

Council Meeting
Tuesday, February 21, 2017
City Council Chambers
7:30 p.m.
AGENDA



Call to Order
Pledge of Allegiance

1. Approval of Minutes
 - Council Minutes–February 7, 2017
2. Consent Agenda
 - Minutes
 - Park & Recreation Commission – January 11 & February 14, 2017
 - Housing and Redevelopment Authority – February 8, 2017
 - Economic Development Authority – February 13, 2017
 - Planning Commission – February 14, 2017
 - Library Board – February 14, 2017
 - Licenses
 - Dance License – Windom Fire Department – April 22, 2017
 - Exempt Gambling Permit – Lions Club – September 2, 2017
3. Agenda Request – Howard C. Davis – Agreement to Sell Land for \$1.00 for Apartment Complex
4. Department Heads
5. Public Hearing Wastewater Treatment Plant Improvements – Facilities Plan
6. Resolution Expressing an Intent to Reimburse Expenditures – Water Treatment Plant Improvements
7. Planning Commission Recommendation – Zoning Revision
8. First Reading Ordinance No. 161, 2nd Series – Amending Zoning Map
9. Proposed Apartment Project – 1685 N Redding Avenue
 - First Reading Ordinance No. 160, 2nd Series as Amended - Approving the Sale of City-Owned Real Estate
 - Purchase Agreement
 - Market Rate Agreement
 - Tax Abatement – Set Public Hearing
10. 2016 Annual Report
11. Disposition of Surplus Equipment – Park & Recreation
12. Housing and Redevelopment Authority (HRA)
 - Appointment to Fill Vacancy
 - Approval of By-Law Change (term length)
13. New Business
14. Old Business
 - Capital Finance Committee - Appointments
15. Regular Bills
16. Council Concerns
17. Adjourn



**Regular Council Meeting
City Hall, Council Chamber
February 7, 2017
7:30 p.m.**

1. Call to Order:

The meeting was called to order by City Administrator Steve Nasby at 7:30 p.m.

2. Roll Call:

Council Present: Bryan Joyce, Rod Byam and Marv Grunig

Council Absent: Mayor Dominic Jones and Paul Johnson

Student Rep: None

City Staff Present: Steve Nasby, City Administrator; Mike Haugen, Water/Wastewater Superintendent; Drew Hage, Development Director; Brent Brown, Electric Utility Manager/Street Superintendent; Jeff Dahna, Telecom Mgr; Dan Ortmann, Fire Chief; Mark Stevens, 1st Assistant Chief; Ben Derickson, 2nd Assistant Chief; Roger Winker, 3rd Assistant Chief and Scott Peterson, Police Chief

3. Selection of Acting Mayor:

Nasby said the City Council needs to elect an acting Mayor or chair to preside at the meeting given the absence of the Mayor and vacancy in the At-Large position.

Motion by Grunig second by Byam to elect Council member Joyce as acting Mayor to preside at this meeting. Motion carried 3 – 0 (Johnson absent).

4. Pledge of Allegiance

5. Approval of Minutes:

Motion by Byam second by Grunig to approve the City Council minutes from January 17, 2017. Motion carried 3 – 0 (Johnson absent).

6. Consent Calendar:

Joyce noted the minutes from the following Boards and Commissions.

- Housing & Redevelopment Authority – December 14, 2016
- Telecom Commission – January 23, 2017
- Community Center Commission – January 23, 2017
- Utility Commission – January 26, 2017

Motion by Byam second by Grunig to approve the Consent agenda board and commission minutes. Motion carried 3 – 0 (Johnson absent).

Grunig asked about the landfill results in the Utility Commission packet. Mike Haugen, Water/Wastewater Superintendent, said the detectable levels were under the threshold but other wells had levels high enough to start the aeration pumping again this year.

Byam asked about the wastewater permit that expired in 2015 and if the City was getting fined. Haugen replied that the City applied for a renewal so that is our temporary permit so Windom is in good standing with the State.

Joyce said there are license requests from the Windom Country Club for liquor and cigarettes.

Motion by Grunig second by Byam to approve a liquor license and cigarette permit for the Windom Country Club. Motion carried 3 – 0 (Johnson absent).

Joyce noted there was a request for a temporary liquor license from BARC that was submitted after the packet deadline. The event is March 4th for the Deer Hunters.

Motion by Byam second by Grunig to approve the temporary liquor license for BARC for an event on March 4, 2017. Motion carried 3 – 0 (Johnson absent).

7. Department Heads:

Drew Hage, Development Director, said that Terry Mick who is the developer for the proposed apartment project presented to the Council in January. Hage noted that Mick had indicated he would consider other locations, but after review of the options he feels the site by the Community Center is the only site that offers the view amenities needed which are key.

Joyce noted the City Council discussion on the proposed apartment building agreement is scheduled for February 21, 2017 and asked if this was to accommodate a spring build. Hage said the plan is to start construction in spring 2017.

Grunig asked if the reply from DEED on the denial of the grant submission had been received yet. Hage replied that he has followed up with them again and no answer as of yet.

8. Convention and Visitors Bureau Report:

Alexandra Leland, Chamber Director, said that the City has a hotel/motel tax that has been collected for many years and those funds are provided to the Convention and Visitor's Bureau (CVB) for promoting the community and sponsoring events. She noted the CVB is a subcommittee of the Chamber of Commerce and not a City entity. They have members from the City and local businesses. Funds are generated from a three percent lodging tax. Ninety-five percent of the funds collected are used for marketing and promotions including the funds provided to the Chamber for management. The promotional monies are given for advertisement and events getting people to come to Windom so things like hockey tournaments have people

staying in hotels. In 2016 about \$16,000 was spent for activities. Leland noted the Cottonwood County Tourism magazine\guide that is published once a year as one of their main activities. The new guide will be distributed in March 2017 at the Farm & Home Show.

Joyce asked if the CVB helps to recruit hotels into the community or push forward the current effort to get a new one built. Leland said the CVB does promotions and advertising, but cannot spend money on recruitment or hotel project.

9. Emergency Services Facility Plaza Proposal:

Nasby said the group has requested that this item be tabled to a future meeting as they had some additional details to work out.

Motion by Grunig second by Byam to table the Emergency Services Facility Plaza proposal to a future meeting. Motion carried 3 – 0 (Johnson absent).

10. Water\Wastewater Items:

Mike Haugen, Water\Wastewater Superintendent and Kelly Yanke, Bolton and Menk engineers, introduced themselves.

Water Filter Plant Improvement - Yanke said the plant is just over 20 years old and the sand media and filters need to be replaced, which is normal for a plant of this age. There is also some piping work, meters, pumps and controls being upgraded or replaced. This is an aggressive time schedule to get the work started before summer and then completed in the fall.

Grunig noted the mobilization costs are high. Yanke noted that line includes the contractors insurance and some overhead and profit. The percent of project cost shown is typical. Grunig asked about the life of the filters and if replacement is normal after 20 years. Yanke replied that it is normal after 20 years to do these improvements. Grunig asked if the main driver of the upgrade was back-wash time. Yanke said that is correct as it improves efficiency of the plant.

Joyce asked if the improvements increase plant capacity. Yanke said the capacity does not change but they can process faster and the main reason is the age of the filters. Joyce asked if the capacity needs to be addressed as this would be the time to do it. Yanke said the plant has room to grow with demand as is, but there is also room to double the plant size on the existing property if necessary. Haugen said Windom does have a permit for 420 million gallons but only want to pump 375 million.

Nasby noted the City uses about 190 million and the rest is sold to other users outside the City.

Council member Grunig introduced the Resolution No. 2017-07, entitled “RESOLUTION ORDERING IMPROVEMENT AND PREPARATION OF PLANS FOR WATER TREATMENT FACILITY UPGRADE PROJECT” and moved its adoption. The resolution was seconded by Byam and on roll call vote: Yes: Joyce, Byam and Grunig. No: None. Absent: Johnson. Abstain: None. Resolution passed 3 - 0.

Water Treatment Plant – Engineering Agreement – Joyce noted the request for the engineering agreement for the water plant project between the City and Bolton & Menk.

Motion by Byam second by Grunig to approve the engineering agreement between the City and Bolton & Menk as presented. Motion carried 3 – 0 (Johnson absent).

Wastewater Facility Plan – Yanke said that the City of Windom permit for wastewater expired and as part of the process of being re-permitted the State of Minnesota requires a facility plan. The City must meet the new, stricter standards from the State. If the City accepts stricter standards then it would qualify for grant funds. He had a PowerPoint presentation on the proposed project which showed the following highlights:

- The City population projects show growth to 5,159 in 20 years. So some capacity is built into the proposed project.
- Flow data and loadings were reviewed.
- The City system has an infiltration and inflow problem that will be addressed.
- Two significant industrial user agreements needed for Prime Pork and Windom Wash.
- Current limits remain in place until the new improvements are completed.
- Two design options were considered – Activated Sludge and Denitrification Filters.
- Cost estimates are \$14 to \$18 million for the improvements.
- More bio-solid storage is needed to accommodate up to a year waste.
- Operation and maintenance costs go up with either option.
- Option #1 for Activated Sludge is the cheapest option over a 20-year life span.
- Project funding for the \$14 million could include a \$7 million State grant and then the balance would be paid by the users which is shared between them based on use.
- Other federal and state funding programs have been researched and working on others.
- Users will see a raise in rates due to the cost of construction and operation.
- A residential user may see \$20-30 per month increase in costs.
- Prime Pork and Windom Wash will pay about 45% of the cost with 55% by other users.
- Timeline is to submit paperwork in March 2017, design April – August 2017, construct through May 2019 and then operate as a start-up until May 2020 when we will be required to be in compliance with State limits and standards.

Grunig asked what the most common type of plant is. Yanke said Activated Sludge in our area, which is due to weather considerations. Grunig noted there is no use history from Windom Wash as they may do pre-treatment ponds and are new. Also, there is a change in process at Prime Pork so are we confident in the numbers used as the basis for this facility plan submission. Yanke replied that they have worked closely with both businesses and the numbers will need to be finalized very shortly to get this submission done by the March 3 deadline. Grunig asked when the State grant award will be known. Yanke replied before the bid is awarded.

Ron Schramel, City Attorney, asked if there was a written agreement with Prime Pork yet. Yanke said it was not signed but they are reviewing the final draft and he expects it to be done before the March 3rd submission. Schramel asked for the main reasons the plant upgrades are needed. Yanke said that the City failed toxicity tests starting in 2010 and the State standards

have also changed where the new limits will be lower than the previous permit. Schramel asked if this State regulation is going to impact other cities. Yanke said that it already has started especially with salty discharge and other cities must comply as well as permits come due.

Joyce clarified that the State is mandating the City to upgrade to meet standards. Yanke said that is correct. Joyce asked if the City will have to comply with the State requirements even if no State grant. Yanke said that is also correct. Joyce asked about rate increases and then those would occur. Nasby replied that the new plant is set to start in May 2020, but it would be better to start raising rates by 2018 to build some cash to lower the bond amount and not have such a large increase all at one time, but that will be up for discussion with the Utility Commission.

Nasby clarified that the current limit on nitrates is 20 mg\l and 6-7 phosphorus and the new limits are 10 mg\l and 1 for phosphorus. Yanke said that is correct.

Council member Byam introduced the Resolution No. 2017-08, entitled “RESOLUTION CALLING FOR A PUBLIC HEARING FOR THE WASTEWATER FACILITY IMPROVEMENT PLAN” and moved its adoption. The resolution was seconded by Grunig and on roll call vote: Yes: Byam, Grunig and Joyce. No: None. Absent: Johnson. Abstain: None. Resolution passed 3 - 0.

11. 2017 Street Project Plans and Specifications and Advertisement for Bids:

Nasby said that the City Council had held the preliminary assessment hearing in December 2016 and instructed the engineer to move ahead with the project. The engineers have prepared plans and specifications for the project and are requesting these be accepted and approved for bidding the project. He noted the information is posted on the City website.

Council member Byam introduced the Resolution No. 2017-09, entitled “RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR BIDS FOR THE 2017 STREET IMPROVEMENT PROJECT” and moved its adoption. The resolution was seconded by Grunig and on roll call vote: Yes: Grunig, Joyce and Byam. No: None. Absent: Johnson. Abstain: None. Resolution passed 3 - 0.

12. Utility Commission Seasonal Hiring Recommendation:

Joyce said there is a memo in the packet recommending the hiring of Conner Knigee for a seasonal, temporary position at a rate of \$9.50 per hour.

Motion by Byam second by Grunig to approve the hiring of Conner Knigee for a seasonal, temporary position at a rate of \$9.50 per hour. Motion carried 3 – 0 (Johnson absent).

13. Disposition of Surplus Equipment:

Brent Brown, Electric Utility Manager\Street Superintendent, said the electric items are from the substation project and several items of old equipment the department no longer uses.

Preliminary

Hage said the EDA items are from the remodeling of the EDA Spec Building. Other City departments were informed of the availability of the items and the plan is to list them for sale on a government surplus website.

Motion by Grunig second by Byam to declare the Electric items as surplus and approve the disposition of the items as presented. Motion carried 3 – 0 (Johnson).

Motion by Byam second by Grunig to declare the EDA items as surplus and approve the disposition of the items as presented. Motion carried 3 – 0 (Johnson).

14. Ratification of Fire Department Election:

Dan Ortmann, Fire Chief said that the Department recently had their election of officers and asked the City Council to ratify the following:

Dan Ortmann, Fire Chief
Ben Derickson, 2nd Assistant Chief

Mark Stevens, 1st Assistant Chief
Roger Winker, 3rd Assistant Chief

Motion by Byam second by Grunig to ratify the Windom Fire Department 2017 election of officers as presented. Motion carried 3 – 0 (Johnson absent).

15. City-wide Clean Up Proposal:

Mike Johnson, Hometown Sanitation, presented a proposal based on the services provided the past three years. The new proposal is also a three-year deal.

Joyce asked if there was an increase in cost. Johnson said there is a slight cost increase, but he did not have the exact numbers handy.

Byam asked about mattress collection. Johnson said the County charges for mattresses of \$11 per item and \$25 per item if it is mixed with other refuse. He said it will be up to the City to decide how they want to handle these items and Hometown will do what is requested.

Nasby said the staff is working some options for the mattress issue and will bring something back to the City Council for discussion.

Grunig clarified that the County charges separately for mattress and box spring. Johnson said that is correct.

Joyce asked about the date of the pick-up. He suggested April 29 as Hometown has other dates filled up. Consensus by Council that April 29 is acceptable.

Motion by Grunig second by Byam to approve the City-wide Clean Up proposal submitted by Hometown Sanitation and the 2017 collection date set as April 29. Motion carried 3 – 0 (Johnson absent).

16. Seasonal and Part-Time Wage Scale:

Nasby said the wage scale for non-union part-time and seasonal\temporary workers was last set in January 2015. The proposed scale increases the minimum to match the State minimum wage law and the top pay is still under the lowest union wage scale. This is needed to help attract and keep the part-time as seasonal help needed by City departments.

Motion by Grunig second by Byam to approve the wage scale for non-union part-time and seasonal\temporary employees as presented. Motion carried 3 – 0 (Johnson absent).

17. Special Election:

Nasby said there were two items that need to be done related to the upcoming Special Election on March 14, 2017. The polling place will be in the small conference room at the Community Center. Also, the County normally runs the elections but this is a City election only so an Absentee Ballot Board must also be appointed.

Council member Grunig introduced the Resolution No. 2017-10, entitled “A RESOLUTION APPOINTING ELECTION JUDGES AND DESIGNATING POLLING PLACE FOR THE FORTHCOMING SPECIAL ELECTION IN 2017” and moved its adoption. The resolution was seconded by Byam and on roll call vote: Yes: Joyce, Byam and Grunig. No: None. Absent: Johnson. Abstain: None. Resolution passed 3 - 0.

Council member Byam introduced the Resolution No. 2017-11, entitled “A RESOLUTION ESTABLISHING AN ABSENTEE BALLOT BOARD” and moved its adoption. The resolution was seconded by Grunig and on roll call vote: Yes: Byam, Grunig and Joyce. No: None. Absent: Johnson. Abstain: None. Resolution passed 3 - 0.

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

Council member Grunig introduced the Resolution No. 2017-12, entitled “RESOLUTION APPROVING AMENDMENTS TO THE FEES AND CHARGES SCHEDULE” and moved its adoption. The resolution was seconded by Byam and on roll call vote: Yes: Grunig, Joyce and Byam. No: None. Absent: Johnson. Abstain: None. Resolution passed 3 - 0.

19. New Business:

Joyce noted the Mayor indicated the Finance Committee he discussed would be coming up on February 21 for action.

20. Old Business:

Nasby said he had worked on coordinating effective meeting training with the LMC as requested and the possible dates were March 1, 2, 6 or 7. Consensus of March 2nd. Nasby will notify staff and get information passed along to all the Boards\Commissions.

Preliminary

21. Regular Bills:

Motion by Grunig second by Byam to approve the regular bills. Motion carried 3 – 0 (Johnson absent).

22. Contractor Payments:

Haugen said there is a request for final payment on the water tower painting project. All work had been completed and the engineer is recommending final payment.

Byam asked if the overspray issues were resolved. Haugen said those were taken care of.

Motion by Byam second by Grunig to approve the final payment to M & K Painting for \$35,450.00. Motion carried 3 – 0 (Johnson absent).

Nasby said that the architects have signed off on pay request #4 for Gosewisch Construction for the Emergency Services Facility.

Motion by Grunig second by Byam to approve Pay Request #4 for Gosewisch Construction for \$106,641.25. Motion carried 3 – 0 (Johnson absent).

23. Council Concerns:

Byam said he reads through the packets and there is a lot of information about things going on at the City. He noted many quality people work at the City and thanked staff for all their efforts. Byam said that he would like to hold off on the proposed apartment building vote until there is a full City Council seated.

Grunig congratulated the Cottonwood County Citizen on their newspaper awards and recognition. He has Coffee with Council on February 11th at 9:00 am at Hy-Vee.

Nasby thanked Byam for the recognition of staff and appreciated City Council support.

Joyce noted that the next Comprehensive Plan meeting is February 21st prior to the City Council meeting and the public is welcome to attend.

24. Adjournment:

Acting Mayor Joyce adjourned the meeting by unanimous consent at 9:25 pm.

Bryan Joyce, Acting Mayor

Attest: _____
Steve Nasby, City Administrator

Windom Park & Recreation Commission

Wednesday January 11, 2017

City Hall Council Chambers

1. Call to Order: The meeting was called to order by Gross at. at City Hall at 5:30 PM
2. Roll Call:
Commission: Present: Jess Smith, Kay Gross, Shawn Licht, & Josh Schunk,
Howard Davis & Kim Neilson
Absent: Jason Kloss
City Staff Present: Recreation Director Al Baloun & Parks Superintendent Brent Brown
Council Liaisons: Rod Byam (Absent) & Bryan Joyce (Present) Dominic Jones (Present)
Others Present: Amber Hughes, Southwest Regional Development and Drew Hage, Windom Economic Development

New commission members Howard Davis and Kim Neilson were sworn in as new Parks and Recreation Commission Members

3. **Motion to Approve Agenda by Licht, seconded by Smith**
Motion Carried Unanimous
4. **Motion to Approve Minutes from December 14, 2016 Park & Recreation Commission Meeting**
Motion Smith, seconded by Schunk
Motion Carried Unanimous
5. Amber Hughes(Legacy Funding- Regional Parks- Amber Hughes, Southwest Regional Development Commission and Drew Hage were present to review the process of establishing a regional park which would include the Windom Recreation Area, Kastle Kingdom, skateboard Park, Tegels Park and the Windom Community Center. Amber explained that it was previously thought that this area would qualify as a regional park but due its acreage size it would not qualify. Drew and Amber also reviewed the Lifetime Living Plan that is being studied for the City of Windom. Promotional Brochures may be able to be done by students at Southwest State University. Information was also presented on developing a kayak landing in Island, Dynamite, and Mayflower parks. Cost would include \$2500 for launcher and \$1000 for signage. Money would be available from the Audubon Grant received by the City of Windom.
Motion by Smith, seconded by Nielson to pursue a Kayak water route with landings on the Des Moines River from Dynamite Park to Mayflower Park.
Motion Carried Unanimous

Continued Page 2

6. Mayor Dominic Jones discussed the formation of an Alternative Capital Funding Committee for the City of Windom. Howard Davis will be serving on the committee and another commission member was invited to be part of this committee. This committee would work to seek out funding, financing, and grants for major projects such as the Pool and Arena.
7. Bryan Joyce recommended the rehiring of Samantha Baloun for Pool Manager based on her performance this past pool season.
Motion by Licht, seconded by Smith to recommend the rehiring of Samantha Baloun as Pool Manger for the 2017 Pool Season.
Motion Carried Unanimous
8. Brent Brown, Park Superintendent discussed with commission members about possible sites for replacement of the tennis courts. Brent and Al Baloun will be talking to the Windom Schools about possible location of tennis courts on school property. Information from this meeting will be brought back to commission members.
9. Al Baloun, Recreation Director continued discussion that the parks and recreation commission needs to brainstorm on possible locations of the Windom Pool if it is replaced in the future. Discussion will continue at future meetings.
10. Open Mike
Howard Davis asked the status of replacement of Witt Park. No location has been decided.

Meeting Adjourned at 6:59 PM

Next Meeting Wednesday, February 8, 2017 5:30 PM Windom City Council Chambers

**PARK AND RECREATION COMMISSION MEETING
MINUTES FEBRUARY 14, 2017**

1. Call to Order: The meeting was called to order by Gross at 5:32 p.m. at Windom Community Center.

2. Roll Call:
Commission Present: Kay Gross, Jess Smith, Shawn Licht, Howard Davis, Kim Nielsen

Commission Absent: Josh Schunk, Jason Kloss

City Staff Present: Recreation Director Al Baloun, Parks Superintendent Brent Brown
Council Liaisons: Rod Byam & Bryan Joyce Attending

Public: N/A

3. Motion to Approve: Agenda by Licht, seconded by Davis
Motion Carried Unanimous

4. Motion to Approve Minutes: from January 2017 Park & Recreation Commission Meeting
Motion Smith, seconded by Davis
Motion Carried Unanimous

5. Park Superintendent's Report; Brent Brown
 - a. Shelter Rental Review; Brent Brown shared with the commission the current rental structure, having two shelters available for rental one at Teagles park and one at Island park. The commission discussed adding Kastle Kingdom shelter as a rental opportunity and dropping the rental fee for all reservations from \$60.00 to \$40.00. There was also discussion on allowing piñatas in the parks, Brent Brown shared the thoughts of the Street and Park staff requesting that at this time we do not change the piñata policy at all the parks.
Motion by Davis, seconded by Smith To add Kastle Kingdom to the available shelter rental list, Change rental fee for rentals to \$40.00 per day, Remove the "no piñatas" at Kastle Kingdom only.
Motion Carried Unanimous

 - b. Bleacher Rental Review; Brent Brown asked for clarification on whether the bleachers are available for rental. The discussion was based on the history that in 2014 the decision was made to no longer rent tables out however it was unclear if this included the bleachers. The Commission stated it was the intent to no longer rent the bleachers as well as the tables.

 - c. Surplus old equipment; Brent Brown asked for approval to have a number of items sent to city council to declare as surplus and dispose of. The items included Bleachers, Tables, Frisbee golf goals, Turf, Swings and miscellaneous things. The Commission agreed to send this to city council.

 - d. Tennis Court Report: Brent Brown updated the commission on the meeting with Windom Area Schools in regards to placement of the courts on school land. Brown reported that he and Al Baloun meet with the schools Buildings and Grounds committee.

The information shared included items identified that decisions will need to be made on these included Ownership, Maintenance, Security, Facilities, and several other items. The discussion also included where the right location for the courts is and if that location should be on city owned land. The commission would like to explore city owned options before moving forward with options at the school. No decisions were made until more discussions could be had on city owned locations.

- e. Windom Recreation Area Discussion: The Commission discussed the opportunities available near the WRA as a destination for items such as Tennis Courts, Swimming Pool and Sand Volleyball Courts. The Commission shared that years ago in the feasibility study the placement of the pool was discussed near the community center. The decision was made to prepare a memo that will be presented at the City Council meeting on 2/21/2017.
6. Recreation Manager Report; Al Baloun
 - a. Hockey Schedule for the Hockey Tournament for Pee Wee A&B
Al Baloun shared the schedule for hockey tournaments thru the weekend of February 17th in all there will be 12 teams visiting the arena and 20 games played throughout the weekend.
 - b. Arena Lease Agreement; Al Baloun shared with the group that the lease agreement has been completed. The term of the lease is 30 years.
 7. Open Mike:
 8. Meeting adjourned at 7:20 p.m.

Next Park & Recreation Meeting March 8th, 2017 5:30 p.m. Council Chambers

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

February 8, 2017 ~ 4:00 pm

A regular meeting of the Board of Directors was held on Wednesday, February 8, 2017, at Hillside Manor Community Room. Board Members present: Frank Dorpinghaus, Linda Jaakola, Margaret McDonald and Pam Dobson. Also present were: Executive Director, DeeAnna Peterson, Deputy Director, Connie Clausen, Operations Manager, Linda Loewen and City Liaison, Rod Byam; Absent: Riverview Liaison, Ronda Renee Koch.

The meeting was called to order at 4:03 p.m. with the consent agenda approved (McDonald/Jaakola) which included the agenda, minutes of the previous meeting and bills report.

Guests: Mike Meyer (HS) and Dave Olson (RV), both running for the open Voting Tenant Position on the Board. There were two other guests scheduled to appear that were not present: Al Meier (HS) and Bernie Knauber (RV).

DeeAnna discussed the voting process for the open position and read a written letter from Bernie Knauber, followed by Mike Meyer and Dave Olson both speaking on their own behalf. Ballots were handed out to the four voting board members, which resulted in a tie and a revote. Dave Olson was voted into the open Voting Tenant position and his name will be submitted to the Mayor. Mike Meyer was then asked to fill the Tenant Liaison position and agreed to do so. Both will start at the March board meeting.

Old business consisted of:

1. POHP Grant update: The most recent change order is for 3rd and 4th floor. The electrical is not the same as the 5th and 6th floors so there are price negotiations in process. The 6th floor is getting the final touches completed and the 5th floor should be complete by next Friday (17th).
2. The board term update was submitted to the City and has been approved.
3. The 6th floor residents appreciated their token of appreciation.
4. Connie has been added to the additional bank accounts and paperwork will be turned into the banks tomorrow.
5. The Management contract has been signed by Jackson and is complete.

New Business consisted of:

1. Reporting completed for:
 - a. SAM's registration (x2)
 - b. Close out reports for Jackson for CFP 2015 and CFP 2016
 - c. State of MN lobbying reports (x2)
 - d. MWR to HUD for Windom
 - e. The Annual PHA Plan for Windom end of year – info was given to all board members
 - f. CFP 2017 report and 5-year plan (500751, 500752) for Windom
 - i. Includes RV Parking Lot, HS Sidewalk Ramps, HS Hot Water Heater/Boiler Backup, HS Resurface Parking Lot (stripe and fill holes)

A motion was made for approval of the 2017 CFP's. (McDonald/Jaakola)

2. Notice has gone out to residents in both buildings for resident participation on 1/25. Voting will take place at February board meeting as first order of business.
3. New "resident board member policy" was discussed and will be voted on in March, giving board members time to review and bring any concerns forward. There was mention of notices going out in October with voting to follow in November and the term to begin in January.
4. HUD lawsuit has been found in favor of all HRA's in the suit which means that Windom will be getting money back. We paid \$250.
5. Budget preparation was discussed and approved. (Jaakola/McDonald)
6. Annual fire extinguisher inspection was completed and some were recharged. We will have the annual fire alarm and sprinkler test on the 16th.

7. PHAS 2016 score report came in at 89. We are going to try appeal this as not all forms were received. If we can get to a 90, we would be in the "high performer" category.
8. Windom is once again a host site for the WCA's free tax clinic for the community.
9. DeeAnna will be gone in April so Connie will be holding the April board meeting as well as the April staff training.
10. The Annual Meeting is usually held in January but with the project, it is later this year. We will hold that on March 8th and have the board meeting to follow.
11. Upcoming Board Meetings: March 8th (RV) and April 12th (HM).

With no further business, the meeting was adjourned at 5:25 pm (Dobson/McDonald).

Frank Dorpinghaus, Chairman

DeeAnna Peterson, Executive Director

ECONOMIC DEVELOPMENT AUTHORITY OF WINDOM
MINUTES
FEBRUARY 13, 2017

1. Call to Order: The meeting was called to order by President Espenson at 12:05 p.m.

2. Roll Call & Guest Introductions:

EDAWN Commissioners: Justin Espenson, Rick Clerc, and Marv Grunig.
Absent: Betsy Herding and Paul Johnson.

Also Present: EDA Staff – Drew Hage, EDA Executive Director, and Mary Hensen, Admin. Asst.;
City Administrator Steve Nasby, Mayor Dominic Jones, WADC Liaison Kathy
Hanson, and Rahn Larson.

3. Approval of Minutes:

Motion by Commissioner Clerc, seconded by Commissioner Grunig, to approve the Minutes of the EDA Meeting held on January 9, 2017. Motion carried 3-0.

4. Apartment Project

A. Lot 2, Block 1, Windom Industrial Park Subd. – Status of Project and B. Upcoming Meetings:
Director Hage provided the Commissioners with a copy of the e-mail letter from the apartment developer confirming that this lot is his choice for the new building. Director Hage recapped the actions at the prior City Council Meetings concerning this project and also outlined the upcoming meetings with the Planning Commission (February 14th) regarding the rezoning application and the City Council (February 21st) concerning the rezoning application and potential approval of the sale of the property to the developer.

5. Marketing Video

A. Cost and B. Events: Director Hage advised that he had been working with Ethan Clerc regarding a marketing video for Windom. The video could be used on the City’s website and also on the Chamber/Convention & Visitors Bureau’s website. The estimated cost is \$1,000 and he will be presenting a request to the CVB on February 15th regarding sharing the cost. The following chart highlights examples of events and sites at which video clips could be taken. Additional items can be added.

The video would be 3 to 5 minutes long, and could potentially highlight the following amenities and events:

Christmas by Candle Light	Evening Walks (feel completely safe and comfortable walking)
Farm & Home Show	Island Park
Windom State Theatre	Bird Watching
BARC	Kayaking & Canoeing (Des Moines River & Cottonwood Lake
Windom County Club	Racquetball & Wallyball
Men’s Hockey Tournament	Pool
Cottonwood Lake	Youth Hockey
Sand Volleyball	Figure Skating
T-Ball & Summer Baseball	
Square (unique small town feel)	

Commissioner Clerc abstained from the discussion because Ethan is his son. The consensus of the Board was in favor of the proposed video and authorized Director Hage to request cost participation by the CVB. The timeframe is approximately one year to allow for collection and editing of the video clips.

6. East Highway 60 Property

A. Marketing Assistance: Director Hage outlined information about the marketing assistance he has provided to the Pankonin Family concerning their property along Highway 60.

7. Greater Twin Cities United Way Career Academies Site Visit

A. Windom Area Hospital – January 30, 2017: Director Hage advised that the Greater Twin Cities United Way is expanding its Career Academies Program into Greater Minnesota. The Southwest Initiative Foundation was approached by GTCUW to apply, and they have partnered with Southwest/West Central Service Cooperative, Southwest Minnesota Industry Council, Minnesota West Community and Technical College, and the high schools in Worthington, Jackson, and Windom to collaborate on an application for this opportunity. The grant would provide up to \$150,000 for planning efforts between April 2017 – July 2018 to develop 9th through 14th + grade career academies/pathways for students focusing on medical/health, manufacturing, and human services/education careers and particularly to provide opportunities for low-income individuals, etc. Additional funding for implementation and ongoing support is available in subsequent years for successful projects for a total of \$420,000. The Commissioners received a copy of the agenda and information for the meeting that was held at the Windom Area Hospital on January 30, 2017. Director Hage said that if the grant is received, we would be working with the school and larger businesses on this project.

8. EDA SEB RLF

A. Margaritas' Ville Loan: The property at 821 Fourth Avenue is owned by Rex Potter and has been leased to several different parties for use as a Mexican restaurant. Director Hage recapped the history of this loan through Maria and Gustavo Hidalgo who opened the Margaritas' Ville Mexican Bar & Grille in the building in early Summer of 2014. The EDA Board approved an EDA SEB RLF Loan to Hidalgos' corporation, Los Postros Mexican Restaurant & Cantina Co. In December 2015, the Hidalgos' transferred their interest in the business to Travis Hanson and Tamara Meredith and the EDA approved an assumption of the EDA SEB RLF loan by the new operators of the restaurant. In late November 2016, the EDA was notified that Travis Hanson and Tamara Meredith have closed Margaritas' Ville and the new operators of the restaurant (to be renamed "El Flamingo Mexican Restaurant") would be Maribel and Hector Trejo. Director Hage updated the Board concerning the balance and status of this loan.

9. Infographics

A. Website: Director Hage reported that the City is currently in the process of updating its website (which went live last weekend). He has been working on the EDA's webpages and helping other department heads on marketing Windom's amenities. He provided examples of infographics (pictures and a brief narrative including popup links and hyperlinks).

10. Age-Friendly Communities Grant

A. Local Assessment and Plan and B. Implementation Costs: The Commissioners received copies of information on a program offered by the Minnesota River Area Agency on Aging (MNRRA) concerning Age-Friendly building projects. The goal of the project is to identify each community's age-friendly assets and desired assets through community-wide surveys and focus

groups. This data can be used to develop and implement initiatives to enhance the community's livability for senior citizens. MNRRRA is encouraging communities to submit a letter of interest in the program by April 10, 2017. MNRRRA will then review these letters and select two communities to participate in the program. MNRRRA will provide up to \$10,000 for implementation of the program in a community. It was the Board's consensus that Director Hage should apply for this program opportunity.

11. Retail Market Study: Director Hage requested that the Board consider participation in a retail market study that would be performed by Neil Lindscheid of the University of Minnesota Extension Service. The study would identify gaps in types of retail stores and service providers in Windom and would also provide information for the Economy Chapter of the Comprehensive Plan. Director Hage provided a sample of a retail market study the U of M Extension prepared for Sauk Centre. They would be using information from the City's Housing Study as a market area, so some demographic information has already been gathered and summarized. A survey will be conducted as part of the study.

If Windom participates in this study, the U of M Extension would begin developing the consumer and merchant surveys in late February, administer the surveys in March, complete data analysis and preparation of a report in April, and present this report to the community in early May 2017. The cost for all aspects of the study would total \$2,600.

Motion by Commissioner Clerc, seconded by Commissioner Grunig, approving participation in the Retail Market Study to be conducted by the University of Minnesota Extension Service for the total cost of up to \$2,600 and authorizing EDA Executive Director Drew Hage to seek cost-sharing of a portion of these costs from the Windom Area Chamber of Commerce.
Motion carried 3-0.

12. Unfinished Business: In response to Commissioners' questions, Director Hage updated the Board on the status of the hotel project and also provided available information concerning the status of Prime Pork's renovation project.
13. Miscellaneous Information
 - A. EDA Monthly Financial Recap: The Board received copies of the EDA's Account Activity through December 30, 2016, and January 31, 2017.
14. Adjourn: On consensus, President Espenson adjourned the meeting at 12:50 p.m.

Rick Clerc, EDA Secretary-Treasurer

Attest: _____
Drew Hage, EDA Executive Director

**CITY OF WINDOM
PLANNING COMMISSION
MINUTES
FEBRUARY 14, 2017**

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, Ben Derickson, Andy Harries, Kevin Rose, Brett Mattson, Ryan McNamara, and Council Liaison Mayor Dominic Jones.
Absent: Lorri Cole and Greg Pfeffer.

Also Present: B&Z Staff: Zoning Administrator Andy Spielman and Mary Hensen (Admin. Asst.);
EDA Executive Director Drew Hage, City Attorney Ron Schramel, Denise Nichols,
Mike Haugen, and Daryl Ray.
3. Welcome Returning Commissioner and Oath of Office – Andy Harries: Chairperson Wahl welcomed Andy Harries as a returning Commissioner. Zoning Admin. Spielman administered the oath of office to Andy Harries.
4. Approval of Minutes:
Motion by Commissioner McNamara, seconded by Commissioner Harries, and carried to approve the Planning Commission Minutes for the meeting held on January 10, 2017. Motion carried 6-0.
5. Rezoning Application – Continuation of Discussion & Recommendation
 - A. Rezoning Application – EDA of Windom – North Redding Avenue - 1600 – 1800 Block (East Side) – Windom Industrial Park Subdivision
 - (1) Continuation of Discussion (Tabled on 1/10/2017): Zoning Admin. Spielman recapped the prior proceedings. The public hearing on this application was held at the January 10th Meeting and the matter was tabled for further discussion at the February 14th Meeting. The zoning application requests the rezoning of Lots 1, 2, 3, and 4 of Block 1 of the Windom Industrial Park Subdivision from I-1 “Light Industrial” to R-3 “Multi-Family”. EDA Director Hage gave a short presentation regarding present land use of this property and future land use. He stated that a street or other physical barrier can act as a separation between zoning districts. He described the physical separations of the zoning districts in that area. He also talked about buffers between uses such as landscaped buffers and using garages and parking areas as buffers between Lot 2 of Block 1 and the I-1 Zoning District. He reiterated that the present land uses of the Community Center and overflow parking lot in Block 1 are not industrial uses. He said that the water treatment plant could be a use in either an I-1 or R-3 District. The Community Center is a conditional use in its current zoning district. He said that the most appropriate use (zoning district) for the east side of North Redding Avenue is R-3. In response to a question raised as to whether a recreational use, such as a pool, on Lot 2, Block 1, would require a conditional use under the current I-1 Zoning and it would. Director Hage stated that Zoning Districts R-1, R-2 and R-3 all have provisions for green space. Chairperson Wahl advised that the people who had contacted her wanted the lots on the east side of North Redding Avenue to remain as they are without any change in zoning or construction of a building on Lot 2. Commissioner McNamara said that some of the feedback he sees is regarding the proposed project and not the rezoning of those lots. There was a discussion concerning the Developer’s choice of Lot 2, Block 1. The question was raised as to who the Developer thinks will be the renters for the apartments. Commissioner McNamara related his experience in trying to find housing when he first came to Windom. He shared an example of a couple that he felt would be an

example of tenants for the apartment building. Commissioner McNamara commented that Lot 2, Block 1 has been zoned light industrial for years and we haven't had many serious inquiries about purchasing the lot to construct a building there. He said that development will help increase the tax base and helps pay for City projects. Director Hage provided a conservative estimate of the amount of taxes that could be generated by a new apartment building. Mayor Jones reminded the Commissioners that the discussion tonight was concerning rezoning the property and not a recommendation regarding the proposed project as that would be the City Council's decision. Commissioner Mattson asked if the green space north of the Community Center could be used for future recreation facilities such as a pool or tennis courts. Director Hage indicated that if the property was rezoned to R-3, it would be a good fit. Commissioner Derickson said that he does not agree that the area proposed for rezoning is not industrial because everything across North Redding Avenue to the west is industrial. In response to a question, Director Hage said that the proposed building would be constructed on the east side of Lot 2 and the parking would be on the west side of the building. Chairperson Wahl asked City Attorney Ron Schramel if he had any comments. Attorney Schramel said that zoning laws are meant to be flexible and can be modified. There was a discussion as to whether anyone, including community residents, would want an industrial building to be constructed on the east side of North Redding Avenue. Attorney Schramel felt that the people who contacted Commissioner Wahl were proposing a zoning change from industrial to residential because they were suggesting that Lot 2 remain as green space. Attorney Schramel advised that the Planning Commission would be making a recommendation on the rezoning application and the City Council would make the final decision. He further stated that the Planning Commission's responsibilities are to research the matter, take public comments, and make a recommendation to the City Council with findings of facts.

(2) Planning Commission Recommendation:

Motion by Commissioner Mattson, seconded by Commissioner McNamara, to recommend that the City Council approve the application, submitted by the Economic Development Authority of Windom, to rezone Lots 1, 2, 3, and 4 of Block 1 of the Windom Industrial Park Subdivision from I-1 "Light Industrial" to R-3 "Multi-family" based on the following findings of fact. Motion ended in a tie vote: Ayes – Commissioners Mattson, McNamara and Rose; Nays – Commissioners Derickson, Harries, and Wahl.

Findings of Fact for Motion to Approve:

1. As stated in the narrative herein.
2. Based on the current uses of the property in Block 1.
3. Based on future use of the property in Block 1 for uses that are compatible with an R-3 District, such as the potential of a pool, park, or apartment building on those lots.
4. There is existing residential use to the north and proximity of these lots to parks on the east and south side of Block 1.

6. New Business:

- A. A Memo from Mayor Jones outlining a training session for City Boards and Commissions was distributed to the Commissioners. This training session is scheduled for March 2, 2017, at the Senior Dining Room in the Windom Community Center beginning at 5:30 p.m. Mayor Jones said that they are inviting and encouraging all members of City Commissions and Boards to attend this training session. He provided additional details concerning the session.

- B. Zoning Admin. Spielman said that there had been some discussion previously by the Commissioners concerning the possibility of amending the ordinance relating to the size of accessory buildings. He asked if the Commissioners wanted to pursue the review of those sections for possible amendment. The consensus of the Commissioners was that they would like to review these sections. Chairperson Wahl requested that the Zoning Office research the matter and provide information at the next meeting.
 - C. Zoning Admin. Spielman advised that there may be a public hearing on a conditional use permit application at the March Meeting. The owner of the truck wash property is considering installation of a wastewater pond on his property to the north of the building site.
7. Adjourn: By consensus, the meeting was adjourned at 7:41 p.m.

Marilyn Wahl, Chairperson

Attest: _____
Andy Spielman, Zoning Administrator

Windom Library Board Meeting

Windom Library

Tuesday, Feb. 14, 2017

5:05 p.m.

1. Call to order: The meeting was called to order by Dawn Aamot at 5:05 p.m.

2. Roll Call: Members Present: Steve Fresk, Kathy Hiley, Anita Winkel, John Duscher,
and Terri Jones

Members Absent: Barb Henning and Sue Ebeling

Library Staff Present: Dawn Aamot

City Council Member Present: None

3. Election of Officers: Steve Fresk moved that the 2016 officers be reelected for 2017. Anita Winkel seconded the motion. Motion passed. They are: John Duscher: Chair, Barb Henning: Vice-Chair and Kathy Hiley: Secretary

4. Agenda and Minutes:

There was no meeting in January due to lack of quorum. Motion by Kathy Hiley and seconded by Terri Jones to approve the Agenda.

5. Financial Report:

Dawn reported that 2016 ended with a 14% budget surplus. She noted that the 2017 Capital Outlay includes \$20,000 for new windows (this is not in addition to the \$20,000 that was allocated in 2016) and \$16,900 for a new boiler. The cost of the boiler is based on a replacement estimate by Schwalbachs. The payment to Plunkett's is an annual contract fee for pest control. The payments to Plum Creek Library for delivery, automation and e-books are one-time annual fees. Delivery and automation fees have gone up. Motion by Anita Winkel and seconded by Steve Fresk to accept the Financial Report.

6. Librarian's Report

Dawn reported on January's Fine Free Friday. Numerous emails and phone calls were made prior to the Fine Free Friday. Twelve people responded and returned overdue items. There are still 20 patrons from 2015 checkouts that have not returned items. These items will go to lost and billed status. Library policy does not allow anyone with more than \$5 in fines to checkout items.

Nancy continues to offer Toddler Tuesday.

Dawn and Julie are currently weeding out adult non-fiction. Sentenced to Serve have delivered boxes of discarded books to BARC. The spring Book Sale is scheduled for the last week of April at BARC. The Fall sale date still to be determined.

The City of Windom has updated their website. The library staff has updated the library's page. The staff will be taking website training that is being offered through the city.

OneClick digital is up and running on Plum Creek's website. This is a new audio book service that is financially supported by all the libraries in the system

Plum Creek and MN Legacy is sponsoring 4 buses to the Ordway for a performance of Westside Story. They have purchased 146 tickets to the Saturday, April 8 matinee. Windom library has 6 of these tickets and is having a drawing to give them away. Each drawn submission will be offered up to 2 tickets.

Summer Reading and associated events are being planned. They hope to offer a program each summer month.

Motion by Steve Fresk and seconded by Terri Jones to accept the librarian's report.

7. Old Business:

The 2017 library board City Council liaison will be the council member at large that will be elected in March.

8. New Business:

Mayor Dominic Jones has requested city boards, commissions, council and city staff to attend a League of Minnesota training meeting. This training is on how to run effective meetings and will be on March 2 from 5:30 to 7:30pm at the Senior Dining Room at the Community Center.

Drew Hauge informed Dawn of possible loan dollars for city projects available from South Central Electric. Drew feels that the window project might be a good fit for the 1% loans that they offer. They currently have \$190,000 available. Dawn will contact South Central Electric for further information.

Dawn will be attending a 2-day workshop on "Supervising people..." in Sioux Falls along with other department heads of the city.

Anita asked that board members consider attending the state library board meeting in the fall. One of the days is filled with information for library boards. She and Freddie Hoppert have attended in the past and have found them to be very informative. Dawn will seek more information on this meeting.

9. New Book Suggestions:

Book suggestions were given to Dawn.

10. Adjourn:

Meeting adjourned at 5:34 p.m.

Respectfully submitted,

Kathy Hiley, recording secretary

MINNESOTA LAWFUL GAMBLING
LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: The Lions Club of Windom Minnesota Previous Gambling Permit Number: X-17004-16-003

Minnesota Tax ID Number, if any: _____ Federal Employer ID Number (FEIN), if any: 23-7219238

Mailing Address: PO Box 72

City: Windom State: MN Zip: 56101 County: Cottonwood

Name of Chief Executive Officer (CEO): John Holt

Daytime Phone: (507) 822-1551 Email: jjholt51@gmail.com

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

Fraternal Religious Veterans Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

A current calendar year Certificate of Good Standing
Don't have a copy? Obtain this certificate from:
MN Secretary of State, Business Services Division Secretary of State website, phone numbers:
60 Empire Drive, Suite 100 www.sos.state.mn.us
St. Paul, MN 55103 651-296-2803, or toll free 1-877-551-6767

IRS income tax exemption (501(c)) letter in your organization's name
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)
If your organization falls under a parent organization, attach copies of both of the following:
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Phat Pheasant Pub

Address (do not use P.O. box): 2370 MN-60

City or Township: Windom Zip: 56101 County: Cottonwood

Date(s) of activity (for raffles, indicate the date of the drawing): 9-2-2017

Check each type of gambling activity that your organization will conduct:

Bingo Paddlewheels Pull-Tabs Tipboards

Raffle (total value of raffle prizes awarded for the calendar year, including this raffle: \$25,000)

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under **List of Licensees**, or call 651-539-1900.

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

**CITY APPROVAL
for a gambling premises
located within city limits**

The application is acknowledged with no waiting period.

The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).

The application is denied.

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

The city or county must sign before submitting application to the Gambling Control Board.

**COUNTY APPROVAL
for a gambling premises
located in a township**

The application is acknowledged with no waiting period.

The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.

The application is denied.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)
On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: John W. Holt Date: 14 Feb 17
(Signature must be CEO's signature; designee may not sign)

Print Name: John W. Holt

REQUIREMENTS

Complete a separate application for:

- all gambling conducted on two or more consecutive days, or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:
A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

___ a copy of your proof of nonprofit status, and

___ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

To: Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions?
Call the Licensing Section of the Gambling Control Board at 651-539-1900.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

This form will be made available in alternative format (i.e. large print, braille) upon request.

Date/Time received: 2/17/17 9:50 AM

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: Howard C. Davis Telephone No: 831-1351

Address: 861-18th St. Windom, MN 56101

Date of Council Meeting: 2-21-17 (Agenda item must be turned into the city office by Friday noon preceding the Tuesday meeting.)

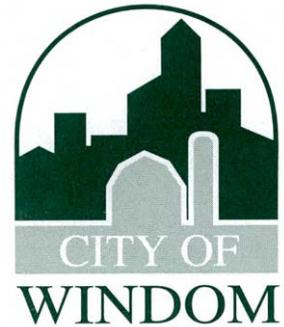
Subject: re: vote on the agreement to sell (for \$1⁰⁰)
land for apartment complex.

Have you brought this to the attention of the appropriate department head? No
Committee? No

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

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.

Howard C. Davis
Signature



February 15, 2017

Memo: Recreation Campus

To: Windom City Council
CC: Steve Nasby, City Administrator
From: Windom Parks and Recreation Commission

The Windom Parks and Recreation Commission on Tuesday, February 14, 2017 discussed the creation of a "Recreation Campus", incorporating Tegels Park, Windom Recreation Area and the Community Center grounds. This Recreation campus would incorporate future pool and tennis court development.

Island Park for Pool and Tennis Court reconstruction is a concern of the Windom Parks and Recreation Commission due to flooding.

As a commission we have previously explored various locations around the community. Our conclusion is that by establishing a Recreation Campus, it will enable different demographics to have access to the activities Windom has to offer.



***City of Windom's Notice of Public Hearing
for
Wastewater Treatment Plant Improvements***

Notice is hereby given that the City Council of Windom, Minnesota will hold a public hearing on Tuesday, the 21st day of February, 2017, at 7:30p.m. in the City Hall, Council Chamber, located at 444 9th Street. The City Council and staff will be discussing a potential \$14 million dollar improvement project of its wastewater treatment facility.

Among the topics to be discussed are the need for the improvements, alternative designs, funding availability, fiscal impacts, and likely schedule for improvements if approved. Individuals wishing to be heard on the issue are invited to present oral or written comments at the hearing.

Steve Nasby
City Administrator

Published February 8, 2017

RESOLUTION #2017-

INTRODUCED:

SECONDED:

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

ADOPTION OF WASTEWATER TREATMENT FACILITY PLAN

WHEREAS, the City Council of the City of Windom recognizes the need to modernize and upgrade its Wastewater Treatment Facility; and

WHEREAS, Bolton & Menk, Inc. has been retained as Consulting Engineers to prepare a Wastewater Treatment Facility Plan for the purpose of submitting such plan to the Minnesota Pollution Control Agency.

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

1. The City Council does hereby adopt the proposed Windom Wastewater Treatment Facility Plan as presented by Bolton & Menk, Inc. as consulting Engineers.
2. The appropriate City Officials are hereby authorized and directed to submit the City's Wastewater Treatment Facility Plan to the Minnesota Pollution Control Agency for review and approval.

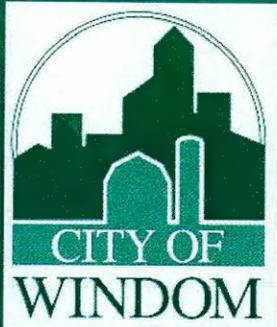
Adopted by the City Council this 21st day of February, 2017.

Dominic Jones, Mayor

Attest: _____
Steven Nasby, City Administrator



Real People. Real Solutions.



Wastewater Facility Plan City of Windom, Minnesota

Public Hearing

February 21, 2017

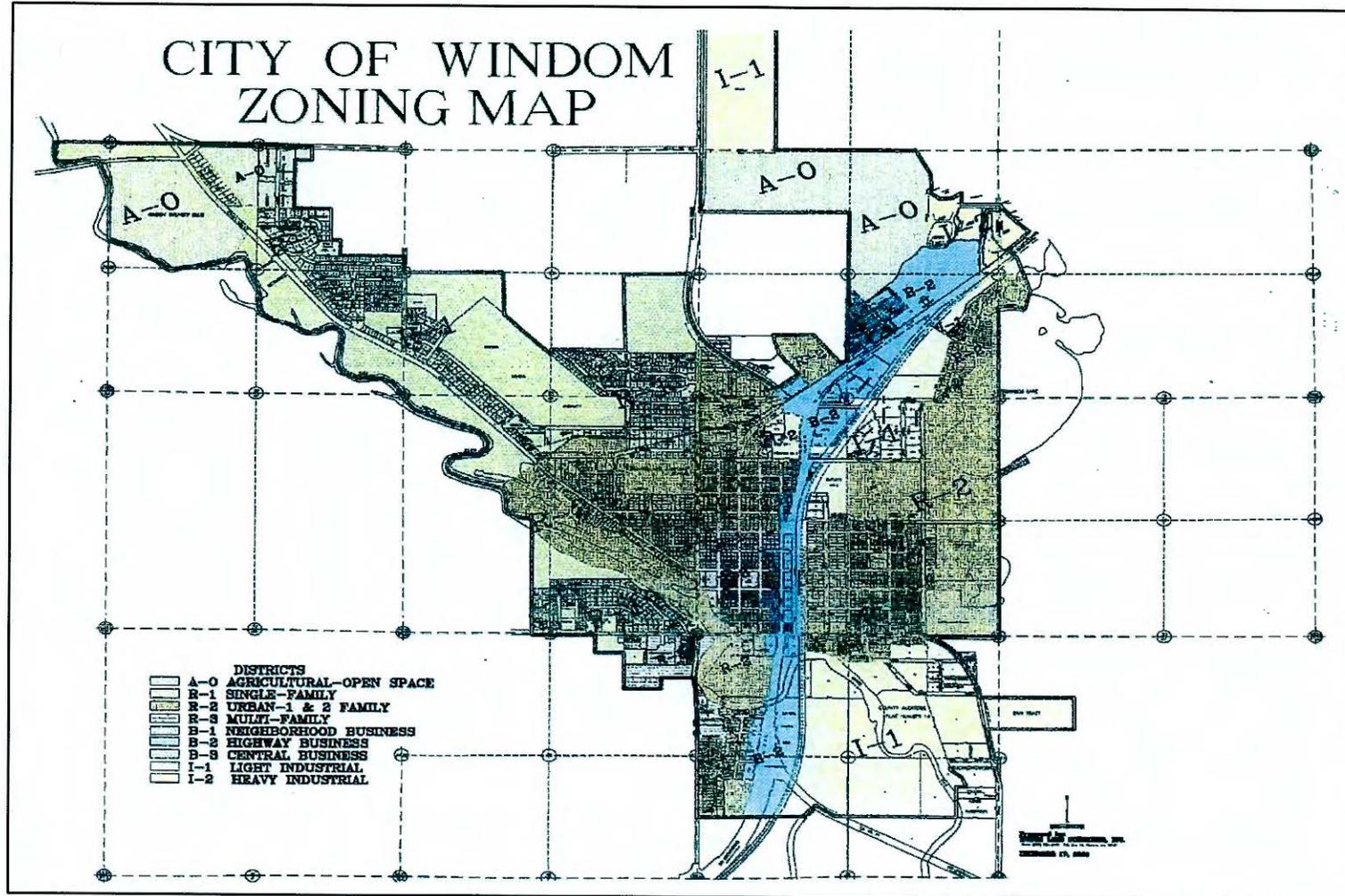
Bolton & Menk, Inc. Project No. T22.112172

Reason for Facility Plan

- City of Windom's NPDES Permit Expired in 2015
- City has been conducting a study since 2010 due to failing effluent toxicity tests
- MPCA reviewing limits for Total Nitrogen and Total Phosphorous
- City has requested a Regulatory Certainty (20 year freeze) for the following Effluent Limits:
 - Total Nitrogen of 10 mg/l
 - Total Phosphorous of 1 mg/l
- Accepting the Regulatory Certainty also allows the City to request a Point Source Implementation Grant (PSIG)



City of Windom Planning Area



Population Projections

Year	City of Windom (3)	Cottonwood County
1990	4,513	12,652
1995	4,508	12,563
2000	4,504	12,135
2005	4,352	11,643
2010	4,637	11,694
2013	4,577	11,616
2015	4,637	11,880 (2)
2020	4,805 (1)	12,020 (2)
2025	4,919 (1)	12,184 (2)
2030	5,028 (1)	12,317 (2)
2035	5,133 (1)	12,429 (2)
2036	5,159 (1)	12,469 (2)

(1) Based on both historical population trends and County projections
 (2) Projected by MN State Demographic Center (March 2014)
 (3) Historic population by MN State Demographic Center (July 2016)



Historical Domestic/Commercial Flows

	Domestic Flow (MGD)	Domestic GPCD
Minimum Month Average Flow	0.434	93
Average Daily Flow	0.564	122 (1)
Max. Month Average Flow	0.860	185
Max. Day Flow	1.330	286 (2)
(1) Exceeds the recommended 120 GPCD		
(2) Exceeds the recommended 275 GPCD		

Permitted Industrial Flows (SIU)

Parameter	Prime Pork	Windom Wash
SIU Agreement (gpd)		
Maximum Monthly Average	900,000	75,000
Maximum Daily	1,200,000	125,000

Summary of Allocated Design Flows

Parameter	Existing Facility Design	Existing Residential/ Commercial	Future Residential/ Commercial	Prime Pork (MGD)	Windom Wash (MGD)	Design Flow (MGD)
Average Dry Weather Flow (mgd)	1.13	0.50	0.56	0.78	0.045	1.385
Average Wet Weather Flow (mgd)	1.83	0.86	0.96	0.90	0.075	1.93
Peak Hourly Wet Weather Flow (mgd)	4.37	3.40	3.50	1.20	0.075	4.77
Peak Instantaneous Wet Weather Flow (mgd)	4.95	3.98	3.95	1.2	0.075	5.22

Design Loadings

Loadings	Residential/ Commercial
CBOD – Average Day (lbs/day)	588
CBOD – Max. Month (lbs/day)	824
CBOD – Peak Day (lbs/day)	1,628
TSS – Average Day (lbs/day)	687
TSS – Max. Month (lbs/day)	953
TSS – Peak Day (lbs/day)	2,902
TKN – Average Day (lbs/day)	137
TKN – Max. Month (lbs/day)	170
TKN – Peak Day (lbs/day)	548
P – Average Day (lbs/day)	43

Permitted SIU Loading

Parameter	SIU Agreement	
	Maximum Monthly Average	Maximum Daily
Prime Pork		
CBOD ₅ (lbs/day)	500	1,251
TSS (lbs/day)	600	1,168
TKN (lbs/day)	500	500
TP (lbs/day)	8.34	8.34
Windom Wash		
CBOD ₅ (lbs/day)	87	94
TSS (lbs/day)	54	125
TKN (lbs/day)	16	25
TP (lbs/day)	3	3



Existing and Projected Future Loadings

Parameter	Existing Residential/ Commercial	Future Residential/ Commercial	Prime Pork	Windom Wash	@ Design Flow
CBOD – Average Day (lbs/day)	588	692	350	52	1,094
CBOD – Max. Month (lbs/day)	824	970	500	87	1,557
CBOD – Peak Day (lbs/day)	1,628	1,811	1,251	94	3,156
TSS – Average Day (lbs/day)	687	802	350	32	1,184
TSS – Max. Month (lbs/day)	953	1,112	600	54	1,766
TSS – Peak Day (lbs/day)	2,902	3,229	2,004	125	5,358
TKN – Average Day (lbs/day)	137	161	194	10	365
TKN – Max. Month (lbs/day)	170	200	500	16	716
TKN – Peak Day (lbs/day)	548	610	607	25	1,242
P – Average Day (lbs/day)	43	47	8.34	3	59

Existing NPDES Limits

Parameter	Season	Limit Type	Limits
CBOD ₅	Dec-Mar	Monthly Ave.	5 mg/L (34 kg/day)
	Dec-Mar	Max. Week Ave.	10 mg/L (69 kg/day)
	Apr-Nov	Monthly Ave.	25 mg/L (173 kg/day)
	Apr-Nov	Max. Week Ave.	40 mg/L (277 kg/day)
	Jan-Dec	Min. Month Ave.	85% removal
Total Residual Chlorine	Jan-Dec	Daily Max.	0.038 mg/L
Chronic Toxicity Testing	Jan-Dec	Annual WET Testing	1 TUc
	Jan-Dec	Quarterly WET Testing	1 TUc
Chlorine, Total Residual Fecal Coliform	Jan-Dec	Daily Maximum	0.038 mg/L
	Apr-Oct	Monthly Ave.	200 #/100 mL
NH ₃ -N (as N)	Dec-Mar	Monthly Ave.	8.2 mg/L (57 kg/day)
	Apr-May	Monthly Ave.	7.2 mg/L (50 kg/day)
	Jun-Sep	Monthly Ave.	1.0 mg/L (7 kg/day)
	Oct-Nov	Monthly Ave.	3.3 mg/L (23 kg/day)
Dissolved Oxygen	Dec-Mar	Monthly Min.	10.0 mg/L
	Apr-Nov	Monthly Min.	6.0 mg/L
pH	Jan-Dec	Monthly Max.	9
	Jan-Dec	Monthly Min.	6
TSS	Jan-Dec	Monthly Ave.	30 mg/L (208 kg/day)
	Jan-Dec	Max. Week Ave.	45 mg/L (311 kg/day)
	Jan-Dec	Min. Month Ave.	85% removal



Projected Capital Costs

Item	Alternative 1 Two Stage Activated Sludge System	Alternative 2 Denitrification Filter
Mobilization	\$600,000	\$900,000
Collection System Interceptor and Manhole Lining	\$500,000	\$500,000
Site Work/Landscaping	\$600,000	\$600,000
Site Piping/Valves	\$300,000	\$200,000
New Preliminary Treatment Facilities	\$1,300,000	\$1,300,000
Anoxic Selector Basin	\$200,000	\$200,000
Aeration Basins Modification	\$40,000	\$40,000
Post Anoxic and Re-aeration Tanks	\$1,000,000	---
Mixed Liquor Return and Anaerobic Return Pumps	\$100,000	\$100,000
Replacement of Final Clarifiers Mechanisms	\$475,000	\$475,000
Replace Aeration Blowers	\$500,000	\$500,000
RAS+ WAS + Sludge Transfer Pump Replacement	\$250,000	\$250,000
New Disinfection System	\$400,000	\$400,000
Biosolids Holding Tank	\$2,000,000	\$2,000,000
Heated Aerobic Digester -Replace Heat Exchanger, Recirculation Pump and Diffusers	\$150,000	\$150,000
Existing Tertiary Filter Rehabilitation	\$900,000	\$900,000
Intermediate Pump Station- Denitrification	---	\$500,000
Additional Building for UV Disinfection and Sludge Transfer Pumps	\$750,000	---
Denitrification Filters Includes Building for UV Disinfection and Sludge Transfer Pumps	---	\$4,500,000
Electrical/Controls	\$1,000,000	\$1,000,000
Subtotal	\$11,065,000	\$14,515,000
Contingencies (10%)	\$1,106,000	\$1,451,000
Engineering/Administration/Legal (15%)	\$1,659,000	\$2,177,000
TOTAL	\$13,830,000	\$18,143,000



OM & R Costs for the Alternatives

Item	Alternative 1 Two Stage Activated Sludge System	Alternative 2 Denitrification Filter
Operations Staff Salaries and Benefits	\$400,000	400,000
Energy Costs	\$220,000	230,000
Bio-solids Disposal Costs	\$45,000	40,000
Chemical Costs	\$500,000	400,000
Professional Services	\$60,000	60,000
Equipment Replacement	\$120,000	100,000
Total OM&R Annual Costs	\$1,345,000	\$1,230,000

Present Worth Analysis of the Two Alternatives

Item	Alternative 1 Two Stage Activated Sludge System	Alternative 2 Denitrification Filter
Capital Total	\$13,830,000	\$18,143,000
OM & R Annual Costs	\$1,345,000	\$1,230,000
OM & R Present Worth Cost at 20 Years 3%	\$20,010,237	\$18,299,325
Total Present Worth Cost	\$33,840,237	\$36,442,325

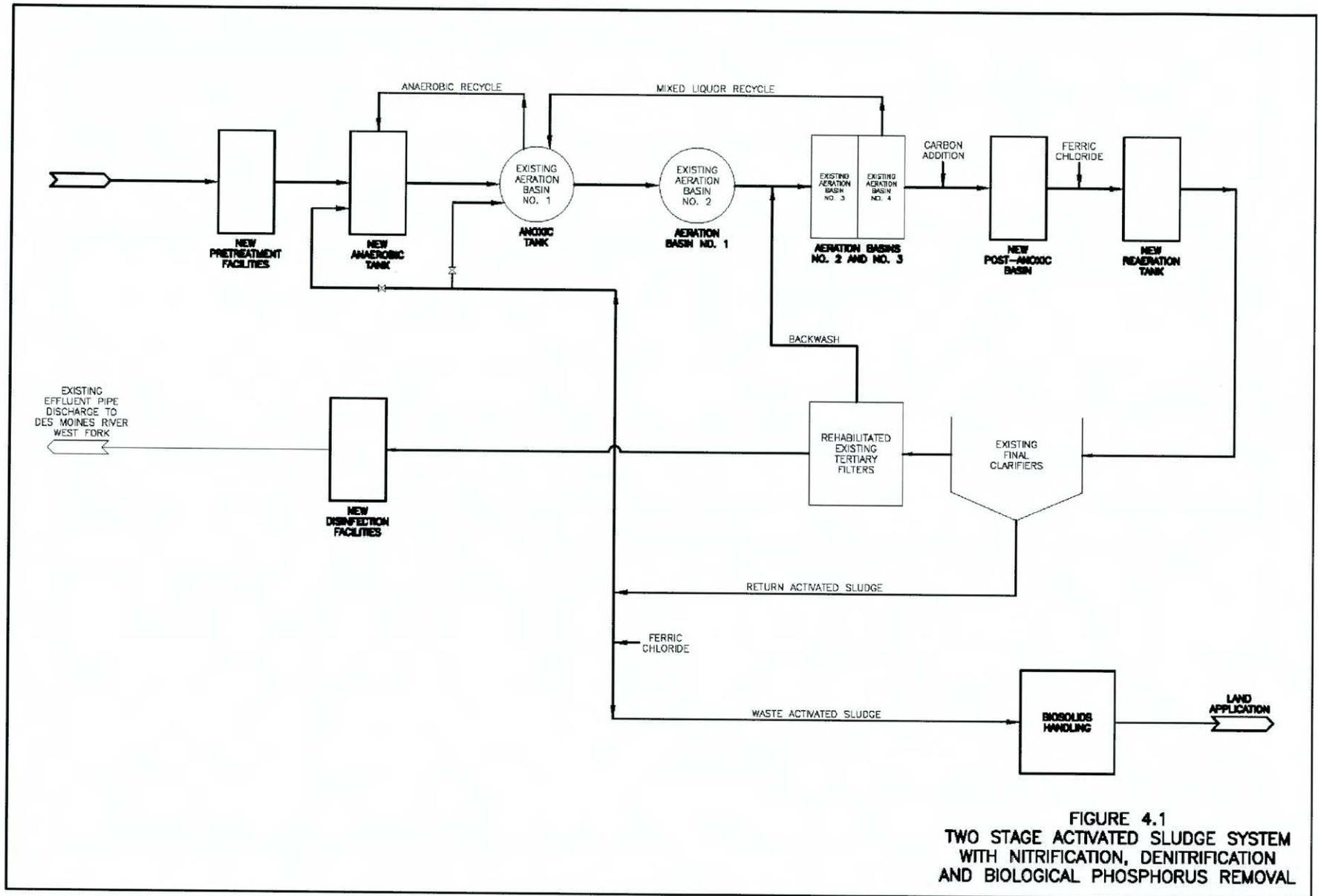


FIGURE 4.1
TWO STAGE ACTIVATED SLUDGE SYSTEM
WITH NITRIFICATION, DENITRIFICATION
AND BIOLOGICAL PHOSPHORUS REMOVAL

Project Financing

- Project will be financed by the Minnesota Public Facilities Authority:
 - Can receive a loan for 20 years at an interest rate of 1.5% to 2.5%
 - Maybe eligible the PISG grant:
 - Currently at 50% of eligible component costs up to \$3,000,000
 - Expected to change to 80% of eligible component costs up to \$7,000,000
- Other Possible Grants Investigated:
 - EPA State and Tribal Assistance Grants (STAG) Program – EPA provides grant money to MN for the PISG grant program
 - Minnesota Department of Employment and Economic Development (DEED)
 - Affordability Grant Money (Rural Development and PFA):
 - For residential users only
 - Residential rates not high enough for current project without the PSIG



Potential Impact on User Rates

	Existing	Loan	Loan	Grant + Loan
		at 2.5%	at 1.5%	at 1.5%
Capital Cost		\$13,830,000		
Grant (PSIG)		0	0	\$7,000,000
Net Cost		\$13,830,000	\$13,830,000	\$6,830,000
20-Year Annual Cost		\$887,155	\$805,539	\$397,818
Annual Operating Cost		\$1,345,000		
Existing Annual Debt Service Cost	\$348,000	\$348,000	\$348,000	\$348,000
Total Annual Debt Service + OM&R Costs		\$2,580,155	\$2,498,539	\$2,090,818
Per 1000 Gallon Cost		\$6.15	\$5.87	\$4.50
5,000 Gal/Month User	\$34.03	\$60.73	\$59.36	\$52.52
7,500 Gal/Month User	\$37.51	\$76.09	\$74.04	\$63.78
15,000 Gal/Month User	\$45.19	\$122.18	\$118.07	\$97.55

Note:

1. Prime Pork and Windom Wash paying their share of the Construction and Operations Costs
 - Prime Pork @ 40%
 - Windom Wash @ 5%
2. Grants Assumed to be \$7,000,000



Project Compliance / Implementation Schedule

Item	Date
Review with City / Finalize Report	January 2017
Public Utility Board Presentation	January 26, 2017
City Council Presentation	February 7, 2017
Public Hearing / Council Approval of Facility Plan	February - March 2017
Submit Facility Plan to MPCA	March 3, 2017 (no later)
Design Period	April 2017 - August 2017
Bid Project	August 2017
Construction Period	October 2017 - May 2019
Meet Final NPDES Limits	May 2020



QUESTIONS? / COMMENTS!



RESOLUTION #2017-

INTRODUCED:

SECONDED:

VOTED: Aye:

Nay:

Absent: None

RESOLUTION MAKING A DECLARATION OF OFFICIAL INTENT UNDER U.S. TREASURY REGULATIONS SECTION 1.150-2

WHEREAS, the Internal Revenue Code of 1986, as amended, and Treasury Regulations Section 1.150-2 promulgated thereunder (the "Reimbursement Rules"), require that in order for an issuer to use the proceeds of an issue of tax-exempt obligations to reimburse an original expenditure paid before the issue date of the obligations, an issuer must adopt an official intent for the original expenditure not later than 60 days after payment thereof; and

WHEREAS, the City of Windom, Minnesota, (the "Issuer") is a governmental unit with bond issuing powers; and

WHEREAS, the Issuer intends to finance improvements to its public works facility (Windom Wastewater Treatment Plant) (the "Project"), from proceeds of an issue of tax-exempt obligations (the "Bonds"); and

WHEREAS, it may be necessary for the Issuer to temporarily finance certain costs of the Project by using either working capital and cash reserves which will be needed for other purposes, or temporary loans from financial institutions or others prior to the issuance of the Bonds.

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

1. The maximum principal amount of the Bonds is \$750,000.
2. The Issuer reasonably expects to incur expenditures with respect to the Project in advance of issuance of the Bonds.
3. The Issuer reasonably expects that expenditures for the Project will be reimbursed from the proceeds of the Bonds.
4. The reimbursement will occur not later than 18 months after the later of the date the original expenditure was paid or the date the Project is placed in service or abandoned, but in no event more than three years after the original expenditure is paid.
5. The Issuer has not previously adopted a resolution under the Reimbursement Rules for this project, the costs of which were not paid from the proceeds of an issue of tax-exempt bonds.

Adopted by the City Council this 21st day of February, 2017.

Dominic Jones, Mayor

Attest: _____
Steven Nasby, City Administrator



MEMO

To: Mayor and City Council
From: Andy Spielman, Building & Zoning Official
Council Meeting Date: February 21, 2017
Re: Planning Commission Meeting – February 14, 2017

On January 10, 2017, the Planning Commission held a public hearing on the following rezoning application. Following the public hearing and discussion by the Commissioners, they tabled the matter for further discussion and recommendation at their February 14th Meeting.

1. Rezoning Application – EDA of Windom – North Redding Avenue -
1600 – 1800 Block (East Side) – Windom Industrial Park Subdivision

Applicant: **Economic Development Authority of Windom**
Owner: **City of Windom**
Address of Property: **1600 – 1800 Block of North Redding Avenue, Windom, MN**
Legal Description: Lots 1, 2, 3 and 4 in Block 1 of the Windom Industrial Park Subdivision to the City of Windom, Cottonwood County, Minnesota.
Parcel ID#: 25-839-0010, 25-839-0015, and 25-839-0020.

The Applicant proposes to rezone the above-described real estate from I-1 “Light Industrial” to R-3 “Multi-Family”.

At the Planning Commission Meeting, a motion to approve the rezoning application was made and seconded. The vote on the motion resulted in a tie with 3 Commissioners voting in favor of the rezoning and 3 Commissioners voting against the rezoning of the property.

(Please refer to the February 14th Planning Commission Minutes for further details and discussion on these matters and the findings of fact for this motion. A copy of the Minutes from the January 10, 2017, Meeting is also attached for reference.)

The City Code provides that any amendments to the Zoning Ordinance or the Zoning Map must be adopted by ordinance. Attached is **Ordinance No. 161, 2nd Series** entitled:

An Ordinance of the City of Windom, Minnesota, Amending the “Zoning Map of Windom” by Amending the Zoning Designation of Described Properties from I-1 “Light Industrial” to R-3 “Multi-Family”.

This Ordinance will require two readings. The first reading is scheduled for the City Council Meeting on February 21st.

Both Drew Hage, EDA Executive Director, and I plan to be present for the February 21st City Council Meeting.

Prior to that time if there are any questions, please contact me at the Building and Zoning Office at 832-8660. Thank you.


Andrew W. Spielman, Building & Zoning Official

**CITY OF WINDOM
PLANNING COMMISSION
MINUTES
JANUARY 10, 2017**

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, Ben Derickson, Kevin Rose, Brett Mattson, Ryan McNamara, and Council Liaison Mayor Dominic Jones.
Absent: Andy Harries and Greg Pfeffer.

Also Present: B&Z Staff: Zoning Administrator Andy Spielman and Mary Hensen (Admin. Asst.); EDA Executive Director Drew Hage, Assistant City Attorney Kristi Meyeraan, Tim Lindemann, Jack Rogers, Sandi Rogers, Harold Caviness, JoAnn Caviness, David Caviness, Orvil Klassen, Karen Klassen, Mike Espenson, David Strom, Brad Bussa, Denise Nichols, Mike Haugen, Greg Hanefeld, and Harvey Nerness.

3. Welcome Returning Commissioners and Oath of Office – Greg Pfeffer and Andy Harries: These agenda items were tabled until the next meeting as both Commissioners had other commitments and were unable to attend tonight's meeting.

4. Election of Officers:

A. Chairperson and B. Vice Chairperson: **Motion by Commissioner McNamara, seconded by Commissioner Derickson, nominating Marilyn Wahl as Chairperson for the 2017 calendar year and until her successor is elected and duly qualified and nominating Greg Pfeffer for Vice Chairperson for the 2017 calendar year and until his successor is elected and duly qualified. Motion carried 5-0 with one abstention: Commissioner Wahl.**

5. Approval of Minutes:

Motion by Commissioner Derickson, seconded by Commissioner Cole, and carried to approve the Planning Commission Minutes for the meeting held on December 13, 2016. Motion carried 6-0.

6. Public Hearing – 7:05 P.M.: Rezoning Application – EDA of Windom – North Redding Avenue-1600 – 1800 Block (East Side) – Windom Industrial Park Subdivision: Chairperson Wahl opened the public hearing at 7:05 p.m. Zoning Administrator Spielman advised that an Application for Consideration of Rezoning of Block 1 of the Windom Industrial Park Subdivision had been filed by the EDA, represented by EDA Executive Director Drew Hage, requesting the rezoning of Lots 1, 2, 3 and 4 in Block 1 of the Windom Industrial Park Subdivision. The property is currently zoned as I-1 "Light Industrial". The application asks that the property be rezoned as R-3 "Multi-Family". The reasons stated were to provide a transition zone between I-1 and R-2 Districts and to allow construction of a proposed apartment building on Lot 2 as a permitted use. (The existing uses are allowed as conditional uses within an R-3 District and are grandfathered in because they existed before the proposed rezoning.)

(1) Presentation – EDA Executive Director Drew Hage: Director Hage gave a Powerpoint presentation including an aerial of Block 1 of the Windom Industrial Park Subdivision and the current zoning map; he highlighted the only area shown on the map as R-3 which is located on Sixth Avenue (south of Sixth Street) in the area of the Good Samaritan Campus; he advised that things have changed particularly regarding the use of the property (Block 1)—its existing use, proposed use, and future use; he presented a slide that showed the present uses of Block 1 for a Community Center, Water Treatment Plant, and overflow

parking lot; he said that all of these uses can fall under Zoning District R-3; he advised that the actual use of property is sometimes different than the permitted use. He showed the zoning maps from 1978, 1997, and the current map from 2003 and commented on how the zoning has changed through the years. He indicated that buffers between zoning districts can be a road such as North Redding Avenue and Cottonwood Lake Drive, a park, etc. He said that he had contacted the businesses on the west side of North Redding Avenue and he heard no opposition from those businesses. The slides included copies of current City Code sections covering Zoning Districts R-2, R-3, and I-1 and the permitted and conditional uses in each district. He said that R-3 is the most appropriate zoning district for the Community Center, the water treatment facility, and multi-family. The water treatment facility would also be a conditional use in an R-3 District as well as the Community Center. A conditional use permit was approved for the property designated for the Community Center prior to its construction. A slide of City Code Section 152.284 was included which sets forth criteria for the Planning Commission to use in consideration of the rezoning application. Director Hage responded to each criteria item. An updated version of the Comprehensive Plan has not been approved since 1978. The City is in the process of updating the Comprehensive Plan in 2017. He said that the existing land uses in Block 1 are compatible with R-3. Performance standards are specific to the particular zoning districts. There are no performance standards for R-3. The City Code only lists performance standards for Districts I-1 and I-2. There is infrastructure to the overflow parking lot and it's an infill project. The estimated costs to do the project elsewhere could range from \$450,000 to \$700,000 because of the need to install infrastructure. He said in thinking about existing land use and future land use, what zoning is the most compatible for current uses in that area.

- (2) Public Comment: Chairperson Wahl reviewed the rules of procedure for public comment and opened the meeting up for public comment. Karen Klassen, Jack Rogers, David Strom, Mike Espenson, Harvey Nerness, and Mrs. Caviness spoke. Summary of comments from the public: Each speaker provided reasons why he/she was not in favor of rezoning the property including (but not limited to) the following: One related details of her telephone call with a local business owner in that area who told her that he had not had an opportunity to talk about the building; she was not impressed by the drawing of the building, and hoped that the evergreen trees would not be taken down; she said that you would not be able to see much of the lake from the apartment building and it looked like the windows were small with no balconies. Director Hage responded that he had talked to all 4 businesses on the west side of North Redding Avenue and 2 were in favor of the project and he never heard any negative feedback from the other 2. Another recounted the history of Carl Schneider's association with the Windom Industrial Park Subdivision ("Carl Schneider Business Park") and Mr. Schneider's desire to see the park used for industries; the speaker felt that there were plenty of other places to build in town and he felt there was nothing residential about the business park area. Another speaker said there isn't a need to rezone the property at this time. He said that the developer will build in either an R-3 or I-1 district. The Community Center is a very valuable area for our community and the area around it. There are other locations and this would be a poor use of the property. Another speaker recounted events he remembered regarding the voting and construction of the new High School and the events concerning the BARC building. He said that the Community Center was voted on with a pool and a weight room. He feels that if the apartment project goes bankrupt, the City Council will come in and let the developer do low income housing. He recounted activities for which he needed to get City approval and neighbors' approvals. He felt that the process should slow down and

felt it was getting rammed down their throats. Another speaker said he appreciated all of Director Hage's work on the information and said that he has been in the rental business. He detailed the status of new rental units in Jackson. He felt that the proposed area was not residential but instead an industrial area. He said that he wouldn't want to invest in an apartment building in that area. He said to find another place where it's more resident-friendly with a smaller number of units. Another speaker said that there is nothing for sale in their area and every family must have 2-3 cars. She said that they didn't want the apartment building in that area.

- (3) Planning Commission Recommendation: Chairperson Wahl closed the public hearing at 7:30 p.m. and re-opened the regular meeting for discussion by the Planning Commission regarding a recommendation for the City Council concerning rezoning the proposed area. Commissioner Derickson said that the area is set up as an industrial area and he would like to see it stay that way. Commissioner Cole said she was in agreement and thought it was important to have space for potential small businesses. She felt that since the City had lost a park and tennis courts, why did we need to use every piece of vacant City property. She felt that there should be more investigation into other sites. Commissioner McNamara looked at the project from an economic development standpoint. He thinks more residential housing is not bad for Windom and felt no matter where you put it, you would have a crowd at the meeting. There was a discussion between Commissioner Cole and Director Hage regarding whether the present zoning matches up with current uses. Commissioner Mattson asked for clarification whether the only R-3 District in Windom is located on the Good Samaritan Campus. He commented that from the maps it appeared that in many of the other sites where there is multi-family housing, that there is not much of a buffer between the multi-family and the residential sites. Chairperson Wahl said it's hard to image how the apartment building would look on that property as it has been open so long. Commissioner Cole felt that there is money available for new infrastructure, we just need to research options. Commissioner Derickson said that if it is Windom's wish to reach a population of 5,000, the way you expand is by putting in infrastructure because Windom doesn't have a lot of buildable sites. Director Hage advised that the apartment developer would be coming to the January 17th City Council Meeting to answer questions from the City Council. After further discussion, the following action was taken.

Motion by Commissioner Cole, seconded by Commissioner McNamara, to table the recommendation for further discussion until the February 14th Planning Commission Meeting. Motion carried. Aye Votes: Commissioners Cole, McNamara, and Mattson. Nay Votes: Commissioners Derickson and Rose.

Admin. Asst. Hensen advised that the Application for Rezoning was filed on December 19th and the 60 days would be up on February 17th. In response to her question, Assistant City Attorney Meyeraan advised that the Commissioners should consider approval of a 30-day extension on the decision on the rezoning application.

Commissioner McNamara talked about his experience regarding housing when he first came to Windom. He said that he would like to see what the City's vision is on this question regarding what is the best use of space for that property (Lot 2). He felt that letters of support from businesses would be helpful. Also, he wanted to hear additional information at the City Council Meeting to allow the Planning Commission to make a more informed decision on February 14th. Mayor Dominic Jones asked to speak to the Planning Commission. He advised that he is the Council's Liaison to the Commission.

He reiterated that on January 17th questions would be directed to the Developer by the City Council. He encouraged the Commissioners that if they have specific questions, to let the Mayor and City Councilmembers know. He stated that the decision the Planning Commission will be making is about rezoning and proper use of the property and not about a specific project. He expressed his opinions from his viewpoint as Mayor of the community as a whole. There was additional discussion between the Commissioners and the Mayor including discussion regarding an appropriate zoning district for the water treatment plant and the water treatment plant's storage of chlorine. Director Hage said Bolton-Menk Engineering have advised the City that the water treatment plant can be tripled on the existing site and that protocols are in place for safety regarding chlorine and other chemicals. Director Hage showed aerials of the other parcels that were shown to the Developer. Director Hage referred the Commissioners to the Q&A section on the City of Windom's home page for answers to additional questions. He also said that the Commissioners could contact him with additional questions. He advised that the first Comprehensive Plan Committee Meeting will be held on January 17th at 6:30 p.m. before the City Council Meeting. Zoning Administrator Spielman expressed his thoughts concerning the public hearing. He asked what research the Planning Commission would like the Building & Zoning Department to do prior to the February 14th Meeting. Mayor Jones encouraged the Commissioners to attend or watch the televised version of the City Council Meeting on January 17th to hear the Developer's responses to questions posed by the City Council.

After further discussion, the following action was taken.

Motion by Commissioner McNamara, seconded by Commissioner Mattson, to extend the time for action on the Application for Rezoning for an additional thirty (30) days and further requesting that Building & Zoning Staff provide written notice of this extension to the Applicant. Motion carried. Aye Votes: Commissioners McNamara, Mattson, and Cole. Nay Votes: Commissioners Derickson and Rose.

7. Adjourn: By consensus, the meeting was adjourned at 8:27 p.m.

* * * * *

Addendum to Minutes: Upon subsequent confirmation with Chairperson Wahl as to her vote, she indicated it was her intent that her responses be counted as "aye" votes on both motions.

Marilyn Wahl, Chairperson

Attest: _____
Andy Spielman, Zoning Administrator

ORDINANCE No. 161, 2ND SERIES

**AN ORDINANCE OF THE CITY OF WINDOM, MINNESOTA,
AMENDING THE "ZONING MAP OF WINDOM" BY AMENDING THE ZONING
DESIGNATION OF DESCRIBED PROPERTIES FROM I-1 "LIGHT
INDUSTRIAL" TO R-3 "MULTI-FAMILY"**

THE CITY COUNCIL OF THE CITY OF WINDOM, MINNESOTA, ORDAINS:

The "Zoning Map of Windom" is amended as follows:

Windom Industrial Park Subdivision, City of Windom, Cottonwood County, Lots 1 through 4 in Block 1 are rezoned from I-1 "Light Industrial" to R-3 "Multi-Family".

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

Adopted by the City Council of the City of Windom, Minnesota, this 7th day of March, 2017.

Dominic Jones, Mayor

Attest: _____
Steve Nasby, City Administrator

1st Reading: February 21, 2017

2nd Reading: March 7, 2017

Adoption: March 7, 2017

Published: March 15, 2017

ORDINANCE NO. 160, 2ND SERIES – AS AMENDED

AN ORDINANCE OF THE CITY OF WINDOM, MINNESOTA,
APPROVING THE SALE OF CITY-OWNED REAL ESTATE

THE CITY COUNCIL OF THE CITY OF WINDOM ORDAINS:

WHEREAS, the City of Windom, Minnesota, owns Real Estate in the “Carl Schneider Business Park” which is locally known as: 1685 North Redding Avenue, Windom, Minnesota, and legally described as:

LOT TWO (2), BLOCK ONE (1) OF WINDOM INDUSTRIAL
PARK SUBDIVISION TO THE CITY OF WINDOM, COTTONWOOD
COUNTY, MINNESOTA, (“Real Estate”); and

WHEREAS, the City of Windom has received a bona fide written Offer (Purchase Agreement dated December 1, 2016) (“Purchase Agreement”) from Mick Construction, Inc. to purchase the Real Estate for the purpose of constructing a 46-unit market rate apartment building on the Real Estate; and

WHEREAS, the Purchase Agreement contains all of the terms and conditions covering the sale of this Real Estate including a provision that the sale of the Real Estate is contingent on City Council approval of the rezoning of this parcel from I-I “Light Industrial” to R-3 “Multi-Family” which is to occur on or before March 16, 2017; and

WHEREAS, the closing on the sale of the Real Estate is scheduled to take place on or before March 30, 2017; and

WHEREAS, there is a reversionary provision in the Purchase Agreement that if the Buyer fails to obtain a Certificate of Occupancy for a 46-unit apartment building on the Real Estate by December 1, 2018, the Real Estate and all improvements will revert to the City of Windom; and

WHEREAS, Section 8.02, “Sale of Real Property” of the Charter for the City of Windom states: No real property of the City shall be disposed of except by ordinance; and

WHEREAS, the City Council of the City of Windom, after review of the Purchase Agreement and public input, has determined that the sale of the above Real Estate as proposed in the Purchase Agreement is in the best interests of the City of Windom and its citizens.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WINDOM, MINNESOTA, ORDAINS:

THE SALE OF LOT 2, BLOCK 1 OF WINDOM INDUSTRIAL PARK SUBDIVISION TO THE CITY OF WINDOM, COTTONWOOD COUNTY, MINNESOTA, LOCALLY KNOWN AS 1685 NORTH REDDING AVENUE, TO

MICK CONSTRUCTION, INC. FOR THE PURPOSE OF CONSTRUCTING A 46-UNIT MARKET RATE APARTMENT BUILDING, PURSUANT TO THE TERMS SET FORTH IN THE PURCHASE AGREEMENT DATED DECEMBER 1, 2016, IS HEREBY APPROVED; AND SAID PURCHASE AGREEMENT IS MADE A PART OF THIS ORDINANCE.

THE CITY COUNCIL OF THE CITY OF WINDOM, MINNESOTA, FURTHER ORDAINS:

EFFECTIVE DATE: This ordinance, or an approved Title and Summary of this ordinance, shall be published in the COTTONWOOD COUNTY CITIZEN; and this ordinance shall be in full force and effect immediately upon publication.

ADOPTED AND PASSED by the City Council of the City of Windom, Minnesota, this 7th day of March, 2017.

Dominic Jones, Mayor

ATTEST:

Steven Nasby, City Administrator

1st Reading: February 21, 2017
2nd Reading: March 7, 2017
Adoption: March 7, 2017
Published: March 15, 2017



City of Windom Staff Report

To: Mayor and Windom City Council
From: Drew Hage, EDA Executive Director
Council Meeting Date: February 21, 2017
Item Title/Subject: **Proposed Lot Sale: 1685 North Redding Avenue**

Background:

A Comprehensive Housing Study was completed for the City of Windom in May 2014. The housing study identified the need for approximately 130 new housing units in Windom from 2014 to the end of the decade. Of the demand, roughly 95 to 100 units will be for rental and senior housing. The housing study was completed before Prime Pork and Fast Global Solution's expansion.

The last multi-family housing project in Windom was the River Bluff Townhomes. This project was undertaken by the Economic Development Authority of Windom in 2001. We have not had serious interest in a sizeable multi-family housing development since 2001.

The City Council and EDA Board have directed EDA staff to work on incentivizing new housing development. My office has been working with Mick Construction, Inc. (Developer) on a potential 46-unit "market rate" apartment project (not income qualifying). The Developer is interested in 1685 North Redding Avenue in Windom.

Timeline:

- In July, August, and September, EDA staff had initial discussions with the Developer regarding a potential new multi-family project in Windom.
- In July, August, and September, numerous locations for multi-family housing were discussed with the Developer and EDA Board members.
- On October 10th, the EDA Board formally discussed the apartment project and the tour with the Developer and investors.
- On October 24th, the apartment project was presented and discussed at the Community Center Commission Board Meeting.
- On October 31st, the apartment project was discussed a second time at the Community Center Commission Board Meeting.
- On November 8th, the City Council adopted a Resolution authorizing submission of a Workforce Housing Development Grant Application to the Minnesota Department of Employment and Economic Development (DEED).
- On November 8th, the City Council expressed its desire to receive public input concerning the proposed sale of this property for the construction of a new apartment building. Even though State law does not require a public hearing on this proposed sale, the City Council can set a time for public comment. This time for public comment was announced at the December 6th Council Meeting (first reading of Ordinance No. 160, 2nd Series) and set for the December 20th (second reading of Ordinance No. 160, 2nd Series).

- The second reading of Ordinance No. 160, 2nd Series was tabled at the December 20th Council Meeting.
- On January 10th, the Planning Commission discussed the rezoning of 1685 North Redding Avenue. The Rezoning Application was tabled until the February 14th Planning Commission Meeting.
- On January 17th, the City Council was able to ask the Developer (Terry Mick) questions regarding the project.
- On February 7th, the City Council was presented a letter from the Developer (Terry Mick) to clarify his interest in 1685 North Redding Avenue in Windom. Terry has done his research in Windom and has toured Windom several times. Terry does not think another location will cash flow. The location by the Community Center is well connected, so the location helps generate the rents that are needed to make the project cash flow.
- On February 14th, the Planning Commission discussed the rezoning of 1685 North Redding Avenue.
- On February 16th, city staff learned that rezoning has to be adopted through an ordinance and not a resolution. Refer to the requested action.

Purchase Agreement:

The proposed Purchase Agreement for the above property was prepared and reviewed by the City Attorney. The Developer signed the Purchase Agreement on December 1, 2016. The Purchase Agreement sets forth all of the terms of the proposed sale of this property to the Developer. The purchase price for the Real Estate is One Dollar (\$1.00) which Buyer shall pay in cash on the date of closing.

The Purchase Agreement provides a reversionary clause stating that if the Buyer (Developer) fails to obtain a Certificate of Occupancy for a 46-unit apartment building by December 1, 2018, the property and all improvements on the property revert to the City.

Attached is a copy of the Purchase Agreement – Amended which amends the date by which the property is to be rezoned and also amends the date of the closing. This amended agreement has been signed by the Developer.

Minnesota Statutes do not require cities to hold public hearings on the proposed sale of city-owned real estate. Also pursuant to Minnesota Statutes, the sale of city-owned real estate is not subject to the State's competitive bidding laws.

Section 8.02 of the City's Charter states that "no real property of the City shall be disposed of except by ordinance".

Ordinance No. 160, 2nd Series (to approve the sale of the above property to the Developer for the construction of a 46-unit apartment building) was presented to the City Council on December 6, 2016, for the first reading. The second reading on that ordinance has not been held. Since that time, numerous other events have occurred which have caused changes in the closing date, etc. For that reason, Ordinance No. 160, 2nd Series has been amended and is now titled "Ordinance No. 160, 2nd Series – As Amended". Attached is the proposed Ordinance No. 160, 2nd Series – As Amended. This Ordinance will require two readings by the City Council.

The first reading of Ordinance No. 160, 2nd Series – As Amended is scheduled for February 21, 2017.

Requested Action for February 21st:

1. Consider the first reading of Ordinance No. 160, 2nd Series – As Amended.
2. Consider the second reading of Ordinance No. 160, 2nd Series – As Amended on March 7th.

Respectfully submitted,



Drew Hage, EDA Executive Director

Attachments: Purchase Agreement – Amended and Ordinance No. 160, 2nd Series – As Amended.

PURCHASE AGREEMENT - AMENDED

Dated: December 1, 2016

1. **PARTIES:** This Purchase Agreement ("Purchase Agreement") is made by and between the CITY OF WINDOM, MINNESOTA, a Minnesota municipal corporation, (hereinafter "Seller") and MICK CONSTRUCTION, INC., a Minnesota business corporation, of 2357 Graniteview Road, Waite Park, Minnesota 56387, (hereinafter **Buyer**).
2. **OFFER/ACCEPTANCE:** Seller hereby accepts Buyer's offer to purchase the real estate described below ("Real Estate") based on the terms and conditions expressed in this Purchase Agreement.

Property Address: 1685 North Redding Avenue, Windom, MN 56101

Tax Parcel ID No.: 25-839-0015

Legal Description: Lot 2, Block 1 of the Windom Industrial Park Subdivision to the City of Windom, Cottonwood County, Minnesota.
3. **PRICE/PAYMENT TERMS:** The purchase price for the Real Estate is One Dollar (\$1.00), which Buyer shall pay in cash on the date of closing.

The sale of the Real Estate is contingent on City Council approval of rezoning of the Real Estate from I-1 "Light Industrial" to R-3 "Multi-Family" on or before March 16, 2017.
4. **CLOSING DATE/BUYER'S POSSESSION DATE:** The closing shall occur on or before March 30, 2017. Buyer shall receive possession of the Real Estate on the date of closing.
5. **LEASE OF PROPERTY:** The Seller shall have the right to use the Real Estate for parking purposes until the Buyer starts construction of the apartment complex. Said lease shall be at no cost to the Seller.
6. **"AS IS":** The Real Estate is being purchased "**AS IS AND WITH ALL FAULTS**". Seller is not making any written, oral, express, implied, or fitness for a particular purpose warranties. Any warranties which were made prior to signing this Purchase Agreement are void.
7. **EASEMENT:** The Seller has advised that the City's Water Treatment Plant located at 10 16th Street may be expanded or may need repairs in the future. As a further condition for the sale of this lot, the Buyer agrees to grant a 20-foot construction easement to the City of Windom along the South property line of Lot 2, Block 1. This easement is granted for the purpose of access for the City of Windom and its contractors to the property at 10 16th Street. Buyer shall sign the document which grants the City of

Windom this easement on the date of closing. Seller shall be responsible to draft and record the easement.

8. **SETBACK REQUIREMENT:** As a further condition for the sale of this lot, the Buyer agrees that a separation should be established between the apartment building's wastewater infrastructure and the water storage at the City's Water Treatment Plant located at 10 16th Street. For purposes of this separation, the Buyer agrees not to install any wastewater infrastructure on or under the South 30 feet of Lot 2, Block 1. Normal setback requirements also apply.
9. **DISCLOSURE:** Seller is not obligated to disclose any material facts of which is Seller is aware that could adversely and significantly affect the Buyer's use or enjoyment of the Real Estate or any intended use of the Real Estate, other than those disclosure requirements created by any other law. Seller is not obligated to update Buyer on any changes made to material facts of which Seller is aware that could adversely and significantly affect the Buyer's use or enjoyment of the Real Estate or any intended use of the Real Estate that occurred other than those disclosure requirements created by any other Law.
10. **DEED/MARKETABLE TITLE:** Upon performance by Buyer, Seller shall fully execute and deliver to Buyer a warranty deed, which conveys marketable title to the Real Estate, subject to the following:
 - a. Building and zoning laws, ordinances, federal and state regulations;
 - b. Restrictions relating to the use or improvements of the property without effective forfeiture provisions;
 - c. Reservation of any mineral rights by the State of Minnesota;
 - d. Utility easements, ingress easements, egress easements, and drainage easements, which do not interfere with existing improvements.

Buyer acknowledges that the Warranty Deed, which transfers title of the Real Estate, will contain the following reversionary language:

"If Buyer fails to obtain a Certificate of Occupancy for the 46-unit apartment building by December 1, 2018, per the plans and specifications which Buyer has provided to Seller, then all right, title, and interest in the Real Estate, as well as all buildings, structures, fixtures, and other improvements located on the Real Estate, shall revert to Seller and shall be deemed Seller's sole and exclusive property. If title of the Real Estate and all buildings, structures, fixtures, and improvements revert to Seller, Buyer shall not receive any compensation for the Real Estate, or any buildings, structures, fixtures and improvements located on the Real Estate.

- 11. REAL ESTATE TAXES:** This has been a publicly owned lot, so no real estate taxes and special assessments are outstanding. After the property has been conveyed to the Buyer, it will be subject to real estate taxes. Buyer shall pay all of the real estate taxes and special assessments from the date of closing and thereafter.
- 12. SPECIAL ASSESSMENTS:** Buyer shall assume and pay for all levied and pending special assessments.
- 13. RISK OF LOSS:** If there is any loss or damage to the property between the date hereof, and the date of closing for any reason, including fire, vandalism, flood, earthquake or act of God, the risk of loss shall be on Seller.
- 14. EXAMINATION OF TITLE:** Within a reasonable time after this Purchase Agreement has been signed by all parties, Seller shall furnish Buyer with an updated Abstract of Title. The updated Abstract of Title shall include all searches covering bankruptcies, state and federal judgments, and federal and state tax liens.

Buyer shall have fourteen (14) calendar days from the date Buyer receives the abstract to examine the abstract and make any title objections. If Buyer makes any title objections, they shall be stated in writing and shall be sent to Seller within fourteen (14) calendar days after the date Buyer receives the abstract. Buyer's title objections must be in writing or they will be waived. In addition, Buyer's title objections must be made within 14 calendar days from the date Buyer received the Abstract or they will be waived.

If Buyer makes any objections to title, Seller shall have fourteen (14) calendar days from the date Seller received Buyer's written title objections to notify Buyer whether or not Seller is going to correct Buyer's title objections. Seller shall have the sole and exclusive right to determine whether or not Seller is going to correct Buyer's title objections.

If Seller decides to correct Buyer's title objections, then Seller shall have 120 calendar days to correct all of Buyer's title objections. The 120 calendar days shall start to run on the date Seller gives Buyer notice that they intend to correct Buyer's title objections. Any payments required by Buyer under this Purchase Agreement shall be postponed pending correction of title. However, this transaction shall close within 14 calendar days after title has been corrected.

If Seller gives Buyer notice within said 14 calendar days that they are not going to correct Buyer's title objections, then this Purchase Agreement shall become null and void at the option of either party; neither party shall be liable for damages hereunder, and the earnest money shall be returned to Buyer.

If Seller does not give Buyer any notice within said 14 calendar days after receiving Buyer's written title objections, then this Purchase Agreement shall become null and void at the option of either party; neither party shall be liable for damages hereunder, and the earnest money shall be returned to Buyer.

If Seller gives timely notice that they are going to correct Buyer's title objections, but title is not corrected within said 120 calendar days, then this Purchase Agreement shall become null and void at the option of either party, neither party shall be liable for damages hereunder, and the earnest money shall be returned to Buyer.

- 15. WELL DISCLOSURE:** Seller hereby discloses that there are no wells located on the Real Estate.
- 16. SEPTIC SYSTEM DISCLOSURE:** Seller hereby discloses that there are no Sub-Surface Sewage Treatment Systems located on the Real Estate. The Real Estate is connected to a municipal wastewater treatment system.
- 17. TIME IS OF THE ESSENCE:** With regard to all dates and time periods set forth or referred to in this Purchase Agreement, time is of the essence.
- 18. NO ASSIGNMENT:** Buyer shall not assign this Purchase Agreement (or any interest in this Purchase Agreement) without the written consent of Seller. Any total or partial assignment without Seller's written permission shall be null and void.
- 19. AGREEMENT BINDING ON SUCCESSORS AND ASSIGNS:** All terms and conditions of this Purchase Agreement shall be binding upon and inure to benefit of the parties hereto, and their respective successors and/or assigns. However notwithstanding any other terms and conditions of this Purchase Agreement to the contrary, the provisions of this paragraph shall in no way alter the requirement that Buyer cannot assign all or any portion of this Purchase Agreement without the prior written consent of Seller.
- 20. MERGER LANGUAGE:** This Purchase Agreement, and all attachments hereto, constitute the entire agreement of the parties, with respect to the subject matter hereof, and all prior correspondence, memoranda, agreements, and understandings, (whether written or oral) with respect hereto, are merged into this document.
- 21. PARAGRAPH HEADINGS:** The paragraph headings are for convenience only. They are not part of this Purchase Agreement and shall not be used in the construction thereof.
- 22. AMENDMENT.** No amendment, modification, or alteration of the terms hereof, shall be binding, unless the same are in writing, dated subsequent to the date hereof, and duly executed by the parties hereto.
- 23. PURCHASE AGREEMENT TO SURVIVE DELIVERY OF WARRANTY DEED:** All terms and conditions of this entire Purchase Agreement (and all attachments and addendum) shall survive the delivery of the Warranty Deed to Buyer.
- 24. VIOLATIONS OF PURCHASE AGREEMENT:** Any breach of any term(s) or condition(s) of this Purchase Agreement shall be considered a material breach of this Purchase Agreement.

25. GOVERNING LAW, JURISDICTION, AND VENUE: This entire Purchase Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota.

Seller and Buyer agree that the Cottonwood County, Minnesota, District Court shall have exclusive personal jurisdiction over both Seller and Buyer for all legal actions and disputes which arise out of this Purchase Agreement. Seller and Buyer further agree that the sole venue for any legal actions or disputes which arise out of this Purchase Agreement shall be the Cottonwood County, Minnesota, District Court.

26. COUNTERPARTS: This Purchase Agreement may be executed in counterparts (including by means of telecopied, email, facsimile or PDF email signature pages), any one of which need not contain the signatures of more than one party, but all such counterparts taken together will constitute one and the same Purchase Agreement.

The sale of the Real Estate for the price, terms and conditions set forth above was approved by the Windom City Council on _____ (Resolution No. _____).

CITY OF WINDOM, MINNESOTA

Dated: _____

By _____
Dominic Jones, Mayor

Dated: _____

By _____
Steven Nasby, City Administrator

I agree to purchase the Real Estate for the price, terms and conditions set forth above.

MICK CONSTRUCTION, INC.

Dated: 2-16-17

By 
Name: Terrence J. Mick
Title: President



City of Windom Staff Report

To: Mayor and Windom City Council
From: Drew Hage, EDA Executive Director
Council Meeting Date: February 21, 2017
Item Title/Subject: **Market Rate Agreement – Mick Construction, Inc.**

Background: Mick Construction Inc. is proposing to build a 46-unit apartment building. There will be 5 singles, 35 doubles, and 6 triples. The square footage of the building is 57,828. The proposed lot is located at 1685 North Redding Avenue.

Market Rate Agreement: A proposed Market Rate Agreement for 1685 North Redding Avenue has been prepared, reviewed by the City Attorney, and signed by the Developer. “*Market Rate Apartments*” shall be defined as apartments that are rented to tenants at market rate. There is no reduction in the rental rate based on a tenant’s income or ability to pay and there is no subsidy of rent paid by any entity.

Note: One of the requirements of the DEED Workforce Housing Grant would have been a copy of the contract between the City and the property owner requiring the project to remain a market rate residential property, as previously defined, for at least 15 years. The City’s Market Rate Agreement is for 20 years.

After approval and signatures, the Agreement would be recorded at the time of the recording of the documents conveying the property to the Developer.

Attachment: A copy of the “Agreement to Maintain Operations as Market Rate Apartments”.

Requested Action: Approve the Agreement to Maintain Operations as Market Rate Apartments and authorize execution of this Agreement by the Mayor and the City Administrator.

Respectfully submitted,

Drew Hage, EDA Executive Director

Attachment

AGREEMENT TO MAINTAIN OPERATIONS AS MARKET RATE APARTMENTS

Dated: February 4, 2017

This Agreement is made by and between the CITY OF WINDOM, MINNESOTA, a Minnesota municipal corporation, (hereinafter "CITY") and MICK CONSTRUCTION, INC., a Minnesota business corporation, of 2357 Graniteview Road, Waite Park, Minnesota 56387, (hereinafter "DEVELOPER").

WITNESSETH:

WHEREAS, **DEVELOPER** submitted a Purchase Agreement dated December 1, 2016, to **CITY** for the purchase of the following "Real Estate":

Property Address: 1685 North Redding Avenue, Windom, MN 56101

Tax Parcel ID No.: 25-839-0015

Legal Description: Lot 2, Block 1 of the Windom Industrial Park Subdivision to the City of Windom, Cottonwood County, Minnesota; and

WHEREAS, on February 21, 2017, the City Council of the City of Windom, Minnesota, adopted Ordinance No. 160, 2nd Series approving the sale of the above Real Estate to the **DEVELOPER** and approving the terms of the Purchase Agreement between the parties; and

WHEREAS, pursuant to the Purchase Agreement, the closing on this transaction is to occur on or before February 27, 2017; and

WHEREAS, after closing on the purchase of the Real Estate, **DEVELOPER** plans to construct a 46-unit apartment building on the Real Estate; and

WHEREAS, as a condition of the sale of the property, **CITY** requires that the apartment building to be constructed on the Real Estate be maintained as a "market rate" apartment building for a specified period of time; and

WHEREAS, the parties wish to set forth their agreement concerning the status of the proposed apartment building as a market rate building.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOW:

1. **DEFINITIONS:** For purposes of this Agreement, the following terms used in this Agreement shall have the following definitions.

"Market Rate Apartments" shall be defined as apartments that are rented to tenants at market rate. There is no reduction in the rental rate based on a tenant's income or ability to pay and there is no subsidy of rent paid by any entity.

“Occupancy” shall be defined as and shall begin on the date that the Certificate of Occupancy for the building has been issued by the Windom Building & Zoning Official.

2. **MARKET RATE BUILDING.** The apartment building constructed on the above-described Real Estate shall be maintained as a market rate apartment building and the units rented as market rate apartments during the first twenty (20) years after occupancy of the building.

3. **NO ASSIGNMENT.** Pursuant to the Purchase Agreement between the parties, the **DEVELOPER** shall not assign the Purchase Agreement (or any interest in the Purchase Agreement or in the Real Estate) without the written consent of **CITY**. Any total or partial assignment without **CITY**'s written permission shall be null and void.

4. **AGREEMENT BINDING ON SUCCESSORS AND ASSIGNS:** All terms and conditions of this Agreement to Maintain Operations as Market Rate Apartments shall be binding upon and inure to benefit of the parties hereto, and their respective successors and/or assigns. However notwithstanding any other terms and conditions of the Purchase Agreement between the parties to the contrary, the provisions of this paragraph shall in no way alter the requirement that **DEVELOPER** cannot assign all or any portion of the Purchase Agreement without the prior written consent of **CITY**.

5. **DEFAULT:** If the **DEVELOPER** (or any successor or assign) does not maintain the apartment building as an apartment building and does not maintain operations of the apartments in the building as market rate apartments for twenty (20) years from the date of occupancy, the **DEVELOPER** (or any successor or assign) shall be required to pay back to the **CITY** any and all abatements that were granted to the property plus the sum of \$250,000 which was the valuation established for the property prior to its sale to the **DEVELOPER**.

6. **REVERSIONARY CLAUSE:** If the **DEVELOPER** fails to obtain a Certificate of Occupancy for a 46-unit apartment building by December 1, 2018, per the plans and specifications which **DEVELOPER** has provided to **CITY**, then all right, title, and interest in the Real Estate, as well as all buildings, structures, fixtures, and other improvements located on the Real Estate, shall revert to **CITY** and shall be deemed **CITY**'s sole and exclusive property. If title of the Real Estate and all buildings, structures, fixtures, and improvements revert to **CITY**, the **DEVELOPER** shall not receive any compensation for the Real Estate, or any buildings, structures, fixtures and improvements located on the Real Estate.

7. **AMENDMENT:** No amendment, modification, or alteration of the terms hereof, shall be binding, unless the same are in writing, dated subsequent to the date hereof, and duly executed by the parties hereto.

8. **AGREEMENT TO SURVIVE DELIVERY OF WARRANTY DEED:** All terms and conditions of this Agreement shall survive the delivery of the Warranty Deed to **DEVELOPER**.

CITY OF WINDOM, MINNESOTA

Dated: _____

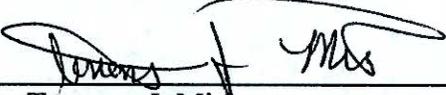
By _____
Dominic Jones, Mayor

Dated: _____

By _____
Steven Nasby, City Administrator

MICK CONSTRUCTION, INC.

Dated: 2-4-17

By  _____
Name: Terrence J. Mick
Title: President



City of Windom Staff Report

To: Mayor and Windom City Council
From: Drew Hage, EDA Executive Director
Council Meeting Date: February 21, 2017
Item Title/Subject: Residential Tax Abatement Request – Mick Construction, Inc.

Background: Resolution #2016-72 approved the guidelines and participation by the City of Windom in the Cottonwood County Home Initiative Program for tax abatement on new residential construction.

Intent: The purpose of the Cottonwood County Home Initiative Program is to provide incentives in Cottonwood County to encourage the construction of new owner-occupied and rental residential housing units, encourage replacement of dilapidated housing structures, and increase future tax revenues in Cottonwood County.

Project: Mick Construction, Inc. is proposing to build a 46-unit apartment building. There will be 5 singles, 35 doubles, and 6 triples. The square footage of the building is 57,828.

Estimated Tax Abatement: Based on the Estimated Market Value of \$4.5 Million, the estimated tax abatement would \$370,600. The City of Windom's tax abatement is approximately \$50,064 a year. Cottonwood County's tax abatement is approximately \$18,556 a year. Windom Public School's tax abatement is approximately \$5,500 a year. (These figures are using 2016 tax rates. The estimated market value is an estimate, since the building has not been built).

Attachments: Letter requesting the abatement, legal description of the property, site plan, and construction plans and timeline.

Requested Action: Call for a public hearing to be held on March 7, 2017, regarding the requested tax abatement for Mick Construction, Inc.

Respectfully submitted,

Drew Hage, EDA Executive Director

Attachments

and based on 2016 tax rates, the estimated tax abatement for this property would \$370,600. This abatement amount is comprised of estimated tax abatements by the City of Windom of approximately \$50,064 a year, by Cottonwood County of approximately \$18,556 a year, and by the Windom Public School of approximately \$5,500 a year. (These figures were calculated using 2016 tax rates. The market value for the project is only an estimate, since the building has not been constructed and the tax rates for the three taxing authorities will change each year.)

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

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

1. Public Hearing. A public hearing to consider the proposed tax abatement, as set forth above, shall be held on Tuesday, March 7, 2017, in the Windom City Hall Council Chambers during the regular City Council Meeting which begins at 7:30 p.m.

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

Adopted by the City Council this 21st day of February, 2017.

Dominic Jones, Mayor

Attest: _____
Steve Nasby, City Administrator

Date: February 17, 2016

Drew Hage, Executive Director
Economic Development Authority of Windom
444 9th Street, P.O. Box 38
Windom, Minnesota 56101

Dear Drew:

As part of the Cottonwood County Home Initiative I am proposing to build a multi-family housing project at 1685 North Redding Avenue. Attached please find property site map and construction plans for the new build. This request is being made under the provisions of the Cottonwood County Home Initiative. We are planning to start construction soon.

My Cottonwood County Home Initiative application includes:

- A letter requesting abatement
- Legal description of the property
- A site plan and construction plans for the proposed project
- I will submit a copy of the building permit to the Windom EDA once received.

Further building details will be included in the actual building permit. If you have any questions, or need additional information, please contact me.

Sincerely,



Builder - *mcb construction inc.*
Current Address: *2357 Graniteview Rd Waite Park, MN 56387*
Phone Number: *320-422-2701 cell 320-253-2183 office*

DESCRIPTION OF THE PROPERTY FOR PROPOSED TAX ABATEMENT

Parcel #: 25-839-0015

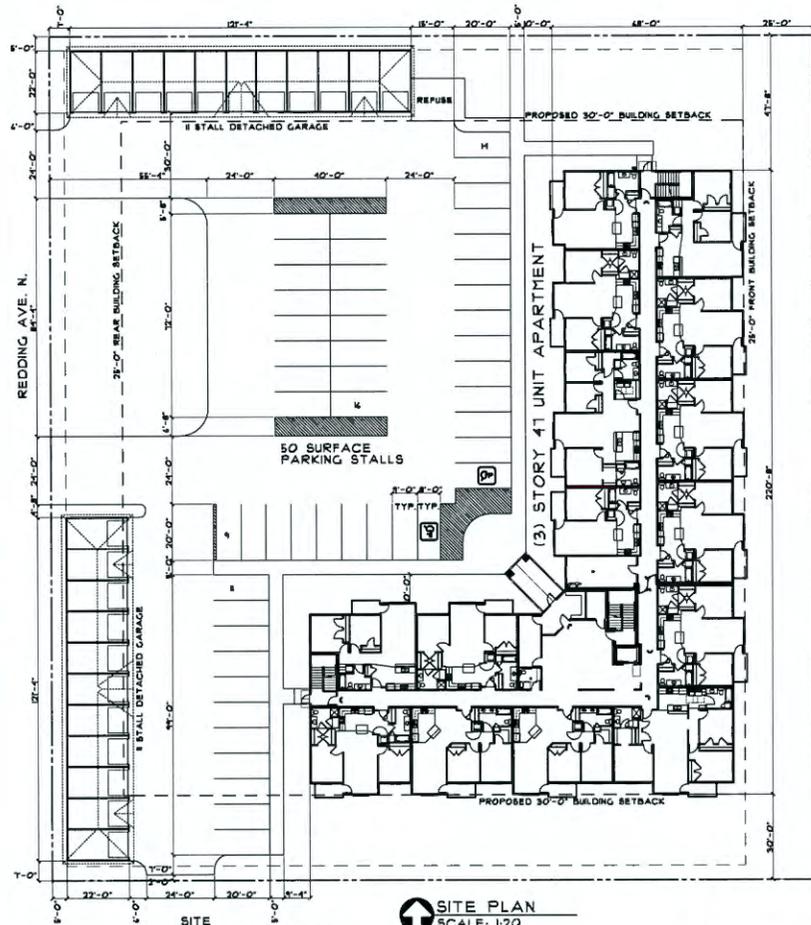
Address of Property: 1685 North Redding Avenue, Windom, Minnesota

Legal Description of Property: Lot 2, Block 1 of Windom Industrial Park Subdivision to the City of Windom, Cottonwood County, Minnesota.

UNIT MIX				
BDRMS./BATH	FIRST	SECOND	THIRD	TOTAL
1 BED/1 BATH	2	1	2	5
2 BED/1 BATH	4	4	4	12
2 BED/2 BATH	7	8	8	23
3 BED/2 BATH	2	2	2	6
				46

BLDG. S.F. = 57,828 S.F.

ONE "TYPE A" ACCESSIBLE UNIT WILL BE REQUIRED IN THIS BUILDING
THE REST OF THE UNITS WILL BE "TYPE B" ACCESSIBLE



SITE
AREA = 80,941.18 S.F.
MINIMUM LOT
AREA = 80,250 S.F.
BUILDING FOOTPRINT
AREA = 24,614 S.F.
LOT COVERAGE = 30%

▲ SITE PLAN
SCALE: 1:20

46 UNITS X 15 PARKING STALLS = 69 REQUIRED
SHOWN: 12 TOTAL
22 GARAGE STALLS
50 SURFACE STALLS

PROPOSED:
APARTMENT
BUILDING
WINDOW, MN

2351 GRANITE VIEW ROAD
WANTED PARK, MN
PHONE: 320-253-3183

MICK
CONSTRUCTION,
INC.

2351 GRANITE VIEW ROAD
WANTED PARK, MN
PHONE: 320-253-3183

COLE GROUP
ARCHITECTS LLC
111 NORTH 1ST AVE
MINNEAPOLIS, MN 55401
PHONE: 612-338-1111

DATE: 11/15/18
SCALE: 1/8" = 1'-0"

1
OF 6

Date: February 17, 2016

Drew Hage, Executive Director
Economic Development Authority of Windom
444 9th Street, P.O. Box 38
Windom, Minnesota 56101

Dear Drew:

As part of the Cottonwood County Home Initiative I am proposing to build a multi-family housing project at 1685 North Redding Avenue. Below is the construction plans and timeline for proposed multi-family.

Construction Plans

Mick Construction Inc. is proposing to build a 46 unit apartment building. There will be 5 singles, 35 doubles, and 6 triples. The square footage of the building is 57,828.

Timeline

Mick Construction Inc. is proposing the following timeline:

- Submit Building Permit Request – Date: May, 2017
- Groundbreaking – Date: May, 2017
- Estimated Completion Date: 6 months

Sincerely,



Developer Mick construction Inc.

Current Address: 2357 Graniteview Rd. Waukegan, MN. 56387

Phone Number: 320-420-2701 cell 320-253-2183 office

Memo

To: Windom City Council
From: Brent Brown
cc: Park and Recreation Commission
Date: February 16, 2017
Re: Surplus of Street and Parks Department Equipment

The Street/Parks Departments are asking to surplus and call for bids on the following equipment:

6 old 5 tier bleachers
3 Picnic tables
Old Frisbee golf goals
3 rolls of AstroTurf
2 horse swings
3000W generator (Not Running)
4 Truck/Trailer tires
2 loader tires
Push mower
Weed trimmer
Street sweeper brooms
Street Signs
2 natural gas heaters
Miscellaneous bikes, swings
Sincerely
Brent Brown



***Housing & Redevelopment Authority of Windom
605 Tenth Street
Windom MN 56101***



507-831-1016

Fax- 507-831-3970

Email: swmnhraed@gmail.com

February 9, 2017

To: Mayor Dominic Jones

RE: Windom Housing & Redevelopment Authority Board of Directors

Unfortunately, the Housing & Redevelopment Authority lost a valued member of our board when Pat Tepley passed away in December of 2016. We have since been working through our process to find a resident to replace her for that position. We would respectfully request the appointment of Dave Olson, resident of our programs, to the Housing & Redevelopment Authority's Board of Commissioners. He will be finishing Pat's term so I've also attached the updates that we have requested be approve so they can be completed at the same time.

Please don't hesitate to contact me with any questions or additional information you may need.

Thank you for your anticipated assistance and we look forward to hearing from you.

Sincerely,

DeeAnna Peterson

Executive Director
Windom HRA

Windom HRA Board of Commissioners:

Chairperson:

Frank Dorpinghaus, 1524 Fifth Avenue, Windom MN 56101; expires 12/31/2018

Vice Chairperson:

Linda Jaakola; 1308 Third Avenue, Windom MN 56101; expires 12/31/2021

Secretary:

Margaret McDonald, 906 Forth Avenue, Suite 11, Windom MN 56101; expires 12/31/2019

Commissioner:

Pamela Dobson, 784 Highland Road, Windom MN 56101; expires 12/31/2020

Resident Commissioner:

Dave Olson, 605 Tenth Street, Apartment 310, Windom MN 56101; expires 12/31/2017

**BY-LAWS OF THE HOUSING
AND REDEVELOPMENT AUTHORITY
OF WINDOM, MINNESOTA**

ARTICLE I – THE AUTHORITY

Section 1. Name of the Authority. The name of the Authority shall be the “Housing and Redevelopment Authority of Windom, Minnesota”. Other names accepted to be used shall include: Windom Housing and Redevelopment Authority and Windom HRA.

Section 2. Seal of Authority. The seal of the Authority shall be in the form of a circle and shall bear the name of the Authority and the year of its organization.

Section 3. Office of Authority. The offices of the Authority shall be at the Riverview Apartments at 605 Tenth Street in the City of Windom, State of Minnesota, but the Authority may hold its meetings at such other place or places as it may designate by resolution.

ARTICLE II – BOARD OF COMMISSIONERS

Section 1. Number; Qualification. The business and affairs of the Authority shall be managed under the direction of a Board of five (5) Commissioners. Commissioners shall be appointed by the Mayor and approved by the City Council. Every effort will be made to have one board member chosen in compliance with HRA policy for selection of a resident board member as per 24 CFR 964 Section 2(b) of QHWRA of 1998.

Section 2. Term. Each Commissioner shall serve for a term of five (5) years, which term may be renewed at its expiration. A Commissioner shall hold office until a successor is appointed and has qualified or until the earlier of death, disability, resignation, or disqualification of the Commissioner.

Section 3. Vacancies. A vacancy shall result from the death, disability, resignation, or disqualification of a Commissioner. Conditions for disqualification shall include unexcused

absence from more than three consecutive Board meetings, criminal convictions, malfeasance in office, or dereliction of duty. Vacancies may be declared and filled by the affirmative vote of a majority of the remaining Commissioners, subject to the approval of the Mayor.

Section 4. Excused Absences. An excused absence from properly authorized meetings defined in Article IV may be granted by action of the Board of Commissioners. Prior notification of an excused absence shall be delivered to the Board Chair, Executive Director, or other administrative staff.

Section 5. Acts of Board. Except as otherwise required by law and provided a quorum is in attendance, the Board shall take action by the affirmative vote of a majority of the Commissioners present at a duly held meeting. Commissioners are not authorized to act on behalf of the whole or representing the whole without the discussion and approval of the majority of the vote.

ARTICLE III – OFFICERS

Section 1. Officers. The officers of the Authority shall be a Chairman, a Vice-Chairman, a Secretary, and two additional at large commissioners.

Section 2. Chairman. The Chairman shall preside at all meetings of the Authority. Except as otherwise authorized by resolution of the Authority, the Chairman shall sign all contracts, deeds and other instruments made by the Authority. At each meeting the Chairman shall submit such recommendations and information as he/she may consider proper concerning the business, affairs and policies of the Authority.

Section 3. Vice-Chairman. The Vice-Chairman shall perform the duties of the Chairman in the absence or incapacity of the Chairman; and in case of the resignation or death of the

Chairman, the Vice-Chairman shall perform such duties as are imposed on the Chairman until such time as the Board shall select a new Chairman.

Section 4. Secretary. The Secretary shall perform the duties of a Secretary for the Authority, especially in the absence of the Executive Director.

Section 5. Executive Director. The Authority shall employ an Executive Director who shall have general supervision over the administration of its business and affairs, subject to the direction of the office of Housing and Urban Development and the Board of Directors. He/She shall be charged with the management of the housing projects of Authority.

As assistant to the Secretary, the Executive Director in his/her own name and title shall keep the records of the Authority, shall act as Secretary of the meetings of the Authority, record all votes, shall keep the Minutes of the Authority in a journal of proceedings to be kept for such purpose, and shall perform all duties incident to his/her office. He/She shall keep in safe custody the seal of the authority and shall have power to affix such seal to all contracts and instruments authorized to be executed by the Authority.

He/She shall have the care and custody of all funds of the Authority and shall deposit the same in the name of the Authority in such bank or banks as the Authority may select. The Board will have not less than two and not more than three approved signers (in addition to the Executive Director) whom shall be allowed to sign checks. Except as otherwise authorized by resolution of the Authority, all checks shall be signed by 2 approved parties. He/She shall keep regular books of accounts showing receipts and expenditures and shall render to the Authority at each regular meeting (or more often when requested), an account of his/her transactions and also of the financial condition of the Authority. He/She shall give such bond for the faithful performance of his duties as the Authority may determine.

The Authority shall approve the compensation of the Executive Director.

Section 6. Additional Duties. The officers of the Authority shall perform such other duties and functions as may from time to time be required by the Authority or the bylaws or rules and regulations of the Authority.

Section 7. Election or Appointment. The first Chairman shall, pursuant to his appointment, serve in the capacity of Chairman until the expiration of his term of office as Commissioner. The Vice-Chairman, Secretary and, except in the case of the First Chairman, the Chairman shall be elected at the annual meeting of the Authority from among the Commissioners of the Authority, and shall hold office for one year or until their successors are elected and qualified.

The Executive Director shall be appointed by the Authority. Any person appointed to fill the office of Executive Director, or any vacancy therein, shall have such term as the Authority fixes, but no Commissioner of the Authority shall be eligible to this office.

Section 8. Vacancies. Should the office of Chairman, Vice-Chairman or Secretary become vacant, the Authority shall elect a successor from its membership at the next regular meeting, and such election shall be for the unexpired term of said office. When the office of Executive Director becomes vacant, the Authority shall appoint a successor, as aforesaid.

Section 9. Additional Personnel. The Authority may from time to time employ such personnel, as it deems necessary to exercise its powers, duties and functions as prescribed by the Municipal Housing and Redevelopment Law of Minnesota applicable thereto. The selection and compensation of such personnel shall be determined by the Executive Director and approved by the Board of Directors subject to the laws of the State of Minnesota and Federal Davis-Bacon Wage Requirements.

ARTICLE IV – MEETINGS

Section 1. Annual Meeting. The annual meeting of the Authority shall be held on the 2nd Wednesday of each January at the regular meeting place of the Authority or any special place as designated by the Authority and posted in the normal posting area.

Section 2. Regular Meetings. Monthly meetings shall be held in the Riverview Apartments Community Room on the 2nd Wednesday of each of the following months: January, March, May, July, September and November of each year. Monthly meetings shall be held in the Hillside Manor Apartments Community Room on the 2nd Wednesday of each of the following months: February, April, June, August, October and December of each year. Meetings shall begin at 4:00 p.m. at both locations unless another place, day and/or time is designated by the Board and posted not less than 72 hours prior to said regular meeting. Should the 2nd Wednesday fall on a legal holiday, said meeting shall be held on the next succeeding secular day.

Section 3. Special Meetings. Special meetings of the Authority may be called by the Chairman, or two members of the Board for the purpose of transacting any business designated in the call. The call for a special meeting may be posted and delivered at any time not less than 72 hours prior to the time of the proposed meeting to each member of the Board. At such special meeting no business shall be considered other than as designated in the call, but if all of the members of the Board are present at a special meeting, any and all business may be transacted at such special meeting.

Section 4. Emergency Meetings. Emergency meetings of the Authority may be called only for those instances allowed by Minnesota State Statute (Section 13D.04, subdivision 3) where circumstances will not permit the public body to wait three days to give notice. Posted and published notice are not required.

Section 5. Quorum. The powers of the Authority shall be vested in the Commissioners thereof in office from time to time. Three Commissioners shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposes, but a smaller number may adjourn from time to time until a quorum is obtained. When a quorum is in attendance, action may be taken by the Board upon a vote of a majority of the Commissioners present.

Section 6. Records. All meeting minutes and resolutions shall be kept in the journal of the proceedings of the Authority and shall be in writing and signed by the Chairman of the Board.

Section 7. Manner of Voting. The voting on all decisions coming before the Authority shall be by group vote. Only the nays shall be entered upon the Minutes of the Authority, otherwise the resolution is agreed upon unanimously.

ARTICLE V – AMENDMENTS

Amendments to Bylaws. The bylaws of the Authority shall be amended only with the approval of at least three of the members of the Authority at a regular or a special meeting.

Revised and Approved – July 15, 2004

Revised and Approved – February 5, 2014

MEMORANDUM



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

TO: City Council
FROM: Mayor Dominic Jones
DATE: February 15, 2017
RE: Capital Finance Committee

As you may recall, I brought up the idea of creating a new ad hoc committee to assist the City with discussions and ideas for financing large capital projects. At this time, I am requesting the City Council's consideration of creating this ad hoc committee and appointing initial members.

An outline of the role and purpose of the committee is attached for your review. Please note this is a draft document and one of the first items of business for his committee will be to help define its role and provide that information back to the City Council.

Also, please consider the following for appointments to the committee:

Shelby Medina	Windom Area Hospital
Howard Davis	Parks & Recreation Commission Rep
Jim Garrison	Windom School Boar Rep
Tom White	Business Rep
Vacant	Business Rep
Paul Johnson	City Council Rep
Marv Grunig	City Council Rep
Dominic Jones	Non-voting liaison

The committee will be staffed by Steve Nasby, City Administrator and Denise Nichols, Finance & Information Analyst, along with other City employees periodically as needed.

Capital Projects Finance Committee

Mission Statement:

The presence of a fully engaged Capital Finance Committee is a strong indication that the City of Windom is committed to good financial stewardship and is actively building and preserving the financial resources necessary to support the success of the City of Windom, both for the short term and the long term.

2007 Elizabeth Hamilton Foley Adopted from an article originally published in The Voice of Chorus America

Membership of the Committee:

This Committee will be comprised of citizens representing Boards\Commissions, members of the general public and City Council members.

Role of the Committee:

Although the City Council carries overall fiduciary responsibility for the City of Windom, the role of the Capital Finance Committee is to provide financial planning and funding solutions to the Council for proposed and future capital improvement projects. Focus of the Committee's primary efforts will be on public facilities such as the Arena, Library, Pool, Community Center, City Hall and Parks\Recreation. Discussions on other City Capital expenditures such as streets, economic development and enterprise funds may also be provided to the applicable Boards\Commissions and to City Council.

Outline of Responsibilities:

1. Develop a Capital Improvement project list and suggested priorities.
2. Research funding opportunities such as, but not limited to, state\local and private grants, demonstration projects, fundraising and State bonding.
3. Acknowledge and present information related to on-going operational and maintenance expenses and how to cover these costs.
4. Recommend the capital improvement items to the City Council.
5. Monitor adherence to the Capital Improvement budget

6. Set long-range Capital Improvement goals along with funding strategies to achieve them.
7. Develop multi-year Capital Improvement budgets that integrate strategic plan objectives and initiatives
8. Present Capital Improvement goals and proposals to the City Council for review, discussion and approval.

An effective Capital Finance Committee will require City Staff and guest presenters to provide information and/or highly contextual reports clearly communicating project information as well as the City's financial and cash position and its adherence to its current budget.

DRAFT



Windom, MN

Expense Approval Report By Fund

Payment Dates 02/03/2017 - 02/15/2017

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL					
GREEN GODDESS	20170214	02/14/2017	REFUND - STATEMENT CREDIT	100-20191	1.39
CHRISPAS OMWEGA	20170214	02/14/2017	REFUND - STATEMENT CREDIT	100-20191	27.10
JOSH GRIMES	20170214	02/14/2017	REFUND - STATEMENT CREDIT	100-20191	83.16
ELEANOR SARTWELL	20170214	02/14/2017	REFUND - STATEMENT CREDIT	100-20191	2.93
KAREN HUNTER	20170214	02/14/2017	REFUND - STATEMENT CREDIT	100-20191	3.87
HARVEY NERNESS	20170215	02/15/2017	REFUND - STATEMENT CREDIT	100-20191	54.12
RIVER'S EDGE REALTY	20170215	02/15/2017	REFUND - STATEMENT CREDIT	100-20191	7.09
MN REVENUE	20170210	02/15/2017	SALES TAX - JAN 2017	100-20202	11.21
MN REVENUE	20170210	02/15/2017	SALES TAX - JAN 2017	100-20202	20,150.04
MN REVENUE	20170210	02/15/2017	SALES TAX - JAN 2017	100-20202	8,626.34
					28,967.25
Activity: 41110 - Mayor & Council					
SCHRAMMEL LAW OFFICE	20170201	02/15/2017	LEGAL FEES - MAYOR & COUN	100-41110-304	240.00
			Activity 41110 - Mayor & Council Total:		240.00
Activity: 41310 - Administration					
BLUE CROSS/BLUE SHIELD	2017-01	02/06/2017	EAP SERVICES -	100-41310-131	20.38
US BANK	20170120	02/07/2017	#8263 CR CARD- 2016 STAPLE	100-41310-200	427.46
US BANK	20170120	02/07/2017	#8263 CR CARD- AMAZON	100-41310-200	8.40
US BANK	20170120	02/07/2017	#8263 CR CARD- 2016 AMAZ	100-41310-200	61.95
CULLIGAN	20170131	02/06/2017	SERVICE #1957	100-41310-200	40.50
INDOFF, INC	2911084	01/31/2017	SUPPLIES	100-41310-200	4.20
WEX BANK	20170131	02/10/2017	CREDIT CARD- CITY	100-41310-212	61.09
TOSHIBA FINANCIAL SERVICES	322920463	02/01/2017	COPIER LEASE 2/20 - 3/20	100-41310-217	29.45
CLIFTON-LARSON-ALLEN, LLP	1425797	02/06/2017	AUDIT SERVICE	100-41310-301	1,000.00
LEAGUE OF MN CITIES	250342	02/10/2017	REGISTRATION-STEVE NASBY	100-41310-308	20.00
U S POSTAL SERVICE	20170201	02/07/2017	POST OFFICE BOX RENT	100-41310-322	12.93
U S POSTAL SERVICE	20170201	02/07/2017	POST OFFICE BOX RENT	100-41310-322	12.93
SECR REV FUND/CITY OF WD	20170207	02/07/2017	PETTY CASH - OFFICE POSTAG	100-41310-322	1.15
SECR REV FUND/CITY OF WD	20170207	02/07/2017	PETTY CASH - OFFICE POSTAG	100-41310-322	2.28
SECR REV FUND/CITY OF WD	20170207	02/07/2017	PETTY CASH - OFFICE POSTAG	100-41310-322	0.57
US BANK	20170120	02/07/2017	#8263 CR CARD- CRASH PLAN	100-41310-326	10.00
US BANK	20170120	02/07/2017	#8263 CR CARD- 2016 CRASH	100-41310-326	9.99
STEVE NASBY	20170102	02/07/2017	EXPENSE - CGMC LEG MTG	100-41310-331	166.27
BLUE CROSS/BLUE SHIELD	20170214	02/14/2017	INSURANCE PREM- MARCH 2	100-41310-480	490.00
BLUE CROSS/BLUE SHIELD	20170214	02/14/2017	INSURANCE PREM- MARCH 2	100-41310-480	490.00
			Activity 41310 - Administration Total:		2,869.55
Activity: 41410 - Elections					
SECR REV FUND/CITY OF WD	20170207	02/07/2017	PETTY CASH - ELECTION POST	100-41410-200	7.13
SECR REV FUND/CITY OF WD	20170207	02/07/2017	PETTY CASH - ELECTION POST	100-41410-200	3.86
			Activity 41410 - Elections Total:		10.99
Activity: 41910 - Building & Zoning					
BLUE CROSS/BLUE SHIELD	2017-01	02/06/2017	EAP SERVICES -	100-41910-131	2.78
INDOFF, INC	2909829	01/31/2017	SUPPLIES	100-41910-200	2.94
STEVEN J CARSON	20163	02/07/2017	JAN 2017 BLDG INSP SERVICE	100-41910-301	1,533.34
SCHRAMMEL LAW OFFICE	20170201	02/15/2017	LEGAL FEES - PZ	100-41910-304	560.00
SECR REV FUND/CITY OF WD	20170207	02/07/2017	PETTY CASH - BUILD/ZONE PO	100-41910-322	6.59
US BANK	20170120	02/07/2017	#8263 CR CARD- COUNTRY IN	100-41910-334	106.06
US BANK	20170120	02/07/2017	#8263 CR CARD- MN DEPT OF	100-41910-433	35.00
MN DEPT OF LABOR & INDUS	20170101	02/03/2017	QUARTERLY BLDG PERMIT SU	100-41910-443	1,813.04
			Activity 41910 - Building & Zoning Total:		4,059.75
Activity: 41940 - City Hall					
LUCAN COMMUNITY TV INC	2600	02/10/2017	SERVICE - MAINTENANCE	100-41940-406	40.00

Expense Approval Report

Payment Dates: 02/03/2017 - 02/15/2017

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
SCHWALBACH HARDWARE	20170124	02/15/2017	MAINTENANCE - CITY HALL	100-41940-409	63.63
				Activity 41940 - City Hall Total:	103.63
Activity: 42120 - Crime Control					
BLUE CROSS/BLUE SHIELD	2017-01	02/06/2017	EAP SERVICES -	100-42120-131	120.41
SANFORD HEALTH	143808	02/07/2017	SERVICE	100-42120-200	10.00
WINDOM AREA CHAMBER OF	1939	02/10/2017	2017 BUSINESS MAILING LIST	100-42120-200	25.00
INDOFF, INC	2911031	01/24/2017	SUPPLIES	100-42120-200	38.50
INDOFF, INC	2912390	02/03/2017	SUPPLIES	100-42120-200	49.97
WEX BANK	20170131	02/10/2017	CREDIT CARD- POLICE	100-42120-212	1,392.63
WEX BANK	20170131	02/10/2017	CREDIT CARD- POLICE CREDIT	100-42120-212	-23.76
US BANK	20170120	02/07/2017	#8263 CR CARD- FLASHLIGHT	100-42120-218	484.60
SCHRAMMEL LAW OFFICE	20170201	02/15/2017	LEGAL FEES - POLICE	100-42120-304	3,498.75
US BANK	20170120	02/07/2017	#8263 CR CARD- POLICE COM	100-42120-308	695.00
MN BUREAU OF CRIMINAL AP	28128	02/07/2017	REGISTRATION-DONNA MARC	100-42120-308	150.00
U S POSTAL SERVICE	20170201	02/07/2017	POST OFFICE BOX RENT	100-42120-322	12.93
SECR REV FUND/CITY OF WD	20170207	02/07/2017	PETTY CASH - POLICE POSTAG	100-42120-322	2.83
SECR REV FUND/CITY OF WD	20170207	02/07/2017	PETTY CASH - POLICE POSTAG	100-42120-322	2.83
SECR REV FUND/CITY OF WD	20170207	02/07/2017	PETTY CASH - POLICE POSTAG	100-42120-322	9.02
SECR REV FUND/CITY OF WD	20170207	02/07/2017	PETTY CASH - POLICE POSTAG	100-42120-322	6.47
SECR REV FUND/CITY OF WD	20170207	02/07/2017	PETTY CASH - POLICE POSTAG	100-42120-322	6.80
ALPHA WIRELESS - MANKATO	687796	02/07/2017	SERVICE	100-42120-323	208.68
ALPHA WIRELESS - MANKATO	687883	02/07/2017	SERVICE	100-42120-323	108.00
US BANK	20170120	02/07/2017	#8263 CR CARD- 2016 AMAZO	100-42120-326	-349.00
CORY HILLESHEIM	20170206	02/06/2017	MIDWEST GANG INVESTIGAO	100-42120-334	273.73
DONNA MARCY	20170208	02/15/2017	EXPENSE - UC STING	100-42120-334	19.75
TOSHIBA FINANCIAL SERVICES	322920463	02/01/2017	COPIER LEASE 2/20 - 3/20	100-42120-404	14.73
HIGLEY FORD	125287	02/07/2017	MAINTENANCE	100-42120-405	37.37
GRUNEWALD FRAME & GLASS	2017-029	02/03/2017	MAINTENANCE	100-42120-405	390.00
HIGLEY FORD	78116	02/07/2017	MAINTENANCE	100-42120-405	73.96
LOUIS NORELL	20170207	02/07/2017	EXPENSE - VEHICLE REGISTRA	100-42120-433	32.00
SCHWALBACH HARDWARE	20170124	02/15/2017	MAINTENANCE - POLICE	100-42120-480	79.94
BLUE CROSS/BLUE SHIELD	20170214	02/14/2017	INSURANCE PREM- MARCH 2	100-42120-480	490.00
WINDOM TOWING CO	2749	02/07/2017	SERVICE	100-42120-480	101.53
WINDOM TOWING CO	2848	02/07/2017	SERVICE	100-42120-480	101.53
				Activity 42120 - Crime Control Total:	8,064.20
Activity: 42220 - Fire Fighting					
SCHRAMMEL LAW OFFICE	20170201	02/15/2017	LEGAL FEES - FIRE	100-42220-304	240.00
MN STATE FIRE CHIEFS ASSOC	200001493	02/15/2017	FOS - MARK MARCY & JON JU	100-42220-308	500.00
US BANK	20170120	02/07/2017	#8263 CR CARD- MN BOARD	100-42220-308	150.00
WINDOM COMMUNITY CENT	20170215	02/15/2017	WINDOM FIRE DEPT - MTG	100-42220-308	80.00
MN STATE FIRE DEPT ASSOC	20170215	02/15/2017	2017 MSFDA MEMBERSHIP D	100-42220-308	264.00
U S POSTAL SERVICE	20170201	02/07/2017	POST OFFICE BOX RENT	100-42220-322	12.93
MARK MARCY	20170206	02/07/2017	EXPENSE-ALEXANDRIA OFFICE	100-42220-331	192.60
TOSHIBA FINANCIAL SERVICES	322920463	02/01/2017	COPIER LEASE 2/20 - 3/20	100-42220-404	23.56
				Activity 42220 - Fire Fighting Total:	1,463.09
Activity: 43100 - Streets					
BLUE CROSS/BLUE SHIELD	2017-01	02/06/2017	EAP SERVICES -	100-43100-131	74.10
RUNNING'S SUPPLY	20170124	02/07/2017	MAINTENANCE -	100-43100-200	25.98
RUNNING'S SUPPLY	20170124	02/07/2017	MAINTENANCE -	100-43100-211	50.14
RUNNING'S SUPPLY	20170124	02/07/2017	MAINTENANCE - 2016	100-43100-211	35.17
COUNTRY PRIDE SERVICE	11416	02/07/2017	FUEL	100-43100-212	67.79
COUNTRY PRIDE SERVICE	11500	02/07/2017	FUEL	100-43100-212	36.25
COUNTRY PRIDE SERVICE	11515	02/07/2017	FUEL	100-43100-212	71.38
COUNTRY PRIDE SERVICE	11518	02/07/2017	FUEL	100-43100-212	52.37
COUNTRY PRIDE SERVICE	11519	02/07/2017	FUEL	100-43100-212	148.93
COUNTRY PRIDE SERVICE	11524	02/07/2017	FUEL	100-43100-212	77.49
WEX BANK	20170131	02/10/2017	CREDIT CARD- STREET	100-43100-212	1,573.13
WEX BANK	20170131	02/10/2017	CREDIT CARD- STREET CREDIT	100-43100-212	-23.76
JOHNSON HARDWARE	20170210	02/14/2017	MAINTENANCE	100-43100-215	87.53

Expense Approval Report

Payment Dates: 02/03/2017 - 02/15/2017

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
US BANK	20170120	02/07/2017	#8263 CR CARD-	100-43100-217	24.00
RUNNING'S SUPPLY	20170124	02/07/2017	MAINTENANCE - 2016	100-43100-217	12.78
RUNNING'S SUPPLY	20170124	02/07/2017	MAINTENANCE -	100-43100-224	141.97
US BANK	20170120	02/07/2017	#8263 CR CARD- STAPLES SUP	100-43100-350	345.05
RUNNING'S SUPPLY	20170124	02/07/2017	MAINTENANCE -	100-43100-402	143.82
LUCAN COMMUNITY TV INC	2599	02/14/2017	MAINTENANCE	100-43100-402	40.00
OVERHEAD DOOR COMPANY	48509	02/15/2017	MAINTENANCE	100-43100-402	369.70
SCHWALBACH HARDWARE	20170124	02/15/2017	MAINTENANCE - STREET	100-43100-404	121.98
RUNNING'S SUPPLY	20170124	02/07/2017	MAINTENANCE - 2016	100-43100-404	3.18
RUNNING'S SUPPLY	20170124	02/07/2017	MAINTENANCE -	100-43100-404	118.33
BLUE CROSS/BLUE SHIELD	20170214	02/14/2017	INSURANCE PREM- MARCH 2	100-43100-480	490.00
				Activity 43100 - Streets Total:	4,087.31

Activity: 45120 - Recreation

TOSHIBA FINANCIAL SERVICES	322920463	02/01/2017	COPIER LEASE 2/20 - 3/20	100-45120-217	14.73
				Activity 45120 - Recreation Total:	14.73

Activity: 45202 - Park Areas

BLUE CROSS/BLUE SHIELD	2017-01	02/06/2017	EAP SERVICES -	100-45202-131	5.55
U S POSTAL SERVICE	20170201	02/07/2017	POST OFFICE BOX RENT	100-45202-200	12.93
MTI DISTRIBUTING, INC	20170202	02/07/2017	REGISTRATION-P.MARSH & M.	100-45202-308	250.00
SCHWALBACH HARDWARE	20170124	02/15/2017	MAINTENANCE - PARKS	100-45202-402	2.98
				Activity 45202 - Park Areas Total:	271.46

Fund 100 - GENERAL Total: 50,151.96

Fund: 211 - LIBRARY

Activity: 45501 - Library

BLUE CROSS/BLUE SHIELD	2017-01	02/06/2017	EAP SERVICES -	211-45501-131	5.55
US BANK	20170120	02/07/2017	#8263 CR CARD- AMAZON SU	211-45501-200	65.69
INDOFF, INC	2912387	02/03/2017	SUPPLIES	211-45501-200	63.43
DEMCO	6051706	02/03/2017	SUPPLIES	211-45501-200	436.08
PLUM CREEK LIBRARY	INV24648	02/03/2017	SUPPLIES	211-45501-200	10.50
PLUM CREEK LIBRARY	IV24629	02/03/2017	SUPPLIES	211-45501-200	73.75
TOSHIBA FINANCIAL SERVICES	322920463	02/01/2017	COPIER LEASE 2/20 - 3/20	211-45501-217	7.36
US BANK	20170120	02/07/2017	#8263 CR CARD- 2016 AMERI	211-45501-433	45.00
US BANK	20170120	02/07/2017	#8263 CR CARD- NAT'L GEO T	211-45501-433	33.00
INGRAM	20170201	02/14/2017	BOOKS	211-45501-435	1,157.98
MICROMARKETING	656301	02/14/2017	BOOKS	211-45501-435	148.49
MICROMARKETING	656621	02/07/2017	BOOKS	211-45501-435	35.00
				Activity 45501 - Library Total:	2,081.83
				Fund 211 - LIBRARY Total:	2,081.83

Fund: 225 - AIRPORT

Activity: 45127 - Airport

SOUTH CENTRAL ELECTRIC	201701012017	02/07/2017	SERVICE #26-12-112-04	225-45127-381	772.00
SOUTH CENTRAL ELECTRIC	201701018	02/07/2017	SERVICE #26-12-116-04	225-45127-381	454.84
				Activity 45127 - Airport Total:	1,226.84
				Fund 225 - AIRPORT Total:	1,226.84

Fund: 230 - POOL

Activity: 45124 - Pool

TOSHIBA FINANCIAL SERVICES	322920463	02/01/2017	COPIER LEASE 2/20 - 3/20	230-45124-217	7.36
U S POSTAL SERVICE	20170201	02/07/2017	POST OFFICE BOX RENT	230-45124-322	12.93
				Activity 45124 - Pool Total:	20.29
				Fund 230 - POOL Total:	20.29

Fund: 235 - AMBULANCE

Activity: 42153 - Ambulance

WEX BANK	20170131	02/10/2017	CREDIT CARD-- AMBULANCE	235-42153-212	1,703.74
WEX BANK	20170131	02/10/2017	CREDIT CARD- AMBULANCE C	235-42153-212	-23.77
COUNTRY PRIDE SERVICE	9193	02/07/2017	FUEL -	235-42153-212	46.79
LEWIS FAMILY DRUG, LLC	04802	02/14/2017	SUPPLIES	235-42153-217	29.99
LEWIS FAMILY DRUG, LLC	56-08666000	02/14/2017	SUPPLIES	235-42153-217	768.66

Expense Approval Report

Payment Dates: 02/03/2017 - 02/15/2017

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
PRAXAIR DISTRIBUTION INC	76054871	02/09/2017	SUPPLIES	235-42153-217	339.68
LANDON JOHNSON	20170203	02/03/2017	EXPENSE - CLOTHING	235-42153-218	48.70
RITA HACKER	20170206	02/06/2017	SERVICE - UNIFORMS	235-42153-218	96.00
U S POSTAL SERVICE	20170201	02/07/2017	POST OFFICE BOX RENT	235-42153-322	12.93
REAL TIME TRANSLATION, INC	110323	02/07/2017	SERVICE - FEB 2017	235-42153-327	34.00
US BANK	20170120	02/07/2017	#8263 CR CARD- 2016 GODFA	235-42153-334	102.96
BUCKWHEAT JOHNSON	20170206	02/06/2017	EXPENSE	235-42153-334	69.36
BUCKWHEAT JOHNSON	20170214	02/14/2017	EXPENSE	235-42153-334	29.22
HEATHER JANSSEN	20170214	02/14/2017	EXPENSE	235-42153-334	13.47
KRISTEN PORATH	20170215	02/15/2017	EXPENSE	235-42153-334	31.38
WINDOM AREA CHAMBER OF	20170215	02/15/2017	FARM & HOME SHOW - AMB	235-42153-340	70.00
WINDOM YOUTH HOCKEY	20170215	02/15/2017	ADVERTISING - WINDOM AM	235-42153-340	45.00
WINDOM FARM SERVICE	164410	02/07/2017	MAINTENANCE	235-42153-404	11.99
WINDOM FARM SERVICE	164499	02/07/2017	MAINTENANCE	235-42153-404	28.88
JUSTIN HARRINGTON	20170210	02/10/2017	EXPENSE	235-42153-435	15.00
Activity 42153 - Ambulance Total:					3,473.98
Fund 235 - AMBULANCE Total:					3,473.98

Fund: 250 - EDA GENERAL

Activity: 46520 - EDA

BLUE CROSS/BLUE SHIELD	2017-01	02/06/2017	EAP SERVICES -	250-46520-131	8.33
INDOFF, INC	2909829	01/31/2017	SUPPLIES	250-46520-200	2.95
CLIFTON-LARSON-ALLEN, LLP	1425797	02/06/2017	AUDIT SERVICE	250-46520-301	1,000.00
SCHRAMMEL LAW OFFICE	20170201	02/15/2017	LEGAL FEES - EDA	250-46520-304	991.00
U S POSTAL SERVICE	20170201	02/07/2017	POST OFFICE BOX RENT	250-46520-322	12.94
FEDERATED RURAL ELECTRIC	20170127	02/03/2017	SERVICE #28-36-30	250-46520-381	15.00
US BANK	20170120	02/07/2017	#8263 CR CARD- SUBWAY	250-46520-438	50.78
RON'S ELECTRIC INC	134385	02/10/2017	SPECIAL PROJECTS-SPEC BLDG	250-46520-439	280.00
Activity 46520 - EDA Total:					2,361.00

Activity: 49980 - Debt Service

FULDA CREDIT UNION	20170202	02/03/2017	SPEC BLDG LOAN - FEB 2017 -	250-49980-602	2,076.70
FULDA CREDIT UNION	20170202	02/03/2017	SPEC BLDG LOAN - FEB 2017 -	250-49980-612	1,283.30
Activity 49980 - Debt Service Total:					3,360.00
Fund 250 - EDA GENERAL Total:					5,721.00

Fund: 252 - EDA SCDP

Activity: 46520 - EDA

PRIME PORK	20170210	02/10/2017	GRANT -CDAP-16-0016-H-FY1	252-46520-491	1,000,000.00
HOUSING & REDEVELOPMEN	20170210	02/10/2017	GRANT-CDAP-16-0003-O-FY16	252-46520-491	118,715.93
Activity 46520 - EDA Total:					1,118,715.93
Fund 252 - EDA SCDP Total:					1,118,715.93

Fund: 307 - 2017 STREET PROJECT

Activity: 41000 - General Government

SCHRAMMEL LAW OFFICE	20170201	02/15/2017	LEGAL FEES - 2017 STREET PR	307-41000-304	630.00
DGR ENGINEERING	00222798	02/15/2017	SERVICE - 2017 STREET IMPR	307-41000-500	37,028.67
Activity 41000 - General Government Total:					37,658.67
Fund 307 - 2017 STREET PROJECT Total:					37,658.67

Fund: 401 - GENERAL CAPITAL PROJECTS

Activity: 49950 - Capital Outlay

SCHRAMMEL LAW OFFICE	20170201	02/15/2017	LEGAL FEES - COMP & CLA55	401-49950-500	120.00
CDW GOVERNMENT	GPW8725	01/31/2017	CITY NETWORK	401-49950-500	20,377.78
Activity 49950 - Capital Outlay Total:					20,497.78
Fund 401 - GENERAL CAPITAL PROJECTS Total:					20,497.78

Fund: 402 - CAPITAL PROJECT - ESF

Activity: 49950 - Capital Outlay

GOSEWISCH CONSTRUCTION,	20170131	02/08/2017	WINDOM EMS BUILDING	402-49950-500	106,641.25
-------------------------	----------	------------	---------------------	---------------	------------

Expense Approval Report

Payment Dates: 02/03/2017 - 02/15/2017

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
AMERICAN ENGINEERING TES	805454	02/03/2017	SERVICE - EMS BUILDING	402-49950-500	1,832.00
				Activity 49950 - Capital Outlay Total:	108,473.25
				Fund 402 - CAPITAL PROJECT - ESF Total:	108,473.25
Fund: 601 - WATER					
M. K. PAINTING, INC.	01192017	02/08/2017	WATER TOWER PAINTING- PAY	601-16400	35,450.00
FEDERATED RURAL ELECTRIC	20161028A	11/09/2016	CAPITAL CREDIT #28-35-18	601-37199	-155.37
					35,294.63
Activity: 49400 - Water					
BLUE CROSS/BLUE SHIELD	2017-01	02/06/2017	EAP SERVICES -	601-49400-131	45.85
WEX BANK	20170131	02/10/2017	CREDIT CARD- WATER	601-49400-212	201.34
RUNNING'S SUPPLY	20170124	02/07/2017	MAINTENANCE -	601-49400-322	10.64
U S POSTAL SERVICE	20170201	02/07/2017	POST OFFICE BOX RENT	601-49400-322	12.93
FEDERATED RURAL ELECTRIC	20161028B	11/09/2016	SERVICE 9/26/16 TO 10/26/16	601-49400-381	30.92
FEDERATED RURAL ELECTRIC	20161129A	12/08/2016	SERVICE #28-35-18	601-49400-381	32.53
FEDERATED RURAL ELECTRIC	20161228	12/30/2016	SERVICE #28-35-18	601-49400-381	55.41
FEDERATED RURAL ELECTRIC	20170127A	02/03/2017	SERVICE #28-35-18	601-49400-381	57.51
RUNNING'S SUPPLY	20170124	02/07/2017	MAINTENANCE -	601-49400-404	66.94
TOSHIBA FINANCIAL SERVICES	322920463	02/01/2017	COPIER LEASE 2/20 - 3/20	601-49400-404	29.45
				Activity 49400 - Water Total:	543.52
				Fund 601 - WATER Total:	35,838.15
Fund: 602 - SEWER					
Activity: 49450 - Sewer					
BLUE CROSS/BLUE SHIELD	2017-01	02/06/2017	EAP SERVICES -	602-49450-131	60.67
WEX BANK	20170131	02/10/2017	CREDIT CARD- SEWER	602-49450-212	306.33
SANFORD LABORATORIES	297721266	02/07/2017	SERVICE #70000675	602-49450-217	41.18
SCHRAMMEL LAW OFFICE	20170201	02/15/2017	LEGAL FEES - SEWER	602-49450-304	645.00
MIKE HAUGEN	20170201	02/07/2017	EXPENSE - SW SECTION MN W	602-49450-308	60.00
MN VALLEY TESTING	846487	01/18/2017	TESTING	602-49450-310	223.60
MN VALLEY TESTING	847256	01/24/2017	TESTING	602-49450-310	143.60
MN VALLEY TESTING	847278	01/24/2017	TESTING	602-49450-310	223.60
MN VALLEY TESTING	847632	01/31/2017	TESTING	602-49450-310	143.60
MN VALLEY TESTING	848008	01/31/2017	TESTING	602-49450-310	223.60
MN VALLEY TESTING	848212	01/31/2017	TESTING	602-49450-310	143.60
U S POSTAL SERVICE	20170201	02/07/2017	POST OFFICE BOX RENT	602-49450-322	12.94
ATCO INTERNATIONAL CO	10477662	01/31/2017	MAINTENANCE	602-49450-404	135.00
US BANK	20170120	02/07/2017	#8263 CR CARD- CMC PRESSU	602-49450-404	89.94
US BANK	20170120	02/07/2017	#8263 CR CARD- AMAZAON S	602-49450-404	61.37
SCHWALBACH HARDWARE	20170124	02/15/2017	MAINTENANCE - SEWER	602-49450-404	296.98
RUNNING'S SUPPLY	20170124	02/07/2017	MAINTENANCE - 2016	602-49450-404	3.79
RUNNING'S SUPPLY	20170124	02/07/2017	MAINTENANCE -	602-49450-404	153.85
LUCAN COMMUNITY TV INC	2594	02/03/2017	MAINTENANCE	602-49450-404	90.00
TOSHIBA FINANCIAL SERVICES	322920463	02/01/2017	COPIER LEASE 2/20 - 3/20	602-49450-404	23.56
CUMMINS NPOWER	100-52358	02/03/2017	MAINTENANCE	602-49450-408	1,694.35
JAYD & KIM SODERHOLM	20170214	02/14/2017	SETTLEMENT- SEWER BACKUP	602-49450-408	2,730.17
WENNER HOLDINGS LLC	2195	02/14/2017	MAINTENANCE	602-49450-408	1,340.00
				Activity 49450 - Sewer Total:	8,846.73
				Fund 602 - SEWER Total:	8,846.73
Fund: 604 - ELECTRIC					
DAKOTA SUPPLY GROUP	C738237	01/18/2017	INVENTORY	604-14200	59,699.31
WERNER ELECTRIC	S9587418.001	02/07/2017	INVENTORY -	604-14200	12.09
MN REVENUE	20170210	02/15/2017	SALES TAX - JAN 2017	604-20202	30.96
ABBY J NELSON	20170214	02/14/2017	REFUND BAL OF UTIL PREPAY	604-22000	124.46
JUAN SANTOS ERAZO	20170214	02/14/2017	REFUND BALANCE OF UTILITY	604-22000	260.81
JOEL IDE	20170214	02/14/2017	REFUND - UTILITY PREPAYME	604-22000	300.00
MYNOR MENDOZA	20170215	02/15/2017	REFUND - UTILITY PREPAYME	604-22000	300.00
REBECCA BUSHEY	20170215	02/15/2017	REFUND BALANCE OF UTIL PR	604-22000	192.04
					60,919.67

Expense Approval Report

Payment Dates: 02/03/2017 - 02/15/2017

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Activity: 49550 - Electric					
BLUE CROSS/BLUE SHIELD	2017-01	02/06/2017	EAP SERVICES -	604-49550-131	88.47
US BANK	20170120	02/07/2017	#8263 CR CARD- HY-VEE	604-49550-211	6.40
WEX BANK	20170131	02/10/2017	CREDIT CARD- ELECTRIC	604-49550-212	538.58
SCHWALBACH HARDWARE	20170124	02/15/2017	MAINTENANCE - ELECTRIC	604-49550-241	7.99
WERNER ELECTRIC	59587418.001	02/07/2017	INVENTORY - SMALL TOOLS	604-49550-241	26.80
U S POSTAL SERVICE	20170201	02/07/2017	POST OFFICE BOX RENT	604-49550-322	12.94
SECR REV FUND/CITY OF WD	20170207	02/07/2017	PETTY CASH - ELEC DEPT POST	604-49550-322	0.57
GOLDEN WEST TECH & INT SO	170100456	02/03/2017	SERVICE	604-49550-325	25.00
US BANK	20170120	02/07/2017	#8263 CR CARD- AUTO VALUE	604-49550-404	29.71
SCHWALBACH HARDWARE	20170124	02/15/2017	MAINTENANCE - ELECTRIC	604-49550-404	3.43
RUNNING'S SUPPLY	20170124	02/07/2017	MAINTENANCE -	604-49550-404	386.15
TOSHIBA FINANCIAL SERVICES	322920463	02/01/2017	COPIER LEASE 2/20 - 3/20	604-49550-404	29.45
DICKS WELDING INC	63314	02/08/2017	MAINTENANCE	604-49550-404	33.93
DICKS WELDING INC	63331	02/08/2017	MAINTENANCE	604-49550-404	154.50
DICKS WELDING INC	63346	02/08/2017	MAINTENANCE	604-49550-404	122.72
DICKS WELDING INC	63364	02/08/2017	MAINTENANCE	604-49550-404	41.86
DICKS WELDING INC	63401	02/08/2017	MAINTENANCE	604-49550-404	675.01
US BANK	20170120	02/07/2017	#8263 CR CARD- O'REILLY	604-49550-405	26.98
P.M. REPAIR & DETAILING	4187	01/31/2017	MAINTENANCE -TRAILER	604-49550-405	480.00
US BANK	20170120	02/07/2017	#8263 CR CARD- CENEX PROP	604-49550-408	24.00
STAPLES OIL CO	105327	02/07/2017	MAINTENANCE	604-49550-410	178.11
RON'S ELECTRIC INC	134577	02/08/2017	MAINTENANCE	604-49550-410	994.45
ADVANTAGE COLLECTION PR	20170131	02/10/2017	SERVICE #3796	604-49550-432	32.96
RETROFIT RECYCLING, INC	0091039-IN	02/07/2017	CONSERVATION	604-49550-450	304.69
MN REVENUE	20170210	02/15/2017	SALES TAX - JAN 2017	604-49550-460	50.19
BLUE CROSS/BLUE SHIELD	20170214	02/14/2017	INSURANCE PREM- MARCH 2	604-49550-480	490.00
WINDOM AREA DEVELOPME	20170201	02/07/2017	INDUSTRIAL DEVELOPMENT	604-49550-491	1,200.00
Activity 49550 - Electric Total:					5,964.89
Fund 604 - ELECTRIC Total:					66,884.56

Fund: 609 - LIQUOR STORE

FREDIN CONSTRUCTION/CABI	20170204	02/15/2017	BATHROOM REMODELING	609-16200	10,714.89
DUERKSEN ELECTRIC	2644	02/08/2017	BATHROOM REMODEL	609-16200	169.00
MN REVENUE	20170210	02/15/2017	SALES TAX - JAN 2017	609-20202	11,323.00
					22,206.89

Activity: 49751 - Liquor Store

BLUE CROSS/BLUE SHIELD	2017-01	02/06/2017	EAP SERVICES -	609-49751-131	20.38
SCHWALBACH HARDWARE	20170124	02/15/2017	MAINTENANCE - LIQUOR	609-49751-217	21.99
AH HERMEL COMPANY	627698	02/07/2017	MERCHANDISE	609-49751-217	40.97
VINOCOPIA, INC	0171847-IN	01/31/2017	MERCHANDISE	609-49751-251	1,254.25
BREAKTHRU BEVERAGE MN	1080587443	01/31/2017	MERCHANDISE	609-49751-251	2,638.91
SOUTHERN GLAZER'S OF MN	1500028	01/24/2017	MERCHANDISE	609-49751-251	2,680.08
BREAKTHRU BEVERAGE MN	2080160551	02/14/2017	REFUND - MERCHANDISE	609-49751-251	-191.96
PHILLIPS WINE & SPIRITS	2110467	01/31/2017	MERCHANDISE	609-49751-251	2,266.21
JOHNSON BROS.	5636015	01/24/2017	MERCHANDISE	609-49751-251	852.05
JOHNSON BROS.	5640880	01/31/2017	MERCHANDISE	609-49751-251	867.74
BELLBOY CORP	57284500	01/31/2017	MERCHANDISE	609-49751-251	949.00
BREAKTHRU BEVERAGE MN	1080587524	01/31/2017	MERCHANDISE	609-49751-252	27.70
DOLL DISTRIBUTING, LLC	149256	01/31/2017	CREDIT - MERCHANDISE	609-49751-252	25.40
DOLL DISTRIBUTING, LLC	151225	02/07/2017	CREDIT - MERCHANDISE	609-49751-252	-268.50
DOLL DISTRIBUTING, LLC	151226	02/07/2017	MERCHANDISE	609-49751-252	240.50
DOLL DISTRIBUTING, LLC	153685	02/03/2017	MERCHANDISE	609-49751-252	8,202.95
DOLL DISTRIBUTING, LLC	157978	02/07/2017	MERCHANDISE	609-49751-252	14,850.45
DOLL DISTRIBUTING, LLC	162123	02/14/2017	MERCHANDISE	609-49751-252	3,080.65
ARTISAN BEER COMPANY	3152839	01/24/2017	MERCHANDISE	609-49751-252	123.00
JOHNSON BROS.	5640882	01/31/2017	MERCHANDISE	609-49751-252	21.99
BEVERAGE WHOLESALERS	636209	02/03/2017	MERCHANDISE	609-49751-252	9,610.25
BEVERAGE WHOLESALERS	637113	02/07/2017	MERCHANDISE	609-49751-252	3,449.68
DOLL DISTRIBUTING, LLC	921351	02/03/2017	CREDIT - MERCHANDISE	609-49751-252	-120.00

Expense Approval Report

Payment Dates: 02/03/2017 - 02/15/2017

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
VINOCOPIA, INC	0171847-IN	01/31/2017	MERCHANDISE	609-49751-253	36.00
BREAKTHRU BEVERAGE MN	1080587443	01/31/2017	MERCHANDISE	609-49751-253	48.00
SOUTHERN GLAZER'S OF MN	1500029	01/24/2017	MERCHANDISE	609-49751-253	810.00
PHILLIPS WINE & SPIRITS	2110468	01/31/2017	MERCHANDISE	609-49751-253	803.90
JOHNSON BROS.	5636016	01/24/2017	MERCHANDISE	609-49751-253	790.69
JOHNSON BROS.	5640881	01/31/2017	MERCHANDISE	609-49751-253	697.95
BELLBOY CORP	57284500	01/31/2017	MERCHANDISE	609-49751-253	112.00
BEVERAGE WHOLESALERS	638056	02/14/2017	MERCHANDISE	609-49751-253	8,752.55
WINE MERCHANTS	7118262	01/31/2017	MERCHANDISE	609-49751-253	458.00
PAUSTIS WINE COMPANY	8576808-IN	01/31/2017	MERCHANDISE	609-49751-253	1,021.00
BREAKTHRU BEVERAGE MN	1080587443	01/31/2017	MERCHANDISE	609-49751-254	117.13
ATLANTIC COCA-COLA	108595	01/31/2017	MERCHANDISE	609-49751-254	100.00
PBC - PEPSI BEVERAGES COM	20599655	01/31/2017	MERCHANDISE	609-49751-254	178.85
AH HERMEL COMPANY	624471A	02/07/2017	MERCHANDISE	609-49751-254	71.80
AH HERMEL COMPANY	627698	02/07/2017	MERCHANDISE	609-49751-254	55.96
RED BULL DISTRIBUTION CO, I	K-22140126	02/07/2017	MERCHANDISE	609-49751-254	300.99
AH HERMEL COMPANY	624471A	02/07/2017	MERCHANDISE	609-49751-256	82.38
AH HERMEL COMPANY	627698	02/07/2017	MERCHANDISE	609-49751-256	82.38
VINOCOPIA, INC	0171847-IN	01/31/2017	MERCHANDISE	609-49751-259	120.00
JOHNSON BROS.	603210	02/15/2017	CREDIT - MERCHANDISE#559	609-49751-265	-429.74
JOHNSON BROS.	606013	02/15/2017	CREDIT - MERCHANDISE #560	609-49751-265	-630.00
SCHRAMMEL LAW OFFICE	20170201	02/15/2017	LEGAL FEES - LIQUOR	609-49751-304	180.00
U S POSTAL SERVICE	20170201	02/07/2017	POST OFFICE BOX RENT	609-49751-322	12.93
VINOCOPIA, INC	0171847-IN	01/31/2017	MERCHANDISE	609-49751-333	45.00
BREAKTHRU BEVERAGE MN	1080587443	01/31/2017	MERCHANDISE	609-49751-333	55.25
DOLL DISTRIBUTING, LLC	149256	01/31/2017	CREDIT - MERCHANDISE	609-49751-333	-109.30
SOUTHERN GLAZER'S OF MN	1500028	01/24/2017	MERCHANDISE	609-49751-333	47.18
SOUTHERN GLAZER'S OF MN	1500029	01/24/2017	MERCHANDISE	609-49751-333	26.65
JOHNSON BROS.	2073124	02/15/2017	#2073124 - 11-14-16	609-49751-333	1.70
PHILLIPS WINE & SPIRITS	2110467	01/31/2017	MERCHANDISE	609-49751-333	46.14
PHILLIPS WINE & SPIRITS	2110468	01/31/2017	MERCHANDISE	609-49751-333	24.21
JOHNSON BROS.	5636015	01/24/2017	MERCHANDISE	609-49751-333	6.68
JOHNSON BROS.	5636016	01/24/2017	MERCHANDISE	609-49751-333	30.06
JOHNSON BROS.	5640880	01/31/2017	MERCHANDISE	609-49751-333	11.69
JOHNSON BROS.	5640881	01/31/2017	MERCHANDISE	609-49751-333	30.06
BELLBOY CORP	57284500	01/31/2017	MERCHANDISE	609-49751-333	18.68
JOHNSON BROS.	603210	02/15/2017	CREDIT - MERCHANDISE#559	609-49751-333	-3.34
JOHNSON BROS.	606013	02/15/2017	CREDIT - MERCHANDISE #560	609-49751-333	-13.36
AH HERMEL COMPANY	624471A	02/07/2017	MERCHANDISE	609-49751-333	3.95
AH HERMEL COMPANY	627698	02/07/2017	MERCHANDISE	609-49751-333	3.95
WINE MERCHANTS	7118262	01/31/2017	MERCHANDISE	609-49751-333	8.35
PAUSTIS WINE COMPANY	8576808-IN	01/31/2017	MERCHANDISE	609-49751-333	12.50
VIVIAN FLANIGAN DAVIS	73409	01/31/2017	ADVERTISING	609-49751-340	149.50
KDOM RADIO	KDOM0229170141675A	02/14/2017	ADVERTISING - RIVER BEND LI	609-49751-340	516.99
TOSHIBA FINANCIAL SERVICES	322920463	02/01/2017	COPIER LEASE 2/20 - 3/20	609-49751-404	29.45
RAGE INC	01010689	02/03/2017	SERVICE - RIVER BEND LIQ	609-49751-406	48.89
RAGE INC	01-011777	02/03/2017	SERVICE - RIVER BEND LIQ	609-49751-406	48.89
RAGE INC	09-011380	02/03/2017	SERVICE - RIVER BEND LIQ	609-49751-406	38.40
RAGE INC	10-011469	02/03/2017	SERVICE - RIVER BEND LIQ	609-49751-406	38.40
RAGE INC	11-010242	02/03/2017	SERVICE - RIVER BEND LIQ	609-49751-406	38.40
RAGE INC	11-011341	02/03/2017	SERVICE - RIVER BEND LIQ	609-49751-406	38.40
RAGE INC	12-010069	02/03/2017	SERVICE - RIVER BEND LIQ	609-49751-406	38.40
RAGE INC	12-011009	02/03/2017	SERVICE - RIVER BEND LIQ	609-49751-406	38.40
ENVIROMASTER, INC	535356	01/31/2017	SERVICE	609-49751-406	18.17
MN REVENUE	20170210	02/15/2017	SALES TAX - JAN 2017	609-49751-460	3.85
				Activity 49751 - Liquor Store Total:	65,708.65
				Fund 609 - LIQUOR STORE Total:	87,915.54
Fund: 614 - TELECOM					
INTERNAL REVENUE SERVICE	20170208	02/09/2017	EXCISE TAX POSTING	614-20201	431.05
MN REVENUE	20170210	02/15/2017	SALES TAX - JAN 2017	614-20202	62.66

Expense Approval Report

Payment Dates: 02/03/2017 - 02/15/2017

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
MN 9-1-1 PROGRAM	20170208	02/09/2017	JAN 911 SERVICE	614-20206	1,244.34
					<u>1,738.05</u>
Activity: 49870 - Telecom					
BLUE CROSS/BLUE SHIELD	2017-01	02/06/2017	EAP SERVICES -	614-49870-131	55.09
US BANK	20170120	02/07/2017	#8263 CR CARD- HY VEE	614-49870-200	28.43
ADVANCED SYSTEMS, INC.	522189	02/03/2017	SUPPLIES	614-49870-200	41.90
WEX BANK	20170131	02/10/2017	CREDIT CARD-TELECOM	614-49870-212	126.96
SHI INTERNATIONAL CORP	B05979917	02/07/2017	TELECOM STAFF 365	614-49870-217	545.10
SCHWALBACH HARDWARE	20170124	02/15/2017	MAINTENANCE - TELECOM	614-49870-227	16.99
NECA	NECA108023	02/03/2017	SERVICE	614-49870-304	165.00
U S POSTAL SERVICE	20170201	02/07/2017	POST OFFICE BOX RENT	614-49870-322	12.94
SECR REV FUND/CITY OF WD	20170207	02/07/2017	PETTY CASH - TELECOM	614-49870-322	13.50
KDOM RADIO	KDOM073170141721	02/09/2017	ADVERTISING - WINDOM NET	614-49870-340	99.00
SCHWALBACH HARDWARE	20170124	02/15/2017	MAINTENANCE - TELECOM	614-49870-401	21.19
TOSHIBA FINANCIAL SERVICES	322920463	02/01/2017	COPIER LEASE 2/20 - 3/20	614-49870-404	44.18
ADVANTAGE COLLECTION PR	20170131	02/10/2017	SERVICE #3796	614-49870-432	32.96
CENTURY LINK	L040021021-17017	02/03/2017	CABS -	614-49870-441	58.33
MLB NETWORK	075456	02/03/2017	SUBSCRIBER	614-49870-442	961.38
DISH NETWORK	20170204	02/14/2017	MONTHLY LOCAL TV - 2/11 - 3	614-49870-442	3,400.03
DISPLAY SYSTEMS INTERNATI	27760	02/08/2017	SERVICE	614-49870-442	163.88
MANKATO NETWORKS, LLC	387667	02/09/2017	SUBSCRIBER	614-49870-442	637.50
SHOWTIME NETWORKS INC	9002731-1216	01/24/2017	SUBSCRIBER	614-49870-442	459.20
WOODSTOCK COMMUNICATI	10063667	02/09/2017	SPECIAL ACCESS CIRCUITS 2/1	614-49870-445	205.10
ONVOY VOICE SERVICES	170202008508	02/09/2017	SS7 SERVICES 2/2/17 - 3/1/17	614-49870-445	1,337.46
E-911 - INDEPENDENT EMERG	20170201	02/08/2017	MONTHLY 911 SERVICE 2/1 -	614-49870-445	40.00
MANKATO NETWORKS, LLC	387667	02/09/2017	SWITCH FEES	614-49870-445	1,125.00
US BANK	20170120	02/07/2017	#8263 CR CARD- 2016 DREAM	614-49870-447	139.00
COGENT COMMUNICATIONS,	20170201	02/08/2017	1 GB INTERNET CONN AT 511	614-49870-447	1,750.00
MANKATO NETWORKS, LLC	387667	02/09/2017	INTERNET EXPENSE	614-49870-447	2,577.95
HURRICANE ELECTRIC LLC	98237162-IN	02/08/2017	10 GB INTERNET conn at 511	614-49870-447	4,000.00
GOLDEN WEST TECH & INT SO	170100371	02/08/2017	SERVICE	614-49870-448	113.93
TIM FJELD	20170209	02/09/2017	EXPENSE - INTERNET SUPPOR	614-49870-448	155.00
ONVOY VOICE SERVICES	170202009026	02/09/2017	SWITCHING SERVICES 2/1/17	614-49870-451	4,064.64
CENTURY LINK	20170116	02/03/2017	SERVICE 831-1075 104	614-49870-451	77.63
MN REVENUE	20170210	02/15/2017	SALES TAX - JAN 2017	614-49870-460	34.75
SOUTHWEST MN BROADBAN	20170101	02/10/2017	QVC COMMISSIONS -DEC 201	614-49870-480	186.15
					<u>22,690.17</u>
Activity 49870 - Telecom Total:					22,690.17
Fund 614 - TELECOM Total:					24,428.22

Fund: 615 - ARENA**Activity: 49850 - Arena**

BLUE CROSS/BLUE SHIELD	2017-01	02/06/2017	EAP SERVICES -	615-49850-131	29.64
INDOFF, INC	2909834	01/31/2017	SUPPLIES	615-49850-200	6.89
HEARTLAND PAPER COMPANY	343472-0	02/14/2017	SUPPLIES	615-49850-211	284.25
US BANK	20170120	02/07/2017	#8263 CR CARD- 2016 CENEX	615-49850-212	296.00
WEX BANK	20170131	02/10/2017	CREDIT CARD - ARENA	615-49850-212	85.10
SCHWALBACH HARDWARE	20170124	02/15/2017	MAINTENANCE - ARENA	615-49850-217	12.58
TOSHIBA FINANCIAL SERVICES	322920463	02/01/2017	COPIER LEASE 2/20 - 3/20	615-49850-217	26.51
SCHRAMMEL LAW OFFICE	20170201	02/15/2017	LEGAL FEES - ARENA	615-49850-304	210.00
U S POSTAL SERVICE	20170201	02/07/2017	POST OFFICE BOX RENT	615-49850-322	12.94
WINDOM YOUTH HOCKEY	20170214	02/15/2017	ADVERTISING - ARENA	615-49850-340	45.00
SCHWALBACH HARDWARE	20170124	02/15/2017	MAINTENANCE - ARENA	615-49850-402	35.99
RUNNING'S SUPPLY	20170124	02/07/2017	MAINTENANCE - 2016	615-49850-404	3.49
CARQUEST AUTO PARTS STOR	20170201	02/03/2017	MAINTENANCE - ARENA	615-49850-405	9.99
SCHWALBACH HARDWARE	20170124	02/15/2017	MAINTENANCE - ARENA	615-49850-406	1.99
RUNNING'S SUPPLY	20170124	02/07/2017	MAINTENANCE - 2016	615-49850-406	19.99
SCHWALBACH HARDWARE	20170124	02/15/2017	MAINTENANCE - ARENA	615-49850-409	308.05
MN ICE ARENA MANAGERS A	INV-358	02/03/2017	DUES - MIAMA	615-49850-433	175.00

Expense Approval Report

Payment Dates: 02/03/2017 - 02/15/2017

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
MN REVENUE	20170210	02/15/2017	SALES TAX - JAN 2017	615-49850-460	138.00
				Activity 49850 - Arena Total:	1,701.41
				Fund 615 - ARENA Total:	1,701.41
Fund: 617 - M/P CENTER					
MN REVENUE	20170210	02/15/2017	SALES TAX - JAN 2017	617-20202	392.54
					392.54
Activity: 49860 - M/P Center					
BLUE CROSS/BLUE SHIELD	2017-01	02/06/2017	EAP SERVICES -	617-49860-131	35.20
US BANK	20170120	02/07/2017	#8263 CR CARD- SCHWALBAC	617-49860-200	55.55
US BANK	20170120	02/07/2017	#8263 CR CARD-2016 RUNNIN	617-49860-217	198.78
US BANK	20170120	02/07/2017	#8263 CR CARD- HY VEE	617-49860-217	19.56
US BANK	20170120	02/07/2017	#8263 CR CARD- 2016 HY-VEE	617-49860-254	170.64
US BANK	20170120	02/07/2017	#8263 CR CARD- HY VEE	617-49860-254	54.00
U S POSTAL SERVICE	20170201	02/07/2017	POST OFFICE BOX RENT	617-49860-322	12.93
KDOM RADIO	KDOM0563170141718A	02/14/2017	ADVERTISING - COMM CENTE	617-49860-340	157.00
LIVEWIRE PRINTING	L0030929	02/03/2017	ADVERTISING	617-49860-340	135.00
TOSHIBA FINANCIAL SERVICES	322920463	02/01/2017	COPIER LEASE 2/20 - 3/20	617-49860-404	14.73
TOSHIBA FINANCIAL SERVICES	322920463	02/01/2017	COPIER LEASE 1/20/17 - 2/20/	617-49860-404	60.00
US BANK	20170120	02/07/2017	#8263 CR CARD- SCHWALBAC	617-49860-406	149.58
US BANK	20170120	02/07/2017	#8263 CR CARD- SHOPKO	617-49860-406	42.73
US BANK	20170120	02/07/2017	#8263 CR CARD- 2016 SCHWA	617-49860-409	24.57
MN REVENUE	20170210	02/15/2017	SALES TAX - JAN 2017	617-49860-460	728.46
				Activity 49860 - M/P Center Total:	1,858.73
				Fund 617 - M/P CENTER Total:	2,251.27
Fund: 700 - PAYROLL					
Internal Revenue Service-Payr	INV0001022	02/03/2017	Federal Tax Withholding	700-21701	11,499.08
MN Department of Revenue -	INV0001021	02/03/2017	State Withholding	700-21702	4,615.91
Internal Revenue Service-Payr	INV0001023	02/03/2017	Social Security	700-21703	11,497.94
MN Pera	INV0001014	02/03/2017	PERA	700-21704	12,618.34
MN Pera	INV0001015	02/03/2017	PERA	700-21704	6,662.16
MN Pera	INV0001016	02/03/2017	PERA	700-21704	1,038.56
MN State Deferred	INV0001017	02/03/2017	Deferred Compensation	700-21705	4,415.00
MN State Deferred	INV0001018	02/03/2017	Deferred Roth	700-21705	775.00
BLUE CROSS/BLUE SHIELD	20170214	02/14/2017	INSURANCE PREM- MARCH 2	700-21706	50,497.50
LOCAL UNION #949	20170215	02/15/2017	UNION DUES - FEB 2017	700-21707	1,779.48
LAW ENFORCMENT LABOR SE	20170215	02/15/2017	POLICE UNION DUES	700-21708	343.00
MN Child Support Payment C	INV0001019	02/03/2017	Child Support Payment	700-21709	606.17
Internal Revenue Service-Payr	INV0001020	02/03/2017	Medicare Withholding	700-21711	3,394.98
SELECTACCOUNT	38350540	02/07/2017	FLEX SPENDING	700-21712	661.82
SELECTACCOUNT	38355029	02/15/2017	FLEX SPENDING	700-21712	1,660.11
MII LIFE	20170213	02/14/2017	VEBA - FEB 2017	700-21720	13,876.35
					125,941.40
				Fund 700 - PAYROLL Total:	125,941.40
				Grand Total:	1,701,828.81

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL	50,151.96
211 - LIBRARY	2,081.83
225 - AIRPORT	1,226.84
230 - POOL	20.29
235 - AMBULANCE	3,473.98
250 - EDA GENERAL	5,721.00
252 - EDA SCDP	1,118,715.93
307 - 2017 STREET PROJECT	37,658.67
401 - GENERAL CAPITAL PROJECTS	20,497.78
402 - CAPITAL PROJECT - ESF	108,473.25
601 - WATER	35,838.15
602 - SEWER	8,846.73
604 - ELECTRIC	66,884.56
609 - LIQUOR STORE	87,915.54
614 - TELECOM	24,428.22
615 - ARENA	1,701.41
617 - M/P CENTER	2,251.27
700 - PAYROLL	125,941.40
Grand Total:	1,701,828.81

Account Summary

Account Number	Account Name	Payment Amount
100-20191	Unapplied Cash	179.66
100-20202	Sales Tax Payable	28,787.59
100-41110-304	Legal Fees	240.00
100-41310-131	Employer Paid Insurance	20.38
100-41310-200	Office Supplies	542.51
100-41310-212	Motor Fuels	61.09
100-41310-217	Other Operating Supplie	29.45
100-41310-301	Auditing & Consulting Se	1,000.00
100-41310-308	Training & Registrations	20.00
100-41310-322	Postage	29.86
100-41310-326	Data Processing	19.99
100-41310-331	Travel Expense	166.27
100-41310-480	Other Miscellaneous	980.00
100-41410-200	Office Supplies	10.99
100-41910-131	Employer Paid Insurance	2.78
100-41910-200	Office Supplies	2.94
100-41910-301	Auditing & Consulting Se	1,533.34
100-41910-304	Legal Fees	560.00
100-41910-322	Postage	6.59
100-41910-334	Meals/Lodging	106.06
100-41910-433	Dues & Subscriptions	35.00
100-41910-443	Intergovernmental Fees	1,813.04
100-41940-406	Repairs & Maint - Groun	40.00
100-41940-409	Repairs & Maint - Utilitie	63.63
100-42120-131	Employer Paid Insurance	120.41
100-42120-200	Office Supplies	123.47
100-42120-212	Motor Fuels	1,368.87
100-42120-218	Uniforms	484.60
100-42120-304	Legal Fees	3,498.75
100-42120-308	Training & Registrations	845.00
100-42120-322	Postage	40.88
100-42120-323	Radio Units	316.68
100-42120-326	Data Processing	-349.00
100-42120-334	Meals/Lodging	293.48
100-42120-404	Repairs & Maint - M&E	14.73

Account Summary

Account Number	Account Name	Payment Amount
100-42120-405	Repairs & Maint - Vehicl	501.33
100-42120-433	Dues & Subscriptions	32.00
100-42120-480	Other Miscellaneous	773.00
100-42220-304	Legal Fees	240.00
100-42220-308	Training & Registrations	994.00
100-42220-322	Postage	12.93
100-42220-331	Travel Expense	192.60
100-42220-404	Repairs & Maint - M&E	23.56
100-43100-131	Employer Paid Insurance	74.10
100-43100-200	Office Supplies	25.98
100-43100-211	Cleaning Supplies	85.31
100-43100-212	Motor Fuels	2,003.58
100-43100-215	Materials & Equipment	87.53
100-43100-217	Other Operating Supplie	36.78
100-43100-224	Street Maint Materials	141.97
100-43100-350	Printing & Design	345.05
100-43100-402	Repairs & Maint - Struct	553.52
100-43100-404	Repairs & Maint - M&E	243.49
100-43100-480	Other Miscellaneous	490.00
100-45120-217	Other Operating Supplie	14.73
100-45202-131	Employer Paid Insurance	5.55
100-45202-200	Office Supplies	12.93
100-45202-308	Training & Registrations	250.00
100-45202-402	Repairs & Maint - Struct	2.98
211-45501-131	Employer Paid Insurance	5.55
211-45501-200	Office Supplies	649.45
211-45501-217	Other Operating Supplie	7.36
211-45501-433	Dues & Subscriptions	78.00
211-45501-435	Books and Pamphlets	1,341.47
225-45127-381	Electric Utility	1,226.84
230-45124-217	Other Operating Supplie	7.36
230-45124-322	Postage	12.93
235-42153-212	Motor Fuels	1,726.76
235-42153-217	Other Operating Supplie	1,138.33
235-42153-218	Uniforms	144.70
235-42153-322	Postage	12.93
235-42153-327	Interpretation Fees	34.00
235-42153-334	Meals/Lodging	246.39
235-42153-340	Advertising & Promotion	115.00
235-42153-404	Repairs & Maint - M&E	40.87
235-42153-435	Books and Pamphlets	15.00
250-46520-131	Employer Paid Insurance	8.33
250-46520-200	Office Supplies	2.95
250-46520-301	Auditing & Consulting Se	1,000.00
250-46520-304	Legal Fees	991.00
250-46520-322	Postage	12.94
250-46520-381	Electric Utility	15.00
250-46520-438	Meeting Expense	50.78
250-46520-439	Special Projects	280.00
250-49980-602	Other Long-Term Obliga	2,076.70
250-49980-612	Other Interest	1,283.30
252-46520-491	Payments to Other Orga	1,118,715.93
307-41000-304	Legal Fees	630.00
307-41000-500	Capital Outlay	37,028.67
401-49950-500	Capital Outlay - Office	20,497.78
402-49950-500	Capital Outlay	108,473.25
601-16400	Machinery & Equipment	35,450.00
601-37199	Water Other Income	-155.37

Account Summary

Account Number	Account Name	Payment Amount
601-49400-131	Employer Paid Insurance	45.85
601-49400-212	Motor Fuels	201.34
601-49400-322	Postage	23.57
601-49400-381	Electric Utility	176.37
601-49400-404	Repairs & Maint - M&E	96.39
602-49450-131	Employer Paid Insurance	60.67
602-49450-212	Motor Fuels	306.33
602-49450-217	Other Operating Supplie	41.18
602-49450-304	Legal Fees	645.00
602-49450-308	Training & Registrations	60.00
602-49450-310	Lab Testing	1,101.60
602-49450-322	Postage	12.94
602-49450-404	Repairs & Maint - M&E	854.49
602-49450-408	Repairs & Maint - Distrib	5,764.52
604-14200	Inventory	59,711.40
604-20202	Sales Tax Payable	30.96
604-22000	Prepayments	1,177.31
604-49550-131	Employer Paid Insurance	88.47
604-49550-211	Cleaning Supplies	6.40
604-49550-212	Motor Fuels	538.58
604-49550-241	Small Tools	34.79
604-49550-322	Postage	13.51
604-49550-325	Dispatching	25.00
604-49550-404	Repairs & Maint - M&E	1,476.76
604-49550-405	Repairs & Maint - Vehicl	506.98
604-49550-408	Repairs & Maint - Distrib	24.00
604-49550-410	Repairs & Maint - Gener	1,172.56
604-49550-432	Uncollectible	32.96
604-49550-450	Conservation	304.69
604-49550-460	Miscellaneous Taxes	50.19
604-49550-480	Other Miscellaneous	490.00
604-49550-491	Payments to Other Orga	1,200.00
609-16200	Buildings	10,883.89
609-20202	Sales Tax Payable	11,323.00
609-49751-131	Employer Paid Insurance	20.38
609-49751-217	Other Operating Supplie	62.96
609-49751-251	Liquor	11,316.28
609-49751-252	Beer	39,244.07
609-49751-253	Wine	13,530.09
609-49751-254	Soft Drinks & Mix	824.73
609-49751-256	Tobacco Products	164.76
609-49751-259	Non- Alcoholic	120.00
609-49751-265	Merchandise Returned f	-1,059.74
609-49751-304	Legal Fees	180.00
609-49751-322	Postage	12.93
609-49751-333	Freight and Express	246.05
609-49751-340	Advertising & Promotion	666.49
609-49751-404	Repairs & Maint - M&E	29.45
609-49751-406	Repairs & Maint - Groun	346.35
609-49751-460	Miscellaneous Taxes	3.85
614-20201	Excise Tax Payable	431.05
614-20202	Sales Tax Payable	62.66
614-20206	911 TAP & TACIP Fees Cl	1,244.34
614-49870-131	Employer Paid Insurance	55.09
614-49870-200	Office Supplies	70.33
614-49870-212	Motor Fuels	126.96
614-49870-217	Other Operating Supplie	545.10
614-49870-227	Utility System Maint Sup	16.99

Account Summary

Account Number	Account Name	Payment Amount
614-49870-304	Legal Fees	165.00
614-49870-322	Postage	26.44
614-49870-340	Advertising & Promotion	99.00
614-49870-401	Repairs & Maint - Buildi	21.19
614-49870-404	Repairs & Maint - M&E	44.18
614-49870-432	Uncollectible	32.96
614-49870-441	Transmission Fees	58.33
614-49870-442	Subscriber Fees	5,621.99
614-49870-445	Switch Fees	2,707.56
614-49870-447	Internet Expense	8,466.95
614-49870-448	On-Call Support	268.93
614-49870-451	Call Completion	4,142.27
614-49870-460	Miscellaneous Taxes	34.75
614-49870-480	Other Miscellaneous	186.15
615-49850-131	Employer Paid Insurance	29.64
615-49850-200	Office Supplies	6.89
615-49850-211	Cleaning Supplies	284.25
615-49850-212	Motor Fuels	381.10
615-49850-217	Other Operating Supplie	39.09
615-49850-304	Legal Fees	210.00
615-49850-322	Postage	12.94
615-49850-340	Advertising & Promotion	45.00
615-49850-402	Repairs & Maint - Struct	35.99
615-49850-404	Repairs & Maint - M&E	3.49
615-49850-405	Repairs & Maint - Vehicl	9.99
615-49850-406	Repairs & Maint - Groun	21.98
615-49850-409	Repairs & Maint - Utilitie	308.05
615-49850-433	Dues & Subscriptions	175.00
615-49850-460	Miscellaneous Taxes	138.00
617-20202	Sales Tax Payable	392.54
617-49860-131	Employer Paid Insurance	35.20
617-49860-200	Office Supplies	55.55
617-49860-217	Other Operating Supplie	218.34
617-49860-254	Soft Drinks & Mix	224.64
617-49860-322	Postage	12.93
617-49860-340	Advertising & Promotion	292.00
617-49860-404	Repairs & Maint - M&E	74.73
617-49860-406	Repairs & Maint - Groun	192.31
617-49860-409	Repairs & Maint - Utilitie	24.57
617-49860-460	Miscellaneous Taxes	728.46
700-21701	Federal Withholding	11,499.08
700-21702	State Withholding	4,615.91
700-21703	FICA Tax Withholding	11,497.94
700-21704	PERA Contributions	20,319.06
700-21705	Retirement	5,190.00
700-21706	Medical Insurance	50,497.50
700-21707	Union Dues	1,779.48
700-21708	PD Union Dues	343.00
700-21709	Wage Levy	606.17
700-21711	Medicare Tax Withholdi	3,394.98
700-21712	Flex Account	2,321.93
700-21720	VEBA Contributions	13,876.35
	Grand Total:	1,701,828.81

Project Account Summary

Project Account Key	Payment Amount
None	1,701,828.81

Project Account Summary

Project Account Key
None

Payment Amount

Grand Total:

1,701,828.81

2-15-17
✱