking and spalling.



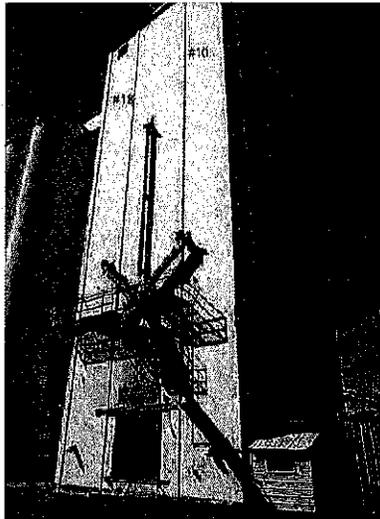
**PhotoID:** 2015046-20150320-248234      **City:** Windom

**Location:** New Vision Co-op      **State:** MN

**Field Notes:**      **Photo# 10**

View of the east side.

The train siding is no longer used and the east bins #10, #14, #15, & #18 are not used.



**PhotoID:** 2015046-20150320-248235      **City:** Windom

**Location:** New Vision Co-op      **State:** MN

**Field Notes:**      **Photo# 11**

Cracking and spalling.



# NOHR Photos with Field Notes

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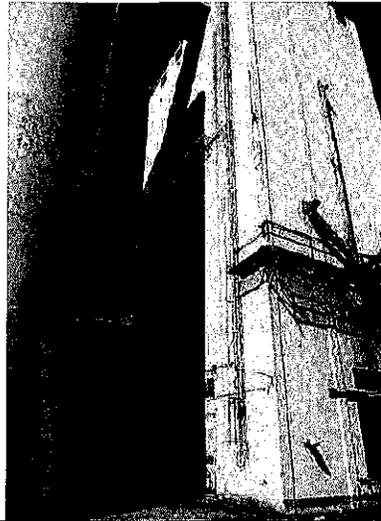
**PhotoID:** 2015046-20150320-248239      **City:** Windom

**Location:** New Vision Co-op      **State:** MN

**Field Notes:**      **Photo# 12**

South east corner cracking appears to be active. Facility personnel report that the corner cracks on the east side of the elevator worsen each year.

The tracks located adjacent to the elevator are active.



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**PhotoID:** 2015046-20150320-248268      **City:** Windom

**Location:** New Vision Co-op      **State:** MN

**Field Notes:**      **Photo# 13**

Interior view of the drive floor ceiling.

NOHR saw no indication of cracks at the walls or reentrant cracking at the discharge gates in the ceiling.



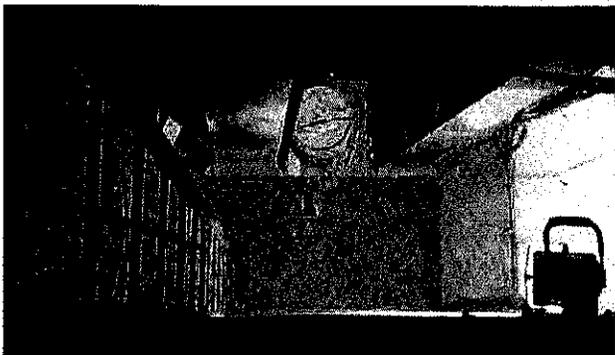
---

**PhotoID:** 2015046-20150320-249161      **City:** Windom

**Location:** New Vision Co-op      **State:** MN

**Field Notes:**      **Photo# 14**

Grain spillage is a big issue according to personnel due to holes in spouting and aged equipment.



## NOHR Photos with Field Notes

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**PhotoID:** 2015046-20150320-249160      **City:** Windom

**Location:** New Vision Co-op      **State:** MN

**Field Notes:**      **Photo# 15**

Typical view of spouting at the main work floor level. Spouting appears in similar condition throughout the structure.



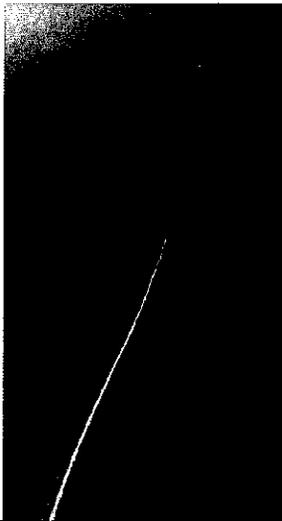
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**PhotoID:** 2015046-20150320-249153      **City:** Windom

**Location:** New Vision Co-op      **State:** MN

**Field Notes:**      **Photo# 16**

Interior view of bin #10. Water infiltration is clearly visible on the walls.



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**PhotoID:** 2015046-20150320-249150      **City:** Windom

**Location:** New Vision Co-op      **State:** MN

**Field Notes:**      **Photo# 17**

Closer view of the walls that show water infiltration, horizontal cracking and spalls.



## **NOHR Photos with Field Notes**

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**PhotoID:** 2015046-20150320-249149      **City:** Windom

**Location:** New Vision Co-op      **State:** MN

**Field Notes:**      **Photo# 18**

Interior view of #18.

The crack at the southeast corner has widened enough to allow light through.

The crack will continue to worsen if reinforcing is not added to the structure.



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**PhotoID:** 2015046-20150320-248269      **City:** Windom

**Location:** New Vision Co-op      **State:** MN

**Field Notes:**      **Photo# 19**

The roof over the west upper gallery is leaking indicating that roof water proofing must be improved.



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**PhotoID:** 2015046-20150320-248285      **City:** Windom

**Location:** New Vision Co-op      **State:** MN

**Field Notes:**      **Photo# 20**

The upper gallery is very dirty and difficult to keep clean due to the poor condition of the spouting.



# NOHR Photos with Field Notes

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**PhotoID:** 2015046-20150320-248315      **City:** Windom

**Location:** New Vision Co-op      **State:** MN

**Field Notes:**      **Photo# 21**

Old and rotted plywood cover areas of open silos. The area must not be walked on by personnel and must be repaired or blocked off from use.



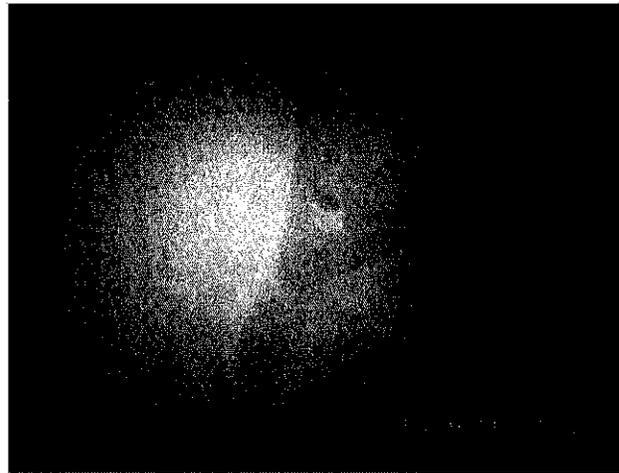
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**PhotoID:** 2015046-20150320-248275      **City:** Windom

**Location:** New Vision Co-op      **State:** MN

**Field Notes:**      **Photo# 22**

Interior view of the silo bins.  
Note the horizontal cracking and spalls.



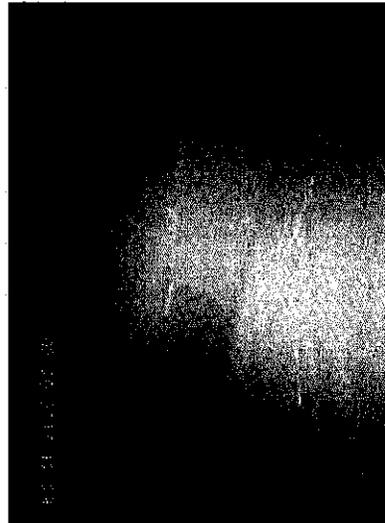
---

**PhotoID:** 2015046-20150320-248271      **City:** Windom

**Location:** New Vision Co-op      **State:** MN

**Field Notes:**      **Photo# 23**

Cracking at the corners may indicated rotational movement,



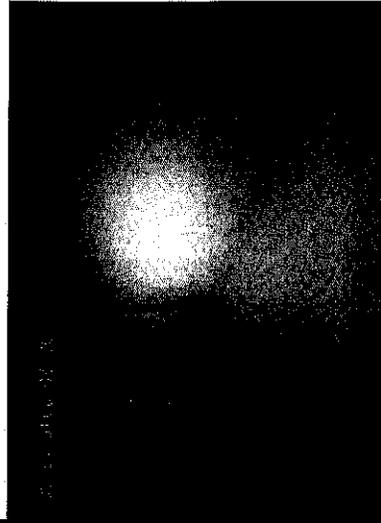
# NOHR Photos with Field Notes

**PhotoID:** 2015046-20150320-248279      **City:** Windom

**Location:** New Vision Co-op      **State:** MN

**Field Notes:**      **Photo# 24**

Same comments



**PhotoID:** 2015046-20150320-248302      **City:** Windom

**Location:** New Vision Co-op      **State:** MN

**Field Notes:**      **Photo# 25**

Same comments.

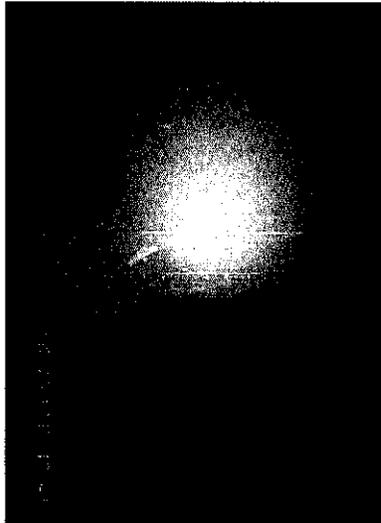


**PhotoID:** 2015046-20150320-248308      **City:** Windom

**Location:** New Vision Co-op      **State:** MN

**Field Notes:**      **Photo# 26**

Old patch repair from past cracks and fallouts



# NOHR Photos with Field Notes

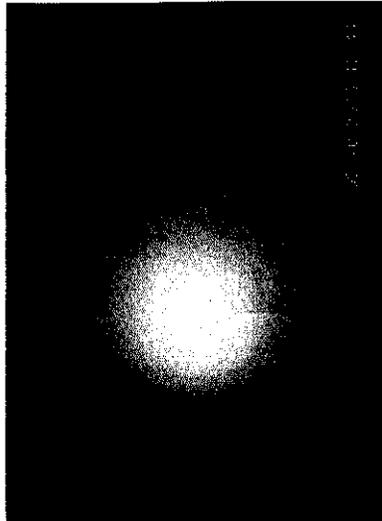
---

**PhotoID:** 2015046-20150320-248309      **City:** Windom

**Location:** New Vision Co-op      **State:** MN

**Field Notes:**      **Photo# 27**

View of the opposite side



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**PhotoID:** 2015046-20150320-248240      **City:** Windom

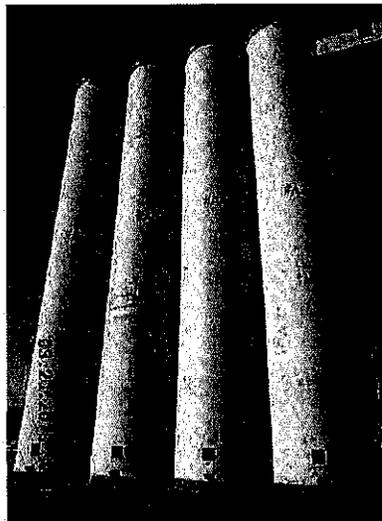
**Location:** New Vision Co-op      **State:** MN

**Field Notes:**      **Photo# 28**

East side of the annex.

The exterior of the annex is in need of maintenance and upkeep to seal cracks and repair spalled concrete.

The gate openings at the bottom show significant deterioration that may warrant closer inspection and possibly reinforcement with a gunite collar.



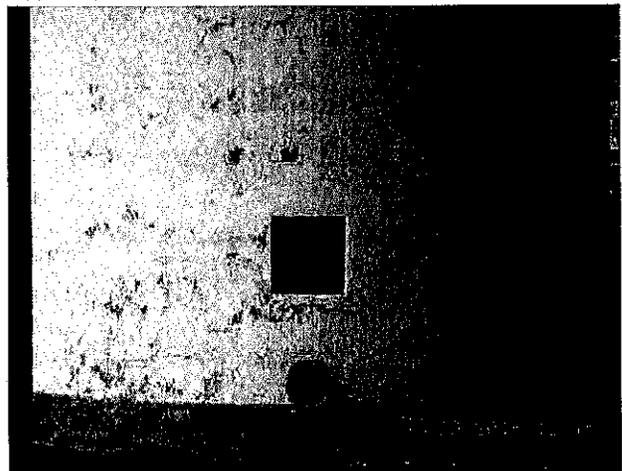
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**PhotoID:** 2015046-20150320-248241      **City:** Windom

**Location:** New Vision Co-op      **State:** MN

**Field Notes:**      **Photo# 29**

Closer view of Silo #A2



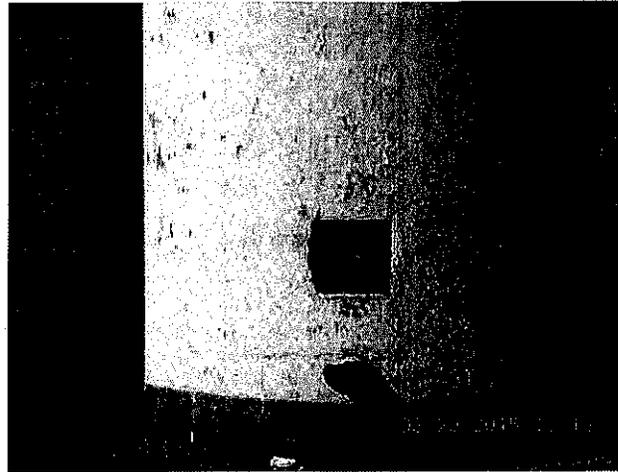
# NOHR Photos with Field Notes

**PhotoID:** 2015046-20150320-248242      **City:** Windom

**Location:** New Vision Co-op      **State:** MN

**Field Notes:**      **Photo# 30**

Silo #A4



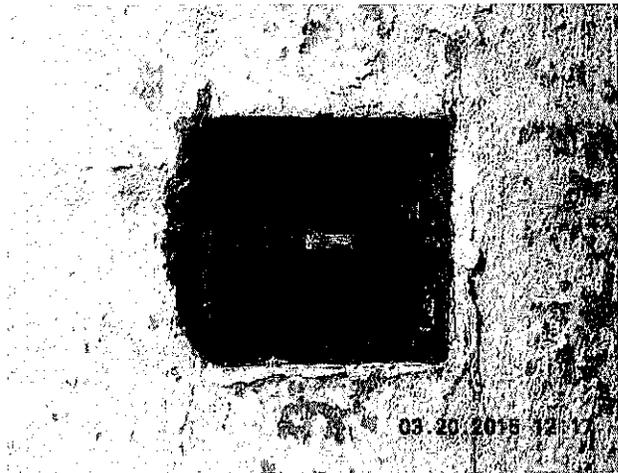
**PhotoID:** 2015046-20150320-248253      **City:** Windom

**Location:** New Vision Co-op      **State:** MN

**Field Notes:**      **Photo# 31**

Closer view of previous photo.

Note the spalling around the door.

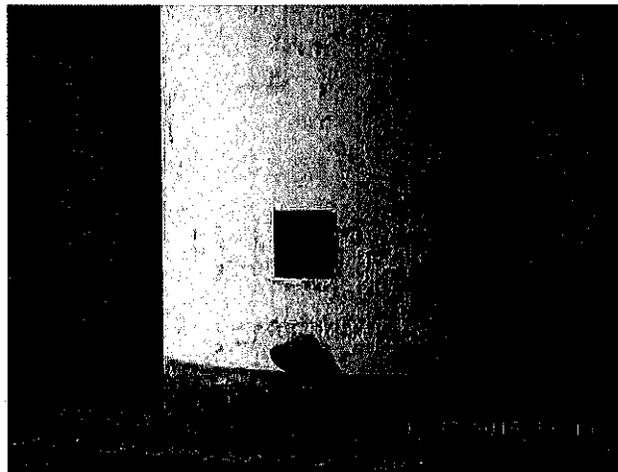


**PhotoID:** 2015046-20150320-248243      **City:** Windom

**Location:** New Vision Co-op      **State:** MN

**Field Notes:**      **Photo# 32**

Silo #A6.



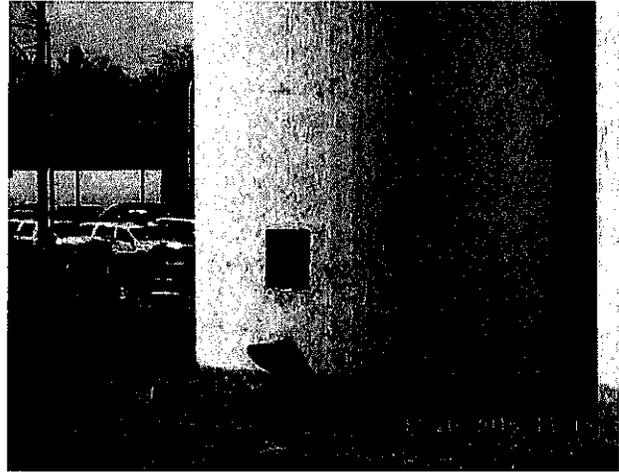
# NOHR Photos with Field Notes

**PhotoID:** 2015046-20150320-248244      **City:** Windom

**Location:** New Vision Co-op      **State:** MN

**Field Notes:**      **Photo# 33**

Silo #A8

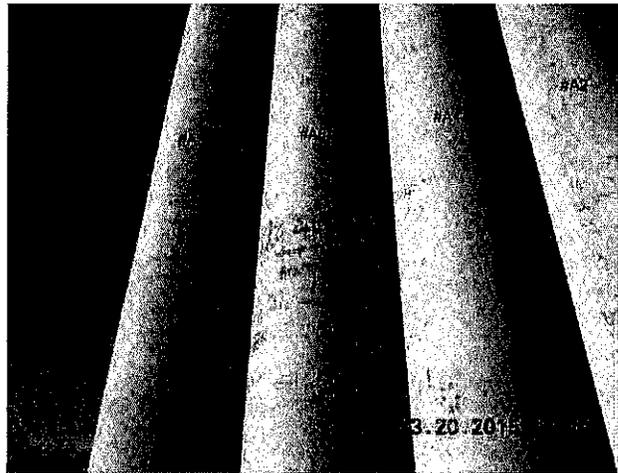


**PhotoID:** 2015046-20150320-248248      **City:** Windom

**Location:** New Vision Co-op      **State:** MN

**Field Notes:**      **Photo# 34**

Flaking concrete can be due to flexing movement of the side wall.



**PhotoID:** 2015046-20150320-248249      **City:** Windom

**Location:** New Vision Co-op      **State:** MN

**Field Notes:**      **Photo# 35**

Closer view of the area shows horizontal and vertical cracking along with spalled concrete.

NOHR recommends that the annex be more closely inspected by a gunite repair contractor who can provide repair estimates.



# NOHR Photos with Field Notes

**PhotoID:** 2015046-20150320-248251      **City:** Windom

**Location:** New Vision Co-op      **State:** MN

**Field Notes:**      **Photo# 36**

Typical old vertical cracking.

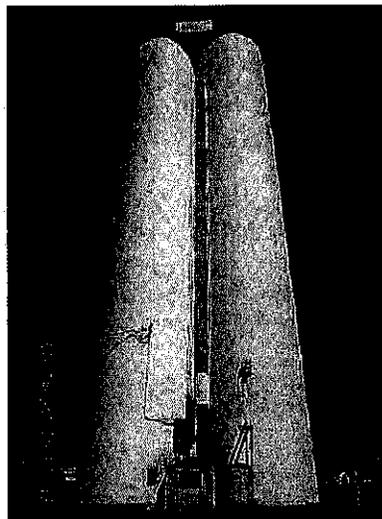


**PhotoID:** 2015046-20150320-248254      **City:** Windom

**Location:** New Vision Co-op      **State:** MN

**Field Notes:**      **Photo# 37**

Looking at the south end of the annex.

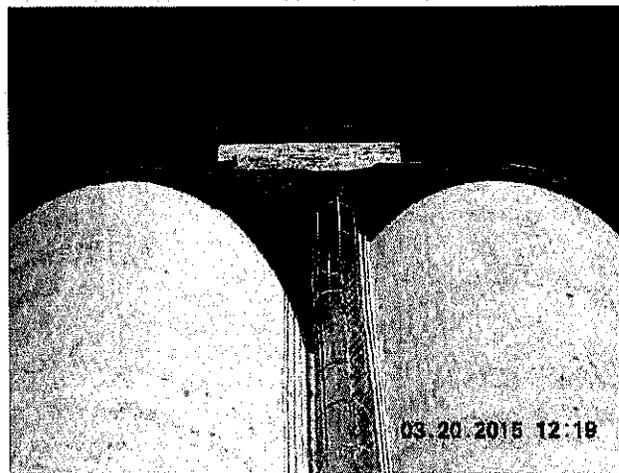


**PhotoID:** 2015046-20150320-248256      **City:** Windom

**Location:** New Vision Co-op      **State:** MN

**Field Notes:**      **Photo# 38**

Old damage to the upper deck



# NOHR Photos with Field Notes

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**PhotoID:** 2015046-20150320-248257      **City:** Windom

**Location:** New Vision Co-op      **State:** MN

**Field Notes:**      **Photo# 39**

View of the west side of the annex.

Large vertical cracking are visible with reentrant cracking running from the corners of the lower gates and the discharge spout openings.

These cracks appear active and must be closely monitored for new activity.

NOHR strongly recommends that the silos be inspected at the inside and repairs made if needed.



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**PhotoID:** 2015046-20150320-248259      **City:** Windom

**Location:** New Vision Co-op      **State:** MN

**Field Notes:**      **Photo# 40**

Silo #A7.



---

**PhotoID:** 2015046-20150320-248261      **City:** Windom

**Location:** New Vision Co-op      **State:** MN

**Field Notes:**      **Photo# 41**

Closer view of the area shown in the previous photo. Cracks appear to be active in NOHR's opinion.



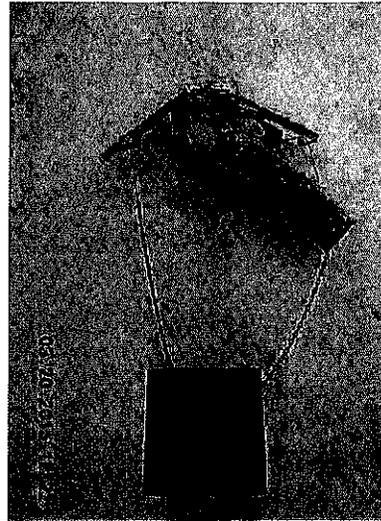
# NOHR Photos with Field Notes

**PhotoID:** 2015046-20150320-248262      **City:** Windom

**Location:** New Vision Co-op      **State:** MN

**Field Notes:**      **Photo# 42**

Silo #A5

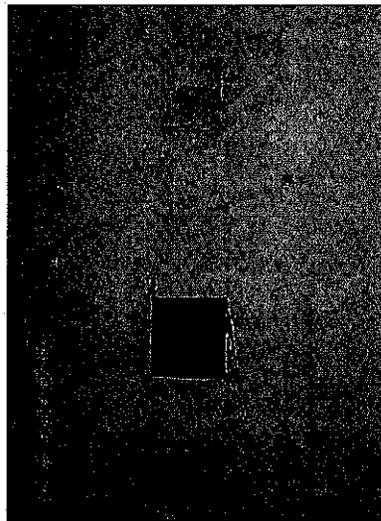


**PhotoID:** 2015046-20150320-248264      **City:** Windom

**Location:** New Vision Co-op      **State:** MN

**Field Notes:**      **Photo# 43**

Silo #A3

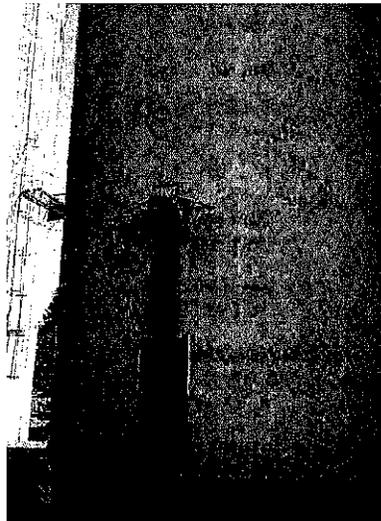


**PhotoID:** 2015046-20150320-248267      **City:** Windom

**Location:** New Vision Co-op      **State:** MN

**Field Notes:**      **Photo# 44**

Silo #A1



# NOHR Photos with Field Notes

**PhotoID:** 2015046-20150320-248318      **City:** Windom

**Location:** New Vision Co-op      **State:** MN

**Field Notes:**      **Photo# 45**

View looking north along the upper gallery. Water does not appear to be a problem here. However, the upper gallery is difficult to keep clean due to the poor condition of spouting.



**PhotoID:** 2015046-20150320-248325      **City:** Windom

**Location:** New Vision Co-op      **State:** MN

**Field Notes:**      **Photo# 46**

Typical interior view of a annex silo.



**PhotoID:** 2015046-20150320-248323      **City:** Windom

**Location:** New Vision Co-op      **State:** MN

**Field Notes:**      **Photo# 47**

Note the horizontal cracking and water infiltration at crack locations.



# NOHR Photos with Field Notes

**PhotoID:** 2015046-20150320-248329      **City:** Windom

**Location:** New Vision Co-op      **State:** MN

**Field Notes:**      **Photo# 48**

Same comments.



**PhotoID:** 2015046-20150320-249176      **City:** Windom

**Location:** New Vision Co-op      **State:** MN

**Field Notes:**

See report for additional information.



NOHR PHOTO # 48  
DATE: 03/20/15  
LOCATION: NEW VISION CO-OP  
CITY: WINDOM, MN  
STATE: MN  
COUNTRY: USA  
CONTAINER: 150320-249176  
PHOTO: 2015046-20150320-249176

**PhotoID:** 2015046-20150320-249176      **City:** Windom

**Location:** New Vision Co-op      **State:** MN

**Field Notes:**



NOHR PHOTO # 48  
DATE: 03/20/15  
LOCATION: NEW VISION CO-OP  
CITY: WINDOM, MN  
STATE: MN  
COUNTRY: USA  
CONTAINER: 150320-249176  
PHOTO: 2015046-20150320-249176

March 30, 2016

Re: New Vision – “South Plant” Elevator and Annex  
867 First Avenue, Windom, MN



**TO WHOM IT MAY CONCERN:**

On March 20, 2015, Chris Wortmann, Licensed Professional Engineer with NOHR Engineering Company, LLC of Yankton, South Dakota, completed an inspection of the exterior and portions of the interior of the elevator and annex located at 867 First Avenue, Windom, Minnesota. Following his inspection, Mr. Wortmann prepared a report dated April 20, 2015. Attached to this letter report is a copy of Mr. Wortmann's report.

In his report, Mr. Wortmann detailed the condition of the elevator and the annex (eight silos). He stated that there are existing cracks in the exterior which appear to be active and worsening. Water is infiltrating in the cracks and causes further deterioration of the steel reinforcing the walls. There were signs of advanced deterioration on the east side. Vibrations from the nearby railroad tracks appear to be worsening the cracks particularly on the east side. There are widespread horizontal cracking and surface pop-outs of the concrete. Cracking at some of the corners can indicate rotational movement. Gate openings show significant deterioration. In some areas both horizontal and vertical cracks are evident. There is a crack at the southeast corner that has widened enough to allow light through. This area will require reinforcements. The spouting, mechanical equipment, and millwright work are in need of replacement. Rotting plywood covering open areas of the silos where personnel must walk is a significant safety concern and should be replaced. After further interior inspection, patching and sealing of wall cracks will be required and these cracks should be monitored for new movement, crack growth and deterioration.

Mr. Wortmann advised that silo walls can collapse suddenly when structural deficiencies in the silo wall are present. For safety reasons, Mr. Wortmann recommended that the elevator and annex be emptied and taken out of service to allow for a full interior inspection, required repairs, and reinforcement of the silos. He advised that significant repairs by a qualified concrete restoration contractor will be required including possible installation of gunite liners following completion of a full interior inspection.

In my position as Building & Zoning Official for the City of Windom, Minnesota, I have reviewed the engineer's report and have made an inspection of the exterior of the elevator and annex. It is evident that there has been some additional deterioration since the time of Mr. Wortmann's inspection. As a result of my review of his report and my inspection, I concur with the findings in his report.

Based on my review of the engineer's report and my inspection of the elevator and annex located at 867 First Avenue, I further advise that:

1. At least 70% of the area of the parcels is occupied by buildings, streets, utilities, or gravel parking lots, or other similar structures;



**ECONOMIC DEVELOPMENT AUTHORITY OF WINDOM + BUILDING AND ZONING OFFICE**

444 Ninth Street • PO Box 38 • Windom, MN 56101

Phone: 507-831-6125

Fax: 507-831-6142

Re: New Vision – “South Plant” Elevator and Annex - 867 First Avenue, Windom, MN  
March 30, 2016  
Page Two

2. More than 50 percent of the buildings are “structurally substandard” pursuant to the definition in Minnesota Statutes 469.174, Subdivision 10, to a degree requiring substantial renovation or clearance;

3. The buildings on these parcels are not in compliance with the building code applicable to new buildings and could not be modified to satisfy the building code at a cost of less than 15 percent of the cost of constructing a new structure of the same square footage and type on the site.

Should you have any questions concerning this report letter, please contact me.

Sincerely,

CITY OF WINDOM



James Kartes, Building & Zoning Official

Attachment

## Appendix G

### Findings Including But/For Qualifications

The reasons and facts supporting the findings for the adoption of the Tax Increment Financing Plan (TIF Plan) for Tax Increment Financing District No. 1-20 (District), as required pursuant to Minnesota Statutes, Section 469.175, Subdivision 3 are as follows:

1. *Finding that Tax Increment Financing District No. 1-20 is a redevelopment district as defined in M.S., Section 469.174, Subd. 10.*

The District consists of three parcels, with plans to redevelop the area for commercial/industrial purposes. At least 70 percent of the area of the parcels in the District are occupied by buildings, streets, utilities, paved or gravel parking lots or other similar structures and more than 50 percent of the buildings in the District, not including outbuildings, are structurally substandard to a degree requiring substantial renovation or clearance. (See Appendix F of the TIF Plan.)

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 the District 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 redevelopment proposed in the TIF Plan meets the City's objectives for redevelopment. Due to the high cost of redevelopment on the parcels currently occupied by substandard buildings, the limited amount of commercial/industrial property for expansion adjacent to the existing project, the incompatible land uses at close proximity, and the cost of financing the proposed improvements, this project is feasible only through assistance, in part, from tax increment financing. The developer has asked for tax increment assistance with demolition and site improvement costs to help redevelop the site.

*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 development after subtracting the present value of the projected tax increments for the maximum duration of the District permitted by the TIF Plan:* This finding is justified on the grounds that the cost of site and public improvements and utilities add to the total redevelopment cost. Historically, site and preparation costs in this area have made redevelopment infeasible without tax increment assistance. This site has been in need of redevelopment for many years. The City reasonably determines that no other redevelopment 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 \$2,015,393.
- 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 \$724,783.

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 \$1,290,610 without tax increment assistance.

3. *Finding that the TIF Plan for the District 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 TIF Plan for the District will afford maximum opportunity, consistent with the sound needs of the City as a whole, for the development or redevelopment 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, the renovation of substandard properties, increased tax base of the State and add a high quality development to the City.

<b>But-For Analysis</b>	
Current Market Value	308,407
New Market Value - Estimate	2,330,000
Difference	2,021,593
Present Value of Tax Increment	727,851
Difference	1,293,742
<b>Value Likely to Occur Without TIF is Less Than:</b>	<b>1,293,742</b>

# MEMORANDUM



**CITY OF WINDOM**  
444 9th Street  
Windom, MN 56101  
Phone: 507-831-6129  
Fax: 507-831-6127  
[www.windom-mn.com](http://www.windom-mn.com)

**TO:** City Council  
**FROM:** Engineering Services Ad Hoc Committee  
**DATE:** April 25, 2016  
**RE:** Recommendation for Engineering Services for the 2017 Street Project

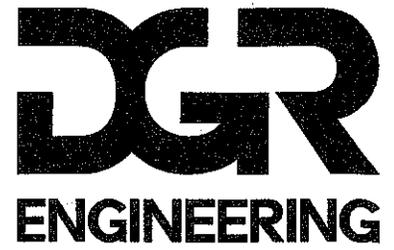
On April 19, 2016 the City Council requested that an ad hoc committee be formed to consider and reviews qualifications for engineering services related to the 2017 Street Project. This ad hoc committee included the following members:

Bruce Caldwell	Streets & Parks Superintendent
Tom Voth	Streets & Parks Foreman
Brent Brown	Electric Utility Manager
Mike Haugen	Water\Wastewater Superintendent
Jeff Dahna	Windomnet General Manager
Steve Nasby	City Administrator
Dominic Jones	City Council (Utility Commission)
Brian Cooley	City Council (Street Committee)

The committee heard presentations from four engineering firms who are currently engaged in work for the City, which included Wenck Associates, DGR Engineering, S.E.H., Inc. and Bolton & Menk.

Upon the conclusion of the presentations with these four firms the committee discussed the information, qualifications and experiences with these firms. The committee voted by ballot and unanimously recommended that DGR Engineering be engaged for the 2017 Street Project.

Other City projects that are underway or upcoming will continue to utilize professional services from a variety of engineering firms which fit the needs of the departments.



## *Capabilities, Markets, Disciplines*

### **DGR Capabilities**

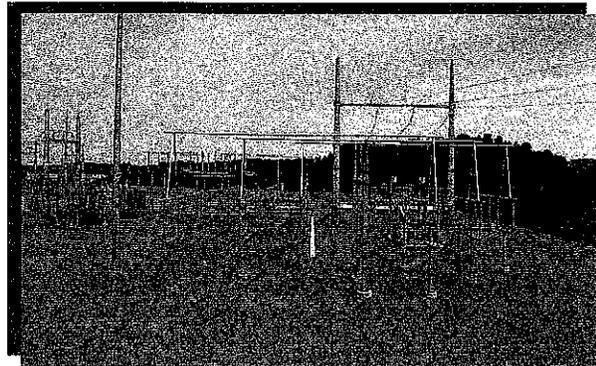
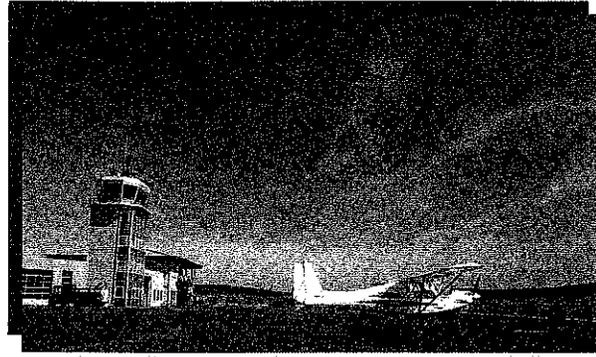
We leverage the full range of resources across our entire company to provide our clients with the finest possible service. A wide array of market insights and professional disciplines gives us the capability to quickly respond to our clients' evolving needs by drawing on in-house expertise.

### **DGR Markets**

- Aviation Services
- Municipal Services
- Utility Engineering Services
- Parks, Recreation and Athletic Facilities
- Building and Site Services
- Energy Services
- Land Surveying and Right-of-Way
- Land Development
- Construction Inspection
- Hydrology
- Geographic Information Systems

### **DGR Disciplines**

- Airport Planning and Design
- Civil Engineering
- Electrical Engineering
- Water Supply, Treatment & Distribution
- Wastewater Collection & Treatment
- Environmental Engineering
- Land Surveying
- Construction Surveying



**Sioux Falls, SD** • **Rock Rapids, IA** • **Sioux City, IA** • **Ankeny, IA**

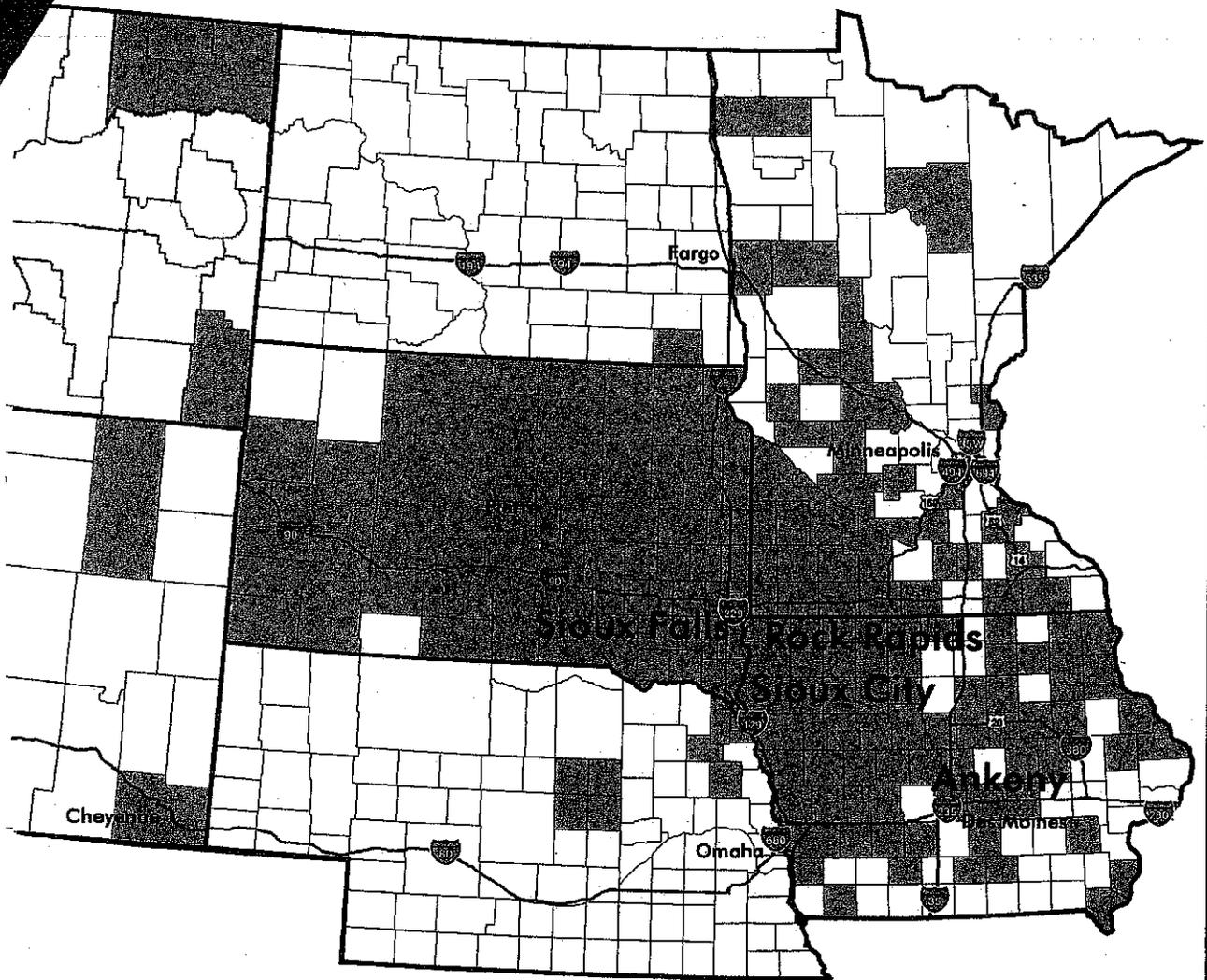
*Since 1973*

*Since 1952*

*Since 1990*

*Since 2013*

## Project Experience Map



The following map shows DGR Engineering's four office locations in Sioux Falls, South Dakota, Ankeny, Rock Rapids and Sioux City Iowa. The map indicates current and past DGR Engineering projects in the shaded areas. We routinely have successful projects throughout South Dakota, Minnesota, Iowa and even Montana, Wyoming and Colorado. We are equipped to communicate effectively to our clients and are able to locate field staff in the project area to handle construction administration tasks.

**Sioux Falls, SD** • **Rock Rapids, IA** • **Sioux City, IA** • **Ankeny, IA**  
Since 1973                      Since 1952                      Since 1990                      Since 2013

# DGR

## ENGINEERING

## Civil / Survey

DGR Engineering provides full-service consulting services to municipal, industrial and private clients.

**Trusted. Professional. Solutions.**  
**for over 60 years!**

DGR Engineering, built on solid relationships, a strong work ethic and stable business practices, has been providing quality consulting and engineering services for more than 60 years! With offices in Sioux Falls, SD and Rock Rapids, Sioux City, and Ankeny, IA, our team of 100 professionals specialize in aviation, civil, electrical power, environmental, and water/wastewater engineering and land surveying. DGR Engineering is committed to the needs of our clients and strives to provide trusted professional solutions.

***There is no better proof of our ability to provide quality engineering services than the word of our satisfied clients.***

### DGR Engineering Service Areas:

- Aviation Services
- Civil / Survey
- Electrical Power
- Wastewater Services
- Water Services

### Civil / Survey Contact:

Trent Bruce, PE  
Sioux Falls, SD - Department Head  
Sioux Falls, SD 57108  
Phone - 605.339.4157  
email - trent.bruce@dgr.com

Gary Kurth, PE  
Rock Rapids, IA - Department Head  
Rock Rapids, IA 51246  
Phone - 712.472.2531  
email - gary.kurth@dgr.com

Brian Mastbergen, PE  
Sioux City, IA - Department Head  
Sioux City, IA 51105  
Phone - 712.266.1554  
email - brian.mastbergen@dgr.com

web site - dgr.com

Our Civil/Survey Personnel specialize in the planning, design and construction services for a wide range of engineering/surveying projects. We work closely with municipalities, developers and state agencies to achieve feasible design solutions.

Our civil engineers have paved the way for hundreds of projects, from road design and layout for streets and highways, to subdivision development and utility work, to developing the perfect parks to play in. DGR doesn't design streets and subdivisions, we lay the foundation for communities. Our civil engineers know if it's small or large, metro or rural, for communities or corporations, each project paves the way for a better day. Our Civil/Survey Department provide the following services.

### • Street & Highway Improvements

- New Pavement - ACC & PCC
- Overlays/Chip Seals
- Reconstruction

### • Sanitary Sewer Collection

### • Water Distribution

### • Storm Drainage Hydrology

- Drainage Studies
- Storm Sewer Collection Systems
- Site Drainage
- Culvert Design
- Storm Water Pollution Prevention

### • Surveying

- Property
- Boundary
- Construction
- Platting

### • Planning & Design

- Residential
- Recreation Trails & Campgrounds
- Industrial

### • Permits & Funding Program Assistance

Contact our civil/survey professionals to discuss your unique project needs.

Sioux Falls, SD

Since 1973

Rock Rapids, IA

Since 1952

Sioux City, IA

Since 1990

Ankeny, IA

Since 2013

# DGR ENGINEERING

## Wastewater Services

DGR Engineering provides full-service consulting services to municipal, industrial and private clients.

*Trusted. Professional. Solutions.  
for over 60 years!*

DGR Engineering, built on solid relationships, a strong work ethic and stable business practices, has been providing quality consulting and engineering services for more than 60 years! With offices in Sioux Falls, SD and Rock Rapids, Sioux City, and Ankeny, IA, our team of 100 professionals specialize in aviation, civil, electrical, power, environmental, and water/wastewater engineering and land surveying. DGR Engineering is committed to the needs of our clients and strives to provide trusted professional solutions.

*There is no better proof of  
our ability to provide quality  
engineering services than the word  
of our satisfied clients.*

#### DGR Engineering Service Areas:

- ◆ Aviation Services
- ◆ Civil / Survey
- ◆ Electrical Power
- ◆ Wastewater Services
- ◆ Water Services

#### Wastewater Services Contact:

Daniel Nebelsick, PE, Department Head  
1302 South Union Street  
Rock Rapids, IA 51246  
Phone - 712.472.2531  
email - [dgr@dgr.com](mailto:dgr@dgr.com)  
website - [dgr.com](http://dgr.com)

Our wastewater staff specialize in the design of collection, transmission and treatment systems for wastewater. We provide a full range of engineering services from preliminary planning, design, construction and operation.

While keeping abreast of the latest changes in regulations, design standards, equipment and technology, DGR Engineering's wastewater staff endeavor to maintain simplicity for operation and maintenance considerations as key design goals.

- **Wastewater Treatment Facilities**
  - Activated Sludge
  - Recirculating Media Filters
  - UV Disinfection
  - Sequencing Batch Reactions
  - Lagoons and Constructed Wet Lands
- **Lift Stations**
  - Rehabilitation
  - Upgrades
  - New lift stations
- **Smoke Testing**
- **Sanitary Sewer System Rehabilitation**
  - Manhole and Sewer Main Lining
- **Sewer Collection Extensions**
  - Gravity
  - Pressure sewer
  - STEP: Septic Tank Effluent Pumping
- **Wastewater Treatment Agreements**
- **Industrial Pretreatment**

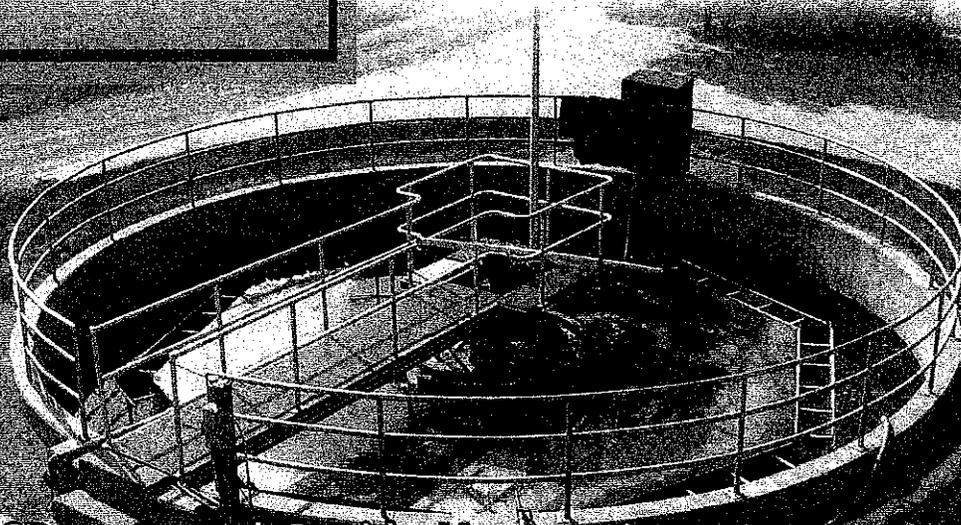
Contact our wastewater professionals to discuss your unique project needs.

Sioux Falls, SD  
Since 1973

Rock Rapids, IA  
Since 1952

Sioux City, IA  
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Ankeny, IA  
Since 2013



# DGR

## ENGINEERING

## Water Services

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#### DGR Engineering Service Areas:

- Aviation Services
- Civil / Survey
- Electrical Power
- Wastewater Services
- Water Services

#### Water Services Contact:

Daniel Nebelsick, PE, Department Head  
1302 South Union Street  
Rock Rapids, IA 51246  
Phone - 712-472-2531  
email - [dgr@dgr.com](mailto:dgr@dgr.com)  
website - [dgr.com](http://dgr.com)

Although we often take it for granted, the water available from our public water systems has had a greater affect on our nation's health and well being than any other single factor. A safe, reliable, high quality water supply is a necessity for a strong and growing community. Our Water Services Department works very hard every day to help our municipal and rural water system clients meet this lofty goal.

Our experienced specialists understand all of the components of a water system including the source of supply, treatment, pumping, and storage facilities. We take pride in designing cost effective, easy to maintain, and simple to operate systems.

#### We Provide:

- **Water Treatment Plants**
  - Iron and Manganese Removal
  - Lime Softening
  - Zeolite Softening
  - Reverse Osmosis
- **Water Source Development**
  - Water Exploration
  - Well Design
- **Distribution Systems**
  - Industry leaders in hydraulic modeling and analysis
  - Municipal and Rural Water Systems
- **Pumping**
  - Booster Stations
  - Multi-pump Systems
- **Storage**
  - Elevated and Ground Storage Reservoirs
  - Tank Recoating and Maintenance
- **Electrical and Controls**
  - SCADA
  - Complex Distributed Control Systems
- **Geographic Information System (GIS)**

Contact our water professionals to discuss your unique project needs.

**Sioux Falls, SD**  
Since 1973

**Rock Rapids, IA**  
Since 1952

**Sioux City, IA**  
Since 1990

**Ankeny, IA**  
Since 2013

# Service Rates

Net Construction Cost	Design % Fee	Observation % Fee
\$30,000	14.00	6.00
\$50,000	12.50	5.80
\$100,000	11.20	5.60
\$200,000	9.95	5.00
\$300,000	9.25	4.60
\$500,000	8.55	4.30
\$750,000	7.80	4.00
\$1,000,000	7.40	3.70
\$2,000,000	6.70	3.40
\$3,000,000	6.45	3.20
\$5,000,000	6.15	2.85
\$10,000,000	5.70	2.40

- A) For construction projects that are less than \$30,000, the fee will be negotiated between the consultant and the client.
- B) The schedule for Design engineering services includes:  
 1) Preliminary design services.  
 2) Collection of field data.  
 3) Final design services.  
 4) Project management services during construction including periodic inspections.
- C) The schedule for Observation Services includes:  
 1) Full time Resident Construction Observation  
 2) Actual cost will vary due to weather, contractor work performance and pace of construction.
- D) Recent mill and overlay projects have costs in the range of 8 – 10% of total construction costs versus the typical complete reconstruction cost identified.
- E) Where net construction cost fall between the figures above, the applicable percentage shall be determined graphically or by interpolation.
- F) This form is intended as a guide only. DGR Engineering will provide a project specific engineering services proposal for each project requested by the City.

# Memo

**To: City Council**  
**Re: Street Closure Request Riverfest Committee**  
**Date: 4/20/16**  
**From: Bruce Caldwell Street/Parks Dept. Superintendent**

---

The Riverfest board requests the following streets and intersections (note attachment map) to be closed for the parade on Saturday June 11<sup>th</sup>. Police Chief Scott Peterson has been contacted and he is OK with this request.

Approximant time of closures; 3:50 pm - 8:30 pm. depending on the number of participants.

The Riverfest group will be responsible for placing barricades at the intersections and removal at the end of the event. They will have volunteers manning the intersections in the event of any emergency. City staff will place barricades on the boulevards at various intersections on the parade route Friday June 10<sup>th</sup>.

---

## **Second Street Closure Request**

Several of the Riverfest events will be on or around the Court House and adjacent streets.

Closures as follows for those events not including the parade route;

### **Saturday June 11<sup>th</sup> starting at 6:00 a.m. all day**

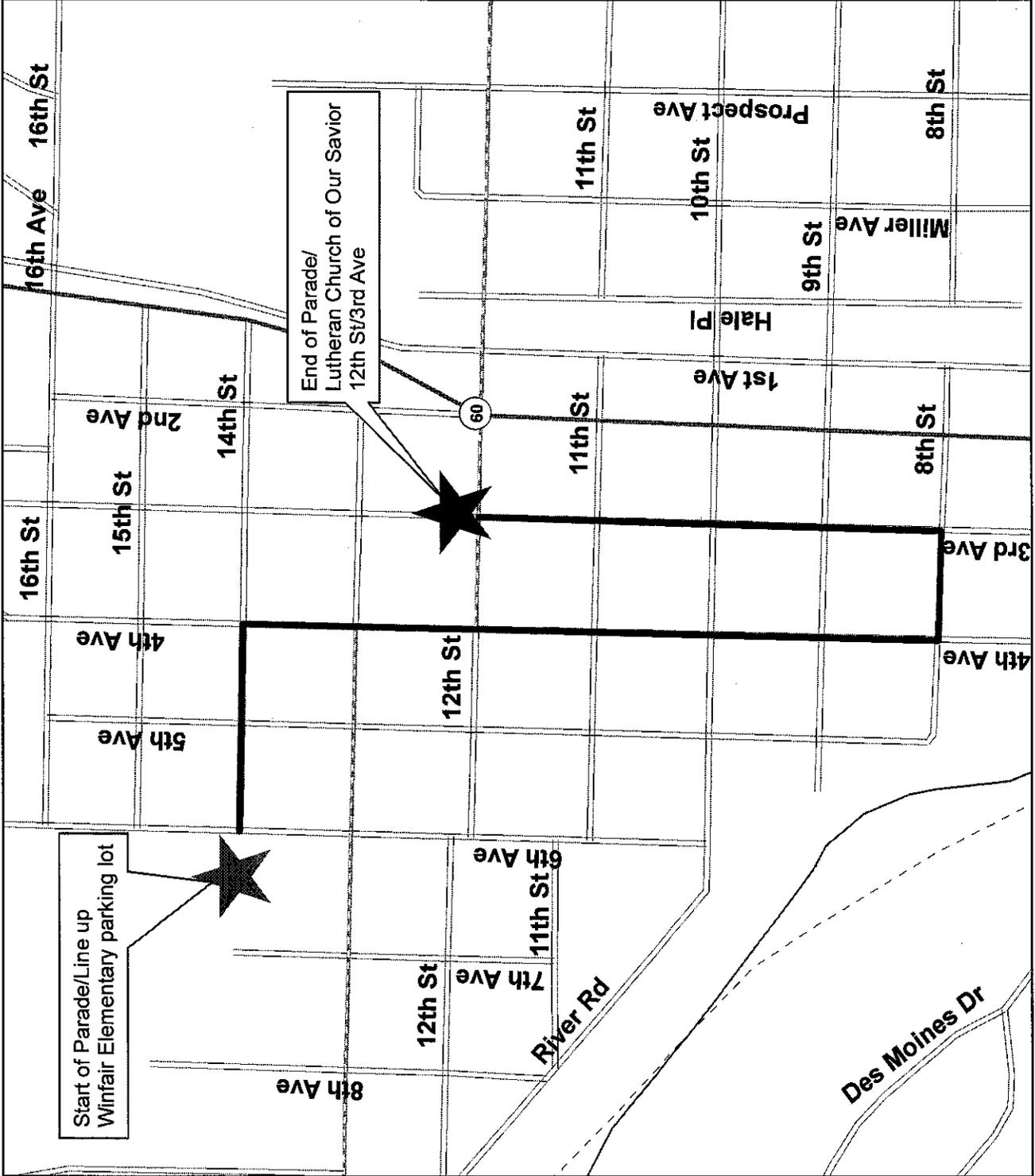
- 9<sup>th</sup> street from 3<sup>rd</sup> Avenue to 4<sup>th</sup> Avenue closure-all day
- 4<sup>th</sup> Avenue from 9<sup>th</sup> Street to 10<sup>th</sup> Street closure-only during special events. The intersections at 9<sup>th</sup> Street or 10<sup>th</sup> Street will remain open to traffic. Just the one block area between these intersections on 4<sup>th</sup> Avenue would be closed periodically during the day.



**Parade Route:**  
Start at the Winfair Elementary school parking lot  
Go East on 14th St to 4th Ave  
Turn south on 4th Ave down to 8th St  
Turn East on 8th St to 3rd Ave  
Turn North on 3rd Ave  
End at 3rd Ave/12th St at Lutheran Church of Our Savior

**Legend**

-  Parade start
-  Parade End
-  Parade Route



# Memo

**To:** City Council  
**From:** Bruce Caldwell Street Department Superintendent  
**Date:** 4/29/16  
**Re:** Sale of Surplus Equipment  
1987 Fiat FG85 Motor Grader

The City Council previously approved the disposition of this unit. We listed this item on an on-line auction for thirty days without a high enough bid to let it go. The auction since ended and we did not renew the listing.

4/24/16 a private contractor from Caledonia MN heard about this unit so they called me and we discussed its condition. He then came over to look and operate it on 4/28/16. At that point they made a written offer of \$17,000.00 including all miscellaneous parts and manuals.

The Street Committee, JoAnn Ray & Brian Cooley along with Administrator Steve Nasby were contacted accordingly. All were in agreement to sell it as this offer was reasonable and within our estimated price range.

We need a motion to approve the sale of the 1987 Fiat FG85 Motor Grader for the sum of \$17,000.00.

# CONSUMER CONFIDENCE REPORT

PWSID: 1170006

## City of Windom 2015 Drinking Water Report

The City of Windom is issuing the results of monitoring done on its drinking water for the period from January 1 to December 31, 2015. The purpose of this report is to advance consumers' understanding of drinking water and heighten awareness of the need to protect precious water resources.

### Source of Water

The City of Windom provides drinking water to its residents from a groundwater source: eight wells ranging from 87 to 142 feet deep, that draw water from the Quat. Buried Artes., Quat. Buried Unconf. Aquife, and Quat. Water Table aquifers.

The Minnesota Department of Health has made a determination as to how vulnerable our systems' source(s) of water may be to future contamination incidents. If you wish to obtain the entire source water assessment regarding your drinking water, please call 651-201-4700 or 1-800-818-9318 (and press 5) during normal business hours. Also, you can view it on line at [www.health.state.mn.us/divs/eh/water/swp/swa](http://www.health.state.mn.us/divs/eh/water/swp/swa).

Call 507-831- 6138 if you have questions about the City of Windom drinking water or would like information about opportunities for public participation in decisions that may affect the quality of the water.

### Results of Monitoring

No contaminants were detected at levels that violated federal drinking water standards. However, some contaminants were detected in trace amounts that were below legal limits. The table that follows shows the contaminants that were detected in trace amounts last year. (Some contaminants are sampled less frequently than once a year; as a result, not all contaminants were sampled for in 2015. If any of these contaminants were detected the last time they were sampled for, they are included in the table along with the date that the detection occurred.)

Key to abbreviations:

**MCLG**—Maximum Contaminant Level Goal: The level of a contaminant in drinking water below which there is no known or expected risk to health. MCLGs allow for a margin of safety.

**MCL**—Maximum Contaminant Level: The highest level of a contaminant that is allowed in drinking water. MCLs are set as close to the MCLGs as feasible using the best available treatment technology.

**MRDL**—Maximum Residual Disinfectant Level.

**MRDLG**—Maximum Residual Disinfectant Level Goal.

**AL**—Action Level: The concentration of a contaminant which, if exceeded, triggers treatment or other requirement which a water system must follow.

**90th Percentile Level**—This is the value obtained after disregarding 10 percent of the samples taken that had the highest levels. (For example, in a situation in which 10 samples were taken, the 90th percentile level is determined by disregarding the highest result, which represents 10 percent of the samples.) Note: In situations in which only 5 samples are taken, the average of the two with the highest levels is taken to determine the 90th percentile level.

**ppm**—Parts per million, which can also be expressed as milligrams per liter (mg/l).

**ppb**—Parts per billion, which can also be expressed as micrograms per liter (µg/l).

**N/A**—Not Applicable (does not apply).

Contaminant (units)	MCLG	MCL	Level Found		Typical Source of Contaminant
			Range (2015)	Average/ Result*	
Fluoride (ppm)	4	4	.84-1.2	1.08	State of Minnesota requires all municipal water systems to add fluoride to the drinking water to promote strong teeth; Erosion of natural deposits; Discharge from fertilizer and aluminum factories.
Haloacetic Acids (HAA5) (ppb)	0	60	N/A	5.5	By-product of drinking water disinfection.
Nitrate (as Nitrogen) (ppm)	10.4	10.4	N/A	1.2	Runoff from fertilizer use; Leaching from septic tanks, sewage; Erosion of natural deposits.

# CONSUMER CONFIDENCE REPORT

PWSID: 1170006

Contaminant (units)	MCLG	MCL	Level Found		Typical Source of Contaminant
			Range (2015)	Average/ Result*	
TTHM (Total trihalomethanes) (ppb)	0	80	N/A	4.1	By-product of drinking water disinfection.

\*This is the value used to determine compliance with federal standards. It sometimes is the highest value detected and sometimes is an average of all the detected values. If it is an average, it may contain sampling results from the previous year.

Contaminant (units)	MRDLG	MRDL	****	*****	Typical Source of Contaminant
Chlorine (ppm)	4	4	.14-2.2	1.27	Water additive used to control microbes.

\*\*\*\*Highest and Lowest Monthly Average.

\*\*\*\*\*Highest Quarterly Average.

Contaminant (units)	MCLG	AL	90% Level	# sites over AL	Typical Source of Contaminant
Copper (ppm)	1.3	1.3	1.28	2 out of 20	Corrosion of household plumbing systems; Erosion of natural deposits.
Lead (ppb)	0	15	7.7	0 out of 20	Corrosion of household plumbing systems; Erosion of natural deposits.

If present, elevated levels of lead can cause serious health problems, especially for pregnant women and young children. Lead in drinking water is primarily from materials and components associated with service lines and home plumbing. City of Windom is responsible for providing high quality drinking water, but cannot control the variety of materials used in plumbing components. When your water has been sitting for several hours, you can minimize the potential for lead exposure by flushing your tap for 30 seconds to 2 minutes before using water for drinking or cooking. If you are concerned about lead in your water, you may wish to have your water tested. Information on lead in drinking water, testing methods, and steps you can take to minimize exposure is available from the Safe Drinking Water Hotline or at <http://www.epa.gov/safewater/lead>.

Monitoring may have been done for additional contaminants that do not have MCLs established for them and are not required to be monitored under the Safe Drinking Water Act. Results may be available by calling 651-201-4700 or 1-800-818-9318 during normal business hours.

## Compliance with National Primary Drinking Water Regulations

The sources of drinking water (both tap water and bottled water) include rivers, lakes, streams, ponds, reservoirs, springs, and wells. As water travels over the surface of the land or through the ground, it dissolves naturally-occurring minerals and, in some cases, radioactive material, and can pick up substances resulting from the presence of animals or from human activity.

Contaminants that may be present in source water include:

*Microbial contaminants*, such as viruses and bacteria, which may come from sewage treatment plants, septic systems, agricultural livestock operations, and wildlife.

*Inorganic contaminants*, such as salts and metals, which can be naturally-occurring or result from urban stormwater runoff, industrial or domestic wastewater discharges, oil and gas production, mining, or farming.

*Pesticides and herbicides*, which may come from a variety of sources such as agriculture, urban stormwater runoff, and residential uses.

*Organic chemical contaminants*, including synthetic and volatile organic chemicals, which are by-products of industrial processes and petroleum production, and can also come from gas stations, urban stormwater runoff, and septic systems.

*Radioactive contaminants*, which can be naturally-occurring or be the result of oil and gas production and mining activities.

In order to ensure that tap water is safe to drink, the U. S. Environmental Protection Agency (EPA) prescribes regulations which limit the amount of certain contaminants in water provided by public water systems. Food and Drug Administration regulations establish limits for contaminants in bottled water which must provide the same protection for public health.

Drinking water, including bottled water, may reasonably be expected to contain at least small amounts of some contaminants. The presence of contaminants does not necessarily indicate that water poses a health risk. More information about contaminants and potential health effects can be obtained by calling the Environmental Protection Agency's Safe Drinking Water Hotline at 1-800-426-4791.

**Some people may be more vulnerable to contaminants in drinking water than the general population. Immuno-compromised persons such as persons with cancer undergoing chemotherapy, persons who have undergone organ transplants, people with HIV/AIDS or other immune system disorders, some elderly, and infants can be particularly at risk from infections. These people should seek advice about drinking water from their health care providers. EPA/CDC guidelines on appropriate means to lessen the risk of infection by Cryptosporidium and other microbial contaminants are available from the Safe Drinking Water Hotline at 1-800-426-4791.**

## RESOLUTION #2016-

**INTRODUCED:**

**SECONDED:**

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

### **2016 DRINKING WATER WEEK PROCLAMATION**

---

**WHEREAS**, water is our most valuable natural resource; and

**WHEREAS**, only tap water delivers public health protection, fire protection, support for our economy and the quality of life we enjoy; and

**WHEREAS**, any measure of a successful society – low mortality rates, economic growth and diversity, productivity, and public safety – are in some way related to access to safe water; and

**WHEREAS**, we are all stewards of the water infrastructure upon which future generations depend; and

**WHEREAS**, each citizen of our city is called upon to help protect our source waters from pollution, to practice water conservation, and to get involved in local water issues by getting to know their water sources.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WINDOM, MINNESOTA**, that the week of May 1-7, 2016, is proclaimed as Drinking Water Week - "Your Water to know it is to love it". All residents are encouraged to help protect our source waters, practice water conservation, and to thank your local Water Operators for ensuring clean safe drinking water for our community.

Adopted by the Council this 3rd day of May, 2016.

---

Corey J. Maricle, Mayor

Attest: \_\_\_\_\_  
Steve Nasby, City Administrator



Memo: Recreation and Arena Seasonal Hires

To: Windom City Council

From: Al Baloun  
Recreation Director

The Following is an updated list of seasonal hires for the arena and recreation as of 4/29/2016.

**SEASONAL SUMMER EMPLOYEES 2016 (4/29/2016)**

**ARENA Concessions and Maintenance & Recreation Concessions**

Ryan Evers  
Issac Paulson  
Abby Hayenga

**RECREATION**

Abby Hayenga- Baseball Coordinator  
Madison Maras

If you have any questions regarding this memo feel free to contact me at 507-822-0514.



## RESOLUTION #2016-

**INTRODUCED:**

**SECONDED:**

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

**AUTHORIZATION TO ACCEPT A DONATION  
FOR THE WINDOM FIRE DEPARTMENT  
IN MEMORY OF RAY SARTORIUS**

---

**WHEREAS**, Minnesota State Statute §465.03 requires that any city accepting a grant or gift of real or personal property shall accept such by resolution of the governing body expressing the terms prescribed by the donor; and

**WHEREAS**, Ray Sartorius supported the community and promoted local philanthropy in southwest Minnesota; and

**WHEREAS**, the City of Windom has received a donation In Memory of Ray Sartorius in the amount of \$25.00 for the Windom Fire Department.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WINDOM, MINNESOTA**, that the City Council accepts the donation in the amount of \$25.00 to be used by the Windom Fire Department.

Adopted by the Council this 3rd day of May, 2016.

\_\_\_\_\_  
Corey J. Maricle, Mayor

Attest: \_\_\_\_\_  
Steven Nasby, City Administrator



Windom, MN

# Expense Approval Report

## By Fund

Payment Dates 4/16/2016 - 4/29/2016

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 100 - GENERAL</b>					
DIXON OILOUCH	20160426	04/26/2016	REFUND -SHELTER RESERVATI	100-20202	3.86
DIXON OILOUCH	20160426	04/26/2016	REFUND -SHELTER RESERVATI	100-34780	56.14
					<b>60.00</b>
<b>Activity: 41110 - Mayor &amp; Council</b>					
BEIM CONSULTING	1759	04/19/2016	SERVICE -MAYOR/COUNCIL	100-41110-350	640.00
CITIZEN PUBLISHING CO	20160331	04/12/2016	ADVERTISING -	100-41110-350	229.20
ETHAN CLERC FILMS	20160420	04/20/2016	FILM COUNCIL MEETING	100-41110-350	25.00
WINDOM COMMUNITY CENT	20160406	04/19/2016	RENTAL-MEMORIAL DAY PRO	100-41110-490	250.00
					<b>Activity 41110 - Mayor &amp; Council Total: 1,144.20</b>
<b>Activity: 41310 - Administration</b>					
WINDOM QUICK PRINT	20160402	04/13/2016	SUPPLIES	100-41310-200	349.50
SECR REV FUND/CITY OF WD	20160427	04/27/2016	PETTY CASH - OFFICE BATTERI	100-41310-200	4.26
INDOFF, INC	2781941	04/12/2016	SUPPLIES	100-41310-200	61.67
INDOFF, INC	2786848	04/19/2016	SUPPLIES	100-41310-200	183.69
INDOFF, INC	2787537	04/22/2016	SUPPLIES	100-41310-200	16.74
MANTRONICS MAILING SYSTE	36176	04/26/2016	SUPPLIES	100-41310-200	165.00
SECR REV FUND/CITY OF WD	20160427	04/27/2016	PETTY CASH - OFFICE POSTAG	100-41310-322	1.15
CMRS - TMS #256704	20160427	04/27/2016	POSTAGE #256704 - CITY OFFI	100-41310-322	322.84
CITIZEN PUBLISHING CO	20160331	04/12/2016	COMPUTER SUPPORT	100-41310-326	90.00
STEVE NASBY	20160418	04/18/2016	EXPENSE-MN HOUSING MTG	100-41310-331	35.10
MATT RICHARDSON	20160422	04/22/2016	REISSUE OF LOST CK #139175	100-41310-480	6.15
					<b>Activity 41310 - Administration Total: 1,236.10</b>
<b>Activity: 41910 - Building &amp; Zoning</b>					
CENTURY BUSINESS PRODUCT	321006	04/12/2016	SUPPLIES	100-41910-200	22.96
CMRS - TMS #256704	20160427	04/27/2016	POSTAGE #256704 - P & Z POS	100-41910-322	0.48
MN DEPT OF LABOR & INDUS	24763033125	04/19/2016	QUART BLDG PERMIT	100-41910-443	183.96
					<b>Activity 41910 - Building &amp; Zoning Total: 207.40</b>
<b>Activity: 41940 - City Hall</b>					
MN ENERGY RESOURCES	20160411	04/18/2016	HEATING #0505105084-00001	100-41940-383	429.74
HOMETOWN SANITATION SER	0000176929	04/01/2016	GARBAGE SERVICE - CITY HAL	100-41940-384	85.04
ELECTRIC FUND	20160422A	04/26/2016	CITY HALL	100-41940-409	8.22
					<b>Activity 41940 - City Hall Total: 523.00</b>
<b>Activity: 42120 - Crime Control</b>					
INDOFF, INC	2780099	04/12/2016	SUPPLIES	100-42120-200	79.36
INDOFF, INC	2781947	04/05/2016	SUPPLIES	100-42120-200	35.25
INDOFF, INC	2783199	04/07/2016	SUPPLIES	100-42120-200	13.69
INDOFF, INC	2785353	04/26/2016	SUPPLIES	100-42120-200	38.50
STREICHER'S	1205516	04/27/2016	UNIFORMS	100-42120-218	141.00
MSANI	20160427	04/27/2016	CAN-AM CONF-LOUIS NORELL	100-42120-308	150.00
VERIZON WIRELESS	9763389542	04/19/2016	SERVICE FOR LAP TOPS #9867	100-42120-321	93.51
SECR REV FUND/CITY OF WD	20160427	04/27/2016	PETTY CASH POLICE POSTAGE	100-42120-322	2.94
CMRS - TMS #256704	20160427	04/27/2016	POSTAGE #256704 - POLICE P	100-42120-322	0.92
ALPHA WIRELESS - MANKATO	200523	04/27/2016	SERVICE	100-42120-323	105.60
COTTONWOOD CO AUD/TREA	20160422	04/22/2016	DISPATCHING - MAY 2016	100-42120-325	275.00
COTTONWOOD CO SHERIFF	001	04/26/2016	SERVICE	100-42120-326	169.41
LEASE FINANCE PARTNERS	20160420	04/27/2016	SERVICE #3250	100-42120-326	433.00
JONATHON BECK	20151215	12/16/2015	EXPENSE - DMT TRAINING @	100-42120-334	319.04
GRAND VIEW LODGE	R6F6E2	04/26/2016	LOUIS NORELL #15974 5-25-1	100-42120-334	262.00
RAY O'HERRON CO., INC	1620322-IN	04/12/2016	MAINTENANCE	100-42120-404	1,718.45
RUNNING'S SUPPLY	20160324	04/19/2016	MAINTENANCE -	100-42120-404	65.89
COTTONWOOD CO AUD/TREA	20160422	04/22/2016	RENT - MAY 2016	100-42120-412	1,850.00
FLEET SERVICES DIVISION	2016090003	04/27/2016	SERVICE	100-42120-419	1,716.16

## Expense Approval Report

Payment Dates: 4/16/2016 - 4/29/2016

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
MN BOARD OF PEACE OFFICE	20160426	04/26/2016	LIC RENEW-JONATHON BECK	100-42120-433	90.00
MN BOARD OF PEACE OFFICE	20160426A	04/26/2016	LIC RENEW-DONNA MARCY #	100-42120-433	90.00
MN BOARD OF PEACE OFFICE	20160426B	04/26/2016	LIC RENEW-LOUIS NORELL #2	100-42120-433	90.00
RAY O'HERRON CO., INC	1620323-IN	04/19/2016	EQUIPMENT-FORFEITURE FUN	100-42120-480	1,138.00
JONATHON BECK	20150123	01/23/2015	EXPENSE-SUPPLIES	100-42120-480	9.60
<b>Activity 42120 - Crime Control Total:</b>					<b>8,887.32</b>
<b>Activity: 42220 - Fire Fighting</b>					
RUNNING'S SUPPLY	20160324	04/19/2016	MAINTENANCE -	100-42220-215	14.99
MN WEST COLLEGE - CANBY	00200249	04/18/2016	CITY FIREWALL	100-42220-308	900.00
WINDOM FAMILY MEDICAL C	2016040716	04/19/2016	SERVICE -	100-42220-310	440.00
VERIZON WIRELESS	9763389542	04/19/2016	SERVICE FOR LAP TOPS #9867	100-42220-321	21.14
CMRS - TMS #256704	20160427	04/27/2016	POSTAGE #256704- FIRE POST	100-42220-322	6.21
LUCAN COMMUNITY TV INC	2469	04/18/2016	RADIO UNITS	100-42220-323	875.00
COTTONWOOD CO AUD/TREA	20160422	04/22/2016	DISPATCHING - MAY 2016	100-42220-325	212.50
VERIZON WIRELESS	9763389542	04/19/2016	SERVICE FOR LAP TOPS #9867	100-42220-326	10.02
CITIZEN PUBLISHING CO	20160331	04/12/2016	ADVERTISING -	100-42220-439	415.35
<b>Activity 42220 - Fire Fighting Total:</b>					<b>2,895.21</b>
<b>Activity: 42500 - Civil Defense</b>					
COTTONWOOD CO AUD/TREA	20160422	04/22/2016	DISPATCHING - MAY 2016	100-42500-325	12.50
<b>Activity 42500 - Civil Defense Total:</b>					<b>12.50</b>
<b>Activity: 43100 - Streets</b>					
RUNNING'S SUPPLY	20160324	04/19/2016	MAINTENANCE -	100-43100-211	26.68
RUNNING'S SUPPLY	20160324	04/19/2016	MAINTENANCE -	100-43100-217	9.44
WILLIAMSON'S WELDING SUP	20160420	04/27/2016	SUPPLIES	100-43100-217	102.97
SECR REV FUND/CITY OF WD	20160427	04/27/2016	PETTY CASH- STREET-CLEAN U	100-43100-217	35.00
MN MUNICIPAL UTILITIES ASS	46907	04/12/2016	RANDOM TESTING	100-43100-217	124.00
RUNNING'S SUPPLY	20160324	04/19/2016	MAINTENANCE -	100-43100-225	15.98
RYAN TREE SERVICE	348910	04/18/2016	SERVICE	100-43100-225	410.00
RUNNING'S SUPPLY	20160324	04/19/2016	MAINTENANCE -	100-43100-241	4.29
CMRS - TMS #256704	20160427	04/27/2016	POSTAGE #256704 - STREET P	100-43100-322	7.17
COTTONWOOD CO AUD/TREA	20160422	04/22/2016	DISPATCHING - MAY 2016	100-43100-325	125.00
CITIZEN PUBLISHING CO	20160331	04/12/2016	ADVERTISING -	100-43100-350	160.50
LEAGUE OF MN CITIES INS TR	52360	04/12/2016	AMEND MP	100-43100-365	364.00
MN ENERGY RESOURCES	20160407	04/12/2016	HEATING #0505064121-00001	100-43100-383	433.89
HOMETOWN SANITATION SER	0000176930	04/01/2016	GARBAGE SERVICE - STREET D	100-43100-384	84.73
HOMETOWN SANITATION SER	0000176931	04/01/2016	GARBAGE SERVICE - SQUARE	100-43100-384	46.12
JERRY'S REPAIR	8597	04/26/2016	MAINTENANCE	100-43100-404	129.38
<b>Activity 43100 - Streets Total:</b>					<b>2,079.15</b>
<b>Activity: 43210 - Sanitation</b>					
WAYNE ERICKSON	20160419	04/19/2016	COMPOST SITE MANAGER	100-43210-307	164.00
<b>Activity 43210 - Sanitation Total:</b>					<b>164.00</b>
<b>Activity: 45202 - Park Areas</b>					
MN MUNICIPAL UTILITIES ASS	46907	04/12/2016	RANDOM TESTING	100-45202-217	31.00
COTTONWOOD CO AUD/TREA	20160422	04/22/2016	DISPATCHING - MAY 2016	100-45202-325	37.50
CITIZEN PUBLISHING CO	20160331	04/12/2016	ADVERTISING -	100-45202-340	192.60
HOMETOWN SANITATION SER	0000176939	04/01/2016	GARBAGE SERVICE - ISLAND P	100-45202-384	59.80
HOMETOWN SANITATION SER	0000176941	04/01/2016	GARBAGE SERVICE - WRA	100-45202-384	44.02
HOMETOWN SANITATION SER	0000176942	04/01/2016	GARBAGE SERVICE - KASTLE KI	100-45202-384	7.50
HOMETOWN SANITATION SER	0000176947	04/01/2016	GARBAGE SERVICE - MAYFLO	100-45202-384	35.10
MTI DISTRIBUTING, INC	1054906-00	03/31/2016	MAINTENANCE	100-45202-405	101.95
<b>Activity 45202 - Park Areas Total:</b>					<b>509.47</b>
<b>Activity: 49960 - Interfund Transfers</b>					
WINDOM AREA SCHOOLS	20160414	04/19/2016	PARTNERSHIP AGREEMENT-SC	100-49960-720	5,000.00
<b>Activity 49960 - Interfund Transfers Total:</b>					<b>5,000.00</b>
<b>Fund 100 - GENERAL Total:</b>					<b>22,718.35</b>
<b>Fund: 211 - LIBRARY</b>					
<b>Activity: 45501 - Library</b>					
SECR REV FUND/CITY OF WD	20160427	04/27/2016	PETTY CASH LIBRARY MISC	211-45501-200	4.81

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SECR REV FUND/CITY OF WD	20160427	04/27/2016	PETTY CASH - LIBRARY MISC	211-45501-200	1.00
INDOFF, INC	27787744	04/12/2016	SUPPLIES	211-45501-200	38.50
PLUM CREEK LIBRARY	IV24392	04/27/2016	SUPPLIES	211-45501-200	45.50
SECR REV FUND/CITY OF WD	20160427	04/27/2016	PETTY CASH LIBRARY MISC SU	211-45501-217	11.29
SECR REV FUND/CITY OF WD	20160427	04/27/2016	PETTY CASH LIBRARY POSTAG	211-45501-322	5.72
SECR REV FUND/CITY OF WD	20160427	04/27/2016	PETTY CASH LIBRARY POSTAG	211-45501-322	7.44
SECR REV FUND/CITY OF WD	20160427	04/27/2016	PETTY CASH LIBRARY POSTAG	211-45501-322	5.72
MN ENERGY RESOURCES	20160408	04/19/2016	HEATING #0504542703-00001	211-45501-383	332.40
J & K WINDOWS	3671-24	04/27/2016	SERVICE	211-45501-402	20.00
STAR TRIBUNE	20160410	04/19/2016	SUBSCRIPTION #9905542	211-45501-433	78.78
GALE	57827506	04/12/2016	BOOKS	211-45501-435	113.35
MICROMARKETING	617253	04/19/2016	BOOKS	211-45501-435	29.99
				<b>Activity 45501 - Library Total:</b>	<b>694.50</b>
				<b>Fund 211 - LIBRARY Total:</b>	<b>694.50</b>

## Fund: 225 - AIRPORT

## Activity: 45127 - Airport

COLE PAPERS INC.	9191760	04/12/2016	SUPPLIES	225-45127-200	175.04
COLE PAPERS INC.	9193466	04/22/2016	CREDIT - MERCHANDISE	225-45127-200	-49.89
CMRS - TMS #256704	20160427	04/27/2016	POSTAGE - AIRPORT OTHER O	225-45127-217	9.44
SOUTHWEST MN BROADBAN	20160414	04/20/2016	SERVICE #WIND-001-0018	225-45127-321	26.55
				<b>Activity 45127 - Airport Total:</b>	<b>161.14</b>
				<b>Fund 225 - AIRPORT Total:</b>	<b>161.14</b>

## Fund: 230 - POOL

## Activity: 45124 - Pool

CITIZEN PUBLISHING CO	20160331	04/12/2016	ADVERTISING -	230-45124-350	417.30
				<b>Activity 45124 - Pool Total:</b>	<b>417.30</b>
				<b>Fund 230 - POOL Total:</b>	<b>417.30</b>

## Fund: 235 - AMBULANCE

FLORENCE HUNTER	20160418	04/19/2016	REFUND - PAID BY INS AND PA	235-34205	450.00
					<b>450.00</b>

## Activity: 42153 - Ambulance

PRAXAIR DISTRIBUTION INC	72742855	04/19/2016	SUPPLIES	235-42153-217	270.36
PRAXAIR DISTRIBUTION INC	72781139	04/19/2016	SUPPLIES	235-42153-217	120.34
BOUND TREE MEDICAL, LLC	82112956	04/18/2016	SUPPLIES	235-42153-217	268.89
VERIZON WIRELESS	9763389542	04/19/2016	SERVICE FOR LAP TOPS #9867	235-42153-321	123.49
CMRS - TMS #256704	20160427	04/27/2016	POSTAGE #256704 - AMBULA	235-42153-322	31.76
COTTONWOOD CO AUD/TREA	20160422	04/22/2016	DISPATCHING - MAY 2016	235-42153-325	200.00
EXPERT T BILLING	2720	04/12/2016	SERVICE	235-42153-326	1,161.00
JIM AXFORD	20150512	05/12/2015	EXPENSE	235-42153-334	10.80
JOHN MEYER	20160426	04/26/2016	EXPENSE	235-42153-334	11.42
JODI JOHNSON	20160426	04/26/2016	EXPENSE	235-42153-334	34.50
BUCKWHEAT JOHNSON	20160426	04/26/2016	EXPENSE	235-42153-334	17.25
DONNA MARCY	20160426	04/26/2016	EXPENSE	235-42153-334	5.40
SANFORD HEALTH	200-1509-0126	04/18/2016	SERVICE #S-000831	235-42153-404	27.78
				<b>Activity 42153 - Ambulance Total:</b>	<b>2,282.99</b>
				<b>Fund 235 - AMBULANCE Total:</b>	<b>2,732.99</b>

## Fund: 250 - EDA GENERAL

## Activity: 46520 - EDA

INDOFF, INC	2783725	04/19/2016	SUPPLIES	250-46520-200	41.40
CENTURY BUSINESS PRODUCT	321006	04/12/2016	SUPPLIES	250-46520-200	45.90
SECR REV FUND/CITY OF WD	20160427	04/27/2016	PETTY CASH EDA POSTAGE	250-46520-322	3.99
CMRS - TMS #256704	20160427	04/27/2016	POSTAGE #256704 - EDA POST	250-46520-322	0.46
SECR REV FUND/CITY OF WD	20160427	04/27/2016	PETTY CASH EDA POSTAGE	250-46520-322	4.34
STEVE NASBY	20160418	04/18/2016	EXPENSE-MN HOUSING MTG	250-46520-331	35.10
CITIZEN PUBLISHING CO	20160331	04/12/2016	ADVERTISING -	250-46520-340	1,166.80

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CITIZEN PUBLISHING CO	20160331	04/12/2016	ADVERTISING -	250-46520-350	79.50
				<b>Activity 46520 - EDA Total:</b>	<b>1,377.49</b>
				<b>Fund 250 - EDA GENERAL Total:</b>	<b>1,377.49</b>
<b>Fund: 252 - EDA SCDP</b>					
<b>Activity: 46520 - EDA</b>					
HOHENSTEIN ELECTRIC	20160404	04/26/2016	RE: KATHY HANSON-HANSON	252-46520-491	4,800.00
				<b>Activity 46520 - EDA Total:</b>	<b>4,800.00</b>
				<b>Fund 252 - EDA SCDP Total:</b>	<b>4,800.00</b>
<b>Fund: 254 - NORTH IND PARK</b>					
<b>Activity: 46520 - EDA</b>					
CNA SURETY	030416	03/15/2016	#71269473 cOMPANY #0601	254-46520-480	100.00
				<b>Activity 46520 - EDA Total:</b>	<b>100.00</b>
<b>Activity: 49950 - Capital Outlay</b>					
ELECTRIC FUND	20160415	04/22/2016	NWIP - 2 STREET LIGHTS	254-49950-500	5,434.52
				<b>Activity 49950 - Capital Outlay Total:</b>	<b>5,434.52</b>
				<b>Fund 254 - NORTH IND PARK Total:</b>	<b>5,534.52</b>
<b>Fund: 401 - GENERAL CAPITAL PROJECTS</b>					
<b>Activity: 49950 - Capital Outlay</b>					
MANKATO NETWORKS, LLC	387327	04/18/2016	CITY FIREWALL	401-49950-500	1,125.00
				<b>Activity 49950 - Capital Outlay Total:</b>	<b>1,125.00</b>
				<b>Fund 401 - GENERAL CAPITAL PROJECTS Total:</b>	<b>1,125.00</b>
<b>Fund: 601 - WATER</b>					
<b>Activity: 49400 - Water</b>					
HAWKINS, INC	3863763	04/04/2016	CHEMICALS	601-49400-216	1,900.72
MN MUNICIPAL UTILITIES ASS	46907	04/12/2016	RANDOM TESTING	601-49400-217	62.00
DAKOTA SUPPLY GROUP	C012650	04/01/2016	SUPPLIES	601-49400-227	55.62
MN VALLEY TESTING	802931	04/12/2016	TESTING	601-49400-310	223.60
GOPHER STATE ONE CALL	6030804	04/12/2016	LOCATES	601-49400-321	12.68
CMRS - TMS #256704	20160427	04/27/2016	POSTAGE #256704 - WATER P	601-49400-322	5.26
CMRS - TMS #256704	20160427	04/27/2016	POSTAGE #256704 - WATER P	601-49400-322	115.02
SECR REV FUND/CITY OF WD	20160427	04/27/2016	PETTY CASH - WATER POSTAG	601-49400-322	10.60
SECR REV FUND/CITY OF WD	20160427	04/27/2016	PETTY CASH - WATER POSTAG	601-49400-322	9.85
COTTONWOOD CO AUD/TREA	20160422	04/22/2016	DISPATCHING - MAY 2016	601-49400-325	100.00
MN ENERGY RESOURCES	20160413A	04/19/2016	HEATING #0505923431-00001	601-49400-383	550.23
INDOFF, INC	2777692	04/12/2016	SUPPLIES	601-49400-404	888.00
TOWN 'N COUNTRY	7210	04/19/2016	MAINTENANCE	601-49400-404	140.00
HD SUPPLY WATERWORKS LTD	F312045	04/18/2016	MAINTENANCE	601-49400-404	842.00
HD SUPPLY WATERWORKS LTD	F344445	04/19/2016	MAINTENANCE	601-49400-404	49.92
SVOBODA EXCAVATING, INC	00007126	04/27/2016	MAINTENANCE	601-49400-408	2,940.00
				<b>Activity 49400 - Water Total:</b>	<b>7,905.50</b>
				<b>Fund 601 - WATER Total:</b>	<b>7,905.50</b>
<b>Fund: 602 - SEWER</b>					
<b>Activity: 49450 - Sewer</b>					
MN MUNICIPAL UTILITIES ASS	46907	04/12/2016	RANDOM TESTING	602-49450-217	93.00
RUNNING'S SUPPLY	20160324	04/19/2016	MAINTENANCE -	602-49450-241	150.55
MN VALLEY TESTING	801201	03/28/2016	TESTING	602-49450-310	143.60
MN VALLEY TESTING	801938	04/12/2016	TESTING	602-49450-310	180.40
MN VALLEY TESTING	802181	04/12/2016	TESTING	602-49450-310	143.60
MN VALLEY TESTING	802503	04/12/2016	TESTING	602-49450-310	38.40
MN VALLEY TESTING	802704	04/12/2016	TESTING	602-49450-310	126.40
MN VALLEY TESTING	802793	04/12/2016	TESTING	602-49450-310	17.60
MN VALLEY TESTING	802896	04/12/2016	TESTING	602-49450-310	113.00
MN VALLEY TESTING	802933	04/12/2016	TESTING	602-49450-310	67.40
GOPHER STATE ONE CALL	6030804	04/12/2016	LOCATES	602-49450-321	12.69
CMRS - TMS #256704	20160427	04/27/2016	POSTAGE #256704 - SEWER P	602-49450-322	115.02
CMRS - TMS #256704	20160427	04/27/2016	POSTAGE #256704 - SEWER P	602-49450-322	0.46
COTTONWOOD CO AUD/TREA	20160422	04/22/2016	DISPATCHING - MAY 2016	602-49450-325	100.00

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MN ENERGY RESOURCES	20160407A	04/18/2016	HEATING #0506646838-00001	602-49450-383	762.45
MN ENERGY RESOURCES	20160411A	04/19/2016	HEATING #0506746718-00001	602-49450-383	19.79
MN ENERGY RESOURCES	20160413	04/19/2016	HEATING #0504488160-00001	602-49450-383	121.74
HOMETOWN SANITATION SER	0000176933	04/01/2016	GARBAGE SERVICE - WASTEWA	602-49450-384	85.04
RUNNING'S SUPPLY	20160324	04/19/2016	MAINTENANCE -	602-49450-404	66.61
INDOFF, INC	2777692	04/12/2016	SUPPLIES	602-49450-404	888.00
HAWKINS, INC	3859315	04/12/2016	CHEMICALS	602-49450-404	552.96
RUNNING'S SUPPLY	20160324	04/19/2016	MAINTENANCE -	602-49450-439	49.99
MN VALLEY TESTING	801202	03/28/2016	TESTING	602-49450-439	126.40
MN VALLEY TESTING	802969	04/12/2016	TESTING	602-49450-439	126.40
<b>Activity 49450 - Sewer Total:</b>					<b>4,101.50</b>
<b>Fund 602 - SEWER Total:</b>					<b>4,101.50</b>

**Fund: 604 - ELECTRIC**

B & B TRANSFORMER	22670	04/01/2016	INVENTORY	604-14200	2,125.00
WESCO DISTRIBUTION, INC	321592	04/04/2016	ELECTRIC INVENTORY	604-14200	3,780.00
RESCO	637224-01	04/19/2016	ELECTRIC INVENTORY	604-14200	2,844.20
RESCO	638649-00	04/13/2016	ELECTRIC INVENTORY	604-14200	14,472.00
RESCO	641310-00	04/19/2016	ELECTRIC INVENTORY	604-14200	692.60
DAKOTA SUPPLY GROUP	C035691	04/12/2016	ELECTRIC INVENTORY	604-14200	4,182.49
ELECTRIC FUND	20160422B	04/26/2016	DISTRIBUTION MAINTENANCE	604-16300	14,321.37
ELECTRIC FUND	20160422F	04/26/2016	NEW CONST 1-EAST HILL-MAT	604-16300	3,762.17
ELECTRIC FUND	20160422F	04/26/2016	NEW CONST 1-EAST HILL- LAB	604-16300	9,024.00
ELECTRIC FUND	20160422G	04/26/2016	NEW CONST 2-RIVER RD-MAT	604-16300	1,019.42
ELECTRIC FUND	20160422G	04/26/2016	NEW CONST 2-RIVER RD-LAB	604-16300	3,158.40
ARACELY TORRES	20131015	10/15/2013	REFUND-BAL OF UTILITY PREP	604-22000	104.70
JENNIFER BELLEFEUILLE	20141008	10/08/2014	REFUND BALANCE OF UTILITY	604-22000	98.54
LISA KNAPPER	20150303	03/03/2015	REFUND - BALANCE OF UTILIT	604-22000	5.25
JENNIFER WALLERT	20151012	10/12/2015	REFUND-BALANCE OF UTIL PR	604-22000	240.83
DARLENE BAERG	20160426	04/26/2016	REFUND - UTILITY PREPAYME	604-22000	300.00
AMERIPRISE FINANCIAL	20160426	04/26/2016	REFUND UTILITY PREPAYMEN	604-22000	300.00
SOUTHWEST HEARING TECHN	20160427	04/27/2016	REFUND - UTILITY PREPAYME	604-22000	300.00
					<b>60,730.97</b>

**Activity: 49550 - Electric**

ELECTRIC FUND	20160422F	04/26/2016	NEW CONST 1-EAST HILL-LAB	604-49550-150	-9,024.00
ELECTRIC FUND	20160422G	04/26/2016	NEW CONST 2-RIVER RD-LAB	604-49550-150	-3,158.40
RUNNING'S SUPPLY	20160324	04/19/2016	MAINTENANCE -	604-49550-200	58.75
OFFICE DEPOT	835075575001	04/18/2016	SUPPLIES	604-49550-200	67.20
OFFICE DEPOT	835704893001	04/18/2016	SUPPLIES	604-49550-200	71.24
MN MUNICIPAL UTILITIES ASS	46907	04/12/2016	RANDOM TESTING	604-49550-217	124.00
WESCO DISTRIBUTION, INC	321591	04/04/2016	TOOLS	604-49550-241	802.95
CMMPA - CENTRAL MINNESO	5499	04/12/2016	TRANSMISSION	604-49550-263	98,529.44
CMMPA - CENTRAL MINNESO	5499	04/12/2016	ENERGY -	604-49550-263	86,539.37
DEPARTMENT OF ENERGY	BFPB000800316	04/12/2016	POWER COST	604-49550-263	81,794.00
BRENT BROWN	20160414	04/18/2016	EXPENSE-CMMPA	604-49550-315	143.64
GOPHER STATE ONE CALL	6030804	04/12/2016	LOCATES	604-49550-321	12.69
CMRS - TMS #256704	20160427	04/27/2016	POSTAGE #256704 - ELEC POS	604-49550-322	118.52
CMRS - TMS #256704	20160427	04/27/2016	POSTAGE #256704 ELEC POST	604-49550-322	1.87
COTTONWOOD CO AUD/TREA	20160422	04/22/2016	DISPATCHING - MAY 2016	604-49550-325	187.50
CHERYL LILLEGAARD	20160414	04/18/2016	EXPENSE-CIP CONF & WERNE	604-49550-331	146.88
MN ENERGY RESOURCES	20160413C	04/19/2016	HEATING #0506419706-00001	604-49550-383	255.06
HOMETOWN SANITATION SER	0000176934	04/04/2016	ADVERTISING - ELECTRIC SHO	604-49550-384	84.75
TRUCK UTILITIES, INC	0308907	04/19/2016	MAINTENANCE	604-49550-405	37.52
DICKS WELDING INC	62462	04/19/2016	MAINTENANCE	604-49550-405	153.05
RAGE INC	03-010157	04/18/2016	SERVICE - POWER PLANT	604-49550-406	34.17
RAGE INC	03-011028	04/18/2016	SERVICE - POWER PLANT	604-49550-406	34.17
TRI-STATE BATTERY CO	1912999015887	04/01/2016	MAINTENANCE	604-49550-408	92.83
RUNNING'S SUPPLY	20160324	04/19/2016	MAINTENANCE -	604-49550-408	32.11
ELECTRIC FUND	20160422C	04/26/2016	NEW CL SERVICE	604-49550-408	8.20
ELECTRIC FUND	20160422D	04/26/2016	TRUCK STOCK	604-49550-408	132.50

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ELECTRIC FUND	20160422E	04/26/2016	POWERHOUSE SHOP	604-49550-408	15.14
RESCO	640907-00	04/19/2016	MAINTENANCE	604-49550-408	228.73
J. H. LARSON	S101180550.001	04/12/2016	MAINTENANCE	604-49550-408	148.76
WERNER ELECTRIC	S9162555.001	04/19/2016	MAINTENANCE	604-49550-408	371.48
ZIEGLER, INC.	E8383504	04/13/2016	ANNUAL CONTRACT	604-49550-410	18,690.00
CLARA JOHNSON	20150728	07/28/2015	ENERGY REBATE	604-49550-450	187.50
CMPMPA - CENTRAL MINNESO	5483	04/12/2016	CONSERVATION	604-49550-450	1,419.00
WERNER ELECTRIC	S9080995.004	04/19/2016	CONSERVATION	604-49550-450	1,690.50
				<b>Activity 49550 - Electric Total:</b>	<b>280,031.12</b>
				<b>Fund 604 - ELECTRIC Total:</b>	<b>340,762.09</b>

## Fund: 609 - LIQUOR STORE

ELECTRIC FUND	20160422	04/22/2016	LIQUOR STORE -SUPPLIES	609-16460	0.15
DUERKSEN ELECTRIC	2200	04/22/2016	FURNACE	609-16460	550.73
DUERKSEN ELECTRIC	2201	04/22/2016	LIGHTS	609-16460	1,686.98
					<b>2,237.86</b>

## Activity: 49751 - Liquor Store

RAGE INC	04-010363	04/18/2016	SERVICE - RIVER BEND LIQ	609-49751-217	38.40
HOLT'S CLEANING SERVICE IN	2442	04/22/2016	SERVICE	609-49751-217	300.00
INDOFF, INC	2784604	04/22/2016	SUPPLIES	609-49751-217	102.92
AH HERMEL COMPANY	568807	03/31/2016	MERCHANDISE	609-49751-217	32.56
VINOCOPIA, INC	0148843-IN	04/13/2016	MERCHANDISE	609-49751-251	102.42
BREAKTHRU BEVERAGE MN	1080455605	04/12/2016	MERCHANDISE	609-49751-251	736.59
BREAKTHRU BEVERAGE MN	1080455607	04/12/2016	MERCHANDISE	609-49751-251	5,048.40
SOUTHERN WINE & SPIRITS O	1392564	04/04/2016	MERCHANDISE	609-49751-251	2,159.90
BELLBOY CORP	52895900	04/01/2016	MERCHANDISE	609-49751-251	694.43
JOHNSON BROS.	5400127	03/25/2016	MERCHANDISE	609-49751-251	1,193.97
JOHNSON BROS.	5405274	04/12/2016	MERCHANDISE	609-49751-251	4,138.66
JOHNSON BROS.	5410727	04/12/2016	MERCHANDISE	609-49751-251	1,386.87
BREAKTHRU BEVERAGE MN	1080455606	04/12/2016	MERCHANDISE	609-49751-252	46.15
PHILLIPS WINE & SPIRITS	2955632	04/12/2016	MERCHANDISE	609-49751-252	6,030.06
ARTISAN BEER COMPANY	3090810	04/12/2016	MERCHANDISE	609-49751-252	864.30
ARTISAN BEER COMPANY	3092120	04/12/2016	MERCHANDISE	609-49751-252	228.00
DOLL DISTRIBUTING, LLC	581832	04/18/2016	MERCHANDISE	609-49751-252	4,703.50
DOLL DISTRIBUTING, LLC	586087	04/26/2016	MERCHANDISE	609-49751-252	7,802.35
BEVERAGE WHOLESALERS	596031	04/22/2016	MERCHANDISE	609-49751-252	3,020.78
BEVERAGE WHOLESALERS	597052	04/26/2016	MERCHANDISE	609-49751-252	7,115.15
VINOCOPIA, INC	0148843-IN	04/13/2016	MERCHANDISE	609-49751-253	344.00
BREAKTHRU BEVERAGE MN	1080455607	04/12/2016	MERCHANDISE	609-49751-253	60.00
CARLOS CREEK WINERY	12291	04/01/2016	MERCHANDISE	609-49751-253	396.00
SOUTHERN WINE & SPIRITS O	1392565	04/04/2016	MERCHANDISE	609-49751-253	358.00
ROUND LAKE VINEYARDS & W	173	04/18/2016	MERCHANDISE	609-49751-253	549.00
PHILLIPS WINE & SPIRITS	2955633	04/12/2016	MERCHANDISE	609-49751-253	877.25
JOHNSON BROS.	5405275	04/01/2016	MERCHANDISE	609-49751-253	2,187.09
JOHNSON BROS.	5405276	04/01/2016	MERCHANDISE	609-49751-253	43.98
JOHNSON BROS.	5410728	04/12/2016	MERCHANDISE	609-49751-253	1,226.45
PAUSTIS WINE COMPANY	8543172-IN	04/13/2016	MERCHANDISE	609-49751-253	413.00
BREAKTHRU BEVERAGE MN	1080455605	04/12/2016	MERCHANDISE	609-49751-254	61.83
DOLL DISTRIBUTING, LLC	586086	04/26/2016	MERCHANDISE	609-49751-254	45.00
AH HERMEL COMPANY	568807	03/31/2016	MERCHANDISE	609-49751-256	80.31
AH HERMEL COMPANY	568807	03/31/2016	MERCHANDISE	609-49751-259	122.71
DOLL DISTRIBUTING, LLC	586087	04/26/2016	MERCHANDISE	609-49751-259	58.50
AH HERMEL COMPANY	C49540	04/12/2016	CREDIT - MERCHANDISE	609-49751-261	-4.84
JOHNSON BROS.	5400127	03/25/2016	MERCHANDISE	609-49751-265	60.00
JOHNSON BROS.	569027	04/22/2016	CREDIT - MERCHANDISE #540	609-49751-265	-60.00
VINOCOPIA, INC	0148843-IN	04/13/2016	MERCHANDISE	609-49751-333	14.00
BREAKTHRU BEVERAGE MN	1080455605	04/12/2016	MERCHANDISE	609-49751-333	16.48
BREAKTHRU BEVERAGE MN	1080455607	04/12/2016	MERCHANDISE	609-49751-333	91.25
SOUTHERN WINE & SPIRITS O	1392564	04/04/2016	MERCHANDISE	609-49751-333	60.47
SOUTHERN WINE & SPIRITS O	1392565	04/04/2016	MERCHANDISE	609-49751-333	12.30

## Expense Approval Report

Payment Dates: 4/16/2016 - 4/29/2016

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
PHILLIPS WINE & SPIRITS	2955632	04/12/2016	MERCHANDISE	609-49751-333	80.74
PHILLIPS WINE & SPIRITS	2955633	04/12/2016	MERCHANDISE	609-49751-333	32.70
BELLBOY CORP	52895900	04/01/2016	MERCHANDISE	609-49751-333	16.00
JOHNSON BROS.	5400127	03/25/2016	MERCHANDISE	609-49751-333	16.85
JOHNSON BROS.	5405274	04/12/2016	MERCHANDISE	609-49751-333	88.95
JOHNSON BROS.	5405275	04/01/2016	MERCHANDISE	609-49751-333	50.10
JOHNSON BROS.	5410727	04/12/2016	MERCHANDISE	609-49751-333	21.71
JOHNSON BROS.	5410728	04/12/2016	MERCHANDISE	609-49751-333	45.10
AH HERMEL COMPANY	568807	03/31/2016	MERCHANDISE	609-49751-333	3.95
JOHNSON BROS.	569027	04/22/2016	CREDIT - MERCHANDISE #540	609-49751-333	-1.67
PAUSTIS WINE COMPANY	8543172-IN	04/13/2016	MERCHANDISE	609-49751-333	7.00
WORTHINGTON DAILY GLOBE	1691002	04/13/2016	ADVERTISING #299981	609-49751-340	70.00
CITIZEN PUBLISHING CO	20160331	04/12/2016	ADVERTISING -	609-49751-340	859.60
MN ENERGY RESOURCES	20160413D	04/22/2016	HEATING #0507314125-00001	609-49751-383	171.58
HOMETOWN SANITATION SER	0000176932	04/12/2016	GARBAGE SERVICE - RIVER BE	609-49751-384	144.19
CITIZEN PUBLISHING CO	20160331	04/12/2016	COMPUTER SUPPORT	609-49751-404	296.99
RAGE INC	03-010885	03/28/2016	SERVICE - RIVER BEND LIQ	609-49751-406	18.35
RUNNING'S SUPPLY	20160324	04/19/2016	MAINTENANCE -	609-49751-409	4.98
BANK MIDWEST	20160419	04/19/2016	NSF-ANDREW MURPHREE-RIV	609-49751-480	12.02
CREDIT CARDS-CHARGE BACK	20160426	04/26/2016	CREDIT CARD - CHARGE BACK	609-49751-480	39.96
BANK MIDWEST	20160427	04/27/2016	NSF-ANDREW MURPHREE-RIV	609-49751-480	22.51

Activity 49751 - Liquor Store Total: 54,759.80

Fund 609 - LIQUOR STORE Total: 56,997.66

## Fund: 614 - TELECOM

AMANDA LUNZ	20140718	07/18/2014	REFUND - STATEMENT CREDIT	614-11500	1.18
NIKOLE SCHAFFER	20140819	08/19/2014	REFUND - STATEMENT CREDIT	614-11500	3.84
ELECTRIC FUND	20160418	04/18/2016	MO TRANSFERS-TEL TO UTIL	614-11500	45.62
WINDOM AREA SCHOOLS	20160414	04/19/2016	PARTNERSHIP AGREEMENT-SC	614-39200	-5,000.00
					<b>-4,949.36</b>

## Activity: 49870 - Telecom

RAGE INC	03-012071	04/27/2016	SERVICE-WINDOM NET	614-49870-211	21.33
RAGE INC	04-010886	04/27/2016	SERVICE - WINDOM NET	614-49870-211	21.33
RUNNING'S SUPPLY	20160324	04/19/2016	MAINTENANCE -	614-49870-211	11.98
CENTER STOP	2565	04/18/2016	FUEL -TELECOM	614-49870-212	17.00
CENTER STOP	520	04/18/2016	FUEL - TELECOM	614-49870-212	35.00
MN MUNICIPAL UTILITIES ASS	46907	04/12/2016	RANDOM TESTING	614-49870-217	124.00
RUNNING'S SUPPLY	20160324	04/19/2016	MAINTENANCE -	614-49870-223	5.16
ELECTRIC FUND	20160427	04/27/2016	WINDOM TELECOM	614-49870-223	19.96
POWER & TEL	5988830-00	04/20/2016	MAINTENANCE	614-49870-227	113.75
INCA NETWORKS INC	777	04/27/2016	ANNUAL SUPPORT -MAINTEN	614-49870-227	999.00
ADARA TECHNOLOGIES INC	AP100223CW-25	04/20/2016	SET TOP BOX HOSTING 3/1 -	614-49870-227	340.00
OLSEN THIELEN & CO.,LTD	26421	04/04/2016	SERVICE	614-49870-304	531.08
INTERSTATE TRS FUND	82580704164	04/18/2016	ASSESSMENT FOR 499-A FILIN	614-49870-304	147.05
GOPHER STATE ONE CALL	6030804	04/12/2016	LOCATES	614-49870-321	12.69
SECR REV FUND/CITY OF WD	20160427	04/27/2016	PETTY CASH - TELECOM POST	614-49870-322	1.20
CMRS - TMS #256704	20160427	04/27/2016	POSTAGE #256704 - TELECOM	614-49870-322	246.14
SECR REV FUND/CITY OF WD	20160427	04/27/2016	PETTY CASH TELECOM POSTA	614-49870-322	0.59
JEREMY ROLFES	20160412	04/27/2016	EXPENSE-INNOVATIVE SYSTE	614-49870-331	180.74
CITIZEN PUBLISHING CO	20160331	04/12/2016	ADVERTISING -	614-49870-340	481.50
WINDOM AREA SCHOOLS	20160414	04/19/2016	PARTNERSHIP AGREEMENT-SC	614-49870-340	5,000.00
MN ENERGY RESOURCES	20160408A	04/20/2016	HEATING #0507509833-00001	614-49870-383	94.75
HOMETOWN SANITATION SER	0000176935	04/12/2016	GARBAGE SERVICE - TELECOM	614-49870-384	73.92
CENTURY LINK	L040021021-16108	04/27/2016	CABS #507-L04-0021-021	614-49870-441	61.28
BLUEHIGHWAYS	012-033115	04/12/2016	SUBSCRIBER	614-49870-442	228.04
MLB NETWORK	063711	04/19/2016	SUBSCRIBER	614-49870-442	1,018.92
TEGNA	1064-1152	04/13/2016	SUBSCRIBER	614-49870-442	5,324.00
UNITED COMMUNICATIONS C	20160328	03/31/2016	SUBSCRIBER	614-49870-442	798.60
HUBBARD BROADCASTING IN	20160328	03/31/2016	SUBSCRIBER	614-49870-442	6,921.20
CBS TELEVISION STATIONS	20160331	04/19/2016	SUBSCRIBER	614-49870-442	4,605.26

## Expense Approval Report

Payment Dates: 4/16/2016 - 4/29/2016

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
CONSOLIDATED COMMUNICA	20160401	04/13/2016	10 GB TRANSPORT -APR 2016	614-49870-442	2,950.00
TOWER DISTRIBUTION COMP	507343	04/13/2016	SUBSCRIBER	614-49870-442	524.28
SHOWTIME NETWORKS INC	9002731-0316	04/19/2016	SUBSCRIBER	614-49870-442	493.64
ADARA TECHNOLOGIES INC	AP100223CW-25	04/20/2016	SET TOP BOX HOSTING 3/1 -	614-49870-442	10,500.00
FOX TELEVISION STATIONS, IN	MAR-16	03/31/2016	SUBSCRIBER	614-49870-442	5,084.42
NATIONAL CABLE TV COOP	SI-485761	04/20/2016	SERVICE	614-49870-442	98.41
UNIVERSAL SERVICE ADMIN C	UBDI0000837955	04/27/2016	499A CONTRIBUTION	614-49870-443	1,648.93
MANKATO NETWORKS, LLC	2016-0031	04/20/2016	FEES	614-49870-444	133.00
CONSOLIDATED COMMUNICA	20160401	04/13/2016	10 GB TRANSPORT -APR 2016	614-49870-447	5,987.50
MANKATO NETWORKS, LLC	387327	04/18/2016	CITY FIREWALL	614-49870-447	1,852.50
SOUTHWEST WEST CENTRAL	49876	04/13/2016	SERVICE #1849	614-49870-447	935.00
<b>Activity 49870 - Telecom Total:</b>					<b>57,643.15</b>
<b>Fund 614 - TELECOM Total:</b>					<b>52,693.79</b>

## Fund: 615 - ARENA

## Activity: 49850 - Arena

RUNNING'S SUPPLY	20160324	04/19/2016	MAINTENANCE -	615-49850-217	25.98
CMRS - TMS #256704	20160427	04/27/2016	POSTAGE #256704 - ARENA P	615-49850-322	8.61
CITIZEN PUBLISHING CO	20160331	04/12/2016	ADVERTISING -	615-49850-340	449.41
HOMETOWN SANITATION SER	0000176936	04/01/2016	GARBAGE SERVICE - ARENA	615-49850-384	130.88
RUNNING'S SUPPLY	20160324	04/19/2016	MAINTENANCE -	615-49850-406	62.38
<b>Activity 49850 - Arena Total:</b>					<b>677.26</b>
<b>Fund 615 - ARENA Total:</b>					<b>677.26</b>

## Fund: 617 - M/P CENTER

## Activity: 49860 - M/P Center

MN DEPT OF EMPLOY & ECON	20160408	04/12/2016	UNEMPLOYMENT BENEFIT #0	617-49860-217	8.66
CMRS - TMS #256704	20160427	04/27/2016	POSTAGE #256704 - M/P POS	617-49860-322	9.82
CITIZEN PUBLISHING CO	20160331	04/12/2016	ADVERTISING -	617-49860-340	1,078.51
MN ENERGY RESOURCES	20160413B	04/19/2016	HEATING #0503741572-00001	617-49860-383	612.47
HOMETOWN SANITATION SER	0000176937	04/01/2016	GARBAGE SERVICE - COMM C	617-49860-384	103.03
CONTROL TECHNOLOGY	1603991	04/12/2016	MAINTENANCE	617-49860-404	155.46
TOWN 'N COUNTRY	7178	04/18/2016	MAINTENANCE	617-49860-404	374.99
RAGE INC	03-012070	04/04/2016	SERVICE - COMM CENTER	617-49860-406	61.50
ELECTRIC FUND	20160422H	04/26/2016	COMM CENTER	617-49860-409	42.47
<b>Activity 49860 - M/P Center Total:</b>					<b>2,446.91</b>
<b>Fund 617 - M/P CENTER Total:</b>					<b>2,446.91</b>

## Fund: 700 - PAYROLL

Internal Revenue Service-Payr	INV0000810	04/29/2016	Federal Tax Withholding	700-21701	10,583.25
Minnesota Department of Re	INV0000809	04/29/2016	State Withholding	700-21702	4,274.21
Internal Revenue Service-Payr	INV0000811	04/29/2016	Social Security	700-21703	11,220.94
MN Pera	INV0000802	04/29/2016	PERA	700-21704	12,609.57
MN Pera	INV0000803	04/29/2016	PERA	700-21704	5,354.79
MN Pera	INV0000804	04/29/2016	PERA	700-21704	439.48
Minnesota State Deferred	INV0000805	04/29/2016	Deferred Compensation	700-21705	4,290.00
Minnesota State Deferred	INV0000806	04/29/2016	Deferred Roth	700-21705	775.00
LOCAL UNION #949	20160418	04/18/2016	UNION DUES	700-21707	1,630.30
LAW ENFORCMENT LABOR SE	20160418	04/18/2016	POLICE UNION DUES	700-21708	343.00
MN Child Support Payment C	INV0000797	04/15/2016	Child Support Payment	700-21709	407.47
Internal Revenue Service-Payr	INV0000808	04/29/2016	Medicare Withholding	700-21711	3,178.92
SELECTACCOUNT	20160427	04/27/2016	FLEX SPENDING	700-21712	2,830.34
SELECTACCOUNT	38181740	04/19/2016	FLEX SPENDING	700-21712	202.14
AFLAC	873493	04/22/2016	INSURANCE -APRIL 2016 - AFT	700-21715	204.00
AFLAC	873493	04/22/2016	INSURANCE -APRIL 2016 - PRE	700-21716	389.97
MN BENEFIT ASSOCIATION	20160418	04/19/2016	INSURANCE 5-1-16 PRE TAX	700-21717	159.65
MN BENEFIT ASSOCIATION	20160418	04/19/2016	INSURANCE 5-1-16 AFTER TA	700-21719	122.73
					<b>59,015.76</b>
<b>Fund 700 - PAYROLL Total:</b>					<b>59,015.76</b>

Grand Total: 564,161.76

## Report Summary

## Fund Summary

Fund	Payment Amount
100 - GENERAL	22,718.35
211 - LIBRARY	694.50
225 - AIRPORT	161.14
230 - POOL	417.30
235 - AMBULANCE	2,732.99
250 - EDA GENERAL	1,377.49
252 - EDA SCDP	4,800.00
254 - NORTH IND PARK	5,534.52
401 - GENERAL CAPITAL PROJECTS	1,125.00
601 - WATER	7,905.50
602 - SEWER	4,101.50
604 - ELECTRIC	340,762.09
609 - LIQUOR STORE	56,997.66
614 - TELECOM	52,693.79
615 - ARENA	677.26
617 - M/P CENTER	2,446.91
700 - PAYROLL	59,015.76
<b>Grand Total:</b>	<b>564,161.76</b>

## Account Summary

Account Number	Account Name	Payment Amount
100-20202	Sales Tax Payable	3.86
100-34780	Park Fees	56.14
100-41110-350	Printing & Design	894.20
100-41110-490	Donations & Contributio	250.00
100-41310-200	Office Supplies	780.86
100-41310-322	Postage	323.99
100-41310-326	Data Processing	90.00
100-41310-331	Travel Expense	35.10
100-41310-480	Other Miscellaneous	6.15
100-41910-200	Office Supplies	22.96
100-41910-322	Postage	0.48
100-41910-443	Intergovernmental Fees	183.96
100-41940-383	Gas Utility	429.74
100-41940-384	Refuse Disposal	85.04
100-41940-409	Repairs & Maint - Utilitie	8.22
100-42120-200	Office Supplies	166.80
100-42120-218	Uniforms	141.00
100-42120-308	Training & Registrations	150.00
100-42120-321	Telephone	93.51
100-42120-322	Postage	3.86
100-42120-323	Radio Units	105.60
100-42120-325	Dispatching	275.00
100-42120-326	Data Processing	602.41
100-42120-334	Meals/Lodging	581.04
100-42120-404	Repairs & Maint - M&E	1,784.34
100-42120-412	Rentals - Building	1,850.00
100-42120-419	Vehicle Lease	1,716.16
100-42120-433	Dues & Subscriptions	270.00
100-42120-480	Other Miscellaneous	1,147.60
100-42220-215	Materials & Equipment	14.99
100-42220-308	Training & Registrations	900.00
100-42220-310	Lab Testing	440.00
100-42220-321	Telephone	21.14
100-42220-322	Postage	6.21
100-42220-323	Radio Units	875.00
100-42220-325	Dispatching	212.50

## Account Summary

Account Number	Account Name	Payment Amount
100-42220-326	Data Processing	10.02
100-42220-439	Special Projects	415.35
100-42500-325	Dispatching	12.50
100-43100-211	Cleaning Supplies	26.68
100-43100-217	Other Operating Supplie	271.41
100-43100-225	Landscaping Materials	425.98
100-43100-241	Small Tools	4.29
100-43100-322	Postage	7.17
100-43100-325	Dispatching	125.00
100-43100-350	Printing & Design	160.50
100-43100-365	Insurance - Misc	364.00
100-43100-383	Gas Utility	433.89
100-43100-384	Refuse Disposal	130.85
100-43100-404	Repairs & Maint - M&E	129.38
100-43210-307	Management Fees	164.00
100-45202-217	Other Operating Supplie	31.00
100-45202-325	Dispatching	37.50
100-45202-340	Advertising & Promotion	192.60
100-45202-384	Refuse Disposal	146.42
100-45202-405	Repairs & Maint - Vehicl	101.95
100-49960-720	Transfers	5,000.00
211-45501-200	Office Supplies	89.81
211-45501-217	Other Operating Supplie	11.29
211-45501-322	Postage	18.88
211-45501-383	Gas Utility	332.40
211-45501-402	Repairs & Maint - Struct	20.00
211-45501-433	Dues & Subscriptions	78.78
211-45501-435	Books and Pamphlets	143.34
225-45127-200	Office Supplies	125.15
225-45127-217	Other Operating Supplie	9.44
225-45127-321	Telephone	26.55
230-45124-350	Printing & Design	417.30
235-34205	Ambulance Revenues -	450.00
235-42153-217	Other Operating Supplie	659.59
235-42153-321	Telephone	123.49
235-42153-322	Postage	31.76
235-42153-325	Dispatching	200.00
235-42153-326	Data Processing	1,161.00
235-42153-334	Meals/Lodging	79.37
235-42153-404	Repairs & Maint - M&E	27.78
250-46520-200	Office Supplies	87.30
250-46520-322	Postage	8.79
250-46520-331	Travel Expense	35.10
250-46520-340	Advertising & Promotion	1,166.80
250-46520-350	Printing & Design	79.50
252-46520-491	Payments to Other Orga	4,800.00
254-46520-480	Other Miscellaneous	100.00
254-49950-500	Capital Outlay	5,434.52
401-49950-500	Capital Outlay - Office	1,125.00
601-49400-216	Chemicals and Chemical	1,900.72
601-49400-217	Other Operating Supplie	62.00
601-49400-227	Utility System Maint Sup	55.62
601-49400-310	Lab Testing	223.60
601-49400-321	Telephone	12.68
601-49400-322	Postage	140.73
601-49400-325	Dispatching	100.00
601-49400-383	Gas Utility	550.23
601-49400-404	Repairs & Maint - M&E	1,919.92

## Account Summary

Account Number	Account Name	Payment Amount
601-49400-408	Repairs & Maint - Distrib	2,940.00
602-49450-217	Other Operating Supplie	93.00
602-49450-241	Small Tools	150.55
602-49450-310	Lab Testing	830.40
602-49450-321	Telephone	12.69
602-49450-322	Postage	115.48
602-49450-325	Dispatching	100.00
602-49450-383	Gas Utility	903.98
602-49450-384	Refuse Disposal	85.04
602-49450-404	Repairs & Maint - M&E	1,507.57
602-49450-439	Special Projects	302.79
604-14200	Inventory	28,096.29
604-16300	Improvements Other Th	31,285.36
604-22000	Prepayments	1,349.32
604-49550-150	Capitalized Labor	-12,182.40
604-49550-200	Office Supplies	197.19
604-49550-217	Other Operating Supplie	124.00
604-49550-241	Small Tools	802.95
604-49550-263	Merchandise for Resale -	266,862.81
604-49550-315	Energy Development	143.64
604-49550-321	Telephone	12.69
604-49550-322	Postage	120.39
604-49550-325	Dispatching	187.50
604-49550-331	Travel Expense	146.88
604-49550-383	Gas Utility	255.06
604-49550-384	Refuse Disposal	84.75
604-49550-405	Repairs & Maint - Vehicl	190.57
604-49550-406	Repairs & Maint - Groun	68.34
604-49550-408	Repairs & Maint - Distrib	1,029.75
604-49550-410	Repairs & Maint - Gener	18,690.00
604-49550-450	Conservation	3,297.00
609-16460	Furniture & Fixtures	2,237.86
609-49751-217	Other Operating Supplie	473.88
609-49751-251	Liquor	15,461.24
609-49751-252	Beer	29,810.29
609-49751-253	Wine	6,454.77
609-49751-254	Soft Drinks & Mix	106.83
609-49751-256	Tobacco Products	80.31
609-49751-259	Non- Alcoholic	181.21
609-49751-261	Other Merchandise	-4.84
609-49751-265	Merchandise Returned f	0.00
609-49751-333	Freight and Express	555.93
609-49751-340	Advertising & Promotion	929.60
609-49751-383	Gas Utility	171.58
609-49751-384	Refuse Disposal	144.19
609-49751-404	Repairs & Maint - M&E	296.99
609-49751-406	Repairs & Maint - Groun	18.35
609-49751-409	Repairs & Maint - Utilitie	4.98
609-49751-480	Other Miscellaneous	74.49
614-11500	Accounts Receivable	50.64
614-39200	Interfund Transfer	-5,000.00
614-49870-211	Cleaning Supplies	54.64
614-49870-212	Motor Fuels	52.00
614-49870-217	Other Operating Supplie	124.00
614-49870-223	Buidling Repair Supplies	25.12
614-49870-227	Utility System Maint Sup	1,452.75
614-49870-304	Legal Fees	678.13
614-49870-321	Telephone	12.69

**Account Summary**

Account Number	Account Name	Payment Amount
614-49870-322	Postage	247.93
614-49870-331	Travel Expense	180.74
614-49870-340	Advertising & Promotion	5,481.50
614-49870-383	Gas Utility	94.75
614-49870-384	Refuse Disposal	73.92
614-49870-441	Transmission Fees	61.28
614-49870-442	Subscriber Fees	38,546.77
614-49870-443	Intergovernmental Fees	1,648.93
614-49870-444	License Fees	133.00
614-49870-447	Internet Expense	8,775.00
615-49850-217	Other Operating Supplie	25.98
615-49850-322	Postage	8.61
615-49850-340	Advertising & Promotion	449.41
615-49850-384	Refuse Disposal	130.88
615-49850-406	Repairs & Maint - Groun	62.38
617-49860-217	Other Operating Supplie	8.66
617-49860-322	Postage	9.82
617-49860-340	Advertising & Promotion	1,078.51
617-49860-383	Gas Utility	612.47
617-49860-384	Refuse Disposal	103.03
617-49860-404	Repairs & Maint - M&E	530.45
617-49860-406	Repairs & Maint - Groun	61.50
617-49860-409	Repairs & Maint - Utilitie	42.47
700-21701	Federal Withholding	10,583.25
700-21702	State Withholding	4,274.21
700-21703	FICA Tax Withholding	11,220.94
700-21704	PERA Contributions	18,403.84
700-21705	Retirement	5,065.00
700-21707	Union Dues	1,630.30
700-21708	PD Union Dues	343.00
700-21709	Wage Levy	407.47
700-21711	Medicare Tax Withholdi	3,178.92
700-21712	Flex Account	3,032.48
700-21715	Individual Insurance-Afla	204.00
700-21716	Individual Insurance-Afla	389.97
700-21717	Individual Insurance-MB	159.65
700-21719	Individual Insurance-MB	122.73
	<b>Grand Total:</b>	<b>564,161.76</b>

**Project Account Summary**

Project Account Key	Payment Amount
**None**	564,161.76
<b>Grand Total:</b>	<b>564,161.76</b>

4-29-16  
