

**Council Meeting
Tuesday, December 3, 2019
City Council Chamber**

6:00 p.m.

AGENDA



Call to Order
Pledge of Allegiance

1. Consent Agenda
 - Minutes
 - Council Minutes – November 19, 2019 – Budget Work Session
 - Council Minutes – November 19, 2019 – Regular Meeting
 - HRA – October 9, 2019
 - Utility Commission – November 19, 2019
 - Permits
 - Exempt Gaming (Gambling) Permit – MN Deer Hunters Assn.
 - Regular Bills
2. Department Heads
3. Public Comment – Tom Wilde – Snow Removal & Snow Emergencies
4. 2020 City Budget and S.M.A.R.T. Goals
 - 2020 Budget Presentation
 - Public Input
 - 2020 S.M.A.R.T. Goals
 - 2019 Dashboard Report
5. MN DNR – Wildlife in City Limits
6. Second Reading - Ordinance No. 182, 2nd Series - Approving the Transfer of City-Owned Real Estate to EDA
7. Resolutions Accepting Grants
 - MDH
 - Source Water Protection Implementation Grant
 - Competitive Grant (Windom Application)
 - Competitive Grant (Bingham Lake Application)
 - DNR – Expedited Conservation Projects Grant
 - SWIF – Rebuilding Together
8. Cottonwood County Home Initiative Program
 - Residential Tax Abatement – Resolution Calling for a Public Hearing
 - Resolution Renewing Participation (2020 – 2022)
9. Personnel Hiring Recommendations
 - Police Officer – Advertisement
 - Wastewater Foreman – Internal Transfer
10. New Business



Old Business

12. Contractor Payments

- Airport Hangar and Taxilane Construction – APX Construction Group LLC #3 - \$172,970.01
- Wastewater Treatment Facility Imp Project – Gridor Construction #13 - \$669,394.00

13. Council Comments

14. Adjourn

**City Council
City Hall, Council Chamber
November 19, 2019
5:00 p.m. Budget Work Session**

1. Call to Order:

The City Council budget workshop\meeting was called to order by Mayor Pro Tem JoAnn Ray.

2. Roll Call:

Council Present: JoAnn Ray, Marv Grunig, Rod Byam, Jenny Quade and James Nelson

Council Absent: Mayor Dominic Jones

City Staff Present: Steve Nasby, City Administrator; Chelsie Carlson, Finance Director/Controller; Jason Sykora, Electric Superintendent; Glenn Lund, Wastewater Foreman; Jeff Dahna, Telecom General Manager; Tim Hacker, Ambulance Director and John Nelson, Liquor Store Manager

3. 2020 Budget – Presentation of Capital Requests - Enterprise Funds

Nasby gave a brief overview of the process as the Council will be hearing request for Capital items tonight from the Enterprise Funds, which do not impact the tax levy. These Capital requests will be paid for from revenues or reserves of the Enterprise Funds. Also, if anyone had questions about operational budgets those could be asked.

Electric

- In 2020 requests included the installation of garage doors into the storage part of the building to improve function and safety. Estimated cost of \$20,000.
- Crews will continue burying distribution lines and other maintenance items budgeted for \$300,000, which is the usual annual amount. About 70% of the town has underground.
- Controls to be replaced on the CAT generators. System is about 20 years old and changes to the operating controls are needed and improvements will be seen in black starting. Cost estimated at \$110,000.
- Mini-skid steer to be purchased to replace the old trencher. This new unit will do plowing, trenching and help with daily operations. Cost estimated at \$50,000.
- In 2021 the utility is planning on re-building the two transmission lines into the community at an approximate cost of \$3 million. The existing lines are from the late 1960s and early 1970s and are reaching the end of their useful life. Once the lines are built they will be included in the MISO transmission footprint which enables the City to get recovery of the costs to build the transmission. Staff estimates the \$3 million will be repaid in 7-10 years. Staff worked with CMPAS on the submission of this project to MISO.
- General equipment budgeted for \$80,000 which could include transformers, etc.

Water and Wastewater

- Typical water and wastewater items for improvements\maintenance to collection and distribution lines, well sites, pump houses and hydrants.
- In 2020 a new jetter truck is scheduled at a cost of \$100,000.
- Installation of a generator at a well site is part of a hazard mitigation grant. Cost is \$75,000 with FEMA paying 75% and the City 25%.
- A generator was installed at the NWIP lift station which was paid for by TIF funds.
- Work on the WWTP project is well underway and scheduled for Nov 2020 completion.

Grunig asked about the jetter truck replacement. Lund replied that the current unit is a 2000 model and having some maintenance issues with the pumps, etc.

Telecom

- The one remaining service van from 2004 has engine trouble and may need to be replaced in 2020 at a cost of \$28,000. An option would be to put a topper on the pickup and use that as a service vehicle.
- A Fiber OTRD, for testing fiber lines, needs to be replaced. They are currently borrowing one as the original one from 2005 is not working. Estimated cost is \$10,000 - \$12,500.
- Requests for service to be extended on Co Road 13/15. This would need to be in partnership with others to cover the costs. Total cost is estimated to be \$85,000, but most all funding would have to come from other resources.
- In 2021 and beyond they have other projects such as the Co Road 13 East expansion, Cottonwood County Trunk Fiber line, equipment replacement and a SPAM filter on their capital request list.

Byam asked about grants for the system expansions. Dahna replied that some are available, but only can go to underserved or non-served areas.

Grunig noted the expansions would need to be funded from resources outside of the Telecom budget. Dahna said that most grants have a local matching requirement so coming up with that money is key.

Ray recessed the meeting at 5:43 pm

Ray reconvened the meeting at 5:57 pm

Ambulance

- Unit 29 was previously approved to be replaced and that is underway, with the second half of the payment due in 2020.
- Unity 27 is scheduled to be replaced in 2021 as it will have about 150,000 miles on the chassis at that time. Recently that rig hit a deer and sustained \$26,000 of damage that was repaired.
- Radios and pagers will be due for replacement, but will keep them as long as possible. If a system-wide update is done again (all of Cottonwood Co) they will participate so everything is standard.
- So far this year they have had 933 runs, which is up by 67 from this point last year.

Preliminary

Grunig asked if the Ambulance Fund has a target in mind for their reserves. Hacker and Nasby said that about \$500,000 is a target due to rigs costing \$200,000 - \$250,000 and then some equipment such as power lifters, cots and defibrators are expensive to replace.

Liquor

- Ask for 2020 is \$10,000 to be used for a preliminary study and design for a possible liquor store expansion or new store. Current store is 5,300 square feet and lacks space for product storage, ADA, product display and cooler space. They would want to be located at the same spot or along the highway where both Highway 60 and 71 run together.
- Sunday liquor sales average about \$2,500 per Sunday.

Quade asked if the new Worthington liquor store had seen a sales increase. Nelson said he recalled their manager stated a 17% increase in sales.

Grunig asked about the Liquor Store's ability to repay a bond or debt. Nasby replied that they have about \$500,000 in reserves and have about \$30,000 per year in profits after the transfer of \$100,000. As such they could repay about a \$500,000 bond with the profits and if they used the reserve up to \$1,000,000 is available.

Ray asked if there was any other discussion or comments on the budget.

Byam noted that the City of Worthington uses a 30-year replacement schedule for their fire equipment.

Grunig said that he would like to see maintenance records for vehicles or equipment being replaced and not only rely on age of equipment to determine replacement.

4. Adjournment:

Mayor Pro Tem Ray recessed the budget workshop by unanimous consent at 6:20 PM.

**Regular Council Meeting
City Hall, Council Chamber
November 19, 2019
6:30 p.m.**

1. Call to Order:

The meeting was called to order by Mayor Pro Tem Ray.

2. Roll Call:

Council Present: Marv Grunig, Jenny Quade, Rod Byam, James Nelson and JoAnn Ray

Council Absent: Mayor Dominic Jones

City Staff Present: Steve Nasby, City Administrator; Jeff Dahna, Telecom Manager; Drew Hage, Development Director; Glenn Lund, Acting Water/Wastewater Superintendent; Scott Peterson, Police Chief; Andy Spielman, Building & Zoning Official; John Nelson, Liquor Store Manager; Ben Derickson, Fire Chief

3. Pledge of Allegiance

4. Consent Agenda:

- Minutes
 - Council Minutes – November 5, 2019
 - Economic Development Commission – November 4, 2019
 - Library Board – November 12, 2019
 - Planning Commission – November 12, 2019
 - Park & Recreation Commission – November 13, 2019
- Licenses
 - Exempt Gambling Permit
 - Des Moines Valley Ducks Unlimited
 - Windom Fire Department Relief Association
 - Liquor License Renewal – Sunbowl
- Regular Bills

Motion by Byam second by Nelson approving the Consent Agenda. Motion carried 5 – 0.

5. Department Heads:

John Nelson, Liquor Store Manager, updated the Council on his Holiday Wine Tasting event. He noted 140 attendees and over 13 cases of wine ordered from the event.

Andy Spielman, Building & Zoning Official, stated on December 18th, at the Law Enforcement Center from 2-4 PM there will be a FEMA flood map update meeting for elected officials and community staff. Cottonwood County is being re-evaluated by FEMA and the DNR using digital

imaging and ground elevations using Lidar technology. An Open House Public Meeting from 5-7 PM will be held the same day at the Law Enforcement Center.

Drew Hage, Development Director, attended the recent Park & Recreation Commission meeting and said that TORO is seeking to lease the Northeast & Northwest parking lots at the Windom Recreation Area. The lease would be short-term (2-4 months) for approximately 50 trailers. TORO has agreed to purchase \$2,000 in gravel and pay an additional \$200 to the City of Windom to grade the area. Toro would be allowed to access the lots from 7AM – 9PM. The Park & Recreation Commission is recommending approval.

Motion by Byam second by Quade approving the Parking Lot Lease Agreement between TORO and the City with the hours of operations restriction. Motion carried 5 – 0.

6. Public Hearing – Miscellaneous Special Assessments:

Steve Nasby, City Administrator, provided an overview of the Special Assessment Procedure to Council noting a public hearing must be held in order to assess the property owner an unpaid billing for items like lawn mowing, snow removal, fire calls or nuisances.

Ray opened the Public Hearing at 6:38 PM.

No comments were received.

Ray closed the Public Meeting at 6:39 PM.

Council Member Grunig introduced the Resolution No. 2019-65, entitled "RESOLUTION ADOPTING AN ASSESSMENT ROLL FOR THE "2019 MISCELLANEOUS SPECIAL ASSESSMENTS"" and moved its adoption. The resolution was seconded by Nelson and on roll call vote: Yes: Byam, Grunig, Ray, Nelson, and Quade. No: None. Absent: None. Abstain: None. Resolution passed 5 - 0.

7. Resolutions Accepting Donations:

Emily Masters, Windom Area Health, said their mission is to promote health and wellness in the community and they are happy to contribute to the Tennis Court Project that promotes active living. Masters presented a \$10,000 check to the Council. Mayor Pro Tem Ray thanked Windom Area Health for the donation.

Council Member Grunig introduced the Resolution No. 2019-66, entitled "AUTHORIZATION TO ACCEPT DONATION FOR THE WINDOM RECREATION DEPARTMENT TENNIS COURT CONSTRUCTION" and moved its adoption. The resolution was seconded by Quade and on roll call vote: Yes: Grunig, Ray, Nelson, Quade and Byam. No: None. Absent: None. Abstain: None. Resolution passed 5 - 0.

Council Member Nelson introduced the Resolution No. 2019-67, entitled "AUTHORIZATION TO ACCEPT A DONATION FROM JUDITH HINTZE FOR THE WINDOM LIBRARY" and moved its adoption. The resolution was seconded by Grunig and on roll call vote: Yes: Ray, Nelson, Quade, Byam, and Grunig. No: None. Absent: None. Abstain: None. Resolution passed 5 - 0.

Council Member Nelson introduced the Resolution No. 2019-68, entitled "AUTHORIZATION TO ACCEPT A DONATION FROM TANYA SMITH FOR THE WINDOM POLICE DEPARTMENT" and moved its adoption. The resolution was seconded by Grunig and on roll call vote: Yes: Nelson, Quade, Byam, Grunig, and Ray. No: None. Absent: None. Abstain: None. Resolution passed 5 - 0.

8. Highway 60 Corridor Study Update:

Ronda Allis, MNDOT Planning Director, along with John Crawford, Consultant for KLJ Engineering, reviewed the plan for the Highway 60 Corridor Study. The following were noted:

- Complete road construction needed in the next 10-15 years
- Advisory meetings (including City/County staff) being held until November 2020
- Public engagement/discussions with businesses/property owners
- Existing and Future Conditions Analyses
- All modes of traffic considered
- Study Schedule and tasks completion timeline
- Traffic counts, turning requirements, accident information, speeds, etc.
- Public Open House slated for January 2020
- Systems study includes Highway 60 and sections of Highway 71/Highway 62
- Project website will provide updates and upcoming meetings

Grunig inquired about the intended goals for MNDOT to complete a study. Allis answered that a total reconstruction project costing up to \$7 million per mile would benefit with this informational study. The safety and efficient movement of all forms of traffic are considered with the community input. The study is not a pre-requisite, but recommended if it impacts a core of a community.

9. Refinancing 2012B Bond:

Todd Hagen, Municipal Advisor for Ehlers Associates, stated the refunding of the 2012B Bond is recommended due to low interest rates. Maturity extensions are not part of the refinancing. The projected savings are \$304,000 over the remaining years of the bond. This bond is a revenue bond that is payable solely from net revenues and an appropriation clause to support the repayments. Ehlers has had preliminary discussions with Robert W. Baird & Co. to underwrite the bond restructuring to maximize the available time to re-sell the bond. Hagen is recommending the Council approve a pricing committee to consider the proposal and award the sale of the Bonds on or about February 12, 2020. The Council will then meet on February 18th, 2020 to adopt the bond resolution and ratify the sale of the Bonds. The underwriting process can take an additional four months.

Council Member Byam introduced the Resolution No. 2019-69, entitled "Resolution Providing for the Sale of Approximately \$7,600,000 Communication System Annual Appropriation Refunding Bonds, Series 2020A" and moved its adoption. The resolution was seconded by Nelson and on roll call vote: Yes: Byam, Grunig, Nelson, Quade, and Ray. No: None. Absent: None. Abstain: None. Resolution passed 5 - 0.

Motion by Byam second by Nelson approving the Letter of Engagement with Robert W. Baird & Co. Inc and the City of Windom. Motion carried 5 - 0.

10. Planning & Zoning – Variance – Side Yard Setback – 616 10th Street:

Spielman presented a Planning Commission recommendation for a side yard setback variance at 616 10th Street. The property owner would like to construct an attached garage to the residence. The neighbor had concerns of drainage, but Planning and Zoning confirmed that this issue is located to the rear of the property and a garage would not impact this concern. The request is to reduce the side yard to 5 feet, which is ½ of the required footage. If approved, the property will be converted to a townhouse, and this variance would allow a second single garage for tenants. Parking on-site will also be increased as the circle drive will remain.

Grunig asked if this is setting precedence. Spielman replied that each variance application has certain criteria to be met if it is to be considered. This location meets the criteria; it is a fairly large home that can be converted into a 2-unit townhome and the side yard setback request is actually abutted to the neighbor's back yard.

Motion by Grunig second by Byam approving the Variance Application for 616 10th Street. Motion carried 5 – 0.

11. First Reading Ordinance No. 182 – Approving the Transfer of City-Owned Real Estate to EDA:

Hage stated the 3.6 acre parcel south of the Shopko building and north of the Guardian Inn is currently owned by the City of Windom. This is currently used for water retention. The EDA has worked with Wenck Engineering and it has been determined that property in the front and back portions of the parcel could be developed. The wetland area is in the center of the parcel and must be maintained. There is an interested party that would like to invest in this property and the EDA Board has requested to purchase the City-owned parcel for development.

Grunig voiced a concern over the volume of water the wetland area contains and if that would still be maintained. Hage said the EDA would still maintain the wetland area and could increase volume if needed.

Byam noted a potential conflict so he is abstaining from the vote.

Motion by Nelson second by Grunig approving the First Reading Ordinance No. 182 – Approving the Transfer of City-Owned Real Estate to EDA. Motion carried 4 – 0 – 1 (Byam abstaining).

Nelson inquired if the site has been explored, stating that years ago this location had junk vehicles and other items placed. Hage answered the soil samples collected did not show anything. The City of Windom would still be liable for any findings.

12. Cottonwood County Home Initiative Program:

Hage reviewed the current Cottonwood County Home Initiative Program. This program helped construct 15 homes in Cottonwood County (8 in Windom) by allowing tax abatement for 5 years on the increased value of real property. The program currently expires on December 31, 2019 and has added \$3,645,000 in estimated valuation to the corresponding communities. This value does not include the new apartment complex being built. Hage would like Council to consider a program extension of 3 years (January 1, 2020 to December 31, 2022) to encourage more community growth and development. He will coordinate with the County and School for their input and necessary extension agreements.

13. Decertification of TIF Districts:

Hage noted that TIF District 1-15 includes the Fulda Area Credit Union area and TIF District 1-17 includes the North Windom Industrial Park 1 area (west side). All obligations of both TIFs have been met and the EDA Board is recommending both districts be decertified.

Council Member Grunig introduced the Resolution No. 2019-70, entitled "RESOLUTION APPROVING THE DECERTIFICATION OF TAX INCREMENT FINANCING DISTRICT NO. 1-15" and moved its adoption. The resolution was seconded by Quade and on roll call vote: Yes: Quade, Byam, Grunig, Ray, and Nelson. No: None. Absent: None. Abstain: None. Resolution passed 5 - 0.

Council Member Quade introduced the Resolution No. 2019-71, entitled "RESOLUTION APPROVING THE DECERTIFICATION OF TAX INCREMENT FINANCING DISTRICT NO. 1-17" and moved its adoption. The resolution was seconded by Grunig and on roll call vote: Yes: Byam, Grunig, Nelson, Quade, and Ray. No: None. Absent: None. Abstain: None. Resolution passed 5 - 0.

Hage said the TIF districts were used to incentivize demolition, new construction and/or improvements. Both locations will be added back to the tax roll for City, County, and School.

14. Personnel Hiring Recommendations:

Ray explained that the Utility Commission and the Personnel Committee have recommended Glenn Lund be promoted to the Water\Wastewater Superintendent effective November 7, 2019. This position was recently vacated by Mike Haugen's retirement. Lund would be paid at Step 11 of the 2019 Supervisory Pay Plan with advancement to Step 12 upon successful completion of the six month probation period. If he is to be promoted, his position of Wastewater Foreman will be vacated and should be immediately posted internally as required by the union labor agreement.

Motion by Grunig second by Byam approving Glenn Lund for Water\Wastewater Superintendent effective November 7, 2019 at Step 11 of the 2019 Supervisory Pay Plan. Motion carried 5 - 0.

Motion by Grunig second by Nelson approving the internal posting for Wastewater Foreman. Motion carried 5 - 0.

15. Lutheran Social Service 2020 Site Agreement Renewal:

Nasby presented an overview of the program that is in place with Lutheran Social Services and the City of Windom Community Center. The Center has been used for Senior Dining and Meals on Wheels programs. The City has had a partnership with the City of Windom for years and both parties would like to continue for the next year.

Motion by Byam second by Quade approving the Lutheran Social Service Site Agreement for 2020 with the City of Windom. Motion carried 5 - 0.

16. Resolution Appointing Election Judges:

Nasby said that new legislation has added a Presidential Primary election in March of 2020. This additional election will require election judges be appointed. The listing presented is a master list

Preliminary

from the prior election and is subject for revisions based on the needs and times of the Presidential Primary Election. The judges will also then be appointment for the Primary and General Elections that will take place on August 11, 2020 and November 3, 2020.

Council Member Grunig introduced the Resolution No. 2019-72, entitled " A RESOLUTION APPOINTING ELECTION JUDGES FOR THE FORTHCOMING PRESIDENTIAL PRIMARY, PRIMARY AND GENERAL ELECTION IN 2020" and moved its adoption. The resolution was seconded by Quade and on roll call vote: Yes: Grunig, Byam, Quade, Ray, and Nelson. No: None. Absent: None. Abstain: None. Resolution passed 5 - 0.

17. New Business:

None.

18. Old Business:

None.

19. Council Comments:

Byam will be promoting the Windom Foundation beginning in January. He asked the public to shop locally. He noted his recent attendance to the Coalition of Greater Minnesota Cities was informative. Byam learned there are many other communities that are going through similar struggles, but Windom is in a better financial position due to the grants received for the Wastewater Treatment Facility. Byam would like to see a strategic planning session scheduled.

20. Adjournment:

Mayor Pro Tem Ray adjourned the meeting by unanimous consent at 7:46 p.m.

JoAnn Ray, Mayor Pro Tem

Attest: _____
Steve Nasby, City Administrator

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

October 9, 2019 at 4:00pm

A regular meeting of the Board of Directors was held on October 9, 2019 at the Hillside Manor Community Room. Board Members present: Linda Jaakola, Margaret McDonald, Dan Molitor and Tom White. Also present was: Executive Director, Connie Clausen, Operations Manager, Linda Loewen and City Liaison, Rod Byam. Absent was Board Member, Pam Dobson.

The Regular Board Meeting was called to order at 4:01 pm with the consent agenda approved (White/McDonald) which included minutes from the previous meeting, the agenda, balance report and bills report.

Scheduled Guests: None

Old Business consisted of:

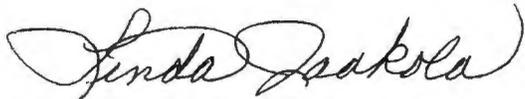
1. The Executive Director presented an update on the monthly turnaround rate. Since 04/01/19, we've had 14 unit turns at an average rate of 7.15 days. The Executive Director also presented Fee Accountant reports from August.
2. The Executive Director gave an update on Maintenance Projects. There was a leak on the 5th floor at Riverview. A boom was rented and maintenance staff was able to make repairs by caulking the window ledge on the 5th floor. They are also caulking around the AC boxes at Hillside.
3. The Executive Director gave an update on the Hillside Parking Lot Project. We received a final pay request from Bolton & Menk for A&E services in the amount of \$891.00. A motion was made to approve the pay request from CFP18. (White/Molitor) We also received a final pay request from Nielsen Concrete for the Hillside Parking Lot Project in the amount of \$73,915.00. After some discussion, a motion was made to approve the pay request with \$19,408.00 from CFP17, \$46,086 from CFP18 and \$8,421.00 out of operating funds. (White/Molitor)
4. The Executive Director gave an update on the HS Boiler Backup Project. A contract has been signed with Elite and work is scheduled to be completed by 10/31/2019.
5. The Executive Director gave an update on the HS Gutter heat Tape Project. A contract has been signed with Ron's Electric. This project is also scheduled to be completed by 10/31/19 depending on weather.
6. The Executive Director gave an update on the utility analysis study that is in process. SM Engineering has found \$7,385.90 in sales tax that was paid in error. This amount will be split 50/50 with SM Engineering per the contract.
7. Staff Training was held on 9/24/2019. The topic was REAC Inspection changes. The HRA has volunteered as a test site for the new Nspire REAC inspection protocol. We are waiting to hear if we've been selected.
8. Auditors with Abdo, Eick & Meyers will be in-house on 10/16/19 to complete testing for the FYE 3/31/19 annual audit.
9. The Executive Director reported that Riverview was chosen as part of the legislative funding tour. We had about 25 legislatures in the building to learn about the RV Wall Project from 2016/2017 which was partially funded by a POHP grant.
10. The Executive Director reported on the Redevelopment discussion we've been having the past couple of months. After some discussion, it was decided to come up with a rehabilitation loan program for home owners in the City of Windom similar to our existing rental rehab loan program.

New Business consisted of:

1. The Executive Director gave an update for the Jackson HRA. New notices are being sent for existing MN Revenue Recapture debts. The Hot Water Heating Venting Project is scheduled to be completed by 10/31/2019. The RAD Conversion is on hold. RFP's are going out for auditing services.
2. The Executive Director reported that Hartford Insurance will be here on 10/24/2019 to do boiler inspections.

3. Both the Executive Director and Operations Manager will be going to Financial Training with Hawkins Ash Accounting in LaCrosse, WI on 10/22/2019-10/23/2019.
4. The Executive Director reported on a proposed change to the Windom Cable TV. She has contacted the cable provider and was informed that it will be going to an internet-based system sometime next year. We will continue to do some research and follow-up.
5. The Executive Director gave an update on HUD and other reporting. (J) FYE 9/30/2019 Preparing REAC unaudited submission, MN Revenue Recapture corrections-resending notices, Annual Employee Reviews (J & W) Semi-Annual labor Standards Report, Spears Reporting, EIV Semi-Annual Certification.
6. The Executive Director reported that the HS Liaison position has been posted in both buildings until 11/1/2019. Nominations will be reviewed at the November board meeting.
7. Resident Christmas parties will be held on 12/9/2019 at HS and 12/10/2019 at RV. We will once again be serving a catered meal at both locations.
8. The meeting was closed to discuss Personnel/Management Agreement at 4:50 pm (Molitor/McDonald) and reopened at 5:18 pm (Molitor/White).
9. Upcoming board meetings will be November 13th (RV) and December 11th (HS).

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



Linda Jaakola, Chairman



Connie Clausen, Executive Director

UTILITY COMMISSION MINUTES

Windom Council Chamber

November 19, 2019

Call Meeting to Order: The Utility Commission meeting was called to order at 10:00 a.m.

Members Present: Utility Commission Chairperson: Mike Schwalbach

Members Present: Tom Riordan

Member Absent: Glen Francis

City Council Liaison: Marv Grunig

Staff Present Glenn Lund, Wastewater Foreman; Jason Sykora, Electric Superintendent; Chelsie Carlson, Finance Director and Steve Nasby, City Administrator

APPROVE MINUTES

Motion by Riordan second by Schwalbach to approve the October 23, 2019 minutes. Motion carried 2-0.

ELECTRIC ITEMS

MRES Electric Rate Study Proposal

Missouri River Energy Services (MRES) submitted a proposal for a retail electric rate study. The fee for the proposal is \$15,500. The fee will be directly paid by Central Municipal Power Agency (CMPAS). The rate study will begin first quarter of 2020.

Motion by Riordan second by Schwalbach to accept MRES Electric Rate Study proposal as presented. Motion carried 2-0.

Hospital MOU for Backup Power

The Commission packet included a draft Memorandum of Understanding with Windom Area Health and the City of Windom Electric Department. The purpose of the MOU is to identify the roles of each party in supplying electrical power to the WAH as they relate to its disaster plan in the event of loss of normally supplied transmission power and WAH generator failure. In particular, this MOU is intended to provide an additional backup power source to the WAH generator in the event of it failing. The Commission will discuss further at a future meeting.

Small Solar Field Storage for Hospital

The Commission packet included a cost analysis provided by Werner Electric for creating a Small Solar Field for Windom Area Hospital. The Commission will discuss further at a future meeting.

Other Electric Items

None

WATER\WASTEWATER ITEMS

Water Rates Review

Staff presented a Water Fund analysis looking at future cash flow from revenues and expenses to determine future rate changes needed. The goal of the Commission is to have one year of operating expenses as cash reserve in the Water Fund. Staff looked at fund balance growth with a 1% increase for 3 years as well as a 2% increase for 3 years.

Motion by Riordan, second by Schwalbach to increase Water Rates 1% for 2020, 2021, and 2022. Riordan amended his motion, Schwalbach second to increase Water Rates 2% for 2020, 1% for 2021, and 1% for 2022. Motion approved 2-0.

WWTP Basement Floor Repair

The Commission received a letter from Kelly Yahnke, Bolton & Menck, Inc. regarding the Wastewater Treatment Facilities Control Building Basement floor that was uplifted in May due to site high ground water. Gridor Construction submitted a proposal for removal and replacement of the floor with a cost estimate of \$113,900. An insurance claim has been submitted to the League of MN Cities to see the amount covered by insurance. The Commission will discuss further at a future meeting.

Other Water/Wastewater Items

Nasby informed the Commission of future changes coming for the 2020 street project. More details will be provided for approval at a future meeting.

City Staff is applying for a FEMA Hazard Mitigation grant to obtain a permanent standby power generator to provide backup power for the City well field located at Cottonwood Lake Drive/Lakeview Ave and 16th Street. The approximate cost of the project is \$75,000 and the City share would be 25%.

U.S. Geological Survey is interested in placing long-term monitoring wells in Windom. This would require ongoing maintenance and reporting to USGS by City staff. Nasby inquired if the Commission is interested in pursuing this partnership with USGS. More information will be presented at a future meeting.

FEMA is interested in placing a prediction flood gauge near the Windom golf course. The annual City cost would be roughly \$6,000. Nasby is looking into cost sharing opportunities with other entities.

REGULAR BILLS

Motion by Schwalbach, second by Riordan to approve the regular bills in the packet. Motion Passed 2-0.

NEW BUSINESS

Next meeting date is to be determined.

OLD BUSINESS

None

ADJOURN

Schwalbach adjourned the meeting at 10:30 am

Informational Updates Provided:

Water/Wastewater staff discussed properties that have connected sump pumps to the sanitary sewer system to prevent safety hazards during the winter months. Kelly Yahnke, Bolton & Menck, Inc. indicated this would not cause an issue with the sewer system during the winter when the load is lighter. The Commission concurs with allowing this activity during the winter months for safety reasons. Lund will compile a list of addresses and look into tracking this information within the utility billing system.

Nasby informed the Commission of the Council agenda item to approve the promotion of Glenn Lund to Water/Wastewater Superintendent starting at Step 11 on the pay scale with the possibility of moving to Step 12 after 6 months. Upon approval of Lund's promotion by Council, an Internal Posting will be done to fill the Wastewater Foreman position.

Mike Schwalbach, Chairperson

Attest: _____
Steve Nasby, City Administrator

LG220 Application for Exempt Permit

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

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

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

Application Fee (non-refundable)

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

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

ORGANIZATION INFORMATION

Organization Name: Des Moines Valley Chapter of MN. Deer Hunters Assoc. Previous Gambling Permit Number: X-03906

Minnesota Tax ID Number, if any: 4326991 Federal Employer ID Number (FEIN), if any: 41-1390958

Mailing Address: 40947 270th St.

City: Lamberton State: MN Zip: 56152 County: Cottonwood

Name of Chief Executive Officer (CEO): Mihcael Osland

CEO Daytime Phone: 507-822-3755 CEO Email: osland.michael@gmail.com
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): _____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

- Fraternal Religious Veterans Other Nonprofit Organization

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

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

- A current calendar year Certificate of Good Standing**
Don't have a copy? Obtain this certificate from:
MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103
Secretary of State website, phone numbers:
www.sos.state.mn.us
651-296-2803, or toll free 1-877-551-6767
- IRS income tax exemption (501(c)) letter in your organization's name**
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.
- IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**
If your organization falls under a parent organization, attach copies of both of the following:
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Business Arts and Recreation Center

Physical Address (do not use P.O. box): 1012 5th Ave Windom, MN 56101

Check one:
 City: Windom Zip: 56101 County: Cottonwood
 Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): 2/29/2020

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

- Bingo Paddlewheels Pull-Tabs Tipboards Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection

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

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

- The application is acknowledged with no waiting period.
- The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).
- The application is denied.

Print City Name: Windom

Signature of City Personnel: _____

Title: _____ Date: _____

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

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

- The application is acknowledged with no waiting period.
- The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.
- The application is denied.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)

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

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature: *Michael Osland* Date: 11/14/19
(Signature must be CEO's signature; designee may not sign)

Print Name: Michael Osland

REQUIREMENTS

Complete a separate application for:

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

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

Financial report to be completed within 30 days after the gambling activity is done:

A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

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

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

- _____ a copy of your proof of nonprofit status; and
- _____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

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

Questions?

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

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the

application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-

ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.



Windom, MN

Expense Approval Report By Fund

Payment Dates 11162019 - 11292019

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL					
FRANK MEJIA	20191119	11/19/2019	REFUND - STATEMENT CREDIT	100-20191	6.71
EMMA H KNOTSON	20191119	11/19/2019	REFUND - STATEMENT CREDIT	100-20191	12.47
PAT NELSON	20191119	11/19/2019	REFUND - STATEMENT CREDIT	100-20191	6.81
VITO GIARRUSSO	20191119	11/19/2019	REFUND - STATEMENT CREDIT	100-20191	17.36
MAURA GONZALEZ	20191119	11/19/2019	REFUND - STATEMENT CREDIT	100-20191	44.15
					87.50
Activity: 41110 - Mayor & Council					
SECR REV FUND/CITY OF WD	20191125	11/25/2019	PETTY CASH - NOV 2019	100-41110-200	5.00
COALITION OF GREATER MN C	20191120	11/25/2019	2019 CGMC FALL CONF-ALEX	100-41110-308	175.00
STEVE NASBY	20191114	11/19/2019	EXPENSE - FALL CONF	100-41110-331	62.40
CONVENT. & VISITOR BUREAU	20191127	11/27/2019	LODGING TAX - RED CARPET I	100-41110-491	663.22
CONVENT. & VISITOR BUREAU	20191127A	11/27/2019	LODGING TAX - GUARDIAN IN	100-41110-491	1,370.92
CONVENT. & VISITOR BUREAU	20191127B	11/27/2019	LODGING TAX - AMERICINN	100-41110-491	2,950.26
					Activity 41110 - Mayor & Council Total:
					5,226.80
Activity: 41310 - Administration					
NCPERS MINNESOTA	844600122019	11/25/2019	INSURANCE #844600 - DEC. 2	100-41310-133	80.00
SECR REV FUND/CITY OF WD	20191125	11/25/2019	PETTY CASH - NOV 2019	100-41310-200	4.25
SECR REV FUND/CITY OF WD	20191125	11/25/2019	PETTY CASH - NOV 2019	100-41310-200	20.00
INDOFF, INC	3306057	10/29/2019	SUPPLIES	100-41310-200	52.87
MANTRONICS MAILING SYSTE	43577	11/13/2019	SERVICE CONTRACT	100-41310-200	44.00
FURTHER (Select Account)	1423063	11/25/2019	PARTICIPANT FEE	100-41310-217	170.05
TOSHIBA FINANCIAL SERVICES	398506220	11/20/2019	COPIER LEASE 10/20 - 11/20	100-41310-217	31.13
RITA HACKER -CREATIVE DESI	711	11/19/2019	CITY OFFICE - CLOTHING	100-41310-218	213.00
COALITION OF GREATER MN C	20191120	11/25/2019	2019 CGMC FALL CONF-ALEX	100-41310-308	175.00
SECR REV FUND/CITY OF WD	20191125	11/25/2019	PETTY CASH - NOV 2019	100-41310-322	0.61
SECR REV FUND/CITY OF WD	20191125	11/25/2019	PETTY CASH - NOV 2019	100-41310-322	4.39
SECR REV FUND/CITY OF WD	20191125	11/25/2019	PETTY CASH - NOV 2019	100-41310-322	3.66
CHELSIE CARLSON	20191119	11/19/2019	SERVICE - RIVER BEND LIQ	100-41310-331	63.80
					Activity 41310 - Administration Total:
					862.76
Activity: 41910 - Building & Zoning					
NCPERS MINNESOTA	844600122019	11/25/2019	INSURANCE #844600 - SEPT 2	100-41910-133	24.00
CENTURY BUSINESS PRODUCT	494139	11/13/2019	SUPPLIES	100-41910-200	25.87
					Activity 41910 - Building & Zoning Total:
					49.87
Activity: 41940 - City Hall					
COLE PAPERS INC.	9604113	11/08/2019	SUPPLIES #84948900	100-41940-211	72.01
COLE PAPERS INC.	9604114	11/08/2019	#84948900 - SUPPLIES	100-41940-211	101.97
MN ENERGY RESOURCES	20191113A	11/19/2019	#0505105084-00001	100-41940-383	245.16
HOMETOWN SANITATION SER	0000347176	11/01/2019	GARBAGE SERVICE - CITY HAL	100-41940-384	89.28
KRI - KATO ROOFING, INC.	20535	11/26/2019	MAINTENANCE	100-41940-406	832.06
SECR REV FUND/CITY OF WD	20191125	11/25/2019	PETTY CASH - NOV 2019	100-41940-409	5.65
ELECTRIC FUND	343	11/13/2019	RL - CITY HALL	100-41940-409	3.64
					Activity 41940 - City Hall Total:
					1,349.77
Activity: 42120 - Crime Control					
NCPERS MINNESOTA	844600122019	11/25/2019	INSURANCE #844600 - SEPT 2	100-42120-133	144.00
INDOFF, INC	3282719	11/19/2019	CREDIT - SUPPLIES	100-42120-200	-6.15
WINDOM AREA HEALTH	306531672	11/19/2019	SERVICE #30005319	100-42120-305	40.00
LOUIS NORELL	20191106	11/25/2019	EXPENSE - K9 FIRST AID TRAIN	100-42120-308	157.50
SECR REV FUND/CITY OF WD	20191125	11/25/2019	PETTY CASH - NOV 2019	100-42120-322	7.35
SECR REV FUND/CITY OF WD	20191125	11/25/2019	PETTY CASH - NOV 2019	100-42120-322	5.71
SECR REV FUND/CITY OF WD	20191125	11/25/2019	PETTY CASH - NOV 2019	100-42120-322	55.00
ALPHA WIRELESS - MANKATO	698522	11/25/2019	SERVICE - AUG 2019	100-42120-323	108.00
LANGUAGE LINE SERVICES, IN	4686602	11/19/2019	#9020909031 - SERVICE	100-42120-327	12.57

Expense Approval Report

Payment Dates: 11162019 - 11292019

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
WINDOM QUICK PRINT	19240	11/19/2019	SUPPLIES	100-42120-350	206.45
LEAGUE OF MN CITIES INS TR	5393	11/27/2019	CLAIM LMC GL 94695 - K-9	100-42120-361	1,000.00
TOSHIBA FINANCIAL SERVICES	398506220	11/20/2019	COPIER LEASE 10/20 - 11/20	100-42120-404	15.57
SCB PUBLIC FINANCE	#40049-01/5-60 12-14	11/25/2019	LEASE #40049-01/5-60	100-42120-419	1,054.07
Activity 42120 - Crime Control Total:					2,800.07
Activity: 42220 - Fire Fighting					
AMERIPRIDE SERVICES INC.	2801094575	11/13/2019	#280001722 - SERVICE	100-42220-211	24.23
MUNICIPAL EMERGENCY SER	IN1390915	11/08/2019	MATERIALS & EQUIPMENT #C	100-42220-215	889.30
HEIMAN FIRE EQUIP. CO	0884118-IN	11/19/2019	#0006074 - CLOTHING	100-42220-218	96.61
MN ENERGY RESOURCES	20191106B	11/19/2019	#0616354678-00001	100-42220-383	293.54
HOMETOWN SANITATION SER	0000347216	11/08/2019	GARBAGE SERVICE - EMB BLD	100-42220-384	44.10
TOSHIBA FINANCIAL SERVICES	398506220	11/20/2019	COPIER LEASE 10/20 - 11/20	100-42220-404	24.91
KULSETH LAWN LANDSCAPE	1152	11/19/2019	SNOW REMOVAL - ESF BUILDI	100-42220-406	1,275.00
Activity 42220 - Fire Fighting Total:					2,647.69
Activity: 43100 - Streets					
NCPERS MINNESOTA	844600122019	11/25/2019	INSURANCE #844600 - SEPT 2	100-43100-133	80.00
WILLIAMSON SUPPLY	8234	11/13/2019	SUPPLIES	100-43100-217	80.15
LOCATORS & SUPPLIES, INC	0280589-IN	11/05/2019	SUPPLIES	100-43100-218	732.74
MATHESON TRI-GAS, INC.	20756372	11/26/2019	SMALL TOOLS	100-43100-241	10.50
HOMETOWN SANITATION SER	0000347177	11/05/2019	GARBAGE SERVICE - STREET D	100-43100-384	88.98
LAMPERTS YARDS, INC.	296715	11/19/2019	#LA3902020 - MAINTENANCE	100-43100-402	21.72
MILLS & MILLER, INC	20237	11/27/2019	MAINTENANCE	100-43100-404	2,083.10
PRAXAIR DISTRIBUTION INC	92849518	11/19/2019	MAINTENANCE	100-43100-404	180.95
Activity 43100 - Streets Total:					3,278.14
Activity: 45120 - Recreation					
TOSHIBA FINANCIAL SERVICES	398506220	11/20/2019	COPIER LEASE 10/20 - 11/20	100-45120-217	15.57
Activity 45120 - Recreation Total:					15.57
Activity: 45202 - Park Areas					
NCPERS MINNESOTA	844600122019	11/25/2019	INSURANCE #844600 - SEPT 2	100-45202-133	16.00
HOMETOWN SANITATION SER	0000347178	11/05/2019	GARBAGE SERVICE - SQUARE	100-45202-384	48.99
Activity 45202 - Park Areas Total:					64.99
Fund 100 - GENERAL Total:					16,383.16
Fund: 211 - LIBRARY					
Activity: 45501 - Library					
NCPERS MINNESOTA	844600122019	11/25/2019	INSURANCE #844600 - SEPT 2	211-45501-133	16.00
SECR REV FUND/CITY OF WD	20191125	11/25/2019	PETTY CASH - NOV 2019	211-45501-200	8.94
TOSHIBA FINANCIAL SERVICES	398506220	11/20/2019	COPIER LEASE 10/20 - 11/20	211-45501-217	7.78
SECR REV FUND/CITY OF WD	20191125	11/25/2019	PETTY CASH - NOV 2019	211-45501-322	11.00
SECR REV FUND/CITY OF WD	20191125	11/25/2019	PETTY CASH - NOV 2019	211-45501-322	6.04
SECR REV FUND/CITY OF WD	20191125	11/25/2019	PETTY CASH - NOV 2019	211-45501-322	5.50
SECR REV FUND/CITY OF WD	20191125	11/25/2019	PETTY CASH - NOV 2019	211-45501-322	4.08
MN ENERGY RESOURCES	20191106A	11/19/2019	#0504542703-00001	211-45501-383	246.94
THE GLOBE	#177925082 11-19-19	11/19/2019	#177925082 - SUBSCRIPTION	211-45501-433	113.88
MICROMARKETING, LLC	792837	11/19/2019	#9985 - BOOKS	211-45501-435	129.97
Activity 45501 - Library Total:					550.13
Fund 211 - LIBRARY Total:					550.13
Fund: 225 - AIRPORT					
Activity: 45127 - Airport					
SOUTHWEST MN BROADBAN	#886 11-15-19	11/19/2019	SERVICE #886	225-45127-321	32.11
SMITH AUTOMOTIVE CO	034731	11/27/2019	MAINTENANCE - AIRPORT CA	225-45127-404	82.65
Activity 45127 - Airport Total:					114.76
Activity: 49950 - Capital Outlay					
SEH	376038	11/13/2019	#6931 - WINDOM 2019 HANG	225-49950-500	18,550.00
Activity 49950 - Capital Outlay Total:					18,550.00
Fund 225 - AIRPORT Total:					18,664.76

Expense Approval Report

Payment Dates: 11162019 - 11292019

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount	
Fund: 230 - POOL						
Activity: 45124 - Pool						
TOSHIBA FINANCIAL SERVICES	398506220	11/20/2019	COPIER LEASE 10/20 - 11/20	230-45124-217	7.78	
					Activity 45124 - Pool Total:	7.78
					Fund 230 - POOL Total:	7.78
Fund: 235 - AMBULANCE						
Activity: 42153 - Ambulance						
MANTRONICS MAILING SYSTE	43577	11/13/2019	SERVICE CONTRACT	235-42153-200	44.00	
PRAXAIR DISTRIBUTION INC	9259888	11/13/2019	#71709956 - OPERATING SUP	235-42153-217	497.80	
LYNNE ELSTON	20191119	11/19/2019	EXPENSE - CLOTHING	235-42153-218	59.99	
VERIZON WIRELESS	9841682850	11/19/2019	#986701203-00001 - TELEPH	235-42153-321	82.04	
EXPERT T BILLING	6313	11/08/2019	SERVICE	235-42153-326	2,352.00	
TIM HACKER	20191105	11/05/2019	EXPENSE - AMBULANCE	235-42153-334	33.81	
ROBIN SHAW	20191119	11/19/2019	EXPENSE - AMBULANCE	235-42153-334	10.03	
DONNA MARCY	20191119	11/19/2019	EXPENSE - AMBULANCE	235-42153-334	16.63	
BUCKWHEAT JOHNSON	20191119	11/19/2019	EXPENSE - AMBULANCE	235-42153-334	84.83	
TIM HACKER	20191119	11/19/2019	EXPENSE - AMBULANCE	235-42153-334	16.97	
JUSTIN HARRINGTON	20191119	11/19/2019	EXPENSE - AMBULANCE	235-42153-334	67.16	
MN ENERGY RESOURCES	20191106B	11/19/2019	#0616354678-00001	235-42153-383	195.70	
HOMETOWN SANITATION SER	0000347216	11/08/2019	GARBAGE SERVICE - EMB BLD	235-42153-384	29.40	
P.M. REPAIR & DETAILING	10810	11/19/2019	SERVICE - #29	235-42153-405	481.41	
P.M. REPAIR & DETAILING	10814	11/19/2019	SERVICE - #27	235-42153-405	94.77	
ARROW MANUFACTURING IN	5483	11/25/2019	INSURANCE CLAIM - AMBULA	235-42153-405	24,548.00	
ARROW MANUFACTURING IN	5493	11/19/2019	MAINTENANCE #27	235-42153-405	537.88	
KULSETH LAWN LANDSCAPE	1152	11/19/2019	SNOW REMOVAL - ESF BUILDI	235-42153-406	850.00	
AMERIPRIDE SERVICES INC.	2801094575	11/13/2019	#280001722 - SERVICE	235-42153-406	16.16	
EMS CUSTOM EDUCATION LL	1143	11/25/2019	EL -NEW COMM SERVICE 3P	235-42153-435	325.00	
					Activity 42153 - Ambulance Total:	30,343.58
					Fund 235 - AMBULANCE Total:	30,343.58
Fund: 250 - EDA GENERAL						
Activity: 46520 - EDA						
NCPERS MINNESOTA	844600122019	11/25/2019	INSURANCE #844600 - SEPT 2	250-46520-133	24.00	
MANTRONICS MAILING SYSTE	43577	11/13/2019	SERVICE CONTRACT	250-46520-200	44.00	
CENTURY BUSINESS PRODUCT	494139	11/13/2019	SUPPLIES	250-46520-200	51.72	
COALITION OF GREATER MN C	20191120	11/25/2019	2019 CGMC FALL CONF-ALEX	250-46520-308	175.00	
STEVE NASBY	20191114	11/19/2019	EXPENSE - FALL CONF	250-46520-331	126.68	
DREW HAGE	20191121	11/26/2019	EXPENSE - TOUR OF WGTN H	250-46520-331	41.18	
DREW HAGE	20191121	11/26/2019	EXPENSE - TOUR OF WGTN H	250-46520-334	12.43	
GREATER MN PARTNERSHIP	20191126	11/26/2019	2020 MEMBERSHIP DUES - WI	250-46520-433	500.00	
EDAM	20191126	11/26/2019	2020 ORGANIZATION MEMBE	250-46520-433	295.00	
					Activity 46520 - EDA Total:	1,270.01
					Fund 250 - EDA GENERAL Total:	1,270.01
Fund: 254 - NORTH IND PARK						
Activity: 46520 - EDA						
MICKY MASTERS	20191109	11/19/2019	MOWING	254-46520-406	140.00	
					Activity 46520 - EDA Total:	140.00
					Fund 254 - NORTH IND PARK Total:	140.00
Fund: 277 - TIF 1-22 CEMSTONE						
Activity: 46530 - TIF Districts						
DGR ENGINEERING	00237463	11/11/2019	PROJ 369202.00 - S COTTON	277-46530-592	2,442.50	
					Activity 46530 - TIF Districts Total:	2,442.50
					Fund 277 - TIF 1-22 CEMSTONE Total:	2,442.50
Fund: 308 - 2020 STREET PROJECT						
Activity: 41000 - General Government						
DGR ENGINEERING	00237458	11/19/2019	PROJ 369018.00 - 2020 STREE	308-41000-303	32,674.30	

Expense Approval Report

Payment Dates: 11162019 - 11292019

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
COTTONWOOD CO AUD/TREA	2020 ST PROJ	11/19/2019	2020 STREET PROJECT	308-41000-480	19.60
				Activity 41000 - General Government Total:	32,693.90
				Fund 308 - 2020 STREET PROJECT Total:	32,693.90
Fund: 401 - GENERAL CAPITAL PROJECTS					
Activity: 49950 - Capital Outlay					
MN STATE TREASURER'S OFFI	WD14030439	11/19/2019	FORFEITURE: JOHNATHAN D.	401-49950-501	190.00
MN STATE TREASURER'S OFFI	WD19040364	11/19/2019	FORFEITURE: ROD C. PETERSO	401-49950-501	150.00
MN STATE TREASURER'S OFFI	WD19040366	11/19/2019	FORFEITURE: ANTHONY D. PE	401-49950-501	280.00
MN STATE TREASURER'S OFFI	WD19040367	11/19/2019	FORFEITURE: BRANDON L. JA	401-49950-501	160.00
WDR - DEPUTY REGISTRAR #5	20191119	11/19/2019	HOT BOX RECLAIMER W/TRAI	401-49950-503	1,535.61
KLJ - KADRMAS, LEE & JACKSO	20191125	11/25/2019	HWY 60 STUDY	401-49950-503	8,347.41
TOWMASTER	421710	11/13/2019	EQUIPMENT	401-49950-503	25,655.00
DGR ENGINEERING	00237457	11/19/2019	PROJ 369017.00 - CITY TENNI	401-49950-504	1,047.60
KOLANDER TREE SERVICE	2283	11/19/2019	STORM DAMAGE- TREES/BRA	401-49950-505	550.00
				Activity 49950 - Capital Outlay Total:	37,915.62
				Fund 401 - GENERAL CAPITAL PROJECTS Total:	37,915.62
Fund: 601 - WATER					
CORE & MAIN LP	L479879	11/25/2019	INVENTORY	601-14200	225.57
CORE & MAIN LP	L513040	11/25/2019	INVENTORY	601-14200	623.80
					849.37
Activity: 49400 - Water					
NCPERS MINNESOTA	844600122019	11/25/2019	INSURANCE #844600 - SEPT 2	601-49400-133	16.00
MANTRONICS MAILING SYSTE	43577	11/13/2019	SERVICE CONTRACT	601-49400-200	44.00
HAWKINS, INC	4607506	10/30/2019	CHEMICALS	601-49400-216	3,582.01
GOPHER STATE ONE CALL	9100833	10/31/2019	SERVICE	601-49400-321	27.34
INNOVATIVE SYSTEMS LLC	45649	11/08/2019	POSTAGE	601-49400-322	222.09
HP DATAONE, LLC	20191126	11/26/2019	PAYMENT #11 IN 2019	601-49400-326	1,328.13
INNOVATIVE SYSTEMS LLC	45366	11/01/2019	NOV 2019-BILLING SOFTWARE	601-49400-326	517.50
INNOVATIVE SYSTEMS LLC	45406	11/01/2019	NOV 2019 - BILLING SYSTEM	601-49400-326	760.50
INNOVATIVE SYSTEMS LLC	45649	11/08/2019	PROCESSING	601-49400-326	182.00
INNOVATIVE SYSTEMS LLC	45649	11/08/2019	INSERTS	601-49400-350	85.68
MN ENERGY RESOURCES	20191111	11/19/2019	#0505923431-00001	601-49400-383	534.82
WENCK ASSOCIATES, INC.	11907806	11/19/2019	PROJ 0045-01 WINDOM LAN	601-49400-386	1,759.80
TOSHIBA FINANCIAL SERVICES	398506220	11/20/2019	COPIER LEASE 10/20 - 11/20	601-49400-404	31.13
				Activity 49400 - Water Total:	9,091.00
				Fund 601 - WATER Total:	9,940.37
Fund: 602 - SEWER					
BOLTON & MENK, INC.	0241269	11/19/2019	WINDOM-WWTF IMPROVEM	602-16200	26,268.00
GRIDOR CONSTRUCTION, INC.	20191108	11/08/2019	WASTEWATER TREATMENT FA	602-16200	1,078,671.00
AMERICAN ENGINEERING TES	808925	11/19/2019	PROJ: 2018 WWTF IMPROVE	602-16200	4,088.00
					1,109,027.00
Activity: 49450 - Sewer					
NCPERS MINNESOTA	844600122019	11/25/2019	INSURANCE #844600 - SEPT 2	602-49450-133	64.00
MANTRONICS MAILING SYSTE	43577	11/13/2019	SERVICE CONTRACT	602-49450-200	44.00
MN VALLEY TESTING	1002260	11/05/2019	TESTING	602-49450-310	244.80
MN VALLEY TESTING	1002268	11/05/2019	TESTING	602-49450-310	158.40
MN VALLEY TESTING	1003011	11/05/2019	TESTING	602-49450-310	244.80
MN VALLEY TESTING	1003314	11/08/2019	TESTING	602-49450-310	158.40
GOPHER STATE ONE CALL	9100833	10/31/2019	SERVICE	602-49450-321	27.34
INNOVATIVE SYSTEMS LLC	45649	11/08/2019	POSTAGE	602-49450-322	222.07
HP DATAONE, LLC	20191126	11/26/2019	PAYMENT #11 IN 2019	602-49450-326	1,328.12
INNOVATIVE SYSTEMS LLC	45366	11/01/2019	NOV 2019-BILLING SOFTWARE	602-49450-326	517.50
INNOVATIVE SYSTEMS LLC	45406	11/01/2019	NOV 2019 - BILLING SYSTEM	602-49450-326	760.50
INNOVATIVE SYSTEMS LLC	45649	11/08/2019	PROCESSING	602-49450-326	182.00
INNOVATIVE SYSTEMS LLC	45649	11/08/2019	INSERTS	602-49450-350	85.68
MN ENERGY RESOURCES	20191111A	11/19/2019	#0504488160-00001	602-49450-383	50.79
MN ENERGY RESOURCES	20191113	11/19/2019	#0506746718-00001	602-49450-383	18.00
HOMETOWN SANITATION SER	0000347180	11/01/2019	GARBAGE SERVICE - WASTE	602-49450-384	89.98

Expense Approval Report

Payment Dates: 11162019 - 11292019

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
TOSHIBA FINANCIAL SERVICES	398506220	11/20/2019	COPIER LEASE 10/20 - 11/20	602-49450-404	24.91
ELECTRIC FUND	120 - STREET	11/27/2019	STREET - SEWER	602-49450-405	22.43
ELECTRIC FUND	121 - STREET	11/27/2019	STREET - SEWER	602-49450-405	39.74
SCOTT VEENKER	26241	11/19/2019	SERVICE	602-49450-408	60.00
JOSEPH JOHN ROSENHAMME	20191110	11/27/2019	SERVICE - SLUDGE HAULING	602-49450-446	12,175.00

Activity 49450 - Sewer Total: 16,518.46

Fund 602 - SEWER Total: 1,125,545.46

Fund: 604 - ELECTRIC

ELECTRIC FUND	20191119	11/19/2019	CAPITALIZED LABOR - CIRCUIT	604-16300	6,902.97
ELECTRIC FUND	351	11/25/2019	EL - CASH CUSTOMER ALLIAN	604-16300	11,477.31
ELECTRIC FUND	353	11/27/2019	EL - NEW COMM SERVICE 3P-	604-16300	5,172.08
ELECTRIC FUND	355	11/25/2019	EL - CONSTRUCT NEW #2-CIRC	604-16300	1,187.86
ELECTRIC FUND	356	11/25/2019	EL - CONSTRUCT #1-CIRCUIT 6	604-16300	1,381.85
MARIA RODRIGUEZ	20191119	11/19/2019	REFUND - BALANCE OF UTILIT	604-22000	94.31
MARIO JOSE	20191119	11/19/2019	REFUND - UTILITY PREPAYME	604-22000	300.00
MARK MARCY	20191119	11/19/2019	REFUND - UTILITY PREPAYME	604-22000	300.00
LACY FREITAG	20191119	11/19/2019	REFUND - UTILITY PREPAYME	604-22000	300.00
PRAIRIE VIEW AGENCY	20191119	11/19/2019	REFUND-BAL OF UTILITY PREP	604-22000	41.70
JARAD & AMANDA MURATSU	20191119	11/19/2019	REFUND - UTILITY PREPAYME	604-22000	300.00
KINA R OILOUCH	20191119	11/19/2019	REFUND - UTILITY PREPAYME	604-22000	300.00
RYAN JANS	20191119	11/19/2019	REFUND - UTILITY PREPAYME	604-22000	300.00

28,058.08

Activity: 49550 - Electric

NCPERS MINNESOTA	844600122019	11/25/2019	INSURANCE #844600 - SEPT 2	604-49550-133	96.00
MANTRONICS MAILING SYSTE	43577	11/13/2019	SERVICE CONTRACT	604-49550-200	44.00
MN MUNICIPAL UTILITIES ASS	54380	11/19/2019	TESTING - CONNOR KNIGGE	604-49550-217	37.50
CMP - CENTRAL MUNICIPAL P	6707	11/13/2019	ENERGY - TRANSMISSION	604-49550-263	137,541.24
CMP - CENTRAL MUNICIPAL P	6707	11/13/2019	ENERGY - TRANSMISSION	604-49550-263	96,313.21
DEPARTMENT OF ENERGY	BFPB000801019	11/13/2019	POWER COST	604-49550-263	61,595.01
GOPHER STATE ONE CALL	9100833	10/31/2019	SERVICE	604-49550-321	27.34
INNOVATIVE SYSTEMS LLC	45649	11/08/2019	POSTAGE	604-49550-322	222.09
HP DATAONE, LLC	20191126	11/26/2019	PAYMENT #11 IN 2019	604-49550-326	1,328.12
INNOVATIVE SYSTEMS LLC	45366	11/01/2019	NOV 2019-BILLING SOFTWAR	604-49550-326	223.90
INNOVATIVE SYSTEMS LLC	45406	11/01/2019	NOV 2019 - BILLING SYSTEM	604-49550-326	1,521.00
INNOVATIVE SYSTEMS LLC	45649	11/08/2019	PROCESSING	604-49550-326	182.00
CHERYL LILLEGAARD	20191122	11/25/2019	MILEAGE - TRIP TO SHAKOPEE	604-49550-331	328.28
INNOVATIVE SYSTEMS LLC	45649	11/08/2019	INSERTS	604-49550-350	85.69
HOMETOWN SANITATION SER	0000347181	11/04/2019	GARBAGE SERVICE - ELECTRIC	604-49550-384	88.98
TOSHIBA FINANCIAL SERVICES	398506220	11/20/2019	COPIER LEASE 10/20 - 11/20	604-49550-404	31.13
BLACKBURN MFG. CO.	0607134-IN	11/13/2019	MAINTENANCE	604-49550-408	328.44
ELECTRIC FUND	124C	11/27/2019	CREDIT - RETURN TO INVENT	604-49550-408	-845.12
ELECTRIC FUND	257	11/27/2019	EL - ACCIDENT	604-49550-408	902.82
ELECTRIC FUND	278	11/27/2019	EL - CASH CUSTOMER - MCME	604-49550-408	119.19
ELECTRIC FUND	283	11/27/2019	EL - CASH CUSTOMER - DAVE	604-49550-408	53.41
ELECTRIC FUND	287	11/27/2019	EL - CASH CUSTOMER - PAUL'S	604-49550-408	224.82
ELECTRIC FUND	295	11/27/2019	EL - CASH CUSTOMER - DONN	604-49550-408	58.08
ELECTRIC FUND	296	11/27/2019	EL - CASH CUSTOMER - FAIRB	604-49550-408	1.24
ELECTRIC FUND	306	11/27/2019	EL - CASH CUSTOMER - CHAD	604-49550-408	252.89
ELECTRIC FUND	307	11/27/2019	EL - CASH CUSTOMER - ANDY	604-49550-408	92.38
ELECTRIC FUND	325	11/27/2019	EL - CASH CUSTOMER - JOEL H	604-49550-408	120.21
ELECTRIC FUND	326	11/27/2019	EL - ACCIDENT	604-49550-408	1,195.28
ELECTRIC FUND	330	11/27/2019	EL - CASH CUSTOMER	604-49550-408	79.89
ELECTRIC FUND	339	11/27/2019	EL - CASH CUSTOMER -MN EN	604-49550-408	128.61
ELECTRIC FUND	340	11/27/2019	EL - ACCIDENT	604-49550-408	161.12
ELECTRIC FUND	341	11/27/2019	EL - CASH CUSTOMER-WAYNE	604-49550-408	111.70
ELECTRIC FUND	344	11/13/2019	EL - TRUCK STOCK	604-49550-408	126.01
ELECTRIC FUND	345	11/13/2019	EL - RL REPAIR	604-49550-408	67.02
ELECTRIC FUND	348	11/13/2019	EL - DISTRIBUTION	604-49550-408	497.92
ELECTRIC FUND	349	11/13/2019	EL - TRUCK STOCK	604-49550-408	20.17

Expense Approval Report

Payment Dates: 11162019 - 11292019

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ELECTRIC FUND	350	11/25/2019	EL -CASH CUSTOMER -PAUL'S	604-49550-408	133.99
ELECTRIC FUND	354	11/27/2019	EL - NEW COMM SERVICE 3P -	604-49550-408	178.35
ELECTRIC FUND	357	11/25/2019	EL -NEW RL SERVICE	604-49550-408	618.35
ELECTRIC FUND	358	11/25/2019	EL - NEW RL SERVICE	604-49550-408	1,374.50
ELECTRIC FUND	359	11/27/2019	EL - CASH CUSTOMER - JUSTI	604-49550-408	1.22
ELECTRIC FUND	360	11/27/2019	EL - ELECTRIC SHOP	604-49550-408	10.34
ELECTRIC FUND	362	11/27/2019	EL - TRUCK STOCK	604-49550-408	72.07
DGR ENGINEERING	00237448	11/11/2019	PROJ 425302.00 - 69 KV TRAN	604-49550-413	2,036.00
CMP - CENTRAL MUNICIPAL P	6707	11/13/2019	ENERGY - TRANSMISSION	604-49550-450	2,804.35
Activity 49550 - Electric Total:					310,590.74
Fund 604 - ELECTRIC Total:					338,648.82

Fund: 609 - LIQUOR STORE

Activity: 49751 - Liquor Store

NCPERS MINNESOTA	844600122019	11/25/2019	INSURANCE #844600 - SEPT 2	609-49751-133	32.00
MANTRONICS MAILING SYSTE	43577	11/13/2019	SERVICE CONTRACT	609-49751-200	44.00
AH HERMEL COMPANY	799826	11/08/2019	MERCHANDISE	609-49751-217	30.49
AH HERMEL COMPANY	C69897	11/27/2019	CREDIT - MERCHANDISE	609-49751-217	-108.98
BELLBOY CORP	0081429800	11/19/2019	#313800 - MERCHANDISE	609-49751-251	83.00
BELLBOY CORP	0081655700	11/25/2019	CREDIT - MERCHANDISE	609-49751-251	-24.00
VINOCOPIA, INC	0244064-IN	10/28/2019	MERCHANDISE	609-49751-251	217.50
BREAKTHRU BEVERAGE MN	1081050886	11/08/2019	MERCHANDISE	609-49751-251	1,973.69
JOHNSON BROS.	1421621	11/08/2019	MERCHANDISE	609-49751-251	3,741.60
JOHNSON BROS.	1427346	11/19/2019	MERCHANDISE	609-49751-251	3,216.01
SOUTHERN GLAZER'S OF MN	1884711	11/08/2019	MERCHANDISE	609-49751-251	563.55
SOUTHERN GLAZER'S OF MN	1887433	11/19/2019	MERCHANDISE	609-49751-251	649.06
PHILLIPS WINE & SPIRITS	2647567	11/08/2019	MERCHANDISE	609-49751-251	1,951.55
JOHNSON BROS.	575004	11/19/2019	CREDIT - MERCHANDISE	609-49751-251	-20.20
BEVERAGE WHOLESALERS	089117	11/19/2019	MERCHANDISE	609-49751-252	7,812.40
BEVERAGE WHOLESALERS	090131	11/25/2019	MERCHANDISE	609-49751-252	12,165.69
BEVERAGE WHOLESALERS	091163	11/27/2019	MERCHANDISE	609-49751-252	2,597.95
JOHNSON BROS.	1427348	11/19/2019	MERCHANDISE	609-49751-252	135.24
DOLL DISTRIBUTING, LLC	200638	11/08/2019	MERCHANDISE	609-49751-252	2,188.64
DOLL DISTRIBUTING, LLC	205391	11/13/2019	MERCHANDISE	609-49751-252	15,115.90
ARTISAN BEER COMPANY	3382898	11/08/2019	MERCHANDISE	609-49751-252	174.00
ARTISAN BEER COMPANY	3384482	11/19/2019	MERCHANDISE	609-49751-252	50.80
ARTISAN BEER COMPANY	475036	11/19/2019	CREDIT - MERCHANDISE	609-49751-252	-16.32
VINOCOPIA, INC	0244064-IN	10/28/2019	MERCHANDISE	609-49751-253	272.00
BREAKTHRU BEVERAGE MN	1081050886	11/08/2019	MERCHANDISE	609-49751-253	256.00
JOHNSON BROS.	1421622	11/08/2019	MERCHANDISE	609-49751-253	3,528.77
JOHNSON BROS.	1427347	11/19/2019	MERCHANDISE	609-49751-253	1,728.94
SOUTHERN GLAZER'S OF MN	1884712	11/08/2019	MERCHANDISE	609-49751-253	890.00
SOUTHERN GLAZER'S OF MN	1887434	11/19/2019	MERCHANDISE	609-49751-253	464.00
ROUND LAKE VINEYARDS & W	2093	11/08/2019	MERCHANDISE	609-49751-253	981.00
PHILLIPS WINE & SPIRITS	2647568	11/08/2019	MERCHANDISE	609-49751-253	366.50
INDIAN ISLAND WINERY	2932	11/19/2019	MERCHANDISE	609-49751-253	619.80
JOHNSON BROS.	575527	11/19/2019	CREDIT - MERCHANDISE	609-49751-253	-13.79
JOHNSON BROS.	575528	11/19/2019	CREDIT - MERCHANDISE	609-49751-253	-5.52
VINOCOPIA, INC	0244064-IN	10/28/2019	MERCHANDISE	609-49751-254	120.00
ATLANTIC COCA-COLA	2205139	11/19/2019	#8373693 - MERCHANDISE	609-49751-254	138.40
AH HERMEL COMPANY	799826	11/08/2019	MERCHANDISE	609-49751-254	92.89
AH HERMEL COMPANY	799826	11/08/2019	MERCHANDISE	609-49751-256	267.03
ARCTIC GLACIER U.S.A. INC	1949930303	10/31/2019	MERCHANDISE	609-49751-257	78.75
BELLBOY CORP	0081655700	11/25/2019	CREDIT - MERCHANDISE	609-49751-333	-2.00
VINOCOPIA, INC	0244064-IN	10/28/2019	MERCHANDISE	609-49751-333	16.50
BREAKTHRU BEVERAGE MN	1081050886	11/08/2019	MERCHANDISE	609-49751-333	59.97
JOHNSON BROS.	1421621	11/08/2019	MERCHANDISE	609-49751-333	74.03
JOHNSON BROS.	1421622	11/08/2019	MERCHANDISE	609-49751-333	121.33
JOHNSON BROS.	1427346	11/19/2019	MERCHANDISE	609-49751-333	50.62
JOHNSON BROS.	1427347	11/19/2019	MERCHANDISE	609-49751-333	55.68
SOUTHERN GLAZER'S OF MN	1884711	11/08/2019	MERCHANDISE	609-49751-333	13.32

Expense Approval Report

Payment Dates: 11162019 - 11292019

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
SOUTHERN GLAZER'S OF MN	1884712	11/08/2019	MERCHANDISE	609-49751-333	24.94
SOUTHERN GLAZER'S OF MN	1887433	11/19/2019	MERCHANDISE	609-49751-333	20.14
SOUTHERN GLAZER'S OF MN	1887434	11/19/2019	MERCHANDISE	609-49751-333	8.88
PHILLIPS WINE & SPIRITS	2647567	11/08/2019	MERCHANDISE	609-49751-333	26.53
PHILLIPS WINE & SPIRITS	2647568	11/08/2019	MERCHANDISE	609-49751-333	13.05
JOHNSON BROS.	575004	11/19/2019	CREDIT - MERCHANDISE	609-49751-333	-0.15
AH HERMEL COMPANY	799826	11/08/2019	MERCHANDISE	609-49751-333	4.95
KDOM RADIO	#0229 10-31-19	11/19/2019	#0229 - ADVERTISING - RIVER	609-49751-340	655.66
RADIO WORKS LLC	19100353	11/19/2019	#1933 - ADVERTISING	609-49751-340	60.00
KKOJ - KUXX	19100711	11/19/2019	#101449 - ADVERTISING	609-49751-340	325.00
MN ENERGY RESOURCES	20191111C	11/27/2019	#0507314125-00001	609-49751-383	172.22
HOMETOWN SANITATION SER	0000347179	11/19/2019	GARBAGE SERVICE - RIVER BE	609-49751-384	169.00
TOSHIBA FINANCIAL SERVICES	398506220	11/20/2019	COPIER LEASE 10/20 - 11/20	609-49751-404	31.13
HEARTLAND SECURITY SERVIC	594177	11/19/2019	#602016839	609-49751-433	294.33
CAKES & CATERING	41734	11/25/2019	SERVICE - WINE TASTING EVE	609-49751-480	277.88

Activity 49751 - Liquor Store Total: 64,831.35
 Fund 609 - LIQUOR STORE Total: 64,831.35

Fund: 614 - TELECOM

ODDSON UNDERGROUND INC	2019-118	11/19/2019	IMPROVEMENTS - BUHLER -V	614-16300	8,761.68
					<u>8,761.68</u>

Activity: 49870 - Telecom

NCPERS MINNESOTA	844600122019	11/25/2019	INSURANCE #844600 - SEPT 2	614-49870-133	80.00
MANTRONICS MAILING SYSTE	43577	11/13/2019	SERVICE CONTRACT	614-49870-200	44.00
GOPHER STATE ONE CALL	9100833	10/31/2019	SERVICE	614-49870-321	27.33
SECR REV FUND/CITY OF WD	20191125	11/25/2019	PETTY CASH - NOV 2019	614-49870-322	1.15
SECR REV FUND/CITY OF WD	20191125	11/25/2019	PETTY CASH - NOV 2019	614-49870-322	1.15
INNOVATIVE SYSTEMS LLC	45649	11/08/2019	POSTAGE	614-49870-322	222.09
HP DATAONE, LLC	20191126	11/26/2019	PAYMENT #11 IN 2019	614-49870-326	1,328.13
INNOVATIVE SYSTEMS LLC	45366	11/01/2019	NOV 2019-BILLING SOFTWARE	614-49870-326	1,846.10
INNOVATIVE SYSTEMS LLC	45406	11/01/2019	NOV 2019 - BILLING SYSTEM	614-49870-326	875.00
INNOVATIVE SYSTEMS LLC	45406	11/01/2019	NOV 2019 - BILLING SYSTEM	614-49870-326	1,521.00
INNOVATIVE SYSTEMS LLC	45649	11/08/2019	PROCESSING	614-49870-326	182.00
NEUSTAR, INC.	L-0000030246	11/13/2019	#10202 - NUMBER PORTS	614-49870-326	8.50
INNOVATIVE SYSTEMS LLC	45649	11/08/2019	INSERTS	614-49870-350	85.68
HOMETOWN SANITATION SER	0000347182	11/05/2019	GARBAGE SERVICE - TELECOM	614-49870-384	77.98
COLBERT'S SERVICES	1310	11/26/2019	MAINTENANCE	614-49870-402	425.97
TOSHIBA FINANCIAL SERVICES	398506220	11/20/2019	COPIER LEASE 10/20 - 11/20	614-49870-404	46.69
CENTURY LINK	483186	11/25/2019	#MN COWM - 72 - DIRECTORY	614-49870-441	165.48
CENTURY LINK	7242105D-D-19321	11/26/2019	CABS #5142105DD3	614-49870-441	45.17
GRAY TELEVISION GROUP INC	053713	11/19/2019	SUBSCRIBER	614-49870-442	3,108.00
MLB NETWORK	130684	11/13/2019	SUBSCRIBER	614-49870-442	403.00
NEXSTAR BROADCASTING GR	20190930	11/19/2019	SUBSCRIBER - SEPT 2019	614-49870-442	3,210.85
CONSOLIDATED COMMUNICA	20191101	11/13/2019	#1160904 - 10 GB TRANSPOR	614-49870-442	1,443.00
FOX TELEVISION STATIONS, IN	276906	11/19/2019	SUBSCRIBER	614-49870-442	2,921.52
TOWER DISTRIBUTION COMP	804791	11/13/2019	SUBSCRIBER	614-49870-442	261.55
NATIONAL CABLE TV COOP	SI-635044	11/19/2019	SUBSCRIBER FEE	614-49870-442	2,734.10
UNIVERSAL SERVICE ADMIN C	UBDI00001079780	11/25/2019	#825807 - 499A CONTRIBUTI	614-49870-443	1,789.18
CONSOLIDATED CALL CENTER	14790	11/04/2019	DA/OPERATOR ASSISTANCE	614-49870-445	139.36
ICONECTIV	L-10125699	11/13/2019	L-201353	614-49870-445	50.43
MANKATO NETWORKS, LLC	388799	11/19/2019	SERVICE	614-49870-447	1,433.75
MANKATO NETWORKS, LLC	388824	11/19/2019	SERVICE	614-49870-447	200.00
CENTURY LINK	507-831-1075 104 11-16-19	11/26/2019	SERVICE 831-1075 104	614-49870-451	76.97

Activity 49870 - Telecom Total: 24,755.13
 Fund 614 - TELECOM Total: 33,516.81

Fund: 615 - ARENA

Activity: 49850 - Arena

NCPERS MINNESOTA	844600122019	11/25/2019	INSURANCE #844600 - SEPT 2	615-49850-133	32.00
MANTRONICS MAILING SYSTE	43577	11/13/2019	SERVICE CONTRACT	615-49850-200	44.00
HEARTLAND PAPER COMPANY	632369-0	11/26/2019	#4756-1 SUPPLIES	615-49850-211	389.29

Expense Approval Report

Payment Dates: 11162019 - 11292019

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
TOSHIBA FINANCIAL SERVICES	398506220	11/20/2019	COPIER LEASE 10/20 - 11/20	615-49850-217	28.02
JERRY'S REPAIR	9449	11/26/2019	SUPPLIES	615-49850-217	35.00
MN ENERGY RESOURCES	20191112	11/27/2019	#0504094426-00001	615-49850-383	897.14
HOMETOWN SANITATION SER	0000347183	11/13/2019	GARBAGE SERVICE - ARENA	615-49850-384	214.22
BECKER ARENA PRODUCTS, IN	1021162	11/19/2019	MAINTENANCE	615-49850-404	4,969.16
BECKER ARENA PRODUCTS, IN	1021203	11/19/2019	MAINTENANCE	615-49850-404	190.59
ELECTRIC FUND	123 - STREET	11/27/2019	STREET - ARENA	615-49850-404	23.22
SMITH AUTOMOTIVE CO	034713	11/27/2019	#00731 - MAINTENANCE	615-49850-405	82.65
Activity 49850 - Arena Total:					6,905.29
Fund 615 - ARENA Total:					6,905.29

Fund: 617 - M/P CENTER

SECR REV FUND/CITY OF WD	20191119	11/19/2019	PETTY CASH - COMM CENTER	617-10200	275.00
					275.00

Activity: 49860 - M/P Center

NCPERS MINNESOTA	844600122019	11/25/2019	INSURANCE #844600 - SEPT 2	617-49860-133	48.00
INDOFF, INC	3306975	11/13/2019	SUPPLIES	617-49860-200	79.96
MANTRONICS MAILING SYSTE	43577	11/13/2019	SERVICE CONTRACT	617-49860-200	44.00
BROWN-NICOLLET COMMUNI	#3021 11-25-19	11/25/2019	2020 LICENSE RENEWAL - WI	617-49860-217	183.00
INDOFF, INC	3305158	10/25/2019	SUPPLIES	617-49860-217	224.25
MN ENERGY RESOURCES	20191111B	11/19/2019	#0503741572-00001	617-49860-383	760.23
HOMETOWN SANITATION SER	0000347184	11/01/2019	GARBAGE SERVICE - COMM C	617-49860-384	64.99
TOSHIBA FINANCIAL SERVICES	398506220	11/20/2019	COPIER LEASE 10/20 - 11/20	617-49860-404	15.57
TOSHIBA FINANCIAL SERVICES	398506220	11/20/2019	COPIER LEASE 10/20 - 11/20	617-49860-404	60.00
Activity 49860 - M/P Center Total:					1,480.00
Fund 617 - M/P CENTER Total:					1,755.00

Fund: 700 - PAYROLL

Internal Revenue Service-Payr	INV0001677	11/22/2019	Federal Tax Withholding	700-21701	9,172.47
MN Department of Revenue -	INV0001678	11/22/2019	State Withholding	700-21702	4,325.13
Internal Revenue Service-Payr	INV0001677	11/22/2019	Social Security	700-21703	12,058.18
MN Pera	INV0001674	11/22/2019	PERA	700-21704	6,676.16
MN Pera	INV0001674	11/22/2019	PERA	700-21704	20.00
MN Pera	INV0001674	11/22/2019	PERA	700-21704	641.04
MN Pera	INV0001674	11/22/2019	PERA	700-21704	13,568.18
MN State Deferred	INV0001675	11/22/2019	Deferred Compensation	700-21705	6,672.28
MN State Deferred	INV0001675	11/22/2019	Deferred Roth	700-21705	2,005.00
LOCAL UNION #949	20191119	11/19/2019	UNION DUES - NOV 2019	700-21707	1,754.68
LAW ENFORCEMENT LABOR S	20191119	11/19/2019	POLICE UNION DUES - NOV 20	700-21708	387.05
MN CHILD SUPPORT PAYMEN	INV0001676	11/22/2019	Child Support Payment	700-21709	94.60
Internal Revenue Service-Payr	INV0001677	11/22/2019	Medicare Withholding	700-21711	3,481.50
FURTHER (Select Account)	39234467	11/19/2019	FLEX SPENDING	700-21712	465.17
AFLAC	260705	11/19/2019	INSURANCE - NOV. 2019 - AFT	700-21715	320.22
AFLAC	260705	11/19/2019	INSURANCE - NOV. 2019 - PRE	700-21716	641.25
MN BENEFIT ASSOCIATION	2019-0077754	11/19/2019	INSURANCE 12/1/19 - PRE TA	700-21717	4.84
NCPERS MINNESOTA	844600122019	11/25/2019	INSURANCE #844600 - SEPT 2	700-21718	16.00
NCPERS MINNESOTA	844600122019	11/25/2019	INSURANCE #844600 - SEPT 2	700-21718	16.00
MN BENEFIT ASSOCIATION	2019-0077754	11/19/2019	INSURANCE 12/1/19 - AFTER	700-21719	103.59
MII LIFE	20191119	11/19/2019	VEBA - NOV 2019	700-21720	208.34
MII LIFE	20191119	11/19/2019	VEBA - NOV 2019	700-21720	11,666.82
MII LIFE	20191125	11/25/2019	VEBA	700-21720	10,500.00
MII LIFE	20191119	11/19/2019	HSA - NOV 2019	700-21722	2,500.04
MII LIFE	20191125	11/25/2019	HSA	700-21722	3,500.00
FURTHER (Select Account)	INV0001673	11/22/2019	HSA Employee Contribution	700-21723	20.00
Fund 700 - PAYROLL Total:					90,818.54
Grand Total:					1,812,373.08

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL	16,383.16
211 - LIBRARY	550.13
225 - AIRPORT	18,664.76
230 - POOL	7.78
235 - AMBULANCE	30,343.58
250 - EDA GENERAL	1,270.01
254 - NORTH IND PARK	140.00
277 - TIF 1-22 CEMSTONE	2,442.50
308 - 2020 STREET PROJECT	32,693.90
401 - GENERAL CAPITAL PROJECTS	37,915.62
601 - WATER	9,940.37
602 - SEWER	1,125,545.46
604 - ELECTRIC	338,648.82
609 - LIQUOR STORE	64,831.35
614 - TELECOM	33,516.81
615 - ARENA	6,905.29
617 - M/P CENTER	1,755.00
700 - PAYROLL	90,818.54
Grand Total:	1,812,373.08

Account Summary

Account Number	Account Name	Payment Amount
100-20191	Unapplied Cash	87.50
100-41110-200	Office Supplies	5.00
100-41110-308	Training & Registrations	175.00
100-41110-331	Travel Expense	62.40
100-41110-491	Payments to Other Orga	4,984.40
100-41310-133	Employer Paid Insurance	80.00
100-41310-200	Office Supplies	121.12
100-41310-217	Other Operating Supplie	201.18
100-41310-218	Uniforms	213.00
100-41310-308	Training & Registrations	175.00
100-41310-322	Postage	8.66
100-41310-331	Travel Expense	63.80
100-41910-133	Employer Paid Insurance	24.00
100-41910-200	Office Supplies	25.87
100-41940-211	Cleaning Supplies	173.98
100-41940-383	Gas Utility	245.16
100-41940-384	Refuse Disposal	89.28
100-41940-406	Repairs & Maint - Groun	832.06
100-41940-409	Repairs & Maint - Utilitie	9.29
100-42120-133	Employer Paid Insurance	144.00
100-42120-200	Office Supplies	-6.15
100-42120-305	Medical & Dental Fees	40.00
100-42120-308	Training & Registrations	157.50
100-42120-322	Postage	68.06
100-42120-323	Radio Units	108.00
100-42120-327	Interpretation Fees	12.57
100-42120-350	Printing & Design	206.45
100-42120-361	Insurance - General Liabi	1,000.00
100-42120-404	Repairs & Maint - M&E	15.57
100-42120-419	Vehicle Lease	1,054.07
100-42220-211	Cleaning Supplies	24.23
100-42220-215	Materials & Equipment	889.30
100-42220-218	Uniforms	96.61
100-42220-383	Gas Utility	293.54
100-42220-384	Refuse Disposal	44.10

Account Summary

Account Number	Account Name	Payment Amount
100-42220-404	Repairs & Maint - M&E	24.91
100-42220-406	Repairs & Maint - Groun	1,275.00
100-43100-133	Employer Paid Insurance	80.00
100-43100-217	Other Operating Supplie	80.15
100-43100-218	Uniforms	732.74
100-43100-241	Small Tools	10.50
100-43100-384	Refuse Disposal	88.98
100-43100-402	Repairs & Maint - Struct	21.72
100-43100-404	Repairs & Maint - M&E	2,264.05
100-45120-217	Other Operating Supplie	15.57
100-45202-133	Employer Paid Insurance	16.00
100-45202-384	Refuse Disposal	48.99
211-45501-133	Employer Paid Insurance	16.00
211-45501-200	Office Supplies	8.94
211-45501-217	Other Operating Supplie	7.78
211-45501-322	Postage	26.62
211-45501-383	Gas Utility	246.94
211-45501-433	Dues & Subscriptions	113.88
211-45501-435	Books and Pamphlets	129.97
225-45127-321	Telephone	32.11
225-45127-404	Repairs & Maint - M&E	82.65
225-49950-500	Capital Outlay	18,550.00
230-45124-217	Other Operating Supplie	7.78
235-42153-200	Office Supplies	44.00
235-42153-217	Other Operating Supplie	497.80
235-42153-218	Uniforms	59.99
235-42153-321	Telephone	82.04
235-42153-326	Data Processing	2,352.00
235-42153-334	Meals/Lodging	229.43
235-42153-383	Gas Utility	195.70
235-42153-384	Refuse Disposal	29.40
235-42153-405	Repairs & Maint - Vehicl	25,662.06
235-42153-406	Repairs & Maint - Groun	866.16
235-42153-435	Books and Pamphlets	325.00
250-46520-133	Employer Paid Insurance	24.00
250-46520-200	Office Supplies	95.72
250-46520-308	Training & Registrations	175.00
250-46520-331	Travel Expense	167.86
250-46520-334	Meals/Lodging	12.43
250-46520-433	Dues & Subscriptions	795.00
254-46520-406	Repairs & Maint - Groun	140.00
277-46530-592	TIF Site Imprpovements	2,442.50
308-41000-303	Engineering and Surveyi	32,674.30
308-41000-480	Other Miscellaneous	19.60
401-49950-501	Capital Outlay - Police	780.00
401-49950-503	Capital Outlay - Streets	35,538.02
401-49950-504	Capital Outlay - Parks	1,047.60
401-49950-505	Capital Outlay - Civil Def	550.00
601-14200	Inventory	849.37
601-49400-133	Employer Paid Insurance	16.00
601-49400-200	Office Supplies	44.00
601-49400-216	Chemicals and Chemical	3,582.01
601-49400-321	Telephone	27.34
601-49400-322	Postage	222.09
601-49400-326	Data Processing	2,788.13
601-49400-350	Printing & Design	85.68
601-49400-383	Gas Utility	534.82
601-49400-386	Landfill	1,759.80

Account Summary

Account Number	Account Name	Payment Amount
601-49400-404	Repairs & Maint - M&E	31.13
602-16200	Buildings	1,109,027.00
602-49450-133	Employer Paid Insurance	64.00
602-49450-200	Office Supplies	44.00
602-49450-310	Lab Testing	806.40
602-49450-321	Telephone	27.34
602-49450-322	Postage	222.07
602-49450-326	Data Processing	2,788.12
602-49450-350	Printing & Design	85.68
602-49450-383	Gas Utility	68.79
602-49450-384	Refuse Disposal	89.98
602-49450-404	Repairs & Maint - M&E	24.91
602-49450-405	Repairs & Maint - Vehicl	62.17
602-49450-408	Repairs & Maint - Distrib	60.00
602-49450-446	Sludge Hauling	12,175.00
604-16300	Improvements Other Th	26,122.07
604-22000	Prepayments	1,936.01
604-49550-133	Employer Paid Insurance	96.00
604-49550-200	Office Supplies	44.00
604-49550-217	Other Operating Supplie	37.50
604-49550-263	Merchandise for Resale -	295,449.46
604-49550-321	Telephone	27.34
604-49550-322	Postage	222.09
604-49550-326	Data Processing	3,255.02
604-49550-331	Travel Expense	328.28
604-49550-350	Printing & Design	85.69
604-49550-384	Refuse Disposal	88.98
604-49550-404	Repairs & Maint - M&E	31.13
604-49550-408	Repairs & Maint - Distrib	6,084.90
604-49550-413	Repairs & Maint - Trans	2,036.00
604-49550-450	Conservation	2,804.35
609-49751-133	Employer Paid Insurance	32.00
609-49751-200	Office Supplies	44.00
609-49751-217	Other Operating Supplie	-78.49
609-49751-251	Liquor	12,351.76
609-49751-252	Beer	40,224.30
609-49751-253	Wine	9,087.70
609-49751-254	Soft Drinks & Mix	351.29
609-49751-256	Tobacco Products	267.03
609-49751-257	Ice	78.75
609-49751-333	Freight and Express	487.79
609-49751-340	Advertising & Promotion	1,040.66
609-49751-383	Gas Utility	172.22
609-49751-384	Refuse Disposal	169.00
609-49751-404	Repairs & Maint - M&E	31.13
609-49751-433	Dues & Subscriptions	294.33
609-49751-480	Other Miscellaneous	277.88
614-16300	Improvements Other Th	8,761.68
614-49870-133	Employer Paid Insurance	80.00
614-49870-200	Office Supplies	44.00
614-49870-321	Telephone	27.33
614-49870-322	Postage	224.39
614-49870-326	Data Processing	5,760.73
614-49870-350	Printing & Design	85.68
614-49870-384	Refuse Disposal	77.98
614-49870-402	Repairs & Maint - Struct	425.97
614-49870-404	Repairs & Maint - M&E	46.69
614-49870-441	Transmission Fees	210.65

Account Summary

Account Number	Account Name	Payment Amount
614-49870-442	Subscriber Fees	14,082.02
614-49870-443	Intergovernmental Fees	1,789.18
614-49870-445	Switch Fees	189.79
614-49870-447	Internet Expense	1,633.75
614-49870-451	Call Completion	76.97
615-49850-133	Employer Paid Insurance	32.00
615-49850-200	Office Supplies	44.00
615-49850-211	Cleaning Supplies	389.29
615-49850-217	Other Operating Supplie	63.02
615-49850-383	Gas Utility	897.14
615-49850-384	Refuse Disposal	214.22
615-49850-404	Repairs & Maint - M&E	5,182.97
615-49850-405	Repairs & Maint - Vehicl	82.65
617-10200	Petty Cash	275.00
617-49860-133	Employer Paid Insurance	48.00
617-49860-200	Office Supplies	123.96
617-49860-217	Other Operating Supplie	407.25
617-49860-383	Gas Utility	760.23
617-49860-384	Refuse Disposal	64.99
617-49860-404	Repairs & Maint - M&E	75.57
700-21701	Federal Withholding	9,172.47
700-21702	State Withholding	4,325.13
700-21703	FICA Tax Withholding	12,058.18
700-21704	PERA Contributions	20,905.38
700-21705	Retirement	8,677.28
700-21707	Union Dues	1,754.68
700-21708	PD Union Dues	387.05
700-21709	Wage Levy	94.60
700-21711	Medicare Tax Withholdi	3,481.50
700-21712	Flex Account	465.17
700-21715	Individual Insurance-Afla	320.22
700-21716	Individual Insurance-Afla	641.25
700-21717	Individual Insurance-MB	4.84
700-21718	Individual Insurance-NC	32.00
700-21719	Individual Insurance-MB	103.59
700-21720	VEBA Contributions	22,375.16
700-21722	HSA Contribution	6,000.04
700-21723	HSA Employee Contribu	20.00
	Grand Total:	1,812,373.08

Project Account Summary

Project Account Key	Payment Amount
None	1,812,373.08
Grand Total:	1,812,373.08

LA
11-27-19

Date/Time received: 11-26-19

Agenda Request Form

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

Name: Tom Wilde Telephone No: 507-822-1687

Address: 759-12th St Windom MN 56101

Date of Council Meeting: 12-3-19 (Agenda item must be turned into the city office by Friday noon preceding the Tuesday meeting.)

Subject: Snow Removal & Snow Emergencies

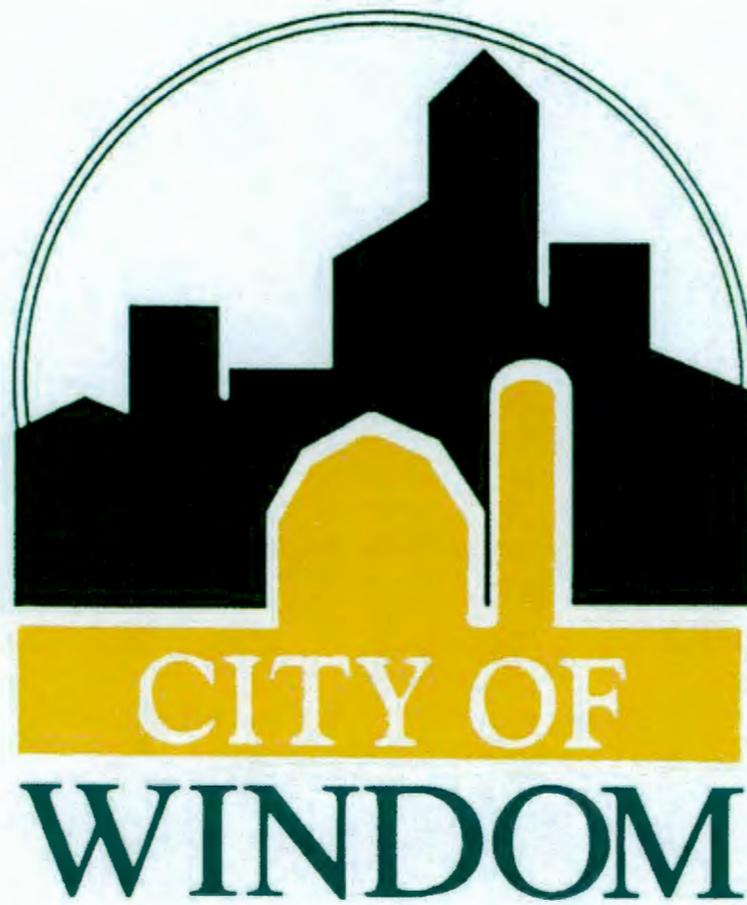
Have you brought this to the attention of the appropriate department head? No
Committee? _____

Hand-outs, audio-visual materials (These must be simple and set up directly before you speak and taken down directly afterward): None

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

Signature

2020 BUDGET



CITY OF WINDOM
2020 Budget

TABLE OF CONTENTS

	<u>Page Nos.</u>
Management Memo	1-3
Revenue Budget	4
Expense Budget	5
Operational Revenue and Expenses – General Fund	6
Operational Revenue and Expenses – General Fund (Graphs)	7
Capital Outlay - General Fund	8
Operational Revenue and Expenses – Special Revenue Funds	9
Operational Revenue and Expenses – Special Revenue Funds (Graphs)	10
Levy for Capital Outlay – Special Revenue Funds	11
Enterprise Funds	12
Special Projects	13
Capital Improvement Plan (Projects by Department)	14–17
2020 Tax Levy	18
Debt Service Levy	19
ESF Loan Funding	20
General Fund Reserve Estimates	21
Statement of Bonded Indebtedness	22

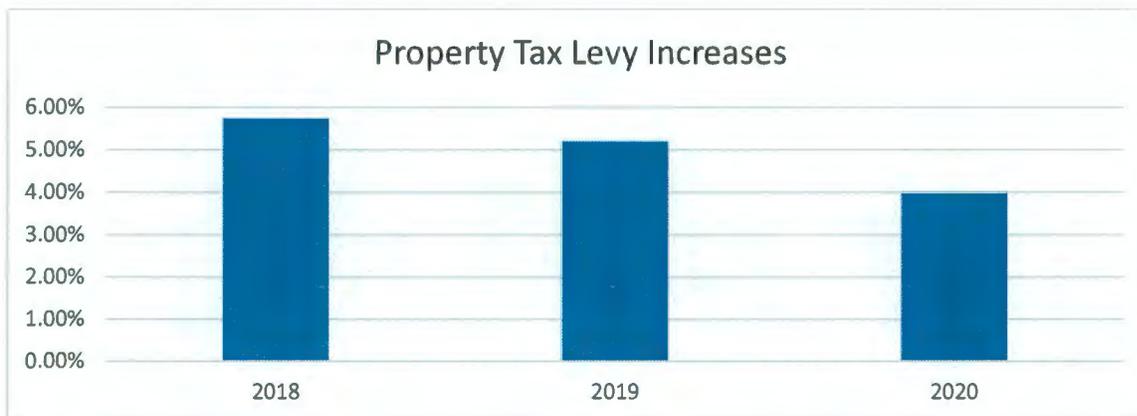
2020 Budget Summary

The 2020 City of Windom budget is presented herein for the General Fund and Enterprise Funds which include public utilities (water, wastewater, electric, telecom and liquor). Also included are budgets for Special Revenue Funds (Community Center, Arena, Library, Economic Development Authority, Pool, Ambulance and Airport) and Miscellaneous Funds. Capital expenditures for new facilities and equipment are also shown within the budgets and can easily be viewed in the Capital Improvement Plan.

Key Budget Decisions

In September 2019, the City Council set the 2020 preliminary budget levy at an increase of 4.48%.

Following the City Council's budget work sessions and discussion, the total 2020 proposed Property Tax Levy for the City of Windom is \$2,114,245. **This budget is based upon a 3.99% property tax increase** taking into account tax abatement reimbursements and funding for operations and capital spending. In the prior two years the City had property tax levy increases of 5.22% in 2019 and 5.75% in 2018.



Human Resources

Staffing levels within the City are anticipated to hold at status quo for the coming year; however, a new part-time position was added to the Police Department in 2019. Again for 2020 costs relating to health care benefits are up significantly, which is a trend nationwide.

Revenues

The City relies heavily on property taxes of \$2,144,245 million and user fees to fund the General Fund and Special Revenue Funds.

In 2020 the City saw an increase in State aid (known as Local Government Aid – LGA) of \$43,767. This increase helped to keep the tax levy lower than in prior years. It is important to note that though the LGA increase was significant, the cost of health care consumed most of the increase.

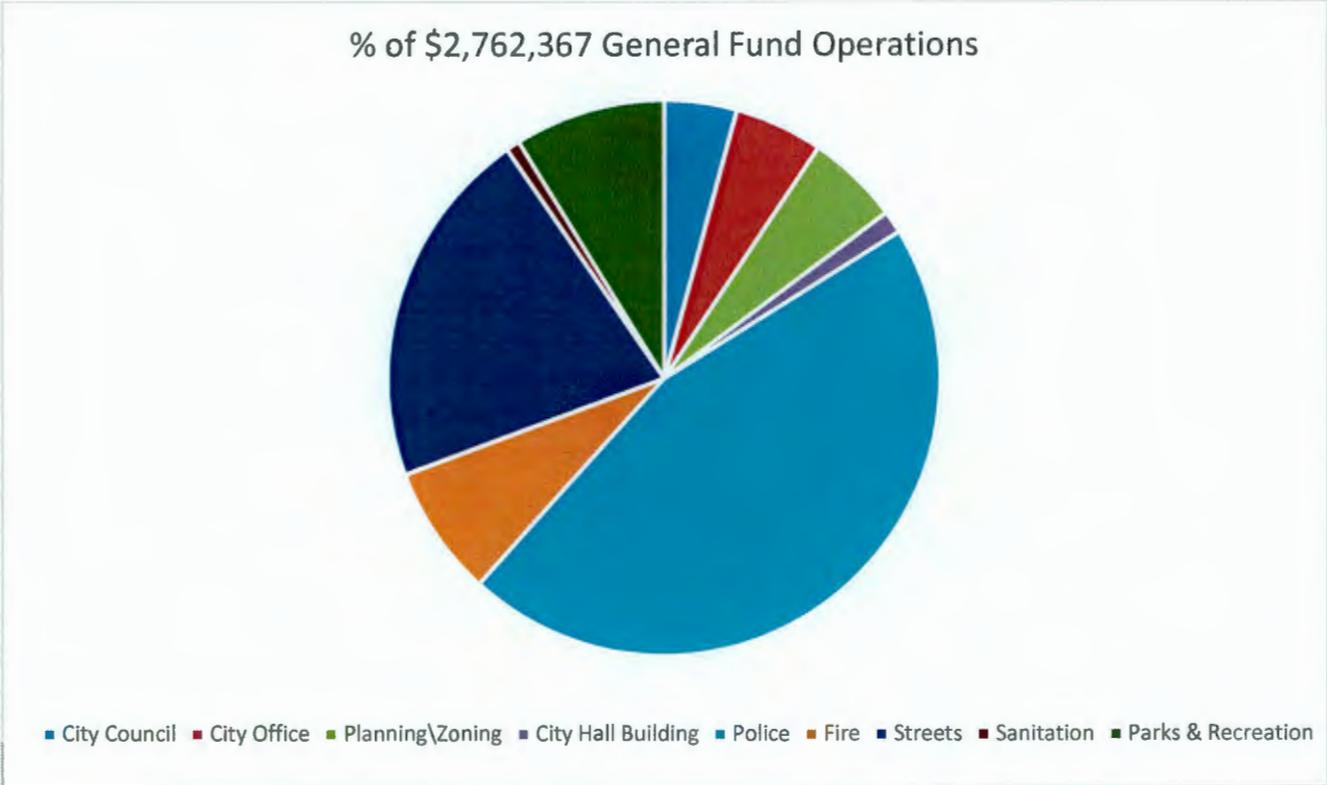
Enterprise Funds (public utilities and liquor store) are funded entirely through user fees. Balances in these funds remains stable and growing with the exception of the Telecom Fund. Telecom is anticipated to incur a loss in 2020 due to the transition of video to an over-the-top product, which is needed as the expenses of traditional video are unsustainable. No rate increases are anticipated for Electric in 2020. In the Water Fund an inflationary increase of 2% is budgeted and in the Wastewater Fund a 4.25% increase had previously been approved to help pay for the Wastewater Treatment Plant upgrades that were necessary to meet State regulations. The Telecom Fund will be making some rate changes as the video offerings are being transitioned to an over-the-top product that is delivered via the internet versus the old coax cable (or RF) system.

No State funds for Small Cities Aid in transportation were approved by the legislature. In the past these funds, though limited, helped with street maintenance.

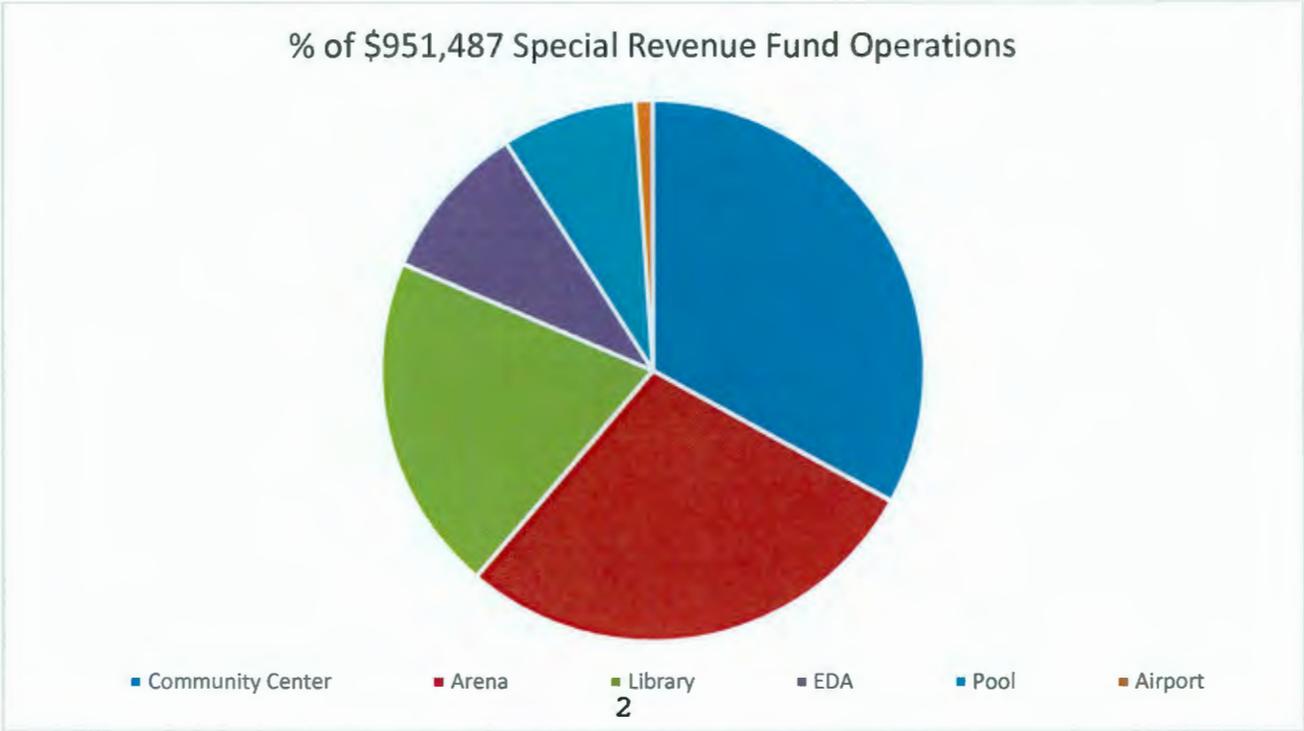
Expenses

The City maintains consistent assumptions for expenditures. Department budget requests typically account for inflationary increases to maintain current service levels. Service level adjustments and notable budget changes are reflected in the budget at their expected or estimated cost.

General Funds and Special Revenue Funds (Library, Community Center, Pool, Arena, EDA and Airport) account for the majority of the uses for property tax. Below are two charts showing the amount of budgeted funds for the General Fund Operations and Special Revenue Fund Operations.



Police\Animal Control 45.5%	Streets 21.03%	Parks & Recreation 8.84%
Fire\Emergency Mgmt. 7.64%	Planning\Zoning 5.42%	City Office 5.20%
Council & Elections 4.26%	City Hall Building 1.31%	Sanitation 0.80%



Community Center 32.98%

Arena 28.3%

Library 20.15%

Economic Dev Authority 9.51%

Pool 8.02%

Airport 1.05%

Debt Service

These funds are repayments of General Obligation Bonds and a lease-purchase for prior purchases or projects. In 2020 the repayments for debt service will be \$592,856. Debt service on General Obligation Bonds typically runs 20 years for projects like Streets and 10 years for purchases such as Fire Trucks or Street Equipment. Our Standard and Poor's Bond rating of A+ with a positive outlook remains the same as in prior years and is an example of our community's financial strength.

Total Revenues and Total Expenses

The total revenues for 2020 are projected to be up 0.25% compared to 2019, \$22,113,403 as compared to \$22,059,227. Anticipated total expenses are budgeted to be 2.57% higher in 2020 primarily due to inflationary costs for goods and services. Total expenses for 2020 are \$23,120,700 versus \$22,541,007 in 2019.

Please note that while the projected expenses are higher than revenues, the expense budget includes non-cash expenses such as depreciation and capital expenses that will be funded using Enterprise Fund\General Fund reserves or bonds. As such, the City is projecting that revenues will be sufficient to meet the proposed budget expenditures and debt obligations.

Truth in Taxation\Public Input

The City has provided budget information to citizen boards and commissions, held public meetings prior to adopting each budget and has notified the public regarding budget workshops. In addition, budget and audit information is available within the financial section of the City's website (www.windom-mn.com). As required by State law, the City also notifies residents through their property tax statements about the public budget input meeting on December 3, 2019. The formal budget and corresponding property tax levy will be adopted by the City Council on December 17, 2019.

Future Budget Considerations

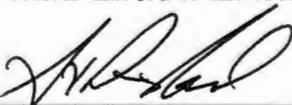
A 2020 Street Project has been proposed which will be approximately \$5.5 million. This will be funded, as in the past, through property tax assessments, utility funds and a General Obligation Bond. The bond will add to the City's future debt service but with planned retirements of previous debts the impact to the future years' property tax levy should be low.

Good news is that the City decertified two Tax Increment Finance (TIF) districts in 2019. This does not impact the amount of taxes levied by the City but will add to the property tax valuations, which should reduce the tax rate.

Construction for housing has started on the 45 unit multi-family project, which is in addition to a few single-family homes constructed this last year. The addition of these housing units will help the City grow and positively impact our receipt of State aids. One other housing project being discussed is the redevelopment of the Cemstone property. In addition to the housing potential, redevelopment of this property will have many benefits to the community such as relocation of an industrial use in a residential and park area, wellhead and lake protection, large reduction of heavy truck traffic and establishment of a natural prairie and walking trail.

Conclusion

Special thanks to the community for support of City staff and to the Department Heads for their emphasis on high quality service and cost containment. Thank you also to the City Council for their dedication and direction that led to the creation of the 2020 budgets for the General, Special Revenue and Enterprise funds.



City Administrator

**BUDGET
CITY OF WINDOM
2020 BUDGET YEAR**

REVENUE BUDGET

	<u>2020</u>	<u>2019</u>	<u>Change</u>
<u>General Fund</u>			
Local Government Aid	\$ 1,527,209	\$ 1,483,442	2.95%
Small Cities Assistance	\$ -	\$ -	0.00%
Fees, Fines and Permits	\$ 503,255	\$ 504,401	-0.23%
Transfers from Enterprise & Arena Recapture	\$ 245,000	\$ 312,750	-21.66%
Tax Levy (Operations)	\$ 486,903	\$ 364,459	33.60%
Tax Levy (Capital Outlay)	\$ 73,500	\$ 247,656	-70.32%
Bonds (Capital Outlay)	\$ -	\$ -	0.00%
	\$ 2,835,867	\$ 2,912,708	-2.64%
<u>Special Revenue/Levy Funds</u>			
User Fees	\$ 1,286,367	\$ 1,265,885	1.62%
Federal/State Aids	\$ 492,000	\$ 617,000	-20.26%
Tax Levy (Operations)	\$ 844,486	\$ 765,254	10.35%
Tax Levy (Capital Outlay)	\$ 107,000	\$ -	0.00%
Grants/Donations (Capital Outlay)	\$ -	\$ -	0.00%
Ambulance Reserve Funds (Capital Outlay)	\$ -	\$ -	0.00%
	\$ 2,729,853	\$ 2,648,138	3.09%
<u>Enterprise Funds</u>			
User Fees	\$ 14,175,481	\$ 14,237,817	-0.44%
Cost Sharing Fund	\$ 396,468	\$ -	0.00%
Grants/Donations (Capital Outlay)	\$ 56,250	\$ -	0.00%
Special Assessments	\$ 2,348	\$ 5,117	-54.11%
	\$ 14,630,547	\$ 14,242,934	2.72%
<u>Debt Service</u>			
Special Assessments	\$ 127,523	\$ 134,116	-4.92%
Other Revenues - Hospital PILOT	\$ 10,000	\$ 10,000	0.00%
Interfund Transfers for Debt Service	\$ 189,325	\$ 155,327	21.89%
Tax Levy - Bonded Projects	\$ 530,856	\$ 538,422	-1.41%
Tax Levy - Intra-Fund Repayment	\$ 62,000	\$ 79,000	-21.52%
	\$ 919,704	\$ 916,865	0.31%
<u>Special Projects</u>			
TIF Revenues & Revolving Loan Funds	\$ 995,432	\$ 1,315,732	-24.34%
Dilapidated Housing Program	\$ 2,000	\$ 22,850	-91.25%
	\$ 997,432	\$ 1,338,582	
Grand Total	\$ 22,113,403	\$ 22,059,227	0.25%

**BUDGET
CITY OF WINDOM
2020 BUDGET YEAR**

EXPENSE BUDGET

	<u>2020</u>	<u>2019</u>	<u>Change</u>
<u>General Fund</u>			
Operational Expenses	\$ 2,734,726	\$ 2,637,017	3.71%
Capital Outlay	\$ 73,500	\$ 247,656	-70.32%
Transfers for Fire Truck	\$ 27,641	\$ 28,035	-1.41%
	\$ 2,835,867	\$ 2,912,708	-2.64%
<u>Special Revenue/Levy Funds</u>			
Operational Expenses	\$ 1,823,466	\$ 1,816,196	0.40%
Capital Outlay	\$ 794,038	\$ 835,000	-4.91%
Debt Service	\$ 113,408	\$ 130,722	-13.24%
Depreciation	\$ 140,000	\$ 75,000	86.67%
	\$ 2,870,912	\$ 2,856,918	0.49%
<u>Enterprise Funds</u>			
Operational Expenses	\$ 10,553,100	\$ 10,738,641	-1.73%
Capital Outlay	\$ 832,500	\$ 600,000	38.75%
Debt Service	\$ 2,288,984	\$ 1,626,920	40.69%
Transfers	\$ 300,000	\$ 300,000	0.00%
Depreciation	\$ 1,864,270	\$ 1,704,270	9.39%
	\$ 15,838,854	\$ 14,969,831	5.81%
<u>Debt Service</u>			
Bond/Loan Payments & Fees	\$ 876,783	\$ 856,261	2.40%
Tax Levy - Intra-Fund Repayment	\$ 62,000	\$ 79,000	-21.52%
	\$ 938,783	\$ 935,261	0.38%
<u>Special Projects</u>			
TIF Funds & Revolving Loan Funds	\$ 634,284	\$ 856,289	-25.93%
Dilapidated Housing Program	\$ 2,000	\$ 10,000	0.00%
	\$ 636,284	\$ 866,289	-26.55%
Grand Total	<u>\$ 23,120,700</u>	<u>\$ 22,541,007</u>	2.57%

**BUDGET
CITY OF WINDOM
2020 BUDGET YEAR**

GENERAL FUND

Operational Revenue and Expenses

<u>Revenue</u>	<u>2020</u>	<u>2019</u>	<u>% Change</u>
Local Govt Aid (LGA)	\$ 1,527,209	\$ 1,483,442	2.95%
*Small Cities Assistance	\$ -	\$ -	0.00%
Operational Tax Levy	\$ 486,903	\$ 364,459	33.60%
Interfund Transfers	\$ 245,000	\$ 312,750	-21.66%
Misc. Revenue	\$ 503,255	\$ 504,401	-0.23%
Use of Reserves	\$ -	\$ -	0.00%
TOTAL	\$ 2,762,367	\$ 2,665,052	3.65%

<u>Expenses</u>	<u>2020</u>	<u>2019</u>	<u>% Change</u>
Mayor & Council	\$ 110,823	\$ 115,540	-4.08%
Elections	\$ 6,800	\$ -	0.00%
City Office	\$ 143,508	\$ 138,599	3.54%
Planning & Zoning	\$ 149,635	\$ 143,074	4.59%
City Hall	\$ 36,244	\$ 36,050	0.54%
Police Department	\$ 1,254,642	\$ 1,192,882	5.18%
Fire Department	\$ 177,472	\$ 178,431	-0.54%
Emergency Mgmt	\$ 5,886	\$ 5,886	0.00%
Animal Control	\$ 2,700	\$ 2,700	0.00%
Street Department	\$ 580,950	\$ 553,368	4.98%
*Small Cities Assistance Exp	\$ -	\$ -	0.00%
Health/Sanitation	\$ 22,000	\$ 22,000	0.00%
Recreation	\$ 39,750	\$ 42,600	-6.69%
Parks	\$ 204,317	\$ 205,887	-0.76%
Transfers for Fire Equipment	\$ 27,641	\$ 28,035	-1.41%
Transfers for Use of Reserves	\$ -	\$ -	0.00%
TOTAL	\$ 2,762,367	\$ 2,665,052	3.65%

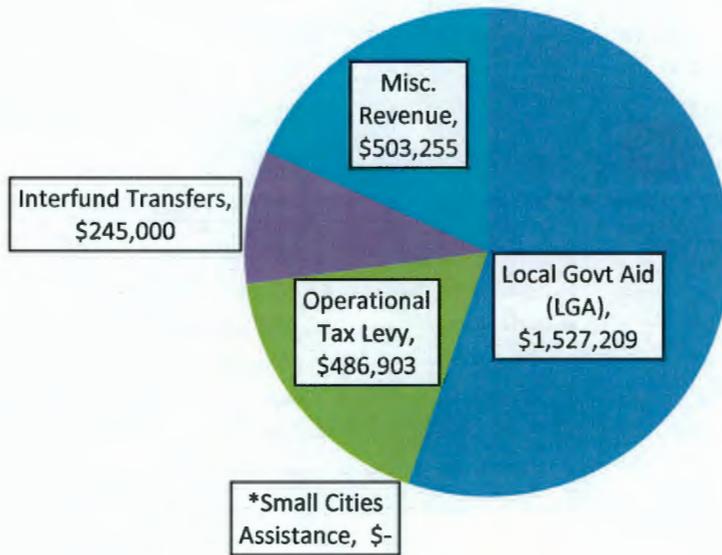
<u>General Fund Capital</u>	\$ 73,500	\$ 247,656	-70.32%
------------------------------------	------------------	-------------------	----------------

*State Funding for Streets

2020 General Fund

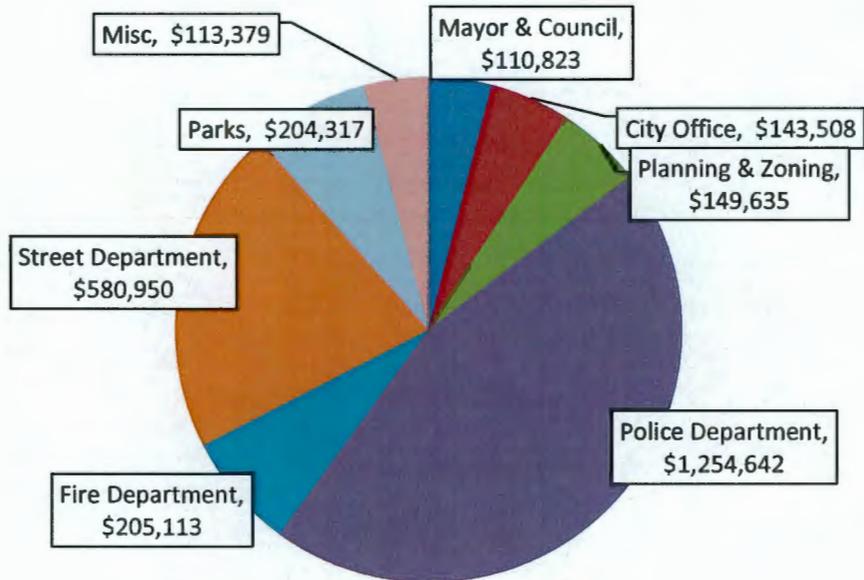
Operational Revenues

Budgeted Revenue \$2,762,367



Operational Expenses

Budgeted Expenses \$2,762,367



**BUDGET
CITY OF WINDOM
2020 CAPITAL OUTLAY
(General Fund)**

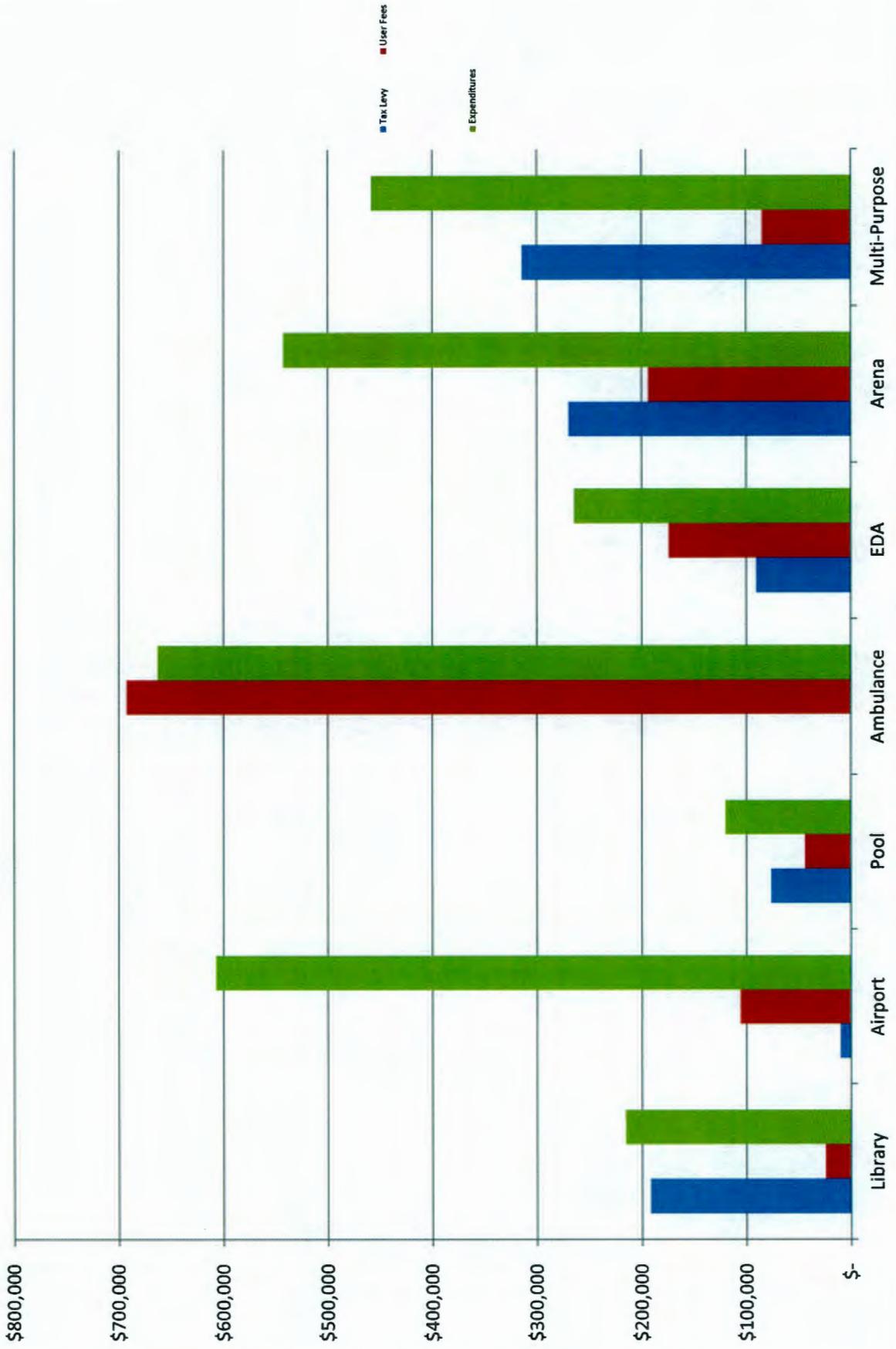
<u>CAPITAL\EQUIPMENT FUND</u>		<u>Amount</u>	<u>Tax Levy</u>
Administration:	Administration - Computer Replacement	\$ 250	
	Sub-total	<u>\$ 250</u>	\$ 250
Building & Zoning			
	Land Use Code Review	\$ 5,000	
	Sub-total	<u>\$ 5,000</u>	\$ 5,000
City Hall:			
	Multiple Department Server	\$ 1,500	
	Roof Replacement Fund	\$ 7,050	
		<u>\$ -</u>	
	Sub-total	<u>\$ 8,550</u>	\$ 8,550
Fire:			
	Fire - Jaws of Life	\$ 16,000	
	Fire - Truck/Equipment Fund	\$ 25,000	
	Sub-total	<u>\$ 41,000</u>	\$ 41,000
Police:			
	Police - Office Furnishings	\$ 1,500	
	Police - Active Shooter Vests	\$ 7,200	
	Sub-total	<u>\$ 8,700</u>	\$ 8,700
Parks:			
	Parks - 325 D Mower	\$ 10,000	
		<u>\$ -</u>	
	Sub-total	<u>\$ 10,000</u>	\$ 10,000
TOTAL CAPITAL FUND			\$ 73,500
	General Fund Capital Subject to Levy		\$ 73,500

**BUDGET
CITY OF WINDOM
2020 BUDGET YEAR**

SPECIAL REVENUE/LEVY FUNDS

<u>Library</u>	<u>2020</u>	<u>2019</u>	<u>Change</u>
+ Tax Levy	\$ 191,707	\$ 189,992	0.90%
+ Other Revenue	\$ 24,000	\$ 20,000	20.00%
+ Reserves	\$ -	\$ -	0.00%
- Expenses	\$ (213,707)	\$ (209,992)	1.77%
- Capital Outlay	\$ (2,000)	\$ -	0.00%
- Debt Service	\$ -	\$ -	0.00%
	<u>\$ 0</u>	<u>\$ -</u>	
 <u>Airport</u>			
+ Tax Levy	\$ 10,000	\$ 10,000	0.00%
+ Federal State Grants/Aids	\$ 492,000	\$ 617,000	-20.26%
+ Other Revenue	\$ 105,750	\$ 105,750	0.00%
- Expenses	\$ (119,912)	\$ (116,639)	2.81%
- Capital Outlay	\$ (487,038)	\$ (600,000)	-18.83%
- Debt Service	\$ -	\$ -	0.00%
	<u>\$ 800</u>	<u>\$ 16,111</u>	
 <u>Pool</u>			
+ Tax Levy	\$ 76,263	\$ 72,694	4.91%
+ Other Revenue	\$ 43,800	\$ 47,800	-8.37%
+ Reserves	\$ -	\$ -	0.00%
- Expenses	\$ (120,063)	\$ (120,494)	-0.36%
- Capital Outlay	\$ -	\$ -	0.00%
- Debt Service	\$ -	\$ -	0.00%
	<u>\$ -</u>	<u>\$ -</u>	
 <u>Ambulance</u>			
+ Tax Levy	\$ -	\$ -	0.00%
+ Other Revenue	\$ 692,500	\$ 628,500	10.18%
+ Reserves	\$ -	\$ 35,641	-100.00%
- Expenses	\$ (462,760)	\$ (429,141)	7.83%
- Capital Outlay	\$ (200,000)	\$ (235,000)	0.00%
- Debt Service	\$ -	\$ -	0.00%
	<u>\$ 29,740</u>	<u>\$ -</u>	
 <u>EDA</u>			
+ Tax Levy	\$ 90,454	\$ 62,959	43.67%
+ Other Revenue	\$ 142,288	\$ 152,925	-6.96%
+ Reserves	\$ -	\$ -	0.00%
+ Interfund Loan Receipts	\$ 31,600	\$ 39,000	-18.97%
- Expenses	\$ (223,342)	\$ (214,584)	4.08%
+ Non Cash Exp	\$ -	\$ -	0.00%
- Capital Outlay	\$ -	\$ -	0.00%
- Debt Service	\$ (41,000)	\$ (40,300)	1.74%
	<u>\$ -</u>	<u>\$ -</u>	
 <u>Arena</u>			
+ Tax Levy	\$ 269,282	\$ 209,904	28.29%
+ Other Revenue	\$ 193,459	\$ 217,840	-11.19%
+ Reserves (Recapture Engineering)	\$ -	\$ 67,750	-100.00%
- Expenses	\$ (420,333)	\$ (425,071)	-1.11%
- Capital Outlay	\$ (50,000)	\$ -	
- Debt Service	\$ (72,408)	\$ (90,422)	0.00%
+ Depreciation	\$ 80,000	\$ 20,000	
	<u>\$ -</u>	<u>\$ -</u>	
 <u>Multi-Purpose</u>			
+ Tax Levy	\$ 313,781	\$ 219,705	42.82%
+ Other Revenue	\$ 84,570	\$ 93,070	-9.13%
+ Reserves	\$ -	\$ 7,500	-100.00%
- Expenses	\$ (403,351)	\$ (375,275)	7.48%
- Capital Outlay	\$ (55,000)	\$ -	0.00%
- Debt Service	\$ -	\$ -	0.00%
+ Depreciation	\$ 60,000	\$ 55,000	0.00%
	<u>\$ 0</u>	<u>\$ -</u>	
 Total Levy	 \$ 951,486	 \$ 765,254	 24.34%

2020 Special Revenue Funds



**BUDGET
CITY OF WINDOM
2020 CAPITAL OUTLAY**

SPECIAL REVENUE/LEVY FUNDS

<u>Fund</u>	<u>Description</u>	<u>Amount</u>	<u>Tax Levy</u>
Arena:			
	Arena - Roof Replacement	\$50,000	Sub-total \$50,000
Library:			
	Computer Replacement	\$2,000	
			Sub-total \$2,000
Multi-purpose:			
	CC - Roof Replacement Fund	\$50,000	
	Equipment & Mechanical Systems Reserve	<u>\$5,000</u>	Sub-total \$55,000
Airport:			
	T-Hanger Additions	<u>\$487,038</u>	\$0
			Sub-total \$0
Ambulance:			
	Unit #29 Ambulance Replacement	<u>\$200,000</u>	\$0
			Sub-total \$0
	Less: Reserve/Grant Funds	<u>\$ (687,038)</u>	
Total Subject to Levy		<u><u>\$107,000</u></u>	

**BUDGET
CITY OF WINDOM
2020 BUDGET YEAR**

ENTERPRISE FUNDS

Telecom

	2020	2019	Change
+ Revenue	\$ 2,462,795	\$ 2,826,630	-12.87%
+ Special Assessments	\$ -	\$ -	
+ Reserves	\$ -	\$ -	
- Expenses	\$ (2,144,131)	\$ (2,494,648)	-14.05%
- Capital Outlay	\$ (12,500)	\$ -	
- Debt Service	\$ (896,756)	\$ (893,306)	0.39%
- Transfer to General	\$ -	\$ -	
+ Depreciation	\$ 352,050	\$ 342,050	<u>2.92%</u>
Cash Flow	\$ (238,542)	\$ (219,275)	

Water

+ Revenue	\$ 1,202,500	\$ 1,257,500	-4.37%
+ Special Assessments	\$ 1,816	\$ 2,079	-12.66%
+ Grant Funds	\$ 56,250	\$ -	0.00%
+ Reserves	\$ -	\$ -	0.00%
- Expenses	\$ (1,056,221)	\$ (1,046,535)	0.93%
- Capital Outlay	\$ (105,000)	\$ (45,000)	133.33%
- Debt Service	\$ (287,521)	\$ (346,488)	-17.02%
- Transfer to General	\$ -	\$ -	
+ Depreciation	\$ 425,000	\$ 425,000	<u>0.00%</u>
Cash Flow	\$ 236,824	\$ 246,556	

Sewer*

+ Revenue	\$ 1,872,990	\$ 1,912,541	-2.07%
+ Cost Sharing Funds	\$ 396,468	\$ -	0.00%
+ Special Assessments	\$ 532	\$ 3,038	-82.48%
+ Reserves	\$ -	\$ -	
- Expenses	\$ (1,324,080)	\$ (1,309,418)	1.12%
- Capital Outlay	\$ (140,000)	\$ (55,000)	154.55%
- Debt Service	\$ (1,104,707)	\$ (387,125)	185.36%
- Transfer to General	\$ -	\$ -	
+ Depreciation	\$ 407,220	\$ 387,220	<u>5.17%</u>
Cash Flow	\$ 108,423	\$ 551,256	

Electric

+ Revenue	\$ 6,637,196	\$ 6,325,396	4.93%
+ Special Assessments	\$ -	\$ -	
+ Reserves	\$ -	\$ -	
- Expenses	\$ (5,991,564)	\$ (5,794,588)	3.40%
- Capital Outlay	\$ (560,000)	\$ (495,000)	13.13%
- Debt Service	\$ -	\$ -	
- Transfer to General	\$ (200,000)	\$ (200,000)	0.00%
+ Depreciation	\$ 650,000	\$ 525,000	<u>23.81%</u>
Cash Flow	\$ 535,632	\$ 360,808	

Liquor

+ Revenue	\$ 2,000,000	\$ 1,915,750	4.40%
+ Special Assessments	\$ -	\$ -	
+ Reserves	\$ -	\$ -	
- Expenses	\$ (1,901,375)	\$ (1,797,722)	5.77%
- Capital Outlay	\$ (15,000)	\$ (5,000)	200.00%
- Debt Service	\$ -	\$ -	
- Transfer to General	\$ (100,000)	\$ (100,000)	0.00%
+ Depreciation	\$ 30,000	\$ 25,000	<u>20.00%</u>
Cash Flow	\$ 13,625	\$ 38,028	

*Sewer Fund includes costs and financing for Waste Water Treatment Plant Upgrade

**BUDGET
CITY OF WINDOM
2020 BUDGET YEAR
SPECIAL PROJECTS**

(Tax Increment Finance, Revolving Loan Funds and Other)

<u>Name</u>	<u>Revenue</u>	<u>Expense</u>
407 Dilapidated Housing Program	\$ 2,000	\$ 2,000
256 River Bluff Estates Revolving Loan	\$ -	\$ -
252 Small Cities Development Program	\$ -	\$ 400
254 North Industrial Park Project	\$ 42,246	\$ 37,100
253 RiverBluff Estates	\$ -	\$ 2,100
251 RBEG\Remick Revolving Loan	\$ 1,000	\$ -
651 Riverbluff Townhomes	\$ -	\$ -
1-8 Downtown TIF (265)	\$ -	\$ -
1-10 Runnings TIF (266)	\$ 43,053	\$ 41,114
1-12 Prime Pork, LLC. TIF (268)	\$ 320,623	\$ 289,984
1-13 River Bluff TIF (260)	\$ 32,086	\$ 6,000
1-14 Spec Building II TIF (269)	\$ -	\$ -
1-15 Fulda Area Credit Union TIF (275)	\$ -	\$ -
1-16 GDF District TIF (270)	\$ 13,300	\$ 10,457
1-17 NWIP TIF (273)	\$ -	\$ 20,500
1-18 AG Builders TIF (271)	\$ 13,244	\$ 12,464
1-19 NWIP II TIF (274)	\$ 487,366	\$ 172,616
1-20 New Vision TIF (276)	\$ 42,514	\$ 41,549
1-21 Tibodeau's Center (261)	\$ -	\$ -
TOTAL	\$ 997,432	\$ 636,284
	-	-

City of Windom, Minnesota
City of Windom -- Capital Improvement Plan
 2020 thru 2024

PROJECTS BY DEPARTMENT

Department	Project #	Priority	2020	2021	2022	2023	2024	Total
Administration								
Computer Replacement	ADMIN 002	1	1,600		3,200			4,800
Administration Total			1,600		3,200			4,800
Airport								
Instrument Landing Equipment	AIRPORT 005	1			250,000			250,000
Runway Extension Design	AIRPORT 006	1				100,000		100,000
Crosswind Runway Design	AIRPORT 007	3			150,000			150,000
Crosswind Runway Land Acquisition	AIRPORT 008	2				600,000		600,000
Mower Replacement	AIRPORT 009	3	25,000					25,000
Runway Extension Environmental Reivew	AIRPORT 011	1				75,000		75,000
Crosswind Runway Construction	AIRPORT 012	4					2,000,000	2,000,000
New 4 Bay Hanger	AIRPORT 014	1			750,000			750,000
Unit 46A Replacement - Snow Blower	AIRPORT 015	1			130,000			130,000
Airport Total			25,000		1,280,000	675,000	2,100,000	4,080,000
Ambulance								
Defibrulators	AMB 002	1				100,000		100,000
Unit 27 - Ambulance Replacement	AMB 005	1		235,000				235,000
Radio & Pager Equipment	AMB 006	1		125,000				125,000
Unit 28 - Ambulance Replacement	AMB 007	1				250,000		250,000
Ambulance Total				360,000		350,000		710,000
Arena								
Roof Repair/Rehabilitation Fund	ARENA 009	1	300,000					300,000
Parking Lot Rehabilitation	ARENA 010	2	267,000					267,000
Livestock Building/Riding Rink	ARENA 011	3		200,000				200,000
Arena Total			567,000	200,000				767,000
Building\Zoning								
Color Copier Replacement	BUILD 004	1		7,500				7,500
Dilapidated Housing Demolition Program	BUILD 005	2	2,000	30,000	30,000	30,000	30,000	122,000
Land Use Code Review	BUILD 006	2	5,000	10,000				15,000
Building\Zoning Total			7,000	47,500	30,000	30,000	30,000	144,500
City Hall								
Window Replacement	CH 001	2				20,000		20,000
Tuckpointing and Foundation Repair	CH 008	2			125,000			125,000
EDA\Building Office Windows	CH 010	2			7,500			7,500
Roof Replacement	CH 011	1		80,000				80,000

Department	Project #	Priority	2020	2021	2022	2023	2024	Total
City Hall Total				80,000	132,500	20,000		232,500
Community Center								
Meeting Room Maintenance\Improvements	COMM 001	2		10,000				10,000
Dance Floor Replacement	COMM 002	3		14,800				14,800
Sound System	COMM 003	3		60,000				60,000
Stage	COMM 006	3			8,500			8,500
Equipment Replacement\Upgrades	COMM 007	1		10,000	10,000			20,000
Mechanical Systems	COMM 009	1	14,750					14,750
Roof Replacement Fund	COMM 010	1		300,000				300,000
Garage Doors w\ Openers	COMM 011	2		9,800				9,800
Gym Renovation	COMM 012	2			85,000			85,000
Outdoor - Grounds and Equipment	COMM 014	2		4,000	4,000			8,000
Office Computer Replacement	COMM 015	1		4,500				4,500
Community Center Total			14,750	413,100	107,500			535,350
EDA								
NWIP South 80 Addition Infrastructure	EDA 003	1	275,000	50,000	50,000	50,000		425,000
East Highway 60 Development	EDA 006	2			2,111,000			2,111,000
Cottonwood Lake Site Reclamation	EDA 007	2	2,068,000					2,068,000
EDA Total			2,343,000	50,000	2,161,000	50,000		4,604,000
Electric								
Distribution System Upgrades	ELE 001	1	300,000	300,000	300,000	300,000	300,000	1,500,000
Skid Loader Replacement	ELE 002	2			50,000			50,000
Misc Equipment - Unidentified	ELE 004	3	80,000		40,000	40,000	40,000	200,000
Generation	ELE 016	1	110,000				3,500,000	3,610,000
Replace Unit 362 - Trencher\Plow	ELE 018	2	50,000					50,000
Line Truck	ELE 019	2		60,000				60,000
Transmission Line Reconstruction	ELE 023	1		3,000,000				3,000,000
New Garage Doors - Power House\Shop	ELE 024	2	20,000					20,000
Electric Total			560,000	3,360,000	390,000	340,000	3,840,000	8,490,000
Fire								
Rural Engine\Pumper Truck - Unit 21	FIRE 003	1	440,000					440,000
First Response Truck - Unit 24	FIRE 005	3			250,000			250,000
City Engine\Pumper - Unit 23	FIRE 006	1		450,000				450,000
Radio Replacement Fund	FIRE 007	1			40,000			40,000
Jaws of Life	FIRE 010	1	26,000					26,000
Fire Total			466,000	450,000	290,000			1,206,000
Library								
Computer Replacement	LIB 007	1	2,000	2,000	2,000	2,000	2,000	10,000
Library Remodel Project	LIB 008	2		20,000	20,000			40,000
Library Total			2,000	22,000	22,000	2,000	2,000	50,000
Liquor								
New Store	LIQUOR 014	3	10,000	2,000,000				2,010,000
Computer Replacement	LIQUOR 015	1				2,000		2,000
Equipment Replacement Fund	LIQUOR 016	1	5,000	5,000	5,000			15,000

Department	Project #	Priority	2020	2021	2022	2023	2024	Total
Liquor Total			15,000	2,005,000	5,000	2,000		2,027,000
Multiple Depts								
City-wide Network & Server Upgrades	MULTI 003	1	6,000	6,000	6,000			18,000
Multiple Depts Total			6,000	6,000	6,000			18,000
Parks								
Windom Rec Area - Lighting	PARK 005	4		85,000				85,000
Windom Rec Area - Parking Lot & Trail Improvements	PARK 006	4		30,000				30,000
Toro Groundsmaster Mowers (328D)	PARK 010	1	40,000					40,000
Unit 70 Pick-up Truck	PARK 011	2		32,000				32,000
Playground Equipment Replacement Fund	PARK 014	3		10,000	10,000			20,000
Dog Park	PARK 017	5	0					0
Tennis/Pickleball Court Construction	PARK 018	2	200,000					200,000
New Island Park Comfort Station	PARK 019	1	150,000					150,000
Park Facilities CIP	PARK 021	2		30,000	10,000	5,000	5,000	50,000
Parks Total			390,000	187,000	20,000	5,000	5,000	607,000
Police								
Taser Replacement	POLICE 003	1		15,500				15,500
Active Shooter Vests	POLICE 016	2	7,200					7,200
Radio Replacement	POLICE 017	3			50,000			50,000
Office Furnishings	POLICE 018	3	1,500					1,500
Police Total			8,700	15,500	50,000			74,200
Pool								
New or Renovated Pool	POOL 003	3			3,500,000			3,500,000
Pool Total					3,500,000			3,500,000
Streets								
2020 Street Project	STR 003	1	4,500,000					4,500,000
Equipment Fund Reserve	STR 005	2	0	50,000	50,000			100,000
Pick-up Replacement (Unit 40-05)	STR 009	1			38,000			38,000
2.5 Ton Dump Trucks (Units 42-04; 43-04 and 44-04)	STR 010	1		280,000	140,000			420,000
Insect Sprayer Replacement	STR 012	2			14,000			14,000
Sno-Go Snow Blower Replacement	STR 013	1					135,000	135,000
Loader Unit & Attachements	STR 015	1	29,000	29,000				58,000
2023 Street Project	STR 019	1				7,500,000		7,500,000
Traffic Signal Lights	STR 025	1					250,000	250,000
Trailer	STR 026	2		10,000				10,000
4-Ton Hot Box	STR 027	1		25,000				25,000
Streets Total			4,529,000	394,000	242,000	7,500,000	385,000	13,050,000
Telecom								
Vehicle Replacement	TEL 015	1	28,000					28,000
System Expansion - Co Road 13 East	TEL 021	2		35,000				35,000
Jeffers Expansion	TEL 023	3			900,000			900,000
Cottonwood Co Fiber Transport Network	TEL 024	2		500,000				500,000
Cisco 15454 Replacement - OC3 Transport	TEL 027	1		15,000				15,000
Spam Server Replacement	TEL 028	2		7,500				7,500
Transport Project - CO Fiber Trunk South	TEL 029	1			35,000			35,000

Department	Project #	Priority	2020	2021	2022	2023	2024	Total
Transport Project - CO Fiber Trunk North	TEL 030	1		16,000				16,000
Fiber Optic OTDR	TEL 031	1	12,500					12,500
Mt. Lake Expansion	TEL 032	3				2,500,000		2,500,000
Comfrey Expansion	TEL 033	3					1,500,000	1,500,000
Co Rd 13/15 North Expansion	TEL 034	3	85,000					85,000
Telecom Total			125,500	573,500	935,000	2,500,000	1,500,000	5,634,000
Wastewater								
General Plant Improvement/Maintenance	SEWER 001	2	5,000	5,000	5,000	5,000	5,000	25,000
Jetter Truck Replacement	SEWER 005	1	100,000					100,000
General Equipment	SEWER 006	3	20,000	20,000	20,000	20,000	20,000	100,000
Interceptor/Collection System Improvements	SEWER 007	1	10,000	10,000	10,000	10,000	10,000	50,000
Lift Station Improvements	SEWER 010	1	5,000	5,000	5,000	5,000	5,000	25,000
Wastewater Total			140,000	40,000	40,000	40,000	40,000	300,000
Water								
Wells and Well Site	WATER 001	1	5,000	5,000	5,000	5,000	5,000	25,000
Pumping Equipment	WATER 002	1	5,000	5,000	5,000	5,000	5,000	25,000
Filter Plant Improvements	WATER 004	1	10,000	10,000	10,000	10,000	10,000	50,000
Water Main Improvements	WATER 005	1	5,000	5,000	5,000	5,000	5,000	25,000
Hydrants	WATER 008	2	5,000	5,000	5,000	5,000	5,000	25,000
Mower Replacement	WATER 011	3		15,000				15,000
Well House Generator	WATER 015	1	75,000					75,000
Water Total			105,000	45,000	30,000	30,000	30,000	240,000
GRAND TOTAL			9,305,550	8,248,600	9,244,200	11,544,000	7,932,000	46,274,350

**BUDGET
CITY OF WINDOM
2020 BUDGET YEAR**

	<u>2020 Levy Uses</u>	<u>Percent Of Levy</u>
General Fund Operational	\$ 486,903	23.03%
General Fund Capital	\$ 73,500	3.48%
Less: Use of General Fund Reserves	\$ -	0.00%
Dilapidated Housing Program	\$ 2,000	0.09%
Special Revenue Fund Operational	\$ 844,486	39.94%
Special Revenue Fund Capital	<u>\$ 107,000</u>	5.06%
<i>Sub Total</i>	<i>\$ 1,513,889</i>	
Tax Abatement	\$ 7,500	0.35%
Plus Debt Service*	<u>\$ 592,856</u>	28.04%
Levy Total	\$ 2,114,245	100.00%

	0	
<i>2019 Levy Total</i>	<i>\$ 2,033,190</i>	<i>96.17%</i>
<i>City Operation & Capital Levy Addition</i>	<i>\$ 81,054</i>	<i>3.99%</i>
<i>Use of Reserve Funds</i>	<i>\$ -</i>	<i>0.00%</i>
2020 Levy Total	\$ 2,114,245	
*Total Levy Increase	\$ 81,054	3.99%

Debt Service Levy

402 Capital - ESF Loan	\$ 68,392
401 Street Shop - Loader & Sweeper Interfund Payment	\$ 62,000
*401 Ice System Replacement Project	\$ 76,659
302 2005 Street Project (2012A Refi)	\$ 45,558
303 2007 Street Project (2012A Refi)	\$ 79,737
305 2009 Street Project	\$ 51,020
306 2013 Street Project	\$ 97,328
307 2017 Street Project	\$ 83,248
406 2013 Equip Bond - Fire Truck & SCBA	<u>\$ 28,913</u>
Total	\$ 592,856

**BUDGET
CITY OF WINDOM
2020 BUDGET YEAR**

<u>Debt Service Levy</u>	<u>2020</u> Levy	<u>2021</u> Levy	<u>2022</u> Levy	<u>2023</u> Levy	<u>2024</u> Levy
402 Capital - ESF Loan	\$ 68,392	\$ 68,076	\$ 68,691	\$ 68,235	\$ 65,711
401 Street Shop - Loader & Sweeper Interfund Payment	\$ 62,000	\$ 62,000	\$ 47,663	\$ -	\$ -
*401 Ice System Replacement Project	\$ 76,659	\$ 80,649	\$ 79,232	\$ 77,814	\$ 76,397
302 2005 Street Project (2012A Refi)	\$ 45,558	\$ 32,614	\$ 35,436	\$ 6,692	\$ 6,328
303 2007 Street Project (2012A Refi)	\$ 79,737	\$ 55,215	\$ 57,465	\$ -	\$ -
305 2009 Street Project	\$ 51,020	\$ 48,605	\$ 50,627	\$ 53,462	\$ 56,192
306 2013 Street Project	\$ 97,328	\$ 95,963	\$ 94,598	\$ 93,233	\$ 97,118
307 2017 Street Project	\$ 83,248	\$ 84,561	\$ 85,716	\$ 81,463	\$ 82,461
406 2013 Equip Bond - Fire Truck & SCBA	\$ 28,913	\$ 27,062	\$ 25,382	\$ 24,938	\$ 25,302
Total	\$ 592,856	\$ 554,745	\$ 544,810	\$ 405,838	\$ 409,509
	\$ (24,566)	\$ (38,111)	\$ (9,935)	\$ (138,972)	\$ 3,671

ESF Loan Funding

	2020	2021	2022	2023	2024
Debt Service	\$(133,391.00)	\$(133,076.00)	\$(133,690.00)	\$(133,235.00)	\$(133,711.00)
Hospital Transfer	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
Electric Transfer	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00
Liquor Transfer	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00
Levy	\$ 68,392.00	\$ 68,076.00	\$ 68,691.00	\$ 68,235.00	\$ 65,711.00
Total Funds	\$ 133,392.00	\$ 133,076.00	\$ 133,691.00	\$ 133,235.00	\$ 130,711.00
	1	0	1	0	(3,000)
Levy Offset (Project Contingency Funds)					
Net Levy	\$ 68,392.00	\$ 68,076.00	\$ 68,691.00	\$ 68,235.00	\$ 65,711.00

20

\$32,000 Contingency Remaining after using \$50,000 for Tennis Courts

General Fund Reserve Estimates

		<u>Available Funds</u>
2020 Budgeted Expense	\$ 3,884,245.54	
69% 2018 Audited Reserve	\$ 2,162,037.00	55.66%
Less: 2019 General Fund Commitments		
Cemstone Reclamation Project	\$ (32,300.00) *	
SEH Floodplain Data Review	\$ (13,000.00)	
MNDOT 24th St Hwy 60	\$ (11,031.00)	
Adele Plaza Subdivision Storm Sewer	\$ (20,000.00)	
Hwy 60 Corridor (2020 Budget)	\$ (12,500.00)	
Nuisance Abatement	\$ (10,000.00)	
	<u>\$ (98,831.00)</u>	
Remaining General Fund Reserve	\$ 2,063,206.00	53.12%
35% Required Minimum	\$ 1,359,485.94	\$ 703,720.06
40% Reserve Amount	\$ 1,553,698.21	\$ 509,507.79
45% Reserve Amount	\$ 1,747,910.49	\$ 315,295.51
50% Reserve Amount	\$ 1,942,122.77	\$ 121,083.23
60% Reserve Amount	\$ 2,330,547.32	\$ (267,341.32)

* \$100,000 Paid in 2017 for Cemstone Reclamation Project

* \$120,000 Paid in 2018 for Cemstone Reclamation Project

E Hwy 60 - TEDI Grant Match	\$ (300,000.00)	Removed 03/20/18
2018 Budget Use of Reserve	\$ (167,695.00)	
Arena Ice System - Engineering	\$ (11,000.00) **	
Compression Braking Signs	\$ (5,000.00)	

CITY OF WINDOM
DEBT SCHEDULE/STATEMENT OF BOND INDEBTEDNESS
YEAR ENDING DECEMBER 31, 2019

	Issue Date	Maturity Date	Interest Rate	Original Issue	New Issue	Outstanding December 31, 2018	2019 Principal Payment	2019 Interest Payment	Outstanding December 31, 2019	
GENERAL OBLIGATION BONDS										
BTS	GO Improvement Bonds Series 2017C (2009A Refunding)	2017	2025	2.00%	830,000.00	0.00	830,000.00	115,000.00	15,450.00	715,000.00
30 BTS	GO Improvement Refunding Bonds, Series 2011B (2003 St)	2011	2019	0.5-1.85%	795,000.00	0.00	120,000.00	120,000.00	1,110.00	-
31 BTS	GO Crossover Refunding Bonds, Series 2012A (2005A & 2007B)	2012	2023	.55-2.2	277,200.00	0.00	88,550.00	26,950.00	1,235.85	81,800.00
31 BTS	GO Crossover Refunding Bonds, Series 2012A (2005A & 2007B)	2012	2023	.55-2.2	82,800.00	0.00	28,450.00	8,050.00	389.15	18,400.00
31 BTS	GO Crossover Refunding Bonds, Series 2012A (2005A & 2007B)	2012	2023	.55-2.2	620,000.00	0.00	395,000.00	75,000.00	6,625.00	320,000.00
33 BTS	GO Improvement Bonds Series 2013A	2013	2034	2.43%	2,590,000.00	0.00	2,070,000.00	135,000.00	49,162.52	1,935,000.00
BTS	GO Improvement Bonds Series 2017A	2017	2039	1.15-3.40%	2,870,000.00	0.00	2,870,000.00	0.00	88,195.00	2,870,000.00
TOTAL GENERAL OBLIGATION BONDS						0.00	6,400,000.00	480,000.00	162,147.62	5,920,000.00
GENERAL OBLIGATION EQUIPMENT CERTIFICATES										
34	GO Equipment Bonds, Series 2013B	2013	2023	1.60%	425,000.00	0.00	245,000.00	45,000.00	3,647.50	200,000.00
TOTAL GENERAL EQUIPMENT CERTIFICATES						0.00	245,000.00	45,000.00	3,647.50	200,000.00
EDA/HOUSING DEVELOPMENT TAX INCREMENT BONDS										
34 BTS	GO Improvement NWIP 2013B	2013	2023	1.60%	190,000.00	0.00	110,000.00	20,000.00	1,660.00	90,000.00
BTS	GO Improvement NWIP 2018A	2018	2028	3-3.4%	1,015,000.00	0.00	1,015,000.00	0.00	40,853.75	1,015,000.00
TOTAL EDA/HOUSING DEVELOPMENT BONDS						0.00	1,125,000.00	20,000.00	42,513.75	1,105,000.00
GENERAL FUND NOTES										
	Lease Option To Purchase (Emergency Services Facility)	2018	2037	2.790%	2,034,000.00	0.00	1,963,000.00	80,000.00	53,851.70	1,883,000.00
TOTAL GENERAL FUND NOTES						0.00	1,963,000.00	80,000.00	53,851.70	1,883,000.00
GENERAL OBLIGATION REVENUE BONDS										
14	GO Revenue Note Series 1999A (Water Tower - East)	1999	2019	2.29%	1,319,713.68	0.00	84,000.00	84,000.00	1,922.00	-
29 BTS	GO Water & Sewer Revenue Bonds, 2011A - Water	2011	2029	2.85%	520,000.00	0.00	345,000.00	35,000.00	6,652.50	310,000.00
29 BTS	GO Water & Sewer Revenue Bonds, 2011A - Sewer	2011	2029	2.65%	2,570,000.00	0.00	2,180,000.00	175,000.00	61,180.00	2,005,000.00
31 BTS	GO Crossover Refunding Bonds, Series 2012A (2005A & 2007B) - Water	2012	2023	.55-2.2	382,200.00	0.00	162,800.00	43,000.00	2,485.80	119,800.00
31 BTS	GO Crossover Refunding Bonds, Series 2012A (2005A & 2007B) - Sewer	2012	2023	.55-2.2	277,800.00	0.00	127,200.00	32,000.00	1,979.20	95,200.00
33 BTS	GO Improvement Bonds Series 2013A - Sewer	2013	2034	2.43%	840,000.00	0.00	700,000.00	35,000.00	17,768.76	865,000.00
33 BTS	GO Improvement Bonds Series 2013A - Water	2013	2034	2.43%	970,000.00	0.00	810,000.00	45,000.00	20,475.00	765,000.00
BTS	GO Improvement Bonds Series 2017A - Sewer Hwy 60 Line	2017	2039	1.15-3.40%	555,000.00	0.00	555,000.00	20,000.00	16,810.00	535,000.00
BTS	GO Improvement Bonds Series 2017A - Water Tower	2017	2039	1.15-3.40%	595,000.00	0.00	595,000.00	20,000.00	18,050.00	575,000.00
32 BTS	Communication System Refunding Bonds (2012B)	2012	2032	3-3.625%	11,205,000.00	0.00	8,680,000.00	500,000.00	283,931.26	8,180,000.00
BTS	GO Equipment Certificates, Series 2017B (Cora Upgrade)	2017	2027	3.00%	855,000.00	0.00	855,000.00	85,000.00	24,375.00	770,000.00
BTS	GO Equipment Certificates, Series 2018A (Ica Project)	2018	2038	3-3.4%	1,095,000.00	0.00	1,095,000.00	45,000.00	45,422.99	1,050,000.00
PFA	CWRF Wastewater Treatment Plant	2019	2038	1.00%	9,824,333.00	9,824,333.00	-	610,333.00	5,095.52	9,014,000.00
TOTAL GENERAL OBLIGATION REVENUE BONDS						9,624,333.00	16,189,000.00	1,729,333.00	608,148.03	24,084,000.00
NOTES PAYABLE EDA/ENTERPRISE FUNDS										
	Spec Building Note with Fulda Area Credit	2011	2016	4.40%	442,098.41	0.00	257,780.96	26,968.73	13,351.27	230,812.23
	NOTE PAYABLE OTHER:MHFA NOTE PAYABLE	2001			353,305.00	0.00	353,305.00			353,305.00
	NOTE PAYABLE OTHER:GMHF NOTE PAYABLE	2001			180,000.00	0.00	140,439.43		2,822.83	143,262.26
	NOTE PAYABLE BANK OF THE WEST	2001			488,847.00	0.00	285,455.00	19,796.05	3,689.75	265,858.95
	WATER PURCHASE - RED ROCK RURAL WATER SYSTEM	2023			230,000.00	0.00	107,333.00	23,000.00	-	84,333.00
TOTAL EDA/ENTERPRISE NOTES PAYABLE						0.00	1,144,313.39	69,764.78	19,863.85	1,077,371.44
TOTAL OBLIGATIONS						9,624,333.00	27,068,313.39	2,424,097.78	789,972.35	34,269,371.44

22

SMART Goal Planning Form – Administration

Specific – WHO? WHAT?

On-line Community Engagement Surveys

Measurement/Assessment – HOW?

Use an existing commercially available on-line platform (POLCO) to solicit input from the public.

Attainable/Achieve – REASONABLE/RESOURCES AVAILABLE?

Annual cost for POLCO is currently \$1,600 per year, which can be split among the various operational budgets of the City departments within existing budgets. Staff time will be needed monthly to select or author questions and/or project information.

Relevant – EXPECTED RESULT?

Monthly reports of input from the public can be generated from POLCO. Data can be used to help gauge citizen satisfaction or preferences.

Timed – WHEN?

January – March 2020 POLCO software set-up for use and marketing underway to attract users. April - December 2020 sets of questions out for engagement and monthly reports provided to the City Council.

SMART Goal Planning Form – Administration

Specific – WHO? WHAT?

Implementation of Facilities Maintenance inspections.

Measurement/Assessment – HOW?

Checklist(s) provided by the League of Minnesota Cities Insurance Trust (LMCIT). Checklist for the facility and for the roof.

Attainable/Achieve – REASONABLE/RESOURCES AVAILABLE?

Department Heads or their staff will do “walk around” inspections of City-owned buildings and facilities to identify any issues or conditions that need to be addressed. Staff time will be used to complete the walk around review and fill out the applicable checklist.

Relevant – EXPECTED RESULT?

Early identification of problems that may cause damage to City buildings & facilities and/or avoidance of more costly repairs.

Timed – WHEN?

Department Heads were provided the checklists for review in August 2019 and electronic versions in September 2019. Annual inspections will start in 2020.

AIRPORT – Maintain and Upgrade Public Infrastructure and City Facilities
Pursuant to a Defined and Prioritized Plan – Mower Replacement

Specific – MN DOT and FAA rules require maintenance standards for the areas immediate adjacent to runways to facilitate enhanced safety factors.

Measurement/Assessment – The existing mower has had multiple mechanical problems and recently experienced a failure that will require an expensive overhaul. As such the decision was made to purchase a new mower.

Attainable/Achieve – Access State and airport funding to purchase a new mower.

Relevant – Mower needed to keep runway grass short for the safety for pilots using the Windom Airport and keep the facility kept up around the hangers, taxiway and access roads.

Timed – A State grant will be made to the Windom Airport for 2020 so the project will be timed for using these funds.

**AIRPORT – Maintain and Upgrade Public Infrastructure and City Facilities
Pursuant to a Defined and Prioritized Plan – Runway Lighting**

Specific – MN DOT and FAA inspections recommend improvements in the lighting for the runway.

Measurement/Assessment – Upgrades to existing runway lighting and Runway End Identifier Lights (REILs).

Attainable/Achieve – Access Federal\State and airport funding to upgrade and\or construct lighting as required by the FAA.

Relevant – Upgrading the lighting for the runway will improve the safety for pilots using the Windom Airport and keep the facility within required operating thresholds.

Timed – The State and Federal grants will be made to the Windom Airport for 2020 so the project will be timed for using these funds.

SMART Goal – Arena, Recreation & Pool – Provide a Clean, Safe & Friendly Environment

Specific – Park and Recreation Departments goal to provide a Clean, Safe & friendly Environment for our community to enjoy.

Measurement/Assessment – Implement structure and organization as well as tools and checklists to ensure our facilities are clean and safe while they are being used.

Attainable/Achieve – Each season the goal will be to create a list of areas that need attention and will be addressed by priority. These items be composed at the beginning of each season. Example. (Horse Shows, Pool, Summer Rec & Ice season)

Relevant – By Implementing a Structured plan to execute these areas that need attention at the beginning of each season we will ensure all user groups can enjoy a clean and safe environment while at our facilities. By implementing structure we hope to be able to execute these items in a timely manner in hopes to build better programs in the future.

Timed – At the beginning of each season the list of items needing to be completed will be listed and will have specific dates as to when each area should be completed. The Goal will be at the end of the season that we have checked off each item on the list by seasons end.

The Park & Recreation Departments goal is to provide a clean, safe and friendly environment for our community to enjoy. We plan to implement structure and organization as well as tools and checklists to ensure that our facilities are clean and safe while they are being used. At the beginning of each season a list of areas that need to be addressed that need to be completed before we open and other areas that can be completed while the season is going. While implementing a structured plan to keep our facilities clean and safe we hope that allows more opportunity to grow and build our programs. At the end of each season our goal will be to reflect back to our list and see that all items were addressed and completed by seasons end while preparing new items for the next upcoming season.

2020 S.M.A.R.T. Goal Planning Form

BUILDING & ZONING - SHORT-TERM GOAL (1-2 Years) - NO. 1

Rental Housing Ordinance – Implementation

CATEGORY: CITY COUNCIL GOAL – STRATEGY I: COMMUNITY PRIDE: A
positive image and reputation developed by a progressive and active community.

Specific:

Continue implementation of licensing and inspections of rental housing properties in the City of Windom.

(Background: In 2017, the City Council adopted a rental housing ordinance. The implementation plan includes dividing the City into 3 zones for purposes of licensing and inspections of rental properties over the next 3 years. Properties in Zones 1& 2 were inspected and licensed in 2018 & 2019.)

Methods/Plan/Steps:

Review the rental properties in Zone 3 in 2020. Schedule rental inspections for properties located in Zone 3.

Attainable/Resources Available:

The City has a database listing rental housing properties which will be updated. The Building and Zoning Official will be in contact with property owners in Zone 3 to bring rental properties into compliance with the new rental housing ordinance.

Result(s) Expected/Measurement:

License and inspect all rental housing properties in Zone 3. Work towards 100% compliance.

Timeframe:

License and inspect all rental housing properties in the Zone 3 in 2020.

Goal approved by Planning Commission on November 12, 2019.

BUILDING & ZONING - SHORT-TERM GOAL (1-2 Years) - NO. 2
Demolition of Blighted Properties – Implementation

CATEGORY: CITY COUNCIL GOALS – STRATEGY I: COMMUNITY PRIDE: A
positive image and reputation developed by a progressive and active community.

Specific:

Demolition of blighted properties in the City of Windom.

(Background: The City Council budgeted \$10,000 per year for 2018 and 2019 for the purpose of demolition of blighted properties. One demolition took place in 2018. That property was sold and the proceeds were revolved back into the blighted homes program account.)

Methods/Plan/Steps:

Program Steps: The property owner(s) would convey the property to the City free and clear of all liens; the City would pay for demolition and site remediation; the City would sell the property; or the property may be used for low income housing by the HRA. Contact property owners of blighted properties to see if they would be willing to participate in the demolition program. Contact demolition companies to provide estimates for demolition and site remediation of a specified blighted property.

Monitor all phases of the program.

Attainable/Resources Available:

The Development Department has compiled a list of blighted properties. There is currently \$18,000 available in the budget for the demolition of blighted homes.

Result(s) Expected/Measurement:

Demolition and site remediation of one or two blighted residential properties in 2020. Sell the property and revolve the funds to pay for demolition and site remediation of another blighted property in 2021. Funding will depend on the marketability of the remediated property and any budgeting of additional funds by the City Council.

Timeframe:

It is anticipated that one blighted property can be addressed every year.

Goal approved by Planning Commission on November 12, 2019.

BUILDING & ZONING - SHORT-TERM GOAL (1-2 Years) - NO. 3
Incentive Program for Redevelopment of Blighted Properties

CATEGORY: CITY COUNCIL GOALS – STRATEGY I: COMMUNITY PRIDE: A
positive image and reputation developed by a progressive and active community.

Specific:

Research and establish a grant program or incentive package to promote private redevelopment of blighted residential properties. Many property owners do not want to participate in the blighted homes program but may consider the new grant program.

Methods/Plan/Steps:

Development Department Staff will work together to establish program parameters and criteria. Property owners, developers and builders could apply for a grant that would help fund the purchase or demolition of a blighted property if they build a new structure on the lot. The new structure would add to the tax base.

Attainable/Resources Available:

The Development Department has compiled a list of blighted properties for the blighted homes program that was established in 2017. There are developers and builders who have expressed an interest in redeveloping existing lots.

Result(s) Expected/Measurement:

Establish a program by 2020 providing an option for the City to help facilitate and promote private redevelopment of blighted residential properties. The program will depend on funding in the 2020 budget.

Timeframe:

With funding in place, we would like to redevelop one residential lot per year.

Goal approved by Planning Commission on November 12, 2019.

BUILDING & ZONING - LONG-TERM GOAL (1-5 Years) - NO. 1
Code Review & Revision as Needed

CATEGORY: CITY COUNCIL GOALS – STRATEGY I: COMMUNITY PRIDE: A
positive image and reputation developed by a progressive and active community.

Specific:

Review Title XV: Land Usage, specifically Chapter 152 of the City Code, for possible amendments or revisions. Current land use ordinances were last revised in 2003. Circumstances arise when existing and proposed land uses are not appropriate in certain zoning districts. Since Cities have little discretion when enforcing ordinances after their adoption, it is necessary to re-evaluate existing ordinances for any needed revisions to meet current and anticipated future needs.

Methods/Plan/Steps:

Staff and Planning Commission will draft an RFP that will be sent to firms that specialize and have experience in revising land use ordinances and city planning. The responses will be reviewed by the Planning Commission who will make a recommendation to the City Council. Staff and the Planning Commission will work with the firm that is chosen and proceed according to the firm's plan and recommendations.

Attainable/Resources Available:

There are companies and organizations that specialize in land use ordinance drafting and revision. Neighboring communities have similar ordinances that can be researched. The League of MN Cities has land use memos, trainings and other resources available to its members.

Result(s) Expected/Measurement:

Adoption of ordinances, codes, and policies that encourage development while ensuring adequate controls and maintaining compliance with local, state, and federal regulations.

Timeframe:

Anticipated: 1-3 years. This will depend on funding from City Council if an outside firm is hired.

Goal approved by Planning Commission on November 12, 2019.

SMART Goal Planning Form – Community Center #1

Specific – Increase Windom Community Center revenue through more booked events.
Measurement/Assessment – Every year we track the total use of the building. Our one-year goal is to have a 10% year increase each year in events/revenue that can be sustained and replicated in future years.
Attainable/Achieve – The Windom Community Center is always trying to reach out to as many people as possible through various media. We plan to use our advertising dollars more efficiently to further the use of our space to attract returning patrons and/or more patrons.
Relevant – Through increases in use (revenue) the Windom Community Center will be able to more aggressively complete improvements\maintenance, take on new activities and reduce the transfer from the general fund which benefits City tax payers.
Timed – Initial tracking period and results test will be January 1, 2020 to January 1, 2021.

SMART Goal Planning Form – Community Center #2

Specific – Maintain and enhance customer satisfaction. The Windom Community Center strives for the highest level of professionalism. Staff works to keep our building/grounds clean and our prices affordable. We want everyone that walks in our door to have a positive experience and leave with a lasting impression.

Measurement/Assessment – A positive experience implies a certain sense of value. This would include positive reviews, affordable pricing, clean and accessible facilities and timely responses to questions/concerns. The Windom Community Center goal to maintain\achieve at least a 4 out of 5 rating with every contracted user or event sponsor.

The building will be clean before every event and staffed during every event to maintain that cleanliness. We will also answer all questions in a timely manner (within one business day with emails and phone calls).

Attainable/Achieve – Professionalism is the goal and value is how to attain it. Should trainings on customer service be available\needed staff will participate to learn necessary skills.

Relevant – To keep the Windom Community Center meeting the needs of its users, customer service is key to all of our on-going operations and supports the Center's other goal of increasing facility use.

Timed – January 1, 2020 to January 1, 2021 will be the year used for recording and reporting the overall survey results. Survey results throughout the year will continue to be distributed to the Windom Community Center Commission at their regular meetings.

2020 S.M.A.R.T. Goal Planning Form

EDA – SHORT-TERM GOAL – High Priority (from 2018)
Maintain Commercial & Industrial Property Inventory

Specific:

Maintain an inventory of available commercial and industrial properties on the EDA's website and other searchable websites.

Methods/Plan/Steps:

Work with property owners to improve the marketing of available lots in Windom. Add properties on LOIS and LoopNet.

Attainable/Resources Available:

The EDA already maintains an inventory of available properties. The process includes posting the list and periodically verifying that the list is up-to-date.

Result(s) Expected/Measurement:

Commercial and industrial properties in Windom will receive more online exposure.

Timeframe:

Continuous

Goal approved by EDA Board of Commissioners on October 14, 2019.

EDA – SHORT-TERM GOAL – Medium Priority (from 2018)

Infill Development

Specific:

Encourage infill development within the City.

Methods/Plan/Steps:

Identify vacant or underutilized properties and work with property owners to develop these properties. Infrastructure is extremely expensive, so infill development should be encouraged before new greenfield developments are pursued.

Attainable/Resources Available:

The EDA has created a list of potential properties for development. The EDA will contact property owners concerning potential development/redevelopment of their properties, assist with marketing efforts, and help facilitate communications between potential developers and property owners.

Result(s) Expected/Measurement:

Promotion and sale of available lots situated in close proximity to existing infrastructure for development/redevelopment.

Timeframe:

Continuous

Goal approved by EDA Board of Commissioners on October 14, 2019.

EDA – SHORT-TERM GOAL – New (for 2020)
Secure a Tenant(s) for the Former Shopko Building

Specific:

Encourage new development in the previous Shopko Building.

(Background: The Shopko building has 33,470 square feet of available retail space along Highway 60 in Windom. The property offers 585 feet of frontage with great visibility. The entire property is 5.8 acres and can be split to accommodate additional development.)

Methods/Plan/Steps:

Actively market the property with Kamin Realty.

Attainable/Resources Available:

The EDA has contacted numerous grocery store chains and businesses regarding the property. We will continue to market and follow-up with interested businesses.

Result(s) Expected/Measurement:

To secure a new tenant(s) for the building by June 2020.

Timeframe:

Continuous until the building is occupied.

Goal approved by EDA Board of Commissioners on October 14, 2019.

EDA – LONG-TERM (1-5 Years) GOAL-High to Medium Priority (from 2018)

Grocery Store Project

Specific:

Attract a second grocery store to Windom.

(Background: Hy-Vee acquired the lease for the downtown Sunshine Foods' location. Thereafter, the lease for the existing Hy-Vee grocery store was terminated and that property was sold to O'Reilly's. This resulted in a 30% loss of retail food space. Customers experienced the effect immediately with the loss of product variety and the realization that the resulting store was too small to serve all of their needs. Lack of sufficient parking spaces and long checkout lines are serious issues at the Hy-Vee in Windom. Opportunity: Windom's trade area has the population base and potential to support a second "in-town" supermarket.)

Methods/Plan/Steps:

The EDA will continue to share information from the market study with grocery store chains. The EDA will continue to investigate potential site(s) and share this information with grocery store chains.

Attainable/Resources Available:

A Grocery Store Market Study was completed by Perkins Marketing Company in 2010.

The previous Shopko building would work well for a second grocery store. Kamin Realty is open to selling or leasing the property.

Result(s) Expected/Measurement:

To present to the EDA Board a proposal concerning a new grocery store option in Windom. This proposal might be in the form of an additional grocery store or the construction of a new larger store by Hy-Vee.

Timeframe:

To bring potential projects to the EDA Board by the end of 2020 with anticipated construction of a new grocery store within the next 5 years.

Goal approved by EDA Board of Commissioners on October 14, 2019.

EDA – LONG-TERM (1-5 Years) GOAL-High Priority (from 2018)

East Highway 60 Development – Commercial Lots

Specific:

Increase the availability of commercial lots along Highway 60 in Windom by developing the East Highway 60 corridor between Runnings and Windom Wash and redeveloping other underutilized commercial lots along this corridor.

Methods/Plan/Steps:

Work with property owners to develop/redevelop lots; research funding opportunities for installation of infrastructure (street, water, sewer, storm sewer, telecommunications) between Runnings and Windom Wash's private drive; submit applications for grants and other funding sources for installation of infrastructure; if funding is received, construct a street between Runnings and Windom Wash's private drive; and facilitate negotiations between the owners of the truck wash and the City for acquisition of the private drive.

Attainable/Resources Available:

The EDA will work with property owners to market lots. The City applied for a TEDI grant in 2017 to construct the street between Runnings and Windom Wash's private drive. This grant was not awarded. The TEDI/TED grant was not available in 2018, however, the EDA has other funding options which can be pursued (BDPI).

Result(s) Expected/Measurement:

Construct street in the East Highway 60 Development if we receive funding.

Acquire Private Drive/Street: If we receive funding for construction of new street which would connect to the private drive.

Timeframe:

2019 – 2024

Goal approved by EDA Board of Commissioners on October 14, 2019.

EDA – LONG-TERM (1-5 Years) GOAL-Medium Priority (from 2018)

Data Center Project

Specific:

Attract a small to medium-sized data center to the North Windom Industrial Park.

Methods/Plan/Steps:

The EDA obtained Preferred Site Designation for a data center in 2014 and will continue to market information gained in the data center site assessment process. The EDA will work with site selectors to pursue data center prospects and also contact data center companies in the Midwest that are considering expansion locations.

Attainable/Resources Available:

EDA staff attended a data center conference in Chicago on August 28th, 2018. The EDA has been working with potential data center developers who have worked on small to middle scale data centers. DEED also assists with marketing our Shovel Ready Data Center Site.

Result(s) Expected/Measurement:

To present to the EDA Board a proposal from a data center to locate in Windom.

Timeframe:

Attract a data center to Windom in the next 5 years.

Goal approved by EDA Board of Commissioners on October 14, 2019.

EDA – LONG-TERM (1-5 Years) GOAL - High Priority – (For 2019)

Large Truck Stop & Travel Center

Specific:

Attract a Large Truck Stop & Travel Center to Windom.

Background: Windom is located along Minnesota Highway 60 which (Fall 2018) provides a 4-lane connection between Minneapolis – St. Paul, Minnesota, and Omaha, Nebraska. This location offers excellent shipping routes and connectivity to national shipping networks. Highway 60 is driving growth in Windom. Overall, market value in **Windom grew by 19.2% over the past year to \$284.3 million** in 2017 (S&P Global Ratings).

In 2015, the average daily traffic volume along Highway 60/71 Windom was 12,100. In 2018, the average daily traffic volume along Highway 60/71 Windom was 13,500. A large truck stop and travel center would help Windom grow and attract additional businesses to our community. In 2018, a distribution company had Windom on a short list for a new warehousing and distribution hub, but Windom was not selected because we did not have a truck stop. The closest truck stops along the Highway 60 network are Worthington to the south and Mankato to the north. With electronic logs, the gaps between large truck stops are shrinking.

Methods/Plan/Steps:

The EDA will continue to share information regarding our average daily traffic volume and the Highway 60 network with developers.

Attainable/Resources Available:

A Truck Stop and Travel Center Study could be pursued.

Result(s) Expected/Measurement:

To present to the EDA Board a proposal concerning a new Truck Stop and Travel Center in Windom. This proposal might be in the form of an expansion to an existing service station or the construction of a new Truck Stop and Travel Center.

Timeframe:

To bring potential projects to the EDA Board with anticipated construction of a new Truck Stop and Travel Center within the next 5 years.

Goal approved by EDA Board of Commissioners on October 14, 2019.

New Residential Subdivision

Specific:

Help to develop a new residential subdivision in Windom.

Background from Housing Study: To maintain an adequate lot supply, new subdivisions will need to come on-line immediately for entry-level and move-up homes. Based on the demand and construction trends over the past decade, between 12 and 20 lots should be platted. Five to eight of the lots should be for entry-level homes and 7 to 12 lots should be for move-up homes. To appeal to buyers and accommodate the appropriate housing prices, entry-level lots should be priced at approximately \$15,000 and move-up lots between \$25,000 and \$30,000.

To create lots in the \$15,000 price range, some partnership may be needed from the private and public sectors. This could be in the form of Tax Increment Financing, tax abatements for new construction, or other financial incentives to homebuyers. In addition, care should be taken as to the placement of a new subdivision.

Methods/Plan/Steps:

The EDA will continue to work with private developers on preferred locations in Windom.

Attainable/Resources Available:

Numerous locations were discussed as part of the 4 community housing meetings that were held on November 20, 2018, December 5th, 2018, January 16th, 2019, and January 22nd, 2019. Draft development maps have been developed for numerous locations in and around Windom. There are also opportunities for redevelopment in and around Windom.

There are grant opportunities and private investment possibilities to assist with funding.

Result(s) Expected/Measurement:

To present to the EDA Board a proposal concerning a new residential subdivision in Windom. This proposal might be in the form of an expansion to an existing development or the construction of a new residential subdivision.

Timeframe:

2019 - 2024

Goal approved by EDA Board of Commissioners on October 14, 2019.

Increase the Supply of Child Care in Windom

Specific:

Child care needs being met for families and employers in the Windom Area.

Background from Child Care Gap Analysis: Within the 25 miles market area for Windom, there is a need for an additional 269 child care slots. There are approximately 1,959 people who commute to Windom for work. As our workforce grows, our child care supply also needs to grow. The child care market in Windom is tight and is getting tighter as business hire, existing child care providers retirement, and existing child care providers take new jobs (less people are making child care a career).

Methods/Plan/Steps:

The EDA will continue to work with the Chamber and employers to address the child care need.

Attainable/Resources Available:

Child care is an employer issue. Partnerships will be a critical component in developing committees to focus on specific elements of child care in Windom. Potential committees include: Child Care Provider Recruitment and Retention, Facility Evaluation, Existing Child Care Committee, etc.

There are grant opportunities and private investment possibilities to assist with funding.

Result(s) Expected/Measurement:

Develop committees to work on specific elements of child care in Windom. These committees will work together to develop potential action plans to move forward.

Goal: Support our businesses and their employees by increasing the availability of child care in our community. Support younger workers to attract new talent and help grow our community

Timeframe:

2019 - 2024

Goal approved by EDA Board of Commissioners on October 14, 2019.

SMART Goal Planning Form – Electric Department
City Council Goal-setting

Specific – Increase efficiency in Public Buildings to promote energy conservation and reduce costs by working with other City Departments on energy sustainability Projects in City buildings.

Measurement/Assessment – Electric Department staff and Energy Insights (private contractor) will assist in the installation of LED lighting and other energy saving devices in municipal buildings.

Attainable/Achieve – Electric crew will work on installing devices during the winter months. Funds are available through the Electric Departments Energy Conservation Budget to help pay for the costs of fixtures.

Relevant – There will be significant energy savings to help meet energy conservation goals, lower maintenance costs, reduce monthly electric costs and provide better lighting for building users.

Timed – New Arena and the Street Department lights installed by December 2020.

SMART Goal Planning Form – Electric Department
City Council Goal-setting

Specific – Maintain Accurate Metering for Customers and Windom Electric Utility.

Measurement/Assessment – Conduct a meter audit to ensure metering accuracy via Electric Department staff walking to each meter to assess its condition and verify information on meter is correct.

Attainable/Achieve – Electric Department staff and seasonal workers will perform the work. There will be no cost as staff can perform all necessary work.

Relevant – Will allow the Utility to preform preventative maintenance if any problems are found. On-site verification that we are not inadvertently over or under charging our customers. Individual meter checks will also identify any other issues such as meter tampering or failing meters.

Timed – Completed by end of December 2020.

SMART Goal Planning Form – Electric Department
City Council Goal-setting

Specific – Improve Safety and Response Times

Measurement/Assessment – Implement an Electric Infrastructure ID system where labeling will be placed on outside of equipment to include circuit name, where it is fed from and where it feeds too.

Attainable/Achieve – Goal is to complete this in-house with staff working on placing identification on equipment during warmer winter days. Little cost for labeling supplies.

Relevant – Allows workers to have a better system for tracing out the distribution system. Also helps with identifying where a piece of equipment is located. It is also provides insight into the condition of the distribution system.

Timed – The Windom electric system currently has 7 distribution Circuits. Goal is to complete one circuit a year through 2026. Circuit 4 is targeted for completion by the end of December 2020.

SMART Goal Planning Form – Electric Department
City Council Goal-setting

Specific – Improve Transmission System Reliability

Measurement/Assessment – Windom Electric is working with DGR Engineering and CMPAS on a plan to rebuild City owned transmission lines. Staff is coordinating with CMPAS to get approval from MISO (Midwest Independent System Operator) to reconstruct the City owned transmission lines. DGR Engineering and City staff will plan for the system design and designate a route that will allow for future growth of the City's electric system.

Attainable/Achieve – Funds for the rebuild (approximately \$3 million) are available in the electric department's reserves. At this time, most of the costs for this project can be recaptured through our attachment O, with the bulk of the recovery within the next 10 years.

Relevant – The two existing transmission lines into Windom were constructed in 1965 and 1974. These two transmission lines provide all of the power to the City and are redundant sources to avoid power failure. Reliable power is necessary for business, industry and to keep\ attract people into our community.

DGR Engineering conducted an assessment of the transmission lines in 2019. DGR's recommendation was to rebuild the transmission line as it is nearing the end of its designed life.

Timed – Preliminary transmission assessment completed in 2019.
Anticipated project approval from MISO 2020.
Bid project early in 2021.
Project completion 2022.

SMART Goal – Library 2020

Goal I: Expand and improve English language services and materials for the non-English learners.

Specific-

The Windom Library has identified a goal to improve and expand materials and services to non-English learners.

Measurement/Assessment –

The library will work with other agencies in the community to improve and expand the collection of non-English books and help create a more inclusive environment for every kind of reader and library patron. The library will work with local schools, and other agencies to understand the needs to achieve this goal.

Attainable/Achieve-

The Windom Library is a member of the Plum Creek Library System and we can get assistance, information and guidance from member libraries to attain this goal. The library will contact community organizations for potential collaborations and partnerships to improve the services that are suggested and implemented.

Resources and materials can be researched online also. The library will seek grants for supporting this goal if needed.

Example: Hosting a family bi-lingual story time or reading time to encourage library access to everyone.

Relevant –

The result will encourage more exposure to the library and the fulfill the need for the non-English community. The library is a community space and it is important to provide access for all who enter the library.

Timed –

This goal is an ongoing process and important for community awareness and inclusion in the community and a great way to encourage everyone to use the library.

SMART Goal Library 2020

Goal II: Evaluate and expand Library Outreach and Services

Specific-

The library is committed to expand our outreach services and programs within the community.

Measurement/Assessment –

Outreach represents different services the library might offer – programming, events at the library and in the community as well as collaboration with schools, senior facilities and day cares.

Attainable/Achieve-

Offering our services outside of the library building is an important representation of the library. Programs at the schools; example bringing the library to the summer lunch program by offering programs and library card sign up kiosk to promote the library and the love of reading. For senior facilities and our senior library customers research the option of memory care and maintenance kits. Research adding Caregiver kits. Caregiver Kits are meant to be an enjoyable reminiscence activity for a caregiver to use with someone who has memory loss. The library will research ways to fund the kits and other materials through available grants.

Relevant –

The result is to instill in the community that the library is a service for the community and we are here to meet the community needs outside the library walls.

Timed –

This goal is achievable in 2020 depending on funding.

SMART Goal Planning Form – Library

Goal III: Maintain building and grounds

Specific –

The library has identified the importance of maintaining the building and the appearance of the library as an important asset to the City of Windom and Cottonwood County.

Measurement/Assessment –

Our commitment is to plant and maintain window boxes and maintain the landscape for the outside appearance and to develop plans to maximize the use of space in each library space. Our objective is to hire a paint contractor to assess interior painting of the library. Also to hire a space planner to help develop a plan for a safe and welcoming space in the library.

Attainable/Achieve –

The goal is to request funding from the city, grant programs and or the Friends of the Library to purchase any recommended furnishings, such as an assessable restroom facility, shelving and maximizing the floor space for all our library users.

Relevant –

The result will be a library that is safe and comfortable environment for all library users.

Timed-

This goal is projected for completion by the end 2016.

SMART Goal Planning Form – Liquor

Specific – WHO? WHAT?

The Liquor store will try to find a storage shed from ProShed that will work to help with some storage of items not used so often that can be accessed when needed.

Measurement/Assessment – HOW?

A shed will be purchased and placed near the southeast corner of the building. This will be used to store items that are not used as frequently as others such as snowblower, trimmer, blower, extra shopping carts, along with POS stands, and extra cooler shelving parts. This will help to reduce clutter in our back storage area of the store.

Attainable/Achieve – REASONABLE/RESOURCES AVAILABLE?

The cost of this building would be less than \$5,000

Relevant – EXPECTED RESULT?

This update will reduce clutter in the back room making it easier to navigate for deliveries and restocking purposes

Timed – WHEN?

Spring of 2020 will begin looking at sizes and costs of shed. Also prepare a place for it to rest without the risk of rot to the base of the shed.

SMART Goal Planning Form – LIQUOR STORE

Specific – WHO? WHAT?

Increase the number of in store tastings of new and trending products. Goal would be to have 8 in store tastings a year.

Measurement/Assessment – HOW?

Throughout the year we will have vendors or vender supplied tasters come to the store and taste their products in store. If none are available we will have a staff member taste products to our customers.

Attainable/Achieve – REASONABLE/RESOURCES AVAILABLE?

Vendors themselves can come in and taste products in store while suppling their own products. Or vendors will supply their products to the store and have them tasted out to staff. There would be no cost to these tasting as product would be given to the store or paid for by the vendors.

Relevant – EXPECTED RESULT?

In store tastings would result in increase sales as customers are likely to purchase the product they tasted if enjoyed by them. Sales would be considered an Add-on sale because the customers is likely to put what they came in for along with the tasted items.

Timed – WHEN?

Monthly in-store tastings would occur on a convenient night available for all and advertised using our Facebook page.

SMART Goal Planning Form – Liquor

Specific – WHO? WHAT?

The Liquor store has determined that there is a need for better inventory management.

Measurement/Assessment – HOW?

Management and staff will be responsible for performing periodic inventory counts through the store on a monthly basis. Counts will be done by based on sub department set up in the POS system. We will also match inventory levels with the POS system to see where discrepancies are and how we can fix them.

Attainable/Achieve – REASONABLE/RESOURCES AVAILABLE?

There is no cost to the liquor store for this update unless extra hours are needed by employees to complete.

Relevant – EXPECTED RESULT?

This update should allow for frequent checks of store inventory levels, verifying correct inventory levels throughout the year. This will also help prevent a complete inventory count at year end to verify current inventory levels for Auditors.

Timed – WHEN?

This will occur monthly throughout the year as time allows, and will continue on regularly.

SMART Goal Planning Form – New or Updated Liquor Store

Specific – WHO? WHAT?

To expand our current foot print by either adding on to the current store or by building a new store of 7,500 to 10,000 sq ft. somewhere directly off of MN State Hwy 60 and US Highway 71

Measurement/Assessment – HOW?

A new larger store would create opportunities to carry new products, and set up larger displays of products creating additional sales due to impulse buying. Stores tend to have an increase in sales due to a new building. We would also expand our current cooler space which would allow for less rotation and more products available cold to our customers.

Attainable/Achieve – REASONABLE/RESOURCES AVAILABLE?

\$10,000 or less would be used to design a plan of an expansion of River Bend Liquor.

Estimates would be around \$2,000,000, which would include \$500,000 of cash assets and a \$1,500,000 revenue bond, which would be paid for through increase in sales.

Relevant – EXPECTED RESULT?

Expanding or Building a larger store would allow for more space for beer, which amounts for over 50% of our annual sales. Also would allow for adequate space for floor displays, which would help to increase the chance of drawing additional impulse buys.

Timed – WHEN?

2020 we will work with trusted resources of the MMBA and other MN Municipal liquor stores to work on a store design and how expansion would help with the layout of the store. We would aim for expansion or rebuilding to occur in 2021.

2020 Annual Goals-OFFICE/FINANCE

SMART Goal Planning Form – Transition billing duties in-house and balance City Hall/Admin staff workload to ensure continuous and reliable office coverage.

Specific – WHO? WHAT?

Complete monthly utility/telecom billing training and transition with internal union employee. The 3rd party billing contract terminates 1/14/2020. Staff will continue training and start transition of billing duties in Q4 2019 to internal employee. Work will continue through Q1 2020 to complete the transition and adjust staff workload and schedule of City Hall Office/Admin employees as needed.

Measurement/Assessment – HOW?

Success will be measured by accurately and timely completion of the monthly billing process internally while also continuing to provide reliable customer service to the public.

Attainable/Achieve – REASONABLE/RESOURCES AVAILABLE?

Employee staff time during normal working hours will be needed to complete this goal. Minimum overtime may be incurred while duties are being transitioned.

Relevant – EXPECTED RESULT?

Accomplishing this goal will balance workload of City Hall Office/Admin staff and also provide more reliability and control over billing functions. Cost savings are also anticipated from using PT Staff for office coverage.

Timed – WHEN?

This goal will be completed by Q2 2020.

SMART Goal Planning Form – Teambuilding/Development Activity for City Hall Office/Admin Staff

Specific – WHO? WHAT?

The Finance Director will schedule a teambuilding/development activity for City Hall Office/Administrative Staff during 2020.

Measurement/Assessment – HOW?

Success will be measured by staff participating in the event and finding the activity valuable for their development and work functions.

Attainable/Achieve – REASONABLE/RESOURCES AVAILABLE?

City Staff time during normal business hours will be needed. The cost of the event will be included in the operational budget for 2020. Approval by Council for reduced office hours may be needed to allow participation of all City Hall Office/Admin staff for the event.

Relevant – EXPECTED RESULT?

The expected result is to increase trust and communication between City Hall Office/Admin staff and to promote continued development, skills and comradery amongst staff.

Timed – WHEN?

The Finance Director will work with staff during Q1 to identify relevant development topics/activities. The activity would likely be completed during Q2 2020.

SMART Goal Planning Form – Assist with Billing and Customer Service
Aspects of Cessation of Traditional Video Platform.

Specific – WHO? WHAT?

As information and training is available from Windomnet, the Finance Director and City Hall Office/Admin Staff will assist with the customer service and billing aspects of current video platform cessation and transition to a new platform (if applicable). This could include vendor reporting, customer education, scheduling appointments, adjustments to billing system prices and packages, and other related items to be determined.

Measurement/Assessment – HOW?

The achievement of this goal will be determined by the successful transition of customers off of the current video platform and completion of transition to new video platform and data package (if applicable).

Attainable/Achieve – REASONABLE/RESOURCES AVAILABLE?

City Hall Office Staff time will be needed during regular business hours. Direction and training will be needed from Windomnet Staff.

Relevant – EXPECTED RESULT?

The expected result is to keep public informed of video transition and options available through Windomnet.

Timed – WHEN?

Windomnet target for ending current video platform is 6/1/2020.

SMART Goal Planning Form – Police Dept. – A.L.I.C.E Public Training

Specific – The Windom Police Department intends to provide a training that is open to the public that deals with the response to an active shooter. ALICE stands for; Alert, lockdown, inform, counter and evacuate. We have provided this training to the schools and many of the businesses in town. It is our intention to open this class up to between 20 and 40 participants.

Officer David Huse is now our lead trainer in A.L.I.C.E. He will do a fine job and has already provided training to our city staff.

Measurement/Assessment – We will measure this goal by whether we complete this project.

Attainable/Achieve – Limited budgetary resources will be used as our agency possesses the equipment necessary to offer this training.

Relevant – Unfortunately, the term “active shooter” is common in our daily dialogue. This training is relevant in that it could possibly save lives from this type of attack. We want to make our citizens aware of what they can do should they find themselves in this type of scenario.

Timed – It is our hope to offer this in the spring of 2020.

SMART Goal Planning Form – Police Dept. – Website Update

Specific – The Windom Police Department will be updating its website in 2019 to provide the public with current information on programs that our agency provides. We will also provide an updated photo for the citizens to see.

Measurement/Assessment – We will measure this goal by whether it is completed.

Attainable/Achieve – We have budgetary resources available for implementation.

Relevant – The Windom Police Department website provides our residents, as well as the rest of the world a view into what our agency is about. It is important to have current information, as we showcase what programs and services we provide.

Timed – This goal should be completed by the end of 2020.

Windom Parks & Street Department Smart Goals

Parks Department—

(2020 Goal) Start work on a 10-year park improvement plan with the Parks Commission. This goal is 25% or less completed. *I am doing historical and present park research and will continue with the goal more this winter.*

(2020 Goal) Inspect all parks for ADA deficiencies in the Parks and make a plan to address them. *Mason and I inspected the all of the parks last fall and found many problems with all of our parks.*

(2020 Goal) Work on updating, our "Adopt a Park" program and to get the rest of the parks adopted by the public. *I am researching for updated information and I will update the previous version of the policy.*

(2019 Goal) Continue to work with the Parks & Recreation Commission to locate and complete the dog Park. The process is about 50% completed. *So far the Commission has, approve building one and locating it in Island Park, north of the pool and just east of the shelter.*

Street Department--

(2020 Goal) Work toward building trust, understanding, and, open communication with the residents of the City of Windom. This goal is 25% or less complete. *Staff will continue to work on this aspect.*

(2020 Goal) Work on updating all of our information regarding the locations of our pipes, culverts, storm catch basins, and storm sewer manholes. This goal is 50% complete. *DGR has looked through our maps that we have and put them on the latest map. DGR and I have also added many of them from the as-built street projects. 1989 was the last time they had an update.*

(2019 Goal) Update and use GIS to digitize our Street Inspection process along with DGR Engineering's assistance. This goal is 50% completed. *DGR has converted all of the street inspections that the Street Maintenance Workers in 2015, onto a map. I have reviewed the map, made adjustments, and editing to it. DGR will update that map and that will complete the goal.*

(2019 Goal) Work on the Snow emergency parking policy and associated codes. It is 75% completed. *The ordinance his done and is going before the council for approval on September 4, 2019. After approval, there are more steps before its final acceptance.*

(2019 Goal) Update and initiate a sidewalk inspection process. The goal is about 25% complete. *I have updated the 2010 version and will bring it forward to the Street Committee, August 29, 2019 for editing and further changes if needed.*

SMART Goal Planning Form – Telecommunications Department –
Employee Training/Continuing Education 2020

Specific – The Telecommunication Department staff will develop a schedule and identify trainings that would be beneficial for employees to attend. The trainings will help keep the department familiar with industry standards, safety practices and customer relations.

Measurement/Assessment – The Telecommunication Department employees will be given specific questions or goals to be met from the training and be asked to give a report to the group during a staff meeting.

Attainable/Achieve – We have a number of available training resources available from several of our equipment vendors (Calix and MetaSwitch), Minnesota Telecom Alliance, MMUA and other sources.

Relevant – This goal if reached would produce a well-informed team willing to accept change when needed and work together effectively.

Timed – The goal would be to have each employee have attend one training event or class every other year.

SMART Goal Planning Form – Telecommunications Department –
Service 2020

Specific – The Telecom Manger has identified a goal to improve and provide the best levels of service, telecommunications services and customer service to its customers.

Measurement/Assessment – A customer survey will be completed by an independent firm or online poll or mailer to evaluate the level of service provided by Telecommunications Department to customers and the needs of the customer.

Attainable/Achieve – A recommendation by the Telecom Manger to hire a firm or online poll or mailer to conduct the survey will be completed by September 30th. The survey will be completed by October 31st. The results will be review at the November Telecom Committee meeting and changes or recommendations created for review.

Relevant – The Telecom Manger and Telecom Committee has indicated they want to provide quality service. This survey will give the Manager and Telecom Committee a benchmark to look at the levels of service.

Timed – Completion of recommendations from the Telecom commission by November 30th to present to the full City council in December for review.

SMART Goal Planning Form – Telecommunications Department –

Website 2020

Specific – The Telecom Department has identified a goal to inform the public of current service offerings, changes, and updates.

Measurement/Assessment – The Telecom Department will update the current website, Windomnet.com, to reflect current services, changes, and updates, as well as new and enhanced services.

Attainable/Achieve – Any changes to service offering or rate changes will be updated by Telecom staff as they occur. The website will be reviewed by the Telecom manager quarterly thereafter to ensure the information is accurate.

Relevant – An updated Windomnet.com website will allow the public to research information without having to contact City Hall. There would also be a link to the City's new website to allow for bill viewing, subscriber's packages and payments.

Timed – Any changes to service offerings or rate changes will be updated at least quarterly.

WATER – Maintain and Upgrade Public Infrastructure and City Facilities Pursuant to a Defined and Prioritized Plan – Wellsite Generation

Specific – Preparation for emergency operations throughout the water system.

Measurement/Assessment – Installation of a back-up generator at one of the City's well houses.

Attainable/Achieve – FEMA Hazard Mitigation funds are being awarded from an application that was previously submitted (over 5 years ago) to pay for 75% of the project cost. Local Water Fund reserves will pay for the 25% local match.

Relevant – Insure the provision of safe and sanitary potable water to Windom customers during long (over 3 day) emergencies.

Timed – FEMA grant award is pending and Water Department staff will be soliciting contractors to perform the work in 2020.

**WASTEWATER – Maintain and Upgrade Public Infrastructure and City Facilities
Pursuant to a Defined and Prioritized Plan – Start Up New WWTP**

Specific – Federal and State regulations required by the wastewater discharge permit go into effect upon the completion and start-up of the new WWTP. Staff training on the new operations and equipment will be occurring as well to insure safety and compliance with rules/regulations.

Measurement/Assessment – Compliance with the new (stricter) regulations on discharge limits.

Attainable/Achieve – Construction of the new WWTP is underway and over 50% completed (Nov 2019).

Relevant – The City's WWTP is fully dependent on Federal\State permits for operations to serve residential, commercial and industrial customers.

Timed – Schedule is to have the plant substantially completed and able to be fully operational by Oct\Nov 2020.

2019 SMART Goals	Completed	About 75%	About 50%	25% or Less	Eliminated	Comments
Administration - City Facilities Tour						Completed April 30, 2019
Administration - Community Engagement (Polco)						Service identified and preliminary set up done.
Administration - Increase Mgmt Team Participation						Community Center Director, Recreation Director and Water\Wastewater Supt. all new in 2019. Staff training done in May.
Airport - Master Planning (20 year plan)						Master Plan completed and submitted to MN DOT and FAA for final approval.
Airport - Hangers						Construction substantially completed in November. Punchlist items will be completed before year end.
Arena - Maintenance Improvements						Ice system installation completed. General maintenance items completed.
Building\Zoning - Rental Housing Ordinance Implementation						Rental inspections are being completed for Zone 2.
Building\Zoning - Fence Ordinance Review & Revision						Recommendation for permits on fences, decks, driveways. Ordinance review to continue in 2020.
Building\Zoning - Demolition of Blighted Properties						On-going. New program to be implemented in 2020.
Building\Zoning - Fee Review						Planning & Zoning Commission (Nov 2019). Action on existing fee structure is being recommended for 2020.
Building\Zoning - Code Review & Revisions						Planning & Zoning Commission review of Code sections. Recommendation for 3rd party consultant to review Code.
Community Center - Address Staffing Shortage						New Director was hired in March. Refilled custodian position in November. On-call staff have been hired to assist.
Community Center - Establish Outdoor Liquor Rules						Outdoor event space completed and conversations with Police Chief on rules for alcoholic beverages. Fence installed.
Community Center - Maintain & Update Center Facilities						Regular maintenance work completed. Work started on repainting office nook and carpet replacement (Dec 2019).
Community Center - Increase Marketing						Visits were started to market Community Center. Increased social media presence in progress.
EDA - Multi-family Housing						Parcel sold to developer and new 45 unit apartment building under construction.
EDA - Inventory of Commerical Properties						List developed and will be kept up as properties are added, deleted or listing amended.
EDA - Grocery Store Project						On-going communications with potential prospects.
EDA - In-fill Development						On-going communications with potential prospects.
EDA - East Highway 60 Commercial Lots						Participating in MN DOT Corridor Study for Highway 60. Outcomes will impact this potential for development.
EDA - Data Center Project						On-going communications with potential prospects.
EDA - Attract Large Truck Stop & Travel Center						On-going communications with potential prospects.
Electric - LED Street Lighting Project						Street lights converted to LEDs. Savings in electric costs to City.
Electric - Electronic Infrastructure ID System						
Electric - Inspect & Evaluate Transmission Lines						Review by DGR engineering and report submitted to Windom Utilities Commission.
Electric - Upgrade & Improve Circuit #6 Reliability						Crew completed project.
Fire - Emergency Services Facility						Remaining details of tansitioning operations into new facility completed.
Library - Enhance Site as a Community Connections Point						The Adult section of the library is done (windows, carpet, reading room). Youth library remodeling project has not started.
Library - Accessible & Adaptable Space Improvements						ADA Bathroom remodeling has not begun.
Liquor - Improve Inventory Management						A tablet was purchased to help with continued inventory counts, but in busy times of the year counts were not done.
Liquor - Improve Exterior Building Aesthetics						Quotes were solicited, but none received. Staff purchased small tools to use for weed whipping, trimming and leaf blowing.
Liquor - Research Feasibility for Expansion or New Store						Manager has contacted and visited some area stores that recently were constructed and talked with other managers.
Office - Promote On-line Customer Services						Service advertised. Now 186 customers participating with on-line billing.
Office - Enhance Wellness Participation						Participation by 37 employees with 28 earning the \$500 wellness incentives.
Office - Back-up Coverage of Billing Processes						Duties transferred to new billing person and documentation has been completed.
Parks - Island Park Restroom						Project placed on hold by all parties involved due to Island Park flooding in 2019.
Parks - Tennis\Pickleball Courts Completion						Due to Spring flood, project was delayed. Design approved and bid awarded Fall 2019. Construction in early 2020.
Police - Integrated Training						
Police - Website Update						
Police - K-9 Implementation						K-9 aquired and traning completed. In service in July.
Streets - Evaluation of Sidewalk Conditions Citywide						Discussed with Street Committee and draft Sidewalk Inspection Program completed. Next step is City Council review.
Streets - Snow Emergency Plan						Completed and implemented for 2019.
Streets - Evaluate Street & Underground Infrastructure						Working on completing maps and data with DGR Engineering.
Telecom - Residential Installation Cost Reduction						Service drops/duct plaed to 24 single family homes, the new apartment building and to four businesses.
Telecom - Employee Continuing Education\Training						All staff attended at least one tranining in 2019.
Telecom - Internet Acceptable Use Policy Update						Use policy drafted and completed. Legal review completed with no recommended changes.
Telecom - Website Updating						Website has been updated and will be looked at quarterly.
Water & Wastewater - Support Expansions for Service						Worked cooperatively with the provision of water and wastewater to new residential and commercial buildings.
Water & Wastewater - Island Park Restroom Project						Project on-hold in 2019 due to Spring flooding at Island Park.
Water - Tegels Park Well House Renovation						Work planned but not completed. Will carry over this well house renovation project to 2020.
Wastewater - Treatment Plant Upgrade						Construction is underway and over 50% completed. Scheduled to be on-line Oct/Nov 2020.

ACTION ITEM



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

TO: City Council
FROM: Development Department
DATE: December 3, 2019 (City Council Meeting Date)
RE: Second Reading of Ordinance to Transfer City-Owned Parcel South of Shopko to the EDA
DEPT: Development Department
CONTACT: Drew Hage, Development Director at 832-8661 or drew.hage@windommn.com

Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action concerning the City-owned parcel south of Shopko:

1. Approve the Second Reading of the Ordinance to transfer the City-owned parcel south of Shopko to the EDA.
-

Issue Summary/Background

On November 19th, the City Council approved the First Reading of Ordinance No. 182, 2nd Series to transfer the City-owned real estate south of Shopko to the EDA.

Background: The City owns the 3.6 acre parcel south of Shopko. The Parcel Number is 25.622.0021. Since 2017 the EDA has designated “pursue infill projects” as one of its SMART Goals. Infill projects that utilize existing infrastructure can reduce the cost of new development. Infill development also helps to spread the cost of maintaining the infrastructure in the city across more taxing entities.

The City-owned parcel south of Shopko is utilized for water retention. The EDA retained Wenck Engineering to complete a wetland delineation for this area. The EDA also received soil sample information from Wenck Engineering for the front portion of the property. This is a large parcel. Pursuant to the wetland delineation, there is property in the front and back portions of the parcel that could be developed.

This parcel has great visibility along Highway 60. New developments can utilize the existing frontage road, backage road, and adjacent utilities. This infill project will help to grow our tax base with minimal investment in infrastructure.

A portion of the 3.6 acre parcel will need to be maintained for water retention, but the entire 3.6 acres in this parcel are not required for water retention. The front and back portions of the property can be developed with minimal impact to the wetland. The wetland can also be expanded in some areas to increase the water retention capacity.

On November 4, 2019, the EDA Board approved a motion to pursue purchasing the 3.6 acre property from the City. The goal is to maintain the water retention area and develop the front and back portions of the property.

Fiscal Impact

The EDA will market the front and back portions of the City-owned parcel to grow the tax base in Windom. This infill project will help to grow our tax base with minimal investment in infrastructure.

Attachments

1. Ordinance Approving the Transfer of City-Owned Real Estate to the EDA
2. Map - Lots to Market – North Guardian-South Shopko

ORDINANCE NO. 182, 2ND SERIES

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

THE CITY COUNCIL OF THE CITY OF WINDOM ORDAINS:

WHEREAS, the City of Windom, Minnesota, owns the following described “Real Estate”:

Legal Description of City Property Located Between Guardian Inn and Kamin (Shopko) Properties:

All that part of Lot Two (2), Block One (1) of Pamida Subdivision, in the City of Windom, Cottonwood County, Minnesota, lying East of the East Line of the Southwest Quarter (SW¹/₄) of Section 24, Township 105 North, Range 36 West of the 5th P.M., containing approximately 3.6 acres, more or less, subject to existing utility easements over, under and across the South 20 feet thereof and the Northerly 20 feet thereof; Parcel ID No. 25-622-0021; and

WHEREAS, the City of Windom is transferring the property to the Economic Development Authority of Windom for the purpose of redevelopment of a portion of the property for commercial use and maintenance of the remainder of the property for wetland purposes; and

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

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

THE PROPERTY DESCRIBED AS All that part of Lot Two (2), Block One (1) of Pamida Subdivision, in the City of Windom, Cottonwood County, Minnesota, lying East of the East Line of the Southwest Quarter (SW¹/₄) of Section 24, Township 105 North, Range 36 West of the 5th P.M., containing approximately 3.6 acres, more or less, subject to existing utility easements over, under and across the South 20 feet thereof and the Northerly 20 feet thereof; Parcel ID No. 25-622-0021; shall be transferred to the Economic Development Authority of Windom for the purchase price of \$1.00.

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

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

ADOPTED AND PASSED by the City Council of the City of Windom, Minnesota,
this 3rd day of December, 2019.

Dominic Jones, Mayor

ATTEST:

Steven Nasby, City Administrator

1st Reading: November 19, 2019
2nd Reading: December 3, 2019
Adoption: December 3, 2019
Published: December 11, 2019



Parcel ID	256220021	Alternate ID	n/a	Owner Address	CITY OF WINDOM
Sec/Twp/Rng	0-0-0	Class	MUNICIPAL PROP ALL OTHER		CLERK'S OFFICE
Property Address		Acreage	n/a		PO BOX 38
					WINDOM MN 56101
District	n/a				
Brief Tax Description	PART OF LOT 2				
	(Note: Not to be used on legal documents)				

Date created: 11/27/2019
 Last Data Uploaded: 11/26/2019 7:11:59 PM

Develop the Front

Buildable Area: .3 acres (180' x 75')

New Parcel: .6 acres (200' x 130')

- Existing Street
- Great Visibility
- Convenient access to water, sewer, electric & telecom
- Work with Kamin Realty (owner of the previous Shopko building) and/or the Guardian Inn to create the new larger parcel



Develop the Back

Buildable Area: .3 acres (180' x 70')

New Parcel: .5 acres (225' x 100')

- Existing Street
- Great Visibility
- Convenient access to water, sewer, electric & telecom



ACTION ITEM



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

TO: City Council
FROM: Development Department
DATE: December 3, 2019 (City Council Meeting Date)
RE: South Cottonwood Lake Subdivision Grants
DEPT: Development Department
CONTACT: Drew Hage, Development Director at 832-8661 or drew.hage@windommn.com

Recommendations/Options/Action Requested

Staff recommends that the City Council take the following actions concerning the grants for the South Cottonwood Lake Subdivision (specifically the 10-acre quarry site):

1. Adopt the Resolution Accepting Source Water Protection Implementation Grant from Minnesota Department of Health (“MDH”).
 2. Adopt the Resolution Accepting Competitive Grant (Windom Application) from MDH.
 3. Adopt the Resolution Accepting Competitive Grant (Bingham Lake Application) from MDH.
 4. Adopt the Resolution Accepting Expedited Conservation Projects Grant from Minnesota Department of Natural Resources (“DNR”).
-

Issue Summary/Background

These grants will fund conservation and wellhead protection in the 10-acre quarry in the South Cottonwood Subdivision.

1. Source Water Protection Implementation Grant – MDH: This \$10,000 grant will support the City’s plan to acquire the 10 acres in the quarry for conservation and wellhead protection. There is no match for this grant. Pursuant to the grant, the funds must be expended by June 30, 2023.
 2. Competitive Grant (Windom Application) – MDH: This \$10,000 grant will support the City’s plan to acquire the 10 acres in the quarry for conservation and wellhead protection. There is a \$10,000 match for this grant. The Utility Commission approved a match up to \$25,000 for wellhead protection in the quarry. The grant funds must be expended by June 30, 2023.
 3. Competitive Grant (Bingham Lake Application) – MDH: This \$10,000 grant will support the City’s plan to acquire the 10 acres in the quarry for conservation and wellhead protection. There is a \$10,000 match for this grant. The Utility Commission approved a match up to \$25,000 for wellhead protection in the quarry. The grant funds must be expended by June 30, 2023.
 4. Expedited Conservation Projects Grant – DNR: This \$35,385 grant will support tree removal, grading, and seeding in the 10-acre quarry. The match for the grant is \$6,063. The Utility Commission and EDA will cover the match (Utility Commission \$5,000/EDA \$1,063). The grant funds must be expended by June 30, 2023.
-

Background: The City received a letter from Cemstone outlining their intent to work with the City and EDA on the platting of their property. Cemstone would like to have a final plat in place, so we can pre-sell lots over the winter. The plan would be to apply for and receive the DEED Redevelopment Grant before the EDA and City make a decision on moving forward. The DEED Redevelopment Grant is due February 1, 2020.

Fiscal Impact

These grants will assist the City in acquisition and reclamation of the quarry site on the Cemstone property. The goal is to develop the remainder of the South Cottonwood Lake Subdivision with tax revenue generated by the TIF District 1-22 (which includes the 45-unit market-rate apartment building).

Attachments

1. Resolution Accepting Source Water Protection Implementation Grant from MDH
2. Resolution Accepting Competitive Grant (Windom Application) from MDH
3. Resolution Accepting Competitive Grant (Bingham Lake Application) from MDH
4. Resolution Accepting Expedited Conservation Projects Grant from DNR
5. Cemstone's Letter of Commitment
6. Color Renderings of the South Cottonwood Lake Subdivision
7. Draft Lot Layout – South Cottonwood Lake Subdivision.

RESOLUTION #2019-

INTRODUCED:

SECONDED:

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

RESOLUTION ACCEPTING SOURCE WATER PROTECTION IMPLEMENTATION GRANT FROM MINNESOTA DEPARTMENT OF HEALTH

WHEREAS, the City of Windom has received notification of the awarding of a Source Water Protection Implementation Grant from the Minnesota Department of Health (“MDH”) to be used in conjunction with conservation and wellhead protection of 10 acres situated in the real estate identified as Parcel No. 25-025-0200; and

WHEREAS, this grant is specific to the 10-acre quarry site on property currently owned by Cemstone Concrete Materials LLC (“Cemstone”) located at 1405 Cottonwood Lake Drive, Windom, Minnesota; and

WHEREAS, the quarry is no longer used in Cemstone’s operations; and

WHEREAS, the quarry site is located in the City of Windom’s wellhead protection area; and

WHEREAS, this grant of Ten Thousand Dollars (\$10,000) is to be used to assist in funding the purchase of the 10-acre quarry site by the City of Windom to retain the site for conservation and wellhead protection; and

WHEREAS, no match is required for this grant. However the grant funds must be expended by June 30, 2023; and

WHEREAS, it is necessary that the City of Windom accept this grant and authorize the execution of any required documents.

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

1. The City of Windom hereby accepts the Source Water Protection Implementation Grant, awarded by the Minnesota Department of Health, in the amount of Ten Thousand Dollars (\$10,000) to be used towards the purchase of the quarry site located at 1405 Cottonwood Lake Drive.
2. The City of Windom certifies that it has the legal authority to accept this grant and to enter into, execute, and deliver any documentation required pursuant to this grant award.
3. The City of Windom certifies that it will comply with applicable laws and regulations and requirements of this grant award.

4. The Mayor and City Administrator are hereby authorized to execute any required documentation for the acceptance and implementation of this grant.

Adopted by the Council this 3rd day of December, 2019.

Dominic Jones, Mayor

Attest: _____
Steven Nasby, City Administrator

CERTIFICATION

STATE OF MINNESOTA :
COUNTY OF COTTONWOOD:

I certify that the above Resolution is an accurate copy of the Resolution adopted by the City Council of the City of Windom, Minnesota, at an authorized meeting held on the 3rd day of December, 2019, as shown by the Minutes of the meeting in my possession.

Steven Nasby, City Administrator

Subscribed and sworn to before me this _____ day of December, 2019.

Notary Public

My Commission Expires: _____

RESOLUTION #2019-

INTRODUCED:

SECONDED:

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

RESOLUTION ACCEPTING COMPETITIVE GRANT (WINDOM APPLICATION) FROM MINNESOTA DEPARTMENT OF HEALTH

WHEREAS, the City of Windom has received notification of the awarding of a Competitive Grant from the Minnesota Department of Health (“MDH”), from an application submitted by the City of Windom, to be used in conjunction with conservation and wellhead protection of 10 acres situated in the real estate identified as Parcel No. 25-025-0200; and

WHEREAS, this grant is specific to the 10-acre quarry site on property currently owned by Cemstone Concrete Materials LLC (“Cemstone”) located at 1405 Cottonwood Lake Drive, Windom, Minnesota; and

WHEREAS, the quarry is no longer used in Cemstone’s operations; and

WHEREAS, the quarry site is located in the City of Windom’s wellhead protection area; and

WHEREAS, this grant of Ten Thousand Dollars (\$10,000) is to be used to assist in funding the purchase of the 10-acre quarry site by the City of Windom to retain the site for conservation and wellhead protection; and

WHEREAS, there is a match requirement of Ten Thousand Dollars (\$10,000) for the receipt of this grant; and

WHEREAS, the Windom Utility Commission has offered matching funds for this grant award; and

WHEREAS, the grant funds must be expended by June 30, 2023; and

WHEREAS, it is necessary that the City of Windom accept this grant and authorize the execution of any required documents.

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

1. The City of Windom hereby accepts the Competitive Grant (Windom Application), awarded by the Minnesota Department of Health, in the amount of Ten Thousand Dollars (\$10,000) to be used towards the purchase of the quarry site located at 1405 Cottonwood Lake Drive.

2. The City of Windom certifies that it has the legal authority to accept this grant and to enter into, execute, and deliver any documentation required pursuant to this grant award.
3. The required match of Ten Thousand Dollars (\$10,000) will be provided through approved funding sources (Utility Commission).
4. The City of Windom certifies that it will comply with applicable laws and regulations and requirements of this grant award.
5. The Mayor and City Administrator are hereby authorized to execute any required documentation for the acceptance and implementation of this grant.

Adopted by the Council this 3rd day of December, 2019.

 Dominic Jones, Mayor

Attest: _____
 Steven Nasby, City Administrator

CERTIFICATION

STATE OF MINNESOTA :
 COUNTY OF COTTONWOOD:

I certify that the above Resolution is an accurate copy of the Resolution adopted by the City Council of the City of Windom, Minnesota, at an authorized meeting held on the 3rd day of December, 2019, as shown by the Minutes of the meeting in my possession.

 Steven Nasby, City Administrator

Subscribed and sworn to before me this _____ day of December, 2019.

 Notary Public

My Commission Expires: _____

RESOLUTION #2019-

INTRODUCED:

SECONDED:

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

RESOLUTION ACCEPTING COMPETITIVE GRANT (BINGHAM LAKE APPLICATION) FROM MINNESOTA DEPARTMENT OF HEALTH

WHEREAS, the City of Windom has received notification of the awarding of a Competitive Grant from the Minnesota Department of Health (“MDH”), from an application submitted by the City of Bingham Lake, to be used in conjunction with conservation and wellhead protection of 10 acres situated in the real estate identified as Parcel No. 25-025-0200; and

WHEREAS, the City of Bingham Lake purchases water from the City of Windom and has joined in the application process for conservation and wellhead protection of source waters from which it receives its water service; and

WHEREAS, this grant is specific to the 10-acre quarry site on property currently owned by Cemstone Concrete Materials LLC (“Cemstone”) located at 1405 Cottonwood Lake Drive, Windom, Minnesota; and

WHEREAS, the quarry is no longer used in Cemstone’s operations; and

WHEREAS, the quarry site is located in the City of Windom’s wellhead protection area; and

WHEREAS, this grant of Ten Thousand Dollars (\$10,000) is to be used to assist in funding the purchase of the 10-acre quarry site by the City of Windom to retain the site for conservation and wellhead protection; and

WHEREAS, there is a match requirement of Ten Thousand Dollars (\$10,000) for the receipt of this grant; and

WHEREAS, the Windom Utility Commission has offered matching funds for this grant award; and

WHEREAS, the grant funds must be expended by June 30, 2023; and

WHEREAS, it is necessary that the City of Windom accept this grant and authorize the execution of any required documents.

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

1. The City of Windom hereby accepts the Competitive Grant (Bingham Lake Application), awarded by the Minnesota Department of Health, in the amount of Ten Thousand Dollars (\$10,000) to be used towards the purchase of the quarry site located at 1405 Cottonwood Lake Drive.
2. The City of Windom certifies that it has the legal authority to accept this grant and to enter into, execute, and deliver any documentation required pursuant to this grant award.
3. The required match of Ten Thousand Dollars (\$10,000) will be provided through approved funding sources (Utility Commission).
4. The City of Windom certifies that it will comply with applicable laws and regulations and requirements of this grant award.
5. The Mayor and City Administrator are hereby authorized to execute any required documentation for the acceptance and implementation of this grant.

Adopted by the Council this 3rd day of December, 2019.

Dominic Jones, Mayor

Attest: _____
Steven Nasby, City Administrator

CERTIFICATION

STATE OF MINNESOTA :
COUNTY OF COTTONWOOD:

I certify that the above Resolution is an accurate copy of the Resolution adopted by the City Council of the City of Windom, Minnesota, at an authorized meeting held on the 3rd day of December, 2019, as shown by the Minutes of the meeting in my possession.

Steven Nasby, City Administrator

Subscribed and sworn to before me this _____ day of December, 2019.

Notary Public

My Commission Expires: _____

RESOLUTION #2019-

INTRODUCED:

SECONDED:

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

RESOLUTION ACCEPTING EXPEDITED CONSERVATION PROJECTS GRANT FROM MINNESOTA DEPARTMENT OF NATURAL RESOURCES

WHEREAS, the City of Windom has received notification of the awarding of an Expedited Conservation Projects Grant from the Minnesota Department of Natural Resources (“DNR”) to be used in conjunction with conservation and wellhead protection of 10 acres situated in the real estate identified as Parcel No. 25-025-0200; and

WHEREAS, this grant is specific to the 10-acre quarry site on property currently owned by Cemstone Concrete Materials LLC (“Cemstone”) located at 1405 Cottonwood Lake Drive, Windom, Minnesota; and

WHEREAS, the quarry is no longer used in Cemstone’s operations; and

WHEREAS, the quarry site is located in the City of Windom’s wellhead protection area; and

WHEREAS, this grant of Thirty-five Thousand Three Hundred Eighty-Five Dollars (\$35,385) is to be used to assist the City of Windom in tree removal, grading, and seeding of the 10-acre quarry site to retain the site for conservation and wellhead protection; and

WHEREAS, there is a match requirement of Six Thousand Sixty-three Dollars (\$6,063) for the receipt of this grant; and

WHEREAS, the Windom Utility Commission has offered matching funds for this grant award in the amount of \$5,000 and the EDA will provide the remaining \$1,063 for the match; and

WHEREAS, the project must be completed and the grant funds expended by June 30, 2023; and

WHEREAS, it is necessary that the City of Windom accept this grant and authorize the execution of any required documents.

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

1. The City of Windom hereby accepts the Expedited Conservation Projects Grant, awarded by the Minnesota Department of Natural Resources, in the amount of Thirty-five Thousand

Three Hundred Eighty-five Dollars (\$35,385) to be used towards tree removal, grading, and seeding of the quarry site located at 1405 Cottonwood Lake Drive.

2. The City of Windom certifies that it has the legal authority to accept this grant and to enter into, execute, and deliver any documentation required pursuant to this grant award.

3. The City of Windom has the institutional, managerial, and financial capacity to ensure adequate project administration and implementation.

4. The required match of Six Thousand Sixty-three Dollars (\$6,063) will be provided through approved City funding sources (Utility Commission and EDA).

5. The City of Windom certifies that it will comply with applicable laws and regulations and requirements of this grant award.

6. The Mayor and City Administrator are hereby authorized to execute any required documentation for the acceptance and implementation of this grant.

Adopted by the Council this 3rd day of December, 2019.

Dominic Jones, Mayor

Attest: _____
Steven Nasby, City Administrator

CERTIFICATION

STATE OF MINNESOTA :

COUNTY OF COTTONWOOD:

I certify that the above Resolution is an accurate copy of the Resolution adopted by the City Council of the City of Windom, Minnesota, at an authorized meeting held on the 3rd day of December, 2019, as shown by the Minutes of the meeting in my possession.

Steven Nasby, City Administrator

Subscribed and sworn to before me this _____ day of December, 2019.

Notary Public

My Commission Expires: _____

CEMSTONE

October 15, 2019

Mayor Dominic Jones &
Economic Development Authority of Windom
444 Ninth Street
P.O. Box 38
Windom, MN 56101

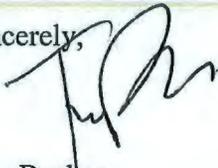
Mayor Jones & Windom EDA:

Cemstone has been working with the City of Windom / EDA on the redevelopment of our 34-acre property on the south side of Cottonwood Lake. We previously submitted a Letter of Commitment to work with the City / EDA on redevelopment grants, wellhead protection grants, and conservation grants. It is our understanding that multiple grants have been awarded to the City / EDA, and that the City / EDA are planning to apply for additional grants to help fund the redevelopment project.

We are submitting this Letter of Commitment to work with the City / EDA on platting our 34-acre property. The EDA has worked with DGR Engineering to develop a proposed plat, and Cemstone is ready to move forward with the official platting process for the 34-acre property. Platting of the property will help us and the City / EDA in marketing the lots.

These steps help us move forward towards our goals of selling the entire 34-acre property and building a new plant in the North Windom Industrial Park. Our proposal is to convey the entire property to the EDA and or developers in one transaction and not in a piece-meal fashion. The sale of our property can include pre-sales that are contingent on the larger transaction. This plan will help facilitate a mutually-beneficial outcome for all parties.

Sincerely,



Tim Becken
Senior Vice President



Windom Housing Development
26 November 2019



GROUND EFFECTS
landscape - floral - garden center



Windom Housing Development
26 November 2019





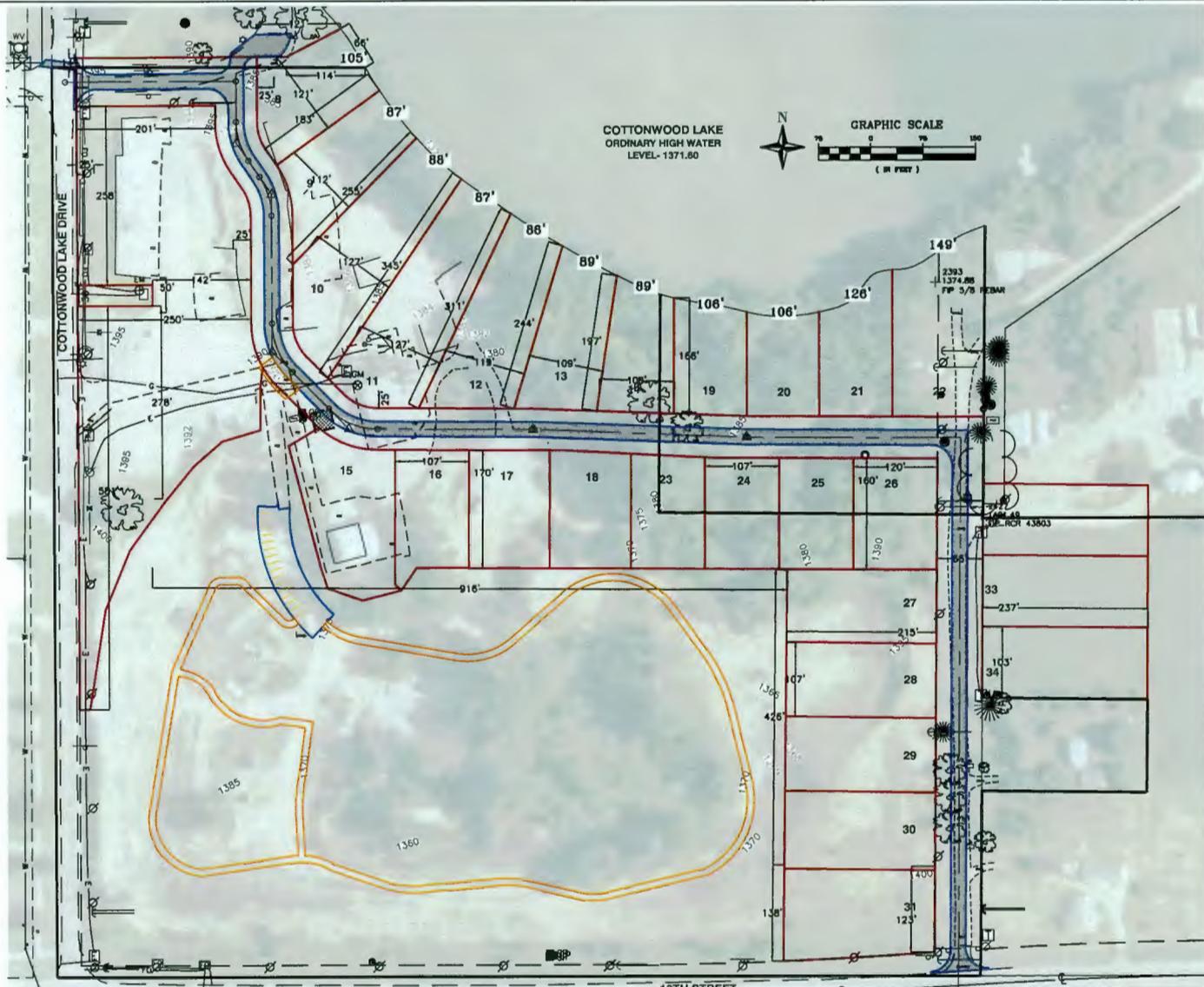
Windom Housing Development
26 November 2019



GROUND EFFECTS
landscape - floral - garden center

Plot Date: 11/5/2019 2:44:12 PM

P:\2019\202\3692\DWG\3692LAYOUT.DWG



LEGEND - PROPOSED SITE FACILITIES

6" PCC PAVEMENT OVER 12" SUBGRADE PREPARATION

PROPERTY LINE

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME, OR UNDER MY DIRECT SUPERVISION, AND THAT I AM A DAILY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

DANIEL L. VAN SCHEPPEL
 DATE: 11/5/2019 REG. NO. 45595



Project Manager: DLV
 Designer: DLV
 Project Number: 369202
 Phone: (712) 472-2531

S COTTONWOOD LAKE ADDITION
 WINDOM, MINNESOTA

LOT LAYOUT

S
H
E
E
T
L
Y
T

ACTION ITEM



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

TO: City Council
FROM: Development Department
DATE: December 3, 2019 (City Council Meeting Date)
RE: Southwest Initiative Foundation Grant
DEPT: Development Department
CONTACT: Drew Hage, Development Director at 832-8661 or drew.hage@windommn.com

Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action concerning the Southwest Initiative Foundation Grant:

1. Adopt the Resolution to accept the \$5,000 grant from the Southwest Initiative Foundation (“SWIF”) and authorize execution of the Grant Agreement.
-

Issue Summary/Background

“Rebuilding Together” helps to assess potential residential rehab projects, fundraise for projects, and coordinate volunteerism.

This SWIF grant will fund a study concerning the feasibility of a regional program and a potential Greater Minnesota Rebuilding Together Office in Windom. The regional office would cover Cottonwood, Jackson, and Nobles Counties. Attached is additional information regarding the study.

Background: In the Fall of 2018, Drew Hage and several community members from Windom attended the Grow Our Own Summit. This Summit focused on community building centering on the needs of youth. One of our areas of focus was affordable single-family housing.

The City has received Small Cities Development Funds approximately every 3 to 5 years for residential rehab. This program helps lower-income individuals and families with home improvement projects. Currently, there are funds available for the target area on the East Hill.

However, there is a need for more continuous funding for residential rehab and a program that is more user-friendly. City Staff researched options with Pam Dotson (HRA Board) and discovered a program entitled Rebuilding Together. This program is similar to Habitat for Humanity, but instead focuses on residential rehab rather than construction of new homes. Rehab projects are more manageable and can help address our housing need in Windom.

Fiscal Impact

The EDA will work with Staff in the Rebuilding Together Program and other economic development staff in Cottonwood, Jackson, and Nobles County on the feasibility study. There is no funding request from the City at this point.

Attachments

1. Resolution Accepting Rebuilding Together Grant from Southwest Initiative Foundation
 2. Southwest Initiative Foundation Grant Agreement
 2. Rebuilding Together Twin Cities Satellite Office – Windom, Minnesota – Development Plan.
-

RESOLUTION #2019-

INTRODUCED:

SECONDED:

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

RESOLUTION ACCEPTING REBUILDING TOGETHER GRANT FROM SOUTHWEST INITIATIVE FOUNDATION

WHEREAS, the City of Windom has received notification of the awarding of a Rebuilding Together Grant from the Southwest Initiative Foundation ("SWIF") in the amount of Five Thousand Dollars (\$5,000); and

WHEREAS, the purpose of the grant is to support the Revitalize Affordable Housing in Windom Project and specifically to fund a study to assess the feasibility of a regional program and a potential Greater Minnesota Rebuilding Together Office in Windom; and

WHEREAS, no match is required from the City of Windom for this grant; and

WHEREAS, it is necessary that the City of Windom accept this grant and execute a Grant Agreement with SWIF concerning the terms of the grant.

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

1. The City of Windom hereby accepts the Rebuilding Together Grant, awarded by the Southwest Initiative Foundation ("SWIF"), in the amount of Five Thousand Dollars (\$5,000) to be used to fund a study to assess the feasibility of a regional program and a potential Greater Minnesota Rebuilding Together Office in Windom.
2. The City of Windom approves the terms of the Grant Agreement with SWIF and authorizes the Mayor or City Administrator to execute the Grant Agreement on behalf of the City of Windom.
3. The City of Windom certifies that it has the legal authority to accept this grant and to enter into, execute, and deliver any documentation required pursuant to this grant award.
4. The City of Windom certifies that it will comply with applicable laws and regulations and requirements of this grant award.
5. The Mayor and City Administrator are hereby authorized to execute any required documentation for the implementation of this grant.

Adopted by the Council this 3rd day of December, 2019.

Dominic Jones, Mayor

Attest: _____
Steven Nasby, City Administrator

CERTIFICATION

STATE OF MINNESOTA :

COUNTY OF COTTONWOOD:

I certify that the above Resolution is an accurate copy of the Resolution adopted by the City Council of the City of Windom, Minnesota, at an authorized meeting held on the 3rd day of December, 2019, as shown by the Minutes of the meeting in my possession.

Steven Nasby, City Administrator

Subscribed and sworn to before me this _____ day of December, 2019.

Notary Public

My Commission Expires: _____

**Southwest Initiative Foundation
Grant Agreement**

Grant #: GN-00029775
Grantee: City of Windom
Amount: \$5,000.00
Purpose: to assist with planning to support a regional Rebuilding Together office in Windom

1. Use of Funds You will use the grant funds only for the purposes described above. In addition, the funds may be used only for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (the "Code"). You may not use the grant funds for purposes different from those set forth in the Grant Application and this Grant Agreement without first notifying and obtaining the consent of the Southwest Initiative Foundation (the "Foundation"). Expenses charged against this grant must be included during the approved grant period noted above. You will give public recognition to the Southwest Initiative Foundation's support in all advertising, publications and press releases concerning the grant project.
2. Certification and Maintenance of Exempt Status You certify that you (a) have been determined by the Internal Revenue Service to be a tax-exempt organization under Section 501(c)(3) of the Code, and not "by a private foundation," within the meaning of Code Section 509(a); (b) are a state or any political subdivision thereof within the meaning of Code Section 170(c)(1); or (c) are a state college or university within the meaning of Code Section 511(a)(2)(B) (all of which are referred to hereafter as a "Public Charity"). You will immediately inform the Foundation of any change in or challenge to your status as a Public Charity. Furthermore, you hereby affirm that this grant will not cause you to fail to qualify as a Public Charity. You will comply with the provisions of the Code and the regulations hereunder applicable to you as a Public Charity and will not violate any other statute or regulation applicable to you where such violation materially affects your ability to carry out the goals of the grant.
3. Payment of Grant Funds Enclosed is the Foundation check in the amount of \$5,000.00. You will repay to the Foundation any portion of the grant which is not used for the purposes specified herein.
4. Records You will maintain your books and records to show, and separately account for, the funds received under this grant, along with maintaining records of expenditures adequate to identify the purposes for which grant funds have been expended. You will permit the Foundation, at its request, to have complete access to the files and records for the purpose of making such financial audits, verifications, and investigations as it deems necessary concerning the grant, and to maintain such files and records for a period of at least six years after completion or termination of the project.
5. Final Report Upon completion of the period for which funds were granted, you will submit a detailed final report of the activities carried on under the grant, a final expenditure report, and an evaluation of what has been accomplished by the project. A final report is due on or before June 30, 2020.

6. Violation of Terms The total amount of this grant, or any payment thereof, may be discontinued, modified or withheld at any time when, in the judgment of the Foundation, such action is necessary to comply with the terms of this grant or the requirements of the law.
7. Termination This grant may be terminated at any time by mutual agreement in writing. Upon final termination of this grant agreement, all unexpended funds shall be returned to the Southwest Initiative Foundation.
8. Notices and Communications Notices and communications regarding the grant and this grant agreement shall be sent by U.S. mail, fax or email to the parties at the following addresses:

If to the Foundation: Southwest Initiative Foundation
 15 3rd Ave. NW
 Hutchinson, MN 55350
 Attention: Integration User
 email: jeff_fenner@redpathcg.com
 fax: (320) 587-3838

If to the Grantee: City of Windom
 PO Box 38
 Windom, MN 56101
 Attention: Drew Hage
 email: drew.hage@windommn.com

On behalf of the City of Windom, I understand and agree to the foregoing terms and conditions of the Southwest Initiative Foundation's grant and hereby certify my authority to execute this agreement on behalf of the City of Windom.

 Authorized Official

 Title

 Date

IN WITNESS WHEREOF Southwest Initiative Foundation has caused this Grant Agreement to be executed and intends it to be bound thereby.



 Nancy Fasching
 Community Impact Director

12/7/18

 Date

Rebuilding Together Twin Cities Satellite Office--Windom, Minnesota Development Plan (February 6, 2019)

Project Background

Windom, Minnesota is experiencing major economic growth. As businesses continue to hire, local housing market is getting tighter and less affordable. This affects low income individuals to a greater extent as a larger percentage of their income goes towards housing. In 2014 the City of Windom finalized a Comprehensive Housing Study. The study identified a 3.7 percent vacancy rate. Since that time several Major employers in the community have expanded and another has started. By November 2016, the vacancy rate in Windom was 2.3 percent.

The Housing Study identified a need for 130 new housing units in Windom from 2014 to the end of the decade. They included single-family homes, duplexes, quads, and multi-family units to accommodate market rate housing, seniors, higher-income families, and lower- income families. Also part of the need is to revitalize low income owner occupied homes. Maintaining affordable housing stock will help to create a stable foundation for low income families and will help fight housing blight.

The City of Windom Economic Development Authority and Housing and Redevelopment Authority will be leading the planning effort with Rebuilding Together to to create a more stable foundation for lower income families in Windom, which will help in the longer term to bring people out of poverty. The Development Plan for the Rebuilding Together office in Windom will include investigation in Windom and neighboring communities, a business plan, budget, fundraising plan, and community engagement plan.

Approach

With these objectives in mind an initial scope of work will be undertaken to research recent housing and comprehensive planning studies for Windom to understand larger initiatives to support housing, economic development, and livability. It will also include identifying key constituents and contributors in Windom and surrounding communities involved with housing issues. This will help establish a framework of key opportunities and challenges to help guide future planning and analysis for a Rebuilding Together office.

Scope of Work

Work through Rebuilding Together Twin Cities would include:

1. Background Review

To ensure we come from an informed position and do not duplicate prior work, we would review relevant background information, to be provided by the City. This could include but not limited to:

- City and/or neighboring communities studies which may inform economic planning, housing studies, past grants related to housing rehabilitation, etc.
- Local social service agency studies and/or reports related to health outcomes or initiatives, etc.
- Any other materials that may be relevant to this work (when in doubt, send along or make available).

2. Market Scan

This process will include identifying various city and county departments and contacts within Cottonwood, Jackson, and Nobles counties that deal with active living, demographics, existing conditions, and economic planning. These would include but not limited to the following:

- Windom Economic Development Authority
- Windom Area Chamber of Commerce/Convention & Visitor Bureau
- Windom Housing and Redevelopment Authority
- City of Windom Council Members
- Des Moines Valley Health & Human Services
- Southwest Regional Development Commission
- Cottonwood County Commissioners
- Local business leaders

3. Key Informant Interviews

To gather more information on developing a Rebuilding Together office a series of phone and/or on location in-person confidential interviews will be conducted. Key stakeholder representatives could include: City of Windom Economic Development Authority, Housing and Redevelopment Authority, local business leaders, area community representatives, county officials, and community members.

4. Update and Recommendations

Findings from preceding tasks and undertakings will be synthesized to provide a high-level analysis of creating a business plan, budget, fundraising plan, and community engagement plan for a Rebuilding Together office in Windom. Key opportunities and challenges will also be identified.

5. Timeline

We expect preliminary plans could be completed within 4 months after proceeding depending on start date, and the availability of project leadership and key stakeholders. The timeline below is for reference and will be updated as the project proceeds.

Task	February	March	April	May
Background Review				
Market Scan				
Key Informant Interviews				
Update and Recommendations				

ACTION ITEM



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

TO: CITY COUNCIL
FROM: DREW HAGE, DEVELOPMENT DIRECTOR
CC MEETING DATE: DECEMBER 3, 2019
RE: CALL FOR PUBLIC HEARING – RESIDENTIAL TAX ABATEMENT
DEPT: Development Department
CONTACT: Drew Hage, Development Director, at 832-8661 or drew.hage@windommn.com

Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action regarding a request for tax abatement:

1. Adopt attached RESOLUTION setting the public hearing on an application for residential tax abatement.
-

Issue Summary/Background

Background: Minnesota Statutes gives authority to cities to grant an abatement of taxes imposed by the City if certain criteria are met. In 2016, Cottonwood County established a “home initiative program” which provides guidelines and a program through which the County, City, and School can grant abatement of real estate taxes to encourage construction of new owner-occupied and rental residential housing units. The program provides for a five-year abatement of real estate taxes on the increased market value of the property generated by the new home, duplex, or multi-family building. The abatement commences on the first year of taxes payable on the increased assessed value of the property. The abatement does not include the real estate taxes on the land. On October 18, 2016, the Windom City Council adopted a resolution approving the program’s guidelines and approving participation in the Cottonwood County Home Initiative Program.

Current Application: The EDA received a request for abatement of the City’s real estate taxes on a proposed new home to be constructed on property at 2280 Seventh Avenue.

Pursuant to Minnesota Statutes, it is necessary to hold a public hearing on any proposed abatement of real estate taxes. Attached is a proposed Resolution calling for a public hearing to be held at the next City Council Meeting.

Fiscal Impact

There is no fiscal impact to the City to call for a public hearing on this application. If after the public hearing the City Council approves the requested abatement, the potential impact is as follows:

Based on an estimated market value of \$288,448 and the 2019 tax rates, the estimated tax abatement for the City would be approximately \$2,295 per year. The total estimated tax abatement by the City of Windom for the five-year period is approximately \$11,475. (The market value for the project is only an estimate, since the new home has not yet been constructed. The tax rates will also change each year.)

Attachments

1. Resolution Calling for Public Hearing on Proposed Tax Abatement for New Residential Project.
2. Application Letter and attachments.

WHEREAS, based on the estimated market value for the new home and based on 2019 tax rates, the estimated tax abatement for the City of Windom for this property would be approximately \$2,295 per year. The total estimated tax abatement by the City of Windom for the five-year period is approximately \$11,475. (These figures were calculated using 2019 tax rates. The market value for the project is only an estimate, since the building has not yet been constructed. The tax rates will also change each year.)

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

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

1. Public Hearing. A public hearing to consider the proposed tax abatement, as set forth above, shall be held on Tuesday, December 17, 2019, in the Windom City Hall Council Chambers during the regular City Council Meeting which begins at 6:30 p.m.

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

Adopted by the City Council this 3rd day of December, 2019.

Dominic Jones, Mayor

Attest: _____
Steven Nasby, City Administrator

November 4, 2019

To: Cottonwood County Home Initiative Administrator

c/o Drew Hage, Executive Director
Economic Development Authority of Windom
444 Ninth Street
P.O. Box 38
Windom, MN 56101

Re: Request for Residential Tax Abatement

Dear Drew:

We plan to construct a new single-family home on the property of 2280 Seventh Avenue, Windom, Minnesota. We are requesting residential tax abatement for the new home pursuant to the Cottonwood County Home Initiative. Our plans are to begin construction of the new home in the spring of 2020.

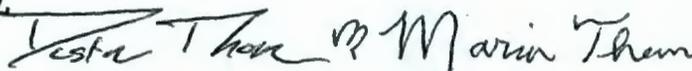
Our application includes:

1. Letter requesting abatement.
2. Legal description, address, and parcel ID No. of the property.
3. Aerial or plat showing the proposed location and dimensions of the new home on the property.
4. Construction plans for the new home.
5. Estimated market value of the new home.

A copy of the Building Permit issued by the Windom Building & Zoning Office will be provided when available.

Should you have any questions or need additional information please contact us.

Sincerely,



Applicants: Dustin R Thom (property owner) & Maria Thom

Current address: 53753 County Road 13
Bingham Lake MN 56118

Phone number: (507) 822-2475 Dustin
(218) 790-3592 Maria

ATTACHMENT
to
COTTONWOOD COUNTY HOME INITIATIVE APPLICATION

Applicants: Dustin R. Thom (Property Owner) & Maria Thom

Parcel ID No.: 25-362-0050

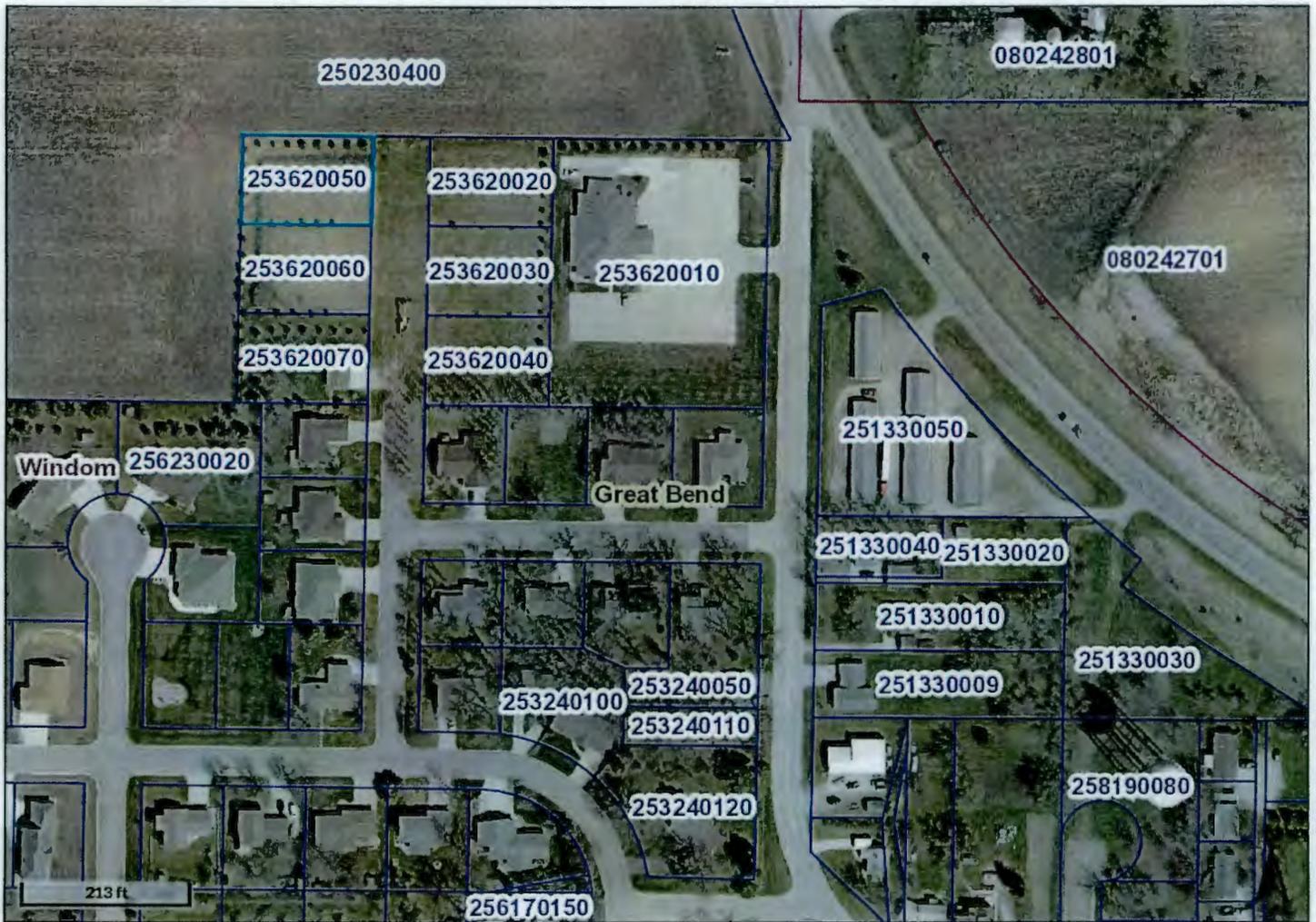
Address of the Property: 2280 Seventh Avenue, Windom, Minnesota

Legal Description of the Property:

Lot 1 in Block 2 of Hoffmann LaCanne Subdivision in the City of Windom, Cottonwood County, Minnesota.

Utilities: Utilities are provided to the property by the City of Windom and Minnesota Energy Resources.

Estimated Market Value of the New Home: \$288,448.

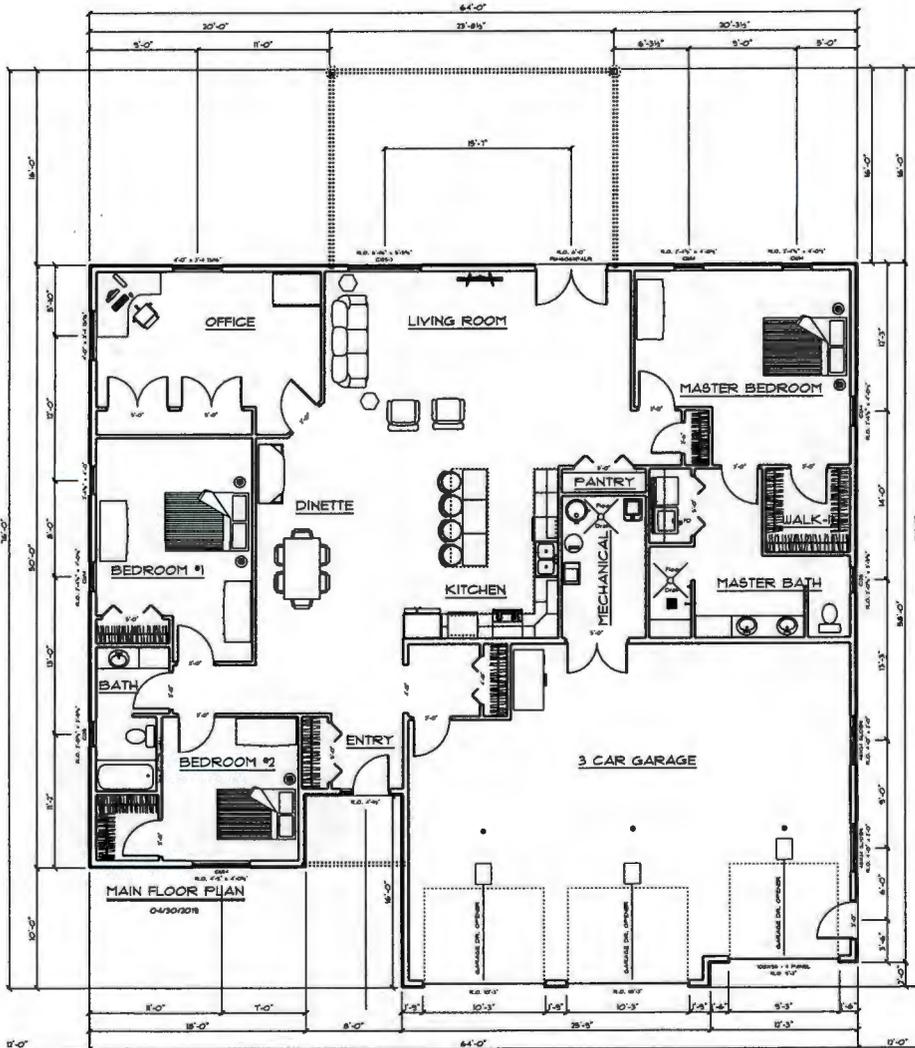


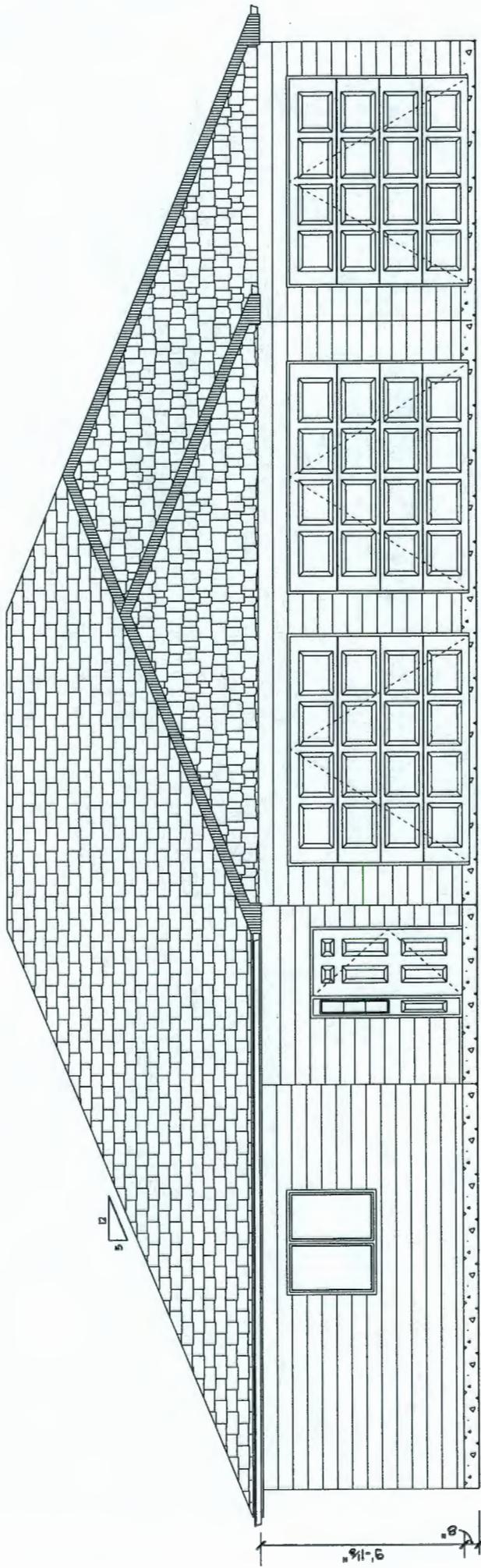
Parcel ID	253620050	Alternate ID	n/a	Owner Address	THOM/DUSTIN R
Sec/Twp/Rng	0-0-0	Class	RESIDENTIAL\ SINGLE UNIT		53753 COUNTY ROAD 13
Property Address	2280 7TH AVE 56101	Acreage	n/a		BINGHAM LAKE MN 56118

District n/a
Brief Tax Description LOT 1 BLK 2
 (Note: Not to be used on legal documents)

Date created: 11/20/2019
 Last Data Uploaded: 11/19/2019 7:12:33 PM

PROPERTY LOT LINES



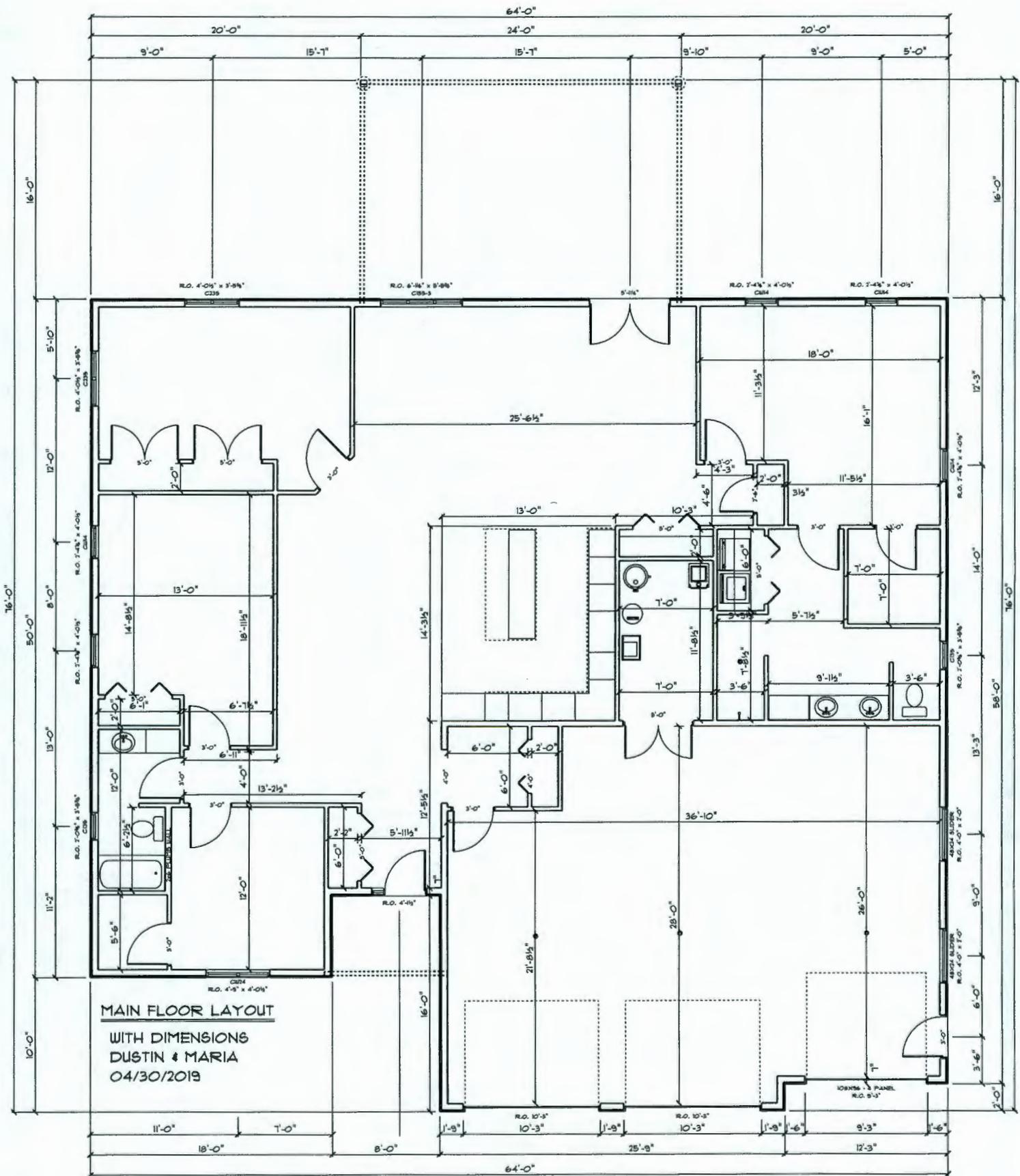


FRONT ELEVATION

DUSTIN & MARIA

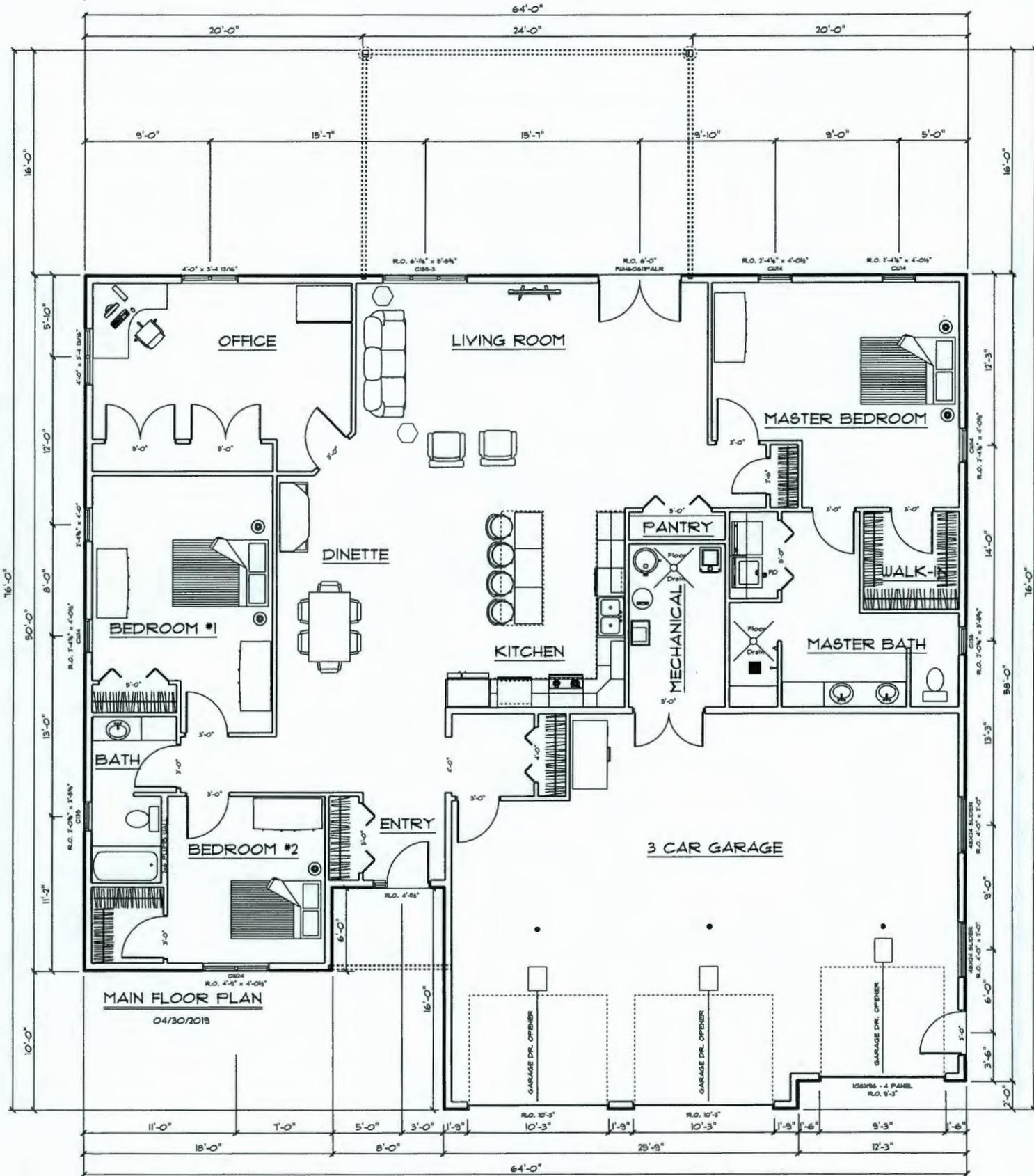
04/30/2019

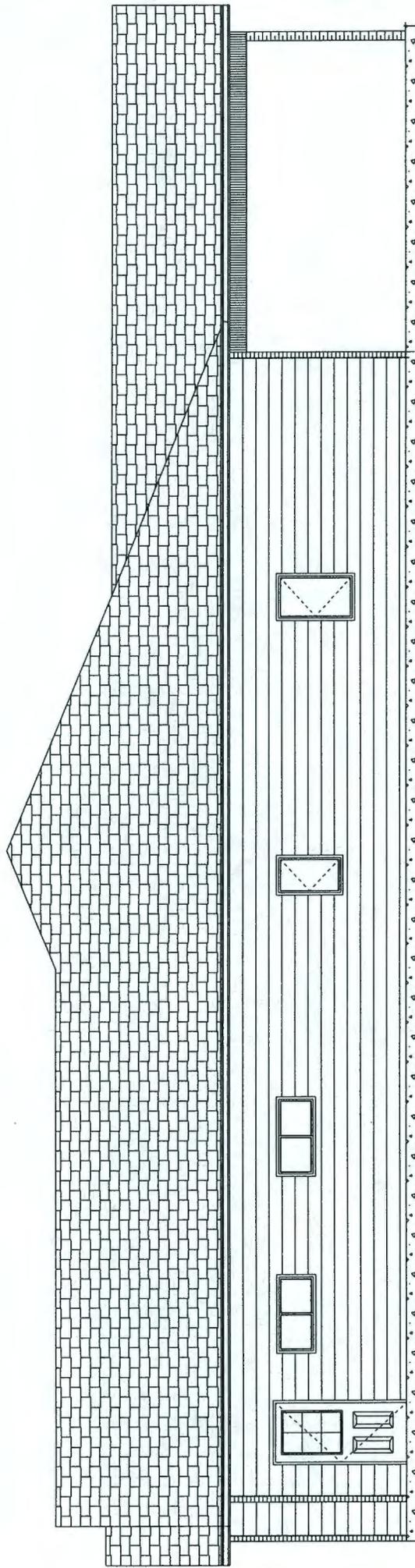
1/8" = 1'-0"



MAIN FLOOR LAYOUT
 WITH DIMENSIONS
 DUSTIN & MARIA
 04/30/2019

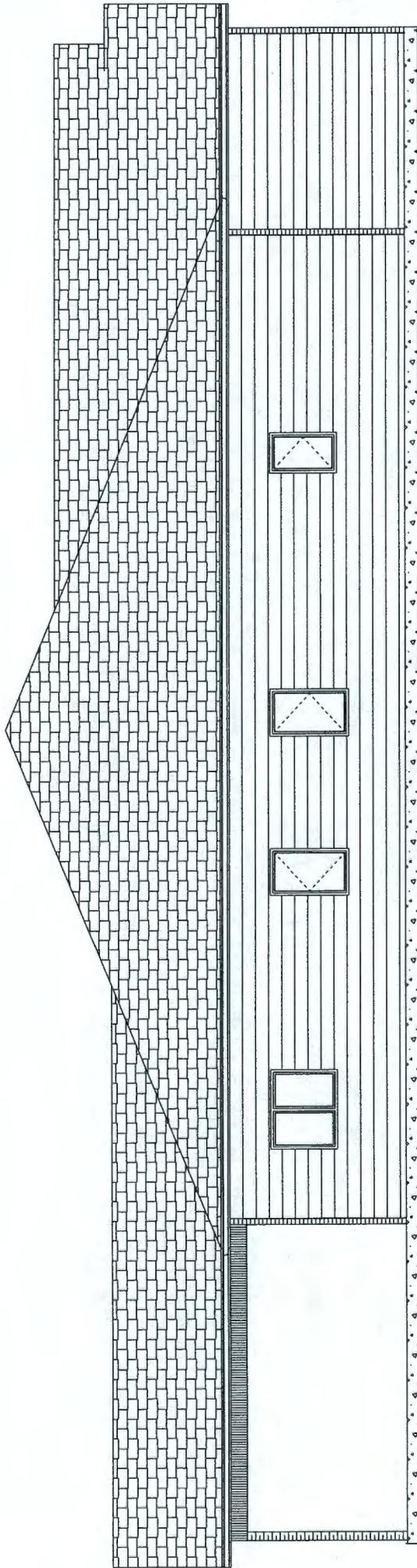
64'-0"
 20'-0"
 9'-0"
 15'-7"
 15'-7"
 9'-10"
 20'-0"
 9'-0"
 5'-0"
 16'-0"
 16'-0"
 R.O. 4'-0" x 3'-9" C239
 R.O. 6'-11" x 5'-0" C239-3
 5'-0"
 R.O. 7'-4 1/2" x 4'-0 1/2" CABIN
 R.O. 7'-4 1/2" x 4'-0 1/2" CABIN
 5'-10"
 17'-0"
 5'-10"
 R.O. 4'-0" x 3'-9" C239
 17'-0"
 12'-0"
 R.O. 7'-4 1/2" x 4'-0 1/2" CABIN
 8'-0"
 R.O. 7'-4 1/2" x 4'-0 1/2" CABIN
 13'-0"
 14'-3 1/2"
 14'-3 1/2"
 13'-0"
 11'-3 1/2"
 18'-0"
 16'-11"
 11'-5 1/2"
 11'-3 1/2"
 4'-3"
 2'-0"
 3 1/2"
 4'-6"
 10'-3"
 7'-0"
 3'-0"
 3'-0"
 7'-0"
 5'-7 1/2"
 3'-0"
 7'-0"
 9'-11 1/2"
 3'-6"
 14'-0"
 17'-3"
 R.O. 7'-4 1/2" x 4'-0 1/2" CABIN
 14'-0"
 13'-3"
 58'-0"
 R.O. 7'-0" x 3'-9"
 R.O. 7'-0" x 3'-9"
 11'-2"
 13'-0"
 8'-0"
 R.O. 7'-0" x 3'-9"
 11'-2"
 12'-0"
 6'-2 1/2"
 3'-0"
 3'-0"
 4'-0"
 13'-2 1/2"
 4'-0"
 17'-5 1/2"
 5'-11 1/2"
 6'-0"
 3'-0"
 6'-0"
 2'-0"
 3'-0"
 6'-0"
 36'-10"
 28'-0"
 21'-8 1/2"
 16'-0"
 16'-0"
 10'-0"
 11'-0"
 19'-0"
 7'-0"
 8'-0"
 1'-9"
 10'-3"
 1'-9"
 10'-3"
 1'-9"
 9'-3"
 1'-6"
 64'-0"
 25'-9"
 12'-3"
 108X36 PANEL R.O. 9'-3"
 3'-6"
 9'-0"
 3'-0"
 16'-0"





RIGHT ELEVATION

04/30/2019



LEFT ELEVATION

04/30/2019



REAR ELEVATION

04/30/2019

ESTIMATED TAX VALUE:

DUSTIN AND MARIA THOM HOUSE.

LACANNE/HOFFMAN ADDITION.

HOUSE SQ FT 2484 @ 100.26/SQ FT = \$249,045.84

GARAGE SQ FT 992 @ 39.72/SQ FT = \$39,402.24

TOTAL ESTIMATED VALUE: \$288,448.08

ACTION ITEM



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

TO: City Council
FROM: Development Department
DATE: December 3, 2019 (City Council Meeting Date)
RE: Cottonwood County Home Initiative Program
DEPT: Development Department
CONTACT: Drew Hage, Development Director at 832-8661 or drew.hage@windommn.com

Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action concerning the Cottonwood County Home Initiative Program:

1. Approve the resolution extending the City's participation in the program from January 1, 2020, to December 31, 2022.

Issue Summary/Background

At the November 19th City Council Meeting, Development Director Hage gave a presentation summarizing the results of the Cottonwood County Home Initiative Program to date. A copy of the "Cottonwood County Home Initiative Program Guidelines (January 1, 2020 – December 31, 2022)" is attached. Also attached is a copy of the proposed Resolution extending the City of Windom's participation in this program for the next three (3) years commencing on January 1, 2020.

Background: On October 18, 2016, the Windom City Council adopted Resolution #2016-72 authorizing the City to participate in the Cottonwood County Home Initiative Program. The purpose of the Cottonwood County Home Initiative Program is to provide incentives in Windom and Cottonwood County to encourage the construction of new owner-occupied and rental residential housing units, encourage replacement of dilapidated housing structures, and increase future tax revenues in Cottonwood County. This program provides five years of tax abatement on the increased value of the real property generated by the construction of a new home. Each participating taxing authority (City, County, and School District) reviews applications prior to approval of the requested abatement.

3-Year Program Summary: 15 new single-family homes (8 homes in Windom), numerous developers and builders interested in the program, and estimated valuation of new homes approved through the program was \$3,645,000. This does not include the 45-unit market rate apartment building that was approved in Windom (TIF was used as the incentive for the apartment project).

Fiscal Impact

The housing tax abatement program helped to increase the number of new homes constructed in Windom. This increase grows the tax revenue in the longer term when compared to the status quo of new home construction prior to the housing tax abatement program. Before the housing tax abatement program began, Windom averaged 1.6 new housing units from 2005 to 2015.

Attachments

1. Resolution Extending Participation in the Cottonwood County Home Initiative Program
2. Cottonwood County Home Initiative Guidelines

RESOLUTION #2019-

INTRODUCED:

SECONDED:

VOTED: Aye:
 Nay:
 Absent:

CITY OF WINDOM

**RESOLUTION EXTENDING PARTICIPATION IN THE
COTTONWOOD COUNTY HOME INITIATIVE PROGRAM**

WHEREAS, Minnesota Statutes §469.1813 gives authority to Minnesota cities to grant an abatement of taxes imposed by the City if certain criteria are met; and

WHEREAS, in addition to the statutory requirements, on October 18, 2016, the City of Windom adopted Resolution #2016-72 approving the Cottonwood County Home Initiative Guidelines (which must be met before an abatement of taxes will be granted for residential development) and approving participation in the Cottonwood County Home Initiative Program; and

WHEREAS, the purpose of the Cottonwood County Home Initiative is to provide incentives to encourage the construction of new owner-occupied and rental residential housing units, encourage replacement of dilapidated housing structures within Cottonwood County, and increase future tax revenues in Cottonwood County; and

WHEREAS, an eligible participant in the program would be any person who constructs a new single-family home, duplex, or multi-family complex and who files application material and seeks formal approval from the appropriate local jurisdictions; and

WHEREAS, the Guidelines provided that the program would commence on January 1, 2017, and end on December 31, 2019; and

WHEREAS, for the period commencing January 1, 2017, through the present time, applications for residential property tax abatement for eight new homes have been approved by the Windom City Council; and

WHEREAS, it is in the best interests of the City of Windom and its citizens that the City of Windom's participation in the Cottonwood County Home Initiative Program be extended from January 1, 2020, through December 31, 2022, pursuant to the Guidelines adopted by Cottonwood County and approved by the City of Windom.

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

1. The Cottonwood County Home Initiative Program Guidelines (January 1, 2020 – December 31, 2022) are hereby approved.

2. Renewal of the City of Windom's participation in the Cottonwood County Home Initiative Program for another three-year period to commence on January 1, 2020, is hereby approved.

3. The City Council retains the authority for final approval of individual projects requesting tax abatement by the City of Windom.

4. The Mayor and City Administrator are hereby authorized to sign any required documents authorizing the City of Windom's continued participation in the Cottonwood County Home Initiative Program through December 31, 2022.

Adopted this 3rd day of December, 2019.

Dominic Jones, Mayor

ATTEST: _____
Steven Nasby, City Administrator

Cottonwood County Home Initiative Program

Guidelines

(January 1, 2020 – December 31, 2022)

Intent

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

Tax Abatement Availability

Minnesota Statute §469.1813 sets forth abatement authority, procedures, and requirements. Subdivision 8 of §469.1813 places limitations on tax abatement.

Eligible Participants

Any person who constructs a new single-family home, duplex, or multi-family complex and who files application material and seeks formal approval from appropriate local jurisdictions between January 1, 2020, and December 31, 2022, may be eligible to receive 100% tax abatement of the County's share of increased real estate taxes, and shares of School District's and City's taxes (if applicable), generated by the construction of new housing or a new single-family home, for a period of five (5) years provided all of the following requirements are met:

1. Property is located within Cottonwood County and zoned properly for the proposed development project.
2. The applicant shall not have received other local financial assistance (tax increment financing/TIF, Workforce Housing, SCDP).
3. Project is constructed pursuant to building codes adopted at the time the building permit is obtained.
4. Property taxes are current and paid on time and in full.
5. Program approvals must be obtained from each applicable taxing authority prior to the start of construction of the new housing/home.

Multi-family projects of a minimum of 4 rental units may seek approval for a longer tax abatement period not exceeding the maximum defined by State Statute. Each of these multi-unit requests will be considered on an individual basis.

Abatement Program

The real estate taxes to be abated shall be up to the full amount of the real estate taxes from added tax base of the newly constructed housing/home collected annually by the County and, if applicable, by the City where the property is located. Participating School Districts can abate the percentage which is allowed by state law.

This abatement will not include voter-approved school referendums, local levies, or state aid pursuant to Minnesota Statutes §§ 127A.40 to 127A.51.

Real estate taxes collected for the value of the land or the value of any current additional structures on the property are not eligible for tax abatement, and will not be abated as part of this program.

This abatement also does not apply to, or include, existing and/or new assessments to the property.

This abatement will transfer to the new property owners for the balance of the five-year abatement period upon the sale of the property.

Application

Statute requires the County and each applicable taxing authority to review each abatement application prior to approval of the proposed abatement. All applications will be considered on a "first come - first served" basis. The acceptance of new applications will be contingent upon board approval and abatement capacity as defined above.

A complete Application for Abatement shall consist of:

- A letter addressed to the Cottonwood County Home Initiative Administrator requesting abatement for an eligible project.
- Legal description, address and property identification number for the subject property.
- An aerial or plat map outlining the lot lines of the property.
- A site plan showing the proposed location and dimensions of the new home/housing project on the property.
- Floor plans for the new home/housing project.
- Estimated market value of the new home/housing project.
- Applications for properties in unincorporated areas of the County also require a Building Setback Permit issued by the Cottonwood County Planning & Zoning Office and SSTS (Septic System) Permit issued by Cottonwood County.
- A copy of the building permit should be submitted after it has been issued.

Applications are to be submitted to Economic Development Authority of Windom ("EDA"), 444 9th Street, P. O. Box 38, Windom, Minnesota 56101. Upon receipt of a completed application, the EDA will submit information to the County and, if applicable, to the appropriate City and School District to schedule date(s) on which each entity will consider the application. Notice of these dates shall be sent to the applicant within 30 days of the filing of the application. Upon consideration and approval by the appropriate taxing authority, each taxing authority will adopt a resolution approving the abatement and outlining the details of the abatement program. Copies of these resolutions will be forwarded to the applicant.

The abatement shall be null and void if construction of the new home is not commenced within six (6) months of the approval of the final resolution which is adopted by a taxing entity or if real estate taxes are not paid on or before the respective annual payment deadlines.

Abatement Payments

The abatement period will commence on the first year of taxes payable for the increased assessed value related to the capital improvement (new housing/home) and shall continue for a total of five (5) years.

The County and each participating entity (such as City and/or School District) shall provide the awarded abatement payments following full payment by the property owner(s) of the real estate taxes due annually. One payment of each entity's share of the abatement shall be made to the property owner(s) of record by December 30th of each calendar year during the five-year period.

Application Information

Contact: Drew Hage, EDA of Windom, 507-832-8661 (Office), 507-822-5918 (Cell),
E-Mail: drew.hage@windommn.com

ACTION ITEM



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

TO: City Council
FROM: Scott Peterson, Chief of Police
DATE: 12/03/19
RE: Vacancy within the Windom Police Department
DEPT: Police
CONTACT: Scott Peterson, Chief of Police; speterson@windom-mn.com

Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action:

1. Officer Brandon Thongvivong has resigned his position with the Windom Police Department. We seek approval to begin the hiring process in search of his replacement.

Issue Summary/Background

This is a budgeted position within the department. The hiring process for a new police officer is quite lengthy. By receiving official approval, we can begin taking applications.

Fiscal Impact

There is no new fiscal impact, as it is a budgeted position.

Attachments

We ask that approval to begin the process be granted. Thank you for your consideration.

ACTION ITEM



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

TO: City Council
FROM: Glenn Lund, Water/Wastewater Superintendent
DATE: December 3, 2019 (City Council Meeting Date)
RE: Wastewater Foreman – Internal Transfer
DEPT: Wastewater Department
CONTACT: Glenn Lund, Water/Wastewater Superintendent, at 831-6138 or glenn.lund@windommn.com

Recommendations/Options/Action Requested

Approve the internal transfer of Ryan Anderson to the position of Wastewater Foreman.

Issue Summary/Background

This fall there have been personnel changes in the Water/Wastewater Departments. Mike Haugen retired from the position of Water/Wastewater Superintendent. On November 19th, the City Council approved my promotion to the position of Water/Wastewater Superintendent. This resulted in a vacancy in the position of Wastewater Foreman. Also on November 19th, the City Council authorized an internal posting for this position. There was one applicant for the position. Following the interview, I am recommending that Ryan Anderson be promoted to the position of Wastewater Foreman.

This recommendation will come before the Utility Commission on Tuesday morning, December 3rd; and a recommendation from the Utility Commission will be presented to the City Council at the Council Meeting on December 3rd.

Details concerning compensation, etc. will be provided at the December 3rd City Council Meeting.

Fiscal Impact

There is no fiscal impact for the City as this position was already included in the budget.

Attachments

None.

GL/mah



Application for Payment
(Unit Price Contract)
No. 3

Eng. Project No.: WINDM 145757

Location: Windom Municipal Airport - Windom, MN

Contractor APX Construction Group LLC

Contract Date April 2, 2019

1820 Willow Street

Pay This Amount	\$	172,970.01
------------------------	-----------	-------------------

Mankato, MN 56001

Contract Amount \$ 445,566.96

Contract for 2018 Hangar and Taxilane Construction

Application Date 11/20/19

For Period Ending 11/15/19

Item No.	Item	Unit	Est. Quantity	Quantity to Date	Unit Price	Total Price
2021.501	Mobilization	LS	1	1	\$86,147.00	\$86,147.00
2051.501	Maintenance & Restoration of Haul	LS	1	1	5,500.00	\$5,500.00
2231.501	Bituminous Patch - Special	LS	1	1	14,625.00	\$14,625.00
2301.501	Hangar Foundation/Floor Design &	LS	1	1	76,637.00	\$76,637.00
2301.502	Hangar Foundation/Floor Design &	LS	1	1	54,538.00	\$54,538.00
13133.501	Pre-Engineered Building System	LS	1	0.93	101,151.86	\$94,071.23
13133.502	Pre-Engineered Building System	LS	1	0.94	63,723.19	\$59,899.80
13133.503	Bi-Fold Door Hangar 1 - See plan	LS	1	1	14,933.64	\$14,933.64
13133.504	Bi-Fold Door Hangar 2 - See plan	LS	1	1	13,544.27	\$13,544.27
P-156-5.1	Silt Fence Type Preassembled (Incl.	LF	300	300	4.00	\$1,200.00
P-156-5.2	Inlet Protection	EA	2	2	500.00	\$1,000.00
T-901-5.1	Turf Establishment	LS	1	0	2,000.00	\$0.00
	Change Order 1	LS	1	1	7,590.00	\$7,590.00
Alternate 1 - Floor Insulation						
13133.505	Floor Insulation	LS	1	1	10,567.00	\$10,567.00
Total Contract Amount						\$440,252.94

Application for Payment (continued)

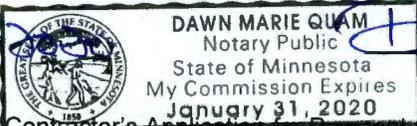
Total Contract Amount	\$ <u>445,566.96</u>	Total Amount Earned	\$ <u>440,252.94</u>
		Material Suitably Stored on Site, Not Incorporated into Work	_____
Contract Change Order No. _____		Percent Complete _____	_____
Contract Change Order No. _____		Percent Complete _____	_____
Contract Change Order No. _____		Percent Complete _____	_____
Less Previous Applications:		GROSS AMOUNT DUE	\$ <u>440,252.94</u>
AFP No. 1: <u>95,218.63</u>	AFP No. 6: _____	LESS <u>5</u> % RETAINAGE	\$ <u>22,012.65</u>
AFP No. 2: <u>150,051.65</u>	AFP No. 7: _____	AMOUNT DUE TO DATE	\$ <u>418,240.29</u>
AFP No. 3: _____	AFP No. 8: _____	LESS PREVIOUS APPLICATIONS	\$ <u>245,270.28</u>
AFP No. 4: _____	AFP No. 9: _____	AMOUNT DUE THIS APPLICATION	\$ <u>172,970.01</u>
AFP No. 5: _____			

CONTRACTOR'S AFFIDAVIT

The undersigned Contractor hereby swears under penalty of perjury that (1) all previous progress payments received from the Owner on account of work performed under the Contract referred to above have been applied by the undersigned to discharge in full all obligations of the undersigned incurred in connection with work covered by prior Applications for Payment under said contract, 2018 Hangar and Taxilane Construction, Windom Municipal Airport - Windom, MN, and (2) all material and equipment incorporated in said Project or otherwise listed in or covered by this Application for Payment and free and clear of all liens, claims, security interests and encumbrances.

Date 11-21, 2019 APX Construction Group LLC
 _____ (Contractor)
 COUNTY OF Blue Earth)
 STATE OF Minnesota) SS By Mitchel Rohlfing V.P.
 _____ (Name and Title)

Before me on this 21st day of November, 2019, personally appeared
Mitchel Rohlfing known to be, who being duly sworn did depose and say that he is the Vice President (office) of the Contractor above mentioned that he executed the above Application for Payment and Affidavit on behalf of said Contractor; and that all of the statements contained therein

My Commission expires 1-31-20  Dawn Marie Quam
 _____ (Notary Public)

The undersigned has checked the Contractor's Application for Payment shown above. A part of this Application is the Contractor's Affidavit stating that all previous payments to him under this contract have been applied by him to discharge in full all of his obligations in connecting with the work by all prior Applications for Payment.

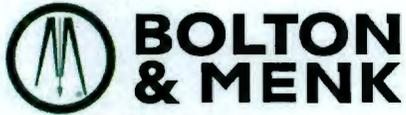
In accordance with the Contract, the undersigned recommends approval of payment to the Contractor for the Amount due.

By Shirley Keitt **Short Elliott Hendrickson Inc.**

 Date 11/21/19

City of Windom

By _____
 Date _____



**BOLTON
& MENK**

Real People. Real Solutions.

12224 Nicollet Avenue
Burnsville, MN 55337-1649

Ph: (952) 890-0509
Fax: (952) 890-8065
Bolton-Menk.com

November 26, 2019

Via Email

City of Windom
444 9th Street
PO Box 38
Windom, MN 56101-0038

RE: Payment Request No. 13
Wastewater Treatment Facility Improvements
Windom, Minnesota
Project No. T22.113672

Attn: Steve Nasby, City Administrator

Dear Mayor and Council Members:

Please find attached Application for Payment No. 13 from Gridor Constr., Inc. for the work completed to date for the construction of the Wastewater Treatment Facility Improvements. We reviewed this application and find it acceptable for payment. We recommend making a payment of \$669,394.00 to Gridor Constr., Inc. Please sign the first page of the application, forward copy along with the payment to Gridor Constr., Inc., a copy to Chelsea Alger, Bolton & Menk, and keep one copy for your records.

Sincerely,

Bolton & Menk, Inc.

R. Kelly Yahnke
Project Manager

RKY

Enclosure

Item No.	B Description of Work	C Scheduled Value	D Work Completed		E Material Presently Stored (Not in D or E)	F Total Completed and Stored To Date (D+E+F)	G Percent Completed (G/C)	H Balance To Finish (C-G)	
			From Previous Application	This Period					
				Percent					Amount
Division 1									
1.001	Mobilization Insurance and Bonds	\$450,000	\$450,000			\$450,000	100.0%	\$0	
1.001	Allowances	\$421,000	\$41,827	15%	\$63,150	\$104,977	24.9%	\$316,023	
Subtotal for	Division 1	\$871,000	\$491,827		\$63,150	\$554,977	63.7%	\$316,023	
			\$491,827			check \$554,977			
Division 2									
2.001	Erosion Control / Silt Fence	\$30,000	\$25,500			\$25,500	85.0%	\$4,500	
2.002	Clear and Grub Site	\$35,000	\$35,000			\$35,000	100.0%	\$0	
2.003	Fine Grade and Restore Site	\$300,000	\$60,000	5.00%	\$15,000	\$75,000	25.0%	\$225,000	
2.004	Demo Labor and Material	\$420,000	\$294,000			\$294,000	70.0%	\$126,000	
2.005	General Excavation	\$400,000	\$360,000	2.00%	\$8,000	\$368,000	92.0%	\$32,000	
2.006	General Backfill Materials	\$250,000	\$200,000	5.00%	\$12,500	\$212,500	85.0%	\$37,500	
2.007	Pipe Lining - Alt #1	\$1,270,000	\$1,206,500			\$1,206,500	95.0%	\$63,500	
2.008	Pipe Lining - Alt #2	\$330,000	\$313,500			\$313,500	95.0%	\$16,500	
2.009	Fencing	\$20,000	\$3,000			\$3,000	15.0%	\$17,000	
2.010	Landscaping and Seedings	\$25,000				\$0	0.0%	\$25,000	
2.011	Roads, Walks and Curbs	\$175,000				\$0	0.0%	\$175,000	
2.012	Site Utilities - Labor & Equipment	\$315,000	\$173,250	5.00%	\$15,750	\$189,000	60.0%	\$126,000	
2.013	Site Utilities - Material	\$425,000	\$127,500			\$291,370	98.6%	\$6,130	
2.014	Manholes - Labor/ Equipment & Material	\$40,000	\$28,000			\$10,245	95.6%	\$1,755	
Subtotal for	Division 2	\$4,035,000	\$2,826,250.00		\$51,250	\$301,615	\$3,179,115	\$855,885	
		check	\$2,826,250			Check \$3,179,115			
Division 3									
3.001	FPA Concrete 4000 cy @ 450 cy	\$1,800,000	\$1,521,000	3.00%	\$54,000	\$1,575,000	87.5%	\$225,000	
3.002	Rebar Materials	\$530,000	\$492,900			\$492,900	93.0%	\$37,100	
3.003	Rebar Install	\$230,000	\$195,500	5.00%	\$11,500	\$207,000	90.0%	\$23,000	
3.004	Precast Concrete / Hollowcore	\$60,000	\$12,000	80.00%	\$48,000	\$60,000	100.0%	\$0	
Subtotal for	Division 3	\$2,620,000	\$2,221,400.00		\$113,500	\$0	\$2,334,900	\$285,100	
		check	\$2,221,400			Check \$2,334,900			

Item No.	B Description of Work	C Scheduled Value	D Work Completed		E Amount	F Material Presently Stored (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	H Percent Completed (G/C)	I Balance To Finish (C-G)	
			From Previous Application	This Period						
				Percent						Amount
Division 4										
4.001	Masonry	\$360,000	\$180,000	35.00%	\$126,000		\$306,000	85.0%	\$54,000	
Subtotal for	Division 4	\$360,000	\$180,000.00		\$126,000	\$0	\$306,000	85.00%	\$54,000	
		check	\$180,000			Check	\$306,000			
Division 5										
5.001	Misc Metals - Materials	\$240,000	\$124,800	5.00%	\$12,000	\$85,804	\$222,604	92.8%	\$17,396	
5.002	Misc Metals - Labor	\$60,000	\$27,000	5.00%	\$3,000		\$30,000	50.0%	\$30,000	
5.003	Hatches	\$20,000	\$20,000				\$20,000	100.0%	\$0	
Subtotal for	Division 5	\$320,000	\$171,800.00		\$15,000	\$85,804	\$272,604	85.19%	\$47,396	
		check	\$171,800			Check	\$272,604			
Division 6										
6.001	Carpentry	\$10,000		10.00%	\$1,000		\$1,000	10.0%	\$9,000	
Subtotal for	Division 6	\$10,000	\$0.00		\$1,000	\$0	\$1,000	10.00%	\$9,000	
		check				Check	\$1,000			
Division 7										
7.001	Dampproofing	\$30,000	\$22,500	25.00%	\$7,500		\$30,000	100.0%	\$0	
7.002	Insulation / Vapor Barriers	\$35,000	\$8,750	75.00%	\$26,250		\$35,000	100.0%	\$0	
7.003	Roof System	\$70,000					\$0	0.0%	\$70,000	
7.004	Caulking	\$15,000					\$0	0.0%	\$15,000	
Subtotal for	Division 7	\$150,000	\$31,250.00		\$33,750	\$0	\$65,000	43.33%	\$85,000	
		check	\$31,250			Check	\$65,000			
Division 8										
8.001	Hollow Metal Doors Frames and Hardware	\$35,000				\$23,110	\$23,110	66.0%	\$11,890	
8.002	Overhead Doors	\$15,000					\$0	0.0%	\$15,000	
Subtotal for	Division 8	\$50,000	\$0.00		\$0	\$23,110	\$23,110	46.22%	\$26,890	
		check				Check	\$23,110			

Item No.	B Description of Work	C Scheduled Value	D Work Completed		F Material Presently Stored (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	H Percent Completed (G/C)	I Balance To Finish (C-G)	
			From Previous Application	This Period					
				Percent					Amount
Division 9									
9.001	Painting - Headworks	\$100,000				\$0	0.0%	\$100,000	
9.002	Painting - Anaerobic / Anoxic Basins	\$70,000				\$0	0.0%	\$70,000	
9.003	Painting - Rapid Mix Tank	\$35,000				\$0	0.0%	\$35,000	
9.004	Painting - Aeration Tanks 1-3	\$110,000				\$0	0.0%	\$110,000	
9.005	Painting - Clarifiers 1 & 2	\$35,000	\$35,000			\$35,000	100.0%	\$0	
9.006	Painting - Control Building	\$40,000				\$0	0.0%	\$40,000	
9.007	Painting - Filter Building	\$25,000	\$22,500			\$22,500	90.0%	\$2,500	
9.008	Painting - Chlorine / Post Aeration	\$50,000	\$50,000			\$50,000	100.0%	\$0	
9.009	Painting - Sludge Building / Biosolids	\$65,000	\$6,500			\$6,500	10.0%	\$58,500	
Subtotal for	Division 9	\$530,000	\$114,000.00		\$0	\$0	\$114,000	21.51%	\$416,000
		check	\$114,000			Check	\$114,000		
Division 10									
10.001	Specialties	\$5,000				\$0	0.0%	\$5,000	
Subtotal for	Division 10	\$5,000	\$0.00		\$0	\$0	\$0.00%	\$5,000	
		check				Check	\$0		
Division 11									
11.001	Horizontal End Suction Pumps	\$80,000			\$63,343	\$63,343	79.2%	\$16,657	
11.002	Chemical Feed Equipment	\$230,000	\$69,000		\$150,000	\$219,000	95.2%	\$11,000	
11.003	Hydraulic Gates	\$55,000	\$16,500	20.00%	\$11,000	\$21,514	39.1%	\$33,486	
11.004	Submersible Pumps	\$50,000		20.00%	\$10,000	\$33,024	66.0%	\$16,976	
11.005	Recess Vortex Pumps	\$110,000	\$5,500	2.00%	\$2,200	\$100,000	90.9%	\$9,000	
11.006	Rotary Lobe Pumps	\$75,000	\$3,750	5.00%	\$3,750	\$62,986	84.0%	\$12,014	
11.007	Grit Removal Equipment	\$160,000			\$151,416	\$151,416	94.6%	\$8,584	
11.008	Fine Screen	\$275,000		99.00%	\$272,250	\$272,250	99.0%	\$2,750	
11.009	Clarifier Equipment	\$250,000	\$250,000			\$250,000	100.0%	\$0	
11.010	Blowers	\$375,000	\$11,250		\$327,311	\$338,561	90.3%	\$36,439	
11.011	Fine Bubble Aeration	\$100,000	\$7,000		\$85,000	\$92,000	92.0%	\$8,000	
11.012	Sludge Heat Exchanger	\$40,000	\$39,600			\$39,600	99.0%	\$400	
11.013	Course Bubble Aeration	\$40,000			\$35,000	\$35,000	87.5%	\$5,000	
11.014	Rapid Mixers	\$40,000		10.00%	\$4,000	\$31,849	79.6%	\$8,151	
11.015	Submersible Mixers	\$50,000			\$45,084	\$45,084	90.2%	\$4,916	
11.016	Biosolids Tank Mixers	\$75,000	\$75,000			\$75,000	100.0%	\$0	
11.017	Lab Equipment	\$10,000	\$10,000			\$10,000	100.0%	\$0	
11.018	Samplers	\$20,000	\$20,000			\$20,000	100.0%	\$0	
Subtotal for	Division 11	\$2,035,000	\$507,600.00		\$303,200	\$1,106,527	\$1,917,327	94.22%	\$117,673
		check	\$507,600						

Item No.	B Description of Work	C Scheduled Value	D Work Completed		E Material Presently Stored (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	H Percent Completed (G/C)	I Balance To Finish (C-G)	
			From Previous Application	This Period					
				Percent					Amount
Division 12									
12.001	Furnishings	\$3,200				\$0	0.0%	\$3,200	
Subtotal for	Division 12	\$3,200	\$0.00		\$0	\$0	0.00%	\$3,200	
		check			Check	\$0			
Division 13									
13.001	Disc Filters	\$730,000	\$671,600	8.00%	\$58,400	\$730,000	100.0%	\$0	
13.002	FRP Wiers and Baffles	\$30,000	\$30,000			\$30,000	100.0%	\$0	
Subtotal for	Division 13	\$760,000	\$701,600.00		\$58,400	\$0	100.00%	\$0	
		check	\$701,600		Check	\$760,000			
Division 14									
14.001	Davit Hoists	\$7,000				\$0	0.0%	\$7,000	
Subtotal for	Division 14	\$7,000	\$0.00		\$0	\$0	0.00%	\$7,000	
		check			Check	\$0			
Division 15									
15.001	Int. DIP & FTGS - Material	\$850,000	\$714,000			\$108,614	96.8%	\$27,386	
15.002	Int. DIP & FTGS - Labor	\$150,000	\$90,000	5.00%	\$7,500	\$97,500	65.0%	\$52,500	
15.003	Valves	\$500,000	\$431,700			\$66,654	99.7%	\$1,646	
15.004	Misc Process Pipe - Material	\$50,000	\$12,500	5.00%	\$2,500	\$15,000	30.0%	\$35,000	
15.005	Misc Process Pipe - Labor	\$30,000	\$7,500	5.00%	\$1,500	\$9,000	30.0%	\$21,000	
15.006	Mechanical Insulation	\$32,000				\$0	0.0%	\$32,000	
15.007	Pre-treatment Plumbing / HVAC	\$250,000	\$75,000	5.00%	\$12,500	\$87,500	35.0%	\$162,500	
15.008	Sludge Building Plumbing /HVAC	\$50,000				\$0	0.0%	\$50,000	
15.009	Filter Building Plumbing / HVAC	\$50,000	\$30,000	15.00%	\$7,500	\$37,500	75.0%	\$12,500	
15.010	Control Building Plumbing / HVAC	\$50,000	\$10,000			\$10,000	20.0%	\$40,000	
15.011	Insulation	\$50,000				\$0	0.0%	\$50,000	
15.012	Temp Controls	\$80,000	\$8,000			\$8,000	10.0%	\$72,000	
Subtotal for	Division 15	\$2,142,000	\$1,378,700.00		\$31,500	\$175,268	74.02%	\$556,532	
		check	\$1,378,700		Check	\$1,585,468			

Item No.	B Description of Work	C Scheduled Value	D Work Completed			E Material Presently Stored (Not in D or E)	F Total Completed and Stored To Date (D+E+F)	G Percent Completed (G/C)	H Balance To Finish (C-G)
			From Previous Application	This Period					
				Percent	Amount				
Division 16									
16.001	Electrical GC's	\$30,000	\$16,200	7.00%	\$2,100		\$18,300	61.0%	\$11,700
16.002	Basic Materials	\$100,000	\$33,000	6.00%	\$6,000		\$39,000	39.0%	\$61,000
16.003	Conduit and Fittings	\$250,000	\$40,000	2.00%	\$5,000	\$20,000	\$65,000	26.0%	\$185,000
16.004	Wire and Cable	\$210,000	\$37,800	4.00%	\$8,400	\$110,103	\$156,303	74.4%	\$53,697
16.005	Outlet Boxes	\$10,000	\$3,000				\$3,000	30.0%	\$7,000
16.006	Pull and Junction Boxes	\$15,000	\$9,000				\$9,000	60.0%	\$6,000
16.007	Wiring Devices	\$10,000					\$0	0.0%	\$10,000
16.008	Electrical Motors	\$15,000	\$2,100				\$2,100	14.0%	\$12,900
16.009	Disconnects	\$60,000	\$6,000			\$2,500	\$8,500	14.2%	\$51,500
16.010	Grounding	\$10,000					\$0	0.0%	\$10,000
16.011	Transformers	\$20,000	\$4,800			\$12,300	\$17,100	85.5%	\$2,900
16.012	Panelboards	\$25,000	\$3,000			\$14,000	\$17,000	68.0%	\$8,000
16.013	MCC's	\$410,000	\$225,500	40.00%	\$164,000		\$389,500	95.0%	\$20,500
16.014	Transfer Switches	\$50,000	\$50,000				\$50,000	100.0%	\$0
16.015	Lighting	\$100,000	\$70,000				\$70,000	70.0%	\$30,000
16.016	Generator	\$160,000	\$158,400	1.00%	\$1,600		\$160,000	100.0%	\$0
16.017	Electrical Resistance Heating	\$25,000	\$4,000				\$4,000	16.0%	\$21,000
16.018	Softwear	\$135,000				\$100,000	\$100,000	74.1%	\$35,000
16.019	Control Panels	\$670,000	\$268,000	50.00%	\$335,000		\$603,000	90.0%	\$67,000
16.020	Fiber Optics	\$20,000		15.00%	\$3,000		\$3,000	15.0%	\$17,000
16.021	DO Analyzers	\$50,000	\$13,500				\$13,500	27.0%	\$36,500
16.022	Nitrate Analyzers	\$60,000	\$21,600				\$21,600	36.0%	\$38,400
16.023	Ammonia Analyzers	\$35,000	\$5,600				\$5,600	16.0%	\$29,400
16.024	Phosphorus Analyzers	\$35,000	\$3,500				\$3,500	10.0%	\$31,500
16.025	LEL Gas Monitoring	\$15,000	\$6,300				\$6,300	42.0%	\$8,700
16.026	Cable Junction Boxes	\$35,000	\$12,250				\$12,250	35.0%	\$22,750
16.027	Control Stations	\$15,000	\$0,600			\$9,152	\$9,752	65.0%	\$5,248
16.028	Instrumentation	\$115,000	\$17,250			\$40,291	\$57,541	50.0%	\$57,459
16.029	Coordination Study	\$15,000					\$0	0.0%	\$15,000
Subtotal for	Division 16	\$2,700,000	\$1,011,400.00		\$525,100	\$308,346	\$1,844,846	68.33%	\$855,154
		check	\$1,011,400			Check	\$1,844,846		
Grand Total		\$16,598,200	\$9,635,827		\$1,321,850	\$2,000,670	12,958,347	78.07%	\$3,639,853
							12,958,347		

Windom, MN WWTF

Stored Materials & Equipment Summary

Gridor Constr., Inc.
3990 27th Street SE
Buffalo, MN 56313



Pay Req. No. 13
Period Ending: 11/30/2019

Pay Item No.	Pay Application Work Item	Scheduled Value	Previous Stored To Date	New Storage This Month	Vendor/Description for New Storage	Total Stored to Date	Previous Installed to date	Installed this month	Total Installed to date	Amount Remaining In Storage
Grand Totals		\$16,598,200								
1.001	Mobilization Insurance and Bonds	\$450,000								
1.001	Allowances	\$421,000								
Subtotal for	Division 1	\$871,000								

Division 2										
2.001	Erosion Control / Silt Fence	\$30,000								
2.002	Clear and Grub Site	\$35,000								
2.003	Fine Grade and Restore Site	\$300,000								
2.004	Demo Labor and Material	\$420,000								
2.005	General Excavation	\$400,000								
2.006	General Backfill Materials	\$250,000								
2.007	Pipe Lining - Alt #1	\$1,270,000								
2.008	Pipe Lining - Alt #2	\$330,000								
2.009	Fencing	\$20,000								
2.010	Landscaping and Seedings	\$25,000								
2.011	Roads, Walks and Curbs	\$175,000								
2.012	Site Utilities - Labor & Equipment	\$315,000								
2.013	Site Utilities - Material	\$425,000	\$366,370			\$366,370	\$75,000		\$75,000	\$291,370
2.014	Manholes - Labor/ Equipment & Material	\$40,000	\$29,007			\$29,007	\$18,762		\$18,762	\$10,245
Subtotal for	Division 2	\$4,035,000	\$395,377	\$0		\$395,377	\$93,762	\$0	\$93,762	\$301,615

Division 3										
3.001	F/P/I Concrete 4000 cy @ 450 cy	\$1,800,000								
3.002	Rebar Materials	\$530,000	\$189,303			\$189,303	\$189,303		\$189,303	
3.003	Rebar Install	\$230,000								
3.004	Precast Concrete / Hollowcore	\$60,000	\$21,855			\$21,855		\$21,855	\$21,855	
Subtotal for	Division 3	\$2,620,000	\$211,158	\$0		\$211,158	\$189,303	\$21,855	\$211,158	\$0

Division 4										
4.001	Masonry	\$360,000								
Subtotal for	Division 4	\$360,000	\$0	\$0		\$0	\$0	\$0	\$0	\$0

Division 5										
5.001	Misc Metals - Materials	\$240,000	\$160,804			\$160,804	\$75,000		\$75,000	\$85,804
5.002	Misc Metals - Labor	\$60,000								
5.003	Hatches	\$20,000	\$14,716			\$14,716	\$14,716		\$14,716	
Subtotal for	Division 5	\$320,000	\$175,520	\$0		\$175,520	\$89,716	\$0	\$89,716	\$85,804

Division 6										
6.001	Carpentry	\$10,000								
Subtotal for	Division 6	\$10,000	\$0	\$0		\$0	\$0	\$0	\$0	\$0

Windom, MN WWTF

Stored Materials & Equipment Summary

Gridor Constr., Inc.
3990 27th Street SE
Buffalo, MN 56313



Pay Req. No. 13
Period Ending: 11/30/2019

Pay Item No.	Pay Application Work Item	Scheduled Value	Previous Stored To Date	New Storage This Month	Vendor/Description for New Storage	Total Stored to Date	Previous Installed to date	Installed this month	Total Installed to date	Amount Remaining In Storage
Division 7										
7.001	Dampproofing	\$30,000								
7.002	Insulation / Vapor Barriers	\$35,000								
7.003	Roof System	\$70,000								
7.004	Caulking	\$15,000								
Subtotal for	Division 7	\$150,000	\$0	\$0		\$0	\$0	\$0	\$0	\$0

Division 8										
8.001	Hollow Metal Doors Frames and Hardware	\$35,000		\$23,110	Bredemus Hardware	\$23,110				\$23,110
8.002	Overhead Doors	\$15,000								
Subtotal for	Division 8	\$50,000	\$0	\$23,110		\$23,110	\$0	\$0	\$0	\$23,110

Division 9										
9.001	Painting - Headworks	\$100,000								
9.002	Painting - Anaerobic / Anoxic Basins	\$70,000								
9.003	Painting - Rapid Mix Tank	\$35,000								
9.004	Painting - Aeration Tanks 1-3	\$110,000								
9.005	Painting - Clarifiers 1 & 2	\$35,000								
9.006	Painting - Control Building	\$40,000								
9.007	Painting - Filter Building	\$25,000								
9.008	Painting - Chlorine / Post Aeration	\$50,000								
9.009	Painting - Sludge Building / Biosolids	\$65,000								
Subtotal for	Division 9	\$530,000	\$0	\$0		\$0	\$0	\$0	\$0	\$0

Division 10										
10.001	Specialties	\$5,000								
Subtotal for	Division 10	\$5,000	\$0	\$0		\$0	\$0	\$0	\$0	\$0

Division 11										
11.001	Horizontal End Suction Pumps	\$80,000	\$63,343			\$63,343				\$63,343
11.002	Chemical Feed Equipment	\$230,000	\$150,000			\$150,000				\$150,000
11.003	Hydraulic Gates	\$55,000	\$21,514			\$21,514				\$21,514
11.004	Submersible Pumps	\$50,000	\$33,024			\$33,024				\$33,024
11.005	Recess Vortex Pumps	\$110,000	\$100,000			\$100,000				\$100,000
11.006	Rotary Lobe Pumps	\$75,000	\$62,986			\$62,986				\$62,986
11.007	Grit Removal Equipment	\$160,000	\$151,416			\$151,416				\$151,416
11.008	Fine Screen	\$275,000	\$245,813			\$245,813	\$245,813		\$245,813	
11.009	Clarifier Equipment	\$250,000	\$197,603			\$197,603	\$197,603		\$197,603	
11.010	Blowers	\$375,000	\$327,311			\$327,311				\$327,311
11.011	Fine Bubble Aeration	\$100,000	\$85,000			\$85,000				\$85,000
11.012	Sludge Heat Exchanger	\$40,000	\$35,000			\$35,000	\$35,000		\$35,000	
11.013	Coarse Bubble Aeration	\$40,000	\$35,000			\$35,000				\$35,000
11.014	Rapid Mixers	\$40,000	\$31,849			\$31,849				\$31,849
11.015	Submersible Mixers	\$50,000	\$45,084			\$45,084				\$45,084
11.016	Biosolids Tank Mixers	\$75,000	\$64,700			\$64,700	\$64,700		\$64,700	
11.017	Lab Equipment	\$10,000								
11.018	Samplers	\$20,000								
Subtotal for	Division 11	\$2,035,000	\$1,649,643	\$0		\$1,649,643	\$297,303	\$245,813	\$543,116	\$1,106,527

Windom, MN WWTF

Stored Materials & Equipment Summary

Gridor Constr., Inc.
3990 27th Street SE
Buffalo, MN 55313



Pay Req. No. 13
Period Ending: 11/30/2019

Pay Item No.	Pay Application Work Item	Scheduled Value	Previous Stored To Date	New Storage This Month	Vendor/Description for New Storage	Total Stored to Date	Previous Installed to date	Installed this month	Total Installed to date	Amount Remaining in Storage
--------------	---------------------------	-----------------	-------------------------	------------------------	------------------------------------	----------------------	----------------------------	----------------------	-------------------------	-----------------------------

Division 12										
12.001	Furnishings	\$3,200								
Subtotal for	Division 12	\$3,200	\$0	\$0		\$0	\$0	\$0	\$0	\$0

Division 13										
13.001	Disc Filters	\$730,000	\$51,349			\$51,349		\$51,349	\$51,349	
13.002	FRP Wiers and Baffles	\$30,000	\$25,000			\$25,000	\$25,000		\$25,000	
Subtotal for	Division 13	\$760,000	\$76,349	\$0		\$76,349	\$25,000	\$51,349	\$76,349	\$0

Division 14										
14.001	David Hoists	\$7,000								
Subtotal for	Division 14	\$7,000	\$0	\$0		\$0	\$0	\$0	\$0	\$0

Division 15										
15.001	Int. DIP & FTGS - Material	\$850,000	\$308,614			\$308,614	\$200,000		\$200,000	\$108,614
15.002	Int. DIP & FTGS - Labor	\$150,000								
15.003	Valves	\$500,000	\$466,654			\$466,654	\$400,000		\$400,000	\$66,654
15.004	Misc Process Pipe - Material	\$50,000								
15.005	Misc Process Pipe - Labor	\$30,000								
15.006	Mechanical Insulation	\$32,000								
15.007	Pre-treatment Plumbing / HVAC	\$250,000								
15.008	Sludge Building Plumbing /HVAC	\$50,000								
15.009	Filter Building Plumbing / HVAC	\$50,000								
15.010	Control Building Plumbing / HVAC	\$50,000								
15.011	Insulation	\$50,000								
15.012	Temp Controls	\$80,000								
Subtotal for	Division 15	\$2,142,000	\$775,268	\$0		\$775,268	\$600,000	\$0	\$600,000	\$175,268

Division 16										
16.001	Electrical GC's	\$30,000								
16.002	Basic Materials	\$100,000								
16.003	Conduit and Fittings	\$250,000	\$20,000			\$20,000				\$20,000
16.004	Wire and Cable	\$210,000	\$110,103			\$110,103				\$110,103
16.005	Outlet Boxes	\$10,000								
16.006	Pull and Junction Boxes	\$15,000								
16.007	Wiring Devices	\$10,000								
16.008	Electrical Motors	\$15,000								
16.009	Disconnects	\$60,000	\$2,500			\$2,500				\$2,500
16.010	Grounding	\$10,000								
16.011	Transformers	\$20,000	\$12,300			\$12,300				\$12,300
16.012	Panelboards	\$25,000	\$14,000			\$14,000				\$14,000
16.013	MCC's	\$410,000	\$150,000			\$150,000	\$150,000		\$150,000	
16.014	Transfer Switches	\$50,000								
16.015	Lighting	\$100,000								
16.016	Generator	\$160,000								
16.017	Electrical Resistance Heating	\$25,000								

Windom, MN WWTF

Stored Materials & Equipment Summary

Gridor Constr., Inc.
3990 27th Street SE
Buffalo, MN 55313



Pay Req. No. 13
Period Ending: 11/30/2019

Pay Item No.	Pay Application Work Item	Scheduled Value	Previous Stored To Date	New Storage This Month	Vendor/Description for New Storage	Total Stored to Date	Previous Installed to date	Installed this month	Total Installed to date	Amount Remaining In Storage
16.018	Softwear	\$135,000	\$100,000			\$100,000				\$100,000
16.019	Control Panels	\$670,000	\$206,549			\$206,549		\$206,549	\$206,549	
16.020	Fiber Optics	\$20,000								
16.021	DO Analyzers	\$50,000								
16.022	Nitrate Analyzers	\$60,000								
16.023	Ammonia Analyzers	\$35,000								
16.024	Phosphorus Analyzers	\$35,000								
16.025	LEL Gas Monitoring	\$15,000								
16.026	Cable Junction Boxes	\$35,000								
16.027	Control Stations	\$15,000	\$9,152			\$9,152				\$9,152
16.028	Instrumentation	\$115,000	\$40,291			\$40,291				\$40,291
16.029	Coordination Study	\$15,000								
Subtotal for	Division 16	\$2,700,000	\$664,895	\$0		\$664,895	\$0	\$356,549	\$356,549	\$308,346
Grand Totals		\$16,598,200	\$3,948,210	\$23,110		\$3,971,320	\$1,295,084	\$675,566	\$1,970,650	\$2,000,670

Bredemus Hardware, Inc.

1285 Sylvan Street
St. Paul, MN 55117

Invoice

Date	Invoice #
10/11/2019	18143.1

Bill To
GRIDOR CONSTRUCTION INC 3990 27TH ST SE BUFFALO MN 55313

Ship To
WTP 400 DRAKE AVE WINDOM MN FILE #18-143

P.O. No.	Terms	Rep	Project
201806/8110		NB	

Description	Qty	U/M
FINISH HARDWARE PER CONTRACT		
HOLLOW METAL PER CONTRACT		
<p><i>Pay Item 8.001</i></p>		
Subtotal		\$21,623.39
Sales Tax (6.875%)		\$1,486.61
Total		\$23,110.00
Payments/Credits		\$0.00
Balance Due		\$23,110.00

RECEIVED
OCT 15 2019
GRIDOR CONSTR., INC.

Approved *[Signature]*
For *B-ae 8-110*
Date Paid _____
Check No _____

Phone #	Fax #
6514896250	651-489-5502