

**Council Meeting**  
**Tuesday, October 3, 2017**  
**City Council Chambers**  
**7:00 p.m.**  
**AGENDA**



Call to Order

Pledge of Allegiance

7:00 Public Meeting – Rental Housing Ordinance

1. Consent Agenda

- Minutes
  - Council Minutes – September 19, 2017
  - EDA - September 18, 2017
  - Housing And Redevelopment Authority July 12 & August 9, 2017
  - Park & Recreation – September 21, 2017
  - Telecom Commission – September 25, 2017
  - Utility Commission – September 28, 2017
- Regular Bills

2. Department Heads

3. Resolution of Appreciation – Kevin Patterson

4. Public Hearing - Modification of Development District No 1 and Establishing TIF District 1-21

5. Street Closure Request – WAHS Homecoming Parade

6. Resolution Accepting Donation

- Windom Area Girls Fastpitch Association (WAGFA) – Windom Recreation Area

7. Change Order – Rice Lake Contracting Corp. #1 \$192,017.16

8. Contractor Payment – Gosewisch Construction, Inc. #12 \$53,777.72 – Emergency Services Facility

9. New Business

10. Old Business

11. Council Concerns

12. Personnel Items

- Hire Part-time Community Center Maintenance Position
- Closed Session – Labor Negotiation Strategy

13. Adjourn

**REMINDER BUDGET WORKSHOP– OCT. 9, 2017 AT 5:30 P.M. – COMMUNITY CENTER**

ORDINANCE NO. 167, 2<sup>ND</sup> SERIES

AN ORDINANCE OF THE CITY OF WINDOM, MINNESOTA,  
AMENDING CITY CODE TITLE XV: "LAND USAGE", CHAPTER 150  
"BUILDING REGULATIONS; CONSTRUCTION" BY MODIFYING THE TITLE  
AND ADDING NEW SECTIONS ON "RENTAL HOUSING"

THE CITY COUNCIL OF THE CITY OF WINDOM ORDAINS:

WHEREAS, the City of Windom wants to ensure that the conditions of rental housing units in Windom comply with life, health and safety standards necessary to safeguard the general welfare of the residents of these units and the surrounding properties; and

WHEREAS, it is necessary that the City adopt an ordinance governing "rental housing" within the city limits; and

WHEREAS, the Planning Commission has reviewed the language for a proposed "rental housing" ordinance and recommended its adoption by the City Council; and

WHEREAS, it is in the best interests of the citizens of Windom that Title XV: "Land Usage", Chapter 150 "Building Regulations; Construction" of the Windom City Code be amended to modify the title of this Chapter and to add new sections on "rental housing" as set forth herein.

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

THE CITY CODE OF THE CITY OF WINDOM IS HEREBY AMENDED BY REMOVING THE CURRENT TITLE FOR CHAPTER 150 AND REPLACING IT WITH THE FOLLOWING:

"CHAPTER 150 'BUILDING REGULATIONS AND RENTAL HOUSING'"

THE CITY CODE OF THE CITY OF WINDOM IS HEREBY FURTHER AMENDED BY INSERTING THE FOLLOWING SECTIONS IN TITLE XV: "LAND USAGE", CHAPTER 150 "BUILDING REGULATIONS AND RENTAL HOUSING":

***RENTAL HOUSING***

**§ 150.50 PURPOSE.**

The purpose of this ordinance is to ensure that the conditions of rental housing units in Windom comply with life, health and safety standards necessary to safeguard the general welfare of the residents of these units and the surrounding properties. The general objectives include, but are not limited to, the following:

- (A) To maintain the character, integrity, and stability of rental dwelling units within the City;
- (B) To correct and prevent rental dwelling conditions that adversely affect or are likely to adversely affect the life, safety, general welfare and health of persons occupying rental dwellings

within the City of Windom;

(C) To assist in enforcing minimum standards for cooking, heating, and sanitary equipment necessary for the health and safety of the occupants of rental dwellings;

(D) To assist in enforcing minimum standards of light and ventilation necessary for health and safety;

(E) To prevent overcrowding of rental dwelling units;

(F) To assist in enforcing minimum standards for the maintenance of rental dwelling units to prevent slums and blight;

(G) To preserve the value of land and buildings throughout the City.

#### **§ 150.51 INTENT.**

It is the intent of this Ordinance to establish a permanent mode of protecting and regulating the living conditions of the residents of the City who rent dwelling units and to provide a means for imposing license fees to help the City defray the costs necessary for rental housing inspections and enforcement of this Ordinance.

#### **§ 150.52 DEFINITIONS.**

For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

**DWELLING.** Any building which is wholly or partly used or intended to be used by human occupants for living, sleeping, cooking, eating and sanitation purposes.

**EGRESS.** A safe means of escape.

**HABITABLE SPACE.** A space in a building for living, sleeping, eating or cooking with a ceiling height of not less than 6' 8". Bathrooms, toilet rooms, closets, halls, storage or utility spaces and similar areas are not considered habitable spaces.

**PROPERTY.** Any dwelling or building on one parcel, or any group of buildings located on the same parcel of land which is owned by the same individual(s) or entity, or buildings physically and permanently attached to one another that may or may not be on the same parcel of land and are owned by the same individual(s) or entity. Each building with a different physical address and different parcel number will be classified as a separate property, regardless of ownership.

**RENTAL DWELLING UNIT.** Any building structure or enclosure wholly or partly used or intended to be used by human occupants for living, sleeping, cooking, eating and sanitation purposes,

rented or offered for rent by any person or entity to any other person or persons for use for these residential purposes. "Rental Dwelling Unit" does not include rest homes, convalescent homes, nursing homes, hotels, motels, dormitories or facilities licensed by the State of Minnesota as institutional occupancies.

**§ 150.53 HEALTH AND SAFETY.**

(A) *Building Exterior.* The exterior of the building shall be in reasonable repair and have adequate roofing and siding material to prevent air and water from leaking into the building.

(B) *Identification.* Street address numbers shall be displayed on the front of the building so they are visible from the street. Individual units shall have the unit number displayed on the main entrance to the unit.

(C) *Electrical Requirements.* Electrical equipment shall be fully functional and in safe operating condition. Outlets, switches and junction boxes shall have proper sized cover plates securely attached. Any hard-wired light fixture, both interior and exterior, must be securely fastened to an approved electrical box. Temporary wiring, drop cords or extension cords shall not be used in lieu of permanent wiring. Outlets in bathrooms, kitchen, garages and outdoors shall be GFI (Ground-fault interrupters). The owner shall provide an adequate electrical service. Electric service panels shall be unobstructed.

(D) *Exits.* Each unit shall have two (2) exits. These exits can be any combination of doors leading directly to the exterior or public hallways and egress windows. All sleeping rooms shall have an egress window or door that leads directly to the exterior of the building. Egress windows shall be sized according to the Minnesota Building Code in effect at the time of inspection.

(E) *Doors.* All doors shall be equipped with panic hardware or knobs that are operable from inside the dwelling or room without keys or tools. Exterior doors shall be properly fitted and sealed to prevent air and water from leaking into the building, and have locks installed for privacy and security.

(F) *Windows.* Windows shall be properly fitted and sealed to prevent air and water from leaking into the building; broken windows shall be repaired or replaced and not boarded over. Egress windows shall be properly sized and shall operate freely and easily from the inside of the building.

(G) *Hallways.* Owners shall not place or install any fixtures, furniture, appliance or similar obstructions in public hallways that are part of an emergency exit. Tenants shall keep public hallways free of obstructions and personal property.

(H) *Fire Extinguishers of Type ABC.* The owner:

(1) Shall equip each single-family dwelling with at least one fire extinguisher.

(2) Shall equip each multi-family dwelling either with a 10 lb. extinguisher in each unit or one (1) 20 lb. extinguisher in a common area on each floor.

(3) Shall be responsible for the annual inspection and tagging of each such fire extinguisher by a certified professional.

(I) *Garbage.* The owner of rental units shall provide garbage collection containers or dumpsters and recycling containers adequate to accommodate all garbage and recyclables generated by each rental unit. Tenants, whether in single-family or multi-family units, shall not allow garbage, rubbish, debris, or recyclables to accumulate inside or outside of their units and shall keep their units reasonably clean and sanitary.

(J) *Heating Units.* All heating units shall be fully functional, properly vented, and be capable of maintaining all habitable rooms at 68 degrees Fahrenheit. Intake and exhaust openings shall have proper clearance and be unobstructed. Portable electric heating units and stoves shall not be used as a permanent source of heat and non-vented fuel-burning heaters are strictly prohibited.

(K) *Mold, Rodents and Insects.* Mold, rodent and insect infestations shall be promptly eliminated by the owner and the rental unit shall then be kept mold and infestation free by the tenant.

(L) *Plumbing.* Plumbing systems shall be properly maintained by the owner free of leaks and fully functional and shall provide hot and cold water to all sinks, tubs and showers and cold water to all toilets. Plumbing vents shall be fully functional and unobstructed.

(M) *Water Heaters.* All water heaters shall be fully functional, properly vented if using gas, and shall be equipped with a fully-functional relief valve with a discharge line to within 18 inches of the floor.

(N) *Sanitary Sewer.* Sanitary sewer systems shall be properly maintained, fully functional and properly connected to every toilet, sink, tub and shower.

(O) *Clothes Dryers.* Clothes dryers shall be properly vented. Vents shall be clean and unobstructed.

(P) *Utility Meters.* Gas, water, and other utility meters shall be unobstructed.

(Q) *Smoke Detectors.* Smoke detectors shall be fully functional and installed on every level of a unit, in every sleeping room, access point leading to sleeping rooms, public hallways and stairwells. Tenants shall not remove batteries from or otherwise disable, remove or destroy any such detector.

(R) *Carbon Monoxide Detectors.* Carbon monoxide detectors shall be provided by the owner, shall be installed within 10 feet of the entrance of all sleeping rooms, and shall be maintained in fully-functional condition. Tenants shall not remove batteries from or otherwise disable, remove or destroy any such detector.

(S) *Exterior Illumination.* Parking lots, sidewalks and exterior stairs shall be sufficiently illuminated for safety and security.

(T) *Accessibility.* Buildings required to be handicap accessible shall maintain all accessible features and systems.

#### **§ 150.54 MAXIMUM DENSITY**

(A) *Maximum Density.* The maximum permissible occupancy of any dwelling unit shall be determined as follows.

(1) For the first occupant, 150 square feet of habitable space and for every additional occupant thereof at least 100 square feet of habitable space.

(2) Every dwelling unit shall be equipped with at a minimum:

(a) One sink and one shower/tub with hot and cold water.

(b) Kitchen with food storage and food preparation area including a stove/oven and refrigerator/freezer. Small electric appliances, such as hot plates or crock pots, shall not be substituted for a stove/oven.

(c) One toilet with cold water.

(d) Sleeping areas for all tenants. Single occupant bedrooms shall be a minimum of 70 square feet. Every bedroom occupied by more than one person shall have a minimum of 50 square feet for each occupant.

#### **§ 150.55 LICENSING**

(A) Every person, firm, corporation or entity who owns a residential property in Windom and rents that property to another person shall be required to obtain a Rental License from the City on a form provided by the City.

(B) Property owners must fill out and submit a Rental License Application and pay the initial application fee. After the City receives the application and payment, inspections will be scheduled and conducted. Rental units that pass inspections will receive a certificate of compliance. Rental

properties will receive a rental license once all units pass inspection.

(C) All existing and future rental properties must be individually licensed, regardless of ownership.

(D) The license will be valid for a three-year period. An application for renewal of the license must be submitted between January 1<sup>st</sup> and March 31<sup>st</sup> of the renewal year.

(E) After adoption of the rental housing ordinance by the City Council, all properties converted to or constructed as new rental units must be inspected and licensed prior to being occupied.

(F) Complaints: Upon receipt of a complaint and verification that a rental property is not licensed, the City shall notify the property owner of record in writing that the owner has 60 days to comply with this ordinance and obtain a rental license or cease rental operations.

## § 150.56 INSPECTIONS

(A) All rental properties shall be required to have an inspection of each rental unit completed by the City of Windom prior to a license being issued or renewed.

(B) An initial inspection of the rental property will be scheduled following submission of a rental license application by the owner.

(C) At the time of renewal of a rental license, an inspection of the rental property will be scheduled and shall be conducted between January 1<sup>st</sup> and May 31<sup>st</sup> of the renewal year.

(D) In the event that a rental property is sold, the new owner will be required to obtain a rental license from the City within sixty (60) days of the closing on the property. That property is subject to rental inspections and fees regardless of when the last inspection was completed.

(E) Complaints: If the City receives a complaint about a licensed rental property, the City will send written notification to the owner. The notice will explain the nature of the complaint and give an appropriate amount of time to remedy the situation and schedule an inspection of the rental unit. There will be no fee for this inspection. If the property owner does not schedule the inspection or the rental unit fails the inspection, then the "Fines and Penalties" Section of this ordinance will apply.

(F) The property owner or an authorized representative must be present for all inspections.

(G) The current tenant must (a) either be present for the inspection or (b) have signed a consent form, provided by the City, authorizing the inspection without the tenant's presence which consent form must be presented to the City prior to the inspection.

### Exemptions from Rental Inspections:

(1) Properties that are under State or Federal inspections are exempt from the provisions of this ordinance and from rental inspections by the City.

(2) A property owner may be entitled to an exemption from rental inspections on a specific property for alternate renewal rental license periods if all of the following criteria are met:

(a) The specific property received passing inspections for the initial license period and the consecutive first license renewal period.

(b) The City has not received any complaints which have led to required work orders or repairs on the specific property.

(c) The property owner must file for the exemption at the time of the license renewal application for the specific property.

(d) Exemptions are for properties only and will not be issued for individual rental units.

(e) The property owner will still be required to renew the rental license for the specific property according to this ordinance. However, the property owner will not be charged the inspection fees or be subject to rental inspections for that specific property for the subsequent three-year license term.

(f) Thereafter, if the criteria of this section are not violated, the property owner will be entitled to an exemption from rental inspections on the specific property for alternating three-year rental license periods.

(g) Exempt properties will lose their exempt status if the City receives a complaint and issues a work order or repair notice to the property owner.

(h) Exempt properties will lose their exempt status when they are sold.

#### **§ 150.57 LICENSE AND INSPECTION FEES**

(A) Rental license and inspection fees will be established by Resolution of the City Council.

(B) Rental license fees will be payable at the time of the initial application and renewal applications for a rental license.

(C) The license fee will cover the initial inspection for each application period.

(D) Properties exempt from renewal inspections for alternating renewal license periods, as provided herein, will be charged a minimum renewal fee for each license period exempt from a rental inspection.

## **§ 150.58 FINES AND PENALTIES**

(A) If during a rental inspection a unit or property does not meet the minimum requirements of this ordinance, it will receive a failed inspection notice. This notice will be issued in writing to the owner or authorized agent who is present at the time of the inspection. The notice will list the repairs that are necessary and a period of time within which the repairs must be made and the unit or property re-inspected (second inspection). Payment for this second inspection will be due prior to the inspection. Failure to pay the second inspection fee will not prevent the City from conducting a second inspection.

(B) If the property owner does not schedule the second inspection by the date specified on the notice, it will count as a second failed inspection whether or not the repairs have been made. The City will then send notice to the owner of the day and time of the rescheduled inspection (third inspection) for the property. Payment for this third inspection and the unscheduled second inspection will be due prior to this inspection. Failure to pay these re-inspection fees will not prevent the City from conducting the third inspection.

(C) If a property owner fails to be present for a scheduled inspection without giving at least 48-hours' notice, it will count as a failed inspection and will be subject to re-inspection fees.

(D) Re-inspection fees for failed inspections will be established by Resolution of the City Council.

(E) If a property owner or his/her tenant does not consent in a reasonable amount of time to the first and any required second and third inspections, or if the property owner has failed to be present for or schedule the inspections, or if the tenant has failed to be present for any inspection or consent in writing to an inspection without his/her presence, or if the property owner has not made the necessary repairs within the time(s) specified, the Windom Building & Zoning Official shall have the right to suspend or revoke the rental license for the property.

(F) If the City chooses to seek injunctive relief or any other relief from the Court to enforce the provisions of this ordinance and if the City prevails in such action(s), the property owner shall pay all of the City's reasonable attorneys' fees and court costs in such action(s).

(G) The City shall have the right to recover any unpaid license and renewal fees, re-inspection fees, and reasonable attorneys' fees and court costs (if incurred by the City). If any of these fees and costs are unpaid, the City shall prepare an invoice for said unpaid amount and mail the invoice to the property owner. Thereupon the amount shall immediately be due and payable at the Office of the City Clerk.

(H) If the property owner fails to pay the license or renewal fees, re-inspection fees, or any attorneys' fees and court costs (if incurred by the City), then after notice and hearing as provided by

M.S. § 429.061, as it may be amended from time to time, the City Administrator shall, on or before December 31 next following mailing of the invoice for these fees and costs, list the total unpaid fees and costs against each separate lot or parcel to which the fees and costs are attributable and these shall be levied as special assessments against the property. These special assessments shall be payable with the real estate taxes on the property in one or more installment(s) as the City Council may determine.

(I) Any property owner who violates any of the provisions of §§ 150.53 through 150.58 shall also be guilty of a misdemeanor.

### **§ 150.59 APPEALS**

(A) Property owners have the right to appeal the results of a rental inspection. The appeal can only be filed after a rental inspection has occurred and the result was a failed inspection.

(B) Appeals must be in writing and submitted or mailed to the City of Windom, 444 9<sup>th</sup> Street, PO Box 38, Windom, MN 56101.

(C) Appeals must be submitted prior to the work order/re-inspection date indicated on the inspection form.

(D) The Windom City Council will act as the Appeals Board and hear all appeals. The owner(s) will have an opportunity to be heard and present any evidence they have that relates to the property.

(E) The decision of the Appeals Board will be final and no further appeals will be heard or allowed for the same rental unit until another rental inspection has occurred. The property owner will be sent written notice of the results of the appeal.

### **§ 150.60 CITY NOT AN ARBITER**

With respect to rental disputes, and except as otherwise specifically provided by the terms of this ordinance, it is not the intention of the City of Windom to intrude upon the fair and accepted contractual relationship between tenant and landlord. The City does not intend to intervene as an advocate of either party, nor to act as an arbiter, nor to be receptive to complaints from tenant or landlord which are not specifically and clearly relevant to the provisions of this ordinance. In the absence of such relevancy with regard to rental disputes, it is intended that the contracting parties exercise such legal sanctions as are available to them without the intervention of city government. Neither in enacting this ordinance is it the intention of the City to interfere or permit interference with legal rights to personal privacy.

**§ 150.61 NO WARRANTY BY CITY**

Also, by enacting and undertaking to enforce this ordinance, the City, its agents, and employees do not warrant or guarantee the safety, fitness or suitability of any dwelling in the City of Windom. Owners and occupants should take whatever steps they deem appropriate to protect their interests, health, safety and welfare.

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

**This ordinance, or an approved Title and Summary of this ordinance, shall be published in the COTTONWOOD COUNTY CITIZEN and this ordinance shall be effective immediately upon publication.**

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

\_\_\_\_\_  
Dominic Jones, Mayor

ATTEST:

\_\_\_\_\_  
Steven Nasby, City Administrator

1<sup>st</sup> Reading: October 17, 2017  
2<sup>nd</sup> Reading: November 7, 2017  
Adoption: November 7, 2017  
Published: November 15, 2017

**Regular Council Meeting  
City Hall, Council Chamber  
September 19, 2017  
7:30 p.m.**

1. Call to Order:

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

2. Roll Call:

Council Present: Mayor Dominic Jones, Jayesun Sherman, Marv Grunig, Bryan Joyce and Rod Byam

Council Absent: Paul Johnson

City Staff Present: Steve Nasby, City Administrator; Scott Peterson, Police Chief; Al Baloun, Recreation Director; Dawn Aamot, Library Director; Mike Haugen, Water/Wastewater Superintendent; Jeff Dahna, Telecom General Manager; Andy Spielman, Building Official; Joe Audette, Liquor Store Manager; and Dan Ortmann, Fire Chief

3. Pledge of Allegiance

4. Consent Agenda:

- Minutes
  - Council Minutes – September 5, 2017
  - Telecom Commission – August 28, 2017
  - EDA– September 11, 2017
  - Library Board – September 12, 2017
  - Planning Commission – September 12, 2017
  - Tree Commission – September 13, 2017
- Regular Bills

**Motion by Joyce, second by Sherman, approving the Consent Calendar. Motion carried 4 – 0.**

5. Department Heads:

Recreation Director Al Baloun reminded everyone of the Friends of the Pool organizational meeting on Thursday, September 21<sup>st</sup>, at 7:00 p.m. at the Windom Community Center. The goal is to explain and review issues with the pool and explore interest in creation of a “Friends of the Pool” group to explore solutions for the future of the pool including fundraising, pool location, renovation, or new pool.

## Preliminary

Telecom Operations Manager Jeff Dahna told the Council that the Border-to-Border Grant application was submitted on September 11. There were 70 applications received with a total project costs of \$112M of which \$50.3M were grant fund requests.

Grunig questioned the date for grant awards. Dahna said awards are in December 2017.

### 6. Resolutions Accepting Donations:

**Council member Joyce introduced the Resolution No. 2017-65, entitled “RESOLUTION TO ACCEPT A DONATION FROM MARK VEURINK/CPM FARMS LLC FOR THE EMERGENCY SERVICES FACILITY”, and moved its adoption. The resolution was seconded by Grunig and on roll call vote: Yes: Byam, Grunig, Sherman and Joyce, No: None. Absent: Johnson. Abstain: None. Resolution passed 4 – 0.**

**Council member Grunig introduced the Resolution No. 2017-66, entitled “RESOLUTION TO ACCEPT A DONATION FROM THE FIRE DEPARTMENT RELIEF ASSOCIATION FOR THE WINDOM FIRE DEPARTMENT”, and moved its adoption. The resolution was seconded by Joyce and on roll call vote: Yes: Grunig, Sherman, Joyce and Byam, No: None. Absent: Johnson. Abstain: None. Resolution passed 4 – 0.**

### 7. Conditional Use Permit – 2270 Highway 60:

Building and Zoning Official Andy Spielman reviewed the Conditional Use Permit recommendation from the Planning Commission for 2270 Highway 60. The Planning Commission held a public hearing on September 12, 2017. The Commission recommends approval of a conditional use permit application to allow the addition of fill on property in a B-2 District upon the condition that a maximum of 6,700 cubic yards of fill can be placed on the site.

Jones asked if there were water retention and detention measures in place for the property. Spielman said the property is 1.6 acres and there is enough area on the site for water storage. A water detention pond could be placed on the NW corner and the SE corner along Hwy 60 could be used for water retention area for water runoff.

Grunig asked how long the Conditional Use Permit was good for. Spielman said that it is good for this project for 12 months.

Joyce shared the Planning Commission discussed as to setting a precedent for bringing in fill. He noted every conditional use permit is a separate application and this specific application is a unique request for a project with a very large area that could accommodate water storage.

**Motion by Joyce second by Sherman to approve recommendation submitted by the Planning Commission for the approval of Conditional Use Permit for 2270 Highway 60 East to allow the addition of fill on property in a B-2 District upon the condition that a maximum amount of 6,700 cubic yards of fill can be placed on the property at 2270 Highway 60 East. Motion carried 4 – 0.**

8. Telecom Commission Rate Change Recommendations - Resolutions:

Telecom General Manager Jeff Dahna said the Telecom Commission met on August 28, 2017, and proposed an increase on all internet and video accounts to take effect November 2017. The recommended rate increase for all levels of Internet Services is \$7.00 and \$3.00 for all levels of Video Services. Dahna stated the increase is needed to generate revenue to fund the bond debt service for the core system upgrade project and for cable subscriber rate increases.

Grunig noted the internet rate increase is to fund the core system upgrade to benefit customers.

Byam said it is better to have a rise in rates to keep the system current than have outages. Dahna replied that the system is customer driven as they want more speed and bandwidth for numerous home electronics and video.

Joyce said the trend in video is declining customers as people switch to streaming video via internet. The core system upgrade enables better service and higher speeds to do streaming. The video increase is needed due to increased programming costs for cable tv. Rates had been kept artificially low so no reserves were built up and now upgrades need to be paid for.

**Council member Grunig introduced the Resolution No. 2017-67, entitled “RESOLUTION ESTABLISHING RATES, CHARGES AND FEES FOR TELECOMMUNICATIONS ENTERPRISE FUND”, and moved its adoption. The resolution was seconded by Sherman and on roll call vote: Yes: Sherman, Joyce and Grunig. No: Byam. Absent: Johnson. Abstain: None. Resolution passed 3 – 1.**

The Telecom Commission also recommended the Council approve and formally adopt rates for Transparent Land Services (TLS) Monthly Rate Charge (MRC), 3yr MRC, 5yr MRC and Non-reoccurring Charge (NRC).

Grunig asked how many business customers are impacted by this rate. Dahna said 12-13 but they are currently paying the costs and this is just a formalization of the rates.

**Council member Sherman introduced the Resolution No. 2017-68, entitled “RESOLUTION ESTABLISHING RATES, CHARGES AND FEES FOR TELECOMMUNICATIONS ENTERPRISE FUND”, and moved its adoption. The resolution was seconded by Byam and on roll call vote: Yes: Sherman, Joyce, Byam and Grunig. No: None. Absent: Johnson. Abstain: None. Resolution passed 4 – 0.**

Dahna shared with the Council the Telecom Commission’s recommendation that the City Council review the proposed City Camera System (CCS) charge rates and charge CCS participants for the Transparent Land Service (TLS) reoccurring bandwidth charges. The CCS TLS connections use GPON bandwidth resources in the Calix system and can limit what Telecom can sell as a service to other customers. He and the Commission would like to charge CCS participants for the TLS services. The CCS was installed and put into operation in 2015. The Telecom Dept. installed an estimated \$8,500 of equipment (in-kind) to connect the CCS

with TLS connections back to the recording server located in the NOC. Telecom Dept. has not charged for the TLS for the last 23 months.

The Council discussed the impacts of the fees and value of the security system to the City, but had no action. Consensus to review and discuss the recommendation along with the costs, benefits and funding at the October 9<sup>th</sup> Council Budget Workshop.

9. Re-Use of Old Fire Hall Space:

City Administrator Steve Nasby reviewed a recommendation for several temporary uses of the old fire hall. The recommendation included using two bays in the building for the Telecom Department, two bays for the Police Department, one bay for the Building Official and providing storage space for the Arena and the Community Center. It was also recommended to lease two of the bays to Cottonwood County for storage of their equipment. There would be some expense of approximately \$1,000 to install used garage door openers. The used openers would be provided from the Spec Building by the EDA.

**Motion by Byam second by Sherman to approve the recommendation for temporary use of the old fire hall space and authorization to enter into a lease for storage with Cottonwood County. Motion carried 4 – 0.**

10. Wastewater Bonding Project – Lobbying Agreement:

Nasby recommended the Council engage Flaherty & Hood to provide support for the Wastewater Treatment Plant (WWTP) bonding request and pending legislation to advocate, educate and lobby on behalf of the City. They would advocate for the 2018 Bonding request for the Wastewater Treatment Plant Project that was submitted in June 2017. The total project cost is estimated at \$14M to \$15.5M including funds from a Point Source Implementation Grant of \$7M and \$7 M requested from State bonding. The lobbying expenses would be paid from the Wastewater Funds.

**Motion by Grunig second by Sherman to approve the agreement for services with Flaherty & Hood for legislative services with a not to exceed amount of \$15,000. Motion carried 4 – 0.**

11. Library – Grant Application Resolution – Window Replacement:

Library Director Dawn Aamot requested the Council consider adopting the resolution supporting the submission of a grant application to Minnesota Department of Education for the “Library Construction Grant Program” to replace the windows and exterior doors in the library. The Library Board met on September 12, 2017, and reviewed quotes received from Worthington Glass and Fairmont Glass for the replacement of the Library windows. New windows would be similar to the existing windows and retain the appearance of the building. The Board agreed to recommend to the Council the submission of a grant application through the Library Construction Grant Program for a total project cost of \$100,000. The Grant would require a dollar-for-dollar match of \$50,000. The Council has allocated \$40,000 in CIP funds for the project. The Friends of the Library are fund raising for the project and will contribute \$10,000. Through donations they have raised nearly half of the \$10,000 contribution.

**Council member Joyce introduced the Resolution No. 2017-69, entitled “A RESOLUTION SUPPORTING THE SUBMISSION OF A GRANT APPLICATION TO “THE MINNESOTA DEPARTMENT OF EDUCATION LIBRARY CONSTRUCTION GRANT PROGRAM” ON BEHALF OF THE CITY OF WINDOM”, and moved its adoption. The resolution was seconded by Sherman and on roll call vote: Yes: Joyce, Byam, Grunig and Sherman. No: None. Absent: Johnson. Abstain: None. Resolution passed 4 – 0.**

12. Annual Firefighters Relief Association Report:

Fire Chief Dan Ortmann provided the Annual Firefighters Relief Association Report. He said the report shows that the account is solvent having sufficient resources to cover liabilities.

**Motion by Joyce second by Sherman to accept the Annual Firefighters Relief Association Report. Motion carried 4 – 0.**

13. Set Preliminary 2018 Budget Levy:

Nasby said there is a memo in the packet for the 2018 Budget Proposal and Proposed Summary Budget and worksheets. The budget is basically the same budget as last year with some additions in personnel for two permanent part-time positions. Similar to the previous year, Capital Funds have been budgeted at \$200,000. The budget includes an increase for health insurance of 29% and estimated union salary cost adjustments along with \$135,000 of interest and principal for debt service for the new Emergency Services Facility. The operational preliminary budget increase for 2018 is 4.88%.

Nasby said the Council has set a priority for the arena ice making system and floor. Dependent on the type of ice system selected, an estimated cost for the project is \$1.5 M. The preliminary budget includes \$100,000 for debt service for the Arena project which would add 5% to the levy for a total levy of 9.88%. The Council discussed the proposed budget and CIP projects.

**Council member Joyce introduced the Resolution No. 2017-70, entitled “A RESOLUTION ADOPTING PROPOSED PROPERTY TAX LEVY”, and moved its adoption. The resolution was seconded by Sherman and on roll call vote: Yes: Byam, Grunig, Sherman and Joyce. No: None. Absent: Johnson. Abstain: None. Resolution passed 4 – 0.**

14. Establish 2018 Budget Hearing Dates

Nasby conducted a Doodle poll of the Council members to set the Council Budget Workshop dates. Responses indicated that everyone could attend October 9<sup>th</sup> and all but one person could attend on October 16<sup>th</sup>. The staff recommendation is to set October 9<sup>th</sup> for the Budget Workshop Date. He suggested that if an additional meeting is needed it could be held on October 16<sup>th</sup>. Nasby questioned if the Council would prefer to have the first hour of the meeting to review and discuss the operational budget.

## Preliminary

Joyce requested that Department Heads highlight their priority needs and explain why each priority is a need for the department to help the Council determine what the departments' absolute needs are.

Jones asked that each Department Supervisor bring the needs of their department to their Commission, Board or Committee meetings for review and discussion to assist them in identifying and prioritizing needs.

The Council agreed that they preferred a presentation by each department highlighting their department needs instead of in-depth review of the operational budget.

Nasby said the Budget Workshop will be held at the Community Center at 5:30 p.m.

- 7:00 p.m. – December 5, 2017 – Presentation and Public Input
- December 19, 2017 – Adoption of 2018 Budget Levy

**Motion by Joyce second by Grunig to set the Budget Workshop date for October 9<sup>th</sup>, at 5:30 p.m. at the Windom Community Center with a contingency date for the meeting on October 16th. Motion carried 4 – 0.**

### 15. Contractor Change Order - GM Contracting Inc. - #3 for \$36,550.54:

Water/Wastewater Superintendent Mike Haugen and Travis Winter, Bolton and Menk, reviewed with the Council the changes required for the project and the items included in the Change Order. Haugen noted a correction from the agenda as the change order is actually \$36,550.54 not as listed on the agenda as \$194,148.72.

Jones questioned the substantial completion dates for the project. It was confirmed by Haugen and Winter that the completion dates were met.

Joyce questioned the amount of the allocated contingency funds for the project. It was noted that there were no contingency funds for the project and only actual costs were listed. Joyce asked where the cost overrun funds would come from for the project. Nasby replied that the funds would come from the Wastewater funds.

Jones noted that the other business entities involved in the project are also paying for these costs as listed on Schedule B.

**Motion by Joyce second by Grunig to approve the Change Order #3 for GM Contracting, Inc. in the amount of \$36,550.54. Motion carried 4 – 0.**

### 16. Contractor Payment –

- Holtmeier Construction #6 for \$209,140.20 – 2017 Street Project:

## Preliminary

Nasby reported that all paving has been completed. The contractor is now going through the punch list items and next week the engineer will review progress and completion of those items on the punch list.

Jones asked for the project completion date. Nasby said the completion date is in October.

**Motion by Grunig second by Sherman to approve Pay Request #6 from Holtmeier Construction for \$209,140.20 for the 2017 Street Project. Motion carried 4 – 0.**

- Gosewisch Construction Inc. # 11 for \$283,754.23

**Motion by Joyce second by Sherman to approve Pay Request #11 from Gosewisch Construction Inc. in the amount of \$283,754.23 for the Emergency Services Facility. Motion carried 4 – 0.**

- GM Contracting Inc. #4 Final – for \$104,219.31 – 2016 Sanitary Sewer Rehabilitation

Mayor Jones requested a correction in the pay request to the line – “Total Amount Bid plus Approved Change Orders” to \$797,437.54. Bolton & Menk will send a corrected pay request.

**Motion by Sherman second by Joyce to approve Pay Request #4 from GM Contracting, Inc. in the amount of \$104,219.31 for the 2016 Sanitary Sewer Rehabilitation Project. Motion carried 4 – 0.**

### 17. SourceOne Mediation Settlement:

Nasby reviewed the memo regarding the court-ordered mediation and proposed settlement. He said the City converted utility billing from SourceOne to a new vendor to improve the efficiency of the system and to provide additional features such as on-line billing. SourceOne was notified of the City’s intention to change vendors. The contract with SourceOne ran until the end of the year, but did not include a termination fee. A lawsuit was filed by SourceOne requesting \$20,800. This amount was based on the last four months of billing from SourceOne. The City denied this claim and submitted a response to work out a settlement but negotiation of a settlement agreement was unsuccessful. This resulted in a court-ordered mediation. Following the mediation session, staff and SourceOne have agreed upon a settlement of \$6,000 pending Council approval. The pros, cons and costs including accruing additional legal fees were considered regarding accepting a possible settlement or moving to a bench trial.

**Motion by Grunig second by Sherman to approve the Settlement Agreement with SourceOne in the amount of \$6,000. Motion carried 4 – 0.**

### 18. Personnel Items:

Liquor Store Manager Joe Audette submitted a memo recommending hiring Amber Jensen at \$10/hour and Matt Guazzo at \$9.50/hour for two part-time Liquor Store Clerk positions.

**Motion by Joyce second by Byam to hire two part-time Liquor Store Clerks. Motion carried 4 – 0.**

Nasby reviewed an amendment to the Employee Recognition policy. This year the City has a Police Officer who is retiring after 30 years of service. It is a law enforcement tradition in many departments that a retiring officer has the ability to purchase their service weapon at a nominal cost. The proposed amendment in the policy allows an officer who is retiring after 30 years of service with the City to purchase their service weapon in lieu of a gift certificate.

**Motion by Byam second by Sherman to adopt the Amended Employee Recognition Policy. Motion carried 4 – 0.**

19. New Business:

None

20. Old Business:

None.

21. Council Concerns:

Joyce reported that during “Coffee with the Council” discussion included housing and cleaning up properties. He reminded everyone of the “Friends of the Pool” meeting on Thursday at 7 p.m. at the Community Center. Prior to the pool meeting, a meeting will be held by the SW Initiative Fund “Grow Our Own” Community Conversations. He also thanked everyone involved with the Spirit of the Park and the Wine and Beer Tasting events. The ESF Open house was a great event. He thanked the public for attending and the Fire Department and the Ambulance crews for all their work. The building will serve the needs of the community for decades to come.

Byam said the Ribfest went over very very well. He personally thanked Al Baloun for all his hard work and noted that Baloun brought his son who also helped with the grilling event.

Sherman said the bounce toys at the event on Saturday were a great success.

Nasby said “News and Notes” and his schedule information to City Council and staff.

22. Adjournment:

Mayor Jones adjourned the meeting by unanimous consent at 9:45 pm.

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Dominic Jones, Mayor

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

ECONOMIC DEVELOPMENT AUTHORITY OF WINDOM  
MINUTES  
SEPTEMBER 18, 2017

1. Call to Order: The meeting was called to order by President Espenson at 12:00 p.m.

2. Roll Call & Guest Introductions:

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

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

3. Approval of Minutes:

**Motion by Commissioner Grunig, seconded by Commissioner Clerc, to approve the Minutes of the EDA Meeting held on September 11, 2017. Motion carried 3-0.**

4. Downtown Square – Marketing

A. Sign Update: Director Hage recapped the proposal by EDA Staff to install billboards on the west side of the ACE Hardware Building to promote the downtown square. The billboards will be tight to the building. The proposal was to install one billboard with a picture of the Courthouse promoting the downtown square and another general sign promoting the downtown businesses. No businesses will be named individually, but there will be a reference to amenities around the downtown square. Estimated costs for the billboards would be 10'x8' (\$1,534.44) and 8'x8' (\$1,245). Director Hage advised that Mari Harries is working with businesses around the Square concerning funding for the signs. The costs will be split between businesses, the EDA, and the CVB. The final share will depend on the number of businesses that participate. Director Hage presented a picture of a proposed general sign for the Board's review. There was a discussion concerning the number of words on the sign compared to the speed of the motorists on the highway. The Board's consensus was support of a sign displaying a picture of the Courthouse and another sign with the general references to businesses around the square and possibly less wording than appears on the sample sign.

5. "Windom Connects" Sign: Director Hage updated the Board concerning the EDA's "Windom Connects" billboard sign which is situated next to the Hospital's Wellness Trail. This trail is now open. Director Hage had talked with the Hospital concerning this sign when the trail was in the design phase. The Hospital agreed that the existing billboard sign could remain in its current location and a sign promoting the wellness trail would be installed on the back of the sign. No existing guy wires for the EDA's sign will be removed. The Hospital's sign will be 6'x18'. Pride Neon will construct the sign and deliver it. The Hospital Staff will install the sign around the wires and current electrical boxes. All costs will be the responsibility of the Hospital. There will be no impact to the front of the billboard. The EDA/City will still retain access to change/install signs on the front of the billboard. The Board viewed an example of the trail sign.

6. Small Cities Residential Rehab

A. Community Meeting: Director Hage reported that sixteen people attended the community meeting on September 11th. The EDA Office has already received a number of surveys.

B. Timeline for the program:

- August 30 & Sept 6 - Ad published in *Cottonwood County Citizen* for community meeting (post at City Hall, Facebook, newsletter, etc.)

- September 11 - 7:00 pm- Community Meeting. (Pre-aps available at meeting. Mail remaining pre-aps day after community meeting.)
- Sept 29 - Pre-aps due (SWMHP and/or Staff could provide EDA and/or Council a summary of pre-app data and whether any recommended re-designation of Target Area boundary is appropriate; unless they are okay with staff/SWMHP making this determination based on data.)
- Nov. 9 by 4:30 pm - Pre-Application Due to DEED

7. Commercial Rehab – Project Expansion: At the April 10, 2017, Meeting, the EDA Board approved a Commercial Rehab Loan for property at 225 Ninth Street in the amount of \$5,958. The loan was for ceiling repair, electrical and plumbing upgrades. As the project progressed, the property owner discovered that there were additional repairs for the roof that need to be completed and additional costs generated in the project. She is requesting an additional amount of \$4,604 in local program funds to complete the project and has already submitted the owner’s share of the project costs to United Community Action to be held in escrow. The Board received a recap sheet for the project that outlined the scope of work, the total project costs, and proposed loan of local program funds. The estimated additional costs for the project are \$6,975 of which the sum of \$4,604 would be paid through a loan from the local program funds. The property owner would be responsible for payment of the balance of the project costs. The total local program funds for both requests would equal \$10,562. There was a discussion concerning additional services to be provided by United Community Action (UCA) and an increase in the amount authorized for payment to UCA. Director Hage advised that the commercial rehab program provides for a maximum loan to a property owner of \$15,000 and there is funding available for this application.

After review of the recap, the following action was taken.

<u>Application No.</u>	<u>Proposed Improvements</u>	<u>Project Costs</u>	<u>Local Program Funds (Maximum for Project)</u>
Comm. Project No. 6 (SCDP-PI-04-2017) (Expansion)	Roofing & Related Repairs	\$6,975.00	\$4,604.00

**Motion by Commissioner Clerc, seconded by Commissioner Grunig, to approve the expansion of Commercial Project No. 6 (SCDP-PI-04-2017); to approve the release of additional local program funds totaling up to \$4,604.00 for contractor payments in this project upon United Community Action’s submission to the EDA of appropriate documentation verifying the owner’s approval of the work completed; and to approve payment from the local program funds of additional administration fees to United Community Action of up to an additional \$1,500.00 upon submission of appropriate invoice(s). Motion carried 3-0.**

8. Economic Development Finance Class: Director Hage advised that he had successfully completed the ED102 – Economic Development Finance examination. The next in this series, ED202 – Real Estate Finance, will be held on November 6-10, 2017, in Minneapolis, Minnesota. The class is also offered in December (12/17/17 – 12/21/17). The cost of the class is \$1,375. The fourth class in the series, ED300 – The Art of Deal Structuring, will be held on March 5-9, 2018, in Minneapolis, Minnesota. City Administrator Nasby advised that the EDA can budget for the 2018 class. There was a discussion and the Board was favorable to the recommendation that Director Hage finish the two classes and obtain the certification.

9. Hotel Project - Update

- A. TIF District 1-21: Director Hage reported that the Planning Commission held a public hearing on September 12<sup>th</sup> and approved a recommendation for a conditional use permit to allow fill to be brought into the Dino's Diner property. This recommendation will come before the City Council on September 19<sup>th</sup>. Director Hage is working with Building & Zoning Official Spielman on the paperwork for the demolition permit for the building.

Work is underway to establish a tax increment financing (TIF) district encompassing the former Dino's Diner property (proposed site for the hotel), a strip of land (which runs in front of the Vet Clinic) connecting the Hospital property to the hotel site, Windom Floor & Sleep property, Phat Pheasant Pub property, and Jack Slade's Steakhouse property. The proposed TIF assistance for the hotel project is \$400,000 to reimburse the Developer for eligible expenses including demolition and site work. Director Hage outlined other possible uses for additional tax increment to be generated by the new TIF district. At the September 12th Meeting, the Planning Commission also reviewed the TIF Plan for the new TIF District 1-21 and adopted a Resolution verifying compliance by the new plan with the City's Comprehensive Plan.

The EDA Board received a copy of the proposed TIF Plan for TIF District 1-21 and a draft Resolution prepared by Ehlers & Associates, the EDA's TIF consultants, to approve the proposed plan. After further discussion, the following action was taken.

**Resolution introduced and motion by Commissioner Grunig, seconded by Commissioner Clerc, to adopt EDA Resolution No. 2017-03, entitled "Resolution Adopting a Modification to the Development Program for Development District No. 1, Establishing Tax Increment Financing District No. 1-21 Therein, and Adopting a Tax Increment Financing Plan Therefor".**

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

10. North Windom Industrial Park – Phase II  
 A. Tax Increment Balance – TIF 1-17  
 B. Tax Increment Balance – TIF 1-19

Director Hage reviewed the balances in TIF Districts 1-17 and 1-19 (districts encompass lots in the NWIP and future Phase II land). He reviewed options for use of the tax increment in this area including a potential monument sign, leveling of Lot 1, Block 1; placement of fill on Lot 1, Block 2; funds towards acquisition of Phase II property, etc. He also reviewed potential development plans for Phase II with the Board.

11. Grow Our Own: Director Hage advised that Windom is working with the Southwest Initiative Foundation on creating strategies to address the opportunity gap for children and families in our area as Windom has a high level of childhood poverty. On September 21, 2017, from 5:00-7:00 pm, the EDA will be hosting a community session that will feature a screening of the Pioneer Public Television production titled "Grow Our Own". The Foundation will present local data for Windom and share recent research published specifically for Southwestern Minnesota. The group will meet again on October 11th from 4:30 to 6:30. This session will focus on local barriers to closing the opportunity gap and actionable steps that the community can take together to eliminate them. We will spend our time pinpointing community priorities and determine the action steps needed to achieve successful outcomes. Director Hage also wants to highlight educational opportunities through area

community colleges and apprenticeships for youth. Both events will take place at the Windom Community Center. Director Hage asked that Board members consider attending both sessions.

12. Old Business: Director Hage reviewed with the Board an invoice received from Wenck Associates for work completed in 2016 and 2017. Many of the services provided related to an alternate storm sewer route for Prairie Meadow Subdivision. It was the Board's consensus to pay the invoice and allocate the expenses to the appropriate accounts.

Director Hage updated the Board concerning the fire sprinkler alarm at the EDA's Spec Building. The alarm system functioned as it should. The sprinkler contractor drained the system and will be doing the annual system checkup in September.

13. Miscellaneous Information

A. EDA Monthly Financial Recap: The Board received copies of the EDA's Account Activity through August 31, 2017.

B. River Bluff Townhomes – Monthly Financial Report: The Board received copies of the financial reports for July 2017 provided by Van Binsbergen & Associates.

14. Adjourn. On consensus, President Espenson adjourned the meeting at 12:58 p.m.

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

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

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

July 12, 2017 ~ 4:00 pm

A regular meeting of the Board of Directors was held on Wednesday, July 12, 2017, at the Riverview Apartments, Community Room. Board Members present: Frank Doringhaus, Margaret McDonald, Pam Dobson and Dave Olson and Resident Liaison, Mike Meyer. Also present were: Executive Director, DeeAnna Peterson, Deputy Director, Connie Clausen, Operations Manager, Linda Loewen and Steve Nasby from the City of Windom; Absent: Board Member, Linda Jaakola – excused and City Liaison, Rob Byam.

The Monthly Meeting was called to order at 4:02 pm with approval of the consent agenda, pending changes (includes: minutes from the previous meeting, agenda and bills report). (McDonald/Olson)

Guests: none

Old business consisted of:

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1. POHP Grant update: Threshold issues were discussed between the Architects and Contractors and a final change order went into place for rubber sweeps. Once the sweeps arrive, the contractors will return to complete punch list items. Natasha from DEED was here to start to closeout process.
2. The "commissioner handbook" will continue to be a work in progress. DeeAnna will email it out to all board members.
3. The EDA load documents were signed and the check was delivered to them on time.
4. The City of Windom has started the closeout for the energy rebate, even though the inspection is not complete, as they realize it is a time issue.
5. The Hillside Sidewalk Project is complete. Tri-State will return in 28 days to seal it.
6. The hole repair in the Hillside Parking Lot is complete. Tri-State will return in 28 days to seal it.
7. Strategic Planning event is scheduled for August 2, 2017 from 10:00-2:00 at Riverview Apartments, Community Room. This will include all staff and lunch.
8. WHRA was designated PHAS High Performer for 3/31/2017.
9. HUD litigation money was sent. The deadline for them to appeal has passed so we will be getting paid a settlement.
10. On call duties are being shared between Windom and Jackson Maintenance staff and seem to be going well.

New Business consisted of:

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1. We have been presented with a tax forfeited property opportunity from the EDA. Right now, the DNR needs to sign off of the property as it's located on the river. Once that is done, we have the opportunity to purchase the property to be rented as low income. The board moved to proceed. (Dobson/McDonald)
2. Annual Audit was completed on July 11, 2017 and went well. There are a few documents we still need to get to them.
3. A new Operation's Manager has been hired in Jackson and will begin work on July 24, 2017. Heidi's last day will be July 14, 2017.
4. EPIC reporting was submitted. This is for our capital funds.
5. ACC's went out this month. We are to receive \$86,106.00 in 2017. A motion was made to sign and submit this to HUD. (McDonald/Dobson)
6. We received a request from Minnesota Housing Partnership to be included in grant for Housing Institute. This will be for both Windom and Jackson. A motion was made to put our name on the grant as a supporter. (McDonald/Olson)
7. Pam Dobson, Board Member, attended the Audubon International Kickoff Event and reported to the board. This will be added to strategic planning in August.
8. With the heavy rains we've received, the roof is leaking at Hillside. Steve was able to patch the roof and we are installing bigger gutters.

9. The City of Windom has approved to transfer ownership of the Municipal Lot to us, but it is currently with the EDA for research.
10. The RFP for the Riverview Parking Lot is not out yet as the Architects have been on vacation. We are hoping to have it approved in August and completed yet this year.
11. Our Mission Statement will be rolled into the strategic planning in August.
12. The challenge of deliveries of notices to the tenants since the project was discussed again. Steve Nasby recommended using door hangers like the City does. Linda will look into this.
13. Upcoming Board Meetings: August 2<sup>nd</sup> strategic planning (RV) and August 9<sup>th</sup> (HS).

With no further business, the meeting was adjourned at 5:05 pm. (Dobson/Olson).

Frank Dorpinghaus, Chairman

DeeAnna Peterson, Executive Director

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

August 9, 2017 ~ 4:00 pm

A regular meeting of the Board of Directors was held on Wednesday, August 9, 2017, at the Hillside Apartments Community Room. Board Members present: Frank Dorpinghaus, Margaret McDonald, Linda Jaakola, Pam Dobson, and Resident Board Member, Dave Olson. Also present were: Deputy Director, Connie Clausen, Operations Manager, Linda Loewen and Hillside Liaison, Mike Meyer. Absent: Executive Director, DeeAnna Peterson, excused.

The meeting was called to order at 4:04 p.m. with the consent agenda approved (Dobson/McDonald) which included the agenda, minutes from the previous meeting and bills report.

Old business consisted of:

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1. POHP grant update: Change order #9 is complete. This was for the sweeps and electrical molding on floors 2, 3 and 4. One of the wage classifications in the contract was incorrect. An informal appeal was filed and the appeals decision was returned with no change. After discussion it was decided it would be best for us to forego the appeal and pay the additional restitution amount due to no substantial evidence in support of a different outcome if we were to submit another appeal. Ron's Electric has been here to look at adding PTAC's to the two units that were not included in the RV Wall Project. Ron's Electric will be providing us an estimate for the PTAC units and installation.
2. Energy updates for rebate: The inspections are still not completed but we have received the rebate from the city in the amount of \$2,723.68.
3. ACC's were submitted and we continue to wait hear if our 2017 CFP funds will be available by the end of September.
4. HUD litigation money was sent, however we learned that we didn't need to send it so it has been returned to us. If there is no appeal, we should have the funds by the end of August.
5. Windom HRA has been included in a supportive role with a grant application for MN Housing Partnership. We don't expect to hear anything until next summer.
6. We are still waiting for an update from the Windom Street Department on the transfer of the Municipal Parking Lot. The property history is currently being researched to make sure a transfer will be possible.

New Business consisted of:

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1. The Deputy Director is working on an affordable housing plan for the proposed tax forfeited property. The DNR has until August 24, 2017 to sign-off on the property so that it can be sold.
2. New Mission Statement was discussed and agreed upon. It reads as follows: To provide the education, promotion and provision of non-discriminatory, supportive, safe and affordable housing in partnership with the Windom community through the use of fiscal and regulatory practices.
3. Riverview Parking Lot update: Brunton Architects has sent out the Request for Proposal (RFP) and due back on the August 24<sup>th</sup>. If we receive bids, we will need to call a special board meeting to review the bids for approval. It was decided to do this on August 30<sup>th</sup> at 4:00 at Riverview.
4. Summer Projects update: We have priced new roof fans for Riverview at \$95.00 each, approx.\$665.00 total as well as a new Nurse Backup at Hillside which will be \$495.00.
5. MN Nahro Fall Conference will be September 27-29 in Duluth and Connie and Linda will be attending.
6. The process has been started to add Connie to Eloccs and other Secure Systems reporting modules.
7. Linda will be doing research to find door hangers for a way of delivering notices at to residents at Riverview after completion of the project due to new doors.
8. Upcoming board meetings will be September 13th at Riverview and October 10<sup>th</sup> at Hillside.

With no further business, the meeting was adjourned at 5:18 pm (Jaakola/McDonald).

Frank Dorpinghaus, Chairman

Connie Clausen, Deputy Director

**PARK AND RECREATION COMMISSION MEETING**  
**MINUTES September 21st, 2017**

1. Call to Order: The meeting was called to order by Gross at 6:26 p.m. at Windom Community Center.
  
2. Roll Call:  
Commission Present: Josh Schunk, Kay Gross, Kim Nielsen, Jess Smith  
  
Commission Absent: Jason Kloss, Shawn Licht, Howard Davis  
  
City Staff Present: Recreation Director Al Baloun, Parks Superintendent Brent Brown  
Council Liaisons: Rod Byam Attending  
  
Public: Steve Nasby, Kristi Maricle, Joanne Kaiser
  
3. Motion to Approve: Agenda by Shunk, seconded by Nielsen  
Motion Carried Unanimous
  
4. Motion to Approve Minutes: from August 2017 Park & Recreation Commission Meeting  
Motion Smith, seconded by Schunk:  
Motion Carried Unanimous
  
5. Kristi Maricle with WAGFA requested the commissions support on a donation of an Eagle Statue to be in the Windom Recreation Area near the Softball Field. Kristi shared with the group the updates the softball group has done for the WRA. The commission had several questions on items such as maintenance of the statue and possible lighting the statue.  
Motion to Approve: Nielson, seconded by Schunk: Motion to recommend to City Council accepting the donation from WAGFA for the Windom Recreation Area.  
Motion Carried Unanimous
  
6. Park Superintendent's Report; Brent Brown
  - a. Witt Park Equipment Replacement; Brown reported that staff had finished placing the large web from Witt Park into Tegels and are Working on replacing the slide located at Abby park with one removed from Witt Park.
  
  - b. Tennis Court update; Brent Brown shared with the committee several items on Tennis Court Replacement including the possibility of selecting an engineer thru the Winter and having soil borings done at several sites in the Spring to help with the selection of an appropriate site. Brown also discussed potently bidding the courts as one court and an alternate bid to add a second court this would be done to eliminate the chance that the bids would come in above the funds available and delay the project by rebidding it.
  
7. Recreation Manager Report; Al Baloun
  - a. Continue Pool Discussion forming "Friends of Windom Pool" Group: Al Baloun shared with the group the highlights of the presentation for the first Friends of the pool group.
  
  - b. Update on Arena Concrete and Compressor Project. Al Baloun shared with the group the highlights for options on replacing the ice equipment at the Arena. The Arena has

formed a group working with the Hockey Association and other members from the community to continue to explore options for the replacement. The group has been working with Stevens Engineering to identify the options. Baloun shared the group will be sending their recommendation forward at a future meeting. No action taken at this time

8. Open Mike: Joanne Kaiser shared with the group an update on the placement of a Dog Park. The group looking into this has identified the old land fill located on the east edge of town as a possible location. Joanne presented a proposed drawing showing the footprint of the park as well as discussed items such as fencing and parking. No action was taken at this time.
9. Meeting adjourned at 6:55 p.m.

Next Park & Recreation Meeting TBD

**TELECOM COMMISSION MEETING**  
**September 25<sup>th</sup>, 2017, 6:00 P.M.**  
**City of Windom Community Center, Windom, 56101**

**I. Call to Order** - Kelly calls meeting to order at 6:17PM.

**II. Roll Call**

President:	Jeremy Lund <i>Absent</i>	City Staff:	Steve Nasby
Vice President:	Kent Kelly	City Staff:	Jeff Dahna
Secretary:	Travis Eichstadt	SMBS Liaison:	Donnie Schoenrock <i>Absent</i>
Commissioner:	Jerry White <i>Absent</i>	SMBS Liaison:	Travis Thies <i>Absent</i>
Commissioner:	George Rogotzke	Media:	Dirk Abraham
Council Liaison:	Bryan Joyce		
Council Liaison:	Marv Grunig		

**III. Approve Minutes – August 7, 2017**

**Motion by Eichstadt to approve minutes from the August 7, 2017 telecom meeting, seconded by Rogotzke. Motion carries 3-0.**

**IV. SMBS Liaison report**

Joyce shares he was not able to make the last SMBS meeting. Joyce offers that SMBS continues to look for a video solution and that SMBS is looking into an alternative option, perhaps a streaming option through a Roku. Dahna shares details on the various options being weighed by SMBS along with the KEYC re-transmission agreement. Joyce opens the invitation for other telecom commissioners to be a Windomnet liaison at SMBS meetings.

**V. Project Updates**

Dahna shares the ShoreTel phone system has been installed in the Telecom Department building. Dahna states NOC Technician Tim Fjeld upgraded the ShoreTel server prior to Telecom cutting over to the ShoreTel Phone System. Dahna offers that some phone line counts will drop a bit due to cleaning up unused and unnecessary lines. Joyce asks how many homes have new GigaCenter. Dahna shares staff have been upgrading homes that are getting new service with GigaCenters but does not have current counts. Dahna state staff will address old and damaged boxes housing fiber connections throughout the town before winter.

**VI. Manager’s Report**

Dahna shares City Council has approved the reuse of the old fire hall for Telecom. Dahna offers the Telecom Department will be able to use the two garages located to the south of the Telecom building. Staff are working on cleaning up the garage and will work with other departments to get building ready.

Dahna states he has been continuing to work with Cinnamon Mueller concerning franchises and retransmission agreements for DMA stations.

Dahna offers he discussed the city camera system with the City Council. The Council wants to wait until budget time to look into these rates.

Dahna shares the City Council approved the rate increases for Internet at \$7.00 and Video at \$3.00. Joyce asks if there have been any customer concerns due to the rate increases. Dahna offers he has heard venting of the rate increase but has not heard of anything relating to cancellations.

Dahna states the Jeffer's stimulus package information has been submitted to the State for grant funding. Dahna shares he expects to hear announcement of the grant awards at the end of 2017.

#### **VII. New Business**

Dahna shares discusses the Small Cell Bill, which is a way for wireless companies to come into a small town an install an antenna on an existing public structure to provide data services to the area. Dahna states he would like to see the City consider an ordinance regarding Small Cell antennas being installed on public structures. Nasby offers the League of Minnesota Cities has a model ordinance that can be used and would need to be in place by January 1. Nasby states if an application is received and no ordinance is in place an antenna could be placed on municipal buildings, which could require the City to maintain the existing structure at the City's expense.

Dahna provides a handout with proposed rate changes for services and equipment to the Commission. Dahna discusses each charge with the commission comparing current rate verse proposed new rate. Grunig states he would like to see old charges verse new charges listed on the provided document. Grunig offers that instead of jumping up in business charges he would like to see a step-up increase over a few years. Joyce asks what Windomnet's cost is and how much is being recouped. Joyce shares he would like to see the methodology behind this rate increase. Discussion among the Commission on Windomnet's cost for materials verse what should be charged to customers. Consensus among the commission to have Dahna get more information and evidence for why and how the rates need to be increased. Dahna states he will take this back and gather more information and have revisions and further explanations for the next meeting.

**IX. Commissioners concerns and questions - None at this time.**

**VIII. Old Business - Retransmission agreements - Closed session for non-public.**

**Motion to go to closed session by Rogotzke, seconded by Eichstadt. Motion carries 3-0.**

Closed session begins at 7:36PM.

**Motion to exit closed session by Rogotzke, seconded by Eichstadt. Motion carries 3-0.**

Closed session ends at 8:21PM.

**X. Adjourn - Adjournment by unanimous consent at 8:24PM.**

**UTILITY COMMISSION MINUTES**  
**Windom Council Chamber**  
**September 28, 2017**

**Call Meeting to Order:** The Utility Commission meeting was called to order at 10:00 a.m. in the City Hall Council Chamber.

**Members Present:** Utility Commission Chairperson: Mike Schwalbach  
Members Present: Tom Riordan,  
Member Absent: Glen Francis  
City Council Liaison: Paul Johnson (present)  
Staff Present: Steve Nasby, City Administrator; Mike Haugen, Water/Wastewater Superintendent; Brent Brown, Electric Utility Manager\Street Superintendent; and Glenn Lund, Wastewater Foreman

**APPROVE MINUTES**

**Motion by Riordan seconded by Schwalbach, to approve the August 30, 2017 Utility Commission minutes. Motion carried 2 – 0.**

**WATER/WASTEWATER ITEMS**

Sewer Back-up – Resident Request

Haugen reported that a citizen called about a sewer back-up at 833 and 845 River Road and the lines were cleaned and insurance claim submitted, but the insurance claim was denied by LMCIT as the City was not negligent.

Buzz Tewes said he owned one of the properties and the City took care of the cleaning up in his basement as he thought it was the City's responsibility, but he also has expenses for rugs to be replaced and boxes for model trains. He feels the costs for those losses should also be paid by the City amounting to \$345. He is not charging anything for his labor to do clean up, moving items, etc.

Schwalbach said that the City had already paid more than typical on the situation and does not want to set precedence. He would also like to have all the Utility Commission members present for this discussion so no action would be taken at this meeting.

Johnson asked if the homeowner had contacted his insurance company. Tewes replied that he let them know about the incident, but he has not filed a claim with them as he feels it is the City's responsibility.

**ELECTRIC ITEMS**

Power Supply Implementation Plan

Chris Kopel, CMPAS, was present to review a power supply implementation plan that represents CMPAS members and other partners. He noted that the cost of wind power has gone down, but the cost for gas powered generation has remained about the same over the last year. Windom's load has been higher than was projected in the plan assumptions as Prime Pork has come on-line. The power purchase timeframe is 2021 – 2033 and covers a portion of the power purchases that will be needed when a current power purchase agreement expires. More details will be coming and each municipal utility will need to opt-into the plan prior to final approval.

## WATER/WASTEWATER ITEMS CONTINUED

Water Treatment Plant – Change Order Request - Haugen and Kelly Yanke, Bolton & Menk Engineers, said that the water filter project uncovered an issue with the under drains. There was a failure that allowed sand from a filter into the under drains clogging them and causing damage. The contractor has spent 74 hours trying to clean them but the drains are concreted into the floor and do not have accesses.

Schwalbach asked about the cleaning methods and why that was not successful. Yanke said there is not enough velocity, restricted accesses and there is too much packed into the drains to get out the plugged areas. Holes were drilled into it and water flushing, but that did not work either. They fear the sand will flow into other areas and clog other areas.

Yanke said that to make sure the problem is resolved and that there is not failure in any of the other three 20-year old filters they are recommending replacing all of the under drains at a cost of 192,017.16. He does not know why the filter system failed.

Riordan asked about any other access or sump pit. Curt Yanke said there is not any area where they can even core an access hole adjacent to the under drains. He added that it is \$10,000 to \$12,000 to clean each one of them and \$30,000 to \$40,000 to clean all four, which are 20 years old and is this a good use of money.

Schwalbach asked about the warranty for new under drains. Kelly Yanke said five years.

Nasby asked about impact to water quality and if the plant needed all four filters to meet the City's needs. Kelly Yanke said that there may be an impact to water quality at the plant with the sand but that would not go out in the system to users. The plant is designed for 1.9 M gallon capacity and with using only three filters the capacity of the plant would go down. Current max daily use is about 1.5 M gallons per day.

Schwalbach asked how long it will take to replace the under drains and if the engineers feel the cost is reasonable. Kelly Yanke said three weeks to do the work and in looking at other projects they have done the proposed cost is in the middle of the range.

Riordan asked how it would be paid for. Nasby said the Water Fund would, but that fund may not be able to cover the cost without a back-up from another utility fund.

**Motion by Schwalbach second by Riordan to recommend approval of the change order submitted by Rice Lake Contracting to replace the under drains at the Water Treatment Plant at a cost of \$192,017.16. Motion carried 2 – 0.**

Wastewater Treatment Plant Update – Kelly Yanke said that there are 16 and 20 year regulatory certainty programs from the State. They are looking at some options to reduce costs and one of the methods would be to take the 16-year regulatory measures for phosphorus only and not do the 10 milligrams per liter for nitrates. This would save about \$1M in cost plus about \$60,000 in annual operational costs. They will provide additional information at a later date.

Haugen noted the City Council approved an agreement to engage a lobbyist to promote the State bonding request for funding the Wastewater Treatment Plant. Nasby said it is not to exceed \$15,000 and the cost may be less. He noted that effort will be needed by everyone to push the project with legislators.

Landfill – The recommendation from Wenck Associates is to run the aeration system until freeze up.

Hospital Water Agreement – Schwalbach expressed concern about the tanker and how the water is stored at the hospital. He said he was not comfortable with the letter as written. Riordan concurred.

Nasby said he and Haugen would get back to the Hospital and let them know.

**OLD BUSINESS**

None

**REGULAR BILLS**

Haugen said the bill from Hall & Associates can be paid by MESERB regarding the 7Q10 and low flowing river report.

**Motion by Riordan, seconded by Schwalbach to approve regular bills in the packet except the bills from Hall & Associates. Motion carried 2-0.**

**NEXT MEETING**

Regular Meeting October 26th at 10:00 a.m.

**ADJOURN**

Schwalbach adjourned the meeting at 11:25 a.m.

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

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



Windom, MN

# Expense Approval Report

## By Fund

Payment Dates 09/14/2017 - 09/28/2017

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 100 - GENERAL</b>					
CJ ROSENKRANZ	20170922	09/22/2017	REFUND STATEMENT CREDIT	100-20191	226.38
MN REVENUE	20170914	09/14/2017	SALES TAX -	100-20202	8,604.67
MN REVENUE	20170914	09/14/2017	SALES TAX -	100-20202	30,306.76
MN REVENUE	20170914	09/14/2017	SALES TAX -	100-20202	32.31
US BANK	20170821	09/15/2017	QUARTERLY PURCHASING REB	100-36200	-396.74
					<b>38,773.38</b>
<b>Activity: 41110 - Mayor &amp; Council</b>					
INDOFF, INC	3001377	09/06/2017	SUPPLIES	100-41110-200	36.99
SCHRAMEL LAW OFFICE	20170914	09/14/2017	LEGAL FEES -	100-41110-304	705.00
US BANK	20170821	09/15/2017	LODGING	100-41110-334	220.72
CITIZEN PUBLISHING CO	20170831	09/19/2017	ADVERTISING	100-41110-350	245.00
WINDOM COMMUNITY CENT	20170926	09/26/2017	MAYOR - COUNCIL	100-41110-491	215.00
<b>Activity 41110 - Mayor &amp; Council Total:</b>					<b>1,422.71</b>
<b>Activity: 41310 - Administration</b>					
US BANK	20170821	09/15/2017	SUPPLIES	100-41310-200	14.98
SELECTACCOUNT	1201523	09/20/2017	PARTICIPANT FEE	100-41310-217	122.67
ELECTRIC FUND	20170926	09/26/2017	MONTHLY UTILITY & TELECO	100-41310-321	106.77
AGC NETWORKS, INC.	9200001244	09/27/2017	ANNUAL MAINTENANCE	100-41310-321	220.16
SECR REV FUND/CITY OF WD	20170921	09/21/2017	PETTY CASH	100-41310-322	0.58
SECR REV FUND/CITY OF WD	20170921	09/21/2017	PETTY CASH	100-41310-322	0.58
US BANK	20170821	09/15/2017	CRASH PLAND PRO/SITE LOCK	100-41310-326	19.99
ELECTRIC FUND	20170926	09/26/2017	MONTHLY UTILITY & TELECO	100-41310-326	86.55
DENISE NICHOLS	20170912	09/14/2017	EXPENSE-MN UI & REVENUE	100-41310-331	32.10
CHELSIE CARLSON	20170913	09/14/2017	EXPENSES-SWWC MTG	100-41310-331	50.29
US BANK	20170821	09/15/2017	LODGING	100-41310-334	110.36
CHELSIE CARLSON	20170913	09/14/2017	EXPENSES-MN BOA RENEWAL	100-41310-433	101.50
SECR REV FUND/CITY OF WD	20170921	09/21/2017	PETTY CASH	100-41310-444	25.00
RUNNINGS SUPPLY, INC	20170824	09/20/2017	MAINTENANCE	100-41310-480	-5.49
MN DEPT OF COMMERCE	MDOC00000001540	09/20/2017	CITY OF WINDOM #MDOC000	100-41310-480	15.00
<b>Activity 41310 - Administration Total:</b>					<b>991.94</b>
<b>Activity: 41910 - Building &amp; Zoning</b>					
US BANK	20170821	09/15/2017	SUPPLIES	100-41910-200	32.68
INDOFF, INC	3003389	09/12/2017	SUPPLIES	100-41910-200	6.00
CENTURY BUSINESS PRODUCT	389968	09/12/2017	SUPPLIES	100-41910-200	36.31
WEX BANK	51084374	09/15/2017	FUEL	100-41910-212	64.40
SCHRAMEL LAW OFFICE	20170914	09/14/2017	LEGAL FEES -	100-41910-304	1,005.00
ELECTRIC FUND	20170926	09/26/2017	MONTHLY UTILITY & TELECO	100-41910-321	97.59
AGC NETWORKS, INC.	9200001244	09/27/2017	ANNUAL MAINTENANCE	100-41910-321	36.69
CITIZEN PUBLISHING CO	20170831	09/19/2017	ADVERTISING	100-41910-350	178.60
<b>Activity 41910 - Building &amp; Zoning Total:</b>					<b>1,457.27</b>
<b>Activity: 41940 - City Hall</b>					
US BANK	20170821	09/15/2017	SUPPLIES	100-41940-211	25.63
ELECTRIC FUND	20170926	09/26/2017	MONTHLY UTILITY & TELECO	100-41940-381	545.92
ELECTRIC FUND	20170926	09/26/2017	MONTHLY UTILITY & TELECO	100-41940-382	62.39
HOMETOWN SANITATION SER	0000259504	09/05/2017	GARBAGE SERVICE - CITY HAL	100-41940-384	85.04
ELECTRIC FUND	20170926	09/26/2017	MONTHLY UTILITY & TELECO	100-41940-385	123.88
SECR REV FUND/CITY OF WD	20170921	09/21/2017	PETTY CASH	100-41940-406	10.83
<b>Activity 41940 - City Hall Total:</b>					<b>953.74</b>
<b>Activity: 42120 - Crime Control</b>					
INDOFF, INC	3003391	09/08/2017	SUPPLIES	100-42120-200	3.99
WEX BANK	51084374	09/15/2017	FUEL	100-42120-212	1,086.11
STREICHER'S	1280917	09/27/2017	UNIFORMS	100-42120-218	29.76

## Expense Approval Report

Payment Dates: 09/14/2017 - 09/28/2017

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
US BANK	20170821	09/15/2017	TAC LIFE SYSTEMS - CLOTHING	100-42120-218	186.86
SCHRAMEL LAW OFFICE	20170914	09/14/2017	LEGAL FEES -	100-42120-304	4,942.04
COTTONWOOD CO AUD/TREA	20170918A	09/21/2017	DEPUTY CO ATTY REIMBURSE	100-42120-304	3,957.50
COTTONWOOD CO AUD/TREA	20170918B	09/21/2017	DEPUTY CO ATTY REIMBURSE	100-42120-304	3,957.50
WINDOM AREA HOSPITAL	299568965	09/14/2017	SERVICE #30005319	100-42120-305	40.00
US BANK	20170821	09/15/2017	AMAZON -PHONE CASES	100-42120-321	166.72
ELECTRIC FUND	20170926	09/26/2017	MONTHLY UTILITY & TELECO	100-42120-321	70.83
VERIZON WIRELESS	9792339056	09/14/2017	#986701203-00001 SERVICE F	100-42120-321	93.49
SECR REV FUND/CITY OF WD	20170921	09/21/2017	PETTY CASH	100-42120-322	4.29
SECR REV FUND/CITY OF WD	20170921	09/21/2017	PETTY CASH	100-42120-322	16.03
SECR REV FUND/CITY OF WD	20170921	09/21/2017	PETTY CASH	100-42120-322	2.85
LEASE FINANCE PARTNERS	20190919 #3250	09/26/2017	SERVICE #3250	100-42120-326	433.00
DEBRA NESSETH	20170920	09/20/2017	EXPENSE-ZUERCHER ONE CO	100-42120-334	223.73
GRAFIX SHOPPE	116758	09/21/2017	MAINTENANCE	100-42120-404	260.23
E & C GRAPHICS INC	17627	09/26/2017	SERVICE -WINDOM POLICE DE	100-42120-404	53.44
US BANK	20170821	09/15/2017	SUPPLIES - LINERS	100-42120-404	144.94
DEFRIES COLLISION CENTER	10753	09/21/2017	MAINTENANCE	100-42120-405	104.41
WINDOM TOWING LLC	4324	09/21/2017	SERVICE	100-42120-405	74.00
COTTONWOOD CO AUD/TREA	20170918	09/18/2017	RENT - OCT 2017	100-42120-412	1,875.00
FLEET SERVICES DIVISION	2018010002	09/20/2017	SERVICE #A00WIN	100-42120-419	2,278.01
SCHWALBACH HARDWARE	20170825	09/20/2017	MAINTENANCE	100-42120-480	13.98

Activity 42120 - Crime Control Total: 20,018.71

## Activity: 42220 - Fire Fighting

HOMETOWN SANITATION SER	0000258940	09/05/2017	GARBAGE SERVIDCE - EMS BU	100-42220-211	101.59
US BANK	20170821	09/15/2017	SUPPLIES	100-42220-211	25.03
EXPRESSWAY WINDOM	20170831	09/20/2017	MAINTENANCE	100-42220-212	30.00
JASON DE WALL	20170923	09/26/2017	FUEL FOR CITY TRUCK	100-42220-212	21.19
WEX BANK	51084374	09/15/2017	FUEL	100-42220-212	216.18
DICKS WELDING INC	64315	09/14/2017	MATERIALS & EQUIPMENT	100-42220-215	47.96
HOMETOWN SANITATION SER	0000259691	09/05/2017	GARBAGE SERVICE - RO ACCT	100-42220-217	409.50
US BANK	20170821	09/15/2017	CLOTHING	100-42220-218	725.95
AMERIPRIDE SERVICES INC.	2800804039	09/18/2017	SERVICE #280001722	100-42220-218	40.20
SANFORD HEALTH	299567197	09/19/2017	SERVICE #30000261	100-42220-310	445.00
ELECTRIC FUND	20170926	09/26/2017	MONTHLY UTILITY & TELECO	100-42220-321	72.64
ELECTRIC FUND	20170926	09/26/2017	MONTHLY UTILITY & TELECO	100-42220-321	27.86
AGC NETWORKS, INC.	9200001244	09/27/2017	ANNUAL MAINTENANCE	100-42220-321	73.39
VERIZON WIRELESS	9792339056	09/14/2017	#986701203-00001 SERVICE F	100-42220-321	21.14
US BANK	20170821	09/15/2017	POSTAGE	100-42220-322	12.04
ALPHA WIRELESS - MANKATO	691898	09/26/2017	SERVICE #00682	100-42220-323	414.80
VERIZON WIRELESS	9792339056	09/14/2017	#986701203-00001 SERVICE F	100-42220-326	10.02
CITIZEN PUBLISHING CO	20170831	09/19/2017	ADVERTISING	100-42220-350	61.10
ELECTRIC FUND	20170926	09/26/2017	MONTHLY UTILITY & TELECO	100-42220-381	12.39
ELECTRIC FUND	20170926	09/26/2017	MONTHLY UTILITY & TELECO	100-42220-381	130.06
ELECTRIC FUND	20170926	09/26/2017	MONTHLY UTILITY & TELECO	100-42220-385	26.06
SCHWALBACH HARDWARE	20170825	09/20/2017	MAINTENANCE	100-42220-404	22.69
FOX BROTHERS OF SANBORN,	474232	09/26/2017	MAINTENANCE	100-42220-404	1,901.15
US BANK	20170821	09/15/2017	SUPPLIES	100-42220-480	41.86

Activity 42220 - Fire Fighting Total: 4,889.80

## Activity: 42500 - Civil Defense

ELECTRIC FUND	20170926	09/26/2017	MONTHLY UTILITY & TELECO	100-42500-381	26.79
FEDERAL SIGNAL CORP	6668171	09/12/2017	CIVIL DEFENSE SIREN	100-42500-381	194.54

Activity 42500 - Civil Defense Total: 221.33

## Activity: 43100 - Streets

WINDOM AUTO VALU	20170825 #3400540	09/14/2017	MAINTENANCE #3400540	100-43100-212	10.99
WEX BANK	51084374	09/15/2017	FUEL	100-43100-212	1,079.47
CLARKE MOSQUITO CONTROL	5079147	09/14/2017	SERVICE #W00444	100-43100-216	2,987.10
RUNNINGS SUPPLY, INC	20170824	09/20/2017	MAINTENANCE	100-43100-217	76.96
ELECTRIC FUND	20170926	09/26/2017	MONTHLY UTILITY & TELECO	100-43100-217	60.00
SVOBODA EXCAVATING, INC	00007819	09/14/2017	STORM SEWER REPAIR	100-43100-225	22.44

Expense Approval Report

Payment Dates: 09/14/2017 - 09/28/2017

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
WINDOM AUTO VALU	20170825 #3400540	09/14/2017	MAINTENANCE #3400540	100-43100-241	69.14
ELECTRIC FUND	20170926	09/26/2017	MONTHLY UTILITY & TELECO	100-43100-321	55.79
AGC NETWORKS, INC.	9200001244	09/27/2017	ANNUAL MAINTENANCE	100-43100-321	73.39
ELECTRIC FUND	20170926	09/26/2017	MONTHLY UTILITY & TELECO	100-43100-381	2,543.89
ELECTRIC FUND	20170926	09/26/2017	MONTHLY UTILITY & TELECO	100-43100-381	258.32
ELECTRIC FUND	20170926	09/26/2017	MONTHLY UTILITY & TELECO	100-43100-382	20.59
HOMETOWN SANITATION SER	0000259505	09/01/2017	GARBAGE SERVICE - STREET D	100-43100-384	84.73
ELECTRIC FUND	20170926	09/26/2017	MONTHLY UTILITY & TELECO	100-43100-385	43.24
RUNNINGS SUPPLY, INC	20170824	09/20/2017	MAINTENANCE	100-43100-404	412.89
WINDOM AUTO VALU	20170825 #3400540	09/14/2017	MAINTENANCE #3400540	100-43100-404	68.20
MACQUEEN EQUIP. CO.	P08384	09/06/2017	MAINTENANCE	100-43100-404	335.67
MACQUEEN EQUIP. CO.	P08400	09/08/2017	MAINTENANCE	100-43100-404	112.00
WINDOM AUTO VALU	20170825 #3400540	09/14/2017	MAINTENANCE #3400540	100-43100-405	134.99
DGR ENGINEERING	00225735	09/21/2017	2017 SEAL COAT IMPROVEME	100-43100-407	202.00
M R PAVING & EXCAVATING I	33209	09/26/2017	2017 SEAL COAT	100-43100-407	34,192.80
M R PAVING & EXCAVATING I	33209	09/26/2017	2017 SEAL COAT	100-43100-407	678.24
				<b>Activity 43100 - Streets Total:</b>	<b>43,522.84</b>

Activity: 45120 - Recreation

BID-2-BUY	10414-74952-1	09/20/2017	MATERIALS & EQUIPMENT	100-45120-215	91.30
US BANK	20170821	09/15/2017	LODGING	100-45120-217	117.04
WINDOM AREA GIRLS FASTPIT	20170913	09/14/2017	CANDY SOLD-COOKOUT - CON	100-45120-260	643.00
MN REVENUE	20170914	09/14/2017	SALES TAX -	100-45120-460	135.00
				<b>Activity 45120 - Recreation Total:</b>	<b>986.34</b>

Activity: 45202 - Park Areas

SCHWALBACH HARDWARE	20170825	09/20/2017	MAINTENANCE	100-45202-211	7.98
ELECTRIC FUND	20170926	09/26/2017	MONTHLY UTILITY & TELECO	100-45202-381	796.23
ELECTRIC FUND	20170926	09/26/2017	MONTHLY UTILITY & TELECO	100-45202-382	2,737.68
HOMETOWN SANITATION SER	0000259506	09/01/2017	GARBAGE SERVICE - SQUARE	100-45202-384	46.12
HOMETOWN SANITATION SER	0000259514	09/01/2017	GARBAGE SERVICE - ISLAND P	100-45202-384	76.50
HOMETOWN SANITATION SER	0000259515	09/01/2017	GARBAGE SERVICE - TEGELS P	100-45202-384	55.80
HOMETOWN SANITATION SER	0000259516	09/01/2017	GARBAGE SERVICE - WRA	100-45202-384	90.90
HOMETOWN SANITATION SER	0000259517	09/01/2017	GARBAGE SERVICE - KASTLE KI	100-45202-384	54.74
HOMETOWN SANITATION SER	0000259524	09/01/2017	GARBAGE SERVICE - MAYFLO	100-45202-384	35.99
ELECTRIC FUND	20170926	09/26/2017	MONTHLY UTILITY & TELECO	100-45202-385	340.60
RUNNINGS SUPPLY, INC	20170824	09/20/2017	MAINTENANCE	100-45202-404	6.99
RUNNINGS SUPPLY, INC	20170824	09/20/2017	MAINTENANCE	100-45202-406	129.98
SCHWALBACH HARDWARE	20170825	09/20/2017	MAINTENANCE	100-45202-406	13.99
LAMPERTS YARDS, INC.	20170825 #3902020	09/14/2017	MAINTENANCE	100-45202-406	6.29
				<b>Activity 45202 - Park Areas Total:</b>	<b>4,399.79</b>

Fund 100 - GENERAL Total: 117,446.95

Fund: 211 - LIBRARY

Activity: 45501 - Library

SECR REV FUND/CITY OF WD	20170921	09/21/2017	PETTY CASH	211-45501-200	2.14
SECR REV FUND/CITY OF WD	20170921	09/21/2017	PETTY CASH	211-45501-200	5.66
SECR REV FUND/CITY OF WD	20170921	09/21/2017	PETTY CASH	211-45501-200	6.95
SECR REV FUND/CITY OF WD	20170921	09/21/2017	PETTY CASH	211-45501-200	10.87
CITIZEN PUBLISHING CO	20170831	09/19/2017	COMPUTER SUPPORT	211-45501-217	499.98
ELECTRIC FUND	20170926	09/26/2017	MONTHLY UTILITY & TELECO	211-45501-321	34.80
SECR REV FUND/CITY OF WD	20170921	09/21/2017	PETTY CASH	211-45501-322	5.80
SECR REV FUND/CITY OF WD	20170921	09/21/2017	PETTY CASH	211-45501-322	2.97
SECR REV FUND/CITY OF WD	20170921	09/21/2017	PETTY CASH	211-45501-322	1.19
SECR REV FUND/CITY OF WD	20170921	09/21/2017	PETTY CASH	211-45501-322	3.12
SECR REV FUND/CITY OF WD	20170921	09/21/2017	PETTY CASH	211-45501-322	3.12
SECR REV FUND/CITY OF WD	20170921	09/21/2017	PETTY CASH	211-45501-322	4.76
SECR REV FUND/CITY OF WD	20170921	09/21/2017	PETTY CASH	211-45501-322	3.61
ELECTRIC FUND	20170926	09/26/2017	MONTHLY UTILITY & TELECO	211-45501-326	65.00
DAWN AAMOT	20170920	09/21/2017	EXPENSE - ADVISORY COUNCI	211-45501-331	41.73
ELECTRIC FUND	20170926	09/26/2017	MONTHLY UTILITY & TELECO	211-45501-381	332.00
ELECTRIC FUND	20170926	09/26/2017	MONTHLY UTILITY & TELECO	211-45501-382	18.69

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ELECTRIC FUND	20170926	09/26/2017	MONTHLY UTILITY & TELECO	211-45501-385	37.72
ELECTRIC FUND	76	09/21/2017	EL LIBRARY	211-45501-409	27.30
US BANK	20170821	09/15/2017	SUBSCRIPTION - THIS OLD HO	211-45501-433	36.00
US BANK	20170821	09/15/2017	SUBSCRIPTION - PEOPLE	211-45501-433	116.07
US BANK	20170821	09/15/2017	SUBSCRIPTION - SPORTS ILLU	211-45501-433	40.00
US BANK	20170821	09/15/2017	SUBSCRIPTION - REAL SIMPLE	211-45501-433	48.00
US BANK	20170821	09/15/2017	SUBSCRIPTION - OPRAH	211-45501-433	34.97
US BANK	20170821	09/15/2017	SUBSCRIPTION - ARCH DIGEST	211-45501-433	63.95
US BANK	20170821	09/15/2017	AMAZON - BOOKS	211-45501-435	174.81
JUNIOR LIBRARY GUILD	376875	09/26/2017	BOOKS	211-45501-435	280.00
MICROMARKETING, LLC	687522	09/19/2017	BOOKS	211-45501-435	34.99
<b>Activity 45501 - Library Total:</b>					<b>1,936.20</b>
<b>Fund 211 - LIBRARY Total:</b>					<b>1,936.20</b>

## Fund: 225 - AIRPORT

## Activity: 45127 - Airport

MN DEPT OF PUBLIC SAFETY	1712500262013 M-89553	09/20/2017	WINDOM AIRPORT #16810	225-45127-217	25.00
SOUTHWEST MN BROADBAN	201709152017	09/19/2017	TELEPHONE #507-831-6120	225-45127-321	26.69
MN VALLEY TESTING	880592	09/08/2017	TESTING	225-45127-406	80.40
<b>Activity 45127 - Airport Total:</b>					<b>132.09</b>

## Activity: 49950 - Capital Outlay

SEH	337772	09/14/2017	AIRPORT - MASTER PLAN	225-49950-500	8,328.00
<b>Activity 49950 - Capital Outlay Total:</b>					<b>8,328.00</b>
<b>Fund 225 - AIRPORT Total:</b>					<b>8,460.09</b>

## Fund: 230 - POOL

## Activity: 45124 - Pool

SCHWALBACH HARDWARE	20170825	09/20/2017	MAINTENANCE	230-45124-200	2.99
SCHWALBACH HARDWARE	20170825	09/20/2017	MAINTENANCE	230-45124-211	7.58
ELECTRIC FUND	20170926	09/26/2017	MONTHLY UTILITY & TELECO	230-45124-217	-28.88
SCHWALBACH HARDWARE	20170825	09/20/2017	MAINTENANCE	230-45124-260	77.15
ELECTRIC FUND	20170926	09/26/2017	MONTHLY UTILITY & TELECO	230-45124-321	-1.37
ELECTRIC FUND	20170926	09/26/2017	MONTHLY UTILITY & TELECO	230-45124-381	771.98
ELECTRIC FUND	20170926	09/26/2017	MONTHLY UTILITY & TELECO	230-45124-382	637.30
MN ENERGY RESOURCES	20170829	09/14/2017	HEATING #0504917677-00003	230-45124-383	789.42
ELECTRIC FUND	20170926	09/26/2017	MONTHLY UTILITY & TELECO	230-45124-385	30.00
SCHWALBACH HARDWARE	20170825	09/20/2017	MAINTENANCE	230-45124-401	8.49
SCHWALBACH HARDWARE	20170825	09/20/2017	MAINTENANCE	230-45124-402	23.97
HORIZON CHEMICAL CO. INC	170808032	09/14/2017	MAINTENANCE	230-45124-404	66.41
RON'S ELECTRIC INC	135785	09/14/2017	MAINTENANCE	230-45124-409	169.50
SCHWALBACH HARDWARE	20170825	09/20/2017	MAINTENANCE	230-45124-409	121.62
MN REVENUE	20170914	09/14/2017	SALES TAX -	230-45124-460	79.00
US BANK	20170821	09/15/2017	POOL MOVIE NIGHT SUPPLIES	230-45124-480	55.19
US BANK	20170821	09/15/2017	LODGING	230-45124-480	117.04
SECR REV FUND/CITY OF WD	20170921	09/21/2017	PETTY CASH	230-45124-480	-75.00
<b>Activity 45124 - Pool Total:</b>					<b>2,852.39</b>
<b>Fund 230 - POOL Total:</b>					<b>2,852.39</b>

## Fund: 235 - AMBULANCE

## Activity: 42153 - Ambulance

SCHWALBACH HARDWARE	20170825	09/20/2017	MAINTENANCE	235-42153-200	12.98
ROBIN SHAW	20170926	09/26/2017	EXPENSES - OFFICE SUPPLIES,	235-42153-200	227.90
INDOFF, INC	3005298	09/12/2017	SUPPLIES	235-42153-200	233.16
WEX BANK	51084374	09/15/2017	FUEL	235-42153-212	1,565.50
US BANK	20170821	09/15/2017	AMAZON - EQUIPMENT	235-42153-217	114.95
SCHWALBACH HARDWARE	20170825	09/20/2017	MAINTENANCE	235-42153-217	240.78
LEWIS FAMILY DRUG, LLC	56-085417301	09/14/2017	SUPPLIES #105865-3	235-42153-217	9.58
STANDARD TEXTILE CO INC	5770417	09/26/2017	SUPPLIES	235-42153-217	551.16
BOUND TREE MEDICAL, LLC	82610901	09/05/2017	SUPPLIES	235-42153-217	231.31
NOBLE INDUSTRIAL SUPPLY C	SI-118799	09/13/2017	SUPPLIES	235-42153-217	208.84
ELECTRIC FUND	20170926	09/26/2017	MONTHLY UTILITY & TELECO	235-42153-321	48.42

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ELECTRIC FUND	20170926	09/26/2017	MONTHLY UTILITY & TELECO	235-42153-321	24.83
AGC NETWORKS, INC.	9200001244	09/27/2017	ANNUAL MAINTENANCE	235-42153-321	73.39
VERIZON WIRELESS	9792339056	09/14/2017	#986701203-00001 SERVICE F	235-42153-321	123.49
EXPERT T BILLING	3792	09/08/2017	SERVICE	235-42153-326	2,079.00
REAL TIME TRANSLATION, INC	111376	09/19/2017	SERVICE	235-42153-327	96.36
TIM HACKER	20170926	09/26/2017	EXPENSE - AMBULANCE	235-42153-334	8.85
JUSTIN HARRINGTON	20170926	09/26/2017	EXPENSE - AMBULANCE	235-42153-334	96.00
BUCKWHEAT JOHNSON	20170926	09/26/2017	EXPENSE - AMBULANCE	235-42153-334	15.95
JOHN MEYER	20170926	09/26/2017	EXPENSE - AMBULANCE	235-42153-334	28.55
ELECTRIC FUND	20170926	09/26/2017	MONTHLY UTILITY & TELECO	235-42153-381	86.70
ELECTRIC FUND	20170926	09/26/2017	MONTHLY UTILITY & TELECO	235-42153-382	8.26
ELECTRIC FUND	20170926	09/26/2017	MONTHLY UTILITY & TELECO	235-42153-385	17.38
US BANK	20170821	09/15/2017	LP CART	235-42153-404	323.25
SCHWALBACH HARDWARE	20170825	09/20/2017	MAINTENANCE	235-42153-404	86.41
WINDOM AUTO VALU	20170825 #3400540	09/14/2017	MAINTENANCE #3400540	235-42153-405	8.48
				<b>Activity 42153 - Ambulance Total:</b>	<b>6,521.48</b>
				<b>Fund 235 - AMBULANCE Total:</b>	<b>6,521.48</b>

## Fund: 250 - EDA GENERAL

## Activity: 46520 - EDA

INDOFF, INC	3003389	09/12/2017	SUPPLIES	250-46520-200	5.99
CENTURY BUSINESS PRODUCT	389968	09/12/2017	SUPPLIES	250-46520-200	72.61
WENCK ASSOCIATES, INC.	11705099	09/26/2017	EDA GEN ASSISTANCE - PRAIRI	250-46520-303	1,638.00
WENCK ASSOCIATES, INC.	11705099	09/26/2017	EDA GEN ASSISTANCE-RIVER B	250-46520-303	188.00
WENCK ASSOCIATES, INC.	11705099	09/26/2017	EDA GEN ASSISTANCE - PRAIRI	250-46520-303	596.00
SCHRAMEL LAW OFFICE	20170914	09/14/2017	LEGAL FEES -	250-46520-304	210.00
WINDOM AREA CHAMBER OF	20170926	09/26/2017	GALA 2017	250-46520-308	40.00
ELECTRIC FUND	20170926	09/26/2017	MONTHLY UTILITY & TELECO	250-46520-321	55.62
ELECTRIC FUND	20170926	09/26/2017	MONTHLY UTILITY & TELECO	250-46520-321	97.59
AGC NETWORKS, INC.	9200001244	09/27/2017	ANNUAL MAINTENANCE	250-46520-321	36.69
SECR REV FUND/CITY OF WD	20170921	09/21/2017	PETTY CASH	250-46520-322	23.75
CITIZEN PUBLISHING CO	20170831	09/19/2017	ADVERTISING	250-46520-340	564.00
WINDOM THEATER, INC.	20170926	09/26/2017	PROMO - EDA	250-46520-340	50.00
CITIZEN PUBLISHING CO	20170831	09/19/2017	ADVERTISING	250-46520-350	79.50
ELECTRIC FUND	20170926	09/26/2017	MONTHLY UTILITY & TELECO	250-46520-381	61.70
ELECTRIC FUND	71	09/21/2017	EL EDA - SIGN	250-46520-402	10.34
WERNER ELECTRIC	5009724159.001	09/21/2017	EDA SIGN-FUNERAL HOME	250-46520-402	106.92
WINDOM AREA CHAMBER OF	2070	09/19/2017	2017-2018 GENERAL MEMBE	250-46520-433	285.00
CITIZEN PUBLISHING CO	WINDOM EDA	09/26/2017	SUBSCRIPTION	250-46520-433	45.00
US BANK	20170821	09/15/2017	MEETING EXPENSE	250-46520-438	30.44
ELECTRIC FUND	09192017	09/21/2017	STREET-5 GAL OF PAINT	250-46520-439	465.99
SMALL TOWN MODERN	109	09/19/2017	SPEC PROJECT-ACTIVE LIVING	250-46520-439	900.00
				<b>Activity 46520 - EDA Total:</b>	<b>5,563.14</b>
				<b>Fund 250 - EDA GENERAL Total:</b>	<b>5,563.14</b>

## Fund: 252 - EDA SCDP

## Activity: 46520 - EDA

WINDOM COMMUNITY CENT	20170921	09/21/2017	SCDP PUBLIC MTG - ROOM RE	252-46520-480	180.00
NORTHERN INSULATION PRO	20170925	09/26/2017	2015-17 COMM REHAB PROG	252-46520-491	10,846.75
				<b>Activity 46520 - EDA Total:</b>	<b>11,026.75</b>
				<b>Fund 252 - EDA SCDP Total:</b>	<b>11,026.75</b>

## Fund: 254 - NORTH IND PARK

## Activity: 46520 - EDA

WENCK ASSOCIATES, INC.	11705099	09/26/2017	EDA GEN ASSISTANCE - NWIP	254-46520-303	642.00
MICKY MASTERS	20170921- EDA	09/26/2017	MOWING	254-46520-406	416.82
				<b>Activity 46520 - EDA Total:</b>	<b>1,058.82</b>
				<b>Fund 254 - NORTH IND PARK Total:</b>	<b>1,058.82</b>

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount	
<b>Fund: 274 - TIF 1-19 NWIP II</b>						
Activity: 46530 - TIF Districts						
TORO	20170926	09/26/2017	VEREIT ID-WINDOM MN LLC	274-46530-482	56,066.54	
					<b>Activity 46530 - TIF Districts Total:</b>	<b>56,066.54</b>
					<b>Fund 274 - TIF 1-19 NWIP II Total:</b>	<b>56,066.54</b>
<b>Fund: 307 - 2017 STREET PROJECT</b>						
Activity: 41000 - General Government						
SCHRAMEL LAW OFFICE	20170914	09/14/2017	LEGAL FEES -	307-41000-304	105.00	
DGR ENGINEERING	00225731	09/21/2017	2017 STREET IMPROVEMENTS	307-41000-500	27,608.68	
HOLTMEIER CONSTRUCTION I	20170920	09/20/2017	2017 STREET PROJECT #36609	307-41000-500	209,140.20	
					<b>Activity 41000 - General Government Total:</b>	<b>236,853.88</b>
					<b>Fund 307 - 2017 STREET PROJECT Total:</b>	<b>236,853.88</b>
<b>Fund: 401 - GENERAL CAPITAL PROJECTS</b>						
Activity: 49950 - Capital Outlay						
US BANK	20170821	09/15/2017	ESF FURNISHINGS	401-49950-502	302.54	
US BANK	20170821	09/15/2017	ESF SUPPLIES	401-49950-502	245.80	
US BANK	20170821	09/15/2017	ESF SUPPLIES	401-49950-502	171.54	
US BANK	20170821	09/15/2017	ESF FURNISHINGS	401-49950-502	64.68	
US BANK	20170821	09/15/2017	ESF FURNISHINGS	401-49950-502	216.62	
US BANK	20170821	09/15/2017	ESF FURNISHINGS	401-49950-502	655.76	
US BANK	20170821	09/15/2017	ESF FURNISHINGS	401-49950-502	34.35	
US BANK	20170821	09/15/2017	ESF SUPPLIES	401-49950-502	285.64	
US BANK	20170821	09/15/2017	ESF FURNISHINGS	401-49950-502	-52.78	
RUNNINGS SUPPLY, INC	20170824	09/20/2017	MAINTENANCE	401-49950-502	230.46	
SCHWALBACH HARDWARE	20170825	09/20/2017	MAINTENANCE	401-49950-502	1,369.39	
LEESA ARNDT	20170926	09/26/2017	EFT FURNISHINGS - CART	401-49950-502	276.05	
DERICKSON BROS CONSTRUC	883	09/18/2017	DESKS-COUNTERTOPS	401-49950-502	4,513.03	
					<b>Activity 49950 - Capital Outlay Total:</b>	<b>8,313.08</b>
					<b>Fund 401 - GENERAL CAPITAL PROJECTS Total:</b>	<b>8,313.08</b>
<b>Fund: 402 - CAPITAL PROJECT - ESF</b>						
Activity: 49950 - Capital Outlay						
NORTH STAR LUMBER & SUPP	131963	09/14/2017	WITT PARK EQUIP	402-49950-500	2,769.75	
ST CROIX RECREATION	19509	09/26/2017	ESF PLAYGROUND REPLACEME	402-49950-500	950.00	
US BANK	20170821	09/15/2017	AMAZON - ESF SUPPLIES	402-49950-500	109.90	
GOSEWISCH CONSTRUCTION,	5083	09/20/2017	WINDOM EMS BUILDING #11	402-49950-500	283,754.23	
					<b>Activity 49950 - Capital Outlay Total:</b>	<b>287,583.88</b>
					<b>Fund 402 - CAPITAL PROJECT - ESF Total:</b>	<b>287,583.88</b>
<b>Fund: 601 - WATER</b>						
CORE & MAIN	H706797	09/21/2017	INVENTORY	601-14200	1,284.58	
					<b>1,284.58</b>	
Activity: 49400 - Water						
WEX BANK	51084374	09/15/2017	FUEL	601-49400-212	306.60	
ELECTRIC FUND	20170926	09/26/2017	MONTHLY UTILITY & TELECO	601-49400-321	49.66	
AGC NETWORKS, INC.	9200001244	09/27/2017	ANNUAL MAINTENANCE	601-49400-321	61.16	
RUNNINGS SUPPLY, INC	20170824	09/20/2017	MAINTENANCE	601-49400-322	89.82	
INNOVATIVE SYSTEMS LLC	33954	09/08/2017	POSTAGE - PROCESSING-INSE	601-49400-322	233.09	
HP DATAONE, LLC	20170925	09/26/2017	OCTOBER BILLING CONTRACT	601-49400-326	1,328.13	
ELECTRIC FUND	20170926	09/26/2017	MONTHLY UTILITY & TELECO	601-49400-326	60.00	
INNOVATIVE SYSTEMS LLC	33708	09/01/2017	BILLING SYSTEM MAINTENAN	601-49400-326	760.50	
INNOVATIVE SYSTEMS LLC	33744	09/06/2017	BILLING SYSTEM SOFTWARE S	601-49400-326	517.50	
INNOVATIVE SYSTEMS LLC	33954	09/08/2017	POSTAGE - PROCESSING-INSE	601-49400-326	197.68	
INNOVATIVE SYSTEMS LLC	33954	09/08/2017	POSTAGE - PROCESSING-INSE	601-49400-350	15.68	
ELECTRIC FUND	20170926	09/26/2017	MONTHLY UTILITY & TELECO	601-49400-381	5,125.40	
ELECTRIC FUND	20170926	09/26/2017	MONTHLY UTILITY & TELECO	601-49400-382	16.93	
MN ENERGY RESOURCES	20170913C	09/19/2017	HEATING #0505923431-0001	601-49400-383	454.77	
HOMETOWN SANITATION SER	0000259508	09/06/2017	GARBAGE SERVICE - WASTEW	601-49400-384	85.04	
ELECTRIC FUND	20170926	09/26/2017	MONTHLY UTILITY & TELECO	601-49400-385	32.59	

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ELECTRIC FUND	20170926	09/26/2017	MONTHLY UTILITY & TELECO	601-49400-386	1,246.56
AMUNDSON DIG	08231701	09/26/2017	MAINTENANCE	601-49400-402	770.00
RUNNINGS SUPPLY, INC	20170824	09/20/2017	MAINTENANCE	601-49400-404	99.70
CORE & MAIN	H706797	09/21/2017	MAINTENANCE	601-49400-408	325.00
CORE & MAIN	H767329	09/21/2017	MAINTENANCE	601-49400-408	1,054.55
CORE & MAIN	H769306	09/21/2017	MAINTENANCE	601-49400-408	91.01
CORE & MAIN	H770271	09/21/2017	MAINTENANCE	601-49400-408	230.53
CORE & MAIN	H782731	09/21/2017	MAINTENANCE	601-49400-408	318.20
CORE & MAIN	H795820	09/21/2017	MAINTENANCE	601-49400-408	262.70
SOURCE ONE SOLUTIONS, LLC	20170920	09/20/2017	SETTLEMENT	601-49400-480	1,500.00

Activity 49400 - Water Total: 15,232.80

Fund 601 - WATER Total: 16,517.38

Fund: 602 - SEWER

GM CONTRACTING, INC.	20170920	09/20/2017	SANITARY SEWER REHAP	602-16300	104,219.31
					<b>104,219.31</b>

Activity: 49450 - Sewer

EXPRESSWAY WINDOM	20170831	09/20/2017	MAINTENANCE	602-49450-212	35.51
WEX BANK	51084374	09/15/2017	FUEL	602-49450-212	301.82
HAWKINS, INC	4143291	09/06/2017	CHEMICALS	602-49450-216	795.25
SECR REV FUND/CITY OF WD	20170921	09/21/2017	PETTY CASH	602-49450-217	4.00
RUNNINGS SUPPLY, INC	20170824	09/20/2017	MAINTENANCE	602-49450-241	41.18
MN VALLEY TESTING	880059	09/06/2017	TESTING	602-49450-310	158.40
MN VALLEY TESTING	880807	09/06/2017	TESTING	602-49450-310	241.60
MN VALLEY TESTING	880878	09/06/2017	TESTING	602-49450-310	158.40
ELECTRIC FUND	20170926	09/26/2017	MONTHLY UTILITY & TELECO	602-49450-321	163.98
AGC NETWORKS, INC.	9200001244	09/27/2017	ANNUAL MAINTENANCE	602-49450-321	61.15
INNOVATIVE SYSTEMS LLC	33954	09/08/2017	POSTAGE - PROCESSING-INSE	602-49450-322	233.10
HP DATAONE, LLC	20170925	09/26/2017	OCTOBER BILLING CONTRACT	602-49450-326	1,328.12
ELECTRIC FUND	20170926	09/26/2017	MONTHLY UTILITY & TELECO	602-49450-326	60.00
INNOVATIVE SYSTEMS LLC	33708	09/01/2017	BILLING SYSTEM MAINTENAN	602-49450-326	760.50
INNOVATIVE SYSTEMS LLC	33744	09/06/2017	BILLING SYSTEM SOFTWARE S	602-49450-326	517.50
INNOVATIVE SYSTEMS LLC	33954	09/08/2017	POSTAGE - PROCESSING-INSE	602-49450-326	197.68
US BANK	20170821	09/15/2017	LODGING	602-49450-334	457.08
INNOVATIVE SYSTEMS LLC	33954	09/08/2017	POSTAGE - PROCESSING-INSE	602-49450-350	15.68
ELECTRIC FUND	20170926	09/26/2017	MONTHLY UTILITY & TELECO	602-49450-381	14,598.68
ELECTRIC FUND	20170926	09/26/2017	MONTHLY UTILITY & TELECO	602-49450-382	234.27
MN ENERGY RESOURCES	20170810E	09/19/2017	CREDIT - #0504488160-0001	602-49450-383	-24.35
MN ENERGY RESOURCES	20170810F	09/19/2017	CREDIT #050448160-0001	602-49450-383	-32.07
MN ENERGY RESOURCES	20170810G	09/19/2017	HEATING #0504488160-0001	602-49450-383	55.47
MN ENERGY RESOURCES	20170907	09/13/2017	HEATING #0506646838	602-49450-383	89.74
MN ENERGY RESOURCES	20170911	09/19/2017	HEATING #0506746718-0001	602-49450-383	18.00
MN ENERGY RESOURCES	20170913A	09/19/2017	HEATING #0504488160-0001	602-49450-383	18.00
US BANK	20170821	09/15/2017	AMAZON -MAINTENANCE SU	602-49450-404	14.00
US BANK	20170821	09/15/2017	MAINTENANCE SUPPLIES	602-49450-404	99.05
RUNNINGS SUPPLY, INC	20170824	09/20/2017	MAINTENANCE	602-49450-404	161.90
JEN'S CLEANING SERVICE	20170828	09/14/2017	SERVICE-CLEANING JUNE-AUG	602-49450-404	150.00
SIGMA CONTROLS, INC.	025107	09/13/2017	MAINTENANCE	602-49450-408	1,116.41
HOLT'S CLEANING SERVICE IN	2938	09/20/2017	SERVICE @ 833 RIVER RD	602-49450-408	1,335.94
HOLT'S CLEANING SERVICE IN	2939	09/20/2017	SERVICE @ 845 RIVER RD	602-49450-408	1,188.98
HANSON PLUMBING	4640	09/20/2017	MAINTENANCE	602-49450-408	190.00
CORE & MAIN	H766929	09/21/2017	MAINTENANCE	602-49450-408	485.52
SOURCE ONE SOLUTIONS, LLC	20170920	09/20/2017	SETTLEMENT	602-49450-480	1,500.00

Activity 49450 - Sewer Total: 26,730.49

Fund 602 - SEWER Total: 130,949.80

Fund: 604 - ELECTRIC

RESCO	690492-00	09/14/2017	INVENTORY	604-14200	401.22
RESCO	692191-00	09/19/2017	INVENTORY	604-14200	327.25
ELECTRIC FUND	101-SEP 2017	09/14/2017	RIVER ROAD	604-16300	22,422.24
ELECTRIC FUND	101-SEP 2017	09/14/2017	SOUTH WINDOM	604-16300	19,924.11

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Payment Dates: 09/14/2017 - 09/28/2017

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ELECTRIC FUND	65	09/19/2017	EL CONST NEW #2-SOUTH WI	604-16300	2,612.21
ELECTRIC FUND	66	09/19/2017	EL CONSTR NEW #2-SOUTH W	604-16300	1,391.86
ELECTRIC FUND	67	09/19/2017	EL CONST NEW #1 -RIVER RD	604-16300	447.52
ELECTRIC FUND	68	09/21/2017	EL CONSTR NEW #1-RIVER RD	604-16300	2,972.82
ELECTRIC FUND	69	09/21/2017	EL CONSTRUCT NEW #2 SOUT	604-16300	1,183.11
ELECTRIC FUND	75	09/21/2017	EL CONST NEW #1-RIVER ROD	604-16300	28,538.10
ELECTRIC FUND	77	09/21/2017	EL CONSTRUCT NEW #2 SOUT	604-16300	11,299.56
UTILITIES PLUS ENERGY SERVI	N16085	09/06/2017	IMPROVEMENTS	604-16300	17,605.56
MN REVENUE	20170914	09/14/2017	SALES TAX -	604-20202	29.24
MN DEPT OF COMMERCE	MDOC00000001540	09/20/2017	CITY OF WINDOM #MDOC000	604-22000	141.53
MN DEPT OF COMMERCE	MDOC00000001540	09/20/2017	CITY OF WINDOM #MDOC000	604-22000	58.24
					<b>109,354.57</b>

## Activity: 49550 - Electric

SCHWALBACH HARDWARE	20170825	09/20/2017	MAINTENANCE	604-49550-200	5.99
WINDOM QUICK PRINT	20190926	09/26/2017	SUPPLIES	604-49550-200	117.45
SCHWALBACH HARDWARE	20170825	09/20/2017	MAINTENANCE	604-49550-211	23.98
WEX BANK	51084374	09/15/2017	FUEL	604-49550-212	1,202.23
JOANNE NELSON	632297	09/14/2017	SERVICE - UNIFORMS	604-49550-218	90.00
BORDER STATES	912250837	09/27/2017	UNIFORMS -INV 12-1-16	604-49550-218	205.00
BORDER STATES	913798882	09/26/2017	UNIFORMS	604-49550-218	28.00
RUNNINGS SUPPLY, INC	20170824	09/20/2017	MAINTENANCE	604-49550-241	5.49
CMP - CENTRAL MUNICIPAL P	06041	09/12/2017	TRANSMISSION	604-49550-263	176,433.04
CMP - CENTRAL MUNICIPAL P	06041	09/12/2017	ENERGY	604-49550-263	131,868.80
DEPARTMENT OF ENERGY	BFPB000800817	09/12/2017	POWER COST	604-49550-263	98,189.55
RUNNINGS SUPPLY, INC	20170824	09/20/2017	MAINTENANCE	604-49550-310	78.19
SKARSHAUG TESTING LAB	220815	09/14/2017	SUPPLIES	604-49550-310	271.99
ELECTRIC FUND	20170926	09/26/2017	MONTHLY UTILITY & TELECO	604-49550-321	197.05
AGC NETWORKS, INC.	9200001244	09/27/2017	ANNUAL MAINTENANCE	604-49550-321	122.31
SECR REV FUND/CITY OF WD	20170921	09/21/2017	PETTY CASH	604-49550-322	4.64
INNOVATIVE SYSTEMS LLC	33954	09/08/2017	POSTAGE - PROCESSING-INSE	604-49550-322	233.09
HP DATAONE, LLC	20170925	09/26/2017	OCTOBER BILLING CONTRACT	604-49550-326	1,328.12
ELECTRIC FUND	20170926	09/26/2017	MONTHLY UTILITY & TELECO	604-49550-326	139.47
INNOVATIVE SYSTEMS LLC	33708	09/01/2017	BILLING SYSTEM MAINTENAN	604-49550-326	1,521.00
INNOVATIVE SYSTEMS LLC	33744	09/06/2017	BILLING SYSTEM SOFTWARE S	604-49550-326	223.90
INNOVATIVE SYSTEMS LLC	33954	09/08/2017	POSTAGE - PROCESSING-INSE	604-49550-326	197.68
INNOVATIVE SYSTEMS LLC	33954	09/08/2017	POSTAGE - PROCESSING-INSE	604-49550-350	15.69
ELECTRIC FUND	20170926	09/26/2017	MONTHLY UTILITY & TELECO	604-49550-381	143.50
ELECTRIC FUND	20170926	09/26/2017	MONTHLY UTILITY & TELECO	604-49550-382	24.63
MN ENERGY RESOURCES	20170810H	09/26/2017	CREDIT - HEATING #0506419	604-49550-383	-115.47
MN ENERGY RESOURCES	20170810I	09/26/2017	HEATING #0506419706	604-49550-383	90.67
MN ENERGY RESOURCES	20170913B	09/26/2017	HEATING #0506419706-00001	604-49550-383	46.23
HOMETOWN SANITATION SER	0000259509	09/06/2017	GARBAGE SERVICE - ELECTRIC	604-49550-384	108.15
ELECTRIC FUND	20170926	09/26/2017	MONTHLY UTILITY & TELECO	604-49550-385	49.05
US BANK	20170821	09/15/2017	REPAIRS	604-49550-402	204.58
US BANK	20170821	09/15/2017	MAINTENANCE SUPPLIES	604-49550-404	24.83
JOHNSON HARDWARE	5334 - ELECTRIC	09/19/2017	MAINTENANCE #5334	604-49550-404	4.10
RUNNINGS SUPPLY, INC	20170824	09/20/2017	MAINTENANCE	604-49550-405	85.08
TEREX SERVICES	90854725	09/19/2017	MAINTENANCE	604-49550-405	881.25
TEREX SERVICES	90854726	09/19/2017	MAINTENANCE	604-49550-405	881.25
TEREX SERVICES	90854727	09/19/2017	MAINTENANCE	604-49550-405	956.59
RAGE INC - CAMPUS CLEANER	08-010563	09/14/2017	SERVICE - POWER PLANT	604-49550-406	34.17
AMUNDSON DIG	09081702	09/27/2017	MAINTENANCE	604-49550-408	471.32
US BANK	20170821	09/15/2017	MAINTENANCE	604-49550-408	389.00
RUNNINGS SUPPLY, INC	20170824	09/20/2017	MAINTENANCE	604-49550-408	372.61
ELECTRIC FUND	70	09/21/2017	EL DISTRIBUTION	604-49550-408	50.54
ELECTRIC FUND	73	09/21/2017	EL TRUCK STOCK	604-49550-408	16.98
ELECTRIC FUND	74	09/21/2017	EL ELECTRIC SHOP	604-49550-408	8.61
ELECTRIC FUND	78	09/21/2017	EL TRUCK STOCK	604-49550-408	39.61
ELECTRIC FUND	79	09/26/2017	EL DISTRIBUTION	604-49550-408	1,605.20
ELECTRIC FUND	80	09/26/2017	EL DISTRIBUTION	604-49550-408	32.00

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ELECTRIC FUND	81	09/26/2017	EL DISTRIBUTION	604-49550-408	5,290.32
CONDUX INTERNATIONAL, IN	1000000557353	09/06/2017	MAINTENANCE	604-49550-408	517.80
SCHWALBACH HARDWARE	20170825	09/20/2017	MAINTENANCE	604-49550-409	251.02
CMP - CENTRAL MUNICIPAL P	06029	09/12/2017	CIP PROGRAM CHARGES	604-49550-450	1,419.00
WINDOM POST OFFICE	20170914	09/14/2017	ENERGY REBATE	604-49550-450	2,029.97
MN REVENUE	20170914	09/14/2017	SALES TAX -	604-49550-460	17.00
SOURCE ONE SOLUTIONS, LLC	20170920	09/20/2017	SETTLEMENT	604-49550-480	1,500.00
				<b>Activity 49550 - Electric Total:</b>	<b>429,932.25</b>
				<b>Fund 604 - ELECTRIC Total:</b>	<b>539,286.82</b>
<b>Fund: 609 - LIQUOR STORE</b>					
SCENIC SIGN CORP	45128	09/26/2017	DAKTRONICS DISPLAY	609-16460	21,207.00
MN REVENUE	20170914	09/14/2017	SALES TAX -	609-20202	14,938.00
					<b>36,145.00</b>

## Activity: 49751 - Liquor Store

US BANK	20170821	09/15/2017	SUPPLIES	609-49751-217	7.34
SCHWALBACH HARDWARE	20170825	09/20/2017	MAINTENANCE	609-49751-217	8.99
AH HERMEL COMPANY	667420	09/05/2017	MERCHANDISE	609-49751-217	98.92
DACOTAH PAPER CO	68898	09/18/2017	SUPPLIES	609-49751-217	100.95
BREAKTHRU BEVERAGE MN	1080686261	09/12/2017	MERCHANDISE	609-49751-251	2,735.20
BREAKTHRU BEVERAGE MN	1080686263	09/12/2017	MERCHANDISE	609-49751-251	90.00
SOUTHERN GLAZER'S OF MN	1585214	09/08/2017	MERCHANDISE	609-49751-251	6,409.70
PHILLIPS WINE & SPIRITS	2226761	09/13/2017	MERCHANDISE	609-49751-251	3,520.44
JOHNSON BROS.	5810543	09/06/2017	MERCHANDISE	609-49751-251	4,001.74
JOHNSON BROS.	5816777	09/13/2017	MERCHANDISE	609-49751-251	2,087.07
BELLBOY CORP	60234900	09/18/2017	MERCHANDISE	609-49751-251	522.00
BREAKTHRU BEVERAGE MN	1080686262	09/12/2017	MERCHANDISE	609-49751-252	240.15
DOLL DISTRIBUTING, LLC	282567	09/19/2017	MERCHANDISE	609-49751-252	1,512.00
DOLL DISTRIBUTING, LLC	294443	09/21/2017	MERCHANDISE	609-49751-252	2,999.70
DOLL DISTRIBUTING, LLC	294444	09/19/2017	CREDIT - MERCHANDISE	609-49751-252	-120.00
DOLL DISTRIBUTING, LLC	298631	09/26/2017	MERCHANDISE	609-49751-252	8,893.60
ARTISAN BEER COMPANY	3203695	08/30/2017	MERCHANDISE	609-49751-252	132.20
ARTISAN BEER COMPANY	3205597	09/12/2017	MERCHANDISE	609-49751-252	322.60
JOHNSON BROS.	5810545	09/05/2017	MERCHANDISE	609-49751-252	134.24
BEVERAGE WHOLESALERS	668807	09/18/2017	MERCHANDISE	609-49751-252	8,971.12
BEVERAGE WHOLESALERS	669876	09/18/2017	MERCHANDISE	609-49751-252	3,237.85
BEVERAGE WHOLESALERS	670906	09/26/2017	MERCHANDISE	609-49751-252	5,883.13
BREAKTHRU BEVERAGE MN	1080686261	09/12/2017	MERCHANDISE	609-49751-253	382.00
SOUTHERN GLAZER'S OF MN	1585215	09/06/2017	MERCHANDISE	609-49751-253	60.00
PHILLIPS WINE & SPIRITS	2226762	09/13/2017	MERCHANDISE	609-49751-253	445.93
CHANKASKA CREEK	246328	09/18/2017	MECHANDISE	609-49751-253	327.60
PHILLIPS WINE & SPIRITS	273109	09/19/2017	CREDIT - MERCHANDISE	609-49751-253	-28.00
JOHNSON BROS.	5810544	09/06/2017	MERCHANDISE	609-49751-253	4,581.96
JOHNSON BROS.	5816778	09/13/2017	MERCHANDISE	609-49751-253	1,448.62
BELLBOY CORP	60234900	09/18/2017	MERCHANDISE	609-49751-253	752.00
ROUND LAKE VINEYARDS & W	695	09/19/2017	MERCHANDISE	609-49751-253	864.00
BREAKTHRU BEVERAGE MN	1080686261	09/12/2017	MERCHANDISE	609-49751-254	88.54
PBC - PEPSI BEVERAGES COM	28924355	09/19/2017	MERCHANDISE	609-49751-254	302.10
AH HERMEL COMPANY	667420	09/05/2017	MERCHANDISE	609-49751-254	56.43
AMERICAN BOTTLING CO	8267344012	09/18/2017	MERCHANDISE	609-49751-254	103.88
AH HERMEL COMPANY	667420	09/05/2017	MERCHANDISE	609-49751-261	11.89
ARTISAN BEER COMPANY	396277	09/18/2017	CREDIT - MERCHANDISE	609-49751-265	-60.00
JOHNSON BROS.	5810543	09/06/2017	MERCHANDISE	609-49751-265	306.00
JOHNSON BROS.	5810544	09/06/2017	MERCHANDISE	609-49751-265	56.00
BELLBOY CORP	60234900	09/18/2017	MERCHANDISE	609-49751-265	72.00
JOHNSON BROS.	642058	09/19/2017	CREDIT MERCHANDISE	609-49751-265	-306.00
JOHNSON BROS.	642059	09/19/2017	CREDIT - MERCHANDISE	609-49751-265	-56.00
ELECTRIC FUND	20170926	09/26/2017	MONTHLY UTILITY & TELECO	609-49751-321	100.11
ELECTRIC FUND	20170926	09/26/2017	MONTHLY UTILITY & TELECO	609-49751-326	129.47
JOE AUDETTE	20170919A	09/21/2017	EXPENSE-MMBA REGIONAL	609-49751-331	76.18

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
BREAKTHRU BEVERAGE MN	1080686261	09/12/2017	MERCHANDISE	609-49751-333	60.19
BREAKTHRU BEVERAGE MN	1080686263	09/12/2017	MERCHANDISE	609-49751-333	2.47
SOUTHERN GLAZER'S OF MN	1585214	09/08/2017	MERCHANDISE	609-49751-333	106.46
SOUTHERN GLAZER'S OF MN	1585215	09/06/2017	MERCHANDISE	609-49751-333	2.05
JOE AUDETTE	20170919	09/21/2017	EXPENSE-WIRTZ VENDOR SHO	609-49751-333	171.20
PHILLIPS WINE & SPIRITS	2226761	09/13/2017	MERCHANDISE	609-49751-333	43.51
PHILLIPS WINE & SPIRITS	2226762	09/13/2017	MERCHANDISE	609-49751-333	19.44
PHILLIPS WINE & SPIRITS	273109	09/19/2017	CREDIT - MERCHANDISE	609-49751-333	-1.74
JOHNSON BROS.	5810543	09/06/2017	MERCHANDISE	609-49751-333	71.64
JOHNSON BROS.	5810544	09/06/2017	MERCHANDISE	609-49751-333	104.70
JOHNSON BROS.	5816777	09/13/2017	MERCHANDISE	609-49751-333	38.43
JOHNSON BROS.	5816778	09/13/2017	MERCHANDISE	609-49751-333	57.43
BELLBOY CORP	60234900	09/18/2017	MERCHANDISE	609-49751-333	36.00
JOHNSON BROS.	642058	09/19/2017	CREDIT MERCHANDISE	609-49751-333	-5.22
JOHNSON BROS.	642059	09/19/2017	CREDIT - MERCHANDISE	609-49751-333	-3.48
AH HERMEL COMPANY	667420	09/05/2017	MERCHANDISE	609-49751-333	4.95
CITIZEN PUBLISHING CO	20170831	09/19/2017	ADVERTISING	609-49751-340	1,412.92
KDOM RADIO	KDOM0229170843409	09/19/2017	ADVERTISING - RIVER BEND LI	609-49751-340	642.80
ELECTRIC FUND	20170926	09/26/2017	MONTHLY UTILITY & TELECO	609-49751-381	960.68
CULLIGAN	20170831 #15331	09/18/2017	SERVICE #15331	609-49751-382	8.98
ELECTRIC FUND	20170926	09/26/2017	MONTHLY UTILITY & TELECO	609-49751-382	20.43
MN ENERGY RESOURCES	20170913D	09/13/2017	HEATING #0507314125-00001	609-49751-383	50.19
ELECTRIC FUND	20170926	09/26/2017	MONTHLY UTILITY & TELECO	609-49751-385	39.07
RAGE INC - CAMPUS CLEANER	08-011127	09/18/2017	SERVICE - RIVER BEND LIQ	609-49751-406	48.89
RAGE INC - CAMPUS CLEANER	08-012154	09/18/2017	SERVICE - RIVER BEND LIQ	609-49751-406	48.89
RAGE INC - CAMPUS CLEANER	09-010738	09/18/2017	SERVICE - RIVER BEND LIQ	609-49751-406	48.89
HOMETOWN SANITATION SER	0000259507	09/05/2017	GARBAGE SERVICE - RIVER BE	609-49751-409	48.06
SCHWALBACH HARDWARE	20170825	09/20/2017	MAINTENANCE	609-49751-409	142.31
ZABINSKI BUSINESS SERVICES,	1796	09/26/2017	SERVICE	609-49751-433	240.00
MN REVENUE	20170914	09/14/2017	SALES TAX -	609-49751-460	1.74
<b>Activity 49751 - Liquor Store Total:</b>					<b>65,925.53</b>
<b>Fund 609 - LIQUOR STORE Total:</b>					<b>102,070.53</b>

## Fund: 614 - TELECOM

MN DEPT OF COMMERCE	MDOC00000001540	09/20/2017	CITY OF WINDOM #MDOC000	614-11500	2.00
MN DEPT OF COMMERCE	MDOC00000001540	09/20/2017	CITY OF WINDOM #MDOC000	614-11500	3.90
MN DEPT OF COMMERCE	MDOC00000001540	09/20/2017	CITY OF WINDOM #MDOC000	614-11500	3.00
MN DEPT OF COMMERCE	MDOC00000001540	09/20/2017	CITY OF WINDOM #MDOC000	614-11500	20.01
POWER PRODUCT SERVICES, I	121179	09/20/2017	NOC BATTERY REPLACE	614-16400	11,290.82
CALIX	1273661	09/06/2017	CORE UPGRADE	614-16400	7,531.09
INTERNAL REVENUE SERVICE	20170915	09/19/2017	EXCISE TAX POSTING	614-20201	500.00
MN REVENUE	20170914	09/14/2017	SALES TAX -	614-20202	31.33
<b>Activity: 49870 - Telecom</b>					<b>19,382.15</b>

RAGE INC - CAMPUS CLEANER	08-011597	09/14/2017	SERVICE - WINDOM NET	614-49870-211	21.33
SCHWALBACH HARDWARE	20170825	09/20/2017	MAINTENANCE	614-49870-211	26.55
WEX BANK	51084374	09/15/2017	FUEL	614-49870-212	173.64
CALIX	1218148	09/05/2017	CREDIT - REF 12092016JR	614-49870-217	-1,000.00
CALIX	1236091	09/05/2017	CREDIT - REF 03022017JR2	614-49870-217	-1,000.00
US BANK	20170821	09/15/2017	AMAZON - SUPPLIES	614-49870-217	7.16
US BANK	20170821	09/15/2017	AMAZON - SUPPLIES	614-49870-217	80.00
US BANK	20170821	09/15/2017	AMAZON - SUPPLIES	614-49870-217	119.52
US BANK	20170821	09/15/2017	AMAZON - SUPPLIES	614-49870-217	170.50
US BANK	20170821	09/15/2017	SUBSCRIPTION FEE	614-49870-217	10.99
POWER & TEL	6276225-00	09/06/2017	MAINTENANCE	614-49870-227	329.08
SCHWALBACH HARDWARE	20170825	09/20/2017	MAINTENANCE	614-49870-241	5.98
OLSEN THIELEN & CO.,LTD	36585	09/14/2017	SERVICE #947000	614-49870-301	735.00
CNE - COMMUNICATION NET	0817-30	09/20/2017	PROJECT NUMBER: MN 606 -	614-49870-303	1,016.22
INTERSTATE TRS FUND	82580709175	09/19/2017	ASSESSMENT FOR 499-AFILIN	614-49870-304	227.08
CINNAMON MUELLER	990	09/27/2017	SERVICE	614-49870-304	1,295.00

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
US BANK	20170821	09/15/2017	TRAINING PKG - AT YOUR PAC	614-49870-308	275.00
ELECTRIC FUND	20170926	09/26/2017	MONTHLY UTILITY & TELECO	614-49870-321	399.13
AGC NETWORKS, INC.	9200001244	09/27/2017	ANNUAL MAINTENANCE	614-49870-321	122.31
SECR REV FUND/CITY OF WD	20170921	09/21/2017	PETTY CASH	614-49870-322	1.15
SECR REV FUND/CITY OF WD	20170921	09/21/2017	PETTY CASH	614-49870-322	1.15
INNOVATIVE SYSTEMS LLC	33954	09/08/2017	POSTAGE - PROCESSING-INSE	614-49870-322	233.09
HP DATAONE, LLC	20170925	09/26/2017	OCTOBER BILLING CONTRACT	614-49870-326	1,328.13
INNOVATIVE SYSTEMS LLC	33708	09/01/2017	BILLING SYSTEM MAINTENAN	614-49870-326	1,521.00
INNOVATIVE SYSTEMS LLC	33708	09/01/2017	BILLING SYSTEM MAINT-STAKI	614-49870-326	875.00
INNOVATIVE SYSTEMS LLC	33744	09/06/2017	BILLING SYSTEM SOFTWARE S	614-49870-326	1,846.10
INNOVATIVE SYSTEMS LLC	33954	09/08/2017	POSTAGE - PROCESSING-INSE	614-49870-326	197.68
NEUSTAR, INC.	L-0000022109	09/20/2017	NUMBER PORTS	614-49870-326	5.75
TIM FJELD	20170920	09/20/2017	EXPENSE - DEED APPLICATION	614-49870-331	163.71
INNOVATIVE SYSTEMS LLC	33954	09/08/2017	POSTAGE - PROCESSING-INSE	614-49870-350	15.69
ELECTRIC FUND	20170926	09/26/2017	MONTHLY UTILITY & TELECO	614-49870-381	2,424.39
ELECTRIC FUND	20170926	09/26/2017	MONTHLY UTILITY & TELECO	614-49870-382	18.92
MN ENERGY RESOURCES	20170808	09/20/2017	HEATING #0507509833-00001	614-49870-383	-34.33
MN ENERGY RESOURCES	20170808A	09/20/2017	HEATING #0507509833-0001	614-49870-383	24.20
MN ENERGY RESOURCES	20170911A	09/20/2017	HEATING #0507509833-0001	614-49870-383	12.46
HOMETOWN SANITATION SER	0000259510	09/20/2017	GARBAGE SERVICE - TELECOM	614-49870-384	73.92
ELECTRIC FUND	20170926	09/26/2017	MONTHLY UTILITY & TELECO	614-49870-385	34.94
SCHWALBACH HARDWARE	20170825	09/20/2017	MAINTENANCE	614-49870-401	30.45
ELITE MECHANICAL SYSTEMS,	2958	09/20/2017	MAINTENANCE	614-49870-404	188.18
ELITE MECHANICAL SYSTEMS,	2959	09/20/2017	MAINTENANCE	614-49870-404	288.71
WINDOM AUTO VALU	20170825 #3400540	09/14/2017	MAINTENANCE #3400540	614-49870-405	274.93
SCHWALBACH HARDWARE	20170825	09/20/2017	MAINTENANCE	614-49870-408	79.06
CENTURY LINK	451592 #MN-COWM-72	09/21/2017	DIRECTORY LISTINGS #MN-CO	614-49870-441	155.61
MLB NETWORK	089514	09/19/2017	SUBSCRIBER	614-49870-442	958.32
NEXSTAR BROADCASTING GR	1240-1153	09/26/2017	SUBSCRIBER	614-49870-442	6,215.40
TEGNA	1257-1067	09/19/2017	SUBSCRIBER	614-49870-442	5,286.60
UNITED COMMUNICATIONS C	20170831	09/19/2017	SUBSCRIBER	614-49870-442	841.05
HUBBARD BROADCASTING IN	20170831	09/19/2017	SUBSCRIBER	614-49870-442	7,088.85
CBS TELEVISION STATIONS	20170831	09/18/2017	SUBSCRIBER	614-49870-442	4,445.55
CONSOLIDATED COMMUNICA	20170901 #1160904	09/14/2017	10 GB TRANSPORT SEPT 2017	614-49870-442	2,950.00
RFD TV	2520-1239	09/19/2017	SUBSCRIBER	614-49870-442	370.26
FOX TELEVISION STATIONS, IN	341-1014	09/19/2017	SUBSCRIBER	614-49870-442	4,998.24
TOWER DISTRIBUTION COMP	619002	09/19/2017	SUBSCRIBER	614-49870-442	653.40
FOX SPORTS	M94748	09/19/2017	SUBSCRIBER	614-49870-442	18,534.78
BTN - BIG TEN NETWORK	M98205	09/18/2017	SUBSCRIBER	614-49870-442	4,029.30
UNIVERSAL SERVICE ADMIN C	UBDI0000931851	09/27/2017	499A CONTRIBUTION	614-49870-443	1,297.66
NEUSTAR, INC.	M-10923995	09/20/2017	SOW #16540	614-49870-445	4.22
NEUSTAR, INC.	M-10923996	09/20/2017	LNP SERVICE #16540	614-49870-445	125.33
US BANK	20170821	09/15/2017	DREAMHOST	614-49870-447	139.00
CONSOLIDATED COMMUNICA	20170901 #1160904	09/14/2017	10 GB TRANSPORT SEPT 2017	614-49870-447	5,987.50
ZAYO GROUP, LLC	20170901 #114184-002376	09/14/2017	TRANSPORT 9/1 - 9/30	614-49870-451	381.36
CENTURY LINK	507-831-1074-104	09/27/2017	SERVICE 831-1075-104	614-49870-451	78.13
MN REVENUE	20170914	09/14/2017	SALES TAX -	614-49870-460	18.95
SOURCE ONE SOLUTIONS, LLC	20170920	09/20/2017	SETTLEMENT	614-49870-480	1,500.00
POWER & TEL	6287928-00	09/14/2017	SUPP ORDERED FOR RED ROC	614-49870-480	3,235.24
AGC NETWORKS, INC.	9200001244	09/27/2017	ANNUAL MAINTENANCE	614-49870-480	171.24

Activity 49870 - Telecom Total: 82,084.76

Fund 614 - TELECOM Total: 101,466.91

## Fund: 615 - ARENA

## Activity: 49850 - Arena

HEARTLAND PAPER COMPANY	07100	09/14/2017	SUPPLIES	615-49850-211	92.50
WINDOM AUTO VALU	20170825 #3400540	09/14/2017	MAINTENANCE #3400540	615-49850-211	3.50
HEARTLAND PAPER COMPANY	402730-0	09/14/2017	SUPPLIES	615-49850-211	47.25
HEARTLAND PAPER COMPANY	402730-1	09/14/2017	SUPPLIES	615-49850-211	73.98
HEARTLAND PAPER COMPANY	402731-0	09/14/2017	SUPPLIES	615-49850-211	92.50
HEARTLAND PAPER COMPANY	402732-0	09/14/2017	SUPPLIES	615-49850-211	171.25

Expense Approval Report

Payment Dates: 09/14/2017 - 09/28/2017

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
HEARTLAND PAPER COMPANY	402734-0	09/14/2017	SUPPLIES	615-49850-211	171.25
WEX BANK	51084374	09/15/2017	FUEL	615-49850-212	105.09
WEX BANK	51084374	09/15/2017	CREDIT CARD LATE FEES	615-49850-212	281.17
RUNNINGS SUPPLY, INC	20170824	09/20/2017	MAINTENANCE	615-49850-241	5.96
SCHWALBACH HARDWARE	20170825	09/20/2017	MAINTENANCE	615-49850-241	6.99
ATLANTIC COCA-COLA	225924	09/14/2017	MERCHANDISE	615-49850-254	168.06
US BANK	20170821	09/15/2017	CONCESSION SUPPLIES	615-49850-260	28.05
ATLANTIC COCA-COLA	225924	09/14/2017	MERCHANDISE	615-49850-260	80.40
ELECTRIC FUND	20170926	09/26/2017	MONTHLY UTILITY & TELECO	615-49850-321	123.72
ELECTRIC FUND	20170926	09/26/2017	MONTHLY UTILITY & TELECO	615-49850-326	125.00
US BANK	20170821	09/15/2017	LODGING	615-49850-334	117.04
ELECTRIC FUND	20170926	09/26/2017	MONTHLY UTILITY & TELECO	615-49850-381	2,351.33
ELECTRIC FUND	20170926	09/26/2017	MONTHLY UTILITY & TELECO	615-49850-382	252.82
HOMETOWN SANITATION SER	0000259511	09/14/2017	GARBAGE SERVICE - ARENA	615-49850-384	130.88
ELECTRIC FUND	20170926	09/26/2017	MONTHLY UTILITY & TELECO	615-49850-385	30.00
RUNNINGS SUPPLY, INC	20170824	09/20/2017	MAINTENANCE	615-49850-402	21.76
SCHWALBACH HARDWARE	20170825	09/20/2017	MAINTENANCE	615-49850-402	54.47
LAMPERTS YARDS, INC.	20170825 #3902020	09/14/2017	MAINTENANCE	615-49850-402	53.68
WINDOM AUTO VALU	20170825 #3400540	09/14/2017	MAINTENANCE #3400540	615-49850-402	134.49
WORTHINGTON GLASS INC	44393	09/19/2017	MAINTENANCE	615-49850-402	95.00
HEARTLAND PAPER COMPANY	405218-0	09/14/2017	MAINTENANCE	615-49850-404	490.69
DICKS WELDING INC	64195	09/14/2017	MAINTENANCE	615-49850-404	12.50
WINDOM AUTO VALU	20170825 #3400540	09/14/2017	MAINTENANCE #3400540	615-49850-405	64.57
US BANK	20170821	09/15/2017	INTERNET RADIO	615-49850-406	422.58
LAMPERTS YARDS, INC.	20170825 #3902020	09/14/2017	MAINTENANCE	615-49850-406	289.22
SCHWALBACH HARDWARE	20170825	09/20/2017	MAINTENANCE	615-49850-409	122.02
ELECTRIC FUND	62	09/14/2017	EL ARENA	615-49850-409	64.80
MN REVENUE	20170914	09/14/2017	SALES TAX -	615-49850-460	1,257.00
			<b>Activity 49850 - Arena Total:</b>		<b>7,541.52</b>
			<b>Fund 615 - ARENA Total:</b>		<b>7,541.52</b>
<b>Fund: 617 - M/P CENTER</b>					
MN REVENUE	20170914	09/14/2017	SALES TAX -	617-20202	251.99
					<b>251.99</b>
<b>Activity: 49860 - M/P Center</b>					
US BANK	20170821	09/15/2017	SUPPLIES	617-49860-211	21.13
EXPRESSWAY WINDOM	20170831	09/20/2017	MAINTENANCE	617-49860-212	50.78
US BANK	20170821	09/15/2017	SUPPLIES - TABLES	617-49860-217	756.00
US BANK	20170821	09/15/2017	CONCESSIONS	617-49860-254	192.90
US BANK	20170821	09/15/2017	EVENT GLASSES	617-49860-261	586.00
ELECTRIC FUND	20170926	09/26/2017	MONTHLY UTILITY & TELECO	617-49860-321	116.51
ELECTRIC FUND	20170926	09/26/2017	MONTHLY UTILITY & TELECO	617-49860-326	60.00
CITIZEN PUBLISHING CO	20170831	09/19/2017	ADVERTISING	617-49860-340	211.50
ELECTRIC FUND	20170926	09/26/2017	MONTHLY UTILITY & TELECO	617-49860-381	1,332.04
ELECTRIC FUND	20170926	09/26/2017	MONTHLY UTILITY & TELECO	617-49860-382	101.16
MN ENERGY RESOURCES	20170810C	09/19/2017	HEATING #0503745172-0001	617-49860-383	-258.36
MN ENERGY RESOURCES	20170810D	09/19/2017	HEATING #0503741572-00001	617-49860-383	204.00
MN ENERGY RESOURCES	20170913	09/19/2017	HEATING #053745172-00001	617-49860-383	109.70
HOMETOWN SANITATION SER	0000259512	09/06/2017	GARBAGE SERVICE - COMM C	617-49860-384	51.52
ELECTRIC FUND	20170926	09/26/2017	MONTHLY UTILITY & TELECO	617-49860-385	172.89
RAGE INC - CAMPUS CLEANER	09-010252	09/08/2017	SERVICE - COMM CENTER	617-49860-406	61.50
MN REVENUE	20170914	09/14/2017	SALES TAX -	617-49860-460	223.01
WINDOM COMMUNITY CENT	20170915	09/15/2017	EIN BEER BITTE - CASH DRAW	617-49860-480	10,000.00
FREEDOM RIDERS MC	563070	09/19/2017	TENTS-TABLES - RENTAL	617-49860-492	975.00
			<b>Activity 49860 - M/P Center Total:</b>		<b>14,967.28</b>
			<b>Fund 617 - M/P CENTER Total:</b>		<b>15,219.27</b>
<b>Fund: 700 - PAYROLL</b>					
Internal Revenue Service-Payr	INV0001189	09/15/2017	Federal Tax Withholding	700-21701	12,255.93
Internal Revenue Service-Payr	INV0001199	09/29/2017	Federal Tax Withholding	700-21701	12,128.49
MN Department of Revenue -	INV0001188	09/15/2017	State Withholding	700-21702	4,810.74

Expense Approval Report

Payment Dates: 09/14/2017 - 09/28/2017

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
MN Department of Revenue -	INV0001198	09/29/2017	State Withholding	700-21702	4,776.41
Internal Revenue Service-Payr	INV0001190	09/15/2017	Social Security	700-21703	12,553.62
Internal Revenue Service-Payr	INV0001200	09/29/2017	Social Security	700-21703	12,381.98
MN Pera	INV0001180	09/15/2017	PERA	700-21704	12,837.86
MN Pera	INV0001181	09/15/2017	PERA	700-21704	6,510.78
MN Pera	INV0001182	09/15/2017	PERA	700-21704	575.84
MN Pera	INV0001183	09/15/2017	PERA	700-21704	315.00
MN Pera	INV0001191	09/29/2017	PERA	700-21704	13,078.02
MN Pera	INV0001192	09/29/2017	PERA	700-21704	6,037.39
MN Pera	INV0001193	09/29/2017	PERA	700-21704	841.54
MN State Deferred	INV0001184	09/15/2017	Deferred Compensation	700-21705	5,003.07
MN State Deferred	INV0001185	09/15/2017	Deferred Roth	700-21705	475.00
MN State Deferred	INV0001194	09/29/2017	Deferred Compensation	700-21705	5,003.07
MN State Deferred	INV0001195	09/29/2017	Deferred Roth	700-21705	475.00
LOCAL UNION #949	20170914	09/14/2017	UNION DUES - SEPT 2017	700-21707	1,832.60
LAW ENFORCMENT LABOR SE	20170914	09/14/2017	POLICE UNION DUES-SEP 201	700-21708	343.00
MN Child Support Payment C	INV0001186	09/15/2017	Child Support Payment	700-21709	606.17
Internal Revenue Service-Payr	INV0001187	09/15/2017	Medicare Withholding	700-21711	3,605.68
Internal Revenue Service-Payr	INV0001197	09/29/2017	Medicare Withholding	700-21711	3,509.78
SELECTACCOUNT	38505004	09/19/2017	FLEX SPENDING	700-21712	455.19
SELECTACCOUNT	38511997	09/26/2017	FLEX SPENDING	700-21712	277.22
AFLAC	179400	09/18/2017	INSURANCE - SEPT 2017 - AFT	700-21715	204.00
AFLAC	179400	09/18/2017	INSURANCE - SEPT 2017 - PRE	700-21716	334.59
MN BENEFIT ASSOCIATION	2017-0014523	09/19/2017	INSURANCE - PRE TAX	700-21717	4.84
MN BENEFIT ASSOCIATION	2017-0014523	09/19/2017	INSURANCE - AFTER TAX	700-21719	114.92
					<b>121,347.73</b>
<b>Fund 700 - PAYROLL Total:</b>					<b>121,347.73</b>
<b>Grand Total:</b>					<b>1,778,083.16</b>

## Report Summary

## Fund Summary

Fund	Payment Amount
100 - GENERAL	117,446.95
211 - LIBRARY	1,936.20
225 - AIRPORT	8,460.09
230 - POOL	2,852.39
235 - AMBULANCE	6,521.48
250 - EDA GENERAL	5,563.14
252 - EDA SCDP	11,026.75
254 - NORTH IND PARK	1,058.82
274 - TIF 1-19 NWIP II	56,066.54
307 - 2017 STREET PROJECT	236,853.88
401 - GENERAL CAPITAL PROJECTS	8,313.08
402 - CAPITAL PROJECT - ESF	287,583.88
601 - WATER	16,517.38
602 - SEWER	130,949.80
604 - ELECTRIC	539,286.82
609 - LIQUOR STORE	102,070.53
614 - TELECOM	101,466.91
615 - ARENA	7,541.52
617 - M/P CENTER	15,219.27
700 - PAYROLL	121,347.73
<b>Grand Total:</b>	<b>1,778,083.16</b>

## Account Summary

Account Number	Account Name	Payment Amount
100-20191	Unapplied Cash	226.38
100-20202	Sales Tax Payable	38,943.74
100-36200	Other Income	-396.74
100-41110-200	Office Supplies	36.99
100-41110-304	Legal Fees	705.00
100-41110-334	Meals/Lodging	220.72
100-41110-350	Printing & Design	245.00
100-41110-491	Payments to Other Orga	215.00
100-41310-200	Office Supplies	14.98
100-41310-217	Other Operating Supplie	122.67
100-41310-321	Telephone	326.93
100-41310-322	Postage	1.16
100-41310-326	Data Processing	106.54
100-41310-331	Travel Expense	82.39
100-41310-334	Meals/Lodging	110.36
100-41310-433	Dues & Subscriptions	101.50
100-41310-444	License Fees	25.00
100-41310-480	Other Miscellaneous	9.51
100-41910-200	Office Supplies	74.99
100-41910-212	Motor Fuels	64.40
100-41910-304	Legal Fees	1,005.00
100-41910-321	Telephone	134.28
100-41910-350	Printing & Design	178.60
100-41940-211	Cleaning Supplies	25.63
100-41940-381	Electric Utility	545.92
100-41940-382	Water Utility	62.39
100-41940-384	Refuse Disposal	85.04
100-41940-385	Sewer Utility	123.88
100-41940-406	Repairs & Maint - Groun	10.88
100-42120-200	Office Supplies	3.99
100-42120-212	Motor Fuels	1,086.11
100-42120-218	Uniforms	216.62
100-42120-304	Legal Fees	12,857.04

## Account Summary

Account Number	Account Name	Payment Amount
100-42120-305	Medical & Dental Fees	40.00
100-42120-321	Telephone	331.04
100-42120-322	Postage	23.17
100-42120-326	Data Processing	433.00
100-42120-334	Meals/Lodging	223.73
100-42120-404	Repairs & Maint - M&E	458.61
100-42120-405	Repairs & Maint - Vehicl	178.41
100-42120-412	Rentals - Building	1,875.00
100-42120-419	Vehicle Lease	2,278.01
100-42120-480	Other Miscellaneous	13.98
100-42220-211	Cleaning Supplies	126.62
100-42220-212	Motor Fuels	267.37
100-42220-215	Materials & Equipment	47.96
100-42220-217	Other Operating Supplie	409.50
100-42220-218	Uniforms	766.15
100-42220-310	Lab Testing	445.00
100-42220-321	Telephone	195.03
100-42220-322	Postage	12.04
100-42220-323	Radio Units	414.80
100-42220-326	Data Processing	10.02
100-42220-350	Printing & Design	61.10
100-42220-381	Electric Utility	142.45
100-42220-385	Sewer Utility	26.06
100-42220-404	Repairs & Maint - M&E	1,923.84
100-42220-480	Other Miscellaneous	41.86
100-42500-381	Electric Utility	221.33
100-43100-212	Motor Fuels	1,090.46
100-43100-216	Chemicals and Chemical	2,987.10
100-43100-217	Other Operating Supplie	136.96
100-43100-225	Landscaping Materials	22.44
100-43100-241	Small Tools	69.14
100-43100-321	Telephone	129.18
100-43100-381	Electric Utility	2,802.21
100-43100-382	Water Utility	20.59
100-43100-384	Refuse Disposal	84.73
100-43100-385	Sewer Utility	43.24
100-43100-404	Repairs & Maint - M&E	928.76
100-43100-405	Repairs & Maint - Vehicl	134.99
100-43100-407	Repairs & Maint - Seal C	35,073.04
100-45120-215	Materials & Equipment	91.30
100-45120-217	Other Operating Supplie	117.04
100-45120-260	Concessions	643.00
100-45120-460	Miscellaneous Taxes	135.00
100-45202-211	Cleaning Supplies	7.98
100-45202-381	Electric Utility	796.23
100-45202-382	Water Utility	2,737.68
100-45202-384	Refuse Disposal	360.05
100-45202-385	Sewer Utility	340.60
100-45202-404	Repairs & Maint - M&E	6.99
100-45202-406	Repairs & Maint - Groun	150.26
211-45501-200	Office Supplies	25.62
211-45501-217	Other Operating Supplie	499.98
211-45501-321	Telephone	34.80
211-45501-322	Postage	24.57
211-45501-326	Data Processing	65.00
211-45501-331	Travel Expense	41.73
211-45501-381	Electric Utility	332.00
211-45501-382	Water Utility	18.69

## Account Summary

Account Number	Account Name	Payment Amount
211-45501-385	Sewer Utility	37.72
211-45501-409	Repairs & Maint - Utilitie	27.30
211-45501-433	Dues & Subscriptions	338.99
211-45501-435	Books and Pamphlets	489.80
225-45127-217	Other Operating Supplie	25.00
225-45127-321	Telephone	26.69
225-45127-406	Repairs & Maint - Groun	80.40
225-49950-500	Capital Outlay	8,328.00
230-45124-200	Office Supplies	2.99
230-45124-211	Cleaning Supplies	7.58
230-45124-217	Other Operating Supplie	-28.88
230-45124-260	Concessions	77.15
230-45124-321	Telephone	-1.37
230-45124-381	Electric Utility	771.98
230-45124-382	Water Utility	637.30
230-45124-383	Gas Utility	789.42
230-45124-385	Sewer Utility	30.00
230-45124-401	Repairs & Maint - Buildi	8.49
230-45124-402	Repairs & Maint - Struct	23.97
230-45124-404	Repairs & Maint - M&E	66.41
230-45124-409	Repairs & Maint - Utilitie	291.12
230-45124-460	Miscellaneous Taxes	79.00
230-45124-480	Other Miscellaneous	97.23
235-42153-200	Office Supplies	474.04
235-42153-212	Motor Fuels	1,565.50
235-42153-217	Other Operating Supplie	1,356.62
235-42153-321	Telephone	270.13
235-42153-326	Data Processing	2,079.00
235-42153-327	Interpretation Fees	96.36
235-42153-334	Meals/Lodging	149.35
235-42153-381	Electric Utility	86.70
235-42153-382	Water Utility	8.26
235-42153-385	Sewer Utility	17.38
235-42153-404	Repairs & Maint - M&E	409.66
235-42153-405	Repairs & Maint - Vehicl	8.48
250-46520-200	Office Supplies	78.60
250-46520-303	Engineering and Surveyi	2,422.00
250-46520-304	Legal Fees	210.00
250-46520-308	Training & Registrations	40.00
250-46520-321	Telephone	189.90
250-46520-322	Postage	23.75
250-46520-340	Advertising & Promotion	614.00
250-46520-350	Printing & Design	79.50
250-46520-381	Electric Utility	61.70
250-46520-402	Repairs & Maint - Struct	117.26
250-46520-433	Dues & Subscriptions	330.00
250-46520-438	Meeting Expense	30.44
250-46520-439	Special Projects	1,365.99
252-46520-480	Other Miscellaneous	180.00
252-46520-491	Payments to Other Orga	10,846.75
254-46520-303	Engineering and Surveyi	642.00
254-46520-406	Repairs & Maint - Groun	416.82
274-46530-482	TIF Payments	56,066.54
307-41000-304	Legal Fees	105.00
307-41000-500	Capital Outlay	236,748.88
401-49950-502	Capital Outlay - Fire	8,313.08
402-49950-500	Capital Outlay	287,583.88
601-14200	Inventory	1,284.58

## Account Summary

Account Number	Account Name	Payment Amount
601-49400-212	Motor Fuels	306.60
601-49400-321	Telephone	110.82
601-49400-322	Postage	322.91
601-49400-326	Data Processing	2,863.81
601-49400-350	Printing & Design	15.68
601-49400-381	Electric Utility	5,125.40
601-49400-382	Water Utility	16.93
601-49400-383	Gas Utility	454.77
601-49400-384	Refuse Disposal	85.04
601-49400-385	Sewer Utility	32.59
601-49400-386	Landfill	1,246.56
601-49400-402	Repairs & Maint - Struct	770.00
601-49400-404	Repairs & Maint - M&E	99.70
601-49400-408	Repairs & Maint - Distrib	2,281.99
601-49400-480	Other Miscellaneous	1,500.00
602-16300	Improvements Other Th	104,219.31
602-49450-212	Motor Fuels	337.33
602-49450-216	Chemicals and Chemical	795.25
602-49450-217	Other Operating Supplie	4.00
602-49450-241	Small Tools	41.18
602-49450-310	Lab Testing	558.40
602-49450-321	Telephone	225.13
602-49450-322	Postage	233.10
602-49450-326	Data Processing	2,863.80
602-49450-334	Meals/Lodging	457.08
602-49450-350	Printing & Design	15.68
602-49450-381	Electric Utility	14,598.68
602-49450-382	Water Utility	234.27
602-49450-383	Gas Utility	124.79
602-49450-404	Repairs & Maint - M&E	424.95
602-49450-408	Repairs & Maint - Distrib	4,316.85
602-49450-480	Other Miscellaneous	1,500.00
604-14200	Inventory	728.47
604-16300	Improvements Other Th	108,397.09
604-20202	Sales Tax Payable	29.24
604-22000	Prepayments	199.77
604-49550-200	Office Supplies	123.44
604-49550-211	Cleaning Supplies	23.98
604-49550-212	Motor Fuels	1,202.23
604-49550-218	Uniforms	323.00
604-49550-241	Small Tools	5.49
604-49550-263	Merchandise for Resale -	406,491.39
604-49550-310	Lab Testing	350.18
604-49550-321	Telephone	319.36
604-49550-322	Postage	237.73
604-49550-326	Data Processing	3,410.17
604-49550-350	Printing & Design	15.69
604-49550-381	Electric Utility	143.50
604-49550-382	Water Utility	24.63
604-49550-383	Gas Utility	21.43
604-49550-384	Refuse Disposal	108.15
604-49550-385	Sewer Utility	49.05
604-49550-402	Repairs & Maint - Struct	204.58
604-49550-404	Repairs & Maint - M&E	28.93
604-49550-405	Repairs & Maint - Vehicl	2,804.17
604-49550-406	Repairs & Maint - Groun	34.17
604-49550-408	Repairs & Maint - Distrib	8,793.99
604-49550-409	Repairs & Maint - Utilitie	251.02

## Account Summary

Account Number	Account Name	Payment Amount
604-49550-450	Conservation	3,448.97
604-49550-460	Miscellaneous Taxes	17.00
604-49550-480	Other Miscellaneous	1,500.00
609-16460	Furniture & Fixtures	21,207.00
609-20202	Sales Tax Payable	14,938.00
609-49751-217	Other Operating Supplie	216.20
609-49751-251	Liquor	19,366.15
609-49751-252	Beer	32,206.59
609-49751-253	Wine	8,834.11
609-49751-254	Soft Drinks & Mix	550.95
609-49751-261	Other Merchandise	11.89
609-49751-265	Merchandise Returned f	12.00
609-49751-321	Telephone	100.11
609-49751-326	Data Processing	129.47
609-49751-331	Travel Expense	76.18
609-49751-333	Freight and Express	708.03
609-49751-340	Advertising & Promotion	2,055.72
609-49751-381	Electric Utility	960.68
609-49751-382	Water Utility	29.41
609-49751-383	Gas Utility	50.19
609-49751-385	Sewer Utility	39.07
609-49751-406	Repairs & Maint - Groun	146.67
609-49751-409	Repairs & Maint - Utilitie	190.37
609-49751-433	Dues & Subscriptions	240.00
609-49751-460	Miscellaneous Taxes	1.74
614-11500	Accounts Receivable	28.91
614-16400	Machinery & Equipment	18,821.91
614-20201	Excise Tax Payable	500.00
614-20202	Sales Tax Payable	31.33
614-49870-211	Cleaning Supplies	47.88
614-49870-212	Motor Fuels	173.64
614-49870-217	Other Operating Supplie	-1,611.83
614-49870-227	Utility System Maint Sup	329.08
614-49870-241	Small Tools	5.98
614-49870-301	Auditing & Consulting Se	735.00
614-49870-303	Engineering and Surveyi	1,016.22
614-49870-304	Legal Fees	1,522.08
614-49870-308	Training & Registrations	275.00
614-49870-321	Telephone	521.44
614-49870-322	Postage	235.39
614-49870-326	Data Processing	5,773.66
614-49870-331	Travel Expense	163.71
614-49870-350	Printing & Design	15.69
614-49870-381	Electric Utility	2,424.39
614-49870-382	Water Utility	18.92
614-49870-383	Gas Utility	2.33
614-49870-384	Refuse Disposal	73.92
614-49870-385	Sewer Utility	34.94
614-49870-401	Repairs & Maint - Buildi	30.45
614-49870-404	Repairs & Maint - M&E	476.89
614-49870-405	Repairs & Maint - Vehicl	274.93
614-49870-408	Repairs & Maint - Distrib	79.06
614-49870-441	Transmission Fees	155.61
614-49870-442	Subscriber Fees	56,371.75
614-49870-443	Intergovernmental Fees	1,297.66
614-49870-445	Switch Fees	129.55
614-49870-447	Internet Expense	6,126.50
614-49870-451	Call Completion	459.49

## Account Summary

Account Number	Account Name	Payment Amount
614-49870-460	Miscellaneous Taxes	18.95
614-49870-480	Other Miscellaneous	4,906.48
615-49850-211	Cleaning Supplies	652.23
615-49850-212	Motor Fuels	386.26
615-49850-241	Small Tools	12.95
615-49850-254	Soft Drinks & Mix	168.06
615-49850-260	Concessions	108.45
615-49850-321	Telephone	123.72
615-49850-326	Data Processing	125.00
615-49850-334	Meals/Lodging	117.04
615-49850-381	Electric Utility	2,351.33
615-49850-382	Water Utility	252.82
615-49850-384	Refuse Disposal	130.88
615-49850-385	Sewer Utility	30.00
615-49850-402	Repairs & Maint - Struct	359.40
615-49850-404	Repairs & Maint - M&E	503.19
615-49850-405	Repairs & Maint - Vehicl	64.57
615-49850-406	Repairs & Maint - Groun	711.80
615-49850-409	Repairs & Maint - Utilitie	186.82
615-49850-460	Miscellaneous Taxes	1,257.00
617-20202	Sales Tax Payable	251.99
617-49860-211	Cleaning Supplies	21.13
617-49860-212	Motor Fuels	50.78
617-49860-217	Other Operating Supplie	756.00
617-49860-254	Soft Drinks & Mix	192.90
617-49860-261	Other Merchandise	586.00
617-49860-321	Telephone	116.51
617-49860-326	Data Processing	60.00
617-49860-340	Advertising & Promotion	211.50
617-49860-381	Electric Utility	1,332.04
617-49860-382	Water Utility	101.16
617-49860-383	Gas Utility	55.34
617-49860-384	Refuse Disposal	51.52
617-49860-385	Sewer Utility	172.89
617-49860-406	Repairs & Maint - Groun	61.50
617-49860-460	Miscellaneous Taxes	223.01
617-49860-480	Other Miscellaneous	10,000.00
617-49860-492	Entertainment Event Fee	975.00
700-21701	Federal Withholding	24,384.42
700-21702	State Withholding	9,587.15
700-21703	FICA Tax Withholding	24,935.60
700-21704	PERA Contributions	40,196.43
700-21705	Retirement	10,956.14
700-21707	Union Dues	1,832.60
700-21708	PD Union Dues	343.00
700-21709	Wage Levy	606.17
700-21711	Medicare Tax Withholdi	7,115.46
700-21712	Flex Account	732.41
700-21715	Individual Insurance-Afla	204.00
700-21716	Individual Insurance-Afla	334.59
700-21717	Individual Insurance-MB	4.84
700-21719	Individual Insurance-MB	114.92
	<b>Grand Total:</b>	<b>1,778,083.16</b>

## Project Account Summary

Project Account Key	Payment Amount
**None**	1,778,083.16

Project Account Summary

Project Account Key  
\*\*None\*\*

Payment Amount

Grand Total:

1,778,083.16

9/28/17  
✱

# RESOLUTION #2017-

**INTRODUCED:**

**SECONDED:**

**VOTED: Aye:**

**Nay:**

**Absent:**

**A RESOLUTION EXPRESSING SINCERE APPRECIATION TO  
KEVIN PATTERSON FOR HONORABLE AND DEVOTED PUBLIC SERVICE  
TO THE CITY OF WINDOM, MINNESOTA**

---

**WHEREAS**, the City of Windom wishes to express grateful recognition and appreciation to **KEVIN PATTERSON** for his untiring and valuable service faithfully rendered to the City of Windom for 30 years, commencing on February 25, 1987, through September 30, 2017.

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

1. The City Council, on behalf of its members, City officials, employees of the City of Windom, and the citizens of this community, extends to **Kevin Patterson** its expressions of appreciation for serving the City well, and its best wishes for the years to come.

2. That a copy of this resolution be incorporated in the official records of the City Council of the City of Windom and a copy presented to Kevin Patterson.

Adopted this 3rd day of October, 2017.

\_\_\_\_\_  
Dominic Jones, Mayor

Attest: \_\_\_\_\_

Steven Nasby, City Administrator

# ACTION ITEM



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

**TO:** CITY COUNCIL  
**FROM:** DREW HAGE, DEVELOPMENT DIRECTOR  
**CC MEETING DATE:** OCTOBER 3, 2017  
**RE:** PUBLIC HEARING – TIF DISTRICT 1-21  
**DEPT:** ECONOMIC DEVELOPMENT AUTHORITY OF WINDOM  
**CONTACT:** DREW HAGE ([dhage@windom-mn.com](mailto:dhage@windom-mn.com)) (507-832-8661)

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## **Recommendations/Options/Action Requested**

Staff recommends that the City Council take the following action regarding a potential new TIF District No. 1-21:

1. Adopt attached RESOLUTION approving the modification to the Development Program for Development District No. 1, establishing TIF District 1-21, and adopting the tax increment financing plan for TIF District 1-21.
  2. Adopt attached RESOLUTION approving an Interfund Loan (IFL) for TIF District 1-21.
- 

## **Issue Summary/Background**

The Economic Development Authority of Windom (“EDA”) is recommending establishment of a new redevelopment Tax Increment Financing (TIF) District. This new TIF District would encompass property in the Tibodeau’s Center area of Windom which includes the former gas station and Dino’s Diner property, the City-owned parcel in front of the vet clinic, Windom Floor & Sleep property, Phat Pheasant Pub and Jack Slade’s Restaurant properties, and right-of-way adjacent to Highway 60. The current proposed uses of the tax increment generated by the district include redevelopment of the gas station/Dino’s Diner property for a new hotel, future parking lot and sidewalk improvements in the area, and possible construction of a frontage road between the hospital and the Dino’s Diner property.

A Hotel Study was completed in 2014 which identified the need for additional hotel units in Windom. The EDA has been working on attracting a midscale hotel for multiple years. Currently the EDA is working with Apollo Development and an Investment Group on the proposed construction of a new midscale hotel in Windom. The Developer has requested TIF as part of the assistance for incentivizing 5.2 Million of new investment in Windom.

TIF assistance is recommended by the EDA for this project. Tax increment would be used to reimburse the Developer for eligible expenses including demolition of the existing building, addition of fill to bring the buildable area of the property to a level above the regulatory flood elevation, and other site improvements. Additional tax increment generated by the district can also be used for other infrastructure improvements within the TIF District.

TIF regulations require that the City Council adopt an Interfund Loan Resolution to allow the City to reimburse itself for eligible expenses advanced by the City in connection with the new TIF District. This Resolution must be adopted **before** these expenses are advanced. At this time, the City does not know the specific amount of these potential future expenses, so an estimate of not to exceed \$25,000 was included in the proposed Resolution.

## **Fiscal Impact**

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Amount: The fiscal impact is allocation of \$400,000 of future tax increment generated by TIF District 1-21 to the Hotel Investment Group for eligible expenses. (A development agreement will be presented to the City Council for review at a future meeting.)

Potential Additional Amount: Up to \$25,000 for City's expenditures for TIF eligible costs. These expenses would be reimbursed by future tax increment generated by TIF District 1-21 (pursuant to the IFL Resolution).

## **Attachments**

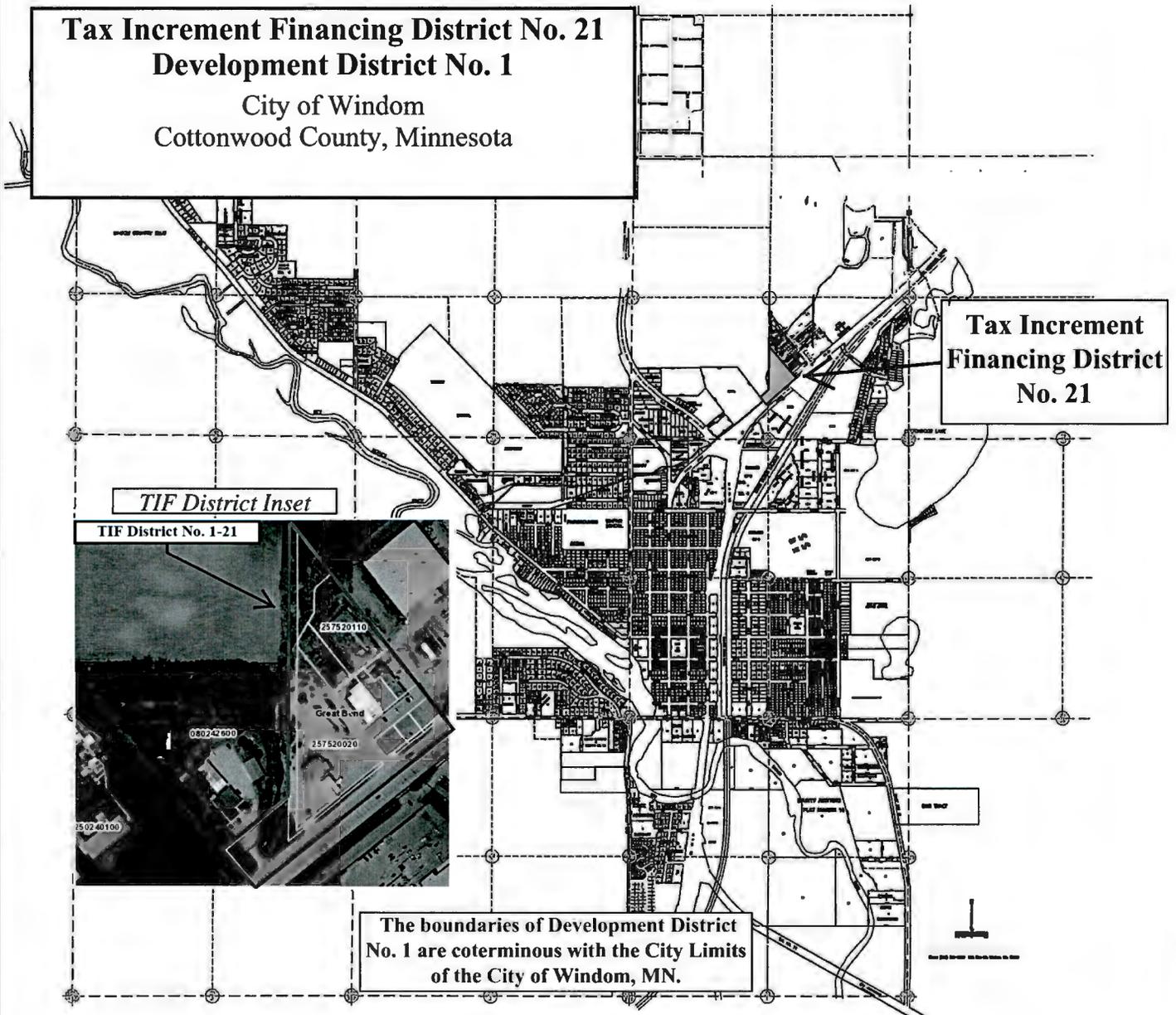
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1. Public Hearing Notice;
2. Proposed TIF District 1-21 Map;
3. Resolution Modifying Development District No. 1, Establishing TIF District 1-21, and Approving TIF Plan for TIF District 1-21;
4. Resolution Authorizing an Interfund Loan...(TIF District 1-21);
5. TIF District Overview;
6. TIF Plan.

**NOTICE OF PUBLIC HEARING  
CITY OF WINDOM  
COTTONWOOD COUNTY  
STATE OF MINNESOTA**

NOTICE IS HEREBY GIVEN that the City Council of the City of Windom, Cottonwood County, State of Minnesota, will hold a public hearing on October 3, 2017, at approximately 7:30 P.M. at the City Council Chambers in City Hall, 444 9th St, Windom, Minnesota, relating to the Windom Economic Development Authority's (the "EDA") proposed adoption of a Modification to the Development Program for Development District No. 1 (the "Development Program Modification"), the proposed establishment of Tax Increment Financing District No. 1-21 (a redevelopment tax increment financing district) within Development District No. 1, and the proposed adoption of a Tax Increment Financing Plan (the "TIF Plan") therefor (collectively, the "Program and Plan"), pursuant to Minnesota Statutes, 469.090 to 469.1082 and Sections 469.174 to 469.1794, all inclusive, as amended. Copies of the Program and Plan are on file and available for public inspection at the office of the City Administrator at City Hall.

The property to be included in Tax Increment Financing District No. 1-21 is located within Development District No. 1 and the City of Windom. A map of Development District No. 1 and Tax Increment Financing District No. 1-21 therein is set forth below. Subject to certain limitations, tax increment from Tax Increment Financing District No. 1-21 may be spent on eligible uses within the boundaries of Development District No. 1.



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

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

/s/  
City Administrator

**Tax Increment Financing District No. 21  
Development District No. 1**

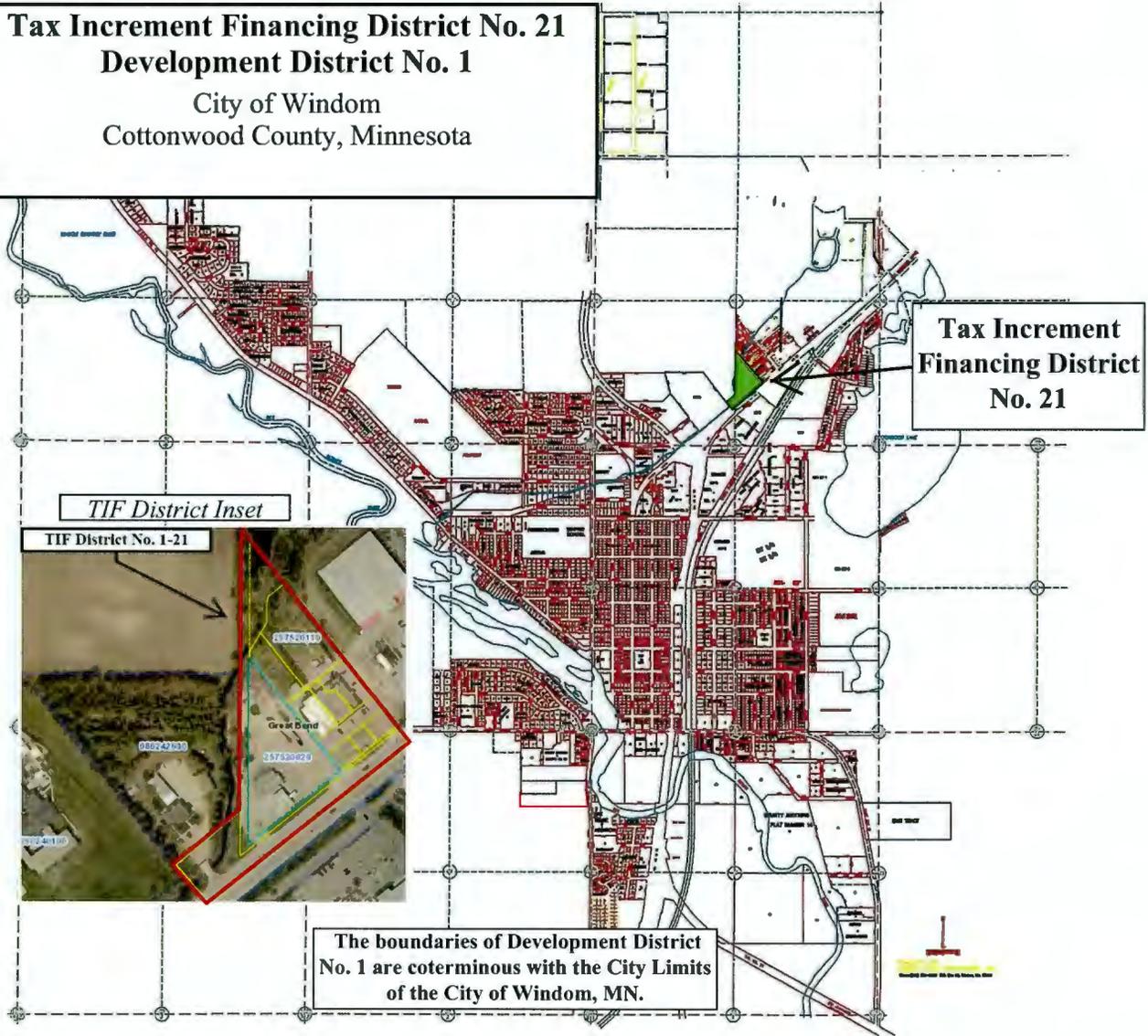
City of Windom  
Cottonwood County, Minnesota

**Tax Increment  
Financing District  
No. 21**

*TIF District Inset*



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



## RESOLUTION # 2017-

INTRODUCED:

SECONDED:

VOTED:     AYE:

              NAY:

              ABSENT:

**RESOLUTION ADOPTING A MODIFICATION TO THE DEVELOPMENT PROGRAM FOR DEVELOPMENT DISTRICT NO. 1, AND ESTABLISHING TAX INCREMENT FINANCING DISTRICT NO. 1-21 THEREIN, AND ADOPTING A TAX INCREMENT FINANCING PLAN THEREFOR.**

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

Section 1.     Recitals

1.01.     The Board of Commissioners of the Economic Development Authority of Windom (the "EDA") has heretofore established Development District No. 1 and adopted the Development Program therefor. It has been proposed by the EDA and the City that the City adopt a Modification to the Development Program (the "Development Program Modification") for Development District No. 1 (the "Project Area") and establish Tax Increment Financing District No. 1-21 (the "District") therein and adopt a Tax Increment Financing Plan (the "TIF Plan") therefor (the Development Program Modification and the TIF Plan are referred to collectively herein as the "Program and Plan"); all pursuant to and in conformity with applicable law, including Minnesota Statutes, Sections 469.090 to 469.1082 and Sections 469.174 to 469.1794, all inclusive, as amended, (the "Act") all as reflected in the Program and Plan, and presented for the Council's consideration.

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

1.03.     The EDA and City have performed all actions required by law to be performed prior to the establishment of the District and the adoption and approval of the proposed Program and Plan, including, but not limited to, notification of Cottonwood County and Independent School District No. 177 having taxing jurisdiction over the property to be included in the District, a review of and written comment on the Program and Plan by the City Planning Commission, approval of the Program and Plan by the EDA on September 13, 2017, and the holding of a public hearing upon published notice as required by law.

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

1.05 The City is not modifying the boundaries of Development District No. 1, but is however, modifying the Development Program therefor.

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

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

Section 3. Findings for the Establishment of Tax Increment Financing District No. 1-21

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

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

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

Section 4. Public Purpose

4.01. The adoption of the Program and Plan conforms in all respects to the requirements of the Act and will help fulfill a need to develop an area of the City which is already built up, to provide employment opportunities, to improve the tax base and to improve the general economy of the State and thereby serves a public purpose. For the reasons described in Exhibit A, the City believes these benefits directly derive from the tax increment assistance provided under the TIF Plan. A private developer will receive only the assistance needed to make this development financially feasible. As such, any private benefits received by a developer are incidental and do not outweigh the primary public benefits.

Section 5. Approval and Adoption of the Program and Plan

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

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

5.03 The Auditor of Cottonwood County is requested to certify the original net tax capacity of the District, as described in the Program and Plan, and to certify in each year thereafter the amount by which the original net tax capacity has increased or decreased; and the Windom Economic Development Authority is authorized and directed to transmit this request to the County Auditor in such form and content as the Auditor

may specify, together with a list of all properties within the District, for which building permits have been issued during the 18 months immediately preceding the adoption of this resolution.

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

Adopted this 3rd day of October, 2017.

\_\_\_\_\_  
Dominic Jones, Mayor

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

## EXHIBIT A

### RESOLUTION NO. \_\_\_\_\_

The reasons and facts supporting the findings for the adoption of the Tax Increment Financing Plan (TIF Plan) for Tax Increment Financing District No. 1-21 (District), as required pursuant to Minnesota Statutes, Section 469.175, Subdivision 3 are as follows:

1. *Finding that Tax Increment Financing District No. 1-21 is a redevelopment district as defined in Minn. Stat., Section 469.174, Subd. 10.*

The District consists of 14 parcels, with plans to redevelop the area for commercial/industrial purposes. At least 70 percent of the area of the parcels in the District are occupied by buildings, streets, utilities, paved or gravel parking lots or other similar structures and more than 50 percent of the buildings in the District, not including outbuildings, are structurally substandard to a degree requiring substantial renovation or clearance. (See Appendix F of the TIF Plan.)

2. *Finding that the proposed development, in the opinion of the City Council, would not reasonably be expected to occur solely through private investment within the reasonably foreseeable future and that the increased market value of the site that could reasonably be expected to occur without the use of tax increment financing would be less than the increase in the market value estimated to result from the proposed development after subtracting the present value of the projected tax increments for the maximum duration of the District permitted by the TIF Plan.*

*The proposed development, in the opinion of the City, would not reasonably be expected to occur solely through private investment within the reasonably foreseeable future:* This finding is supported by the fact that the redevelopment proposed in the TIF Plan meets the City's objectives for redevelopment. Due to the high cost of redevelopment on the parcels currently occupied by substandard buildings, the limited amount of commercial/industrial property for expansion adjacent to the existing project, the incompatible land uses at close proximity, and the cost of financing the proposed improvements, this project is feasible only through assistance, in part, from tax increment financing. The developer has asked for tax increment assistance with demolition, fill remediation, and lot elevation to help redevelopment of the site.

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

Therefore, the City concludes as follows:

- a. The City's estimate of the amount by which the market value of the entire District will increase without the use of tax increment financing is \$0.
- b. If the proposed development occurs, the total increase in market value will be \$7,452,138.

- c. The present value of tax increments from the District for the maximum duration of the district permitted by the TIF Plan is estimated to be \$2,867,959.
  - d. Even if some development other than the proposed development were to occur, the Council finds that no alternative would occur that would produce a market value increase greater than \$4,584,178 (the amount in clause b less the amount in clause c) without tax increment assistance.
3. *Finding that the TIF Plan for the District conforms to the general plan for the development or redevelopment of the municipality as a whole.*

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

4. *Finding that the TIF Plan for the District will afford maximum opportunity, consistent with the sound needs of the City as a whole, for the development or redevelopment of Development District No. 1 by private enterprise.*

The project to be assisted by the District will result in increased employment in the City and the State of Minnesota, the renovation of substandard properties, increased tax base of the State and add a high quality development to the City.

## RESOLUTION # 2017-

INTRODUCED:

SECONDED:

VOTED: AYE:

NAY:

ABSENT:

### RESOLUTION AUTHORIZING AN INTERFUND LOAN FOR ADVANCE OF CERTAIN COSTS IN CONNECTION WITH TAX INCREMENT FINANCING DISTRICT NO. 1-21.

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

#### Section 1. Background.

1.01. The City has previously approved the establishment of Tax Increment Financing District No. 1-21 (the "TIF District") within Development District No. 1 (the "Project"), and has adopted a Tax Increment Financing Plan (the "TIF Plan") for the purpose of financing certain improvements within the Project.

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

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

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

#### Section 2. Terms of Interfund Loan.

2.01. The City hereby authorizes the advance of up to \$25,000 from the EDA fund or so much thereof as may be paid as Qualified Costs. The City shall reimburse itself for such advances together with interest at the rate stated below. Interest accrues on the principal amount from the date of each advance. The maximum rate of interest permitted to be charged is limited to the greater of the rates specified under Minnesota Statutes, Section 270C.40 or Section 549.09 as of the date the loan or advance is authorized, unless the written agreement states that the maximum interest rate will fluctuate as the interest rates specified under Minnesota Statutes, Section 270C.40 or Section 549.09 are from time to time adjusted. The interest rate shall be 4% and will not fluctuate.

2.02. Principal and interest ("Payments") on the Interfund Loan shall be paid annually on each December 31 (each a "Payment Date"), commencing on the first Payment Date on which the Authority

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

2.03. Payments on this Interfund Loan are payable solely from "Available Tax Increment," which shall mean, on each Payment Date, tax increment available after other obligations have been paid, or as determined by the City Administrator, generated in the preceding twelve (12) months with respect to the property within the TIF District and remitted to the City by Cottonwood County, all in accordance with Minnesota Statutes, Sections 469.174 to 469.1794, all inclusive, as amended. Payments on this Interfund Loan may be subordinated to any outstanding or future bonds, notes or contracts secured in whole or in part with Available Tax Increment, and are on parity with any other outstanding or future interfund loans secured in whole or in part with Available Tax Increment.

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

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

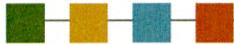
2.06. The City may amend the terms of this Interfund Loan at any time by resolution of the City Council, including a determination to forgive the outstanding principal amount and accrued interest to the extent permissible under law.

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

Adopted this 3rd day of October, 2017.

\_\_\_\_\_  
Dominic Jones, Mayor

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



## Tax Increment Financing District Overview

### City of Windom

### Tax Increment Financing District No. 1-21

The following summary contains an overview of the basic elements of the Tax Increment Financing Plan for Tax Increment Financing District No. 1-21. More detailed information on each of these topics can be found in the complete Tax Increment Financing Plan.

Proposed action:	Establishment of Tax Increment Financing District No. 1-21 (the "District") and the adoption of a Tax Increment Financing Plan (the "TIF Plan").	
	Modification to the Development Program for Development District No. 1 includes the establishment of Tax Increment Financing District No. 1-21, which represents a continuation of the goals and objectives set forth in the Development Program for Development District No. 1.	
Type of TIF District:	An redevelopment district	
Parcel Numbers:	25-752-0010	25-752-0011
	25-752-0012	25-752-0013
	25-752-0014	25-752-0015
	25-752-0020	25-752-0021
	25-752-0040	25-752-0050
	25-752-0060	25-752-0100
	25-752-0110	25-024-0100*
	<p>*Note: Only a portion of the PIN 25-024-0100 will be included in the TIF District. It is the strip of land lying between main portion of PIN 25-024-0100 and the East line of the SW ¼ of Section 24. Please see the map for further details. The division will be completed prior to certification of the District.</p>	
Proposed Development:	The District is being created to facilitate the construction of a 47-room Americinn franchised hotel along Highway 60 in the City. Please see Appendix A of the TIF Plan for a more detailed project description.	
Maximum duration:	The duration of the District will be 25 years from the date of receipt of the first increment (26 years of increment). The City elects to receive first tax increment to be 2020. It is estimated that the District, including any modifications of the TIF Plan for subsequent phases or other changes, would terminate after December 31, 2045, or when the TIF Plan is satisfied.	
Estimated annual tax increment:	Up to \$319,768	



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

Land/Building Acquisition.....	\$1,250,000
Site Improvements/Preparation.....	\$950,000
Utilities.....	\$750,000
Other Qualifying Improvements .....	\$256,759
<u>Administrative Costs (up to 10%).....</u>	<u>\$634,887</u>
<b>PROJECT COSTS TOTAL .....</b>	<b>\$3,841,646</b>
<u>Interest.....</u>	<u>\$3,142,112</u>
<b>PROJECT COSTS TOTAL.....</b>	<b>\$6,983,758</b>

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

---

Form of financing: The project is proposed to be financed by a pay-as-you-go note or interfund loan.

---

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

---

Interfund Loan Requirement: If the City wants to pay for administrative expenditures from a tax increment fund, it is recommended that a resolution authorizing a loan from another fund be passed *PRIOR* to the issuance of the check.

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4 Year Activity Rule  
(§ 469.176 Subd. 6)

After four years from the date of certification of the District one of the following activities must have been commenced on each parcel in the District:

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

If the activity has not been started by approximately October 2021, no additional tax increment may be taken from that parcel until the commencement of a qualifying activity.

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5 Year Rule  
(§ 469.1763 Subd. 3)

Within 5 years of certification revenues derived from tax increments must be expended or obligated to be expended.

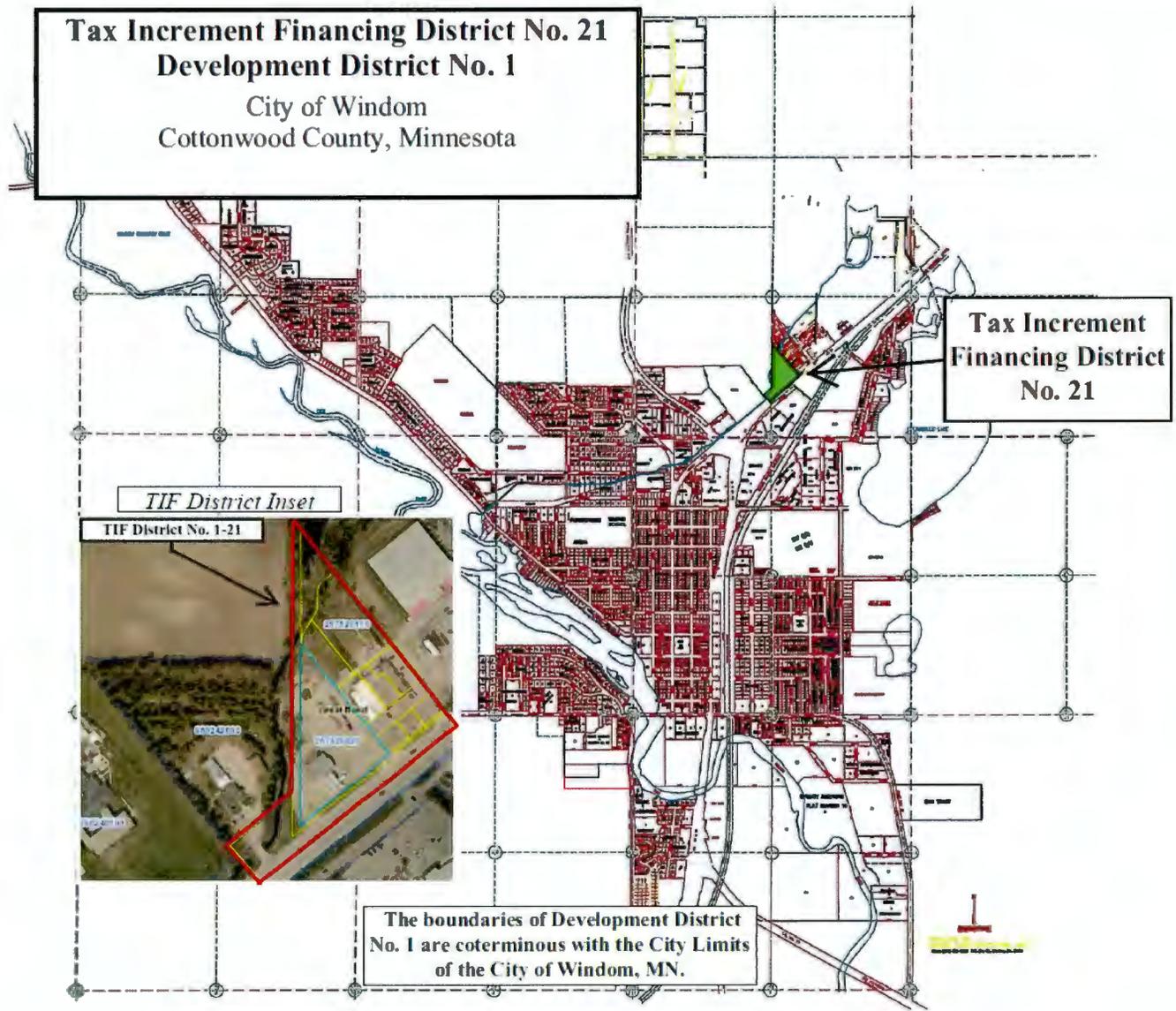
Any obligations in the District made after approximately October 2022, will not be eligible for repayment from tax increments.

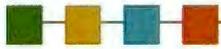
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The reasons and facts supporting the findings for the adoption of the TIF Plan for the District, as required pursuant to *M.S., Section 469.175, Subd. 3*, are included in Exhibit A of the City resolution.



MAP OF DEVELOPMENT DISTRICT NO. 1 AND  
TAX INCREMENT FINANCING DISTRICT NO. 1-21





*As of September 25, 2017  
Draft for Public Hearing*

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

**and the**

**Tax Increment Financing Plan**

**for the establishment of**

**Tax Increment Financing District No. 1-21  
(a redevelopment district)**

**within**

**Development District No. 1**

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

Public Hearing: October 3, 2017  
Adopted:



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

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(for reference purposes only)

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

**Foreword**

The following text represents a Modification to the Development Program for Development District No. 1. This modification represents a continuation of the goals and objectives set forth in the Development Program for Development District No. 1. Generally, the substantive changes include the establishment of Tax Increment Financing District No. 1-21.

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

## **Section 2 - Tax Increment Financing Plan for Tax Increment Financing District No. 1-21**

### **Subsection 2-1. Foreword**

The Windom Economic Development Authority (the "EDA"), the City of Windom (the "City"), staff and consultants have prepared the following information to expedite the establishment of Tax Increment Financing District No. 1-21 (the "District"), a redevelopment tax increment financing district, located in Development District No. 1.

### **Subsection 2-2. Statutory Authority**

Within the City, there exist areas where public involvement is necessary to cause development or redevelopment to occur. To this end, the EDA and City have certain statutory powers pursuant to *Minnesota Statutes ("M.S.")*, Sections 469.090 to 469.1082, inclusive, as amended, and *M.S.*, Sections 469.174 to 469.1794, inclusive, as amended (the "Tax Increment Financing Act" or "TIF Act"), to assist in financing public costs related to this project.

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

### **Subsection 2-3. Statement of Objectives**

The District currently consists of 14 parcels of land and adjacent and internal rights-of-way. The District is being created to facilitate a 47-room Americinn franchised hotel along Highway 60 in the City. Please see Appendix A for further District information. The City has entered into a demolition agreement Apollo Development and development is likely to occur in the fall of 2017. This TIF Plan is expected to achieve many of the objectives outlined in the Development Program for Development District No. 1.

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

### **Subsection 2-4. Development Program Overview**

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

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

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

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

## **Subsection 2-6. Classification of the District**

The EDA and City, in determining the need to create a tax increment financing district in accordance with *M.S., Sections 469.174 to 469.1794*, as amended, inclusive, find that the District, to be established, is a redevelopment district pursuant to *M.S., Section 469.174, Subd. 10(a)(1)* as defined below:

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

- (c) *A building is not structurally substandard if it is in compliance with the building code applicable to new buildings or could be modified to satisfy the building code at a cost of less than 15 percent of the cost of constructing a new structure of the same square footage and type on the site. The municipality may find that a building is not disqualified as structurally substandard under the preceding sentence on the basis of reasonably available evidence, such as the size, type, and age of the building, the average cost of plumbing, electrical, or structural repairs or other similar reliable evidence. The municipality may not make such a determination without an interior inspection of the property, but need not have an independent, expert appraisal prepared of the cost of repair and rehabilitation of the building. An interior inspection of the property is not required, if the municipality finds that (1) the municipality or authority is unable to gain access to the property after using its best efforts to obtain permission from the party that owns or controls the property; and (2) the evidence otherwise supports a reasonable conclusion that the building is structurally substandard.*
- (d) *A parcel is deemed to be occupied by a structurally substandard building for purposes of the finding under paragraph (a) or by the improvement described in paragraph (e) if all of the following conditions are met:*
- (1) *the parcel was occupied by a substandard building or met the requirements of paragraph (e), as the case may be, within three years of the filing of the request for certification of the parcel as part of the district with the county auditor;*
  - (2) *the substandard building or the improvements described in paragraph (e) were demolished or removed by the authority or the demolition or removal was financed by the authority or was done by a developer under a development agreement with the authority;*
  - (3) *the authority found by resolution before the demolition or removal that the parcel was occupied by a structurally substandard building or met the requirement of paragraph (e) and that after demolition and clearance the authority intended to include the parcel within a district; and*
  - (4) *upon filing the request for certification of the tax capacity of the parcel as part of a district, the authority notifies the county auditor that the original tax capacity of the parcel must be adjusted as provided by § 469.177, subdivision 1, paragraph (f).*
- (e) *For purposes of this subdivision, a parcel is not occupied by buildings, streets, utilities, paved or gravel parking lots or other similar structures unless 15 percent of the area of the parcel contains buildings, streets, utilities, paved or gravel parking lots or other similar structures.*
- (f) *For districts consisting of two or more noncontiguous areas, each area must qualify as a redevelopment district under paragraph (a) to be included in the district, and the entire area of the district must satisfy paragraph (a).*

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

- The District is a redevelopment district consisting of 14 parcels.
- An inventory shows that parcels consisting of more than 70 percent of the area in the District are occupied by buildings, streets, utilities, paved or gravel parking lots or other similar structures.
- An inspection of the buildings located within the District finds that more than 50 percent of the buildings

are structurally substandard as defined in the TIF Act. (See Appendix F).

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

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

Pursuant to *M.S., Section 469.175, Subd. 1, and Section 469.176, Subd. 1*, the duration and first year of tax increment of the District must be indicated within the TIF Plan. Pursuant to *M.S., Section 469.176, Subd. 1b.*, the duration of the District will be 25 years after receipt of the first increment by the EDA or City (a total of 26 years of tax increment). The EDA or City elects to receive the first tax increment in 2020, which is no later than four years following the year of approval of the District. Thus, it is estimated that the District, including any modifications of the TIF Plan for subsequent phases or other changes, would terminate after 2045, or when the TIF Plan is satisfied. The EDA or City reserves the right to decertify the District prior to the legally required date.

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

Pursuant to *M.S., Section 469.174, Subd. 7 and M.S., Section 469.177, Subd. 1*, the Original Net Tax Capacity (ONTC) as certified for the District will be based on the market values placed on the property by the assessor in 2017 for taxes payable 2018.

Pursuant to *M.S., Section 469.177, Subds. 1 and 2*, the County Auditor shall certify in each year (beginning in the payment year 2019) the amount by which the original value has increased or decreased as a result of:

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

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

The original local tax rate for the District will be the local tax rate for taxes payable 2018, assuming the request for certification is made before June 30, 2018. The ONTC and the Original Local Tax Rate for the District appear in the table below.

Pursuant to *M.S., Section 469.174 Subd. 4 and M.S., Section 469.177, Subd. 1, 2, and 4*, the estimated Captured Net Tax Capacity (CTC) of the District, within Development District No. 1, upon completion of the projects within the District, will annually approximate tax increment revenues as shown in the table below. The EDA and City request 100 percent of the available increase in tax capacity for repayment of its obligations and current expenditures, beginning in the tax year payable 2020. The Project Tax Capacity (PTC) listed is an estimate of values when the projects within the District are completed.

<b>Project Estimated Tax Capacity upon Completion (PTC)</b>	<b>\$251,486</b>	
<b>Original Estimated Net Tax Capacity (ONTC)</b>	<b>\$9,807</b>	
<b>Estimated Captured Tax Capacity (CTC)</b>	<b>\$241,679</b>	
<b>Original Local Tax Rate</b>	<b>1.32311</b>	Pay 2017
<b>Estimated Annual Tax Increment (CTC x Local Tax Rate)</b>	<b>\$319,768</b>	
<b>Percent Retained by the EDA</b>	<b>100%</b>	

Tax capacity includes a 2% inflation factor for the duration of the District. The tax capacity included in this chart is the estimated tax capacity of the District in year 25. The tax capacity of the District in year one is estimated to be \$92,850 and \$145,293 at full build-out in 2022.

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

**The City is reviewing the area to be included in the District to determine if any building permits have been issued during the 18 months immediately preceding approval of the TIF Plan by the City.**

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

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

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

<u>SOURCES OF FUNDS</u>	<u>TOTAL</u>
Tax Increment	\$6,348,871
<u>Interest</u>	<u>\$634,887</u>
<b>TOTAL</b>	<b>\$6,983,758</b>

The EDA or City may issue bonds (as defined in the TIF Act) secured in whole or in part with tax increments from the District in a maximum principal amount of \$3,841,645. Such bonds may be in the form of pay-as-you-go notes, revenue bonds or notes, general obligation bonds, or interfund loans. This estimate of total bonded indebtedness is a cumulative statement of authority under this TIF Plan as of the date of approval.

**Subsection 2-10. Uses of Funds**

Currently under consideration for the District is a proposal to facilitate a 47-room Americinn franchised hotel along Highway 60. Additional development on the remaining parcels is expected to occur over time. The EDA and City have determined that it will be necessary to provide assistance to the project(s) for certain District costs, as described. The EDA has studied the feasibility of the development or redevelopment of property in and around the District. To facilitate the establishment and development or redevelopment of the District, this TIF Plan authorizes the use of tax increment financing to pay for the cost of certain eligible expenses. The estimate of public costs and uses of funds associated with the District is outlined in the following table.

<u>USES OF TAX INCREMENT FUNDS</u>	<u>TOTAL</u>
Land/Building Acquisition	\$1,250,000
Site Improvements/Preparation	\$950,000
Utilities	\$750,000
Other Qualifying Improvements	\$256,759
<u>Administrative Costs (up to 10%)</u>	<u>\$634,887</u>
PROJECT COST TOTAL	\$3,841,646
<u>Interest</u>	<u>\$3,142,112</u>
<b>PROJECT AND INTEREST COSTS TOTAL</b>	<b>\$6,983,758</b>

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

Estimated costs associated with the District are subject to change among categories without a modification to this TIF Plan. The cost of all activities to be considered for tax increment financing will not exceed, without formal modification, the budget above pursuant to the applicable statutory requirements. Pursuant to *M.S., Section 469.1763, Subd. 2*, no more than 25 percent of the tax increment paid by property within the District will be spent on activities related to development or redevelopment outside of the District but within the boundaries of Development District No. 1, (including administrative costs, which are considered to be spent outside of the District) subject to the limitations as described in this TIF Plan.

**Subsection 2-11. Business Subsidies**

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

- (1) A business subsidy of less than \$150,000;
- (2) Assistance that is generally available to all businesses or to a general class of similar businesses, such as a line of business, size, location, or similar general criteria;
- (3) Public improvements to buildings or lands owned by the state or local government that serve a public purpose and do not principally benefit a single business or defined group of businesses at the time the improvements are made;

- (4) Redevelopment property polluted by contaminants as defined in *M.S., Section 116J.552, Subd. 3*;
- (5) Assistance provided for the sole purpose of renovating old or decaying building stock or bringing it up to code and assistance provided for designated historic preservation districts, provided that the assistance is equal to or less than 50% of the total cost;
- (6) Assistance to provide job readiness and training services if the sole purpose of the assistance is to provide those services;
- (7) Assistance for housing;
- (8) Assistance for pollution control or abatement, including assistance for a tax increment financing hazardous substance subdistrict as defined under *M.S., Section 469.174, Subd. 23*;
- (9) Assistance for energy conservation;
- (10) Tax reductions resulting from conformity with federal tax law;
- (11) Workers' compensation and unemployment compensation;
- (12) Benefits derived from regulation;
- (13) Indirect benefits derived from assistance to educational institutions;
- (14) Funds from bonds allocated under chapter 474A, bonds issued to refund outstanding bonds, and bonds issued for the benefit of an organization described in section 501 (c) (3) of the Internal Revenue Code of 1986, as amended through December 31, 1999;
- (15) Assistance for a collaboration between a Minnesota higher education institution and a business;
- (16) Assistance for a tax increment financing soils condition district as defined under *M.S., Section 469.174, Subd. 19*;
- (17) Redevelopment when the recipient's investment in the purchase of the site and in site preparation is 70 percent or more of the assessor's current year's estimated market value;
- (18) General changes in tax increment financing law and other general tax law changes of a principally technical nature;
- (19) Federal assistance until the assistance has been repaid to, and reinvested by, the state or local government agency;
- (20) Funds from dock and wharf bonds issued by a seaway port authority;
- (21) Business loans and loan guarantees of \$150,000 or less;
- (22) Federal loan funds provided through the United States Department of Commerce, Economic Development Administration; and
- (23) Property tax abatements granted under *M.S., Section 469.1813* to property that is subject to valuation under Minnesota Rules, chapter 8100.

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

### **Subsection 2-12. County Road Costs**

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

If the county elects to use increments to improve county roads, it must notify the EDA or City within forty-five days of receipt of this TIF Plan. In the opinion of the EDA and City and consultants, the proposed development outlined in this TIF Plan will have little or no impact upon county roads, therefore the TIF Plan was not forwarded to the county 45 days prior to the public hearing. The EDA and City are aware that the county could claim that tax increment should be used for county roads, even after the public hearing.

**Subsection 2-13. Estimated Impact on Other Taxing Jurisdictions**

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

<b>IMPACT ON TAX BASE</b>			
	<b>2016/Pay 2017 Total Net Tax Capacity</b>	<b>Estimated Captured Tax Capacity (CTC) Upon Completion</b>	<b>Percent of CTC to Entity Total</b>
Cottonwood County	27,988,610	241,679	<b>0.8635%</b>
City of Windom	2,216,600	241,679	<b>10.9031%</b>
Windom ISD No. 177	10,105,357	241,679	<b>2.3916%</b>

<b>IMPACT ON TAX RATES</b>				
	<b>Pay 2017 Extension Rates</b>	<b>Percent of Total</b>	<b>CTC</b>	<b>Potential Taxes</b>
Cottonwood County	0.344530	26.04%	241,679	<b>83,266</b>
City of Windom	0.823880	62.27%	241,679	<b>199,114</b>
Windom ISD No. 177	0.153350	11.59%	241,679	<b>37,061</b>
Other	<u>0.001350</u>	<u>0.10%</u>	<u>241,679</u>	<u>326</u>
<b>Total</b>	1.323110	100.00%		<b>319,768</b>

The estimates listed above display the captured tax capacity when all construction is completed. The tax rate used for calculations is the actual Pay 2017 rate. The total net capacity for the entities listed above are based on actual Pay 2017 figures. The District will be certified under the actual Pay 2018 rates, which were unavailable at the time this TIF Plan was prepared.

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

- (1) Estimate of total tax increment. It is estimated that the total amount of tax increment that will be generated over the life of the District is \$6,348,870;
- (2) Probable impact of the District on city provided services and ability to issue debt. An impact of the District on police protection is not expected. With any addition of new residents or businesses, police calls for service will be increased. New developments add an increase in traffic, and additional overall demands to the call load. The City does not expect that the proposed development, in and of itself, will necessitate new capital investment in vehicles or require that the City hire additional officers.

The probable impact of the District on fire protection is not expected to be significant. Typically new

buildings generate few calls, if any, and are of superior construction.

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

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

- (3) Estimated amount of tax increment attributable to school district levies. It is estimated that the amount of tax increments over the life of the District that would be attributable to school district levies, assuming the school district's share of the total local tax rate for all taxing jurisdictions remained the same, is \$735,834;
- (4) Estimated amount of tax increment attributable to county levies. It is estimated that the amount of tax increments over the life of the District that would be attributable to county levies, assuming the county's share of the total local tax rate for all taxing jurisdictions remained the same, is \$1,653,246;
- (5) Additional information requested by the county or school district. The City is not aware of any standard questions in a county or school district written policy regarding tax increment districts and impact on county or school district services. The county or school district must request additional information pursuant to *M.S. Section 469.175 Subd. 2(b)* within 15 days after receipt of the tax increment financing plan.

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

#### **Subsection 2-14. Supporting Documentation**

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

- TIF Application
- Substandard Building Report
- Letter from Developer requesting TIF assistance
- 5-Year Developer Pro-forma and financial projections

#### **Subsection 2-15. Definition of Tax Increment Revenues**

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

1. Taxes paid by the captured net tax capacity, but excluding any excess taxes, as computed under *M.S.*,

*Section 469.177;*

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

### **Subsection 2-16. Modifications to the District**

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

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

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

Pursuant to *M.S. Section 469.175 Subd. 4(f)*, the geographic area of the District may be reduced, but shall not be enlarged after five years following the date of certification of the original net tax capacity by the county auditor. If a redevelopment district is enlarged, the reasons and supporting facts for the determination that the addition to the district meets the criteria of *M.S., Section 469.174, Subd. 10*, must be documented in writing and retained. The requirements of this paragraph do not apply if (1) the only modification is elimination of parcel(s) from the District and (2)(A) the current net tax capacity of the parcel(s) eliminated from the District equals or exceeds the net tax capacity of those parcel(s) in the District's original net tax capacity or (B) the EDA agrees that, notwithstanding *M.S., Section 469.177, Subd. 1*, the original net tax capacity will be reduced by no more than the current net tax capacity of the parcel(s) eliminated from the District.

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

### **Subsection 2-17. Administrative Expenses**

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

1. Amounts paid for the purchase of land;
2. Amounts paid to contractors or others providing materials and services, including architectural and engineering services, directly connected with the physical development of the real property in the

- District;
3. Relocation benefits paid to or services provided for persons residing or businesses located in the District;
  4. Amounts used to pay principal or interest on, fund a reserve for, or sell at a discount bonds issued pursuant to *M.S., Section 469.178*; or
  5. Amounts used to pay other financial obligations to the extent those obligations were used to finance costs described in clauses (1) to (3).

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

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

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

Pursuant to *M.S., Section 469.177, Subd. 11*, the County Treasurer shall deduct an amount (currently .36 percent) of any increment distributed to the EDA or City and the County Treasurer shall pay the amount deducted to the State Commissioner of Management and Budget for deposit in the state general fund to be appropriated to the State Auditor for the cost of financial reporting of tax increment financing information and the cost of examining and auditing authorities' use of tax increment financing. This amount may be adjusted annually by the Commissioner of Revenue.

#### **Subsection 2-18. Limitation of Increment**

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

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

*if, after four years from the date of certification of the original net tax capacity of the tax increment financing district pursuant to M.S., Section 469.177, no demolition, rehabilitation or renovation of property or other site preparation, including qualified improvement of a street adjacent to a parcel but not installation of utility service including sewer or water systems, has been commenced on a parcel located within a tax increment financing district by the authority or by the owner of the parcel in accordance with the tax increment financing plan, no additional tax increment may be taken from that parcel, and the original*

*net tax capacity of that parcel shall be excluded from the original net tax capacity of the tax increment financing district. If the authority or the owner of the parcel subsequently commences demolition, rehabilitation or renovation or other site preparation on that parcel including qualified improvement of a street adjacent to that parcel, in accordance with the tax increment financing plan, the authority shall certify to the county auditor that the activity has commenced and the county auditor shall certify the net tax capacity thereof as most recently certified by the commissioner of revenue and add it to the original net tax capacity of the tax increment financing district. The county auditor must enforce the provisions of this subdivision. The authority must submit to the county auditor evidence that the required activity has taken place for each parcel in the district. The evidence for a parcel must be submitted by February 1 of the fifth year following the year in which the parcel was certified as included in the district. For purposes of this subdivision, qualified improvements of a street are limited to (1) construction or opening of a new street, (2) relocation of a street, and (3) substantial reconstruction or rebuilding of an existing street.*

The EDA or City or a property owner must improve parcels within the District by approximately October 2021 and report such actions to the County Auditor.

#### **Subsection 2-19. Use of Tax Increment**

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

1. To pay the principal of and interest on bonds issued to finance a project;
2. To finance, or otherwise pay the cost of redevelopment of the Development District No. 1 pursuant to *M.S., Sections 469.090 to 469.1082*;
3. To pay for project costs as identified in the budget set forth in the TIF Plan;
4. To finance, or otherwise pay for other purposes as provided in *M.S., Section 469.176, Subd. 4*;
5. To pay principal and interest on any loans, advances or other payments made to or on behalf of the EDA or City or for the benefit of Development District No. 1 by a developer;
6. To finance or otherwise pay premiums and other costs for insurance or other security guaranteeing the payment when due of principal of and interest on bonds pursuant to the TIF Plan or pursuant to *M.S., Chapter 462C, M.S., Sections 469.152 through 469.165*, and/or *M.S., Sections 469.178*; and
7. To accumulate or maintain a reserve securing the payment when due of the principal and interest on the tax increment bonds or bonds issued pursuant to *M.S., Chapter 462C, M.S., Sections 469.152 through 469.165*, and/or *M.S., Sections 469.178*.

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

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

### **Subsection 2-20. Excess Increments**

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

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

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

### **Subsection 2-21. Requirements for Agreements with the Developer**

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

Pursuant to *M.S., Section 469.176, Subd. 5*, no more than 25 percent, by acreage, of the property to be acquired in the District as set forth in the TIF Plan shall at any time be owned by the EDA or City as a result of acquisition with the proceeds of bonds issued pursuant to *M.S., Section 469.178* to which tax increments from property acquired is pledged, unless prior to acquisition in excess of 25 percent of the acreage, the EDA or City concluded an agreement for the development or redevelopment of the property acquired and which provides recourse for the EDA or City should the development or redevelopment not be completed.

### **Subsection 2-22. Assessment Agreements**

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

### **Subsection 2-23. Administration of the District**

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

## **Subsection 2-24. Annual Disclosure Requirements**

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

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

## **Subsection 2-25. Reasonable Expectations**

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

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

1. General Limitations. All revenue derived from tax increment shall be used in accordance with the TIF Plan. The revenues shall be used to finance, or otherwise pay the cost of redevelopment of the Development District No. 1 pursuant to *M.S., Sections 469.090 to 469.1082*. Tax increments may not be used to circumvent existing levy limit law. No tax increment may be used for the acquisition, construction, renovation, operation, or maintenance of a building to be used primarily and regularly for conducting the business of a municipality, county, school district, or any other local unit of government or the state or federal government. This provision does not prohibit the use of revenues derived from tax increments for the construction or renovation of a parking structure.
2. Pooling Limitations. At least 75 percent of tax increments from the District must be expended on activities in the District or to pay bonds, to the extent that the proceeds of the bonds were used to finance activities within said district or to pay, or secure payment of, debt service on credit enhanced bonds. Not more than 25 percent of said tax increments may be expended, through a development fund or otherwise, on activities outside of the District except to pay, or secure payment of, debt service on credit enhanced bonds. For purposes of applying this restriction, all administrative expenses must be treated as if they were solely for activities outside of the District.
3. Five Year Limitation on Commitment of Tax Increments. Tax increments derived from the District shall be deemed to have satisfied the 75 percent test set forth in paragraph (2) above only if the five year rule set forth in *M.S., Section 469.1763, Subd. 3*, has been satisfied; and beginning with the sixth year

following certification of the District, 75 percent of said tax increments that remain after expenditures permitted under said five year rule must be used only to pay previously committed expenditures or credit enhanced bonds as more fully set forth in *M.S., Section 469.1763, Subd. 5.*

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

#### **Subsection 2-27. Summary**

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

## Appendix A

### Project Description

Tax Increment Financing District No. 1-21 is being established to facilitate the construction of an approximately 47-room AmericInn franchised hotel along Highway 60.

TIF assistance will likely include land acquisition, demolition, utilities, and site improvements for substantial completion at the end of 2017. The project will be financed by a pay-as-you-go note and an interfund loan for preliminary expenses prior to receipt of tax increment.

Additional development on the remaining parcels is expected to occur over time.

Appendix B

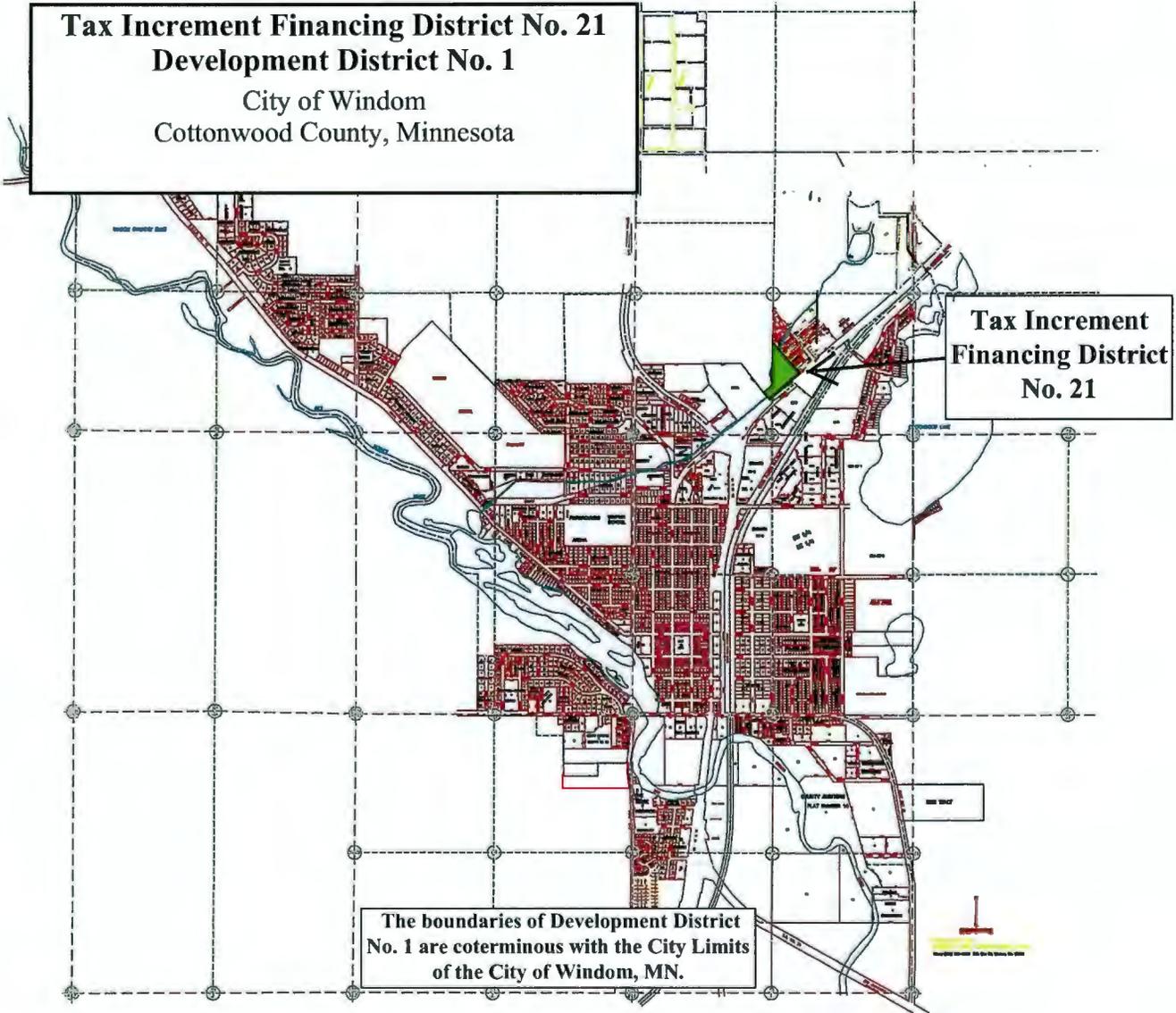
Map of Development District No. 1 and the District

**Tax Increment Financing District No. 21  
Development District No. 1**

City of Windom  
Cottonwood County, Minnesota

**Tax Increment  
Financing District  
No. 21**

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



TIF District 1-21



## Appendix C

### Description of Property to be Included in the District

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

<u>Parcel Numbers</u>	<u>Address</u>	<u>Owner</u>
25-752-0010	Unassigned	James H Rosenkranz
25-752-0011	Unassigned	Clark B Lingbeek Properties
25-752-0012	Unassigned	Clark B Lingbeek Properties
25-752-0013	State Highway 60	State of MN - DOT
25-752-0014	State Highway 60	State of MN - DOT
25-752-0015	State Highway 60	State of MN - DOT
25-752-0020	2270 Highway 60	J.R.K.K. Properties
25-752-0021	State Highway 60	State of MN - DOT
25-752-0040	2320 Highway 60	James H Rosenkranz
25-752-0050	2370 Highway 60	Clark B Lingbeek Properties
25-752-0060	2390 Highway 60	Clark B Lingbeek Properties
25-752-0100	2320 Highway 60	James H Rosenkranz
25-752-0110	Unassigned	Clark B Lingbeek Properties
25-024-0100 *	2150 Hospital Drive	Windom Medical Building

**\*Note:** Only a portion of the PIN 25-024-0100 will be included in the TIF District. It is the strip of land lying between main portion of PIN 25-024-0100 and the East line of the SW 1/4 of Section 24. Please see the map for further details. The division will be completed prior to certification of the District.

Appendix D  
Estimated Cash Flow for the District



**Apollo Development - New TIF District (Plan)**

City of Windom, Minnesota

47 room Americinn franchised hotel along Highway 60 PLUS additional Development

**ASSUMPTIONS AND RATES**

DistrictType:	Redevelopment
District Name/Number:	1-21
County District #:	TBD
First Year Construction or Inflation on Value	2018
Existing District - Specify No. Years Remaining	NA
Inflation Rate - Every Year:	2.00%
Interest Rate:	5.50%
Present Value Date:	1-Aug-18
First Period Ending:	1-Feb-19
Tax Year District was Certified:	Pay 2018
Cashflow Assumes First Tax Increment For Development:	2020
Years of Tax Increment:	25
Assumes Last Year of Tax Increment:	2045
Fiscal Disparities Election (Outside (A), Inside (B), or NA)	Inside(B)
Incremental or Total Fiscal Disparities:	Incremental
Fiscal Disparities Contribution Ratio:	0.0000% Pay 2017
Fiscal Disparities Metro-Wide Tax Rate:	0.0000% Pay 2017
Maximum/Frozen Local Tax Rate:	132.311% Pay 2017
Current Local Tax Rate: (Use lesser of Current or Max.)	132.311% Pay 2017
State-wide Tax Rate (Comm./Ind. only used for total taxes)	45.8020% Pay 2017
Market Value Tax Rate (Used for total taxes)	0.27952% Pay 2017

Tax Rates		
Exempt Class Rate (Exempt)		0.00%
Commercial Industrial Preferred Class Rate (C/I Pref.)		
First \$150,000		1.50%
Over \$150,000		2.00%
Commercial Industrial Class Rate (C/I)		2.00%
Rental Housing Class Rate (Rental)		1.25%
Affordable Rental Housing Class Rate (Aff. Rental)		
First \$115,000		0.75%
Over \$115,000		0.25%
Non-Homestead Residential (Non-H Res. 1 Unit)		
First \$500,000		1.00%
Over \$500,000		1.25%
Homestead Residential Class Rate (Hmstd. Res.)		
First \$500,000		1.00%
Over \$500,000		1.25%
Agricultural Non-Homestead		1.00%

BASE VALUE INFORMATION (Original Tax Capacity)														
Map #	PID	Owner	Address	Land Market Value	Building Market Value	Total Market Value	Percentage Of Value Used for District	Original Market Value	Tax Year Original Market Value	Property Tax Class	Current Original Tax Capacity	Class After Conversion	After Conversion Orig. Tax Cap.	Area/Phase
1	25-752-0010	James Rosenkranz	Unassigned	2,500	0	2,500	100%	2,500	Pay 2018	C/I Pref.	38	C/I	50	
2	25-752-0011	Clark B Lingbeek	Unassigned	2,400	0	2,400	100%	2,400	Pay 2018	C/I	48	C/I	48	
3	25-752-0012	Clark B Lingbeek	Unassigned	1,800	0	1,800	100%	1,800	Pay 2018	C/I	36	C/I	36	
4	25-752-0013	State of MN-DOT	State Hwy 60	0	0	0	100%	0	Pay 2018	Exempt	-	Exempt	-	
5	25-752-0014	State of MN-DOT	State Hwy 60	0	0	0	100%	0	Pay 2018	Exempt	-	Exempt	-	
6	25-752-0015	State of MN-DOT	State Hwy 60	0	0	0	100%	0	Pay 2018	Exempt	-	Exempt	-	
7	25-752-0020	JRKK Properties	2270 Hwy 60	43,800	70,300	114,100	100%	114,100	Pay 2018	C/I Pref.	1,712	C/I	2,282	
8	25-752-0021	State of MN-DOT	State Hwy 60	0	0	0	100%	0	Pay 2018	Exempt	-	Exempt	-	
9	25-752-0040	James Rosenkranz	2320 Hwy 60	18,900	70,900	89,800	100%	89,800	Pay 2018	C/I Pref.	1,347	C/I	1,796	
10	25-752-0050	Clark B Lingbeek	2370 Hwy 60	12,300	99,400	111,700	100%	111,700	Pay 2018	C/I	2,234	C/I	2,234	
11	25-752-0060	Clark B Lingbeek	2370 Hwy 60	23,500	136,500	160,000	100%	160,000	Pay 2018	C/I Pref.	2,450	C/I Pref.	2,450	
12	25-752-0100	James Rosenkranz	2320 Hwy 60	2,500	1,700	4,200	100%	4,200	Pay 2018	C/I Pref.	63	C/I	84	
13	25-752-0110	Clark B Lingbeek	Unassigned	7,400	5,400	12,800	100%	12,800	Pay 2018	C/I	256	C/I	256	
14	25-024-0100	Windom Medical Bldg	2150 Hospital Dr	457,000	0	457,000	6.25%	28,563	Pay 2018	Exempt	-	C/I	571	
				<b>514,100</b>	<b>141,000</b>	<b>655,100</b>		<b>527,863</b>			<b>8,183</b>		<b>9,807</b>	

**Note:**  
1. Base values confirmed by County website referencing Estimated Market Value on August 31, 2017.



**Apollo Development - New TIF District (Plan)**  
 City of Windom, Minnesota

47 room Americinn franchised hotel along Highway 60 PLUS additional Development

PROJECT INFORMATION (Project Tax Capacity)														
Area/Phase	New Use	Estimated Market Value Per Sq. Ft./Unit	Taxable Market Value Per Sq. Ft./Unit	Total Sq. Ft./Units	Total Taxable Market Value	Property Tax Class	Project Tax Capacity	Project Tax Capacity/Unit	Percentage Completed 2018	Percentage Completed 2019	Percentage Completed 2020	Percentage Completed 2021	Percentage Completed 2022	First Year Full Taxes Payable
1	Retail	99,574	99,574	47	4,680,000	C/I Pref.	92,850	1,976	100%	100%	100%	100%	100%	2020
2	Retail	55	55	15,000	825,000	C/I Pref.	15,750	1	0%	100%	100%	100%	100%	2021
2	Retail	55	55	15,000	825,000	C/I Pref.	15,750	1	0%	100%	100%	100%	100%	2021
3	Retail	55	55	10,000	550,000	C/I Pref.	10,250	1	0%	0%	100%	100%	100%	2022
3	Retail	55	55	10,000	550,000	C/I Pref.	10,250	1	0%	0%	100%	100%	100%	2022
3	Retail	55	55	10,000	550,000	C/I Pref.	10,250	1	0%	0%	100%	100%	100%	2022
<b>TOTAL</b>					<b>7,980,000</b>		<b>155,100</b>							
Subtotal Residential				0	0		0							
Subtotal Commercial/Ind.				60,047	7,980,000		155,100							

**Note:**

1. Phase 1 market values represents 90% of construction costs supplied by Developer. Needs to be confirmed by County Assessor. Other development is based upon estimates.

TAX CALCULATIONS									
New Use	Total Tax Capacity	Fiscal Disparities Tax Capacity	Local Tax Capacity	Local Property Taxes	Fiscal Disparities Taxes	State-wide Property Taxes	Market Value Taxes	Total Taxes	Taxes Per Sq. Ft./Unit
Retail	92,850	0	92,850	122,851	0	42,527	13,082	178,459	3,797.01
Retail	15,750	0	15,750	20,839	0	7,214	2,306	30,359	2.02
Retail	15,750	0	15,750	20,839	0	7,214	2,306	30,359	2.02
Retail	10,250	0	10,250	13,562	0	4,695	1,537	19,794	1.98
Retail	10,250	0	10,250	13,562	0	4,695	1,537	19,794	1.98
Retail	10,250	0	10,250	13,562	0	4,695	1,537	19,794	1.98
<b>TOTAL</b>	<b>155,100</b>	<b>0</b>	<b>155,100</b>	<b>205,214</b>	<b>0</b>	<b>71,039</b>	<b>22,306</b>	<b>298,559</b>	

**Note:**

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

WHAT IS EXCLUDED FROM TIF?	
Total Property Taxes	298,559
less State-wide Taxes	(71,039)
less Fiscal Disp. Adj.	0
less Market Value Taxes	(22,306)
less Base Value Taxes	(12,976)
<b>Annual Gross TIF</b>	<b>192,238</b>

MARKET VALUE BUT / FOR ANALYSIS	
Current Market Value - Est.	527,853
New Market Value - Est.	7,980,000
Difference	7,452,138
Present Value of Tax Increment	2,867,859
Difference	4,584,178
Value likely to occur without Tax Increment is less than:	4,584,178



**Apollo Development - New TIF District (Plan)**  
City of Windom, Minnesota

47 room Americinn franchised hotel along Highway 60 PLUS additional Development

TAX INCREMENT CASH FLOW														
% of OTC	Project Tax Capacity	Original Tax Capacity	Fiscal Disparities Incremental	Captured Tax Capacity	Local Tax Rate	Annual Gross Tax Increment	Semi-Annual Gross Tax Increment	State Auditor 0.36%	Admin. at 10%	Semi-Annual Net Tax Increment	Semi-Annual Present Value	PERIOD ENDING Yrs.	Tax Year	Payment Date
														02/01/19
														08/01/19
														02/01/20
100%	92,850	(9,807)	-	83,043	132.311%	109,875	54,937	(198)	(5,474)	49,266	44,199	0.5	2020	08/01/20
							54,937	(198)	(5,474)	49,266	87,216	1	2020	02/01/21
100%	126,207	(9,807)	-	116,400	132.311%	154,010	77,005	(277)	(7,673)	69,055	145,898	1.5	2021	08/01/21
							77,005	(277)	(7,673)	69,055	203,009	2	2021	02/01/22
100%	159,481	(9,807)	-	149,674	132.311%	198,035	99,018	(356)	(9,866)	88,795	274,480	2.5	2022	08/01/22
							99,018	(356)	(9,866)	88,795	344,039	3	2022	02/01/23
100%	162,671	(9,807)	-	152,864	132.311%	202,255	101,128	(364)	(10,076)	90,687	413,179	3.5	2023	08/01/23
							101,128	(364)	(10,076)	90,687	480,468	4	2023	02/01/24
100%	165,924	(9,807)	-	156,117	132.311%	206,560	103,280	(372)	(10,291)	92,617	547,350	4.5	2024	08/01/24
							103,280	(372)	(10,291)	92,617	612,443	5	2024	02/01/25
100%	169,243	(9,807)	-	159,436	132.311%	210,951	105,475	(380)	(10,510)	94,586	677,139	5.5	2025	08/01/25
							105,475	(380)	(10,510)	94,586	740,104	6	2025	02/01/26
100%	172,628	(9,807)	-	162,820	132.311%	215,429	107,715	(388)	(10,733)	96,594	802,685	6.5	2026	08/01/26
							107,715	(388)	(10,733)	96,594	863,591	7	2026	02/01/27
100%	176,080	(9,807)	-	166,273	132.311%	219,997	109,999	(396)	(10,960)	98,642	924,124	7.5	2027	08/01/27
							109,999	(396)	(10,960)	98,642	983,036	8	2027	02/01/28
100%	179,602	(9,807)	-	169,794	132.311%	224,657	112,328	(404)	(11,192)	100,732	1,041,587	8.5	2028	08/01/28
							112,328	(404)	(11,192)	100,732	1,098,570	9	2028	02/01/29
100%	183,194	(9,807)	-	173,386	132.311%	229,409	114,705	(413)	(11,429)	102,863	1,155,201	9.5	2029	08/01/29
							114,705	(413)	(11,429)	102,863	1,210,317	10	2029	02/01/30
100%	186,858	(9,807)	-	177,050	132.311%	234,257	117,129	(422)	(11,671)	105,036	1,265,091	10.5	2030	08/01/30
							117,129	(422)	(11,671)	105,036	1,318,399	11	2030	02/01/31
100%	190,595	(9,807)	-	180,787	132.311%	239,202	119,601	(431)	(11,917)	107,253	1,371,376	11.5	2031	08/01/31
							119,601	(431)	(11,917)	107,253	1,422,934	12	2031	02/01/32
100%	194,407	(9,807)	-	184,599	132.311%	244,245	122,123	(440)	(12,168)	109,515	1,474,171	12.5	2032	08/01/32
							122,123	(440)	(12,168)	109,515	1,524,036	13	2032	02/01/33
100%	198,295	(9,807)	-	188,488	132.311%	249,390	124,695	(449)	(12,425)	111,821	1,573,589	13.5	2033	08/01/33
							124,695	(449)	(12,425)	111,821	1,621,816	14	2033	02/01/34
100%	202,261	(9,807)	-	192,453	132.311%	254,637	127,319	(458)	(12,686)	114,174	1,669,740	14.5	2034	08/01/34
							127,319	(458)	(12,686)	114,174	1,716,380	15	2034	02/01/35
100%	206,306	(9,807)	-	196,499	132.311%	259,989	129,995	(468)	(12,953)	116,574	1,762,727	15.5	2035	08/01/35
							129,995	(468)	(12,953)	116,574	1,807,834	16	2035	02/01/36
100%	210,432	(9,807)	-	200,625	132.311%	265,449	132,724	(478)	(13,225)	119,022	1,852,655	16.5	2036	08/01/36
							132,724	(478)	(13,225)	119,022	1,896,276	17	2036	02/01/37
100%	214,641	(9,807)	-	204,833	132.311%	271,017	135,509	(488)	(13,502)	121,519	1,939,620	17.5	2037	08/01/37
							135,509	(488)	(13,502)	121,519	1,981,805	18	2037	02/01/38
100%	218,933	(9,807)	-	209,126	132.311%	276,697	138,348	(498)	(13,785)	124,065	2,023,720	18.5	2038	08/01/38
							138,348	(498)	(13,785)	124,065	2,064,514	19	2038	02/01/39
100%	223,312	(9,807)	-	213,505	132.311%	282,490	141,245	(508)	(14,074)	126,663	2,105,048	19.5	2039	08/01/39
							141,245	(508)	(14,074)	126,663	2,144,496	20	2039	02/01/40
100%	227,778	(9,807)	-	217,971	132.311%	288,400	144,200	(519)	(14,368)	129,313	2,183,692	20.5	2040	08/01/40
							144,200	(519)	(14,368)	129,313	2,221,839	21	2040	02/01/41
100%	232,334	(9,807)	-	222,527	132.311%	294,427	147,214	(530)	(14,668)	132,015	2,259,741	21.5	2041	08/01/41
							147,214	(530)	(14,668)	132,015	2,296,628	22	2041	02/01/42
100%	236,981	(9,807)	-	227,173	132.311%	300,575	150,288	(541)	(14,975)	134,772	2,333,278	22.5	2042	08/01/42
							150,288	(541)	(14,975)	134,772	2,368,947	23	2042	02/01/43
100%	241,720	(9,807)	-	231,913	132.311%	306,846	153,423	(552)	(15,287)	137,584	2,404,386	23.5	2043	08/01/43
							153,423	(552)	(15,287)	137,584	2,438,876	24	2043	02/01/44
100%	246,555	(9,807)	-	236,747	132.311%	313,243	156,621	(564)	(15,606)	140,452	2,473,142	24.5	2044	08/01/44
							156,621	(564)	(15,606)	140,452	2,506,492	25	2044	02/01/45
100%	251,486	(9,807)	-	241,678	132.311%	319,767	159,884	(576)	(15,931)	143,377	2,539,625	25.5	2045	08/01/45
							159,884	(576)	(15,931)	143,377	2,571,871	26	2045	02/01/46
<b>Total</b>							<b>6,371,809</b>	<b>(22,939)</b>	<b>(634,887)</b>	<b>5,713,984</b>				
<b>Present Value From 08/01/2018</b>		<b>Present Value Rate</b>		<b>5.50%</b>		<b>2,867,959</b>	<b>(10,325)</b>	<b>(285,763)</b>	<b>2,571,871</b>					

## Appendix E

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

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

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

Appendix F

Redevelopment Qualifications for the District

*To be added to prior to the public hearing*

## Appendix G

### Findings Including But/For Qualifications

The reasons and facts supporting the findings for the adoption of the Tax Increment Financing Plan (TIF Plan) for Tax Increment Financing District No. 1-21 (District), as required pursuant to Minnesota Statutes, Section 469.175, Subdivision 3 are as follows:

1. *Finding that Tax Increment Financing District No. 1-21 is a redevelopment district as defined in Minn. Stat., Section 469.174, Subd. 10.*

The District consists of 14 parcels, with plans to redevelop the area for commercial/industrial purposes. At least 70 percent of the area of the parcels in the District are occupied by buildings, streets, utilities, paved or gravel parking lots or other similar structures and more than 50 percent of the buildings in the District, not including outbuildings, are structurally substandard to a degree requiring substantial renovation or clearance. (See Appendix F of the TIF Plan.)

2. *Finding that the proposed development, in the opinion of the City Council, would not reasonably be expected to occur solely through private investment within the reasonably foreseeable future and that the increased market value of the site that could reasonably be expected to occur without the use of tax increment financing would be less than the increase in the market value estimated to result from the proposed development after subtracting the present value of the projected tax increments for the maximum duration of the District permitted by the TIF Plan.*

*The proposed development, in the opinion of the City, would not reasonably be expected to occur solely through private investment within the reasonably foreseeable future:* This finding is supported by the fact that the redevelopment proposed in the TIF Plan meets the City's objectives for redevelopment. Due to the high cost of redevelopment on the parcels currently occupied by substandard buildings, the limited amount of commercial/industrial property for expansion adjacent to the existing project, the incompatible land uses at close proximity, and the cost of financing the proposed improvements, this project is feasible only through assistance, in part, from tax increment financing. The developer has asked for tax increment assistance with demolition, fill remediation, and lot elevation to help redevelopment of the site.

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

Therefore, the City concludes as follows:

- a. The City's estimate of the amount by which the market value of the entire District will increase without the use of tax increment financing is \$0.
- b. If the proposed development occurs, the total increase in market value will be \$7,452,138.

- c. The present value of tax increments from the District for the maximum duration of the district permitted by the TIF Plan is estimated to be \$2,867,959.
- d. Even if some development other than the proposed development were to occur, the Council finds that no alternative would occur that would produce a market value increase greater than \$4,584,178 (the amount in clause b less the amount in clause c) without tax increment assistance.

3. *Finding that the TIF Plan for the District conforms to the general plan for the development or redevelopment of the municipality as a whole.*

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

4. *Finding that the TIF Plan for the District will afford maximum opportunity, consistent with the sound needs of the City as a whole, for the development or redevelopment of Development District No. 1 by private enterprise.*

The project to be assisted by the District will result in increased employment in the City and the State of Minnesota, the renovation of substandard properties, increased tax base of the State and add a high quality development to the City.

<b>But-For Analysis</b>	
Current Market Value	527,863
New Market Value - Estimate	7,980,000
Difference	7,452,138
Present Value of Tax Increment	2,867,959
Difference	4,584,178
<b>Value Likely to Occur Without TIF is Less Than:</b>	<b>4,584,178</b>

# ACTION ITEM



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

**TO:** City Council  
**FROM:** Brent Brown, Street Superintendent  
**DATE:** 9/25/2017  
**RE:** Street Closure Request  
**DEPT:** Street Department  
**CONTACT:** Brent Brown

---

## **Recommendations/Options/Action Requested**

Staff recommends that the City Council take the following action regarding the Street Closure Request:

1. Approve Street Closure Request for October 13<sup>th</sup> between 10:00 a.m. and 11:00 a.m. for the Homecoming Parade. (route noted on attached map)
- 

## **Issue Summary/Background**

The Windom Area High School requests that the streets and intersections (noted on attached map) be closed for the Homecoming Parade on October 13th. Police Chief Scott Peterson has been contacted and he is in agreement with approval of the request.

Approximate time of the street closures is 10:00 am – 11:00 am. depending on the number of participants.

On October 12<sup>th</sup> City staff will place barricades on the boulevards at various intersections on the parade route. The Homecoming Committee will be responsible for placing barricades at the intersections prior to the parade and removal at the end of the parade. In the event of an emergency, they will have volunteers manning the intersections.

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## **Fiscal Impact**

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None

## **Attachments**

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1. Map of parade route.

# Cottonwood County Seat—Windom



- Playground Equipment
- Sand Volleyball Courts
- Baseball/Softball Fields
- Soccer Field
- Basketball Court
- Frisbee Golf
- Boat Access
- Football Field
- Running/Walking Track
- Golf Course

## POINTS OF INTEREST

- AP Abby Park
- BC BARC
- Ch Chamber of Commerce
- CH City Hall
- CC Cottonwood County Courthouse
- LC Lakesview Cemetary
- LE County Law Enforcement Center
- FA Fair Ground Area/Arena
- AL Red Rock Ridge Alternative Learning Center
- H Hospital
- IP Industrial Parks (3)
- ISP Island Park
- JP Jens Park
- KK Kastle Kingdom
- SP Municipal Swimming Pool
- PO Post Office, County Historical Museum
- HS Windom Area Middle/High School
- GC Windom Golf Club
- DP Dynamite Park
- WE Winfair Elementary School
- MP Mayflower Park
- TP Cottonwood Lake/Tegels Park
- WP Witt Memorial Park
- WCC Windom Community Center
- WRA Windom Recreation Area

## AREA CHURCHES

- ① American Lutheran Church, ELCA
- ② Assembly of God
- ③ Church of the Good Shepherd Episcopal
- ④ Evangelical Free Church
- ⑤ First Baptist
- ⑥ First Presbyterian
- ⑦ First United Methodist
- ⑧ Living Word Lutheran Church, AALC
- ⑨ Lutheran Church of Our Savior
- ⑩ St. Francis Xavier Catholic Church
- ⑪ Windom Seventh Day Adventist

## **RESOLUTION #2017-**

**INTRODUCED:**

**SECONDED:**

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

### **AUTHORIZATION TO ACCEPT A DONATION FROM WINDOM AREA GIRLS FASTPITCH ASSOCIATION FOR THE WINDOM RECREATION AREA**

---

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

**WHEREAS**, Windom Area Girls Fastpitch Association is a supporter of the City of Windom; and

**WHEREAS**, the City of Windom has recently received a donation from the Windom Area Girls Fastpitch Association of an Eagle Statue with a retail value of \$1,800.00 for display at the softball field in the Windom Recreation Area.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WINDOM, MINNESOTA**, that the City Council hereby accepts the donation of an Eagle Statue valued at \$1,800.00 from the Windom Area Girls Fastpitch Association for display at the softball field in the Windom Recreation Area.

Adopted by the Council this 3rd day of October, 2017.

\_\_\_\_\_  
Dominic Jones, Mayor

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

# ACTION ITEM



**CITY OF WINDOM**

444 9th Street

Windom, MN 56101

Phone: 507-831-6129

Fax: 507-831-6127

[www.windom-mn.com](http://www.windom-mn.com)

**TO:** City Council  
**FROM:** Mike Haugen, Water & Wastewater Superintendent  
**DATE:** 9/29/2017  
**RE:** Change Order Recommendation  
**DEPT:** Water  
**CONTACT:** Mike Haugen

---

## Recommendations/Options/Action Requested

The Utility Commission met on September 28<sup>th</sup> and made the recommendation to the City Council to approve the Change Order for the Water Filter Plant Rehab to replace underdrains in all four filters.

---

## Issue Summary/Background

While rehabbing the water filters, staff and the contractor determined that the underdrains lifted and failed causing sand media to migrate to each filter. New underdrains should be installed to eliminate future problems.

## Fiscal Impact

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\$192,017.16 from Water Fund.

## Attachments

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1. Change Order Proposal

# CHANGE ORDER

(Instructions on reverse side)

No. 1

PROJECT: Water Treatment Facility

DATE OF ISSUANCE: September 27, 2017

EFFECTIVE DATE: September 27, 2017

OWNER: City of Windom, Minnesota

ENGINEER'S Project No.: T22.113308

CONTRACTOR: Rice Lake Contracting Corp.

ENGINEER: Bolton & Menk, Inc.

You are directed to make the following changes in the Contract Documents.

**Description:**

Replace the underdrains for all four (4) filters.

**Reason for Change Order:**

1.1 Filter No. 3 underdrain failed in the past and allowed filter media to flow into the bottom of the other filter underdrains and partially plug all of the underdrains.

**Attachments: (List documents supporting change)**

- Bolton & Menk Proposal Request No, 4
- Rice Lake Contracting Change Order No. 5 - Windom Sand Filter Under Drain Replacement

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
Original Contract Price  <u>\$439,400.00</u>	Original Contract Times  Substantial Completion : _____ days or dates Ready for final payment : <u>11/17/2017</u> days or dates
Net changes from previous Change Orders No. __ to No. __  <u>\$0.00</u>	Net changes from previous Change Orders No. __ to No. __  <u>0</u> days
Contract Price Prior to this Change Order  <u>\$439,400.00</u>	Contract Times prior to this Change Order  Substantial Completion : _____ days or dates Ready for final payment : <u>11/17/2017</u> days or dates
Net Increase (Increase/Decrease/No Change) of this Change Order  <u>\$192,017.16</u>	Net No Change (Increase/Decrease/No Change) of this Change Order  <u>0</u> days
Contract Price with all approved Change Orders  <u>\$631,417.16</u>	Contract Times with all approved Change Orders  Substantial Completion : _____ days or dates Ready for final payment : <u>11/17/2017</u> days or dates

RECOMMENDED:

By: R. Kelly Walsh  
Engineer (Authorized Signature)

Date: September 27, 2017

APPROVED:

By: \_\_\_\_\_  
Owner (Authorized Signature)

Date: \_\_\_\_\_

ACCEPTED:

By: \_\_\_\_\_  
Contractor (Authorized Signature)

Date: \_\_\_\_\_

EJCDC No. 1910C8-B (1990 Edition)

Prepared by the Engineers Joint Contract Documents Committee and endorsed by The Associated General Contractors of America.

## **CHANGE ORDER**

### **INSTRUCTIONS**

---

#### **A. GENERAL INFORMATION**

This document was developed to provide a uniform format for handling contract changes that affect Contract Price or Contract Times. Changes that have been initiated by a Work Change Directive must be incorporated into a subsequent Change Order if they affect Contract Price or Times.

Changes that affect Contract Price or Contract Times should be promptly covered by a Change Order. The practice of accumulating change order items to reduce the administrative burden may lead to unnecessary disputes.

If Milestones have been listed, any effect of a Change Order thereon should be addressed.

For supplemental instructions and monitor changes not involving a change in the Contract Price or Contract Times, a Field Order may be used.

#### **B. COMPLETING THE CHANGE ORDER FORM**

Engineer initiates the form, including a description of the changes involved and attachment based upon documents and proposals submitted by Contractor, or requests from Owner, or both.

Once Engineer has completed and signed the form, all copies should be sent to Contractor for approval. After approval by Contractor, all copies should be sent to Owner for approval. Engineer should make distribution of executed copies after approval by Owner.

If a change only applies to Contract Price or to Contract Times, cross out the part of the tabulation that does not apply.

**PROPOSAL  
REQUEST**

- John Strain, Rice Lake Contracting
- Diane Tretter, Rice Lake Contracting
- Scott Molitor, Rice Lake Contracting
- Mike Haugen, City of Windom
- Eric Ward, City of Windom
- Ryan Anderson, City of Windom
- Kelly Yahnke, Bolton & Menk, Inc.
- Kirk Yahnke, Bolton & Menk, Inc.

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PROJECT: Water Treatment Improvements  
Windom, Minnesota

PROPOSAL REQUEST NO: 4

OWNER: City of Windom, Minnesota

DATE: September 20, 2017

**TO: (CONTRACTOR)**

Rice Lake Contracting, Corp.  
22360 County Road 12  
PO Box 517  
Deerwood, Minnesota 56444

ENGINEER'S PROJECT NO.: T22.113308

CONTRACT DATED: April 4, 2017

---

Please submit an itemized quotation for changes in the Contract Sum and/or Time incidental to proposed modifications to the Contract Documents described herein.

THIS IS NOT A CHANGE ORDER NOR A DIRECTION TO PROCEED WITH THE WORK DESCRIBED HEREIN.

---

**Description:**

1. Remove and dispose the existing underdrain systems blocks from each filter (4 Total).
2. Clean and prep the existing structures as required for installing the new underdrain blocks.
3. Install new Type XA underdrain with IMS 200 media retainer blocks as recommended by Leopold, Xylem Water Solutions USA, Inc.
4. Complete two (2) filters at a time.

**Attachments:**

---

ENGINEER: *R. Kelly Yahnke*

DATE: September 20, 2017

---

Cc: Craig Habighorst, Rice Lake Contracting



September 26, 2017

Mr. Kelly Yankee  
Bolton and Menk  
1960 Premier Drive  
Mankato, MN 56001

RE: Change Order 5 – Windom Sand Filter Under Drain Replacement

Rice Lake Construction proposes to furnish labor, material and equipment to perform the following work at the City of Windom Water Treatment Plant:

- Remove and dispose the existing under drain system blocks from each filter (4 Total)
- Clean up and prep the existing structures as required for installing the new underdrain blocks
- Install new Type XA underdrain with IMS 200 media retainer blocks as recommended by Leopold, Xylem Water Solutions USA, Inc.
- Complete installation two filters at a time
- Labor charges to date for cleaning the existing underdrain system

Lump Sum Cost of Change Order: **\$ 192,017.16**

Our proposal includes a labor and material deduct for not installing the filter caps that were part of the current contract (See attached estimate).

Sincerely,

John Strain Project Manager

RICE LAKE CONSTRUCTION GROUP

Project Manager

cc: File, Supt

<b>PROJECT NAME</b>	1706 - Windom WTP									
<b>RLCG PROJECT NO.</b>	1706									
<b>Change Order Proposal</b>	5									
<b>Date:</b>	9/25/2017									
<b>Reference:</b>										



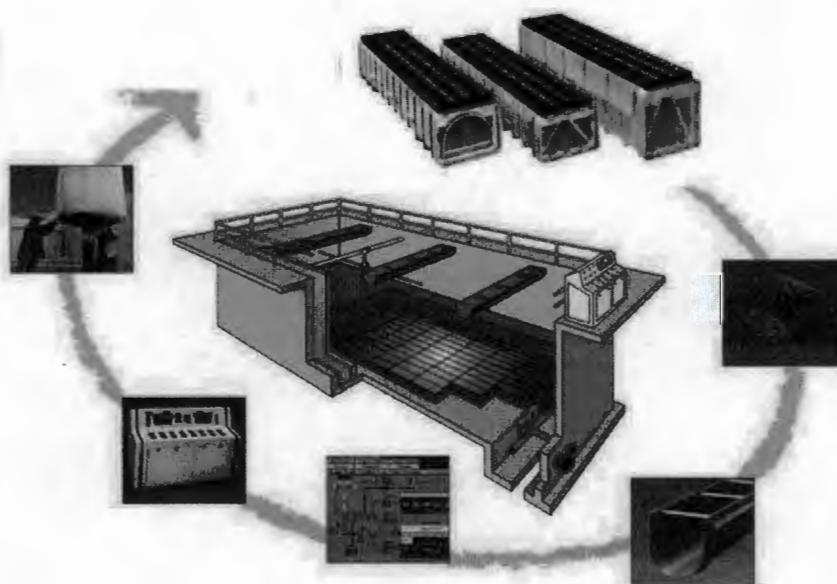
**Windom WTP Underdrain filter change out**

DESCRIPTION	QTY	UNIT		LABOR			MATERIAL		SUB	EQUIP.	LINE
				HOURS	\$ RATE	TOTAL	RATE	TOTAL	TOTAL	TOTAL	TOTAL
				0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
9/16/17 Existing Under Drain Sand Removal	1.0	ea	51.000	51.00	\$81.00	\$4,131.00		\$0.00	\$0.00	\$0.00	\$4,131.00
9/23/17 Existing Under Drain Sand Removal	1.0	ea	23.000	23.00	\$81.00	\$1,863.00		\$0.00	\$0.00	\$0.00	\$1,863.00
				0.00	\$81.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
Demo and dispose of existing under drain	1.0	ea		384.00	\$81.00	\$31,104.00		\$2,100.00	\$0.00	\$1,920.00	\$35,124.00
Install IMS 200 Filter Blocks	1.0	ea		376.00	\$81.00	\$30,456.00		\$2,590.00	\$0.00	\$3,920.00	\$36,966.00
Vessco IMS 200 Uderdrain Media	1.0	ea		0.00	\$0.00	\$0.00		\$104,141.00	\$0.00	\$0.00	\$104,141.00
Credit for contract filter media caps	1.0	ea		0.00	\$0.00	\$0.00		-\$28,960.00	\$0.00	\$0.00	-\$28,960.00
Deduct for labor to install contract filter media caps	1.0	ea		-72.00	\$81.00	-\$5,832.00		-\$80.00	\$0.00	\$0.00	-\$5,912.00
				0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
Field Supervision	1.0	ea		40.00	\$85.00	\$3,400.00		\$0.00	\$0.00	\$0.00	\$3,400.00
Field burden and Per Diem	1.0	ea		0.00	\$0.00	\$0.00		\$4,308.00	\$0.00	\$990.00	\$5,298.00
				0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
				0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
				0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
				0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
				0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
				0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
				0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
Misc Small Tools and Materials	1.0	ls		0.00	\$0.00	\$0.00	\$3,256.10	\$3,256.10	\$0.00	\$0.00	\$3,256.10
5% of labor				0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
				0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
Sales Tax	1.0	ls	6.5730%	0.00	\$0.00	\$0.00	\$6,011.16	\$6,011.16	\$0.00	\$0.00	\$6,011.16
				0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
	0			802.00		\$65,122.00		\$93,366.26	\$0.00	\$6,830.00	\$165,318.26
Rice Lake Mark-up on Subs-5%											\$0.00
Rice Lake Mark-up @ 15%											\$24,797.74
Bond Cost @ 1%											\$1,901.16
<b>Total Change Order Request</b>											<b>\$192,017.16</b>

## Proposal – Change Order

### Windom WTP

Windom, MN



To:  
Rice Lake Construction



**Xylem Water Solutions USA, Inc.**  
227 S. Division St.  
Zelienople, PA 16063  
Mr. Bruce Wolfe  
Direct: 724-453-2062  
Mobile: 724-504-0366  
Email: bruce.wolfe@xyleminc.com

9/20/2017

**Project name : Windom, MN**  
**Project number : I17112 – Change Order**

To Whom It May Concern:

The existing Type S filter underdrain system at the Windom WTP was inspected by Rice Lake and Mike Stilts (Leopold service representative). The current filter underdrain system has lifted off of the filter floor and needs replaced with a new underdrain system. This proposal includes the material needed for a new underdrain system and a deduct for shipping the IMS 200 media retainer on site back to Leopold.

Leopold will provide new Type XA underdrain with IMS 200 media retainer to replace the existing Type S underdrain with IMS cap.

We hope that our proposal comes up to your expectation. If you have any questions please do not hesitate to contact me or our local representative.

Respectfully,

Bruce Wolfe  
Senior Sales Engineer

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# 1 Technical Description

## 1.1 SCOPE OF SUPPLY

We are pleased to offer the following materials and services by Xylem Water Solutions USA, Inc.

### **LEOPOLD UNIVERSAL® TYPE XA™ UNDERDRAIN:**

Under this section, we propose to furnish Leopold Universal® Type XA™ Underdrain of the Dual/Parallel Lateral type, manufactured from corrosion resistant, high density polyethylene for installation in (4) filter cells measuring 14'-0" lateral run x 14'-0". The total filter area is 784 square feet.

The blocks shall be arranged end-to-end and mechanically joined with an O-ring to form continuous underdrain laterals approximately equivalent to the length of the filter cell. The joints shall be gasketed, bell and spigot type with internal alignment tabs for proper alignment, and be air and water tight. Joints shall be snap-lock type so that the blocks are joined with integral interlocking snap lugs and lug receptors for ease of assembly and installation of the laterals, and supplied with carbon steel "L" anchor rods. Note – epoxy for setting the anchor rods to be supplied by the installing contractor.

*The existing air header pipe shall remain in place and be reused. The air J-riser pipes will need to be shortened approximately 2" to accommodate the new Type XA® Underdrain. The shortening for the J-riser pipes to be done by Rice Lake Const. There are 14 riser pipes per filter – 56 riser pipe will need cut.*

### **I.M.S® 200 MEDIA RETAINER:**

Under this section, we propose to furnish 784 square feet of I.M.S® 200 media retainer. The scope includes molded thermoplastic I.M.S® 200 media retainer **factory installed** onto the proposed Leopold Universal® Type XA™ Underdrain block prior to shipment.

**NOTE - We propose to furnish a deduct for the 784 square feet of I.M.S® 200 media retainer, sealant and screws currently on site. Leopold will provide transportation to return the media retainer to our factory. Contractor will be responsible for loading the IMS 200 media retainer, screws and hardware.**

## 1.2 SERVICES

### **MANUFACTURER'S SERVICES (FILTER EQUIPMENT):**

7 of 13 service days included in the original purchase order have been used. Leopold will provide additional days of service for the new filter underdrain installation.

In addition to the (6) remain days of service Leopold will provide **(6) additional days** including travel.



## 2 Price & Scope of Supply

### 2.1 MAIN SCOPE

#### BASIS of PRICING:

Any items and/or accessories not specifically called out in this quotation must be construed as being furnished by others.

This quotation is considered firm for 90 days. Orders received more than 90 days after the date of this quotation is reviewed by Xylem Water Solutions USA, Inc before acceptance and is subject to changes in prices or delivery depending on conditions existing at the time of entry. Quoted prices are firm for delivery within 12 months from the delivery date stipulated in the plans & specifications or mutually agreed upon by Xylem Water Solutions USA, Inc. and Purchase Order issuer at time of order placement.

We do not include any applicable taxes.

Orders resulting from this quotation should be addresses to Xylem Water Solutions USA, Inc. 227 S. Division St., Zelienople, PA, 16063, USA.

We propose to furnish the material described in this document for a **total selling price of:**

<b>Type XA Underdrain with factory installed IMS 200 and service</b>	<b>\$104,141.00</b>
<b>Deduct for the IMS 200, Sealant and Screws on site</b>	<b><u>\$28,960.00</u></b>
<b>TOTAL CHANGE ORDER PRICE</b>	<b>\$75,181.00</b>

All prices are DAP jobsite with full freight allowed to the job site.

For further information pertaining to the equipment contained in this proposal, please contact our area representative, who is:

Vessco, Inc.  
8217 Upland Circle  
Chanhassen, MN 55317  
Phone: 952-941-2678  
Fax: 952-941-0796

Attention: Dick Corbett

## REQUEST FOR PAYMENT

From: GOSEWISCH Construction, Inc.  
901 Summit Avenue  
Mankato, MN 56001

To: City of Windom  
444 9th Street  
PO Box 38  
Windom, MN 56101

Billing: 5093  
Draw: 12  
Invoice date: 9/29/2017  
Period ending date: 9/29/2017

Contract For: Windom EMS Building

**Request for payment:**

Original contract amount	\$3,191,500.00	
Approved changes	\$58,046.26	
Revised contract amount		\$3,249,546.26
Contract completed to date		\$3,243,453.68
Add-ons to date	\$0.00	
Taxes to date	\$0.00	
Less retainage	\$162,172.96	
Total completed less retainage		\$3,081,280.72
Less previous requests	\$3,027,503.00	
Current request for payment		\$53,777.72
Current billing		\$56,608.14
Current additional charges	\$0.00	
Current tax	\$0.00	
Less current retainage	\$2,830.42	
Current amount due		\$53,777.72
Remaining contract to bill	\$168,265.54	

Project: 16-0675  
Windom EMS Building

Contract date: 9/9/2016

Architect:

Scope:

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Changes approved in previous months by Owner	74,690.85	-8,700.00
Total approved this Month	4,925.41	-12,870.00
<b>TOTALS</b>	<b>79,616.26</b>	<b>-21,570.00</b>
<b>NET CHANGES by Change Order</b>	<b>58,046.26</b>	

I hereby certify that the work performed and the materials supplied to date, as shown on the above represent the actual value of the accomplishment under the terms of the Contract (and all authorized changes thereof ) between the undersigned and the City of Windom relating to the above referenced project . I also certify that the contractor has paid all amounts previously billed and paid by the owner .

CONTRACTOR: GOSEWISCH Construction, Inc.

State Of Minnesota

County Of Blue Earth

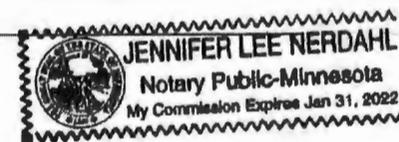
By: *[Signature]*

Subscribed and sworn to before me this 29 day of September, 2011

Date: 9-29-17

Notary Public

My commission expires: Jan 31, 2022



## REQUEST FOR PAYMENT DETAIL

Project: 16-0675 / Windom EMS Building

Billing: 5093

Draw: 12

Period Ending Date: 9/29/2017 Detail Page 2 of 3 Pages

Item ID	Description	Total Contract Amount	Previously Completed Work	Work Completed This Period	Presently Stored Materials	Completed And Stored To Date	% Comp	Balance To Finish	Retainage Balance
1000	General Conditions	304,629.00	292,763.29	5,773.13		298,536.42	98.00	6,092.58	14,926.84
2200	Earthwork	231,487.00	231,487.00			231,487.00	100.00		11,574.36
2500	Asphalt Paving	216,849.00	216,849.00			216,849.00	100.00		10,842.46
2900	Landscaping	11,700.00		11,700.00		11,700.00	100.00		585.00
3310	Concrete	169,110.00	169,110.00			169,110.00	100.00		8,455.50
3420	Precast Concrete	983,400.00	961,936.50	21,463.50		983,400.00	100.00		49,170.02
5122	Steel Erection	17,995.00	17,995.00			17,995.00	100.00		899.75
5500	Metal Fabrication	57,270.00	57,270.00			57,270.00	100.00		2,863.50
6000	Rough Carpentry & Blocking	49,530.00	49,530.00			49,530.00	100.00		2,476.52
6400	Architectural Wood Work	48,050.00	48,050.00			48,050.00	100.00		2,402.50
6401	Shelving Allowance	3,000.00	3,000.00			3,000.00	100.00		150.00
7210	Insulation	5,465.00	5,465.00			5,465.00	100.00		273.25
7460	Cladding	5,551.00	5,551.00			5,551.00	100.00		277.55
7500	EPDM Roof & Trims	130,700.00	130,700.00			130,700.00	100.00		6,535.00
7920	Caulking	6,370.00	6,370.00			6,370.00	100.00		318.50
8110	HM Doors/Frames/Hardware	51,401.00	51,401.00			51,401.00	100.00		2,570.05
8360	Overhead Doors	64,280.00	64,280.00			64,280.00	100.00		3,214.00
8400	Aluminum Entrances	38,860.00	38,860.00			38,860.00	100.00		1,943.00
9250	Drywall	83,777.00	83,777.00			83,777.00	100.00		4,188.86
9310	Ceramic Tile	18,000.00	18,000.00			18,000.00	100.00		900.00
9510	Acoustical Ceiling	19,320.00	19,320.00			19,320.00	100.00		966.00
9650	VCT, Carpet & Base	21,212.00	21,212.00			21,212.00	100.00		1,060.60
9900	Painting & Wallcovering	53,400.00	53,400.00			53,400.00	100.00		2,670.00
10000	Specialties	34,674.00	34,674.00			34,674.00	100.00		1,733.87
10400	Signage Allowance	7,500.00	1,461.45	6,038.55		7,500.00	100.00		375.00
11170	Bridge Crane & Hoist	8,220.00	8,220.00			8,220.00	100.00		411.00
11400	Kitchen Allowance	8,000.00		8,000.00		8,000.00	100.00		400.00
15100	Plumbing & HVAC	300,945.00	291,061.60	9,883.40		300,945.00	100.00		15,047.25
15300	Fire Sprinkler System	32,000.00	32,000.00			32,000.00	100.00		1,600.00
16100	Electrical	208,805.00	208,805.00			208,805.00	100.00		10,440.25
C0101	Sitework CO per soil rec.	46,181.30	46,181.30			46,181.30	100.00		2,309.07
C0201	Insulate Parapet Wall	10,120.00	10,120.00			10,120.00	100.00		506.00
C0301	Precast Deduct for Steel	-8,700.00	-8,700.00			-8,700.00	100.00		-435.00

## REQUEST FOR PAYMENT DETAIL

Project: 16-0675 / Windom EMS Building

Billing: 5093

Draw: 12

Period Ending Date: 9/29/2017 Detail Page 3 of 3 Pages

Item ID	Description	Total Contract Amount	Previously Completed Work	Work Completed This Period	Presently Stored Materials	Completed And Stored To Date	% Comp	Balance To Finish	Retainage Balance
C0302	Extra Steel for Precast	8,700.00	8,700.00			8,700.00	100.00		435.00
C0303	Change Order #3	1,402.00	1,402.00			1,402.00	100.00		70.10
C0401	Change Order #4	2,972.20	1,278.05	1,694.15		2,972.20	100.00		148.61
C0501	Change Order #5	345.35	345.35			345.35	100.00		17.27
C0601	Change Order #6	1,677.50	1,677.50			1,677.50	100.00		83.88
C0701	Change Order #7	2,253.00	2,253.00			2,253.00	100.00		112.65
C0801	Change Order #8	1,039.50	1,039.50			1,039.50	100.00		51.98
C0901	Change Order #9	-12,870.00		-12,870.00		-12,870.00	100.00		-643.50
C1001	Change Order #10	2,813.41		2,813.41		2,813.41	100.00		140.67
C1101	Change Order #11	2,112.00		2,112.00		2,112.00	100.00		105.60

<b>Totals</b>	3,249,546.26	3,186,845.54	56,608.14		3,243,453.68	99.81	6,092.58	162,172.96
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## ACTION ITEM



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

**TO:** City Council  
**FROM:** Brad Bussa, Community Center Director  
**DATE:** September 28, 2017  
**RE:** Community Center Part-Time Maintenance Assistant Hiring  
**DEPT:** Community Center  
**CONTACT:** Brad Bussa *BB* [wincc@windomnet.com](mailto:wincc@windomnet.com)

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### **Recommendations/Options/Action Requested**

Staff recommends that the City Council approve the hiring of Melinda Dewall as the Community Center part-time Maintenance Assistant at IBEW Grade 1, Step 1, effective 10/4/17.

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### **Issue Summary/Background**

The Windom City Council had previously approved the hiring of a Part-time Maintenance Assistant for the Community Center. Interviews were conducted and the position was offered to Melinda Dewall.

### **Fiscal Impact**

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The City Council had approved the Part-time Maintenance Assistant position by allocating funding from the seasonal part-time budget for this new position.

### **Attachments**

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1. None.