

**GOSEWISCH Construction, Inc.**

901 Summit Avenue  
Mankato, MN 56001  
Ph : (507)625-2634

**Letter of Transmittal**

**To:** Darin Botts  
Brunton Architects & Engineers  
225 Belgrade Ave  
North Mankato, MN 56003  
Ph: (507)386-7996 Fax: (507)386-7992

**Transmittal #: 65**  
**Date:** 5/9/2017  
**Job:** 16-0675 Windom EMS

**Subject:** Submittal

- WE ARE SENDING YOU**
- |   |  |
|---|--|
| <input type="checkbox"/> Attached       | <input type="checkbox"/> Under separate cover via the following items: |
| <input type="checkbox"/> Shop drawings  | <input type="checkbox"/> Prints  |
| <input type="checkbox"/> Copy of letter | <input type="checkbox"/> Change order                                  |
|   | <input type="checkbox"/> Plans   |
|   | <input type="checkbox"/> Specifications                                |
|   | <input type="checkbox"/> Samples                                       |
|   | <input checked="" type="checkbox"/> Submittal                          |

Document Type	Copies	Date	No.	Description
Submittal	1		09 3000-1 Rev 1	Ceramic Tile Samples

**THESE ARE TRANSMITTED as checked below:**

- |  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> For approval | <input type="checkbox"/> Approved as submitted            | <input type="checkbox"/> Resubmit ___ copies for approval   |
| <input type="checkbox"/> For your use            | <input type="checkbox"/> Approved as noted                | <input type="checkbox"/> Submit ___ copies for distribution |
| <input type="checkbox"/> As requested            | <input type="checkbox"/> Returned for corrections         | <input type="checkbox"/> Return ___ corrected prints        |
| <input type="checkbox"/> For review and comment  | <input type="checkbox"/> Other                            |   |
| <input type="checkbox"/> FOR BIDS DUE            | <input type="checkbox"/> PRINTS RETURNED AFTER LOAN TO US |   |

**Remarks:** See attached change request for switching to this tile

**Copy To:**

**From:** Gosewisch, Brian (Gosewisch Constructi)

**Signature:** \_\_\_\_\_

**GOSEWISCH Construction, Inc.**

901 Summit Avenue  
 Mankato, MN 56001  
 Ph : (507)625-2634

*Change Request*

**To:** Darin Botts  
 Brunton Architects & Engineers  
 225 Belgrade Ave  
 North Mankato, MN 56003  
 Ph: (507)386-7996 Fax: (507)386-7992

**Number:** 10  
**Date:** 5/9/17  
**Job:** 16-0675 Windom EMS  
**Phone:**

**Description:**

We are pleased to offer the following specifications and pricing to make the following changes:

Change tile to 12x12 BB47 in leu of BBB051  
 ADD \$945.00  
 Tile and bullnose are more expensive

Description	Labor	Material	Equipment	Subcontract	Other	Price
Ceramic Tile				\$945.00		\$945.00
					Subtotal:	\$945.00
			Markup	\$945.00	10.00%	\$94.50
					<b>Total:</b>	<b>\$1,039.50</b>

If you have any questions, please contact me at (507)625-2634.

Submitted by: Brian Gosewisch  
 Gosewisch Construction Inc

Approved by: \_\_\_\_\_  
 Date: \_\_\_\_\_

Cc:

**Brian Gosewisch**

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**From:** Jerry's Tile Service <jts@hickorytech.net>  
**Sent:** Friday, May 05, 2017 2:17 PM  
**To:** 'Brian Gosewisch'  
**Subject:** EMS Windom

Change tile to 12x12 BB47 in leu of BBB051  
ADD \$945.00  
Tile and bullnose are more expensive  
Randy

**Dan Ortmann**

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**From:** "Darin Botts" <darinb@bruntonarchitects.com>  
**Date:** Friday, May 12, 2017 8:52 AM  
**To:** "Dan Ortmann" <djo@windomnet.com>  
**Cc:** "Corey Brunton" <corey@bruntonarchitects.com>; "Brian Gosewisch" <brian@gosewisch.com>  
**Attach:** 16-0675 CR10.pdf, 16-0675 CR11.pdf  
**Subject:** Windom EMS

Good morning Dan, the following is a summary of what we discussed yesterday about the proposed tile change.

- The tile that was specified is a ceramic, monochrome, smooth surface tile.
- The tile we are recommending has the following improved attributes:
  - The tile has a non-slip surface
  - The tile color is variated (dirt is not as noticeable for areas such as the vestibule).
  - The tile is porcelain, so that if it is chipped, it will not be as noticeable.
- The cost for this change is identified in the attached file. We recommend the 12x12 pricing (CR10), not the 12x24 (CR11).
- The additional cost could be handled one of two ways:
  - The cost is processed as a change order and added to the overall cost of the project (contingency funds)
  - The cost could be diverted from the storage room allowance to cover the cost. Each storage room (3 total) has an allowance of \$1,000 for shelving. If shelving is repurposed or obtained by other means, the allowance would not be needed for shelving.

I wanted to have you take a look at this first to see how we can/ should proceed with the council.

Thanks!

**Darin Botts****Project Manager**

5900 Green Oak Drive | Minnetonka, MN 55343

PH: 507.386.7996 | FAX: 507-386-7992

DL: 612-435-0693 | [darinb@bruntonarchitects.com](mailto:darinb@bruntonarchitects.com)



# MEMORANDUM



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

**TO:** City Council  
**FROM:** Joe Audette, Liquor Store Manager  
**DATE:** May 16, 2017  
**RE:** Hire Recommendations - Part Time Clerk for the Liquor Store

After reviewing applications and interviewing candidates I recommend the hiring of William Mielke at \$9.50 per hour according to the adopted part-time, seasonal and non-union wage scale.

Please contact me at 831-6132 if you have any questions.



Memo: Pool, Arena & Recreation Seasonal Hires  
To: Windom City Council

From: Al Baloun *AB*  
Recreation Director &  
Samantha Baloun  
Pool Manager

The following are additional Seasonal hires and Head Lifeguard positions for the Windom Swimming Pool. Shelby, Cameron, and Sophia will complete all documentation and mandatory training through the Red Cross Lifeguarding Course in early June, 2017. Upon completion of the requirements, they will begin working at the City of Windom Pool. Londyn, Kaitlyn, and Meredith will complete the Red Cross Lifeguard Management Certification; upon completion, they will be qualified as a Head Lifeguard.

**SEASONAL SUMMER EMPLOYEES 2017 Pool**

Shelby Erickson  
Cameron Alm  
Sophia Nelson

Londyn Espenson- HG  
Kaitlyn Lohse- Sub HG  
Meredith Suess- Sub HG

**SEASONAL SUMMER EMPLOYEES 2017 Recreation & Arena**

Kelly Hayenga- Arena & Recreation  
Leigh Hanefeld- Arena & Recreation  
Daytona Smedsrud- Arena & Recreation  
Austin Doorenbos- Recreation  
Samuel Doorenbos—Recreation  
Olivia Maras- Recreation

If you have any questions regarding this memo feel free to contact Samantha at 507-830-1356 or Al 507-822-0514.



# 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:** Council Member Grunig  
**DATE:** May 15, 2017  
**RE:** Capital Improvement Projects – Consideration for Prioritization

For an introduction to the City Council discussion on upcoming priorities the following is a list of points for discussion. Please note the order does not indicate a priority as that will be determined by City Council.

1. Arena – Required replacement of the ice-making equipment and coolant system used. This is based on new Federal regulations effective in 2020. Cost of ice-making equipment and concrete for the rink with circulation tubing estimated at \$800,000. Windom Youth Hockey Association has partnered with the City on Arena improvements with a budget of \$400,000 for new locker rooms. Additional financial participation could come from the Arena Booster Club, Figure Skating Club and other fundraising or in-kind or reduced cost materials. Other financial resources should include the application for a Mighty Ducks grant (\$50,000 to \$250,000).
2. Single and Multi-Family Housing – I believe there has been enough discussion relating to this issue by the City Council and conveyed to the public to understand the priority and the critical need for additional new housing and the continued push towards the 5,000-population growth goal by 2020. The Economic Development Authority continues to work towards that effort. Partnering with the Housing & Redevelopment Authority will also be beneficial.
3. Library – Due to the deteriorated condition of the windows the need here is a complete replacement of the buildings' windows. A primary concern is the current size of windows is driving up the replacement cost, which is projected at \$120,000. Additional window size design options might lower cost. The Library currently has \$40,000 unspent 2016 and 2017 tax levy dollars that are earmarked as available for this project.
4. Swimming Pool – Two feasibility studies have indicated a need to repair or replace the existing pool, which is 50+ years old. The studies, Management and site visits verify some areas of the pool and building as being completely deficient. Replacement cost projected at \$3.2 million with questions of a new pool site being part of the discussion. A complete renovation of the existing pool is also costly at \$2 million. Public opinion of the pool project seems positive so this may require a special fundraising campaign by concerned community groups to meet this challenge.

5. Re-purpose of Old Fire Hall – Three major options have been identified in this process.
  - a. Relocation of the Police Department
  - b. Additional Telecom office space and vehicle parking
  - c. New Council Chambers with offices for EDA and Building & Zoning

All three options would be real positive improvements for each of those Departments but there are concerns also, with each; including specific costs yet to be determined.

6. Community Center – Outdoor patio improvements including landscaping to attract additional wedding reception usage being discussed. Possible public fundraising effort as a funding source. There is approximately \$50,000 that has been donated by Daisy Jacobs and Wally Rofxxxx that could be used to get this project started.
7. Airport – Runway extension and additional airplane hangar space has been a Council discussion for a while. The Airport is going through a FAA required Master Plan and runway study which will need to be completed prior to the runway extension being addressed. The cost share is currently 90% FAA and 10% City (local match), but this could be augmented with State funds. Total cost to City could be \$100,000 - \$200,000 depending on the project and required match.
8. Liquor Store –Relocation of the Liquor Store would solve at least a couple issues. It would make the available remaining lot size more desirable for new development and a move to a new or different building could create additional floor space (which has been identified as an issue) for increased Liquor Store sales revenues.
9. Public Works (On-going Street re-construction projects)
10. Park and Recreation –Funds amounting to \$60,000 have been previously set-aside for additional lighting for the fields at the Windom Rec Area by Cottonwood Lake. Additional fundraising or grants can be used to assist with this project.
11. Telecom (rack space) –Needed to accommodate hosting of third party hardware, which generates revenue for Telecom and helps provide additional connectivity and business opportunities.
12. City Hall – Windows on the 4<sup>th</sup> Avenue side of the building need to be replaced. The older portion of the building (housing Council Chamber, EDA and Building\Zoning) needs tuck pointing, foundation repair and roof repairs.
13. Tennis Courts – There currently is \$150,000 within the ESF project budget for tennis courts/park relocation.

*Additional Capital Improvement Projects for prioritization are listed by Department in the 2017 City of Windom approved budget.*

# What Cities Can Do When They Need Extra Cash

BY MEGAN HAFNER

**D**oes your city need to renovate city hall or buy a new firetruck? Are you wondering where the city will come up with the money for these important expenditures?

It's not always easy because by law, cities can't just go to the bank and take out a loan. Instead, cities must find specific authority in state law to borrow money or carry debt. Authority for a specific situation involves consideration of detailed and interrelated state laws (and of the city charter for charter cities).

However, a discussion of some broad categories of authority in state law may give you an idea of some of the possibilities.

## Bonds

Bonds are the most common way for cities to raise capital, or "borrow" money. A bond (or an "obligation") is a promise to pay a stated amount of money, including principal and interest,

at a fixed future date, made for the purpose of incurring debt.

In essence, a city gets money now in exchange for a promise to pay the money back over a certain number of years. Chapter 475 in Minnesota law governs the issuance of bonds. Bonds typically have a term of 10 to 30 years, although in some situations a city can issue a short-term bond (maturing in no more than three years).

Cities mainly issue two types of bonds: general obligation (GO) bonds and revenue bonds. GO bonds are obligations for which a city pledges the full faith and credit of the city to their payment. This means the city will use its taxing authority to pay them back. Some GO bonds are subject to voter approval, but there are several exceptions to that requirement.

Revenue bonds require a city to pay principal and interest from a specific revenue source, such as charges for water. Most revenue bonds do not require voter approval.

Federal laws govern requirements for cities issuing bonds, as well as the tax-exempt status of the bonds. Attorneys who specialize in bond law help ensure that most bonds issued by cities (municipal bonds) are tax-exempt, making them attractive to people or entities who invest in bonds.

## Certificates of indebtedness

State law authorizes cities to issue debt in the form of certificates of indebtedness or capital notes for specific types of purchases or spending. For example, Minnesota Statutes, section 412.301 authorizes cities to finance the purchase of certain

capital equipment (e.g., firetrucks and ambulances) by issuing certificates or notes.

The certificates or notes must be paid within 10 years, and cities must levy taxes to pay the principal and interest on the notes. When the purchase is for a large dollar amount, it is subject to a reverse referendum (where residents can petition for a special election on the purchase).

Other examples include Minnesota Statutes, section 475.754, which authorizes cities to issue certificates of indebtedness to cover expenses related to a natural disaster or other public emergency. Cities can manage short-term cash flow problems by issuing certificates under Minnesota Statutes, section 412.261 in anticipation of tax revenues, and under Minnesota Statutes, section 475.755 when it turns out that the property tax levy the city certified will not cover city costs.

## Lease-purchase agreements

Minnesota Statutes, section 465.71 authorizes cities to lease property with an option to purchase under a lease-purchase agreement. In this situation, the title to the property is retained by the seller or vendor (or assigned to a third party such as a bank) as security for the purchase price.

No election is required for a lease-purchase agreement. However, the city must have the right to terminate the lease-purchase agreement at the end of any fiscal year during its term without a penalty provision so great that it makes termination a practical impossibility.

## Conditional sales contract or contract for deed

Minnesota Statutes, section 412.221 grants cities authority to purchase personal property, like trucks or equipment, through a conditional sales contract. It also allows cities to purchase real property (buildings or land) through a contract for deed.

The contract must have a term of no more than five years, and the seller is limited to recovering the property if the city fails to pay all or part of the contract price. These contracts are also subject to a reverse referendum when the dollar amount is high.

Municipal borrowing is complicated and involves consideration of numerous state and federal laws. While for some basic situations, you'll only need to consult with the city attorney, more complex situations—such as issuing bonds or certificates of indebtedness—will require involvement of bond counsel and financial advisors. 

Megan Hafner is a research attorney with the League of Minnesota Cities.  
Contact: mhafner@lmc.org or (651) 281-1226.